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MANUAL OF  
Rules and Regulations

FOR THE GOVERNMENT  
OF THE

PUBLIC SCHOOLS

—OF—

Morgantown, West Virginia

Revised and enlarged from edition  
of April 18, 1911

Adopted March 9, 1915

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Superintendent's Office and Board Rooms  
HIGH SCHOOL BUILDING  
Corner Spruce and Willey Streets

COMMITTEE ON REVISION.

ROBERT ALLEN ARMSTRONG, Chairman

ENOCH MILLER EVERLY, (President)

DENNIS MARTIN WILLIS .

ROY CLARK SMITH

## RULES AND REGULATIONS

### Relative to the Organization, Officers, and Business of the Board of Education.

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1. This board shall hold its regular meetings on the second and fourth Tuesdays of each month, at 7:30 p. m., at the board rooms, in the high school building; provided, that when either day shall be a legal holiday, the meeting shall be held on the following day, at the same hour and place. Special meetings may be called by the president or three members of the board, by giving all the members at least twenty-four hours' notice of such meeting, unless such notice be waived by all the members in writing, or by all members being in attendance on the meeting.

2. The president shall preside at all meetings of the board and proceed with business in the order hereinafter set forth; he shall appoint all committees not otherwise provided for; and shall perform such other duties as are prescribed and required by the laws of West Virginia. In case of his absence, a president pro tem shall be elected from the members of the board, who shall preside in the absence of the president.

3. The secretary of the board shall have the custody of all records, books and papers of the board, and transfer them to his successor; he shall attend all meetings of the board, and keep full minutes of the proceedings in a book prepared for that purpose;

he shall notify the chairman of any committee of all matters referred to his committee, as soon after such reference as possible; and shall perform all other duties required of him by the orders of the board of education or by the laws of West Virginia.

4. The order of business shall be as follows:

- (a) Reading and approving the minutes of preceding meetings.
- (b) Report of standing committees.
- (c) Report of special committees.
- (d) Unfinished business.
- (e) Presentation of bills.
- (f) Report of city superintendent.
- (g) New business.

5. The board shall appoint the following standing committees, which committees shall serve until the close of the school year for which they are appointed:

- (a) Committee on teachers and salaries.
- (b) Committee on buildings and repairs.
- (c) Committee on school library.
- (d) Committee on high school.
- (e) Committee on text-books.
- (f) Committee on expenditures.

6. All questions of parliamentary procedure that may arise in the proceedings of the board, shall be governed by Robert's Rules of Order.

#### **Committee on Teachers and Salaries.**

1. This committee shall consist of at least two members of the board, and the superintendent. It shall be the duty of this committee to present to the board, not later than the first meeting in May, a list of all the teachers in the employ of the board



with an account of the record of each for the year, noting the following points: (a) Success in school management; (b) Success in giving instruction; (c) Attitude toward the work; (d) Loyalty to superiors; (e) Self-improvement and growth.

From this list it shall select those who are qualified for re-election and, with the approval of the board, shall secure from each one, not later than the first of June, an application in proper form upon which the board may take final action at the first meeting in July. At the first regular meeting in July the committee shall report to the board the number of new teachers required for the year, including substitute teachers, and recommend persons suitable for the positions to be filled, the recommendations presenting the qualifications of the applicants on the following points: (a) Education and training; (b) Experience and success in teaching; (c) Personal qualities and spirit.

2. It shall prepare and recommend a schedule of salaries for teachers, including teachers of the high school; it shall locate the teachers and have power to make such changes at any time as are deemed best for the schools, subject to the approval of the board; and shall recommend the boundaries of the sub-districts.

3. The members of the board, on this committee, shall visit all schools of the city, at least twice during each school year, and note carefully the general deportment at each building, the discipline of each room, and all other matters that come under their observation.

#### **Committee on Buildings and Repairs.**

1. This committee shall consist of at least two members of the school board. It shall

have general supervision of the construction and repairing and improving of all school buildings, and plans and estimates involving an expenditure on buildings and appurtenances, subject to the approval of the board.

2. It shall have power to order such repairs and the materials therefor as are immediately necessary, if the expenditure does not exceed twenty-five dollars, and shall report its action at the next regular meeting of the board. If the repairs and improvements shall involve an expenditure exceeding twenty-five dollars, the committee shall first submit to the board a statement of the probable cost of such repairs, etc., and proceed with the work under instructions from the board.

3. It shall have charge, under the direction of the board, of the fencing, improvement, and ornamentation of all school houses and grounds.

4. It shall have charge of the purchase and sale of school furniture, subject to the approval of the board; it shall, after inquiring into their qualifications, recommend to the board suitable persons for janitors, suggest their salaries, and have general supervision of their work.

#### **Committee on Library.**

1. The library committee shall consist of two members of the board (the president being one) and the superintendent of schools.

2. This committee shall have charge of the affairs of the public school library of the district such as recommending to the board lists of new books to be purchased;

the cataloging and the care and distribution of the books of the library; the procuring of suitable pictures, wall decorations, and statuary for the schools of the district; the recommending of a suitable person for librarian, and such assistants as may be necessary, these to be compensated as the board may direct.

3. The library committee shall appoint an advisory committee of five members, consisting of the superintendent, the principal of the high school, the head of the department of English in the high school, the principal of one of the ward schools, and the librarian of West Virginia University. This committee shall, in consultation with the advisory committee, at the beginning of the year, and after the board shall have made its annual appropriation of money for the purposes represented by the library committee, prepare and recommend a list of such books, pictures, etc., as they shall think necessary for the beautifying of the school-rooms and the improvement of the library. And if the cost of the books, pictures, etc. so recommended shall not exceed the amount of money appropriated for that purpose, they shall be purchased by the board in the regular way. In the preparation of this list the said committee shall request all teachers of the schools to send to the chairman of the library committee names of books which they regard as important in the work of the schools or necessary in the work of any particular teacher.

#### **Committee on High School.**

1. This committee shall consist of at least two members of the board, the superintendent, the principal of the high school, and the secretary of the board.

2. It shall have general charge of commencement exercises and all other general public entertainments, and shall be responsible for the general character of the same.

3. It shall make such recommendations to the school board from time to time as, in its judgment, will increase the efficiency of the high school.

#### **Committee on Text-books.**

The committee on text-books shall consist of two members of the board and the superintendent. It shall be the duty of this committee to have oversight of the list of text-books used in the schools, both regular and supplementary. It shall recommend to the board for adoption and use such books as it may consider proper, and upon the adoption of such books or other books, by the board, they shall become the regularly adopted text-books for the schools of the district until it shall be otherwise ordered.

#### **Committee on Purchases.**

It shall be the duty of this committee to purchase all supplies used in carrying on the work of the schools by any and all employees of the board. All purchases shall be made on requisitions approved by the board. Requisitions shall be signed by all members of this committee and accompanied by such information regarding the need of the supplies and their probable cost as the board may require. The requisitions having been approved the committee shall make the purchases after securing at least two bids. It shall in all cases make the most economical purchases possible. Purchases shall be made only on requisition, except as provided in section 2, page 6.

This committee shall, on the first of July, submit requisitions for supplies in quantities to meet the needs of the schools for the year, as nearly as can be estimated. These shall be given out as provided in section 9, page 12.

## RULES REGULATING PAYMENT OF ACCOUNTS.

The president and secretary of the board shall draw orders, in payment of debts of the district, upon the sheriff of Monongalia County, as treasurer of the district, and payable out of the proper funds, as follows:

1. For salaries of the superintendent, principals, teachers and substitute teachers of the district, according to the payroll certified by the superintendent to the secretary. The orders for salaries shall be delivered to the persons entitled thereto by the secretary at his office between 3:30 and 5:00 o'clock p. m. on the fourth day after the close of each school month, and if such day is a Sunday or legal holiday, then on the following business day. The person to whom orders are payable shall sign a receipt therefor, upon the payroll.

2. For all salaries of janitors and other employees, monthly, according to the payroll certified by the superintendent to the secretary.

3. For all obligations for rents or other debts falling due periodically by contracts of the board, at the times of their maturity or upon special order of the board.

4. For all other debts or obligations of the district, upon special order of the board for the payment thereof.

## SUPERINTENDENT.

1. The superintendent shall act under the direction and advice of the board of education. He shall exercise a general supervision over all the schools; see that the rules and regulations for the general government of the schools are uniformly and faithfully observed and executed in all departments of the schools; and shall cause a copy of the rules to be placed in each schoolroom.

2. He shall have charge of the organization, classification, and methods employed in the instruction and management of the schools; he shall see that the course of study adopted by the board of education is properly carried out; he shall call meetings of the teachers as follows: A general meeting of the teachers of all the grades at the beginning of each term; three meetings of the teachers of each grade during each term. At these meetings he shall explain to the teachers the amount and character of the work required in the several grades and instruct them in the general methods to be followed in presenting the work.

3. He shall call meetings of the grade teachers every six weeks, at which meetings the special supervisors shall present their plans for the work of the particular grade in session, and the superintendent shall present additional topics pertaining to the work of the grade.

4. He shall have authority to call meetings of the principals and supervisors for the purpose of discussing with them the important and necessary problems of the school; to call also special meetings of the teachers when the best interests of the

schools shall demand it. He shall keep a record of the attendance and punctuality of teachers at all teachers' meetings, stated or special, and of the interest they manifest at such meetings. This report shall, at all times, be open to the inspection of the board.

5. The superintendent, principals, and supervisors shall insist on uniformity in the character and amount of work required in the several grades, and as much uniformity in the methods of teaching and discipline as may be consistent with a proper regard for the originality and initiative of the individual teacher.

6. He shall admit new pupils to the schools upon certificate or upon examination, such examination being given by himself or under his direction. The results of the examination being known, he shall assign each pupil to his proper grade. He may also, in special cases, advance pupils to a higher grade by examination.

7. The superintendent may suspend a pupil from school when, in his judgment, the best interests of the school demand it; but he shall report to the board of education, at its next meeting, all such suspensions with the reasons therefor, in order that the board may take final action in the matter.

8. The superintendent shall hold two written examinations each year, in all grades from the fifth to the eighth inclusive; one to be held at the middle of the school year and one at the close. The questions for examination shall be prepared by the superintendent and delivered in sealed envelopes to the principals on the day of examination, with instructions to

open and deliver to the teachers as needed. Ample time shall be given in each examination for the pupils to answer each question. The superintendent shall require the teachers to grade all manuscripts of the pupils under their charge on a scale in which 100 per cent is perfect. They shall mark plainly upon the face of each answer the per cent which it merits, and shall write the total per cent at the top of the first page of the paper; and shall have all manuscripts filed in the office of the principal, together with the lists of questions, where they may be examined by the superintendent, members of the school board, and patrons of the school.

9. He shall attend the meetings of the board and submit, at the close of each month, a report of his official acts, including such statistics and information as may be proper. On the first of July he shall present to the committee on purchases an estimate of supplies for the coming school year, such as coal, brooms, furniture, stationery, towels, books, materials for primary, manual training, art, or other departments of the schools, so as to enable the board to arrange for bids and make the purchases in quantities. Supplies shall be given out from store only on orders from the superintendent, which orders shall be receipted and shall remain filed in a receipt book. At the close of each school year the superintendent shall prepare and submit a report for the year, including such statistics and other matters as may be of value.

19. The office hours of the superintendent, for consultation with teachers, pupils, parents and others, shall be from 3:30 to 4:30 p. m. on school days, and on Saturdays from 11:00 to 12:00 a. m.



11. The superintendent shall perform all duties pertaining to his office and such school duties as the board may direct or are required by the laws of West Virginia.

### PRINCIPALS.

1. The principals of all buildings shall, under the direction of the superintendent, see that the rules and regulations of the board of education are properly observed and enforced, and report to the superintendent any violation or disregard of the same, on the part of any teacher.

2. They shall be at their respective buildings at least thirty minutes before the opening of each session and shall not absent themselves from their duties during the session of school, unless excused by the superintendent, and then such absence shall be at a proportionate loss of salary.

3. They shall see that good order is maintained in the buildings in which they are placed and shall be responsible for the conduct of the pupils on the school premises, within the halls and upon the stairways; they may assign teachers to places of supervision in order to secure the proper deportment of pupils on entering and leaving the building; they shall give all necessary assistance in matters of discipline to subordinate teachers when asked to do so by them or when it may seem necessary; and they shall exercise such caution in inflicting corporal punishment as to reduce this mode of punishment to a minimum.

4. They shall report to the superintendent all cases of incorrigible conduct meriting suspension, and all other matters of management in which they may need help, and shall render him any assistance which he may require in carrying out his plans or

the rules and regulations adopted by the board of education.

5. They shall see that the course of study is carried out by all teachers under their charge in accordance with the directions of the superintendent, and shall give such advice and render such assistance in discipline and methods of instruction as may seem necessary.

6. Any principal may call teachers' meetings outside of school hours and require the attendance of the teachers of his building, for the discussion of matters pertaining to the best interests of the school and the welfare of its pupils.

7. They shall remain in their offices at least twenty minutes after school hours in the afternoon for the purpose of advising with teachers, pupils, and patrons, and acting on such matters as may need attention.

### **SPECIAL SUPERVISORS.**

1. Supervisors of special departments shall be under the direction and subject to the supervision of the superintendent, but each supervisor shall have the greatest possible freedom in the development of his work, consistent with the demands of the other work of the schools.

2. They shall prepare plans and outlines of the work to be done in their respective subjects and submit copies of them to the teachers.

3. The superintendent shall at intervals of not more than six weeks, call meetings of the teachers of each grade for the purpose of giving the supervisors an opportunity to explain and outline the plan of their work for the following test period.

4. Each supervisor shall have a regular program designating the day and hour for

his visits to each school, and the schedule of visits shall not be varied or set aside without good reason. He shall file copies of his program in the superintendent's office.

5. The length of the school day shall be the same for supervisors as for other teachers.

## ● TEACHERS.

1. All teachers in the public schools of Morgantown are expected to make themselves familiar with the provisions of these regulations and to cooperate with the board of education, principals, and superintendent at all times, in taking such measures as may be necessary to secure their observance. It shall be the duty of the teacher to have a copy of these regulations at hand in the schoolroom, and at the beginning of the term, and at such other times as may be necessary, to read to the pupils such portions as apply to them.

2. The teachers are required to be in their respective rooms twenty minutes before the opening of each session and to remain therein and preserve order, unless required by the principal to assist in discipline elsewhere during the assembly and dismissal periods. They shall remain in their rooms at least ten minutes after the close of the day's session.

3. Any teacher who is not in her room twenty minutes before the opening of each session shall be marked tardy, and at the end of each month shall include in her monthly report to the superintendent a statement of the number of times she has been tardy during the month; and the superintendent shall include the record of such

neglect in his monthly report to the board of education.

4. They shall keep their schoolrooms neat and clean and give vigilant attention to ventilation and proper heating, and shall report to the principal all neglect or carelessness on the part of the janitor.

5. They shall maintain strict order and discipline in their rooms at all times; govern their pupils with firmness and with kindness so far as possible, but they will be supported by the board in the use of reasonable punishment.

6. At the opening of each term of school, each teacher shall, in consultation with the principal and with the approval of the superintendent, prepare a written program of the work in her room and shall file copies with the superintendent and the principal and post a copy just outside her door. On this copy shall be written the name of the teacher and the number of the grade.

7. Teachers shall at all times be subject to the orders of the superintendent, supervisors, and principals of their buildings, in reasonable requirement.

8. They shall carefully follow the course of study prescribed by the board in accordance with the directions of the superintendent; conform strictly to the program of daily exercises; and see that the books and apparatus of the school, entrusted to their charge and supervision, be not defaced or otherwise injured by the pupils.

9. They shall attend regularly the teachers' meetings. Any teachers who shall be absent, without a good cause, shall be reported by the superintendent to the board.

10. No teacher shall use any part of the time of any school session nor allow it to

be used by any one else, for the purpose of advertising any book, map, school apparatus, or anything whatsoever, nor shall she allow subscriptions or contributions to be solicited or taken for any purpose, on the school premises, except by express permission of the superintendent.

11. Teachers shall not act as agents for books, pencils, or school supplies of any kind.

12. Teachers shall make such reports to principals and to the superintendent as may be required.

13. Teachers of the grades from the fifth to the eighth inclusive shall give their pupils written tests during the sixth, twelfth, and sixteenth weeks of the first term, and the corresponding weeks of the second term; they shall grade each pupil in the various subjects on a scale in which 100 per cent is perfect and 70 per cent is a passing grade. The teachers shall determine a pupil's record for the period ending with a test by averaging his daily class standing and the result of the test, the class standing having twice the value of the test. The average of the pupil's grades for the three periods of the term shall be his term record. The term record averaged with the result of the superintendent's examination shall make the pupil's term grade, the term record having twice the value of the result of the superintendent's examination. The average of the final grades for the two terms shall be the pupil's final standing for the year.

14. Teachers must devote themselves exclusively to the duties of their positions and shall not be allowed to establish or maintain any separate rules or regulations contrary to the rules of the board and requirements of the superintendent or principal.

15. In case of the absence of a teacher from school on account of sickness or other necessary cause, she shall notify the superintendent in time for him to secure a substitute. A substitute teacher shall receive such wages as she is entitled to, under the schedule of salaries, but the regular teacher shall receive no pay for the time during which she is absent.

16. A teacher may be dismissed at any time for improper conduct, incompetency to teach or govern the school, or unfaithfulness in the performance of her duties, or disregard of the rules of the board and regulations of the superintendent.

## PUPILS.

1. Children will be admitted to the schools only at the beginning of one of the two terms. They will be admitted at the opening of the school in September if they will be six years of age by the end of the first term; and they will be admitted at the beginning of the second term if they will be six years of age at the end of the second term.

2. Pupils shall attend the schools of their respective districts, provided there are classes of their grade taught therein. A pupil shall not change from one school to another after the first of April, even though he may have taken up his residence in another district, except in special cases.

3. Pupils are required to be regular and punctual in their attendance and to give satisfactory excuse for all tardiness and absences. If their neglect in attendance shall interfere with the work of the grade they may be placed in a lower grade.

4. Any pupil who is absent from any

written test, used as a basis for a grade mark, shall be marked zero in that test, unless he shall present an excuse for his absence satisfactory to the teacher and the principal, in which case he shall have an opportunity to take the test at another time. This rule shall apply, also, to the superintendent's examinations.

5. Pupils are not to appear on or about the school premises sooner than twenty minutes before the opening of each session, at which time the doors of the building shall be opened and pupils may enter the building and go quietly to their respective rooms, and not leave the same unless by permission of their teacher.

The principal may, during fair and warm weather, require all pupils to remain out of the building until five minutes before the beginning of the session and then to form in lines outside of the building and march in, in a body, to their respective rooms.

6. Pupils are required, at all times, while on or about the school premises, to observe personal cleanliness; to be kind and respectful to one another and to their teachers; to refrain from profane or obscene language, and, when dismissed from school, to leave the premises quietly and return directly to their homes.

7. Pupils are under the supervision of their teachers and principal from the time they arrive on the school grounds until they arrive at their homes after dismissal.

8. All societies of pupils, formed in connection with any department of the school, shall be organized by permission of the superintendent and principals and shall be under their control.

9. When pupils have been absent or tardy they must present, at the earliest possible opportunity, a satisfactory excuse signed

by their parents or guardians. The second time a pupil shall neglect this rule he may be required to return to his home and bring a proper excuse to his teacher.

11. Eating fruit or food of any kind during school hours or using tobacco in any form on the school premises, shall be strictly prohibited.

12. Each pupil shall be assigned to a particular desk and shall be required to keep it, and the floor beneath it, in a neat and orderly condition.

13. Any pupil who is, or has been sick of any contagious or infectious disease, or who comes from a dwelling where there is or has been any case of such disease, shall not be permitted to attend school until authorized by the medical inspector.

## PROMOTION OF PUPILS.

1. All pupils who make a general average of 70 per cent or over, for the year, in the subjects of their grade, and do not fall below 60 per cent in any one subject, shall be promoted to the next higher grade.

2. Any pupil who fails to make the grade above required, shall not be promoted, but may, at the discretion of the superintendent, be re-examined at the opening of the following school term; provided his teacher, at the close of the preceding term, recommends him for re-examination, or he has been making special preparation during the summer vacation for a re-examination.

3. In making up grades for promotion, the failure of a student in the subject of music and physical culture shall not constitute a barrier, provided he has a passing grade in all other subjects.



4. Any pupil whose term grade (see page 17) for the first term, averaged with his term record for the last term, shall reach 85 per cent or over and who shall not fall below 75 per cent in any subject, shall be exempt from the final examination; provided further, that his grade on department shall not be below 95 per cent.

5. All pupils of the first, second, third, and fourth grades shall, at the end of the term, be graded by their teachers, in consultation with the principal and the superintendent, on a scale in which 100 per cent is perfect, and those who shall not fall below 70 per cent for the year shall be promoted to the next higher grade. A list of those so promoted shall be made out by the teacher, approved by the principal and the superintendent, and filed in the office of the board.

6. Each teacher in the grades from the fifth to the eighth inclusive shall be furnished a blank book by the board, for the purpose of keeping a record of the work of each pupil under her charge. She shall rule this book neatly and record the results of all the tests, examinations, and averages provided for in section 11 found on page 24 of these rules and regulations of the board of education.

This book shall be kept in the principal's office during the school year and then filed in the office of the superintendent at the close of the year, nor shall the work of the teacher be considered completed for the year nor her last month's salary due until the record book has been completed and filed along with her last monthly report to the superintendent.

## HIGH SCHOOL.

1. The general rules, heretofore prescribed, shall be enforced in the high school, so far as they are applicable.

2. The principal shall have direct management of the high school under the general direction of the superintendent. He shall be responsible for the general order and government of the high school and shall exact a full share of work from each teacher, in carrying out the requirements of the curriculum, in supervising the organizations of the high school, and in maintaining discipline, both in and out of the class room.

3. With the approval of the superintendent, he shall appoint from the corps of teachers, officers who shall have special charge of the various classes and organizations of the school.

4. The principal of the school shall, with the assistance of the heads of departments and teachers representing other subjects, prepare a schedule of studies at the beginning of the school year and at such other times as may be necessary, and cause it to be posted in a conspicuous place on each floor of the high school building. He shall have power to assign teachers to subjects and classes, as far as possible in accordance with the specialties of the members of the high school faculty as designated by the board of education; and shall himself give such time to teaching as his administrative duties will permit; and shall be in his office each day at four o'clock for consultation with pupils, patrons, and others who may desire to consult with him.

5. The class officers shall keep such record of the attendance, etc., of their classes and

divisions on the regular daily register and permanent register, as may be required. They shall make such monthly reports as are required by the principal and superintendent. It shall be the special duty of a class officer to be a guide, advisor, and friend to the students under his charge; to advise and assist them in mapping out their courses of study; to give suggestions and guidance in their work both in and out of school; and to instruct them in matters of conduct—all to the end that the pupils may make the best possible use of their opportunities.

6. There shall be two sessions of the high school each day, from 9:00 to 12:00 a. m., and from 1:30 to 4:00 p. m. When necessary, special classes may be scheduled at 8:30 a. m., and from 4:00 to 5:00 p. m.

7. Pupils shall be admitted to the high school by promotion, by certificate, or by examination. All pupils who have completed satisfactorily the work of the eight grades in the Morgantown schools shall be promoted at once to the first class of the high school. Pupils will be admitted on certificates from other high schools of good standing, but credit for work done in other schools will not be rated and recorded until each pupil has satisfactorily completed one term's work. All other candidates for admission shall be examined as to their preparation. They shall make written application for admission, to the superintendent, who shall refer them to the principal of the high school for examination.

8. All pupils upon entering the high school shall be required to register in one of the courses outlined in the high school course of study, and shall not change to

another course except with the consent of the principal and the approval of parents.

9. Pupils are expected to carry regularly four studies consisting of twenty recitations a week, unless excused therefrom by the principal, and no pupil shall be allowed to carry five studies, except when his record for the preceding term shall show that he received at least an average of 80 per cent in four regular studies; or unless one of the five studies shall be music, drawing, manual training or domestic science; nor shall any pupil drop the work of any class without the permission of his class officer and the principal.

10. Credit for promotion and graduation shall be estimated in units. A unit represents the amount of work done in a year of thirty-six weeks with five recitation periods of forty-five minutes each a week. In a course where laboratory work is required, from two to three hours of laboratory work is considered the equivalent of one hour of recitation, depending upon the amount of outside preparation required in connection with such work. A half-unit represents the amount of work done in eighteen weeks under circumstances similar to the above.

If a study runs through the year credit will not be given for a fractional part of such course.

11. The following written tests and examinations in the high school shall be given in all subjects and their results recorded in a book kept for that purpose in the office of the principal: tests at the close of the sixth, twelfth and sixteenth weeks of each term; a regular examination at the close of each term; and additional written tests shall be given in all subjects of study at the discretion of the teacher in charge. The

grades for promotion and graduation shall be made up partly from the results of the stated tests and examinations and partly from the pupil's daily class standing, according to the following scheme: a pupil's grade for the period ending with a test shall be determined by averaging his daily class standing and the result of the test, the class standing having twice the value of the test. The average of the pupil's grades for the three periods of the term shall be his term record. The term record averaged with the result of the term examination shall make the pupil's term grade, the term record having twice the value of the result of the examination. Any pupil whose term grade (see page 17) for the first term, averaged with his term record for the second term, shall reach 90 per cent in any subject, shall be exempt from the final examination in that subject, provided his grade in department shall be above 90 per cent.

In order to receive credit for work done in any subject a pupil must make a final grade of 70 per cent or over.

12. If a pupil shall fail in any subject of his year's work, he may pass it by a second examination at the beginning of the next school year, provided he shall have made suitable preparation during the vacation. If his failure is due to a low grade in the examination, he shall be given an opportunity for a second examination within a reasonable time after the failure. Unless he shall take successfully the second examination he shall be required to pursue the same subject the following year; and shall not be admitted to the same or corresponding subjects in higher classes until the work is so completed.

13. All examinations and stated tests, and the grading of the manuscripts shall be under the direction of the superintendent and the high school principal. All manuscripts shall be graded upon a scale in which 100 per cent is perfect. The per cent which each answer merits shall be marked plainly upon the face of the answer and the total grade shall be marked on the first page of the manuscript, and the manuscripts, together with the questions, shall be filed in the office of the principal where they may be examined at any time by the superintendent, any member of the school board, or patron of the school.

14. Pupils who have received credit for at least three units of work shall be promoted to the sophomore class; those who have received credit for at least seven units, to the junior class; and those who have received credit for a least twelve units to the senior class; but no pupil shall receive more than one unit in music and one unit in drawing, in any course of the high school. All promotions shall be made at the end of the school year.

15. Pupils will be presented diplomas of graduation from the high school when they have completed sixteen units of work as outlined in one of the courses.

At the close of each school year the principal shall, through the superintendent, report to the board of education the names of all pupils who have complied with all the conditions of graduation. The report shall show what course of study has been followed by each pupil and with what degree of credit; and shall conclude with a recommendation, approved by the superintendent, that the board of education shall grant to the pupils therein named diplomas

of graduation from the Morgantown High School, and this report and the vote of the board thereon shall be made a matter of record in the minutes of the board.

16. Departments shall be organized in the high school as follows: the department of English, the department of history, the commercial department, and others as necessity may require. It shall be the duty of the head teacher in each department to plan the work of the department, with the approval of the principal, by arranging the classes and sections in the different courses, assigning teachers to the different classes and sections, and arranging the work in the several courses; to devote as much time as is necessary to the supervision of the work to see that it is being done as outlined, and that the standard of work in the department is of uniform and high grade; to assist the principal and superintendent in such other extra class activities as he may be called upon to do.

17. All literary societies, athletic organizations or teams, high school publications, class annuals, school entertainments, or school organizations of any kind shall be subject to the supervision and general direction of the superintendent and high school principal, and under the immediate control of a teacher appointed by the principal.

Any pupil of the high school who shall become a member of any school fraternity, club, or like organization, or shall visit the rooms or attend the meetings thereof, unless such organization or society shall have the approval of the high school authorities and the board of education, and is under the immediate supervision of a high school teacher or other suitable person appointed or approved by the principal of the high

school, shall not be permitted to be chosen for or to hold any office or position of honor or responsibility among the pupils in literary societies, athletic organizations or teams, or organizations of any kind, nor in the management or production of school entertainments, school or class publications; nor to be chosen as members of any athletic team; and shall be permitted to pursue work in the high school only when his deportment and grades are entirely satisfactory; and shall be subject to dismissal from school at the discretion of the board of education.

All school organizations for student activities such as literary and class societies, athletic societies and teams, are required to make all nominations for officers of organizations and members of athletic teams one week before the officers or members are to be chosen, and to submit a list of such nominations to the principal who shall refer it to a committee of five appointed by him from among the high school teachers, of which he shall be chairman. It shall be the duty of this committee to pass upon the eligibility of all candidates for offices or for places on athletic teams, and to see that the rules governing high school activities are carried out.

18. No team, club or organization of any kind, composed of high school pupils shall leave or absent themselves from school for the purpose of engaging in a contest with any team, club, or organization of any kind in or from any other town or city, without express permission of the board.

#### **MEDICAL INSPECTOR.**

The board shall appoint annually, at its first regular meeting in January, as re-



quired by statute, a medical inspector for the schools of the district, who shall serve for one year and shall receive such compensation for his services as the board may determine. It shall be the duty of the medical inspector to look carefully after the health of the school children of the district by seeing that the school houses and premises are kept in a sanitary condition; that parents of children who are suffering from some physical defect or affliction, shall be informed of their condition and need; that children having contagious and infectious diseases are not allowed to attend the schools; and that the seating, ventilation, and physical exercises in the schools are such as will be conducive to the health of the children. He shall begin his inspection of the health conditions among the school children a month before the annual opening of the schools and shall, at least a week before such opening, inspect the sanitary conditions of all the school houses and grounds. It shall be the duty of the medical inspector to make a careful examination into the physical condition of all the school children as soon after the opening of the schools as is possible, and as often thereafter as may be necessary; and he shall invite the parents or guardians of pupils to be present when such examinations are made. If any pupil shall be in need of medical or surgical attention in order that he may do his school work successfully, the inspector shall suggest to the parents that the pupil should receive proper attention at once. He shall make a monthly report to the board of education covering the performance of his duties. He shall also file in the office of the superintendent a complete record of the results of the successive physical examinations of pupils and

a record, also, of his official acts in the performance of his other duties as inspector. These records shall be open to the inspection of the superintendent and members of the board of education.

### TRUANT OFFICER.

The school board shall appoint annually, as required by statute, a truant officer who shall be under the charge of the superintendent.

The superintendent shall formulate such rules, and require such cooperation on the part of the truant officer and teachers as will best carry into effect the compulsory attendance law.

### JANITORS.

1. A competent janitor for each building shall be elected by the board, on nominations made by the committee on buildings and repairs. It shall be his duty to make and regulate the fires; to sweep and dust; and when directed by the principal or the committee on buildings and repairs, scrub the floors, wash the windows and clean the walls. He shall keep the pavements as free from snow and ice as possible and guard the buildings, furniture, fences and grounds, and do such other work about the premises as the committee on buildings and repairs and the principal of the building may require of him.

2. He shall keep the outer doors of the building closed in the absence of teachers, and in no case shall children be permitted to remain in the building after their teacher has left. All rooms not occupied are to be kept locked.

3. He shall not assume or exercise any

control or authority over the pupils, except by the special order of the principal, but all violations of the school regulations on the part of the pupils, observed by him, shall be forthwith reported to the principal.

4. He shall unfurl the American flag on the school building, if the building is provided with pole and flag, weather permitting, on all school days.

### GENERAL.

1. The board of education shall meet at the opening of each school year and make an estimate, as prescribed by statute, of the amount of funds necessary to carry on the work of the schools of the district for the succeeding year, publish the estimate according to the required method, and if no objections are sustained against the estimate, meet again at its office and lay the levy for the year, on the date and in the manner required by law.

The board shall, not later than August first of each year, determine the length of the school year, the date of opening, and the length of the Christmas and other holidays.

2. The morning session of school shall be from 9:00 to 12:00; the afternoon session from 1:30 to 4:00. Grades from one to three inclusive, shall be dismissed thirty minutes earlier, each session. A recreation period of not less than fifteen minutes during each half day session, is recommended for all grades, and any primary pupil whose health is delicate, may, upon request of parents, or in the discretion of the superintendent and teacher, be permitted to go home earlier, and the superintendent may,

at his discretion, for a short time at the beginning of the term, dismiss all pupils of the primary grades fifteen minutes earlier both sessions.

3. The school board recommends that each teacher open her school in the morning by reading from the Bible, and with any other short exercise which is approved by the superintendent.

4. If any employee of the board shall be absent from his post of duty he shall suffer a proportionate reduction of salary, unless the board shall otherwise direct.

5. No employee of the board shall offer to or accept from any other employee of the board, any gift or present of value at any time while on the school premises, nor shall any teacher accept any present of value from any pupil or pupils of her room or from any other pupil or pupils of the schools, nor shall any collection or contribution be made on the school premises by the pupils for such purpose. A violation of this rule shall be sufficient cause for dismissal from the service of the board.

6. Pupils residing outside of the district may be admitted to any of the schools for which they are qualified, provided they can be accommodated therein. The rates of tuition for such pupils shall be as follows: In the graded schools, \$2.00 per month; in the high school, \$3.00 per month. Payment must be made in advance.

When such pupils make application for admission the superintendent shall, under the direction of the board, have authority to receive and assign them to such schools as can best accommodate them.

7. Any principal or teacher desiring to resign his position must file due notice there-

of with the secretary of the board, at least thirty days prior to the date at which he wishes to be relieved of the obligations of his contract.

8. The superintendent shall require systematic physical exercises in every schoolroom during each session.

9. No traveling teacher, singer, lecturer, pedler or agent of school books or apparatus shall be permitted to visit any of the schools in order to seek pupils or patronage without the express authority of the board.

10. The principals of all the larger buildings shall conduct a fire drill at least once each month.

11. No supplementary text-book, apparatus, chart or device shall be used by any teacher in the schoolroom, except upon the approval of the superintendent.

## SCHEDULE OF SALARIES.

### High School Teachers.

A teacher without previous regular experience, \$70 per month.

A teacher with not less than one year's experience in the grades, \$75 per month.

A teacher with one year's experience in high school, \$80 per month.

A teacher with two years' experience in high school, \$85 per month.

A teacher with three years' experience in high school, \$90 per month.

A teacher with four years' experience in high school, \$95 per month.

A teacher with five years' experience in high school, \$100 per month.

Except that no teacher shall receive more than \$90 per month for the first year's work in the Morgantown high school.

The above schedule does not apply to teachers at the head of departments as they may be organized. Head teachers receive \$1,000 per year.

### Grade Teachers.

Teachers without previous experience, \$50 per month.

Teachers with one year's experience, \$50 per month.

Teachers with two years' experience, \$55 per month.

Teachers with three years' experience, \$60 per month.

Teachers of the first, seventh and eighth grades with four years' experience shall receive, after having taught in the Morgantown schools in these grades, for one year, \$65 per month.

In this schedule it is understood that one year's experience shall mean the work of a term of not less than eight months, and that a teacher's salary for the year is determined by her experience at the beginning of the year.

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