

Summer 8-1-1961

A Teacher's Handbook for West Valley High School

Richard Ralph Lackey
Central Washington University

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A TEACHER'S HANDBOOK FOR WEST VALLEY
HIGH SCHOOL

A Research Paper
Presented to
the Graduate Faculty
Central Washington College of Education

In Partial Fulfillment
of the Requirements for the Degree
Master of Education

by
Richard Ralph Lackey
August, 1961

THIS PAPER IS APPROVED AS MEETING
THE PLAN 2 REQUIREMENT FOR THE
COMPLETION OF A RESEARCH PAPER.

Ned Phillips
FOR THE GRADUATE FACULTY

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CHAPTER I

INTRODUCTION

To attain order in the management of school affairs, a guide is necessary. Teachers as well as students must have the information necessary to cope with problems and situations that are a part of every school day. A teacher's handbook can be a guide to resolving the routine problems that develop (3).

Van Landingham contends that the teacher's handbook is an instrument of efficient administration. The sooner the principal can routinize the operational procedures, the sooner he can become a principal rather than an office boy. In addition, every procedure should be simplified and stated clearly so that teachers are not burdened with paper work. Thus both principal and teacher will be free of trivialities and have more energy for improving the instructional program (6).

I. DEFINITION

Before going into the mechanics of preparing a handbook, one should have a workable definition in mind. The one the writer feels best covers the topic, found in the Encyclopedia of Modern Education, states in part:

A handbook is a compact compilation of important facts, principles, theories, and data in each of the various phases of education . . . to stimulate teachers and others interested in the profession to further study in the field of education . . . consisting of a list of directions, suggestions, statements of policy, and rules of the school system. A guide, not a textbook (5: 808).

II. PROCEDURE

With the above definition in mind and the need established, development of a teacher's handbook was discussed in the general faculty meetings at West Valley High School, Yakima, Washington. From the discussions the group concluded that the handbook should (1) serve as an easy reference and time saver, (2) eliminate many notices and bulletins, (3) relieve teachers of embarrassment and time used in asking many questions concerning matters of varied details that arise in the smooth functioning of a school, (4) outline the school regulations and duties and provide guidance for teachers, especially those new to the school, (5) be a uniform reference on school procedures to secure more uniform results in clerical and administrative duties, (6) give knowledge of the philosophy and policies of the school, (7) simplify and clarify aspects of the clerical duties of teachers, (8) serve as a guide for administrative faculty meetings, and (9) save much of the time spent writing periodic directions and bulletins (1: 124).

Having established the purposes of the handbook, a volunteer committee collected all written rules and regulations and all bulletins dealing with the school organizations and problems, determined what information teachers feel they need and want to know, and related such materials to the purposes set forth. The committee, with the help of nearly all the faculty, submitted materials that were to be incorporated in the handbook. The writer was to draw up the final draft.

III. LIMITATIONS

Since the West Valley School System has an all-district teacher's handbook and the High School has a student handbook, the committee attempted to avoid duplication of materials.

CHAPTER II

THE HANDBOOK

I. STAFF RESPONSIBILITY

Teachers, immediately responsible to the principal, are required to:

1. Supervise the work of students.
2. Direct and evaluate the students' learning experiences, both curricular and extra-curricular.
3. Plan and organize work to best meet the needs of each student as well as the needs of the group.
4. Provide guidance promoting the student's welfare and proper educational development.
5. See that students and the school district get the maximum benefits from all equipment, materials, supplies, and utilities used under their direction.
6. Provide leadership for students in developing good citizenship.
7. Participate in planning and evaluating the school program.
8. Administer the classroom and its program.
9. Maintain the necessary current records and reports.
10. Provide for the care and protection of school property.
11. Participate in the business and activities of the faculty.
12. Take part in the professional in-service development program of the school.

13. Maintain a high standard of ethics in all professional relationships.
14. Maintain good working relationships with colleagues.
15. Be reasonably well informed on all aspects of the school program.
16. Utilize effectively the services of the librarian, counselors, and school nurse.
17. Maintain pleasant relationships with parents and the community.

II. SCHOOL SERVICES

Health and Accident Insurance

At the present time two health and accident insurance groups operate in the West Valley High School; the National Hospital program and the W.E.A. Major Medical are both pay-roll deduction groups.

Office Help

The principal's secretary is in charge of office personnel in the high school office. Assisting her will be high school students earning credits toward graduation by performing such duties as are deemed necessary. Any work the teachers want done by these students should first be cleared with the secretary.

Sunshine Fund

At the beginning of the school year the sum of one dollar will be collected from each teacher to make up the Sunshine Fund. This fund will

be used in sending flowers, cards of sympathy, get-well cards, or other appropriate items to teachers who warrant the courtesy. The handling of the fund shall be left to the discretion of the Sunshine Fund chairman.

The Audio-Visual Program

Films, filmstrips, slides and recordings should be ordered from the Audio-Visual Coordinator. Materials from the County Film Library should be ordered by the 15th of the month preceding the month the material is to be used.

Films should be returned to the Audio-Visual Coordinator after they are shown. They should not be rewound. A list of all films currently available is kept on the audio-visual bulletin board. This list also indicates the date on which the film is to be returned.

If the teacher wishes a qualified student to operate the audio-visual equipment, he should make arrangements with the Audio-visual Coordinator. It will be helpful if each teacher or a student in each class is familiar with the operation of the equipment.

A wide variety of audio-visual materials exists. Catalogs listing these are available and are kept accessible to teachers. In selecting films an effort should first be made to find the desired film in the County Instructional Materials Catalog since films ordered from the County cost the school district nothing extra. Since films in the County Film Library are selected largely on the basis of recommendations from teachers, teachers should make their wants known. Films may be ordered for previewing.

Many free films are available from industry. Care, however, should be exercised in the selection of these. One should choose appropriate films which carry a minimum of advertising and a maximum of instructional value.

Library Information

The library is open from 8:00 a. m. to 4:00 p. m. Books may be checked out by students for two weeks and renewed for one week. Current issues of magazines and all reference books, including encyclopedias, cannot be checked out. The following may be checked out for one period at a time or over night if absolutely necessary:

Books reserved by teachers for class use.

Back issues of magazines.

Pamphlet and vertical fine materials.

All such items must be in before 8:30 the following morning so that others may use them.

Admission to the Library

Students may use the library freely before 8:30 a. m. and after 3:05 p. m., between periods, and during the lunch hour.

From study halls. Teachers may send a group of four to six if they feel the students have library business. The students must be issued a LIBRARY PASS. This must be completely filled out, including reason for coming. Remember, this is not a place to do textbook work such as working math problems or underlining verbs. There is room for

only those who need the additional materials the library offers. The same students will not have such assignments every day. When complete classes are using the library, the privilege from study hall must be limited.

From classes. Groups of four may be sent to the library with an appropriate pass. If the teacher wishes to bring his entire class, he may do so by making arrangements previously with the librarian. If the teacher wishes the students to have assistance, he should make known his subject matter so that materials can be assembled ahead of time.

All materials, except magazine files, are available to students for immediate use. Talking must be limited to necessary library business of charging books and magazines in or out, reference questions, and consultation between student and teacher. There can be no studying together in the reading room. A conference room is available for the use of four to six students working on the same subject. The librarian will assign that privilege.

It is the aim of the library staff to serve every department as well as possible in every way. Your recommendation of books to be purchased will be appreciated. The staff will also be grateful for any advanced warning of assignments for which the library will have extensive use.

III. INFORMATION FOR ADVISERS

Purchases by Student Organizations

A purchase requisition must be made out for purchases to be made

by an A.S.B. organization, showing the vendor, items, and price. The requisition must be approved and signed by the adviser. After the requisition has been signed by the adviser, it should be taken to the principal, who will issue a purchase order. The purchase order must be submitted to the salesman at the time of purchase, or it will not be possible to purchase the item on credit. It helps if salesmen are instructed to use the purchase order number on their bills and statements.

Treasurer's Duties

After the purchase order has been approved and the item purchased, the treasurer will expect to receive a bill for this item. When the bill is presented, a check request will be filled out by the treasurer. This check request requires the signature of the adviser. The check request will then be submitted to the Associated Student Body treasurer, who will make out the check. It will be the treasurer's duty to pick up the check from the office, post it in the record book, and mail it to the recipient.

The treasurer of an organization is responsible for the maintenance of accurate records and must check his books at monthly intervals with the ASB treasurer. It is the adviser's responsibility to see that these books are kept up to date.

Chaperoning

Arrangements for chaperones should be made two weeks in advance of the social affair. There should be at least two teacher chaperones in

addition to a faculty adviser and three sets of parent chaperones at each occasion.

Scheduling Activities

At the beginning of the school year the presidents of the various organizations meet with the principal to set up a schedule of activities to each organization's satisfaction. The senior class is given first choice, the junior class is given second choice, etc.

In addition to this initial scheduling, organizations may schedule activities through the Student Council. Requests must be made in writing and signed by the organization's president and adviser.

Listing Members and Officers

At the end of September a list of officers and members of each organization should be turned into the office by the advisers. The office staff will duplicate these lists and distribute them to each member of the faculty. These lists are of particular importance for complete yearbook coverage.

Regulations on Use of Gym and Fields

No person wearing street shoes shall be allowed on the gymnasium playing court. During assemblies in the gymnasium students shall walk on the rubber mats provided for that purpose. At the end of these assemblies students shall not cross the playing floor. Faculty members are expected to enforce this rule. No activities are allowed in the gymnasium without faculty supervision. Persons scheduling activities in the

gymnasium should consult with the principal. Persons using the dressing and bathing facilities are responsible for seeing that these areas are left in good order. No persons are to be on any of the play fields unless some specific assignment is being carried out.

Duties of the Freshman Adviser

The first duty of the freshman adviser is to call a meeting of the class and guide the election of class officers. The officers are to be elected during the first week of school. The adviser works with the officers to set dates for and plan activities. Roller-skating parties have been popular with the freshmen. It is well to plan a party to be held in the multipurpose room shortly after school opens in the fall. This particular party should be limited to freshmen only.

The freshman class is responsible for planning the assembly for the orientation program for incoming freshmen, scheduled in the spring during the last two weeks of school. See the principal for particular details.

The freshman adviser will be asked many questions about dating, clothes, and school policies. He should be prepared to answer these accurately and tactfully.

Duties of the Sophomore Adviser

It is the responsibility of the sophomore adviser to work with the officers to plan the activities for the year. The main social event for the class is the sponsorship of the Tolo, usually held in March. The class will be portioned some concessions at sports events and dances

after games. The class adviser is responsible for the students when they are sponsoring these activities.

It is the annual duty of this class to decorate for the Baccalaureate, held the Sunday before the Commencement Exercises.

Duties of the Junior Adviser

Many of the activities of the junior class are directed to the goal of accruing enough money to assure the successful promotion and completion of the Junior-Senior Banquet and Prom. Certain activities have come to be accepted as traditionally under the sponsorship of the junior class. The following are in this category:

- (1) The intramural all-star vs. faculty basketball game.
- (2) Concessions at one major track meet.
- (3) Concessions at and dance after one basketball game.

In addition to these activities, it is sometimes necessary to schedule certain other activities to supplement the class treasury. Suggestions for these supplementary activities might include scrap metal drives and car washes.

The Prom and Banquet, a spring festivity, is generally regarded as the highlight of the high-school social schedule. This activity includes the following:

- (1) Feeding the seniors and other guests (other guests are the principal and his wife, the superintendent and his wife, junior and senior advisers and spouses, a school board representative and spouse, and the parents of the presidents of the two classes).

(2) Sponsoring a formal dance.

The juniors attending the banquet are expected to pay for their dinner. Any faculty members attending the banquet other than those listed above are also expected to pay. All faculty members are invited as guests to the dance. The dance is an all-school affair with members of the freshman, sophomore, and junior classes gaining admission by the purchase of a ticket. Only seniors, juniors, faculty members, and guests are to attend the banquet.

Another important activity of the junior class is to stage a three-act play. This is usually scheduled for November. A faculty member other than the class adviser is assigned to direct the play. However, it is the obligation of the adviser to see that the class is organized into committees to promote advertising, ticket sales, placing of the flats on the stage, and ushering during the performances.

If this activity is well promoted, it will have good financial returns as well as offering an avenue of expression for the students.

Duties of the Senior Adviser

The adviser should see that the class is organized early to start preparations on the Senior Ball, usually scheduled between Thanksgiving and Christmas. Committees should be set up for planning decorations, obtaining orchestra, and promoting ticket sales.

Early consideration should be given to the selection of caps and gowns and to graduation announcements.

At the turn of the semester, start promoting the senior class play,

usually scheduled for late in March. The senior class adviser has the same responsibility as the junior class adviser regarding the play. (See junior adviser section for these responsibilities).

Preparing for graduation should start at the beginning of the second semester. Items to be considered are Baccalaureate, Commencement, class motto, class color and flower, and selection of ushers and marshals from the junior class. Material for the Baccalaureate and Commencement programs should be ready for the offset press by the first week in May.

It has been tradition that the Senior Mothers sponsor a breakfast for the class the day before graduation and that the Senior Parents sponsor an all-night party after the Commencement Exercises.

Home Room Advisers

The home-room period is an extension of the sixth-period class. Students who have organizational meetings or are scheduled in other activities are to be excused from the home room during this period. Others will remain and use the time for study or engage in any guidance activities the home-room teacher may have planned.

The first week of school the group should elect officers. It is important that a treasurer and representative to the Student Council be elected the first day of school. Other officers may be elected later.

The treasurer will be responsible for collecting the A.S.B. fee. A duplicate receipt must be made on the collection of the fee. Receipt books may be obtained in the main office. The adviser should see that all money collected is turned into the office by the end of the day.

Home-room meetings are to be held the first and third Tuesday of each month. At this time the representative to the Council should be given an opportunity to report on business taken up at the Council meetings.

IV. SCHOOL RECORDS AND REPORTS

Student Records

Cumulative folder. A cumulative folder for each student is kept in the main office. These folders, available for teacher use, are not to be taken from the office. The folders will contain mental ability scores, interest test results, grades, and achievement test scores.

Permanent record card. A permanent record card is maintained for each student. This card contains the semester grade for each subject. Teachers will record the grades on this card during the week following the end of each semester.

Grade sheet. Teachers will make a grade sheet for each class. The grades are to be recorded on this sheet at the end of each quarter. The grade sheet is due in the main office at the end of the first week after each quarter.

Grading System

A--Student is careful, thorough, and prompt in preparing all required work; is independent and resourceful; has sufficient interest and initiative to undertake tasks beyond assigned work; and has superior

understanding.

B--Student prepares all assignments satisfactorily and promptly; makes some suggestions for extra work; shows consistent interest and has good understanding.

C--Student meets requirements satisfactorily; requires considerable direction and stimulation from teachers; and has adequate understanding.

D--Student does unsatisfactory work; needs to spend more time on subject because of (a) lack of effort, (b) poor attitude, (c) ineffective study habits, (d) mental immaturity, (e) frequent absence, and/or poor background in subject matter.

S--Student finds subject difficult but has made progress; accomplishes less than necessary for "D"; is dependable and helpful in class; is consistent in working to capacity; does not show sufficient accomplishment to receive college entrance credit; and repetition does not seem advisable.

An "S" grade should not be given until the teacher has checked the student folder and conferred with the counselor or the principal.

Any incompletes should be made up within two weeks after the end of the quarter and should not be given unless a student has been absent near the end of the quarter.

Requisitions (Purchasing of Supplies and Textbooks)

Teachers wishing to purchase supplies or textbooks are to obtain requisition forms in the office. These are to be made out in

quadruplicate, the teacher keeping the blue copy and turning the other three in to the principal.

Recording Attendance

Teachers will take the attendance at the beginning of each period, record it on the attendance form, and place it in the clip located just outside each classroom door.

Each teacher will handle tardinesses. If the student has a good reason, he should be admitted without penalty. If the tardiness is unexcusable, this should be recorded in the teacher's grade book. Three such tardinesses during a semester will lower the semester grade one letter grade.

When a student has been absent from school, the first-period teacher will complete the "admit to class" form if the student presents a note from his parent and the excuse is illness. However, if the student does not have a note from his parent or the excuse is other than illness, he must see the attendance officer.

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