

M T . E D G E C U M B E S C H O O L

T E A C H E R S ' H A N D B O O K

1959

APPENDIX A

INTRODUCTION TO THE TEACHERS' HANDBOOK

As described in the “Memoir,” the first year at Mt. Edgecumbe, 1958-59, started with great deal of chaos which required disciplined administrative action to establish organized and smooth operations by the end of the school year. Mr. Jackson and myself started early in the school year to keep track of changes needed in the Teachers’ Handbook. When the school year was over and during the summer of 1959, we did a complete revision of the Handbook. The Handbook was then revised every three years.

Starting with the school year 1959-60 I reviewed the Handbook with the Academic faculty and Mr. Jackson required the same from the Boys Vocational and the Home Economics supervisors. I can say that if a procedure was covered in the Handbook, the Administration followed it. We followed the official admission criteria, but added three additional unstated entering ninth grade criteria: (1) reading test score of 7.1 Grade Equivalent score or higher; (2) good grades and (3) no behavior problems. Otherwise, the handbook does an excellent job of describing the operational procedures of the school.

The reader will find frequent references to the BIA Manual. The Manual contains “Administrative Procedures” that are to guide an employees work. Administrative Procedures are different from “Regulations.” Regulations are published in the Code of Federal Regulations (Title 25, “Indians” for the BIA) and have the effect of law though they are not laws. In my experience few BIA Education employees knew the difference between the two and more often than not gave the BIA Manual unwarranted legal standing. While the Manual is important, it is not legal.

In order to provide a description of the school program, I scanned the Table of Contents which reflects its content. Should anyone want the pages of a particular section, they should contact me. It was always an administrative blessing to be able to refer a teacher’s complaint to the Handbook with a statement that it was to be followed.

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Mt. Edgecumbe, Alaska

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TABLE OF CONTENTS

Chapter	Page
LETTER FROM THE PRINCIPAL	vi
PROFESSIONAL CODE OF ETHICS	vii
ADMINISTRATIVE DIAGRAM	x
ADMINISTRATIVE INFORMATION	1
Administration	1
Correspondence	1
Background Information	1
Objectives of Indian Schools	2
Student Information	4
Admittance Requirements	4
Student Activities	4
Student Council	5
School Store	6
School Movies	6
Bowling Alley	6
Student Activity Ticket	7
Student Punishment and Discipline	8
School Clinic	8
Student Help	9
School Public Relations	10
Band and Chorus	10
Basketball Games	10
Individual Conduct	10
Personnel	11
Outside Employees	11
Alaska Hired	11
Work Day	11
Holidays	12
Health Regulations	12
Leave	12
Field Manual	11-
Fire Laws and Regulations	17
Maintenance and Custodial Services	18
Economy of Supplies	19
Ordering Supplies	19
Purchases	19
Warehouse Supplies	20
Report Card and Grading System	20
Report Cards	20

Grading System	21	21
Curriculum	21	
Class and Club Organizations	23	
Testing Program	24	
Permanent Folders	25	
Local Purchases by Teachers	25	
Miscellaneous Administrative Policies	26	
Teachers Lounge	26	
Dress	26	
School Loyalty	27	
Use of Telephones	27	
Excusing Students from Class	27	
Property	27	
Affiliations	28	
Information for New Employees	28	
II. TEACHING INFORMATION		31
Audio-Visual Program	31	
Student Eligibility for Interscholastic Competition	32	
Assembly Programs	33	
Clerical Work	33	
Consultative Services (Curriculum)	34	
Curriculum	34	
Daily Bulletin	35	
Duplicating Services	36	
Enrollment Practices	38	
Field Trips	39	
Graduation Requirements	41	
Home Room	41	
Instructional Materials	42	
Lost-and-Found	43	
Library	43	
School Appearances	44	
Schedules	45	
Special Services	46	
Maintenance Requests	52	
Substitute Teachers	53	
Study Hall	55	
Textbook Control	56	
Failure Lists	56	
School Publications	57	
Class Picnics	58	
III EXHIBITS		59
ME-1 Request for Special Activity	61	
ME-2 Student Absence	63	
ME-3 Local Purchases-Student Council	65	

ME-4	Tardy Pass	67
ME-5	Absence Slip	69
ME-6	Failure List (Teachers)	71
ME-7	Failure List (Department Head)	73
	Custodial Service Request	75
ME-9	Audio-Visual Request	77
ME-10	Request for Purchase Order - Student Council	79
ME-11	Vision and Hearing Difficulties	81
ME-12	Request for After-School Activity	83
ME-13	Student Class Excuse	85
ME-1-	Student Eligibility Slip	87
ME-15	Grade Report Form	89
ME-16	Multilith Reproduction Request	91
ME-17	Plan of Operation for Clubs	93
ME-18	Substitute Teacher Report	96
ME-19	Student Study Hall Traffic	98
ME-20	Student Clearance for School Absence	100
ME-21	Student Town Pass	102
ME-22	Course Add	104
ME-23	Course Drop	104
Me-24	Schedule Change	106