SECTION III

PROBLEMS OF GENERAL MANAGEMENT

I. ATTENDANCE AND TARDINESS

A. Attendance

1. How to secure regular attendance of pupils ...
2. How to decrease absences due to specific causes ...
   a. work at home                        ...
   b. sickness                          ...
   c. nearness to end of year           ...
   d. because they have written county examinations ...
   e. weather                           ...
   f. attendance at fairs, motor trips, church, etc ...
   g. bad roads                        ...
   h. long distance from school        ...
   i. lack of clothing                 ...
3. Should written excuses be required ...
4. Should eighth graders attend school after they have written county examinations ...
5. Should attendance prizes and certificates be given ...
6. How many pupils must be in attendance in order to have school in bad weather ...

B. Tardiness

1. How to eliminate tardiness in general ...
2. How to overcome habitual tardiness on part of some pupils ...
3. How to deal with tardiness caused by ...
   a. work at home ...
   b. school bus ...
   c. differing timepieces ...
4. How to punish for tardiness...
II. MANAGEMENT OF PUPILS OUTSIDE OF CLASS HOURS ........................................ 516

A. Calling and Dismissing School ...................... 136
1. What to do when pupils come to school too early (7:30) in the morning .................. 42
2. How to avoid confusion in corridors and cloakrooms ....................................... 33
3. How to secure promptness in responding to signals ............................................. 18
4. What to do for primary pupils who are dismissed before the others but must wait for them...... 18
5. How to get pupils to leave at once after dismissal ............................................ 16
6. How to manage so that wraps will be accessible and easily identified .................. 9

B. Management of Pupils on Way to and from School ............................................ 67
1. How to prevent loitering on the way to and from school ..................................... 27
2. How to prevent quarreling among pupils on the way to and from school .................. 24
3. To what extent is the teacher responsible for conduct and safety of pupils on way to and from school .............................................................. 9
4. How to prevent improper language in bus and on road to and from school ................ 4
5. How to insure caution of pupils at railroad crossings, etc. .................................. 3

C. Lunch Problems ........................................ 72
1. General lunch problems .................................. 29
   a. How to prevent children's lunching constantly at recess .................................. 6
   b. How to provide interesting topics for discussion during lunch hour .................. 5
   c. How to collect money for milk served at school ............................................. 5
   d. How to get children to eat their lunches slowly ............................................. 4
   e. How to get children to sit still when eating ................................................. 3
   f. How to interest pupils in proper lunches ..................................................... 3
   g. How to impress pupils with the value of milk for lunch .................................. 2
   h. What to do when pupils bring no lunch ....................................................... 1
2. Hot lunches
   a. What is the best way to plan and prepare hot lunches
   b. How to finance hot lunches
   c. How to serve hot lunches in a thirty-minute period
   d. Should hot lunches be served if some parents do not approve
   e. How to secure adequate equipment for hot lunches
   f. How to prepare lunch which all pupils will eat
   g. Should upper grade girls be permitted to prepare the hot lunches

D. Noon and Recess Problems
   1. How to plan for noon and recess on rainy days when children must stay indoors
   2. Should children be sent outside to play if their parents object
   3. How to prevent excessive noise in the schoolroom during noon and recess hours
   4. Are third and fourth grade pupils to be dismissed at any time of the day besides the regular recess and noon periods
   5. What to do when school is divided as to having half-hour noon
   6. Should pupils in the lower grades be sent out to play if the weather is stormy and there is no playroom or other protected place to play

E. Playground Problems
   1. How to plan games and activities in which all pupils may participate
   2. How properly to supervise playground activities
   3. How to get pupils to plan out-of-door games without quarreling
   4. How to plan playground activities when there is no playground equipment
   5. Should pupils be allowed to play off the playground
   6. How to provide indoor games that will take the place of outdoor games while ground is wet
   7. How to care for children who are hurt during play
   8. How to overcome difficulties of older boys and girls playing together
9. How to get pupils to play out-of-door games without teacher being with them

10. What games to select for the different seasons

11. How to keep the older pupils from resorting to gossip at recess and noon

12. Is the teacher responsible for accidents which occur on the schoolground before nine o'clock

III. PHYSICAL CONDITIONS

A. Problems Relating to School Building

1. How to overcome lack of cabinet space for supplies

2. How to make adjustments to counteract crowded conditions in schoolroom

3. What to do when lighting facilities of schoolroom are insufficient

4. How to keep the schoolroom properly heated when the mornings are cool and the afternoons are often very warm

5. What to do when there is no warm place to keep the clothing and lunch pails

B. Heating and Ventilating

1. How to keep the schoolroom properly heated

2. How to heat a room properly when heating plant is defective

3. How to have building warm in mornings when children come to school

4. How to keep the schoolroom properly ventilated

5. How to ventilate without inducing a draft when there is no ventilation system

6. How to have a supply of dry fuel and kindling at all times

7. How to keep an even temperature in a poor building

8. How to maintain workable conditions on an exceedingly hot day

C. Seating

1. How to seat children properly when desks are not adjustable

2. What to do when there are not enough seats for all pupils enrolled

3. How to arrange seating properly
4. How to overcome difficulties caused by double nonadjustable seats 10
5. What to do when there are no seats to fit the smaller pupils 3
6. How to overcome lack of recitation seats 3

D. Blackboards 42
1. How to overcome difficulty of insufficient blackboard space for assignments and class work 21
2. How to overcome eyestrain of pupils in reading from blackboard 20
3. How to use a very poor quality of blackboard 1

E. Water Supply 42
1. How to provide adequate supply of water when there is no well on schoolgrounds 29
2. How to establish and maintain sanitary drinking system 13

F. Toilets and Grounds 41
1. How to correct undesirable conditions in boys' toilets 17
2. How to keep the toilets in proper condition 8
3. How to keep the schoolgrounds neat and attractive 8
4. How to operate indoor toilets successfully 4
5. How to prevent misuse of toilets and grounds by tourists 4

G. Health and Sanitation 101
1. How to overcome annoyance and unsanitary condition caused by swarms of flies in the fall, when there are no screens 33
2. How to enforce attendance regulations regarding such diseases as whooping cough, chicken pox, etc. 20
3. How to maintain clean, healthful conditions in the schoolroom 9
4. How to detect symptoms of contagious diseases 8
5. How to overcome condition caused by hornets, mice, etc., in the schoolroom 6
6. The problem of deciding when to exclude children from school: a. who show symptoms of flu 1
b. with bad colds 1
c. if one in family has mumps

1

d. if the child is sick

1

e. after recovering from a contagious disease

1

7. How to keep the children from becoming careless about the neatness and cleanliness of the schoolroom in spring weather, especially when the room is in need of cleaning

3

8. Where to find rules for exclusion for contagious diseases

3

9. How to care for pupils taken sick at school

3

10. How to provide proper facilities for washing hands

1

11. What can the teacher do if some children are undernourished

1

IV. EQUIPMENT AND SUPPLIES

A. Textbooks and Supplementary Reading

1. How to get necessary textbooks quickly at opening of school

114

2. How to secure necessary supplementary reading material

68

3. How to insure children's paying for books after teacher has bought them

10

4. How shall children be supplied with books whose parents cannot afford to buy them

8

5. How to provide sufficient texts when no free textbooks are available

6

B. Miscellaneous Supplies and Equipment

1. How to secure general supplies needed

46

2. How to secure seatwork supplies

39

3. How to secure maps and globes

8

4. How to secure illustrative charts, word and phrase cards

6

5. How to keep pupils supplied with materials, as ink, paper, pencils until the last day of school

6

6. How to secure first aid equipment, scales, etc

5

7. How to secure playground equipment

5

8. How to secure pictures and decorations

3

9. How to secure a flag

3

10. How to secure paper towels

2

11. How to secure window shades

2
V. MISCELLANEOUS DUTIES OF TEACHER

A. Janitorial Work

1. Should children help with janitor duties and how should it be managed. .......................... 34
2. How to secure cooperation of pupils in cleaning shoes, in caring for lunch pails, crumbs, etc. 13
3. How to make the schoolroom attractive ....................... 13
4. How to keep the cloakroom neat with so many winter wraps, lunch pails, etc. .............. 12
5. How to leave the school equipment and room in proper condition ................................. 8
6. How to keep floors clean when they are rough and unpolished ........................................ 6
7. How to sweep a poor floor when boards and seats run in opposite ways ...................... 3
8. What to do when no provision is made for sweeping compound ........................................ 1

B. Library Management

1. How to take an inventory and to get all the books returned and properly arranged ............. 30
2. How to organize the library and correct the cataloging errors .......................................... 20
3. How to secure Reading Circle Books ....................................................................................... 10
4. What to do with new library books ....................................................................................... 5
5. What method to use in labeling books ................................................................................... 2
6. How to take care of rebinding ............................................................................................... 2
7. What to do with books that it would not pay to rebind ........................................................ 1
8. How to catalog and accession new books besides correcting papers and working on reports 1
9. How to provide supplementary work while the library is closed for “checking up” .......... 1
10. How to get all the books “checked in” ............................................................................... 1
11. How to keep the library books labeled .................................................................................. 1

C. Register and Reports

1. How to complete the register at the close of year ................................................................. 61
2. How to keep the register ....................................................................................................... 18
3. How to record a pupil who does not enroll until after school has started ...................... 13
4. How to fill out certain items in the annual report ............................................................... 13
5. How to leave a complete record of all work done the past year.......................................................... 10
6. How to make out the report for the superintendent ................................................................. 6
7. How to check up attendance record........................................... 5
8. How to take an inventory of all school property.......................................................... 5
9. How to make record of supplementary readers, textbooks, and materials needed for next year...... 4
10. Should pupils who come in the spring of the year be enrolled and counted in the annual report... 3
11. When shall a pupil be marked withdrawn.......................... 2
12. Shall a child be marked absent if he is attending school elsewhere ........................................... 2
13. Shall a pupil be marked absent if he has been excused .......................................................... 2
14. What days are to be counted as taught ............................ 2
15. How much of a record should be left for the next year ...................................................... 2
16. How shall holidays be recorded.............................. 1
17. How often should report cards be given out.......................... 1

D. Legal Powers and Duties .............................................. 20
1. May a teacher send home pupils who are not six years old .................................................. 5
2. If a pupil is unmanageable, is it proper for me to tell him or her to go home, or may I resort to corporal punishment ................................................................. 3
3. If a school board refuses to set aside money for seatwork, and I as teacher without the board's authorization purchase same, can the board refuse to reimburse me .................. 3
4. Can the schoolgrounds be used as a tourist camp during vacation ........................................... 2
5. Should children moving in from an eight-months school be required to attend the remainder of the local nine-months term.................................................. 2
6. Under what circumstances must pupils pay tuition .......................................................... 2
7. Under what contagious disease conditions should a teacher close school ................................ 1
8. Must a child eleven or twelve who has a diploma attend a rural school if not in high school........... 1
9. Should outside members of the community be allowed to use playground equipment on Sundays... 1