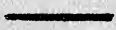


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NEW MEXICO



EDUCATION

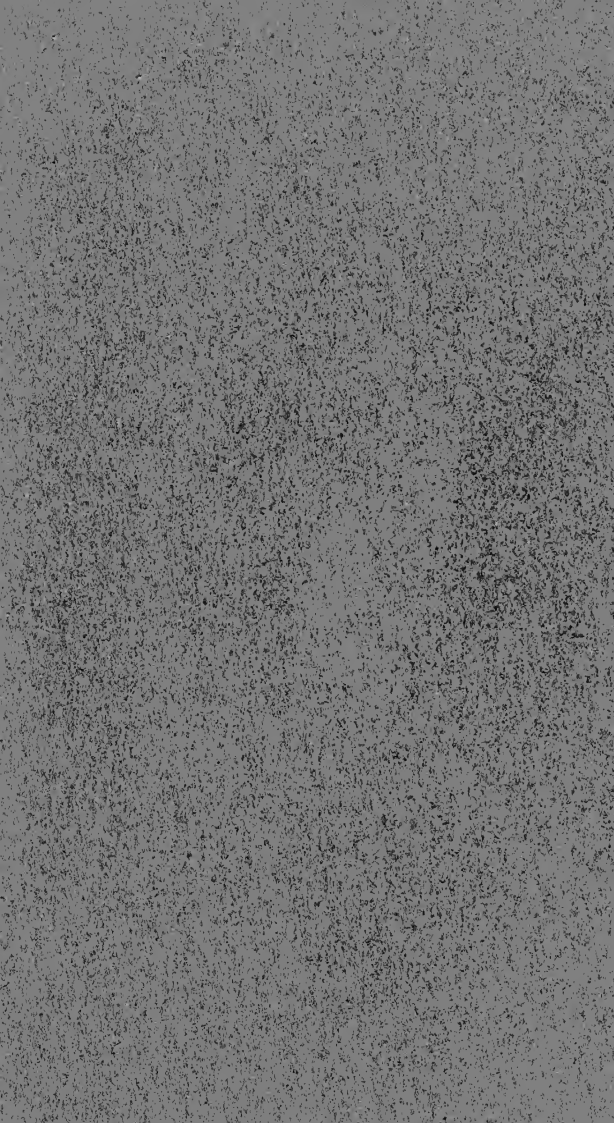
RULES AND
REGULATIONS

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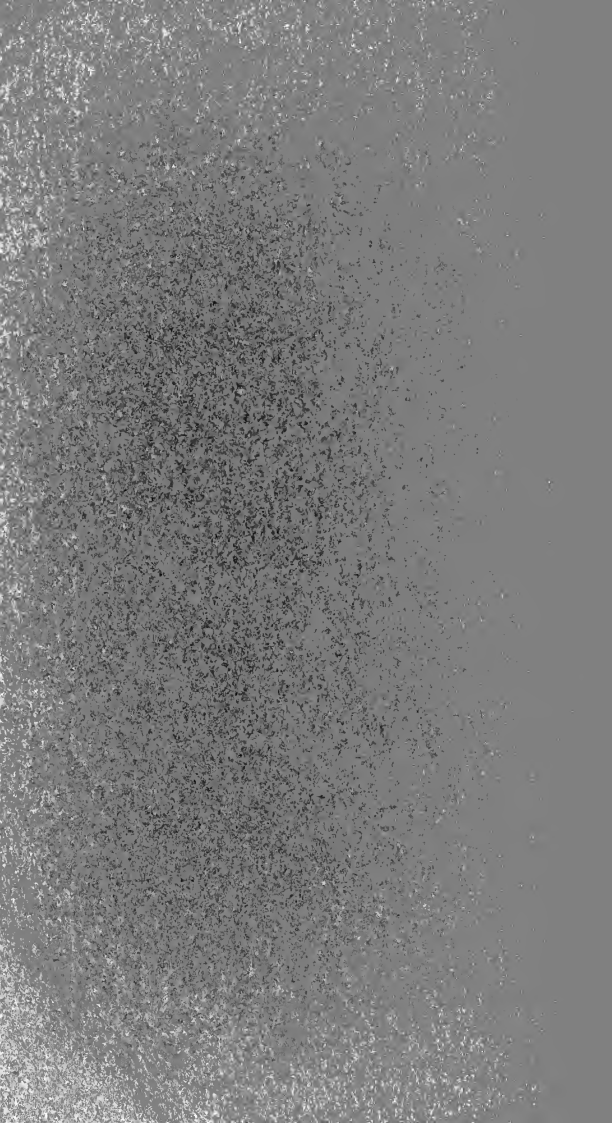
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New Mexico Board of Education
RULES AND REGULATIONS
OF THE
**NEW MEXICO
STATE BOARD OF
EDUCATION**



**GOVERNING THE ISSUING OF
PROFESSIONAL CERTIFICATES,
ELEMENTARY CERTIFICATES, SPECIAL
AND INSTITUTE CONDUCTORS' AND
INSTRUCTORS' CERTIFICATES**

REVISED TO JULY 1, 1919



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RULES AND REGULATIONS

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**NEW MEXICO STATE BOARD OF
EDUCATION**

Governing the Issuing of

**PROFESSIONAL CERTIFICATES, ELE-
MENTARY CERTIFICATES, SPECIAL,
AND INSTITUTE CONDUCTORS' AND
INSTRUCTORS' CERTIFICATES.**

Teachers' certificates in New Mexico are issued either on credits or on examination grades. If on credits, the applicant must submit them from an institution of recognized standing with the North Central Association of Secondary Schools and Colleges or from one certified to by the State Superintendent or the State University of the state in which the school is located, as being a standard high school, normal, college or university. Credits must be filed on blanks which will be furnished upon request by the Department of Education, Santa Fe, New Mexico. If the applicant takes the examination prescribed by the State Board of Education the manuscripts are graded in the Department of Education under the supervision of the State Board and the certificate issued to the successful applicant is good in any county of the State during the life of the certificate. Examinations will be held during the summer and

at such other time as may be deemed advisable.

Write the county superintendent of the county in which you desire to take the examination for the date of his examination.

Persons holding valid certificates in other states will be given credit toward a New Mexico certificate, subject for subject, provided certified statement from the State Superintendent of Public Instruction accompanies the certificate showing that examination questions were prepared and papers graded by the State Department of Education in the state wherein the certificate was issued and that such state will accept like grades granted by this state.

ALL TEACHERS IN NEW MEXICO MUST BE AT LEAST EIGHTEEN YEARS OLD AND HOLD:

1—A Teacher's Certificate; 2—An Institute Attendance Certificate showing ten days' attendance during the year previous to employment or equivalent summer school work; 3—A Health Certificate issued by a reputable New Mexico physician.

CERTIFICATES ISSUED IN NEW MEXICO

A. PROFESSIONAL

1. Life Certificate.

A. Required and Elective Credits. (a) The following minimum for which no substitution will be accepted. Graduation from a standard high school, the course in which shall include not less than fifteen high school units, including the following: United States History, including New Mexico History ($\frac{1}{2}$) unit; United States Civics, including New Mexico Civics ($\frac{1}{2}$) unit; Physiology and Hygiene (1-3) unit; an

Industrial subject (Agriculture, Manual Training, Home Economics, Commercial Branches) ($\frac{1}{2}$) unit; Geometry (plane) 1 unit; Algebra (1) unit; Composition and Rhetoric (1) unit; History of English Literature and English Classics (1) unit; History of American Literature and American Classics (1) unit; General History (1) unit; Laboratory Science (1) unit; Foreign Language (2) units; and Electives sufficient to total fifteen units.

A high school unit of credit represents a year's study in any subject. This definition assumes that the length of school year is from thirty-six to forty weeks, the recitation period not less than forty minutes in length, and that the study is pursued five periods per week. It further assumes that two hours of manual training or laboratory work is equivalent to one hour of class room work.

(b) Graduation from a standard two-year course in a normal school or its equivalent. The course must include Psychology 15 term hours; School Management, 5 term hours; Principles of Education, 10 term hours; Special Methods, 15 term hours; History Education 10 term hours; Observation and Practice, 15 term hours; and electives to the amount of 26 term hours.

(A term hour of credit shall consist of a course of twelve weeks of one recitation period per week, of not less than fifty minutes in length.)

(c) Evidence of forty-five months' successful experience in teaching, nine months of which must be in the state

of New Mexico. Evidence of experience must be certified to by some school official. Fifteen term hours of observation and practice will be accepted in lieu of twenty-seven months of this successful experience.

(d) The fee for a Life Certificate is ten dollars.

2. Five-Year Professional Certificate.

A. Required and Elective Credits:

(a) Same as indicated above for Life Certificate.

(b) Evidence of twenty-seven months' successful experience required for this certificate, nine months of which must be in New Mexico. Evidence of experience must be certified to by some school official. Fifteen term hours of Observation and Practice will be accepted in lieu of the above required experience.

(c) The fee for a Five-Year Professional Certificate is five dollars.

Not to exceed one unit of high school credit or fifteen term hours of higher credit for work done in summer sessions of standard normal schools or colleges will be accepted for Professional Certificates with the same value as given to such credit by these institutions toward graduation, provided these credits have been earned in a session of not less than eight consecutive weeks.

Graduates from the professional courses of the State Normal School and the New Mexico Normal University shall be granted a Five-year Professional Certificate and if the holders of said diplomas have taught forty-five months successfully they shall be granted a Life Certificate.

State examinations covering requirements for professional certificates may be granted

at the discretion of the Department of Education.

B. ELEMENTARY STATE CERTIFICATES.

1. First Grade.

(a) By examination in the following subjects: Reading, Penmanship, Orthography, English Grammar and Composition, Geography, Arithmetic, Physiology, United States History, Civil Government, New Mexico History and Civics, Pedagogy, Psychology, and one of the following branches: Algebra, Botany, Zoology, Physics, Bookkeeping, Spanish, and one Industrial Subject (Agriculture, Manual Training, Home Economics). Applicant must make a general average of ninety per cent with no grade in any one branch lower than seventy-five per cent.

(b) By submitting credits from an accredited four-year high school or other secondary institution covering fifteen standard units including the following: U. S. History, U. S. Civics, New Mexico History and Civics, Physiology and Hygiene, Pedagogy, Psychology, and one of the Industrial Branches. If the credits do not include the subjects named above, satisfactory examination grades may be accepted.

(c) Graduates of full course of study of St. Michael's College shall be entitled to a first grade certificate.

Elementary first grade certificates are issued for one year unless the applicant presents to the Department satisfactory evidence of having taught successful seven months in New Mexico, in which case these certificates are issued for three years. When the holder

of the one-year certificate presents to the Department of Education evidence of having taught successfully seven months on this certificate it is then subject to extension for two years.

First Grade Certificates may be renewed for a period of three years when applicant presents evidence of successful teaching and credits for the Reading Circle work for each of the three years during which the certificate was in force. Eight weeks summer school attendance will be accepted in lieu of reading circle work for the current year. This is subject to a second renewal of three years more, provided the holder has been actively engaged in teaching during the life of the certificate and submits evidence of attendance at an eight weeks' session of one of the New Mexico Normal Schools.

A first grade elementary certificate is subject to a third renewal when the holder thereof presents evidence of successful teaching experience covering at least eight years preceding the application for this renewal and evidence of attendance at a summer session of at least eight weeks in a standard normal school, college, or university during the three years just preceding the renewal.

No renewal can be made without grade or credit in New Mexico History and Civics and one of the Industrial Subjects. The fee for the First Grade Certificate is one dollar and the same fee is charged for an extension and for each renewal.

2. Second Grade.

(a) By examination in the following

subjects: Reading, Penmanship, Orthography, Grammar and Composition, Geography, Arithmetic, Physiology, United States History, United States Civics, New Mexico History and Civics, School Management, and one Industrial Subject. Applicants must obtain a general average of seventy-five per cent or better with no grade in any subject lower than fifty per cent. This certificate is recognized for two years in the state. Grades of ninety per cent or more in subjects on an unexpired second grade certificate are accepted in meeting the requirements for a first grade certificate. The fee is one dollar.

3. Third Grade.

(a) By examination on the following subjects: Reading, Penmanship, Orthography, Grammar and Composition, Geography, Arithmetic, Physiology, United States History. Applicant must obtain a general average of sixty per cent or better with no grade in any subject lower than fifty per cent. This certificate is good for one year and the fee is one dollar.

By rule of the State Board of Education after 1917 not more than two third grade certificates will be issued in succession to the same party.

Satisfactory grades in not to exceed four subjects from the summer sessions of the State Normal Schools may be accepted for any elementary certificate, provided such standings are secured as a result of pursuing the course for at least eight weeks in each subject.

Grades or credits upon which an elementary certificate has been issued are not valid

thereafter for use on a certificate of the same rank.

The State Board of Education has no disposition to discourage correspondence courses, but a grade to apply on a certificate must be taken by examination under the rules and regulations prescribed by the department of education.

C. SPECIAL CERTIFICATES.

1. High School.

A High School Professional Certificate authorizing the holder to teach in the high schools of the state shall be granted to graduates of the University of New Mexico, the New Mexico State Normal University, and the New Mexico State Normal School, completing the courses leading to A. B. Degree on condition that such courses shall represent not less than 120 semester hours of college work, but shall include general psychology 3 hours, educational psychology 3 hours, principles of secondary education 3 hours, history of education 6 hours. Major subject shall cover 30 hours' or more, including not less than 6 hours in the method of teaching that subject. Said certificate shall be issued for three years or if applicant has 1½ units of observation and practice, for five years. The three year certificate upon evidence of successful teaching may be extended for two years and with forty-five months of successful teaching either certificate may be made permanent. This rule is subject, however, to the rules requiring age and experience and the payment of the fees.

2. Music.

A certificate to teach music is

granted upon evidence of qualification satisfactory to the State Board of Education.

3. Vocational.

The State Board of Education is authorized to issue special certificates to teachers of vocational subjects.

4. Spanish.

Certificates to teach Spanish in the high schools and higher educational institutions of New Mexico may be granted:

(a) On the presentation of documentary evidence or certificate of graduation from a standard university, college, or higher institution of learning maintaining a recognized standard course of study in Spanish in which the applicant specialized with evidence of such speaking knowledge of the language as to enable the applicant to impart instruction in the subject to the class;

(b) By successfully passing the examination as prepared by the State Board of Education under such rules and regulations as may be prescribed by the Board.

The fee for the High School Certificate is three dollars and two dollars for the extension and five dollars when it is made permanent.

The fee for Special Certificates in Music, Vocational Subjects, and Spanish is one dollar.

D. INSTITUTE CERTIFICATES.

1. Conductor's Certificate.

That a Conductor shall be in possession of a Professional Life Certificate in New Mexico or graduation from some standard college, university, or

normal school or the professional standing, experience and superior ability in educational work which would warrant the granting of such a certificate. This certificate is issued on presentation of evidence of successful experience as a teacher in New Mexico or elsewhere and the payment of the fee of one dollar. State Board rule, also, requires that no conductor's certificate shall be issued unless applicant has instructed in at least one institute.

2. Instructor's Certificate.

That an instructor shall be in possession of a five-year professional certificate in New Mexico, or graduation from some standard college, university, or normal school, or have such professional experience and ability in educational work as would warrant the granting of such a certificate. Evidence of successful experience in New Mexico or elsewhere and proper professional spirit is required and the payment of the fee of one dollar.

3. Special Institute Certificates.

Special institute certificates may be granted to persons who have been educated and trained in some special branch of education such as kindergarten, primary methods, music, drawing, industrial subjects, upon the request of any county superintendent desiring the services of specialists. The fee is one dollar.

INSTITUTE ATTENDANCE

Section 4813, Compilation of Public School Laws of New Mexico of 1915, makes it compulsory upon all persons who expect to teach in any school district, independent

district, or incorporated city, town or village, to attend at least two weeks of the county institute or summer school approved by the Superintendent of Public Instruction held within the year. The State Board of Education is empowered to excuse such persons from attending county teachers' institute as in its judgment it deems to be eminently qualified to teach by reason of professional scholarship and training. Under this provision of the institute law, the State Board has ruled that teachers holding a New Mexico Life Certificate are required to attend institute only once in three years, and that teachers who attend an eight weeks' summer session of one of the New Mexico Normal Schools will be excused from institute attendance the following summer. Teachers in cities which engage a superintendent of schools who gives at least half of his time to direct supervision and during the year holds teachers' meetings at least once a month and do professional and reading circle work, shall be excused from institute attendance.

Write to the county superintendent of schools for information as to the time and place of holding the institute in his county.

READING CIRCLE

Reading Circle work shall be required from all teachers of the state, except those holding professional certificates and those who are preparing to teach their first term within the state and those, also, who are excused for the current year by rule of the Board of Education for attendance of eight weeks' course at Normal Summer Schools.

A reasonable grade in Spanish by examination or a credit of one unit in that subject submitted from a standard institution shall be accepted in lieu of the literary

work of the Reading Circle course for that year.

All teachers meeting the Reading Circle requirements shall be given two per cent credit to be added to their general average.

Teachers holding first grade certificates are required to read the books prescribed for such teachers for each of the three years during which their certificate was alive before they can secure renewals.

Teachers holding second and third grade certificates must do the Reading Circle work before they can secure another certificate of the same grade.

The Reading Circle credits are secured by passing examination questions based on the books of the course and graded under the same conditions as the regular teachers' examinations and held at the same time.

The following are the books required in the New Mexico Reading Circle Course for the years 1917-18 and 1918-19:

Course for 1917-18

For teachers holding first grade or higher certificates:

Strayer & Norsworthy's "How to Teach," published by the Macmillan Co., price \$1.25.

Long's "American Literature," published by Ginn & Company, price \$1.35.

For teachers holding second and third grade certificates:

Phillip's "Fundamentals in Elementary Education," published by Chas. E. Merrill Co., price \$1.25.

Crissey's "Story of Foods," published by Rand McNally & Co., price \$1.25.

Course of 1918-19

For teachers holding second grade or higher certificates:

Dean's "Our Schools in War Time and

After," published by Ginn and Company, price \$1.25.

Engleman's "Moral Education in School and Home," published by Benj. H. Sanborn & Co., price \$1.25.

For teachers holding third grade certificates:

Kirkpatrick's "The Rural School from Within," published by J. B. Lippincott Company, price \$1.35.

Engleman's "Moral Education in School and Home," published by Benj. H. Sanborn & Co., price \$1.25.

Course for 1919-1920

For teachers holding second grade or higher certificates:

"School-Room Method and Management" Published by Bobbs-Merrill Company, Indianapolis, Indiana.

New Mexico Common School Course of Study for 1919-1920. Published by Jonathan H. Wagner, State Supt. Public Instruction, Santa Fe, New Mexico.

For teachers holding third grade certificates: Turkington's "My Country." Published by Ginn and Company, Chicago, Ill. New Mexico Common School Course of Study for 1919-1920. Published by Jonathan H. Wagner, State Supt. Public Instruction, Santa Fe, New Mexico.

These books may be secured by writing to the Chas. Ilfeld Company, Albuquerque. Cash must be sent with order and books will be sent, prepaid at above prices, to all points in New Mexico. Safe delivery will be guaranteed for 5 cents additional. Books will not be sent on approval nor are they returnable.

NEW MEXICO TEACHERS' READING CIRCLE

Board of Directors

J. H. Wagner, Superintendent of Public Instruction, Santa Fe, Chairman.

Members to 1918.

J. H. Dowden.....Belen
Filemon Martinez.....E. Las Vegas
Atanasio Montoya.....Albuquerque

Members to 1919

J. E. Brownlee.....Silver City
E. W. Bowyer.....Clovis
Mrs. T. W. Hayes.....Roswell

TEACHERS SEEKING POSITIONS

Teachers in cities and incorporated towns and villages are employed by the local school boards and the correspondence should be addressed to the secretary or the clerk of that board. In the rural districts the teachers are employed by the Board of School Directors with the approval of the County Board of Education of which the County School Superintendent is president ex-officio. It is, therefore, best to write the county superintendent for information concerning vacancies. Schools open September first or October first and run from seven to nine months. There are very few rural schools in session during the summer. Teachers are usually employed in May and June, but before you sign a contract the law of New Mexico contemplates that you hold a certificate.

Salaries in the rural schools range from fifty to one hundred dollars per month for a term of seven to nine months; the average is perhaps eighty-five dollars per month. Principals receive from eight hundred to two thousand dollars per year and the superintendents from twelve hundred to four thousand dollars.

STATE BOARD OF EDUCATION

- O. A. Larrazolo—Governor and Ex-Officio,
President, Santa Fe, N. M.
J. H. Wagner, State Superintendent and Ex-
Officio Secretary, Santa Fe, N. M.
Col. J. W. Willson, Superintendent New Mex-
ico Military Institute, Roswell, N. M.
Jose D. Sena, Clerk Supreme Court, Santa
Fe, New Mexico.
Amado Chaves, Santa Fe, New Mexico.
Mrs. Josie Lockard, Raton, New Mexico
Earl Douglass, County Superintendent San
Juan County, Aztec, New Mexico.

STATE DEPARTMENT OF EDUCATION (Santa Fe.)

- Jonathan H. Wagner—State Superintendent
of Public Instruction.
John V. Conway—Assistant Superintendent
of Public Instruction.
George Lougee—Chief Clerk.
Eve Wientge—Assistant Clerk.
Felipe Quintana—Clerk.
Jose Roybal—Clerk.
Mrs. H. A. Carlisle—Stenographer.
Ruth Coleman Miller—State Director of In-
dustrial Education.
E. D. Smith—Supervisor of Agricultural Ed-
ucation.
A. B. Anderson—Supervisor Industrial Ed-
ucation.
Mrs. A. O. Peabody—Stenographer.

COUNTY SUPERINTENDENTS

- Bernalillo—Mrs. John Wilson, Albuquerque.
Chaves—Mrs. T. W. Hayes—Roswell.
Colfax—R. C. Bonney—Raton.
Curry—J. M. Bickley, Clovis.
De Baca—Mrs. Rachel V. Smith, Ft. Sumner.
Dona Ana—Dr. R. E. McBride, Las Cruces.
Eddy—Geo. M. Brinton, Carlsbad.
Grant—Mrs. Maude A. Fielder, Silver City.

Guadalupe—Placido Baca y Baca, Santa Rosa.
 Hidalgo—Mrs. John H. Clark, Lordsburg.
 Lea—Mrs. Sarah K. Ellis—Lovington.
 Lincoln—Mrs. Maude L. Blaney, Carrizozo.
 Luna—Mrs. Alice G. Smith, Deming.
 McKinley—W. L. Lanigan, Gallup.
 Mora—Alfredo Lucero, Mora.
 Otero—R. S. Tipton, Alamogordo.
 Quay—J. A. Atkins, Tucumcari.
 Rio Arriba—Jose Gregorio Valdez, Tierra Amarilla.
 Roosevelt—Sam J. Stinnett, Portales.
 Sandoval—Edmundo Montoya, Bernalillo.
 San Juan—Earl Douglass, Aztec.
 San Miguel—Benito F. Baca, Las Vegas.
 Santa Fe—Nina Otero-Warren, Santa Fe.
 Sierra—Hazel Belle Reilly, Hillsboro.
 Socorro—Eliseo M. Chavez, Socorro.
 Taos—Jose Montaner, Taos.
 Torrance—Thomas B. Rapkoch, Estancia.
 Union—A. L. England, Clayton.
 Valencia—Adelino Sanchez, Belen.

HEADS OF STATE EDUCATIONAL INSTITUTIONS

David Spence Hill—President University of New Mexico, Albuquerque, N. M.
 A. D. Crile—President Agricultural College, State College, N. M.
 Frank H. H. Roberts—President New Mexico Normal University, East Las Vegas, N. M.
 W. O. Hall—President New Mexico Normal School, Silver City, N. M.
 A. X. Illinski—President New Mexico School of Mines, Socorro, N. M.
 Col. J. W. Willson—Supt. New Mexico Military Institute, Roswell, N. M.
 Roscoe R. Hill—President Spanish-American Normal, El Rito, N. M.
 W. O. Connor, Jr.—Supt. School for Deaf and Dumb, Santa Fe, N. M.

- R. R. Pratt—Supt. Institute for Blind, Alamogordo, N. M.
 E. L. Hewett—Director Museum of New Mexico and School of American Archaeology, Santa Fe, N. M.

SUPERINTENDENTS OF INCORPORATED CITIES

- Albuquerque, Bernalillo County—John Milne.
 Clovis, Curry County—E. W. Bowyer.
 East Las Vegas, San Miguel County—W. B. McFarland.
 Raton, Colfax County—L. C. Rhoades.
 Roswell, Chaves County—D. N. Pope.
 Santa Fe, Santa Fe County—E. C. Best.
 Tucumcari, Quay County—U. O. Anderson.
 Carlsbad, Eddy County—W. A. Poore.

NEW MEXICO EDUCATIONAL ASSOCIATION

Officers of 1918-19

- President—Isabel L. Eckles, Silver City, N. M.
 Vice-President—C. E. Grover, Alamogordo, N. M.
 Secretary—John Milne, Albuquerque, N. M.
 Treasurer—Charles L. Burt, Mountainair, N. M.
 Railroad Secretary—Mrs. Nina Otero-Warren, Santa Fe, N. M.
 Council Members from General Association—Dr. Frank H. H. Roberts, President New Mexico Normal University, E. Las Vegas, N. M.; Dr. E. L. Enloe, President New Mexico Normal School, Silver City, N. M.
 Executive Committee—Chairman, Isabel L. Eckles, Silver City; J. H. Wagner, Santa Fe; W. A. Poore, Carlsbad, three years; David R. Boyd, Albuquerque, two years; W. B. McFarland, E. Las Vegas, one year.
 Place of Meeting for 1919—Albuquerque, N. M.

**LIST OF SCHOOLS IN NEW MEXICO ACCREDITED BY THE NORTH CENTRAL
ASSOCIATION OF COLLEGES AND SECONDARY SCHOOLS**

Name of School	Supt. in Charge	Date of Accrediting
Albuquerque	John Milne	1917
Alamogordo: Otero Co. H. S.	C. E. Grover	1919
Artesia	R. L. Paris	1919
Carlsbad	W. A. Poore	1917
Clayton	J. E. Chamberlain	1919
Clovis	W. E. Bowyer	1919
Gallup and McKinley Co. H. S.	J. L. G. Swinney	1919
Deming: Luna Co., H. S.	E. D. Martin	1918
E. Las Vegas: High School	W. B. McFarland	1918
Normal Univ. Prep.	Frank H. H. Roberts	1917
Las Cruces	D. F. R. Rice	1918
Raton: Colfax Co. H. S.	L. C. Rhoades	1918
Roswell: High School	D. N. Pope	1918
N. M. Mil. Inst.	J. W. Willson	1917
Santa Fe	E. C. Best	1917
Silver City: N. M. Nor. Prep.	W. O. Hall	1917
State College: Agri. Col. Prep.	A. D. Crile	1917
Tucumcari	U. O. Anderson	1919
Total 18.		

THE SUCCESSFUL TEACHER

Evidence of successful experience is required by the Department of Education for the extension and renewal of all certificates. Under the rule of the State Board of Education no professional or life certificate can be issued until evidence of successful teaching experience properly certified to is on file in the office of the State Superintendent of Public Instruction. A Success Grade is determined by taking into consideration a number of items which have been classified under the following heads and administrative officials are requested to take into consideration this schedule in determining the degree of success to which a teacher has attained in the work. It is further suggested that the teacher should make a careful study of this schedule and at least once a month measure your school and your work by this standard.

A. TEACHING POWER, 45%.

1. Subject Matter, 15%.
 - (a) As shown in preparation.
 - (b) As shown in recitation.
2. Measure of Class, 15%.
 - (a) As shown in preparation.
 - (b) As shown in recitation.
3. Methods, 15%.
 - (a) Power to encourage originality.
 - (b) Ability to use good English.
 - (c) Skill in presentation.

B. GOVERNMENT, 35%.

1. General spirit of school, 5%.
2. Attitude of pupils toward daily task 5%.
3. Attitude toward each other, 5%.
4. Attitude toward school property, 5%.
5. Spirit of self control manifested, 5%.
6. Social freedom, 5%.
7. Interest, 5%.

C. GENERAL CHARACTERISTICS, 20%.

1. Personality of the teacher, 5%.
2. Professional interest, 5%.
3. Community interest or citizenship, 5%.
4. Optimism and originality, 5%.

In measuring the success of a teacher the following are considered cardinal virtues and must be taken into consideration in determining the success grade: Patriotism, Politeness, Program, Playground, Neatness, Decorations, Institute, Reading Circle, Journals, Records, Reports, Library and Truants.

SOME VITAL SUGGESTIONS

1. A teacher has no authority to select a substitute. A person without a license cannot legally teach school and draw pay in New Mexico.
2. When it is necessary to close the school for any cause the teacher must notify at once both the directors and the county superintendent of schools.
3. All school registers should be carefully kept. All grades, monthly, semester, term and yearly should be entered in plain figures or letters with pen and ink.
4. High school principals in unincorporated towns and villages who are directly under the jurisdiction of the county superintendent of schools must see that the individual record of each pupil is made and his grade for each month as well as for the semester or term are recorded in the permanent record book of the school, and returned at the end of the school year for a permanent record in the county superintendent's office. A passing grade in any subject should be seventy-five.

5. Teachers should be at the school house at least a half an hour before the opening of school in the morning and remain at least a half an hour in the afternoon after the closing of school. The school should not be left during the noon hour without some one in charge.
6. The State Course of Study should be followed and the texts used must be those prescribed by the State Board of Education.







