

REGISTERS

13. Registers will always be subject to inspection by principals, supervisors, the superintendent, and board members, and on this account should be kept at the school house and in proper condition.

SCHOOL AGES

14. Only children whose sixth birthday falls before October 1 shall be permitted to attend school. The Attorney General has ruled that a person born on October 1 reaches his birthday on September 30. Beginning pupils may enter only at or near the opening of school. Birth certificates are required as proof of age.

SCHOOL HOURS

15. All schools shall open at 9 a.m. and close at 3:30 p.m., except that high schools may open as late as 9:15 and close at 3:15. Schedules including recesses are subject to the approval of the superintendent.

On the last day before Christmas schools may close one hour early.

On the next to last day of the season schools may close 1½ hours early and on the last day they will open at 1:30 p.m. and close at 3:15 p.m.

16. Teachers shall be on duty in their rooms not later than 20 minutes before opening time each morning and remain not less than 15 minutes after school.

VISITING TEACHER

17. Teachers will report through the principal to the visiting teacher all problem cases involving conduct and attendance but only after a reasonable effort has been made to adjust the problem. Some contact with the home by the teacher or principal must precede each referral. All referrals shall be made in triplicate, one copy to visiting teacher, one copy to superintendent and one copy kept at the school.

RESPONSIBILITY AND AUTHORITY OF PRINCIPALS

18. The authority and discipline of school teachers over school children shall obtain throughout the school session, during public exercises held in the school building or on the grounds, during athletic games held on the school grounds, whenever such exercises or games are participated in by school children or are under the auspices of the school or for school benefit. As the representative of the school board and the manager in charge of the school building, the teacher or principal shall be understood to be in control of the school plant during any exercises or games as stipulated above.

FIRE DRILLS

19. Under requirements of the General Assembly of Virginia fire drills must be given weekly during the first month of school and bi-monthly thereafter.

Approved by the County School Board of Loudoun County, July 11, 1955.

D. N. MYERS, Chairman

O. L. EMERICK, Division Superintendent

RUTH M. EMERICK, Clerk

Rules and Regulations

for

Loudoun County Teachers

1955 - 1956

REPORTS

1. Reports are to be made and attendance records kept in accordance with instructions in teacher's register.

SUSPENSION AND EXPULSION OF PUPILS

2. Pupils may be suspended by teachers and principals and permitted by them to return to school. In such a case the suspension cannot exceed two weeks. Teachers cannot expel pupils, but may recommend such action to the county school board. In such cases the suspension may be in effect until the next meeting of the county school board and the teacher's recommendation must be sent in writing to the school board. In cases of suspension the parents, and superintendent must be promptly notified in writing by the teacher or principal. Teachers must regard suspension even for a day as a very serious form of punishment.

TRUANCY AND ABSENCES

3. All cases of truancy should be promptly reported to the parents. All absences should be investigated by each teacher as far as possible. A written excuse from parents must be required in case of absences. In many cases a short talk with parents will secure better attendance or correct habits of tardiness.

USE OF TOBACCO AND ALCOHOLIC BEVERAGES PROHIBITED

4. The use of tobacco by teachers, pupil and bus drivers on school property during school activities and on school buses is prohibited. An exception may be made in the case of smoking by teachers and pupils by the faculty of a high school. For the first offense the teacher shall notify the parents and for the second offense the teacher may suspend the pupil for a week, or use other forms of punishment at his discretion.

5. The consumption or possession of alcoholic beverages on school property is prohibited.

SOFT DRINKS

6. The sale of soft drinks except at Athletic games or on special occasions at school to school children is prohibited. No electric cooling device for cooling soft or bottled drinks may be attached to any school electric circuit.

SUBSTITUTES

7. The school board reserves the right to approve all substitutes. However, teachers of one-room schools and principals of large schools are instructed to select substitutes. Those holding certificates or with experience as regular teachers should be given preference.

Each teacher shall be entitled to sick leave with full pay as follows: 10 days the first year of service, 5 days each year thereafter cumulative to 30 days, of which not over 3 days in any one year may be on account of illness or death in the immediate family, that is, of father, mother, brother, sister, son, daughter, wife, or husband. In case of illness for a total number of days greater than allowed as sick leave, but not exceeding 20 days including the sick leave period, a teacher may receive full pay but shall be required to pay her own substitute for the period not included in the sick leave. In case of attendance at a funeral not covered above the teacher may be absent from school and pay her own substitute for not over 3 days in any year. In case of absence for personal reasons not herein provided for, a teacher may be absent not over 3 days in any school year and pay her substitute.

For all absences in excess of 20 days in any year the teacher will not receive any part of her pay and the board will pay the substitute. The pay will be on a regular basis if her service is for 10 or more consecutive days.

Reports of absences and employment of substitutes shall be made to the superintendent on forms furnished for the purpose. These will be approved by the principal of the school.

Substitutes will be paid \$6.00 per day, except \$3.00 only will be paid to high school pupils.

REPORTS TO PARENTS

8. Teachers shall make reports of pupils' work to parents at the end of each six weeks, on forms to be prescribed by the superintendent. These reports are to be the property of the parents at the end of the school year. Each report shall show whether or not the pupil is promoted. A record of the report should be kept on a cumulative record form.

Short written tests shall be given in all work and in all grades where such are practicable, approximately once each six weeks' period. In the fifth and higher grades, formal written examinations shall be given twice during the school year. In the elementary school, tests and examinations are used chiefly as a teaching aid. They are valuable as a motivation for review and as an instrument of self-evaluation for teachers and pupils. They should in all cases be corrected, returned to children, and used as a basis for discussion.

In high school, when tests are given the period grade on each subject shall be determined by evaluating the average daily grade $2/3$ and the test grade $1/3$. When examinations are given, the final grade on a subject shall be determined by evaluating the average periodic report grades as $2/3$ and the examination grade $1/3$. All report marks shall be as indicated by report forms.

PROMOTIONS

9. The superintendent shall have final authority in determining the promotion of children and may delegate authority to principals and supervisors.

DEFICIENCIES REMOVED

10. Pupil may make up deficiencies during the summer on not over one high school subject and not over two elementary school subjects. The work may be taught by any competent person but under the supervision of the regular teacher or principal. The new grade shall be based entirely on an examination which shall be given by the regular teacher, by the principal, or by the division superintendent.

TEXT BOOKS

11. All pupils must have text books. Whenever parents are unable to buy books particulars should be reported at once by the teacher to the superintendent. The board can lawfully buy books for such pupils. All such books shall be the property of the School Board.

PHYSICAL EXERCISES

12. All pupils are required to devote at least thirty minutes each day to physical exercises. High School pupils shall meet state requirements in Health and Physical Education. Teachers are required to make a physical inspection of all pupils and to send a report to the office of the superintendent on the regular monthly form at end of September.