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ALABAMA DEPT OF PUBLIC
INSTRUCTION

RULES ... FOR COUNTY
HIGH SCHOOLS.



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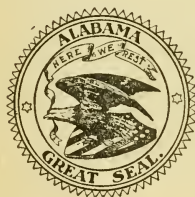
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DEPARTMENT OF EDUCATION
STATE OF ALABAMA

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RULES *and* REGULATIONS
PROGRAM OF STUDIES
ADOPTED TEXT BOOKS
— FOR —
COUNTY HIGH SCHOOLS

JULY 1, 1922



Authorized by
THE STATE BOARD OF EDUCATION
1922

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STATE BOARD OF EDUCATION

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RULES AND REGULATIONS ADOPTED BY THE STATE BOARD OF EDUCATION FOR THE GOVERNMENT OF THE COUNTY HIGH SCHOOLS OF ALABAMA

1. **Principal and Teachers, Selection of.**—Subject to the confirmation of the State Board of Education, the county board of education shall nominate the teachers to the State Board of Education, but such nominations shall first receive the approval of the county superintendent. The county board of education shall determine the salary to be paid the principal, and shall recommend the salaries at which the assistants are to be engaged.

2. **Faculty, Eligibility to Election.**—The faculty of the county high school shall consist of a principal, and two or more assistants. No assistant in any county high school shall be elected principal of the school in which he may have taught for any time during the twelve months immediately preceding the date of his election, and no person living in a town or community in which a county high school is located shall be eligible for election to a position as assistant in that particular high school.

In high schools employing only three teachers, at least two of these teachers must be graduates of standard colleges. Where more than three teachers are employed in any school, at least three-fourths of the teachers must be graduates of standard colleges.

For the year 1922-23, no person with less than two years of collegiate work beyond high school graduation shall be eligible for a position in any county high school, and beginning with the scholastic year 1923, or as soon thereafter as conditions permit, at least three years of collegiate work shall be required for eligibility to a position in any county high school, provided this regulation shall not disqualify any teacher already employed during the school year 1922-23.

3. **Principal, Term, and Duties; Bond.**—The principal shall be employed for twelve calendar months beginning July 1st and ending June 30th of the following year. He shall be paid by the calendar month and shall furnish a bond of \$1,000.00 in a reputable bonding company within thirty days from the date of his election. Said bond must be approved by and filed in the office of the Department of Education at Montgomery (the expense of this bond to be a charge to the county high school). He shall give his entire time to the management and control of the school and its activities. The teachers shall be employed for a term of nine calendar months, unless stipulated to the contrary in the minutes of the election by the State Department of Education.

4. **Financial Obligations.**—The principal of each school shall keep a proper account of all financial obligations of the schools, listing each individual or firm together with the amount due at the time the obligation is incurred in such a way as to show at any time the actual and total outstanding indebtedness of the school. He shall require bills in duplicate of all accounts. Any account not included in the schedule of indebtedness shall be a charge not to the school but to the principal, who shall be liable on his official bond therefor.

5. **Matriculation.**—The principal shall keep a matriculation book, adopted by the State Board of Education, in which shall be placed the full name, home address, and age of each pupil, and the name and address of the parent, with other desired information. No pupil shall be matriculated until he presents a receipt signed by the high school treasurer showing that the matriculation and special fees for the term have been paid.

6. **Records of Pupils.**—Every teacher shall keep a class register and the principal and teachers shall keep a complete record of the work of each pupil on special forms prepared for this purpose by the State Department of Education.

7. **Reports.**—It shall be the duty of the principal at the close of each scholastic month and on June 30th of each year to make reports on blanks furnished by the Department of Education for that purpose. These reports shall be made in duplicate, one copy being sent to the county superintendent and the other to the State Department of Education.

8. **Course of Study to be Followed.**—It shall be the duty of the principal and assistants in each county high school to follow faithfully the course of study prescribed by the State Board of Education.

9. **Seventh Grade.**—If the county board of education deems it expedient to allow the seventh grade to be taught in the county high school building as preparatory to the regular high school course as outlined by the State Board of Education, this will be permitted, provided all teachers of this grade are elected and their salaries fixed in the same manner as the county high school teachers, and the necessary funds to maintain the grade are appropriated by the county board of education or other local authorities. The teachers and pupils of this grade shall be under the direct supervision of the principal and governed in accordance with the rules and regulations made by the State Board of Education.

10. **The Junior High School.**—County high schools are urged to introduce the Junior High School organization wherever building space and equipment are available to accommodate the additional grades. This reorganization gives our county high schools an opportunity to increase substantially their service to the counties and offers a chance for them to do significant work in promoting the plan for reorganization for which the new School Code provides. Of course, no county high school shall introduce the Junior High School organization until all details pertaining to the program of studies, teaching force, equipment, building, etc., have been definitely and formally approved by the State Department of Education.

11. **Senior High School.**—Whenever a junior high school, or a group of junior high schools, which has received the formal approval of the State Department of Education, has been organized in the territory served by a county high school and provides complete and adequate educational facilities in grades 7, 8 and 9 for the constituency of the county high school, it is recommended that the county high school be organized as a senior high school giving instruction only in the three senior high school grades. Modification in the program of studies are being made with the purpose of adjusting the county high schools to this organization and it is anticipated that within another year all necessary changes will have been made.

12. **Length of Session.**—The session of the county high schools shall be nine scholastic months (thirty-six weeks) of actual teaching. The session is divided into two terms of four and one-half months each.

13. **Entrance Requirements.**—Applicants for admission to a county high school must present an elementary seventh grade certificate or pass a written examination on the elementary school subjects with a grade of not less than 60% on any subject. These papers must be filed for at least six months in the office of the principal of the county high school.

14. **Summer Activities of the Principal.**—It is the sense of the State Board of Education that the principal of a county high school should use the vacation period in bringing to the attention of the boys and girls throughout the county the advantages to be obtained by attending the high school, in pursuing professional study at some institution of higher learning, or in performing any other school work that may be assigned by the State Board of Education.

No principal shall engage in any other form of lucrative employment or absent himself from the school either in term time or vacation for a longer period than two weeks without the consent of the State Board of Education.

15. **Fees.**—Every pupil in the county high school must present to the principal his receipt at the beginning of each term of the session, showing

that a matriculation fee of \$2.50 and all required special fees have been paid to the local treasurer of the high school.

16. Treasurer, Duties of.—Every county high school must have a treasurer who shall be elected as the county high school principal is elected, and who shall reside in the place where the school is located. He shall be elected for a term of three years and shall be required to make a bond of three thousand dollars in a reputable surety company. The bond must be approved by and filed in the office of the Department of Education at Montgomery. The treasurer shall keep in a well-bound book accurate accounts of all his transactions and shall make such reports as may be required of him by the State Board of Education. He shall deposit to his credit as treasurer all funds accruing to the school and shall keep an accurate account of receipts and disbursements of all moneys, stating from what source they came and how they were disbursed, giving receipts and taking proper vouchers.

The treasurer shall be paid no salary for his services, but the premium on the surety bond required of him and any incidental expenses connected with his official duties must be paid out of any funds belonging to the county high school. Accounts covering such items shall be furnished the county high school principal in accordance with Rule 16 and shall be paid in the regular way.

17. Pay Roll.—On the last day of each month the principal shall deliver to the county high school treasurer a pay roll in duplicate showing the amount due each teacher, janitor, and other person who has a legitimate account against the high school. With the exception of the teachers and janitor, all persons shall present to the principal an itemized statement in duplicate of the account against the school before he is authorized to place the same on a monthly pay roll. The school principal shall make the monthly pay roll in duplicate attaching thereto duplicates of all bills and accounts. He shall fix the proper affidavit on the back of each pay roll before delivering it to the county high school treasurer.

The county high school treasurer must pay every item with a bank check and place the proper check number in the "Check Number" column of both pay rolls furnished him each month by the principal. And it shall be unlawful to pay out any funds not authorized by the pay roll. He must make a general report of his receipts and disbursements on the blank form at the bottom of each monthly pay roll and after properly making the affidavit at the bottom of the pay roll sheet, he must forward one of the pay rolls to the State Superintendent of Education at Montgomery so that it will reach the office within ten days after the pay roll is submitted to the treasurer by the principal. The other pay roll, together with duplicate bills shall be kept on file in the office of the treasurer and in it shall be placed the cancelled checks paying the various items when these checks are returned to the treasurer.

18. Treasurer, Report of.—The treasurer must make an annual financial report in duplicate on or before July 30th for the year ending June 30th immediately preceding. One of the reports shall be filed with the county superintendent and the other with the State Superintendent of Education at Montgomery.

19. Appropriations.—The quarterly State appropriation of \$750.00 shall be made payable to the order of the high school treasurer and shall be drawn on July 1, October 1, January 1, and April 1 of each year. The requisition for this appropriation will be made by the State Superintendent in ample time for it to reach him each quarter before the dates mentioned.

The special funds appropriated in October, 1920, for maintenance of county high schools are also available in quarterly instalments. A requisition from the county high school treasurer is necessary for each instalment and these requisitions cannot be honored until formal application for these funds for the current year has been made to and approved by the State Board of Education.

20. **Examinations.**—Examinations must be held at the close of each term of four and one-half months, and at the close of the session a report shall be issued by the principal to each pupil stating the grade such pupil has made during that year. This report, if satisfactory, shall entitle the pupil to promotion. Written tests shall be held monthly in each subject in order to assist the teachers in determining the standing of pupils.

21. **Promotions, Grades.**—Advancement shall be by subjects and, in order to pass a satisfactory examination in any branch, the pupil shall make on each branch during the first year an average of not less than 65%, and an average of not less than 70% during each succeeding year. The grade in any subject for each term shall be found by dividing the sum of the four monthly grades and the term examination grade by five. All examination papers shall be held for reference until the time of the next succeeding term examination.

22. **Faculty Meetings and Professional Study.**—Faculty meetings shall be held twice each month during the session, at which meetings the teachers shall consider such matters as may tend to promote the progress of the students and the welfare of the school, including the methods of teaching the various subjects of instruction. Some professional book selected for this purpose from the State Reading Circle List or some book prescribed by the State Superintendent of Education shall also be studied uniformly by the faculties of the several county high schools and a portion of the regular teachers' meetings shall be given to the discussion of topics taken from this book.

23. **Supervisors.**—Supervisors appointed by the State Board of Education shall visit the various county high schools of the State and after carefully inspecting them shall make a written report to the Superintendent of Education.

24. **Rules of Discipline.**—The principal of each county high school is hereby authorized to make such rules and regulations as may be necessary successfully to control and discipline the school, provided such rules and regulations shall in no way conflict with the rules and regulations made by the County and State Boards of Education.

25. **Insurance of Building.**—It shall be the duty of the county high school principal to see that the county high school property is properly insured at all times. The building and equipment must be insured for their full value, and the premiums to cover the insurance should be paid in the regular way on a monthly pay roll out of any county high school funds. The insurance policies shall be made payable to the State Board of Education of Alabama and the county high school treasurer shall be the custodian of the policies.

26. **Inventory.**—It is urgently recommended that county high school principals make each year between the close of school and June 30 a careful and complete inventory of all furnishings, apparatus, equipment, books, furniture, etc., in their school buildings. A copy of this inventory should be filed with the county high school treasurer or with the county superintendent as the county board of education may designate. Most principals will find it desirable to check up this inventory again at the opening of school in September. A form for this purpose will be prepared or recommended by the State Supervisor of Secondary Education.

27. **Diplomas.**—Diplomas shall be issued to all pupils who complete, in a satisfactory manner, the prescribed course of study for the county high schools. The diplomas must be purchased from the firm designated by the State Board of Control and Economy. All diplomas must be signed by the State Superintendent of Education, the county superintendent and the principal of the county high school.

28. **Credit Values.**—Standard colleges require at least fifteen Carnegie units for admission without examination to the freshman class. A unit means the satisfactory completion of a subject pursued during a period of 36 weeks with five weekly recitations, each recitation embracing from 40 to 60 minutes. Two hours in laboratory, field work, manual training, or home economics are equivalent to one hour in recitation.

29. **Standards of Organization.**—The organization of the work of the county high school shall at least conform to the standards adopted by the State Department of Education and the Association of Alabama Colleges for the accreditation of secondary schools of the State.

30. **County Control.**—In order to stimulate local pride and interest in the county high school, the State Board of Education shall intrust the management and control of the high school to the county board of education, provided the appropriations to the school from county or local sources are at least equal to the annual State appropriation to each school, subject to the limitations set out in the law for the government and control of county high schools.

Minimum Standards for Secondary Schools of Alabama.—In order to assist school authorities to comply with the provisions of the Code, which places upon them the responsibility of organizing the work of secondary schools in keeping with the general plan authorized by the State Board of Education, the present program of studies is recommended as meeting the minimum content requirements which it is made the duty of the State Board of Education to set up for their guidance. (See Article 3, Section 7, of the School Code.)

PROGRAM OF STUDIES FOR THE COUNTY HIGH SCHOOLS OF ALABAMA

(Based on elementary courses of seven grades or years)

PLEASE READ CAREFULLY THE FOLLOWING NOTES, WHICH ARE NECESSARY TO A PROPER UNDERSTANDING OF THE COURSE OF STUDY

1. The program of studies is arranged upon a system of constants and variable or electives. All pupils alike are to be required to complete the constants as listed. Exceptions are permitted to this rule in the case of two subjects, viz., Algebra I and English IV. At the discretion of the principal of the school involved, pupils may omit either of these two subjects and still be permitted to graduate. It is required that each case be passed upon individually by the principal and before the exception is allowed the principal should be convinced that the change results in greater educational advantages for the pupils concerned. Of course, no pupils who have any expectations of entering college can afford to omit Algebra I or Plane Geometry as all standard colleges in this section of our country require these two units in mathematics for admission. We realize how untenable a position is taken when Algebra is made a constant for first year high school pupils while such subjects as Community Civics, Home Economics and Manual Arts are elective; but too wide and sudden a departure from our previous program of studies does not seem wise at this time.

2. Choice of electives should be made upon the basis of definite purpose, preferably the life-career motive. It is required that the electives be so chosen that of the 16 units of work required for graduation each pupil shall offer three units of work done in each of two major subjects, as for example, English, Social Studies, Mathematics, Science, Latin, etc., and two units of work in each of two minor subjects. Pupils are expected to make their choice of electives with the advice and guidance of teachers and parents and the written approval of this choice signed by the pupils' teacher-advisor, or principal, and by the parents or guardians, should be kept on file in the office of the principal. Selections of electives for the succeeding year are to be made and reported by pupils at least a full month before the end of each school year.

3. Careful attention is required to the special work in Arithmetic and Spelling provided for under the new plan. Two special periods per day

of 15 minutes each are called for, one for each subject. In these special classes, or "hospital squads," only those pupils are to be placed who disclose weakness in those subjects in their ordinary classroom work. Pupils should be allowed to withdraw from these classes as soon as weaknesses have been remedied and accepted standards of work attained. The work in Spelling for all high school grades should be based on words actually mis-spelled by the individual pupils concerned, on the Ayres Spelling Scale of 1000 words, and on the Huddleston list of the second and third thousands of important words for spelling. Pupils are not required to buy any textbook in Spelling. Every teacher should be furnished with a copy of the Ayres Spelling Scale (sold by the Russell Sage Foundation, 130 E. 22nd St., New York City, price 10c) and the Huddleston Spelling List, (sold by Teachers College, New York, price 40c).

Work in Arithmetic should also be based on the weakness of individual pupils disclosed in their regular classroom work. About one-half the time given to this special study should be devoted by each pupil to his own revealed weaknesses. Pupils are not to be required to have textbooks in Arithmetic but each teacher should have several well-selected exercise books in Arithmetic available for ready use. For the other half of the time this special period further drill in the fundamental processes in Arithmetic should be given to all pupils in these special classes through the use of either Studebaker's Practice Exercises (sold by Scott, Foresman & Co.) or the Curtis Standard Practice Tests (sold by the World Book Co.) Each county high school is expected to have one full set of either the Curtis or Studebaker material.

Pupils of all classes are eligible for membership in these special classes but none should be required to join them who have not shown weakness in this work, nor should they be compelled to remain in them after these weaknesses have been corrected. Credit cannot be given for this work in the usual way but no pupil should be allowed to graduate who is seriously deficient in either of these branches.

4. Electives are grouped in two classes, A and B. Those listed under A are to be provided in every county high school and none is to be withdrawn unless the number of pupils electing it for the year concerned is too small to justify the course. Ordinarily no course should be given for less than six pupils; in the case of foreign language where the course must be pursued for two years, the beginning course, should not be given usually for less than nine pupils. Schools are authorized to offer any of the courses listed under B whenever the teaching force is large enough to carry these courses without overloading teachers or placing more than 30 pupils in recitation divisions.

5. In the smaller schools all third and fourth year electives should be given in alternate years and should be open to pupils in either the third or fourth year class. A few of the small county high schools will find it valuable also to give Manual Arts I and Home Economics I only in alternate years. The plan of alternating such courses is an admirable one for the purpose not only of lightening the teaching load of the teacher but of introducing flexibility of organization and variety of electives open to high school pupils. Outline I shows the program to be used in schools so large that no advantage is gained by alternating courses. Outline II shows a program for a school so small as to make desirable a maximum of alternation. The great majority of our county high schools lie between these extremes. No school is expected to reverse the order of alternation, e. g., electives listed for even years should be given during this coming year. Those listed for odd years should not be given ordinarily except when those listed for even years are also given this year. In case of doubt in these matters, principals should communicate promptly with the Division of Secondary Education in the State Department.

6. The normal schedule for a high school pupil should comprise 20 recitations per week or four units of work per year, exclusive of the special work in Spelling and Arithmetic described above. The reduction from the 22 recitations per week previously required to the 20 recitations

of the present program should make possible a noticeable improvement in the quality of classroom work. Only in exceptional cases should pupils be permitted to carry an extra school subject in addition to this normal schedule. A pupil who is permitted to carry an extra subject must drop it and return to the standard schedule as soon as his work in any one school subject shall for any such month fall below the passing grade.

7. Every pupil in school should be required to provide one of the following: Webster's Secondary School Dictionary (plain), American Book Co., \$1.35; Webster's Secondary School Dictionary (indexed), American Book Co., \$1.62.

8. In Chemistry and Physics two double periods per week are to be given to laboratory work. Five double periods per week are required in Manual Arts and Home Economics. Agriculture II, Home Economics II and Manual Arts II are to be given only in those schools which have teachers with special certificates in these subjects from the State Department of Education.

9. The work in Current History should be carefully and systematically planned and should be based upon a standard weekly magazine, as for example, *The Independent*, *Literary Digest*, or *The Outlook*, or upon a monthly review such as *The Review of Reviews* or *The World's Work*. This publication should be in the hands of pupils in lieu of textbooks. The regular and wholesome reading of standard daily newspapers should be encouraged and stimulated in connection with this study in every reasonable way. Civic matters of local interest may well receive some attention. Much careful use of standard periodicals and books of reference is heartily recommended in this study.

10. On page 16 is given the list from which literary selections for class study in English are to be made. A suggestive grouping by years is made for the guidance and assistance of principals and teachers. It is intended that six selections shall be studied in each of the 2nd, 3rd and 4th years of the county high schools. It is urged that all high school pupils be encouraged to read outside of class each month one well-chosen book of an attractive and wholesome sort. Excellent lists from which selections for this individual reading may be made are given in Bulletin 1917, No. 2 of the Bureau of Education, on the Reorganization of English in Secondary Schools. This bulletin is recommended to English teachers as a most valuable help in all their work.

11. Elementary Algebra is to be continued as a one year subject in the 1st year of high school. The years work is to cover chapters 1-18 inclusive of the adopted text, Marsh's Elementary Algebra, with substantial omissions. The list of omissions has been prepared by the State Department of Education and no other omission in the subject-matter of the course is to be made. The change to the new program of studies has made Plane Geometry this year an elective for both 2nd and 3rd year pupils. Second year pupils who desire to elect Plane Geometry should not postpone it as the first arrangement is not to be continued after the current year.

12. Pupils who are satisfactorily pursuing approved courses in Piano under properly certified teachers may receive for this work credit toward graduation. This credit is to be given on the basis of a laboratory subject and double time is required for all practice in technic. The instructor must hold a special certificate in music from the State Department of Education and the course offered must receive the approval of the Department.

13. Pupils who take the courses in Vocational Agriculture and Vocational Home Economics are required to offer for graduation 10 units of work in addition to the four years of vocational work. These 10 units are to include the constants listed below and enough electives to meet requirement. Pupils in these courses may choose their electives under the same regulations as do other pupils in the county high schools except that certain related subjects are required in the Home Economics course.

STUDIES IN COUNTY HIGH SCHOOLS, ADOPTED TEXTBOOKS, PUBLISHERS, ETC.

SUBJECT AND TEXTBOOK	Periods Per Week	AUTHOR OF TEXT	PUBLISHER	List Pr.	Ex. Pr.
English I:	5				
Practical English for High Schools	-----	Lewis & Hoscic	American	\$.90	\$.63
Eighth Reader	-----	Elson	Scott	.52	-----
English II:	5				
Practical English for High Schools	-----	Lewis & Hoscic	American	.90	.63
Classics: Riverside Literature Series	-----	See page 16	Houghton	-----	-----
English III:	5				
History of English Literature	-----	Halleck	American	1.17	-----
Classics: Riverside Literature Series	-----	See page 16	Houghton	-----	-----
Practical English Composition, Book III	-----	Miller	Houghton	.33	-----
English IV:	5				
History of American Literature	-----	Halleck	American	1.13	-----
Classics: Riverside Literature Series	-----	See page 16	Houghton	-----	-----
Practical English Composition, Book IV	-----	Miller	Houghton	.42	-----
Occupations I: (1st semester)	4				
Vocational Civics	-----	Giles	Macmillan	1.30	-----
Community Civics I: (2nd semester)	4				
Community Civics and Rural Life	-----	Dunn	Heath	1.40	-----
Current History I-IV:	1				
See paragraph 9 above	-----				
Early European History:	4				
Outlines of European History, Part I	-----	Robinson & Breasted	Ginn	1.41	.99
Practical Map Exercises and Syllabus in Ancient History	-----	Bishop & Robinson	Ginn	.56	-----
Modern European History	4				
Outlines of European History, Part II	-----	Robinson & Beard	Ginn	1.54	.99
Practical Map Exercises in Medieval and Modern European History	-----	Bishop & Robinson	Ginn	.56	-----
American History: (1st semester)	4				
American History	-----	James & Sanford	Scribners	1.13	-----
Practical Map Exercises and Syllabus in American History	-----	Bishop & Robinson	Ginn	.56	-----
American Government: (2nd semester)	4				
Government in the State and Nation	-----	James & Sanford	Scribners	.84	-----

Economics: (1st semester) -----	5							
Rural Economics -----		Carver	Ginn	1.22	-----			
Modern Social Problems: (2nd semester) -----	5							
American Social Problems -----		Burch & Patterson	Macmillan	1.52	-----			
Commercial Geography: (1st semester) -----	5							
Commercial Geography -----		Robinson	Rand	1.12	.75	-----		
Business Law: (2nd semester) -----	5							
Business Law -----		Bays	Macmillan	1.11	-----			
General Science: -----	5							
A Year in Science (Briefer Course) -----		Weckel & Thalman	Row	.95	.67	-----		
Laboratory Manual for a Year in Science -----		Weckel & Thalman	Row	.53	-----			
Sanitation: (6 weeks) -----	5							
Primer of Sanitation -----		Ritchie	World	.56	-----			
Biology: -----	5							
Essentials of Biology -----		Hunter	American	1.60	-----			
Laboratory Manual in Biology -----		Sharpe	American	1.00	-----			
Physics: -----	5							
Physics ----- (3)								
Laboratory Projects in Physics (2 double periods per week) -----		Mann & Twiss	Scott	1.08	-----			
Chemistry: -----	5							
General Chemistry Complete with Manual (2 double periods of laboratory work per week) -----		Good	Macmillan	-----	.90	-----		
Soils and Crops with Home Projects. -----	5							
Southern Field Crops -----		Newell	Heath	1.12	-----			
Agriculture II: With Field and Shop Work. -----	5							
Animal Husbandry -----		Duggar	Macmillan	1.54	-----			
Health Work for Girls: -----	5							
Personal Hygiene (12 weeks) -----		Harper	Macmillan	1.23	-----			
Household Hygiene (12 weeks) -----		LeBosquet	A. S. H. E.	.95	-----			
Home Care of the Sick (12 weeks) -----		Elliott	A. S. H. E.	.95	-----			
Algebra I: -----	5							
Elementary Algebra -----		Pope	A. S. H. E.	.95	-----			
Plane Geometry: -----	5							
New Plane and Solid Geometry -----		Marsh	Scribners	.55	-----			
Solid Geometry: (1st semester) -----	5							
New Plane and Solid Geometry -----		Wells	Heath	1.15	-----			
		Wells	Heath	1.15	-----			

SUBJECT AND TEXTBOOK	Periods Per Week.	AUTHOR OF TEXT	PUBLISHER	List Pr.	Ex. Pr.
Intermediate Algebra (2nd semester)-----	5	Marsh	Scribners	.55	---
Elementary Algebra-----	5	Brace & Mayne	American	.90	---
Manual Arts I: With Home Projects-----	5				
Farm Shop Work-----	5				
Manual Arts II: -----	5				
To be arranged later.					
Home Economics I: -----	5	Forster & Weigley	Row	.90	.63
Foods and Sanitation-----	5	McGowan and Waite	Macmillan	1.20	---
Textiles and Clothing-----	5				
Home Economics II: -----	5				
To be arranged later.					
Latin I: -----	5				
Essentials of Latin for Beginners-----	5	Pearson	American	.81	---
Latin II: -----	5				
Caesar, with Prose Composition-----	5	Walker	Scott	1.08	---
Latin III: -----	5				
Cicero's Orations-----	5	Gunnison & Harley	Silver	1.17	---
Latin IV: -----	5				
Virgil's Aeneid. Text to be selected later.					
French I: -----	5				
Shorter French Course-----	5	Fraser & Squair	Heath	1.14	---
Easy French History-----	5	Sicard	Scott	.44	.31
Une Semaine a Paris-----	5		American	.48	---
French II: -----	5				
French Reader-----	5	Super	Heath	.83	.53
French Classics-----	5				
Grammar Continued-----	5				
Spanish I: -----	5				
New First Spanish Book-----	5	Worman	American	.42	---
Elementary Spanish Grammar-----	5	Espinosa & Allen	American	1.12	---
First Spanish Reader, (2nd semester)-----	5	Roesler & Remy	American	.62	---
Spanish II: -----	5				
Elementary Spanish Grammar-----	5	Espinosa & Allen	American	1.12	---
Spanish Reader of South American History-----	5	Supple	Macmillan	.95	---
Spanish Classics-----	5				

Business Arithmetic: (1st semester)-----	5	Lord	Gregg	.90
Rational Arithmetic-----				
Bookkeeping: (2nd semester)-----	5	Baker	Southwestern Southwestern	1.00 1.28
20th Century Bookkeeping and Accounting-----				
Part I--Text-----				
Part I--Practice Set-----				
Typewriting: -----				
To be announced later.				
Office Practice: -----				
To be announced later.				
Music: -----				
See note 12 on page 9.				
Vocational Agriculture I: -----				
Southern Field Crops-----				
Farm Accounts Simplified-----				
Vocational Agriculture II: -----				
Animal Husbandry-----				
Field and Shop Work-----				
Vocational Agriculture III: -----				
Text to be announced.				
Vocational Agriculture IV: -----				
Rural Economics:-----				
Farm Management:-----				
Vocational Home Economics I, II: -----				
Boston Cooking School Cook Book-----				
Housewifery-----				
Textiles and Clothing-----				
Prevention of Disease and Care of Sick-----				

The following abbreviations are used for the names of publishing companies:

American.....	American Book Co., Cincinnati	Otis.....	D. H. Otis, Madison, Wis.
A. S. H. E.....	American School of Home Economics, Chicago	Rand.....	Rand, McNally & Co., Chicago
Ginn.....	Ginn & Co., Atlanta	Row.....	Row, Peterson & Co., Chicago
Gregg.....	Gregg Publishing Co., Chicago	Scott.....	Scott, Foresman & Co., Chicago
Heath.....	D. C. Heath & Co., New York City	Scribners.....	Charles Scribner's Sons, Atlanta
Houghton.....	Houghton, Mifflin Co., Boston	Silver.....	Silver Burdett & Co., Boston
Lippincott.....	J. B. Lippincott Co., Philadelphia	Southwestern.....	Southwestern Publishing Co., Cincinnati
Little.....	Little, Brown & Co., Boston	Webb.....	Webb Publishing Co., St. Paul
Lyons.....	Lyons & Carnahan, Chicago	World.....	World Book Co., Yonkers, N. Y.
Macmillan.....	The Macmillan Co., Atlanta		

PROGRAM OF STUDIES. OUTLINE I: FOR LARGER HIGH SCHOOLS

	First Year	Second Year	Third Year	Fourth Year
Constants	English I General Science (30 weeks) Sanitation (6 weeks) Algebra I	English II Health Work for Girls Soils & Crops for Boys	English III Modern European History Current History	English IV American History $\frac{1}{2}$ American Gov't $\frac{1}{2}$ Current History
Electives of Group "A"	Vocational Civics $\frac{1}{2}$ Community Civics $\frac{1}{2}$ Current History Home Economics I Manual Arts I	Biology Early European History Current History Plane Geometry Home Economics I Manual Arts I	Physics Com. Geography $\frac{1}{2}$ Business Law $\frac{1}{2}$ Plane Geometry Home Economics II Manual Arts II Agriculture II	Chemistry Rural Economics $\frac{1}{2}$ Mod. Soc. Probs. $\frac{1}{2}$ Solid Geometry $\frac{1}{2}$ Intermed. Algebra $\frac{1}{2}$ Home Economics II Manual Arts II Agriculture II
Electives of Group "B"	Latin I Vocational Agri. I Voca. Home Eco. I	Latin II: Caesar Vocational Agric. II Voca. Home Econ. II	Latin II: Caesar French I Spanish I Bus. Arithmetic Bookkeeping $\frac{1}{2}$ Voca. Home Eco. III	Latin III: Cicero French II Spanish II Typewriting $\frac{1}{2}$ Office Practice $\frac{1}{2}$ Vocational Agri. IV Voca. Home Eco. IV

PROGRAM OF STUDIES. OUTLINE II. FOR SMALLER HIGH SCHOOLS

	First Year	Second Year	Third Year	Fourth Year
Constants	English I General Science (30 weeks) Sanitation (6 weeks) Algebra I	English II Health Work for Girls Soils & Crops for Boys	English III (E) Modern European History (E) Current History	English IV (O) Amer. Hist. 1/2 } Amer. Gov't 1/2 } (O)
Electives of Group "A"	Vocational Civics 1/2 } Community Civics 1/2 } Current History Home Economics I (O) Manual Arts I (O)	Biology Early Europ. History } Current History } Plane Geometry Home Economics I (O) Manual Arts I (O)	Electives for Both Juniors and Seniors. Even Years (e. g. 1922-3), Odd Years e. g. 1923-4. Physics Chemistry Com. Geography 1/2 } Business Law 1/2 } Plane Geometry Home Economics II Manual Arts II Solid Geometry 1/2 } Intermed. Algebra 1/2 }	Chemistry Rural Economics 1/2 } Mod. Soc. Probs. 1/2 } Solid Geometry 1/2 } Intermed. Algebra 1/2 } Agriculture II
Electives of Group "B"	Latin I Beginners Vocational Agric. I Vocational Home Ec. I	Latin II: Caesar Vocational Agric. II Vocational Home Ec. II French I (O) Spanish I (O)	Latin II: Caesar Typewriting 1/2 } Office Practice 1/2 } Vocational Agric. III Voca. Home Ec. III French II (E) Spanish II (E)	Latin III: Cicero Business Arith. 1/2 } Bookkeeping 1/2 } Vocational Agric. IV Voca. Home Ec. IV

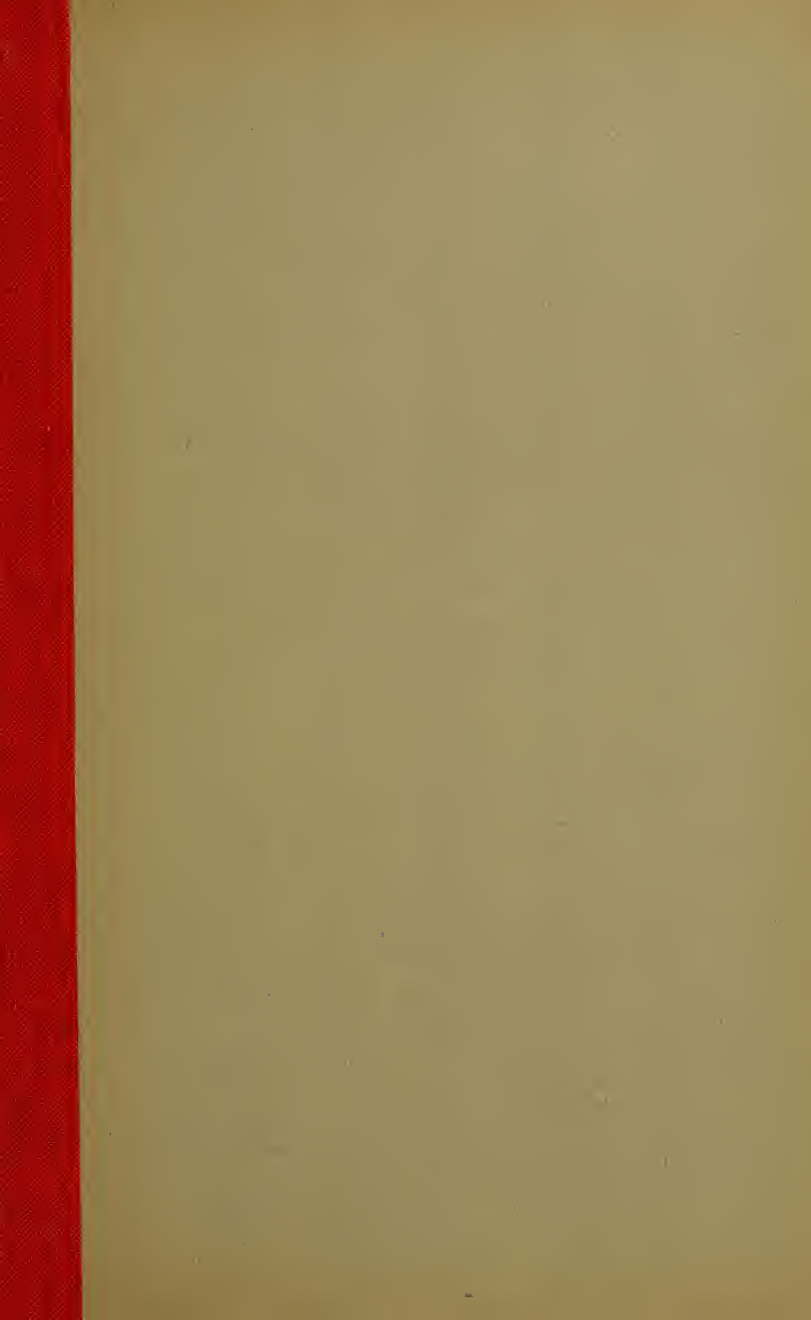
SUGGESTIVE ARRANGEMENT OF ENGLISH CLASSICS BY YEARS FOR THE COUNTY HIGH SCHOOLS OF ALABAMA

Order by Number from Loveman, Joseph & Loeb, Birmingham, Ala.

First Year:

The study of literature for the first year of high school is to be based mainly on Elson's Eighth Reader. In addition to this book, however, two classics from the list suggested for the second year are to be studied. It is recommended that two of the following be selected: Old Testament Stories, Keller's Story of My Life, and Shakespeare's Julius Caesar.

	No in Alabama Riverside Series	Retail Price
Second Year (Select Six):		
Arnold: Sohrab and Rustum; Other Poems.....	132	\$0.15
Bible: Old Testament Stories in Scripture Language.....	46	.15
Coleridge: Rime of Ancient Mariner; Other Poems.....	80	.15
Dickens: Cricket on the Hearth.....	58	.15
Franklin: Autobiography, Part I.....	19	.15
Part II.....	20	.15
Keller: Story of My Life (double number).....	253	.30
Poe: The Gold Bug; Three Other Tales.....	120	.15
Scott: Ivanhoe (quadruple number).....	86	.48
Lady of the Lake (double number, Rolfe notes).....	53	.30
Shakespeare: Julius Caesar.....	67	.15
Midsummer Night's Dream.....	153	.15
Third Year (Select Six):		
Addison-Steele: Sir Roger de Coverley Papers, Part I.....	60	.15
Part II.....	61	.15
Bacon: Essays (double number).....	177	.30
Burns: Cotter's Saturday Night; Other Poems.....	77	.15
Chaucer: Prologue.....	135	.15
Eliot: Silas Marner (double number).....	83	.30
DeQuincey: Joan of Arc; English Mail-Coach.....	164	.15
Goldsmith: Vicar of Wakefield (double number).....	78	.30
She Stoops to Conquer.....	182	.15
Lamb: Essays of Elia (double number).....	170	.30
Shakespeare: Macbeth.....	106	.15
As You Like It.....	93	.15
Fourth Year (Select Six):		
Hawthorne: House of Seven Gables (quadruple number)....	91	.48
Lincoln: Gettysburg Speech; Addresses.....	32	.15
Longfellow: Autobiographical Poems.....	167	.15
Lowell: Vision of Sir Launfal; Other Poems.....	30	.15
Poe: The Raven; Fall of House of Usher; Tales and Poems	119	.15
Washington: Farewell Address. Webster: Bunker Hill	190	.15
Oration.....	100	.15
Burke: Conciliation Speech.....	100	.15
Milton: Minor Poems (Comus, Il Penseroso, L'Allegro, Lycidas, and 6 Sonnets.....	72	.15
Paradise Lost, Books I, II, III.....	94	.15
Shakespeare: Hamlet.....	116	.15
King Lear.....	184	.15



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