

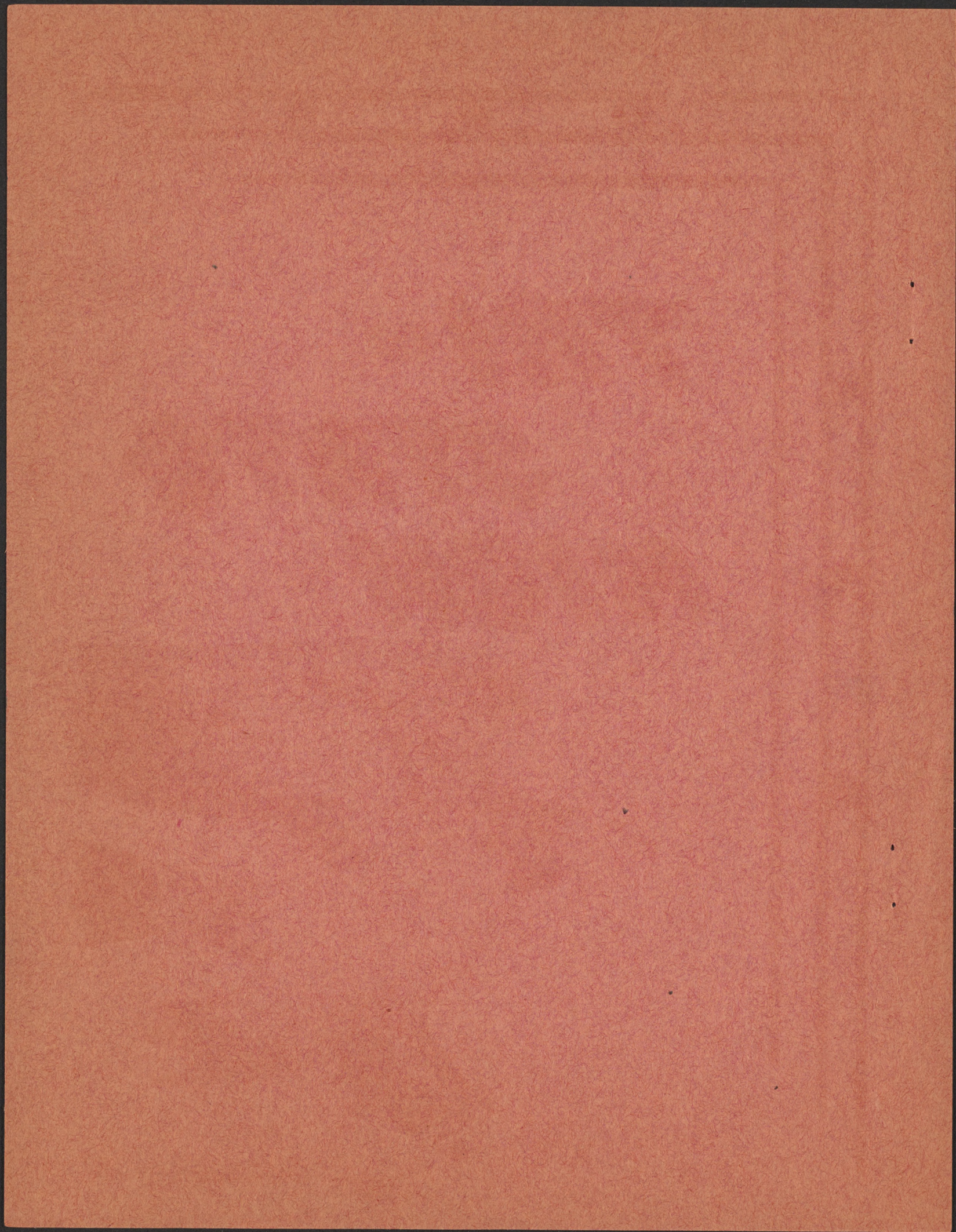
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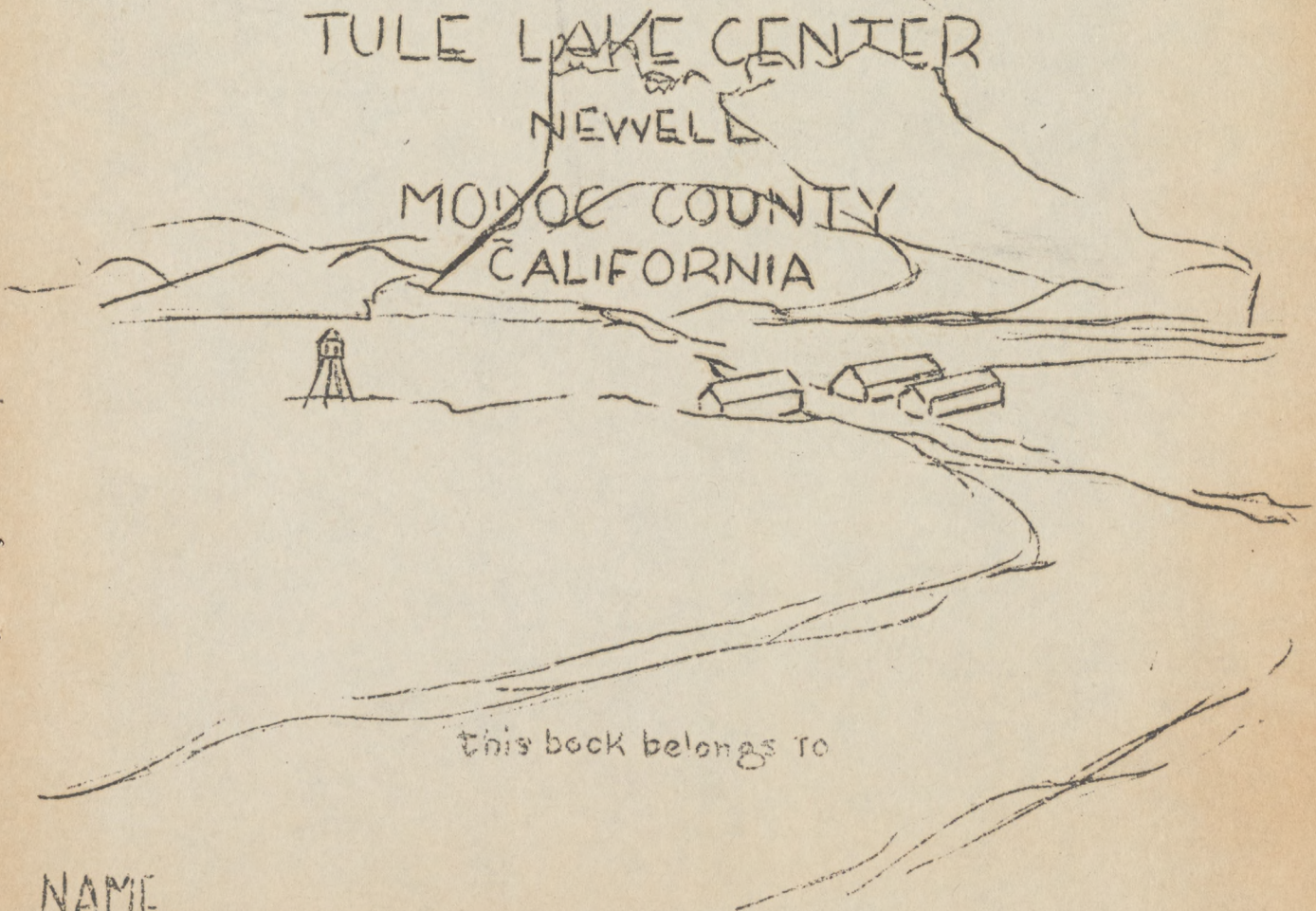
STUDENTS HAND BOOK  
OF INFORMATION

TRI-STATE HIGH SCHOOL

TULE LAKE CENTER

NEWELL

MOJAVE COUNTY  
CALIFORNIA



this book belongs to

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

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THE STUDENT'S HANDBOOK OF INFORMATION

Tri-State High School  
1943 - 1944

Your student handbook should become a part of your notebook for this school year. Additional pages may be given you from time to time throughout the year.

You should examine "Suggestions to Students of the Tri-State High School for Making out Programs" and decide how many credits you will need for graduation in your course.

You should study the "Program of Studies" to decide which course you wish to follow, or if you have already begun a course, study the requirements for graduation.

Your work in high school should contribute largely to your general education. Take advantage of the opportunities to explore many fields and to develop new interests. Since you will naturally take courses in fields where you are strong, think also of remedying any weakness in your present education. If you are planning to go to college, you must choose the college preparatory course in order to meet requirements. Try to add to your program varied courses in art, music, home economics, shop, typing, etc., which will give you a broad education in your skills and a worthwhile background of understandings, attitudes, and appreciation.

*Martin P. Gundersen*  
High School Principal

SUGGESTIONS TO STUDENTS OF TRI-STATE HIGH SCHOOL FOR  
MAKING OUT PROGRAMS

On the days to be announced by the Principal, the pupils will report to the High School auditorium where they will receive their program of studies and the schedule which is to be filled in by each student with the assistance of an appointed adviser.

The registration group to which the student has been assigned, and the name of the adviser, together with the place of meeting, will be found on the schedule which each student receives.

The student with the assistance of his adviser will fill out the daily schedule of classes. Juniors and Seniors may enroll for five solids, freshmen and sophomores for four solids. After the schedule of classes is filled out and signed by the adviser, the student will then report to the group counselor, who will approve and sign the schedule. The schedule of classes may then be turned in at the High School administration office. The student should make a duplicate copy of his schedule to keep in his folder.

CHANGE OF PROGRAM

A student desiring to change his program should first consult the teacher of the subject he wishes to drop. If the teacher advises the change, the student then consults his counselor from whom he may secure the "Change of Program" form. The student will fill out the form according to directions and present it to his counselor for signature.

The "Change of Program" form should be filled out in triplicate: one copy for the former teacher, one copy for the new teacher, and one copy to be filed in the office.

THE SIGNATURES OF ALL TEACHERS CONCERNED MUST BE OBTAINED AND THE FORM RETURNED TO THE OFFICE WITHIN 24 HOURS.

HIGH SCHOOL GRADUATION REQUIREMENTS

In order to graduate from High School, it is necessary for the student to earn the following credits (which will include those earned in the ninth grade):

20 credits in a Vocational Course

22 credits in a College Preparatory Course

The satisfactory completion of a subject taken once a week for one period from 40 to 60 minutes in length for one semester earns one-half credit. The minimum period for credit granted in any course is one semester. Any single semester's credit earned



in any senior high school may count towards graduation. However, less than one year of credit in a subject such as foreign language or mathematics may not be accepted for entrance to college or university or for the completion of certain curriculum.

Requirements for Students Who Choose the Vocational Course.

English-----	3 credits
Science-----	1 credit
U.S. History & Constitution----	1 credit
Problems of Democracy:	
Economics----- $\frac{1}{2}$	
Sociology----- $\frac{1}{2}$	
-----	1 credit
Junior Problems----- $\frac{1}{2}$	$\frac{1}{2}$ credit
Senior Problems----- $\frac{1}{2}$	$\frac{1}{2}$ credit
Physical Education-----	4 credits

Requirements for Students who Choose the College Preparatory Course

1. Subject Requirements

English-----	4 credits
Science-----	2 credits (one in third or fourth year)
World History-----	1 credit
U.S. History & Constitution----	1 credit
Problem of Democracy:	
Economics----- $\frac{1}{2}$	
Sociology----- $\frac{1}{2}$	
-----	1 credit
Junior Problems----- $\frac{1}{2}$	$\frac{1}{2}$ credit
Senior Problems----- $\frac{1}{2}$	$\frac{1}{2}$ credit
Language-----	2 credits of the same language
Mathematics-----	2 credits
Physical Education-----	4 credits
(Advanced mathematics (third or fourth year), foreign language, chemistry, physics, or two years of a second language-----	1 or 2 credits.)

2. Scholarship Requirements

In a subject completed in the last three years of the high school, a scholarship average of grades "B" must have been maintained. In computing scholarship averages, semester grades rather than yearly grades are used.

For example: A semester grade "A" in either half of one prescribed course may be used with a semester grade "C" in either half of any other prescribed course to obtain a "B" average.

Required subjects taken in the last three years of high school in which a "D" has been received will not be counted in reckoning the required scholarship average or in satisfaction of the subject requirements.

This minimum program fulfills the requirements for entrance to the University of California.

SUGGESTIONS TO STUDENTS OF GRADES VII AND VIII  
FOR MAKING OUT PROGRAMS

General Education

The 7th and 8th grade students will remain with their homeroom teacher approximately three-fourths of the day. Thus they will become acquainted with their teacher, and she, in turn will become better acquainted with these students and their needs. They will work with the same social group in planning activities and in meeting and solving their problems.

The general education will consist of Social Studies, Mathematics, English, and Science, plus electives in Music, Art or Crafts.

SUGGESTIONS TO STUDENTS OF GRADES IX - XII FOR MAKING  
OUT PROGRAMS

Key:  $\frac{1}{2}$  credit equals one period per day  
for one semester.  
1 credit equals one period per day  
for one year.

Roman numerals IX - XII refers to grades

ART

Art I - IX and X -----1 credit

This course includes work with water colors, pen, and ink, and poster painting. Color and design may be emphasized toward the end of the course. Special talent is not needed to succeed in this course.

Art II - X--XII -----1 credit

This is a more specialized course, which may include costume illustration, done in water colors, still life drawing in charcoal and crayons, oil paints, and pen and ink, leading to illustration and advertising and advanced design.

Free-Hand Drawing IX - XII -----1 credit

There will be simple free-hand drawing in the various art media. This will lead to commercial art and sign painting as well as mechanical and geometric drawings, and to the more advanced artistic experiences.

Crafts X - XII -----1/2 credit

This course develops artistic skills in pottery making, weaving, or work in metal, wood, costume jewelry, and many other crafts.

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Commercial Art XI or XII----- 1/2 credit  
The work here will be done largely with poster paints and will consist of sign-painting, lettering, poster-making, and illustrations.

Home Arts XII ----- 1 credit  
This course will prepare the students with artistic experiences required in homemaking, including interior decoration, flower arrangement, and many other art experiences needed in the home.

COMMERCIAL

Typing I X - XII ----- 1 credit  
A year course intended for personal use, and may be taken by college preparatory students, but is chiefly to serve as beginning typing for students interested in a commercial course.

Typing II X - XII ----- 1 credit  
This course is intended for those students who choose the commercial or business training course. Accuracy and speed in typing, nomenclature, and different uses of the typewriter, including tabulation, variable spacing, etc., will be emphasized in this course.

Shorthand I X - XII ----- 1 credit  
Theory and principles of shorthand; supplementary training and dictation at a minimum of 60 words a minute on simple, new material.

Shorthand II X - XII ----- 1 credit  
Review of shorthand theory, transcription at the minimum of 30 words a minute; dictation at a minimum rate of 100 words a minute on Gregg-5-minute transcription tests.

Bookkeeping X - XII ----- 1 credit  
In the first semester - sole proprietorship; journalizing; posting; working sheet; balance sheet; profit and loss statement; closing the ledger; purchase and sale journals; cash book.

In the second semester - sole proprietorship continued; business forms and voucher; notes receivable and payable; note register; interest; expense and incomes; cash discount; columnar cash book; controlling accounts; and work at the close of a fiscal period; advance work in partnership.

Junior Business Training IX ----- credit  
This course deals with planning and writing business forms; letters, and reports. Necessary basic work in spelling, punctuation, and sentence structure is included. Business arithmetic, business etiquette, and business personality development will be included also.

## ENGLISH

English IX ----- 1 credit

This course emphasizes the mechanics of English, including spelling, correct usage, punctuation, capitalization, and sentence structure. An important place will be given to oral English.

English X ----- 1 credit

In addition to reviewing the mechanics of English, masterpieces of literature will be read and discussed; creative writing will be encouraged at this level, and continued work on oral English will be offered.

English XI ----- 1 credit

This course is a survey course of American authors and their writings. It aims to acquaint the students with some of the best that has been written in America, in the fields of poetry, short story, essay, novel, and biography. Oral English will continue to receive emphasis.

English XII ----- 1 credit

This course will review and stress the mechanics of grammar both oral and written. The student will receive practice to increase his effectiveness in all communication skills; especially letter writing, reading skills, and grammatical usage. Emphasis will be placed on special activities such as conversation, interviews, announcements, student body speeches, etc. This course will also acquaint the students with important contributions from English literature.

Business English IX and X ----- 1/2 credit

The mechanics of English used in the commercial field will be reviewed and intensified. This will cover spelling, punctuation, sentence structure, and paragraphing.

Reading Improvement IX and XII ----- 1/2 credit

Special opportunity for pupils needing remedial work. When time permits, pupils may be enrolled in this course in addition to the basic course for any semester. Wherever this course is taken as an alternative to the regular course, students are transferred to the regular course without loss of credit, as soon as their work is of such quality that they will not be handicapped in the basic classes.

Language Skills X and XII ----- 1/2 credit

Special practice in basic communication skills for pupils needing much individual attention. When time permits, pupils may be enrolled in this course in addition to the basic course for any semester. Whenever this course is taken as an alternative to the regular course, pupils are transferred to the regular course, without loss of credit, as soon as their work is of such quality that they will not be handicapped in the basic classes.

Public Speaking X - XII ----- 1/2 credit

In this course the student learns to speak before the group with poise and ease. He learns to prepare and present before the class informal talks and more or less formal speeches. Informal discussion and conversation will make up a great part of the course.

Journalism XII ----- 1/2 credit

The students of this class will publish the "Tri-Stater". They will learn how to organize the staff, how to direct the work and a group of people, how to prepare reports, make assignments for editorials and reports, how to select materials for publication, and to plan various types of materials for pages and editions.

Speech Arts X - XII ----- 1/2 credit

In this course the student will learn artistic speeches of dramatic art, play reading, lectures, and choric speech. Any difficulty in speech will be corrected or improved if possible. Any student conscious of his speech defect and desiring to improve it should elect this course.

#### GUIDANCE AND COUNSELING

Junior Problems X ----- 1/2 credit

Vocational planning, with exploration, will be handled in this course. Also, adjustment to one's environment, both school and home; study skills; the psychology of meeting people; character building experiences will be surveyed. The student's problems will serve as a guide to the offerings of this course.

Senior Problems XII ----- 1/2 credit

This one-hour basic course stresses orientation and guidance and is designed to meet the needs of high school seniors. It includes units of study in such areas as the social arts; consumers economics; family relationship; and community relationship, including vocational, educational, and recreational interests.

#### HOME ECONOMICS

Foods I X ----- 1 credit

The first course is for girls with the opportunity through laboratory work to study selection, cooking, and serving of food commonly used in American homes.

Foods II X - XII ----- 1 credit

More advanced skills in cooking and baking will be offered together with the study of food customs and traditions of foreign nations. The student will also learn about home management and dietetics.

Clothing I IX - X -----1 credit

This course is intended for those college preparatory students who can elect but one semester of clothing. Here the art in dress includes the study of the effects of line, color, and material. Choice of clothing and buying will be emphasized. The use of cotton will be stressed in this course. Individuals may work on projects of their own choice.

Clothing II X - XII -----1 credit

In this course the student will work with rayon and wool materials. Advanced skills in sewing will be offered as well as individual project work, giving opportunity for special study in clothing and design.

Home Nursing X - XII ----- 1/2 credit

Child care will receive the major emphasis. Also the care of the patient in the sick room will be demonstrated and practiced. Home first aid and special diet for the sick and the convalescent will be offered.

Personal and Domestic Service X - XII -----1/2 credit

Here the student will receive an opportunity to explore the various fields in personal services. Field trips will be taken to the local beauty parlor, etc; lecturers will be brought in, in order to acquaint the students with the possibilities in this field.

LANGUAGESLatin I ----- 1 credit

This first course will deal with vocabulary and grammar, as well as English word derivations. Near the end of the course translation will be introduced.

Latin II ----- 1 credit

In this course vocabulary and construction will be reviewed and translation continued.

French II ----- 1 credit

The student will study a number of simple books to gain practice in reading, understanding, speaking, and writing elementary French. The course will also include a study of the French people and their culture.

Spanish I ----- 1 credit

This course aims to enable the student to acquire a select vocabulary and good pronunciation through conversation and by reading simple stories. The fundamentals of construction of the language will also be included. The student should also acquire elementary understanding of the Spaniard, and the Spanish Americans.

Spanish II ----- 1 credit

In this course a number of simple stories will be introduced to give practice in reading the language. Conversational Spanish will be stressed, and functional grammar will be reviewed. The student should acquire increased knowledge of Spanish life and culture.

### MATHEMATICS

Algebra I IX ----- 1 credit

In this course the student will learn to solve problems by using equations, formulas, and graphs. It is the foundation of all other mathematics.

Algebra II X ----- 1 credit

In this course the student will receive continued practice in solving problems by using equations, formulas, and graphs.

General Mathematics X - XII ----- 1 credit

Practice in the fundamental processes of arithmetic, and the application of arithmetic, algebra, and geometry to problems in the industrial field. This course is planned for those students who need to improve their understanding of basic arithmetic and their ability to make practical applications.

Plane Geometry XI ----- 1 credit

This course is a study of the facts concerning geometric figures (lines, angles, rectilinear figures, circles, polygons, etc.,) combined with applications to everyday living.

Solid Geometry XI - XII ----- 1/2 credit

This course is a study of propositions and problems relating to lines, dihedral and polyhedral angles; areas of pyramids, cones, and frustums, volumes of pyramids, regular polyhedrons, spheres, etc.

Trigonometry XI - XII ----- 1/2 credit

This course is a study of the functions of acute angles; tables of natural functions; logarithms; the right triangle; functions of any angle; graphs of functions, etc.

Mechanical Drawing X ----- 1 credit

The first semester will be spent learning the simple techniques of drawing simple machine lay-outs. The use of the French curve and mechanical drawing instruments will be taught.

Drafting X ----- 1/2 credit

The use and nomenclature of simple blueprints will be taught. After learning to read blueprints, students will begin elementary drafting. This course will prepare you for advanced drafting training and design.

MUSIC

Junior Glee Club VII - IX -----1/4 credit a year  
During the first three years, all students interested in vocal music and singing will have the privilege of trying out for the boys' or girls' glee club.

Senior Glee Club X - XII -----1/4 credit a year  
will be filled from the Junior Glee Club as well as by try-outs at the beginning of each year. The course will include part-singing for boys and girls, with some combined glee practice for operettas and other public performances.

Chorus IX -----1/4 credit a year  
This is a preparatory course for singers. Here the student will learn to carry a part and read music accurately and rapidly. Students having enjoyed music in previous years, will be accepted in this group.

Junior Band VII - IX -----1/2 credit a year  
Anyone playing a band instrument may join this group. It plays for concerts, rallies, and home games, while sitting in concert style.

Senior Band XI - XII -----1/2 credit a year  
Advanced arrangements and semi-classical music will be played, in addition to offering a greater diversity in instruments. This group will play in civic parades while marching.

Junior Orchestra VII - IX -----1/2 credit a year  
Here the student will learn about ensemble performance; routine of tuning; rhythmic and tonal problems; following the conductor; and secure an acquaintance with worthy orchestral compositions.

Senior Orchestra X - XII -----1/2 credit a year  
This course gives an opportunity for orchestral performances. Training includes orchestral routine, tuning, interpreting the baton, mastery of rhythmic and tonal problems, acquaintance with worthy orchestral compositions.

PHYSICAL EDUCATION

Physical Education VII - XII ----- 1 credit  
Each group from grade nine to twelve will spend one period per day in physical education, which will include learning simple skills in team games. Individual sports, rhythms, and dances will be included. Intramural programs will be developed for each sport in season.



## SCIENCE

General Science IX ----- 1 credit

In this course, simple scientific constructions in the home and community will be studied. In addition, natural phenomena and man's development of control over it will be studied. The function of simple mechanical devices will also be classified.

Biology X ----- 1 credit

This course offers an opportunity to study about the plant and animal kingdoms. The use of the microscope will be taught. Laboratory experiments will be conducted; local field trips taken and nature collections made in order to study plants and animals in their natural settings.

Chemistry XI - XII ----- 1 credit

In this course the student is introduced to an important and newly developed field of science. He learns how chemistry contributes to man's comforts and necessities, how its principles and laws operate, and how its many phenomena occur. Practical emphasis is placed on the relations of chemistry to home and community.

Physics XI - XII ----- 1 credit

This is one of the most fascinating fields of science available to the high school student. Natural phenomena will be studied. Instruments used to measure, record, and direct these natural phenomena will be studied and used. Physical laws and principles will be examined and learned. This course is very valuable for those interested in the mechanical and vocational aspects of life.

Physiology and Hygiene X - XII ----- 1 credit

This course is open to those interested in the practical application of our knowledge of the human body. The activities include experiments, demonstrations, local field trips, discussions, reports, motion pictures, readings, and talks by outside speakers. Later in the course aspects of human biology such as heredity, anatomy, control of disease, physiology and human development will be taught. This course is recommended both for those who do not intend to enroll in college as well as those who are planning to continue in the medical or scientific field.

SHOP & VOCATIONALWoodshop IX - X ----- 1 credit

In this course the student will learn how to choose materials and to make simple pieces of furniture, as well as learning the basic principles of design, construction, finish, and appreciation. The student will also learn how to select good furniture; and in the advanced section of the course, to operate and take care of power machinery. This course may lead to a position in cabinet work, pattern-making, or some other wood-working skill.

Advanced Woodshop ----- 1 credit

To be offered if material is available.

## SOCIAL SCIENCE

World History IX ----- 1 credit

This course is required of all ninth grade students. The development of civilization from the earliest times to the present is studied. Primary emphasis will be placed upon the study of the past in order to comprehend events of the present and the future.

American History & Constitution XI ----- 1 credit

In this course the history of our country will be reviewed and continuous improvement of living will be shown. The effect of the industrial revolution and the development of the present American way of living will be studied.

Problems of Democracy; XII ----- 1 credit

Sociology -----  $\frac{1}{2}$  credit

This course will deal with the sociological relationships necessary for institutions in a democracy to survive. Human relationship and social problems will also be examined and sociological principles will be learned.

Economics -----  $\frac{1}{2}$  credit

This course will deal with economic principles, such as the law of supply and demand, and the study of our basic capitalistic system of finance and economy.

World Geography X ----- 1 credit

In this course the student will learn about geographic factors affecting the economic, social, and political life of the present day world; vital spots on the map; contemporary events studied with geographic relationships; geographic information and understanding basic to the study of aeronautics; trade, and commerce, political inter-relationships of the world, and world peace.

## CORE CURRICULUM

The core curriculum provides those learning experience which are common to all youth. It signifies those studies required of all pupils, the general education, the core of the curriculum. In the 7th and 8th grades, the common experiences are provided through the social studies with special emphasis on English. Here approximately 50% of the school day is devoted to these activities. In the 9th, 10th, 11th, and 12th grades, double period are scheduled to provide the common experiences. The core course is closely associated with guidance. The core class teacher wherever possible is the homeroom teacher. The core course becomes the center for developing the students social program which incidentally becomes a medium for building up English skills and social usage.

Double period classes scheduled for 1943 - 1944: English I, World History; English II, World Geography; English III, U. S. History; English IV, Problems of Democracy.

## STUDENT TRANSFERS

Students transferring to the Tri-State High School from an outside school in their senior year may have difficulty in meeting the local requirements for graduation. If such students present a transcript of records indicating a generally satisfactory completion of work in grades nine, ten and eleven, and if they are able to pursue creditably studies normally expected of students in the twelfth grade, they may be graduated. In such cases, the approval of the boys' or girls' counselor is necessary before requirements may be waived.

## REPORT CARDS

Reports of the progress of the students in school are sent to parents and guardians at the end of each nine weeks. The success of the student in school depends upon the close cooperation of the home and the school, and parents are requested to call at the school at any time for additional information regarding the work of their children.

## MEANING OF MARKS

Marks in subjects:

A -- Superior work

B -- Better than average; good work

C -- Average; fair

D -- Passing

F -- Failure

Inc. -- Incomplete (Incomplete because of absence; not given when work is not of passing grade.)

Every class absence is recorded on the report card. Report cards are to be signed by the parent or guardian and returned the day following the day on which they are received.

DEFINITION OF GRADES

"A" Pupil:

Is careful, thorough, and prompt in the preparation of all required work.

Is quick and resourceful in utilizing suggestions for supplementary activities.

Works independently and has sufficient interest and initiative to undertake original projects beyond the assigned work.

Uses his time well.

Does not guess.

Is careful to express thought clearly and

continued: "A" Pupil

accurately.  
Shows leadership in classroom activities.  
Has excellent self-control and effective study habits.

---

"B" Pupil:

Prepares all assignments carefully.  
Is conscientious and dependable.  
Requires no urging to have work done on time.  
Shows consistent interest.  
Responds readily when called on.  
Makes a practice of doing all the work assigned and makes some use of suggestions for supplementary work.  
Has good study habits of routine assignments.  
A good worker, but initiative and resourcefulness not strongly developed.

---

"C" Pupil

Usually does good work but requires considerable direction and stimulation from the teacher.  
If left to himself is likely to be too easily discouraged or diverted by difficulties.  
Intentions good, but interest somewhat superficial or immature.  
Shows little interest or ability in following his subject beyond the minimum requirements.  
Inclined to be careless or slow in accomplishment, but responds to encouragement and guidance.  
In reports or discussions before the class must be prompted by frequent questions.  
Needs to develop more independent habits of study.

---

"D" Pupil

Does work of uneven or superficial quality.  
Lacks concentration in study; or is unable to do much work independently because of lack of ability, or poor study habits, or through lack of necessary foundation or background.  
Frequently fails to do satisfactory work.  
Special help and encouragement constantly  
Shows some improvement in study habits during the semester, and sufficient mastery of fundamental work to warrant the opinion that he will grow more through advancement than through repetition of work.  
Work regarded as barely passable, and must continue to show improvement to avoid a repetition of grade.

---

"F" Pupil  
Fails to accomplish the fundamental minimum essentials necessary for continued progress. Needs to spend more time on work of the semester.  
Study habits poor or ineffective, or mental maturity insufficient for the work of the grade.

---

ATTENDANCE

Attendance, is not compulsory but once a student has enrolled, the attendance must be regular or the student will be dropped from the rolls and not allowed to attend. Absence for illness or other legitimate cause may be excused.

EXCUSES

Whenever a student is absent from school he shall bring, on his return to school, an excuse from home signed by one or his parents or by a person authorized to act in that capacity. The excuse should be dated, and state the date of the absence, the exact length of time the pupil was out of school, and the reason for the absence. This shall be presented to the attendance officer who will then give the student a "re-admission slip" which must be presented to each of his teachers.

PASS SLIP

When it is necessary for a student to leave a classroom to consult with another teacher or the counselor, he must:

1. Get a pass slip from the teacher in whose charge he is; write the date and time he is leaving, where he is going, his signature, and obtain the signature of the teacher in charge of the class which he is leaving.
2. Return to the class before the end of the period and present the pass slip which must have the signature of the teacher consulted, and the time he left the conference.

TARDINESS

In case of tardiness, an excuse shall be presented to the officer in charge of attendance. The attendance officer will then issue an admit slip by which the student may gain admittance to his class.

If a student is detained by a teacher in one class and consequently is late for another class, or study hall, he shall bring an excuse from the teacher who detained him.

#### PERMIT TO LEAVE SCHOOL

All requests to leave school shall be referred to the attendance secretary except in emergency cases. In case of emergency, the teacher shall be responsible for seeing that the student is accompanied by a responsible person to the out-patient clinic of the hospital. The case should then be reported to the attendance officer.

The student shall report to the attendance officer upon his return to school and secure a "re-admission slip."

#### LOST AND FOUND

All lost and found articles should be turned in immediately to the lost and found department. Unclaimed money will be turned over to the student body and all unclaimed articles sold. The proceeds of the sale will go to the student body fund.

#### EMPLOYMENT

No student enrolled in the school who is under 18 years of age shall be employed without a work permit. All girls who desire work permits shall report to the secretary of the girls counselor and all boys desiring work permits shall report to the secretary of the assistant principal to have the appropriate forms made out. No student will be allowed to work whose grades are not above a "C" or who is not in good health.

#### FIRE DRILL

Signal and directions for fire drill will be posted in each room of the building.

#### USE OF TOBACCO

The California School Law Section 1.32 of the Political Code states that; "smoking cigarettes or having a cigarette or tobacco upon school premises constitutes good cause for suspension or expulsion from school."

#### BULLETIN BOARDS

A bulletin board will be placed in the hall of each wing and in front of the gymnasium for posting of school notices. Students should form a habit of looking on the bulletin boards for important notices. All notices to be posted must have the approval of the assistant principal twenty-four hours before posting.

## LIBRARY RULES

The library is located in the north wing of the high school administration building. It will be open for the use of the students and teachers from 8:00 a.m. until 5:00 p.m., from Monday to Friday; and 8:00 a. m. until 12 :00 noon on Saturday. Books may be withdrawn at any time for home use for a period of one week; after that time, if the book is not returned or renewed, a fine of one cent per day is charged.

## STUDENT ACTIVITIES AND ORGANIZATIONS

The Tri-Stater

The Tri-Stater is the Tri-State High School paper published weekly during the school year by the students of the class in journalism, under the direction of the instructor in journalism.

The paper is issued free to all holders of a student body card.

## ASSEMBLIES

The student body assemblies shall meet in the auditorium of the high school buildings at such times as are authorized by the principal.

Seats shall be assigned according to classes and faculty advisers shall be seated with their classes.

Programs for the assembly, exclusive of rallies, shall be arranged by a committee and the faculty sponsor of assemblies.

The assemblies are regular school exercises and attendance is required. One purpose of the student body assembly is to present student body problems for discussion and solution and to develop a common understanding of the ideals and spirit of the school.

## CLASS MEETINGS

At the beginning of the school year, each class shall meet, organize, and elect its own officers. Each class will elect one member to the social affairs committee.

Class meetings may be held regularly or called when necessary. They are presided over by the class officers under the guidance of a faculty adviser. The adviser is appointed by

(cont'd)

the principal at the beginning of the school year. Before a class meeting is called the consent of the class adviser is required; the adviser in turn shall obtain the consent of the principal.

All action taken by the class must have the approval of the adviser and the principal before it becomes effective.

#### DANCE REGULATIONS

Parents, members of the faculty, and all students may attend school dances. Students may obtain special permission to invite friends not members of the student body by gaining the approval of the principal one week prior to the date of the dance. The pupil asking for such permission will be held responsible for the conduct of his guest.

All school dances are sponsored by some school group and are under the supervision of two authorized faculty sponsors. All dates for school functions must have the approval of the administrative council. The request for a date must be presented to the administrative council at least two weeks before the scheduled event.

#### CLUBS

Every student in Tri-State High School is urged to become a member of some club. The clubs are usually small groups and organized around some special interest in a particular field. Here the student may gain experience as a club officer, learn parliamentary usage, and appear on club programs. The club also affords an excellent opportunity for the student to make friends with other students who are interested in the same field.

The clubs are organized by the students under the supervision of a faculty member. Some of the clubs which have been organized

#### THE HI-Y

The purpose of the Hi-Y is "to build school morale, to be of service to the school and community, and to build high standards of character in line with the Hi-Y platform of clean living, clean speech, clean athletics, and clean scholarship."

#### THE MUSIC CLUB

This club affords an opportunity for music lovers of all types to get together.

#### THE JUNIOR RED CROSS

Membership in the Junior Red Cross is open to all students who pay the membership fee (one cent to twenty-five cents).



(cont'd) THE JUNIOR RED CROSS

The members have an opportunity to perform regular Red Cross work and to work on programs given to publicize Red Cross activities or to raise money for Red Cross activities.

THE SPEAKERS BUREAU

Students receive actual practice in addressing groups of people. The members of this club may be chosen to make special student body announcements, and to speak before other classes or organizations in the school or community.

OTHER CLUBS: Art Club; Book Club; Chemistry Club; Commercial Club; Cosmetology Club; Girls Reserve; Home Economics; Nature Club; Tri-State Slammers (ping-pong); Tri-State Thespians (drama); Tri-State Strutters (twirling); Zoology Club.

SCHOLARSHIP SOCIETY

The Scholarship Society is a chapter of the National Honor Society of Secondary Schools. It was founded by the National Society of School Principals in 1921.

The object of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in pupils of the Tri-State High School.

Membership in this chapter shall be based on scholarship, service, leadership, and character.

THE STUDENT BODY OF THE TRI-STATE HIGH SCHOOL

The Constitution of the Tri-State High School is on file in the library and may be checked out as any other book. All regularly enrolled students and staff of this high school belong to the student body organization.

The adopted colors of the student body are blue and gold. The symbol is the golden eagle.

The officers of the student body are: president of the student body, boys' and girls' vice president of the student body, secretary of the student body, commissioner of finance, commissioner of publications, commissioner of music, dramatics, and debate, commissioner of boys' affairs, commissioner of girls' affairs, commissioner of cooperative, commissioner of social affairs, and head yell leader.

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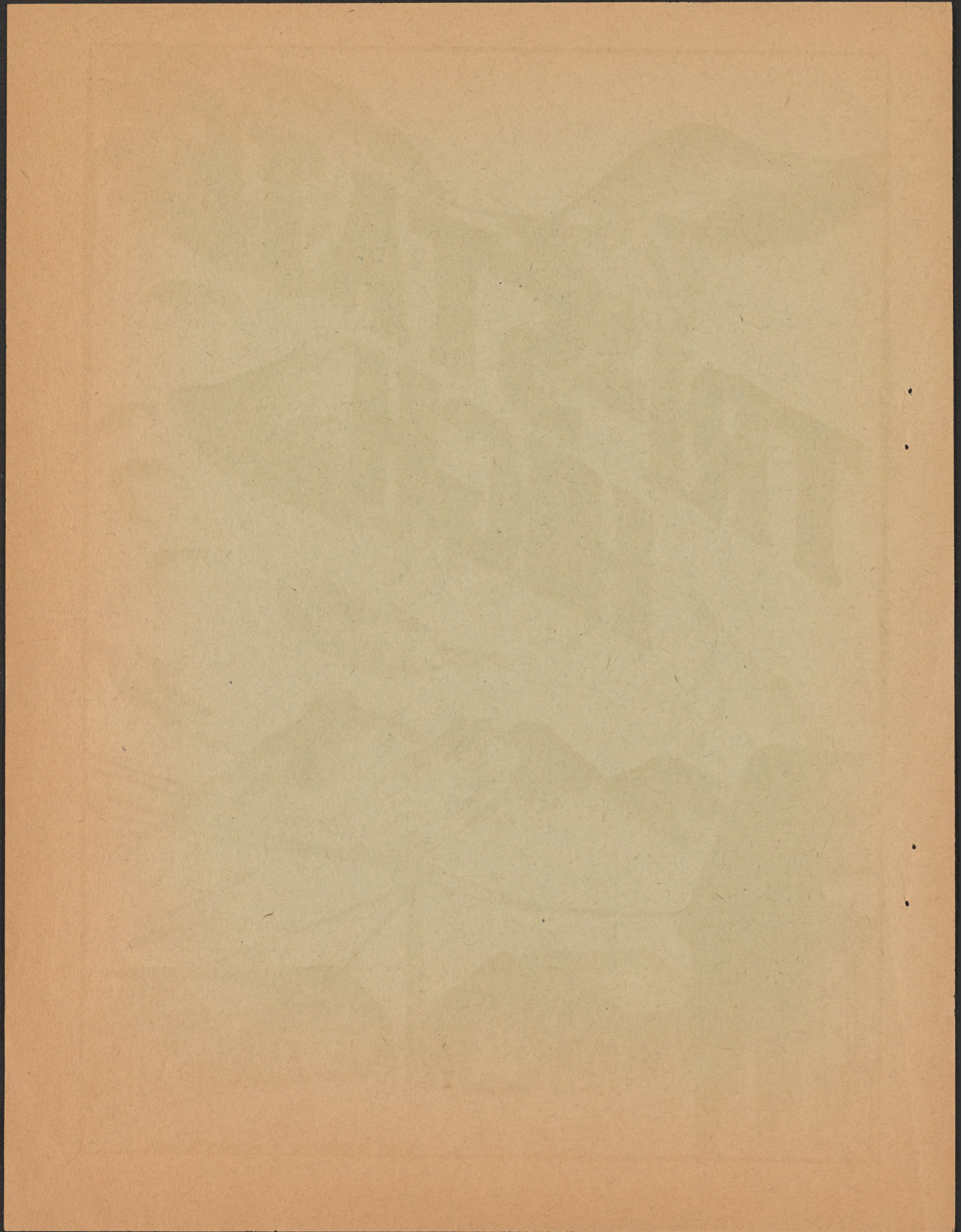


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THE STUDENT'S HANDBOOK OF INFORMATION

Tri-State High School  
1943 - 1944

Your student handbook should become a part of your notebook for this school year. Additional pages may be given you from time to time throughout the year.

You should examine "Suggestions to Students of the Tri-State High School for Making out Programs" and decide how many credits you will need for graduation in your course.

You should study the "Program of Studies" to decide which course you wish to follow, or if you have already begun a course, study the requirements for graduation.

Your work in high school should contribute largely to your general education. Take advantage of the opportunities to explore many fields and to develop new interests. Since you will naturally take courses in fields where you are strong, think also of remedying any weakness in your present education. If you are planning to go to college, you must choose the college preparatory course in order to meet requirements. Try to add to your program varied courses in art, music, home economics, shop, typing, etc., which will give you a broad education in your skills and a worthwhile background of understandings, attitudes, and appreciation.

*Martin P. Gunderson*  
High School Principal

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SUGGESTIONS TO STUDENTS OF TRI-STATE HIGH SCHOOL FOR  
MAKING OUT PROGRAMS

On the days to be announced by the Principal, the pupils will report to the High School auditorium where they will receive their program of studies and the schedule which is to be filled in by each student with the assistance of an appointed adviser.

The registration group to which the student has been assigned, and the name of the adviser, together with the place of meeting, will be found on the schedule which each student receives.

The student with the assistance of his adviser will fill out the daily schedule of classes. Juniors and Seniors may enroll for five solids, freshmen and sophomores for four solids. After the schedule of classes is filled out and signed by the adviser, the student will then report to the group counselor, who will approve and sign the schedule. The schedule of classes may then be turned in at the High School administration office. The student should make a duplicate copy of his schedule to keep in his folder.

CHANGE OF PROGRAM

A student desiring to change his program should first consult the teacher of the subject he wishes to drop. If the teacher advises the change, the student then consults his counselor from whom he may secure the "Change of Program" form. The student will fill out the form according to directions and present it to his counselor for signature.

The "Change of Program" form should be filled out in triplicate: one copy for the former teacher, one copy for the new teacher, and one copy to be filed in the office.

THE SIGNATURES OF ALL TEACHERS CONCERNED MUST BE OBTAINED AND THE FORM RETURNED TO THE OFFICE WITHIN 24 HOURS.

HIGH SCHOOL GRADUATION REQUIREMENTS

In order to graduate from High School, it is necessary for the student to earn the following credits (which will include those earned in the ninth grade):

20 credits in a Vocational Course

22 credits in a College Preparatory Course

The satisfactory completion of a subject taken once a week for one period from 40 to 60 minutes in length for one semester earns one-half credit. The minimum period for credit granted in any course is one semester. Any single semester's credit earned



in any senior high school may count towards graduation. However, less than one year of credit in a subject such as foreign language or mathematics may not be accepted for entrance to college or university or for the completion of certain curriculum.

Requirements for Students Who Choose the Vocational Course.

English-----	3 credits
Science-----	1 credit
U.S. History & Constitution-----	1 credit
Problems of Democracy:	
Economics----- $\frac{1}{2}$	
Sociology----- $\frac{1}{2}$	
-----	1 credit
Junior Problems-----	$\frac{1}{2}$ credit
Senior Problems-----	$\frac{1}{2}$ credit
Physical Education-----	4 credits

Requirements for Students who Choose the College Preparatory Course

1. Subject Requirements

English-----	4 credits
Science-----	2 credits (one in third or fourth year)
World History-----	1 credit.
U.S. History & Constitution-----	1 credit
Problem of Democracy:	
Economics----- $\frac{1}{2}$	
Sociology----- $\frac{1}{2}$	
-----	1 credit
Junior Problems-----	$\frac{1}{2}$ credit
Senior Problems-----	$\frac{1}{2}$ credit
Language-----	2 credits of the same language
Mathematics-----	2 credits
Physical Education-----	4 credits
(Advanced mathematics (third or fourth year), foreign language, chemistry, physics, or two years of a second language-----	1 or 2 credits.)

2. Scholarship Requirements

In a subject completed in the last three years of the high school, a scholarship average of grades "B" must have been maintained. In computing scholarship averages, semester grades rather than yearly grades are used.

For example: A semester grade "A" in either half of one prescribed course may be used with a semester grade "C" in either half of any other prescribed course to obtain a "B" average.

Required subjects taken in the last three years of high school in which a "D" has been received will not be counted in reckoning the required scholarship average or in satisfaction of the subject requirements.

This minimum program fulfills the requirements for entrance to the University of California.

SUGGESTIONS TO STUDENTS OF GRADES VII AND VIII  
FOR MAKING OUT PROGRAMS

General Education

The 7th and 8th grade students will remain with their homeroom teacher approximately three-fourths of the day. Thus they will become acquainted with their teacher, and she, in turn will become better acquainted with these students and their needs. They will work with the same social group in planning activities and in meeting and solving their problems.

The general education will consist of Social Studies, Mathematics, English, and Science, plus electives in Music, Art or Crafts.

SUGGESTIONS TO STUDENTS OF GRADES IX - XII FOR MAKING  
OUT PROGRAMS

Key:  $\frac{1}{2}$  credit equals one period per day  
for one semester.  
1 credit equals one period per day  
for one year.

Roman numerals IX - XII refers to grades

ART

Art I - IX and X -----1 credit

This course includes work with water colors, pen, and ink, and poster painting. Color and design may be emphasized toward the end of the course. Special talent is not needed to succeed in this course.

Art II - X--XII -----1 credit

This is a more specialized course, which may include costume illustration, done in water colors, still life drawing in charcoal and crayons, oil paints, and pen and ink, leading to illustration and advertising and advanced design.

Free-Hand Drawing IX - XII -----1 credit

There will be simple free-hand drawing in the various art media. This will lead to commercial art and sign painting as well as mechanical and geometric drawings, and to the more advanced artistic experiences.

Crafts X - XII -----1/2 credit

This course develops artistic skills in pottery making, weaving, or work in metal, wood, costume jewelry, and many other crafts.

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Commercial Art XI or XII----- 1/2 credit  
The work here will be done largely with poster paints and will consist of sign-painting, lettering, poster-making, and illustrations.

Home Arts XII ----- 1 credit  
This course will prepare the students with artistic experiences required in homemaking, including interior decoration, flower arrangement, and many other art experiences needed in the home.

COMMERCIAL

Typing I X - XII ----- 1 credit  
A year course intended for personal use, and may be taken by college preparatory students, but is chiefly to serve as beginning typing for students interested in a commercial course.

Typing II X - XII ----- 1 credit  
This course is intended for those students who choose the commercial or business training course. Accuracy and speed in typing, nomenclature, and different uses of the typewriter, including tabulation, variable spacing, etc., will be emphasized in this course.

Shorthand I X - XII ----- 1 credit  
Theory and principles of shorthand; supplementary training and dictation at a minimum of 60 words a minute on simple, new material.

Shorthand II X - XII ----- 1 credit  
Review of shorthand theory, transcription at the minimum of 30 words a minute; dictation at a minimum rate of 100 words a minute on Gregg-5-minute transcription tests.

Bookkeeping X - XII ----- 1 credit  
In the first semester - sole proprietorship; journalizing; posting; working sheet; balance sheet; profit and loss statement; closing the ledger; purchase and sale journals; cash book.

In the second semester - sole proprietorship continued; business forms and voucher; notes receivable and payable; note register; interest; expense and incomes; cash discount; columnar cash book; controlling accounts; and work at the close of a fiscal period; advance work in partnership.

Junior Business Training IX ----- credit  
This course deals with planning and writing business forms; letters, and reports. Necessary basic work in spelling, punctuation, and sentence structure is included. Business arithmetic, business etiquette, and business personality development will be included also.

## ENGLISH

English IX ----- 1 credit

This course emphasizes the mechanics of English, including spelling, correct usage, punctuation, capitalization, and sentence structure. An important place will be given to oral English.

English X ----- 1 credit

In addition to reviewing the mechanics of English, masterpieces of literature will be read and discussed; creative writing will be encouraged at this level, and continued work on oral English will be offered.

English XI ----- 1 credit

This course is a survey course of American authors and their writings. It aims to acquaint the students with some of the best that has been written in America, in the fields of poetry, short story, essay, novel, and biography. Oral English will continue to receive emphasis.

English XII ----- 1 credit

This course will review and stress the mechanics of grammar both oral and written. The student will receive practice to increase his effectiveness in all communication skills; especially letter writing, reading skills, and grammatical usage. Emphasis will be placed on special activities such as conversation, interviews, announcements, student body speeches, etc. This course will also acquaint the students with important contributions from English literature.

Business English IX and X ----- 1/2 credit

The mechanics of English used in the commercial field will be reviewed and intensified. This will cover spelling, punctuation, sentence structure, and paragraphing.

Reading Improvement IX and XII ----- 1/2 credit

Special opportunity for pupils needing remedial work. When time permits, pupils may be enrolled in this course in addition to the basic course for any semester. Wherever this course is taken as an alternative to the regular course, students are transferred to the regular course without loss of credit, as soon as their work is of such quality that they will not be handicapped in the basic classes.

Language Skills X and XII ----- 1/2 credit

Special practice in basic communication skills for pupils needing much individual attention. When time permits, pupils may be enrolled in this course in addition to the basic course for any semester. Whenever this course is taken as an alternative to the regular course, pupils are transferred to the regular course, without loss of credit, as soon as their work is of such quality that they will not be handicapped in the basic classes.

Public Speaking X - XII ----- 1/2 credit

In this course the student learns to speak before the group with poise and ease. He learns to prepare and present before the class informal talks and more or less formal speeches. Informal discussion and conversation will make up a great part of the course.

Journalism XII ----- 1/2 credit

The students of this class will publish the "Tri-Stater". They will learn how to organize the staff, how to direct the work and a group of people, how to prepare reports, make assignments for editorials and reports, how to select materials for publication, and to plan various types of materials for pages and editions.

Speech Arts X - XII ----- 1/2 credit

In this course the student will learn artistic speeches of dramatic art, play reading, lectures, and choric speech. Any difficulty in speech will be corrected or improved if possible. Any student conscious of his speech defect and desiring to improve it should elect this course.

## GUIDANCE AND COUNSELING

Junior Problems X ----- 1/2 credit

Vocational planning, with exploration, will be handled in this course. Also, adjustment to one's environment, both school and home; study skills; the psychology of meeting people; character building experiences will be surveyed. The student's problems will serve as a guide to the offerings of this course.

Senior Problems XII ----- 1/2 credit

This one-hour basic course stresses orientation and guidance and is designed to meet the needs of high school seniors. It includes units of study in such areas as the social arts; consumers economics; family relationship; and community relationship, including vocational, educational, and recreational interests.

## HOME ECONOMICS

Foods I X ----- 1 credit

The first course is for girls with the opportunity through laboratory work to study selection, cooking, and serving of food commonly used in American homes.

Foods II X - XII ----- 1 credit

More advanced skills in cooking and baking will be offered together with the study of food customs and traditions of foreign nations. The student will also learn about home management and dietetics.

Clothing I IX - X ----- 1 credit

This course is intended for those college preparatory students who can elect but one semester of clothing. Here the art in dress includes the study of the effects of line, color, and material. Choice of clothing and buying will be emphasized. The use of cotton will be stressed in this course. Individuals may work on projects of their own choice.

Clothing II X - XII ----- 1 credit

In this course the student will work with rayon and wool materials. Advanced skills in sewing will be offered as well as individual project work, giving opportunity for special study in clothing and design.

Home Nursing X - XII ----- 1/2 credit

Child care will receive the major emphasis. Also the care of the patient in the sick room will be demonstrated and practiced. Home first aid and special diet for the sick and the convalescent will be offered.

Personal and Domestic Service X - XII ----- 1/2 credit

Here the student will receive and opportunity to explore the various fields in personal services. Field trips will be taken to the local beauty parlor, etc; lecturers will be brought in, in order to acquaint the students with the possibilities in this field.

LANGUAGESLatin I ----- 1 credit

This first course will deal with vocabulary and grammar, as well as English word derivations. Near the end of the course translation will be introduced.

Latin II ----- 1 credit

In this course vocabulary and construction will be reviewed and translation continued.

French II ----- 1 credit

The student will study a number of simple books to gain practice in reading, understanding, speaking, and writing elementary French. The course will also include a study of the French people and their culture.

Spanish I ----- 1 credit

This course aims to enable the student to acquire a select vocabulary and good pronunciation through conversation and by reading simple stories. The fundamentals of construction of the language will also be included. The student should also acquire elementary understanding of the Spaniard, and the Spanish Americans.

Spanish II ----- 1 credit

In this course a number of simple stories will be introduced to give practice in reading the language. Conversational Spanish will be stressed, and functional grammar will be reviewed. The student should acquire increased knowledge of Spanish life and culture.

### MATHEMATICS

Algebra I IX ----- 1 credit

In this course the student will learn to solve problems by using equations, formulas, and graphs. It is the foundation of all other mathematics.

Algebra II X ----- 1 credit

In this course the student will receive continued practice in solving problems by using equations, formulas, and graphs.

General Mathematics X - XII ----- 1 credit

Practice in the fundamental processes of arithmetic, and the application of arithmetic, algebra, and geometry to problems in the industrial field. This course is planned for those students who need to improve their understanding of basic arithmetic and their ability to make practical applications.

Plane Geometry XI ----- 1 credit

This course is a study of the facts concerning geometric figures (lines, angles, rectilinear figures, circles, polygons, etc.,) combined with applications to everyday living.

Solid Geometry XI - XII ----- 1/2 credit

This course is a study of propositions and problems relating to lines, dihedral and polyhedral angles; areas of pyramids, cones, and frustums, volumes of pyramids, regular polyhedrons, spheres, etc..

Trigonometry XI - XII ----- 1/2 credit

This course is a study of the functions of acute angles; tables of natural functions; logarithms; the right triangle; functions of any angle; graphs of functions, etc..

Mechanical Drawing X ----- 1 credit

The first semester will be spent learning the simple techniques of drawing simple machine lay-outs. The use of the French curve and mechanical drawing instruments will be taught.

Drafting X ----- 1/2 credit

The use and nomenclature of simple blueprints will be taught. After learning to read blueprints, students will begin elementary drafting. This course will prepare you for advanced drafting training and design.

MUSIC

Junior Glee Club VII - IX -----1/4 credit a year  
During the first three years, all students interested in vocal music and singing will have the privilege of trying out for the boys' or girls' glee club.

Senior Glee Club X - XII -----1/4 credit a year  
will be filled from the Junior Glee Club as well as by try-outs at the beginning of each year. The course will include part-singing for boys and girls, with some combined glee practice for operettas and other public performances.

Chorus IX -----1/4 credit a year  
This is a preparatory course for singers. Here the student will learn to carry a part and read music accurately and rapidly. Students having enjoyed music in previous years, will be accepted in this group.

Junior Band VII - IX -----1/2 credit a year  
Anyone playing a band instrument may join this group. It plays for concerts, rallies, and home games, while sitting in concert style.

Senior Band XI - XII -----1/2 credit a year  
Advanced arrangements and semi-classical music will be played, in addition to offering a greater diversity in instruments. This group will play in civic parades while marching.

Junior Orchestra VII - IX -----1/2 credit a year  
Here the student will learn about ensemble performance; routine of tuning; rhythmic and tonal problems; following the conductor; and secure an acquaintance with worthy orchestral compositions.

Senior Orchestra X - XII -----1/2 credit a year  
This course gives an opportunity for orchestral performances. Training includes orchestral routine, tuning, interpreting the baton, mastery of rhythmic and tonal problems, acquaintance with worthy orchestral compositions.

PHYSICAL EDUCATION

Physical Education VII - XII -----1 credit  
Each group from grade nine to twelve will spend one period per day in physical education, which will include learning simple skills in team games. Individual sports, rhythms, and dances will be included. Intramural programs will be developed for each sport in season.



## SCIENCE

General Science IX ----- 1 credit

In this course, simple scientific constructions in the home and community will be studied. In addition, natural phenomena and man's development of control over it will be studied. The function of simple mechanical devices will also be classified.

Biology X ----- 1 credit

This course offers an opportunity to study about the plant and animal kingdoms. The use of the microscope will be taught. Laboratory experiments will be conducted; local field trips taken and nature collections made in order to study plants and animals in their natural settings.

Chemistry XI - XII ----- 1 credit

In this course the student is introduced to an important and newly developed field of science. He learns how chemistry contributes to man's comforts and necessities, how its principles and laws operate, and how its many phenomena occur. Practical emphasis is placed on the relations of chemistry to home and community.

Physics XI - XII ----- 1 credit

This is one of the most fascinating fields of science available to the high school student. Natural phenomena will be studied. Instruments used to measure, record, and direct these natural phenomena will be studied and used. Physical laws and principles will be examined and learned. This course is very valuable for those interested in the mechanical and vocational aspects of life.

Physiology and Hygiene X - XII ----- 1 credit

This course is open to those interested in the practical application of our knowledge of the human body. The activities include experiments, demonstrations, local field trips, discussions, reports, motion pictures, readings, and talks by outside speakers. Later in the course aspects of human biology such as heredity, anatomy, control of disease, physiology and human development will be taught. This course is recommended both for those who do not intend to enroll in college as well as those who are planning to continue in the medical or scientific field.

SHOP & VOCATIONALWoodshop IX - X ----- 1 credit

In this course the student will learn how to choose materials and to make simple pieces of furniture, as well as learning the basic principles of design, construction, finish, and appreciation. The student will also learn how to select good furniture; and in the advanced section of the course, to operate and take care of power machinery. This course may lead to a position in cabinet work, pattern-making, or some other wood-working skill.

Advanced Woodshop ----- 1 credit

To be offered if material is available.

## SOCIAL SCIENCE

World History IX ----- 1 credit

This course is required of all ninth grade students. The development of civilization from the earliest times to the present is studied. Primary emphasis will be placed upon the study of the past in order to comprehend events of the present and the future.

American History & Constitution XI ----- 1 credit

In this course the history of our country will be reviewed and continuous improvement of living will be shown. The effect of the industrial revolution and the development of the present American way of living will be studied.

Problems of Democracy: XII ----- 1 credit

Sociology -----  $\frac{1}{2}$  credit

This course will deal with the sociological relationships necessary for institutions in a democracy to survive. Human relationship and social problems will also be examined and sociological principles will be learned.

Economics -----  $\frac{1}{2}$  credit

This course will deal with economic principles, such as the law of supply and demand, and the study of our basic capitalistic system of finance and economy.

World Geography X ----- 1 credit

In this course the student will learn about geographic factors affecting the economic, social, and political life of the present day world; vital spots on the map; contemporary events studied with geographic relationships; geographic information and understanding basic to the study of aeronautics; trade, and commerce, political inter-relationships of the world, and world peace.

## CORE CURRICULUM

The core curriculum provides those learning experience which are common to all youth. It signifies those studies required of all pupils, the general education, the core of the curriculum. In the 7th and 8th grades, the common experiences are provided through the social studies with special emphasis on English. Here approximately 50% of the school day is devoted to these activities. In the 9th, 10th 11th, and 12th grades, double period are scheduled to provide the common experiences. The core course is closely associated with guidance. The core class teacher wherever possible is the homeroom teacher. The core course becomes the center for developing the students social program which incidentally becomes a medium for building up English skills and social usage.

Double period classes scheduled for 1943 - 1944: English I, World History ; English II, World Geography; English III, U. S. History; English IV, Problems of Democracy.

## STUDENT TRANSFERS

Students transferring to the Tri-State High School from an outside school in their senior year may have difficulty in meeting the local requirements for graduation. If such students present a transcript of records indicating a generally satisfactory completion of work in grades nine, ten and eleven, and if they are able to pursue creditably studies normally expected of students in the twelfth grade, they may be graduated. In such cases, the approval of the boys' or girls' counselor is necessary before requirements may be waived.

## REPORT CARDS

Reports of the progress of the students in school are sent to parents and guardians at the end of each nine weeks. The success of the student in school depends upon the close cooperation of the home and the school, and parents are requested to call at the school at any time for additional information regarding the work of their children.

## MEANING OF MARKS

Marks in subjects:

A -- Superior work

B -- Better than average; good work

C -- Average; fair

D -- Passing

F -- Failure

Inc. -- Incomplete (Incomplete because of absence; not given when work is not of passing grade.)

Every class absence is recorded on the report card. Report cards are to be signed by the parent or guardian and returned the day following the day on which they are received.

DEFINITION OF GRADES

"A" Pupil:

Is careful, thorough, and prompt in the preparation of all required work.

Is quick and resourceful in utilizing suggestions for supplementary activities.

Works independently and has sufficient interest and initiative to undertake original projects beyond the assigned work.

Uses his time well.

Does not guess.

Is careful to express thought clearly and

continued: "A" Pupil

accurately.  
Shows leadership in classroom activities.  
Has excellent self-control and effective study habits.

---

"B" Pupil:

Prepares all assignments carefully.  
Is conscientious and dependable.  
Requires no urging to have work done on time.  
Shows consistent interest.  
Responds readily when called on.  
Makes a practice of doing all the work assigned and makes some use of suggestions for supplementary work.  
Has good study habits of routine assignments.  
A good worker, but initiative and resourcefulness not strongly developed.

---

"C" Pupil

Usually does good work but requires considerable direction and stimulation from the teacher.  
If left to himself is likely to be too easily discouraged or diverted by difficulties.  
Intentions good, but interest somewhat superficial or immature.  
Shows little interest or ability in following his subject beyond the minimum requirements.  
Inclined to be careless or slow in accomplishment, but responds to encouragement and guidance.  
In reports or discussions before the class must be prompted by frequent questions.  
Needs to develop more independent habits of study.

---

"D" Pupil

Does work of uneven or superficial quality.  
Lacks concentration in study; or is unable to do much work independently because of lack of ability, or poor study habits, or through lack of necessary foundation or background.  
Frequently fails to do satisfactory work.  
Special help and encouragement constantly.  
Shows some improvement in study habits during the semester, and sufficient mastery of fundamental work to warrant the opinion that he will grow more through advancement than through repetition of work.  
Work regarded as barely passable, and must continue to show improvement to avoid a repetition of grade.

---

"F" Pupil

Fails to accomplish the fundamental "minimum" essentials necessary for continued progress. Needs to spend more time on work of the semester.  
Study habits poor or ineffective, or mental maturity insufficient for the work of the grade.

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#### ATTENDANCE

Attendance, is not compulsory but once a student has enrolled, the attendance must be regular or the student will be dropped from the rolls and not allowed to attend. Absence for illness or other legitimate cause may be excused.

#### EXCUSES

Whenever a student is absent from school he shall bring, on his return to school, an excuse from home signed by one of his parents or by a person authorized to act in that capacity. The excuse should be dated, and state the date of the absence, the exact length of time the pupil was out of school, and the reason for the absence. This shall be presented to the attendance officer who will then give the student a "re-admission slip" which must be presented to each of his teachers.

#### PASS SLIP

When it is necessary for a student to leave a classroom to consult with another teacher or the counselor, he must:

1. Get a pass slip from the teacher in whose charge he is; write the date and time he is leaving, where he is going, his signature, and obtain the signature of the teacher in charge of the class which he is leaving.
2. Return to the class before the end of the period and present the pass slip which must have the signature of the teacher consulted, and the time he left the conference.

#### TARDINESS

In case of tardiness, an excuse shall be presented to the officer in charge of attendance. The attendance officer will then issue an admit slip by which the student may gain admittance to his class.

If a student is detained by a teacher in one class and consequently is late for another class, or study hall, he shall bring an excuse from the teacher who detained him.

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#### PERMIT TO LEAVE SCHOOL

All requests to leave school shall be referred to the attendance secretary except in emergency cases. In case of emergency, the teacher shall be responsible for seeing that the student is accompanied by a responsible person to the out-patient clinic of the hospital. The case should then be reported to the attendance officer.

The student shall report to the attendance officer upon his return to school and secure a "re-admission slip."

#### LOST AND FOUND

All lost and found articles should be turned in immediately to the lost and found department. Unclaimed money will be turned over to the student body and all unclaimed articles sold. The proceeds of the sale will go to the student body fund.

#### EMPLOYMENT

No student enrolled in the school who is under 18 years of age shall be employed without a work permit. All girls who desire work permits shall report to the secretary of the girls counselor and all boys desiring work permits shall report to the secretary of the assistant principal to have the appropriate forms made out. No student will be allowed to work whose grades are not above a "C" or who is not in good health.

#### FIRE DRILL

Signal and directions for fire drill will be posted in each room of the building.

#### USE OF TOBACCO

The California School Law Section 1.32 of the Political Code states that; "smoking cigarettes or having a cigarette or tobacco upon school premises constitutes good cause for suspension or expulsion from school."

#### BULLETIN BOARDS

A bulletin board will be placed in the hall of each wing and in front of the gymnasium for posting of school notices. Students should form a habit of looking on the bulletin boards for important notices. All notices to be posted must have the approval of the assistant principal twenty-four hours before posting.

## LIBRARY RULES

The library is located in the north wing of the high school administration building. It will be open for the use of the students and teachers from 8:00 a.m. until 5:00 p.m., from Monday to Friday; and 8:00 a. m. until 12:00 noon on Saturday. Books may be withdrawn at any time for home use for a period of one week; after that time, if the book is not returned or renewed, a fine of one cent per day is charged.

## STUDENT ACTIVITIES AND ORGANIZATIONS

The Tri-Stater

The Tri-Stater is the Tri-State High School paper published weekly during the school year by the students of the class in journalism, under the direction of the instructor in journalism.

The paper is issued free to all holders of a student body card.

## ASSEMBLIES

The student body assemblies shall meet in the auditorium of the high school buildings at such times as are authorized by the principal.

Seats shall be assigned according to classes and faculty advisers shall be seated with their classes.

Programs for the assembly, exclusive of rallies, shall be arranged by a committee and the faculty sponsor of assemblies.

The assemblies are regular school exercises and attendance is required. One purpose of the student body assembly is to present student body problems for discussion and solution and to develop a common understanding of the ideals and spirit of the school.

## CLASS MEETINGS

At the beginning of the school year, each class shall meet, organize, and elect its own officers. Each class will elect one member to the social affairs committee.

Class meetings may be held regularly or called when necessary. They are presided over by the class officers under the guidance of a faculty adviser. The adviser is appointed by

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the principal at the beginning of the school year. Before a class meeting is called the consent of the class adviser is required; the adviser in turn shall obtain the consent of the principal.

All action taken by the class must have the approval of the adviser and the principal before it becomes effective.

#### DANCE REGULATIONS

Parents, members of the faculty, and all students may attend school dances. Students may obtain special permission to invite friends not members of the student body by gaining the approval of the principal one week prior to the date of the dance. The pupil asking for such permission will be held responsible for the conduct of his guest.

All school dances are sponsored by some school group and are under the supervision of two authorized faculty sponsors. All dates for school functions must have the approval of the administrative council. The request for a date must be presented to the administrative council at least two weeks before the scheduled event.

#### CLUBS

Every student in Tri-State High School is urged to become a member of some club. The clubs are usually small groups and organized around some special interest in a particular field. Here the student may gain experience as a club officer, learn parliamentary usage, and appear on club programs. The club also affords an excellent opportunity for the student to make friends with other students who are interested in the same field.

The clubs are organized by the students under the supervision of a faculty member. Some of the clubs which have been organized

#### THE HI-Y

The purpose of the Hi-Y is "to build school morale, to be of service to the school and community, and to build high standards of character in line with the Hi-Y platform of clean living, clean speech, clean athletics, and clean scholarship."

#### THE MUSIC CLUB

This club affords an opportunity for music lovers of all types to get together.

#### THE JUNIOR RED CROSS

Membership in the Junior Red Cross is open to all students who pay the membership fee (one cent to twenty-five cents).



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#### THE JUNIOR RED CROSS

The members have an opportunity to perform regular Red Cross work and to work on programs given to publicize Red Cross activities or to raise money for Red Cross activities.

#### THE SPEAKERS BUREAU

Students receive actual practice in addressing groups of people. The members of this club may be chosen to make special student body announcements, and to speak before other classes or organizations in the school or community.

OTHER CLUBS: Art Club; Book Club; Chemistry Club; Commercial Club; Cosmetology Club; Girls Reserve; Home Economics; Nature Club; Tri-State Slammers (ping-pong); Tri-State Thespians (drama); Tri-State Strutters (twirling); Zoology Club.

#### SCHOLARSHIP SOCIETY

The Scholarship Society is a chapter of the National Honor Society of Secondary Schools. It was founded by the National Society of School Principals in 1921.

The object of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in pupils of the Tri-State High School.

Membership in this chapter shall be based on scholarship, service, leadership, and character.

#### THE STUDENT BODY OF THE TRI-STATE HIGH SCHOOL

The Constitution of the Tri-State High School is on file in the library and may be checked out as any other book. All regularly enrolled students and staff of this high school belong to the student body organization.

The adopted colors of the student body are blue and gold. The symbol is the golden eagle.

The officers of the student body are: president of the student body, boys' and girls' vice president of the student body, secretary of the student body, commissioner of finance, commissioner of publications, commissioner of music, dramatics, and debate, commissioner of boys' affairs, commissioner of girls' affairs, commissioner of cooperative, commissioner of social affairs, and head yell leader.

THE HISTORY OF THE

The first part of the history of the world is the history of the earth. It is a story of the growth of the planet from a molten ball of fire to a world of life and light.

THE HISTORY OF THE

The second part of the history of the world is the history of man. It is a story of the development of the human race from a primitive ape-like creature to a modern, civilized being.

THE HISTORY OF THE

The third part of the history of the world is the history of the human mind. It is a story of the development of human thought and culture from a state of ignorance to a state of enlightenment.

THE HISTORY OF THE

The fourth part of the history of the world is the history of the human soul. It is a story of the development of human spirituality and religion from a state of superstition to a state of faith.

THE HISTORY OF THE

The fifth part of the history of the world is the history of the human body. It is a story of the development of human anatomy and physiology from a state of simplicity to a state of complexity.

THE HISTORY OF THE

The sixth part of the history of the world is the history of the human society. It is a story of the development of human civilization and culture from a state of savagery to a state of refinement.

THE HISTORY OF THE

The seventh part of the history of the world is the history of the human future. It is a story of the development of human destiny and the ultimate fate of the world.

THE HISTORY OF THE

The eighth part of the history of the world is the history of the human present. It is a story of the development of human progress and the current state of the world.