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HANDBOOK
MADISON JUNIOR HIGH SCHOOL
ROCHESTER, NEW YORK

1928 - 1929



*The Point of View of the Junior High School Is
the Individual.*

*The Aim of the Junior High School Is Individual
Justice.*

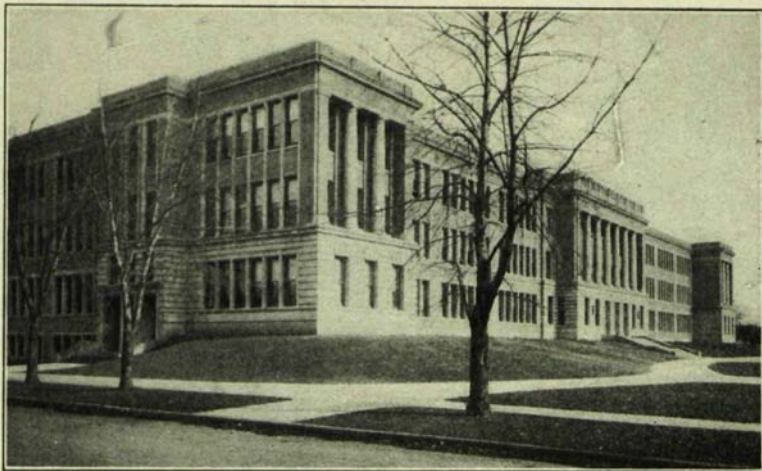
The Method of the Junior High School Is Guidance.
—JAMES M. GLASS.

*The Function of the Junior High School Is to De-
velop in the Individual a Series of Intelligent
Attitudes Toward the World in Which He Lives.*
—HENRY C. MORRISON.

THIS BOOK IS THE PROPERTY OF

ROOM.....





10-2-42
Miss. Richardson West



HANDBOOK
MADISON JUNIOR HIGH SCHOOL
"ATTEMPT — ACCOMPLISH"
(SCHOOL MOTTO)

FOREWORD

This handbook of the Madison Junior High School has been prepared by a committee of the faculty for the purpose of furnishing to students and patrons information regarding the school. It contains only a brief statement concerning the purpose and objectives of the organization, leading student activities, and general administrative policy of the school. It is hoped that it will be of special interest to new students as a means of helping them to adjust themselves to new school conditions, and of supplying information that might otherwise take them considerable time to acquire. It is also hoped that for all other students as well as for parents and patrons, it may be a source of ready reference where answers to many questions concerning the life of the school may be readily obtained.

May it be suggested that every student procure a copy of the handbook in order that he may be thoroughly familiar with his school's activities; that he may sense its spirit and its ideals, and in order that later as an alumnus it may be cherished as a permanent record of three happy years.

—THEO. A. ZORNOW.

CALENDAR FOR THE YEAR

1928 - 1929



First Semester begins	Tuesday, Sept. 7
Columbus Day	Friday, Oct. 12
State Teachers' Regional Conference	Friday, Nov. 2
Thanksgiving Recess,	Thursday, Friday, Nov. 29-30
Schools close for Holiday Recess	Friday, Dec. 21
Schools re-open after Holiday Recess	Wednesday, Jan. 2
First Semester ends	Friday, Jan. 25
Second Semester begins	Monday, Jan, 28
Washington's Birthday	Friday, Feb. 22
Schools close for Easter Recess	Thursday, Mar. 28
Schools re-open after Easter Recess	Monday, April 8
Memorial Day	Thursday, May 30
School year closes	Friday, June 21
Schools re-open for year 1928-1929	Tuesday, Sept 3

DAILY TIME SCHEDULE

The day at Madison Junior High School is divided into six periods, sixty minutes each. This totals thirty periods a week. The daily time schedule runs as follows:

Entrance bell.....	8:15
Final warning	8:25
Last bell	8:30
Home Room period.....	8:30- 8:35
1st class period.....	8:35- 9:33
Milk period	9:33- 9:40
2nd class period	9:40-10:37
Exercises	10:37-10:40
3rd class period	10:40-11:37
General intermission.....	11:37-11:40
(For procuring lunches and wraps from home rooms)	
4th class period.....	11:40- 1:15
4th class period and 1st lunch period begins.....	11:40
Warning for return of 1st lunch section.	
2nd lunch period begins.....	12:10
End of first lunch period.....	12:15
Warning for return of 2nd lunch section.	
3rd lunch period begins.....	12:40
End of second lunch period....	12:45
Warning for return of 3rd lunch section	1:10
End of third lunch period.....	1:15
5th period class.....	1:15- 2:13
Exercises	2:13- 2:15
6th period class.....	2:15- 3:15
Dismissal	3:20

The weekly assembly occurs on Wednesday morning during the third period. The sixth period on Monday is devoted to club activities; on Thursday, to class activities in each home room. On Tuesday and Friday, it is devoted to individual study.

ADMINISTRATIVE OFFICERS OF THE SCHOOL



Theodore A. Zornow,	<i>Principal</i>
Frederick A. Newhall,	<i>Vice-Principal</i>
Robert Voss,	<i>Supervisor of Practical Arts</i>
Mrs. Millicent J. Frasier,	<i>Girls' Adviser</i>
Alexander Roller,	<i>Boys' Counselor</i>
Lulu Burt,	<i>Nurse</i>
Ida MacMullen,	<i>Health Counselor</i>
Agnes Crowley,	<i>Registration Assistant</i>
Ruth Bidelman,	<i>Librarian</i>
Doris Lamoree,	<i>School Secretary</i>
Julia Bishop,	<i>Assistant Secretary</i>
Mildred Russell,	<i>Stenographer</i>
Mrs. Gladys Whittington	<i>Library Assistant</i>

FACULTY

Caroline Armstrong,	<i>Drawing</i>
Leila Ashley,	<i>Health Education</i>
Mrs. Bess Baker,	<i>Health Education</i>
Marie Ball,	<i>Speech Correction</i>
Mrs. Grace Barons,	<i>Millinery</i>
Jessie Bennett,	<i>Mathematics</i>
Frank Biddle,	<i>Music</i>
Marion Blake,	<i>Domestic Art</i>
Alice Brown,	<i>Drawing</i>
Esther Callahan,	<i>Science</i>
John Casareitti,	<i>Science</i>

FACULTY (Continued)

Mary J. Clancy,	<i>English</i>
Helen G. Clapp,	<i>Mathematics</i>
Raymond Conyne,	<i>Health Education</i>
Joseph Coppinger,	<i>Advanced Machine</i>
Jessie Cosgrove,	<i>English</i>
George Curtice,	<i>Science</i>
Bertha Cuyler,	<i>English</i>
Jerome Davis,	<i>Science</i>
Marion Davis,	<i>Commercial</i>
Marie Dillabough,	<i>Science</i>
Alice Donnelly,	<i>Latin</i>
John Droman,	<i>Mathematics</i>
Mrs. Gertrude Eames,	<i>Latin</i>
John Eckhart,	<i>Mechanical Drawing</i>
Elizabeth Ellis,	<i>Domestic Art</i>
Flora Fletcher,	<i>Music</i>
Leland Foster,	<i>Mathematics</i>
Mrs. Laura M. Friel,	<i>English</i>
Lucy Goddard,	<i>Commercial</i>
Eleanor Gregg,	<i>Latin</i>
Mrs. Gladys Hammond,	<i>Latin</i>
Maurice Hathorn,	<i>Mathematics</i>
Lillian Heaphy,	<i>Mathematics</i>
Agnes Hendricks,	<i>Opportunity Class</i>
Mildred Henry,	<i>Social Studies</i>
Verne Hutchings,	<i>Mathematics</i>
William Jermyn,	<i>Cabinet-making</i>
Henry Johns,	<i>Sheet Metal</i>
Helen Kerrigan,	<i>Domestic Art</i>

FACULTY (Continued)

Mrs. Jennie King,	<i>Domestic Art</i>
L. Morton Kircher,	<i>Tryout Shop</i>
Marion Laley,	<i>Commercial</i>
Ina LeRoy,	<i>Social Studies</i>
Grace Line,	<i>English</i>
Clarence J. Link,	<i>Pattern-making</i>
Mary Lockwood,	<i>Social Studies</i>
Margaret McCarty,	<i>Dramatics</i>
William McCord,	<i>Electricity</i>
Mrs. Mary McCracken,	<i>Social Studies</i>
Raymond McDonald,	<i>Mechanical Drawing</i>
Mary McGrath,	<i>Mathematics</i>
Agnes McTaggart,	<i>English</i>
Elizabeth Maher,	<i>English</i>
Irene Meyn,	<i>Social Studies</i>
Agnes Millrea,	<i>Accompanist</i>
Elizabeth Moore,	<i>Latin</i>
Harry Morrice,	<i>Mechanical Drawing</i>
Amelia Morrissey,	<i>Social Studies</i>
Dennis Murray,	<i>Health Education</i>
Charles Newman,	<i>Printing</i>
Mary Niven,	<i>Social Studies</i>
Mrs. Isabel Palmer,	<i>Domestic Art</i>
Agnes Peno,	<i>Domestic Art</i>
C. Carleton Perry,	<i>Tryout Shop</i>
Mrs. Lillian T. Pope,	<i>Penmanship</i>
James D. Powers,	<i>Elementary Machine</i>
Milton Priddis,	<i>Mathematics</i>
Helene Radley,	<i>Social Studies</i>

FACULTY (Continued)

Potter Remington,	<i>Health Education</i>
Mrs. Helene Robinson,	<i>Social Studies</i>
Anne Schafer,	<i>Health Education</i>
Edith Schermerhorn,	<i>Mathematics</i>
George Selden,	<i>Gas Engine</i>
Mrs. Mary Shaddock,	<i>Mathematics</i>
Minnie Shanley,	<i>Drawing</i>
Clarence J. Sharp,	<i>Science</i>
Herman Skully,	<i>Commercial</i>
Mrs. Helen S. Sill,	<i>Domestic Science</i>
Mrs. Anna Smith,	<i>Guidance</i>
Alice Snow,	<i>Science</i>
Harry Sprague,	<i>Lithography</i>
Charlotte Stafford,	<i>Accompanist</i>
Elizabeth Stubbs,	<i>Accompanist</i>
Rose Sutter,	<i>English</i>
Anna Thompson,	<i>English</i>
Marionette Thurston,	<i>Mathematics</i>
Eileen Tracy,	<i>Domestic Art</i>
James L. Vialls,	<i>Commercial Art</i>
Beulah Watkins,	<i>French</i>
Jane Williams,	<i>Mathematics</i>
Gertrude Wright,	<i>English</i>



The *Principal* is responsible for the administration of the school and exercises a general supervision over all phases of school work.

The *Vice-Principal* of the school maintains a general supervision of registration and assignment

of students, as well as of all matters pertaining to scholarship. Requests for change of course are made to him.

The *Supervisor of Practical Arts* work is in charge of all shop work in the building. He advises boys concerning their choice of Industrial Arts work.

The *Adviser for Girls* is the friend and counselor of the girls of the school. She supervises their attendance, their moral and physical welfare and their social activities. She frequently visits their homes in the effort to establish co-operative relations with parents regarding special problems and arranges for special conferences regarding any aspect of girls' school life.

The *Boys' Attendance Officer* is responsible for the catalogue of students in the school. He supervises attendance and handles general disciplinary matters. He issues school records of attendance for newsboy badges or work permits, as well as transfers to other schools.

OBJECTIVES OF THE JUNIOR HIGH SCHOOL

The Junior High School represents a most extensive and most important departure from the old type of school organization. It has developed as the result of an effort to meet the demands of modern economic and social life. It is designed primarily to guarantee to all its pupils careful, and, insofar as may be, equal preparation for meeting the responsibilities of life. It recognizes clearly the fact that a large percentage of its pupils will eventually enter business or industry, rather than the professions. It provides facilities, therefore, insofar as may be consistent with the demands of general education, for the training of the special ability of these boys and girls. It recognizes the fact that education is not merely a matter of intellect, but also a matter of conduct and attitudes. It has become essentially a socialized organization. Through its ideals, its activities and its carefully evaluated subject matter, it provides the opportunity for participation in all those activities which make for ideal American citizenship.

Therefore, scholarship and culture, the awakening of vocational interests, the development of character and good citizenship qualities, as well as proper health habits and worthy use of leisure time, are among the chief objectives of the Junior High School.

FACTS CONCERNING MADISON JUNIOR HIGH SCHOOL

The Organization—Madison Junior High School is located in a growing district in the southwest section of Rochester. It has a particular advantage in facing Wilson Park, which is a plot of four acres well cared for by the city. It draws its students from nine contributing public elementary schools, as well as a number of parochial schools. The capacity of the school is 2,200. Approximately 2,000 adults registered for evening school work during the winter of 1926-1927.

The school is fully departmentalized. Children are assigned to home room grades and, in general, pass to classes on this basis. A subject promotion plan is followed, however, in the more important subjects. The school is essentially a democracy, morale and school spirit being promoted through special campaigns and other efforts in which the students take a leading part. There is a band and an orchestra, instruments having been provided through the beneficence of Mr. George Eastman. students have the opportunity to join the boys' or girls' glee club, as well as to participate in frequent dramatic offerings. Among the school activities is a weekly assembly, also a meeting of each of the home room grades as a participating class organization. Special programs in the class meeting are co-ordinated with the larger school efforts which are usually launched and promoted in the assembly.

The worthy use of leisure time is encouraged through student participation in one of the seventy clubs, each of which meets for a one-hour period weekly.

The Building—Madison Junior High School is a three-story brick and stone structure with a total floor area of 265,324 square feet used for school purposes. There are 39 typical class rooms used for academic work, 16 special class rooms, 5 science rooms, and 4 commercial rooms. There are 22 shops, offering work in machine shop practice, pattern-making, foundry work, cabinet-making, printing, lithography, commercial art, mechanical drawing, domestic science and domestic art. There is a band room on the fourth floor which will accommodate a chorus of 300 voices, and a band of 150 pieces. In connection with the science department there is a greenhouse where practical laboratory work in science is done by the students. The assembly hall seats 1,675 persons.

The equipment for health education consists of two gymnasiums and a swimming pool, 30 feet by 75 feet, with adjoining showers and locker rooms.

All of the woodworking shops are provided with a suction system for the purpose of drawing the sawdust from the machines, thereby eliminating dirt and dust from the shops.

THE SCHOOL AND THE HOME

It is the ambition of the school to so place each student that he may work up to his maximum

capacity, and that he may benefit as fully as possible from the opportunities offered. Everyone comes into this world with certain potential abilities which have to be developed by experience and education. The purpose of the school is to help boys and girls to reach the fullest possible development of these abilities. Our minds are like tools. If we do not use tools they become dull and rusty. Likewise, if we do not use our minds they become dull and lazy. No one wants to appear less intelligent than he is. Therefore, every one should take pleasure in exercising his mind in the various subjects in school so that it will be always active and keen to solve the everyday problems of life after school. If a pupil appears not to be living up to the ability he has, the school sometimes tests him along different lines to find out what the trouble is and offers him advice on how to overcome the difficulty. The school also tries to discover special abilities which may be further developed. Knowledge about special abilities is of assistance when pupils are choosing their courses at the end of the 7th grade.

ASSIGNMENT OF STUDENTS

Several hundred students are enrolled in each grade in the Madison Junior High School. Obviously, there must be several sections to a grade. Each section constitutes a home room unit. It is necessary to assign each student to a home room unit in order to systematically organize the ad-

ministration of the school. It has been observed that a pupil does his best work in school when he is placed in a group with boys and girls who work at about the same rate as he does. It has also been noted that pupils are happier and work better when they are in grades with other pupils of about their own age. It is with these two plans in mind that the pupils coming into Madison Junior High are assigned to different sections of the 7B and 7A grades. When the pupils have reached the 8th and 9th grades where there are fewer sections, the assignments are usually made in accordance with the work done in the previous grade.

Since education is not a matter confined to school buildings and to certain hours and days, but is a part of the preparation for citizenship which is also taking place at home, it is obvious that the school and the home must understand what each other's aims are in order to work harmoniously for the fullest development of each boy and girl. For this reason, certain teachers are appointed to visit homes and talk with parents when any boy or girl has a school problem. Teachers confer with parents on such points as health, attendance, failure in work, choice of course and conduct difficulties. It is the desire of the school to keep the home fully informed concerning the progress which students are making. Every effort will be made, therefore, to acquaint parents with the facts either through special letters or personal

calls. The whole-hearted co-operation of parents is earnestly solicited.

CURRICULUMS AND SUBJECTS

A. THE CURRICULUMS OFFERED IN MADISON

1. *The Foreign Language Curriculum* is intended for those who will take a college preparatory course in the Senior High School either to prepare for engineering or one of the professions. Latin or French are offered in this course.

2. *The Technical Curriculum* is also intended for those who will take a college preparatory course in the Senior High School but wish to defer taking a foreign language until they enter the Senior High School.

3. *The Commercial Curriculum* is intended for those who will take the three year Senior High School course, or, for those who do not expect to enter Senior High School but wish to prepare for junior commercial work. This course should not be chosen by pupils who wish to enter college or wish to enter any course in the Normal School.

4. *The Practical Arts Curriculum* provides half time work in household arts for girls, and a like amount of time is devoted to industrial arts for boys. This curriculum is intended for those who do not expect to enter the Senior High School, who expect soon to leave school, and therefore are desirous of securing some special preparation for industrial occupations or for home making. Grad-

uates from this curriculum may enter the Rochester Technical High School or the East High Technical School, or may enter any academic Senior High School but will begin work in the ninth grade rather than the tenth. This is because relatively more time has been devoted to shop work than to academic work in the Junior High School. A State Vocational Certificate is awarded to those who satisfactorily complete this curriculum.

5. *The General Curriculum* is intended for those who contemplate entering the Senior High School but who need additional time in order to obtain a satisfactory foundation in the more important academic subjects. Graduates of this curriculum will enter the Senior High School in the 9B or 9A grade according to their accomplishments in the Junior High School.

B. CHOICE OF CURRICULUM

A choice of curriculum is made by pupils in the 7A term in consultation with home room and guidance teachers, and with parental approval. To aid pupils and parents in making this choice, a sheet giving descriptions of curriculums and subjects with the weekly distribution of subject-hours is sent to the homes after being explained to the pupils concerned.

C. CHANGING FROM ONE CURRICULUM TO ANOTHER

Pupils may be permitted to change to a different curriculum when good reasons exist, and with the

consent of parents. All such cases are carefully investigated, and a "Change of Course" blank must be filled out and signed by the parents.

All such changes should be made at the beginning of the term in order to avoid loss of instruction. Few changes should be made by 9th grade pupils. No changes into the Commercial Curriculum can be made after the beginning of the 8th A term. Changes from the Practical Arts Curriculum to any of the other curriculums is not advisable, except in special cases, because of the difference in content of subjects, and number of periods per subject.

D. EXPLANATION OF CURRICULUMS AND SUBJECTS

The following brief explanation may assist parents and pupils in making a choice of curriculums and subjects.

1. In the *Foreign Language Curriculum* either Latin or French may be elected, and $2\frac{1}{2}$ hours per week in the 8th grade and 5 hours in the 9th grade, are spent on the foreign language chosen.

2. *Latin* in the eighth and ninth years has two purposes, namely, to give pupils a course complete in itself in which special emphasis is placed upon the Latin elements in English for the purpose of equipping pupils to use and understand the English language and to appreciate more fully the contribution of ancient civilization to our own; also, to furnish solid foundation for the continued study of Latin in the Senior High School.

3. In *French* the aim of the course is to teach pupils to read easily and understand, without translation, simple French; also to broaden their outlook upon life by acquainting them with certain important facts of the history of France and of the French language, particularly those events which have influenced our own history and the development of our own language.

4. The *Mathematics* course in the Foreign Language, Technical and General Curriculum includes practical work in arithmetic, in geometry, in elementary algebra, and trigonometry. The work in these subjects as introduced into this course is based on the results of careful tests and experiments, and an attempt has been made to follow the lines of work suggested by the National Committee on Mathematical Requirements.

5. *First Lessons in Business* provides definite instruction in practice in business vocations, simple accounts, arithmetical business forms, filing, ruling, hearing and executing orders. This work is intended to develop good business habits, and to create an interest in, and lay the foundation for, the bookkeeping of the ninth year.

6. *Commercial Arithmetic* is outlined with special attention to the practice prevailing in business. It is intended to develop skill and accuracy in fundamental processes as well as ability in handling the more common and more practical problems used in business.

7. *General Science* is given in all grades and includes the study of common things all about us, such as rocks, soils, rivers, air, fire, water, heat and light; stars and planets in their relation to our earth; trees, shrubs, flowers, birds, insect helpers and pests. The work also includes the study and discussion of the following topics: community sanitation, prevention and control of disease, including personal and public hygiene; foods, food values and food problems.

8. Instruction in shop work for boys, and foods and clothing for girls, is required in all curriculums. In the *Foreign Language, Technical and Commercial Curriculums* the amount of time is two hours a week; and in the *Household Arts* and the *Industrial Arts Curriculums* it is thirteen hours a week. Madison Junior High School is equipped to provide the following work for BOYS: applied science, auto mechanics, cabinet-making, drafting, electricity, lithography, pattern-making, painting and decorating, printing, machine shop and sheet metal. Provision is made for the GIRLS as follows: foods, cooking, household science, clothing, dressmaking, millinery and design.

E. GRADUATION

Graduation takes place in January and June of each year and appropriate exercises are held in the school auditorium.

Requirements for Graduation: Completion of full three-year course or its equivalent, in one of the

five curriculums, is required for graduation. No student may be graduated who has failed in the work of two subjects or in two terms work of any one subject.

When a student has completed two full terms of vocational training in the Practical Arts Curriculum, he is entitled to receive a State Vocational certificate under the Smith-Hughes Law.

Graduates from the Foreign Language, Commercial and Technical Curriculums are eligible for admission to Senior High School and a large proportion seek further training in preparation for college entrance.

Graduates of the Practical Arts Course may enter the industrial world through the avenues opened to them by means of their work in the Practical Arts shops, which is recognized by industry as part of an apprenticeship training. They may enter the Rochester Shop School for further educational work along the lines they have been following, or they may enter any curriculum in the Senior High School with some modification, of course, because more time has been spent in shop work in the Practical Arts course in Madison than in book work.

Graduates of the General Curriculum also follow a modified course in the Senior High School because of the fact that their work in this school has been at a somewhat slower rate than is the case in the Foreign Language or Technical Curriculums.

REPORT CARDS

Report cards are issued four times during the semester for the purpose of acquainting parents as well as pupils with the progress that the student is making from month to month. The card covers three of the main objectives of education.

- 1—Training in citizenship
 - Self-control and application
 - Co-operation
 - Care of property
 - Thrift
 - Attendance and punctuality
- 2—Scholarship
 - Book work
 - Industrial Arts
 - Household Arts
- 3—Health Education
 - Personal appearance
 - Nutrition
 - Hygiene
 - Swimming

SYSTEM OF MARKING

The following system of marking is used in all curriculums :

- A—Superior work
- B—Work above average
- C—Average
- D—Work below average
- E—Failure

The mark D is always an indication that extra effort should be made.

The report card mark is a composite mark of daily work and of any tests that may be given.

This mark is cumulative and represents the pupil's achievement from the beginning of the term to date in the subject or quality marked. The final mark on the report card is the term summary in that subject or quality and is the mark that is placed on the pupil's permanent record card.

The student's success in school depends upon close co-operation between school and home. Pupils are urged and cautioned to pay the closest attention to report card marks, and to carry the cards home to parents that they may keep informed of the progress made.

On occasion, special reports are sent to the home to further inform the parents as to the pupil's progress. Parents are asked to sign all school reports and return them to the school promptly.

The active interest of parents in the work that their children are doing and their earnest co-operation are invited. Parents are urged to visit the school whenever it may be convenient. Special visits will be made by teachers to consult with parents in the home in cases where it is inconvenient for parents to come to the school.

SCHOLARSHIP

Scholarship is one of the chief objectives of Madison Junior High School. For the purpose of stimulating better effort on the part of its students, honor rolls are maintained. There is a Term Honor Roll for those who maintain an unusual record during one semester, and a Permanent

Honor Roll for those whose effort is continuous.

The Term Honor Roll contains the names of the pupils who throughout the term have attained a high record of achievement in scholarship, citizenship and health. It is obtained as follows: Each student's composite score is ascertained from his letter marks entered on the permanent-record card. The letters have the following values: "A" is equal to 95 points; "B", 85; "C", 75; "D", 65. The points for each grade are multiplied by the number of hours the pupil recites in the subject each week; e. g., Mathematics is a 5 hour subject, therefore, "A" in Mathematics is equivalent to 475 points. Drawing is a 2 hour subject, therefore, "B" in Drawing is equivalent to 170 points. Music is a 1 hour subject, therefore, a "C" in a 1 hour subject is equivalent to 75 points. The total number of points for 25 hours is the score for the term. A pupil whose minimum score is 2,125 points out of a possible 2,375 points is eligible for the Term Honor Roll. To be eligible for the Term Honor Roll the pupil must also have at least a satisfactory grade in citizenship, and not more than two unexcused reports for absence or tardiness.

The Permanent Honor Roll is a list of all pupils who have been on the Term Honor Roll for five successive terms. An entrant as late as Eighth Grade B., who has been on the Term Honor Roll three successive terms, is eligible for the Permanent Honor Roll.

Recognition is given all honor students :

By announcing their names in assembly ;

By publishing the names in the Madigraph and in the daily papers ;

By suspending in the assembly during the sixth or Senior term on an appropriate scroll the names of all who have earned a place on the Permanent Honor Roll.

MADISON'S GRADUATE HONOR PIN



To those who are successful in maintaining a place on the Permanent Honor Roll through six successive terms is awarded on the night of graduation, a gold honor pin, the highest award of the school.

STANDARD BEARER

The Standard Bearer of Madison Junior High School is that boy in the Senior Class who attained the highest record in scholarship during the preceding five terms, and whose record in citizenship and health has been in every respect satisfactory during those five terms. The choice of a Standard Bearer is made by the Scholarship Committee at the end of every term. The pupils rating is taken from his permanent record card for the terms from 7B—8A inclusive and from his

report card for the 9B term, the marks for the third report card period being considered.

It is the duty of the Standard Bearer to raise the school flag every morning and to take it in at night. He also carries the flag in all processions in which the school participates and holds it during the opening exercises of every school assembly when the salute to the flag is given.

The Standard Bearer also participates in the annual transfer of flags conducted by the George H. Thomas Post of the G. A. R., at the Eastman Theater on Washington's Birthday.

GUARDIAN OF THE FLAG



The Guardian of the Flag is the girl chosen from the Senior Class whose qualifications are exactly analogous to those of Standard Bearer. Her duties are to act as custodian of the flag and to lead in the salute to the flag at all school assemblies. This is the highest office any Madison girl can hold and it is awarded on merit only. The girl whose record is second is appointed Assistant Guardian of the Flag.

Both the Standard Bearer and the Guardian of the Flag are examples respectively of the finest type of boyhood and girlhood in the school.

STUDY COACH WORK

Study Coach classes are maintained in connection with each determining subject for the benefit of students who may find it difficult to keep up with their work. Sickness, unavoidable absences or even a slower rate of learning sometimes make it difficult for the individual to keep up with his group. Under the Study Coach plan special help is given to such students. Many are able to make up lost ground and to attain promotion at the end of the semester.

HOME WORK

Because of the long school day and our plan of supervised study, during the class period, home work is not expected in 7th and 8th grades.

In the 9th grade, because of the necessity for preparing students for independent study, and because of the more advanced work, home work is given. One hour of home work each evening is expected of all 9th grade classes. The regular schedule of home work assignments is as follows:

Monday—Latin-Mathematics ($\frac{1}{2}$ hr. each)

Tuesday—English

Wednesday—Latin-Mathematics

Thursday—Science

Friday—Latin-Mathematics

TEXT BOOKS

The State Compulsory Education Law requires each student to be provided in school with books and the necessary supplies for doing satisfactory school work. A rental system is maintained in the

Rochester Schools under which the student in the junior high school has the use of all necessary books upon payment of a rental fee of \$1.00 per semester. Each student who avails himself of this privilege is expected to pay the rental fee to his home room teacher during the first two weeks of the term. A receipt is given to the student, and the money thus collected is turned in to the office of the Board of Education.

STUDENT ORGANIZATION

Purpose. The purpose of the student organization is to provide opportunity for student participation in the development and establishment of school ideals. The aim is to develop a democracy in which students and teachers work together in the solution of the problems which arise, and in carrying out the various projects of the school. Responsibility is shared, and while ultimate authority is not in any sense abrogated by the teachers, the spirit of co-operation is encouraged to such an extent that many of the usual school problems do not develop.

Name. The student organization is called the United States of Madisionia. Home rooms are given state names, and so far as possible the procedure is modelled after that of the United States government. The number and names of officers, their duties, and the manner of their selection are modified to fit the school situation.

Central Organization. The central organization consists of a president, and vice-president; a cabinet of seven members; and a congress, consisting of a house of representatives and a Senate.

The president and vice-president are members of the senior class elected by the entire student body. They and the cabinet meet frequently with the principal of the school to consider the problems that have arisen, and to make plans for solving them. These plans take the form of definite suggestions to specific officer groups, to congress, or to the entire student body.

It is the duty of congress to consider and discuss these suggestions and to make recommendations to the home rooms for putting them into effect. In the rare instances where a law seems necessary or desirable, congress makes such a law.

Home Room Organization. The home room organization corresponds to the state government. Each home room has its own corps of officers who conduct the affairs of the state.

Officer groups are formed which bring together the officers from all of the home rooms. These groups are organized and hold meetings from time to time. Each group has its own faculty adviser, who meets with the group, and assists in planning its work.

Faculty Advisers. The twelve faculty members who act as advisers to the officer groups form a committee which meets at regular intervals, usually bi-monthly. This group acts as a clearing house to receive reports, discuss problems that have arisen in the various officer groups, and provide suitable stimulation.

THE CONSTITUTION OF THE UNITED STATES OF MADISONIA

PREAMBLE

We, the students of Madison Junior High School, in order to form an effective school organization; to promote the general welfare of our school; to inspire and develop school ideals; and to secure the fullest co-operation of the entire student body, do ordain and establish this Constitution for the United States of Madisonia.

ARTICLE I.

LEGISLATIVE DEPARTMENT

Section 1. The legislative powers shall be vested in a Congress consisting of two bodies, a Senate and a House of Representatives.

Section 2. The House of Representatives shall be composed of members shosen every term by the pupils of the Home Room States.

Representatives shall be apportioned according to the registration of the school. The number of representatives shall not exceed one for every ten pupils, but each Home State shall have at least one representative.

The House of Representatives shall choose its speaker and other officers and shall have the sole power of impeachment.

Section 3. The Senate shall be composed of two senators from each Home Room State, chosen each term by the citizens thereof.

The Vice-President of the School Federation shall be President of the Senate.

The Senate shall choose its other officers and also a president pro tempore who shall act in the absence of the Vice-President.

The Senate shall have the sole power to try all impeachments. When the President of the School Federation is tried, the Chief Judge shall preside. No person shall be convicted without the concurrence of two-thirds of the members present.

Section 4. Meetings shall be held at the call of the presiding officer of either legislative body with the sanction of Faculty Advisers.

Section 5. The legislative department shall draft the Code of Ethics of the School Federation.

Section 6. All bills presented in either house shall be referred to the Faculty Advisers before discussion and final vote. Every bill which shall have passed both houses of Congress shall, before it becomes a law, be presented to the President of the School Federation. If he approves, he shall sign it within ten days. If he does not sign, it may become a law after reconsideration and a two-thirds vote in both houses of Congress.

ARTICLE II.

EXECUTIVE DEPARTMENT

Section 1. The executive power shall be vested in a President. He shall hold office for one term and, together with the Vice-President, shall be chosen as follows :

During the first full week of the term the Seniors of the United States of Madisonia, with the Faculty Advisers, shall meet as a nominating committee and choose candidates for President and Vice-President. Voting on candidates by the student body shall take place during the second full week of each term at a time designated by the Faculty Advisers. Senators and Representatives shall be elected at the same time.

Any regularly enrolled Senior of Madison Junior High School is eligible to the office of President and Vice-President. (See Art. III. Sec. 2 of By-Laws).

In case of the inability of the President to act, the Vice-President shall assume the duties of said office; and in case of the inability of both President and Vice-President, these duties shall be assumed by the Secretary of State until such time as another election can be held.

Before the President enters upon the execution of his office, he shall take the following oath or affirmation: "I do solemnly swear (or affirm) that I will faithfully execute the office of President of the United States of Madisonia, and will, to the best of my ability preserve, protect, and defend this Constitution."

The President shall be the Chief Executive of the School Federation. He shall, with the consent of the Senate, appoint his Cabinet and all other officers of the United States of Madisonia, whose

appointments are not otherwise provided for. He shall, with the consent of the Faculty Advisers, have power to call together his cabinet and also the general student body at such times as he shall consider it necessary.

Section 2. The Vice-President shall be the presiding officer of the Senate..

ARTICLE III.

JUDICIAL DEPARTMENT

Section 1. The judicial powers of the United States of Madisionia shall be vested in a Court consisting of a Chief Judge and eight associate judges.

Section 2. The Chief Judge and eight associate judges shall be appointed by the President of the School Federation with the consent of the Faculty Advisers.

Section 3. Sessions of the Court of the United States of Madisionia shall be held from time to time as the Committee of Faculty Advisers shall deem it necessary.

All sessions of the Court shall be considered executive except when in the opinion of the Committee of Faculty Advisers some definite end is to be gained by the holding of an open session.

Section 4. The School Federation Attorney-General shall bring before the Court:

1. Any case which involves the rights and privileges of any home room state or any controversy between home room states.

2. Any case which is concerned with a violation of the Code of Ethics of the United States of Madisionia.

Section 5. The following shall be present at any trial of this Court:

1. The Chief Judge, at least four associate judges, and three members of the Committee of Faculty Advisers.

At the close of the trial the Chief Judge shall summarize the case, clearly defining the points which have been disclosed in the evidence, after which the court room shall be cleared of all persons except the Judges and the Faculty Members. These shall agree upon a verdict and immediately transmit the same to the School Federation Attorney-General.

Section 6. The verdict agreed upon shall be conveyed to the student body at such time and in such manner as the Court and Faculty Advisers shall decide.

The execution of the verdict shall be carried on by the School Federation Attorney-General, who shall call for such assistance as is necessary and shall receive from all the agencies of the School Federation the fullest co-operation.

ARTICLE IV.

With the approval of the Faculty Advisers Congress may, whenever two-thirds of both houses shall deem it necessary, propose amendments to this Constitution. They shall be valid as part of

this Constitution when ratified by three-fourths of the Home Room States.

ARTICLE V.

The ratification of three-fourths of the Home Room States shall be necessary for the establishment of this Constitution.

AMENDMENTS

ARTICLE I.

Any law which may be considered necessary and proper for the welfare of the United States of Madisionia may be passed by Congress.

B Y - L A W S .

ARTICLE I.

DUTIES OF OFFICERS

Section 1. The Secretary of State shall attend to all the written correspondence of the United States of Madisionia, and keep on file all written correspondence. In case of the inability of both President and Vice-President to discharge the duties of their office, the same shall devolve upon the Secretary of State.

Section 2. The Secretary of the Treasury shall assist the various Faculty Committees in all financial matters; give in Assembly from time to time the banking reports; and be prepared at any time to give a detailed report of receipts and expenditures in connection with drives or campaigns.

Section 3. The Secretary of Health shall help to promote health conditions in the school by co-operating with the Health Education Teachers.

Section 4. The Attorney-General shall bring before the Court:

a. Any case which involves the rights and privileges of any home room state or any controversy between home room states.

b. Any case which is concerned with a violation of the Code of Ethics.

Section 5. The Secretary of Agriculture shall assist in beautifying the school grounds and shall act as guardian of the school grounds and the park.

Section 6. The Secretary of the Interior shall act as chairman of the Interstate Safety First Commission and of the Home Room State Highway Commissioners, and as such shall be responsible for directing the activities of these groups.

Section 7. The Secretary of Publications shall co-operate in every possible way with the Madigraph Committee in the preparation and sale of the school paper; he shall also act as chairman of the Home Room State Madigraph Assistants and shall direct their work.

ARTICLE II.

MEETINGS

The President may with the consent of the Faculty Advisers call meetings of the various group officers.

ARTICLE III.

Section 1. The election of officers shall be by ballot; a majority of the votes cast shall be necessary to elect.

Section 2. No person shall become an officer whose report card shows a record below average in scholarship and citizenship.

ARTICLE IV.

COMMITTEES

Section 1. The Committees shall be as follows:

Committee of Faculty Advisers: This committee shall consist of members of the faculty who shall act as advisers in all activities of the Federation.

The members of this Committee shall be appointed by the Principal of Madison Junior High School, and the Principal shall serve as the Chairman of the Committee.

Section 2. Any other Committee that may be found necessary from time to time.

ARTICLE V.

A two-thirds vote of Congress shall be necessary for the amending of these By-Laws.

AMENDMENTS TO BY-LAWS

ARTICLE I.

Section 1. Cabinet officers shall be members ex-officio of the related groups from the Home Room States, and as such shall attend all meetings of said groups.

Section 2. They shall from time to time give to their respective groups such aid and information as shall be helpful in carrying on the policies of government.

HOME ROOM STATE GOVERNMENT

Each home room shall be considered a state of the School Federation. The thirteen original states shall be listed in the order in which they were established. This list shall be completed with the states according to their entrance into the union. In case there are more than forty-eight home rooms, names of territories and possessions shall be added. Each home room shall assume the name of the state assigned to it according to the list, the

grades having been arranged alphabetically according to curriculum, beginning with the highest grade.

The election of the Home Room State Officers shall take place at any time during the second full week of each semester. All elections must be over before the last day of the second full week. During the first week a simple state primary shall be held for the purpose of nominating Home Room State Officers. At the Home Room State Elections the following officers shall be elected:

Governor

Lieutenant-Governor

Secretary of Home Room State

Home Room State Treasurer

Home Room State Highway Commissioners

Interstate Relations Commissioner

Health Commissioners (1 boy and 1 girl in mixed classes)

Madigraph Assistant

Home Room State Judge

DUTIES OF THE GOVERNOR

The Governor shall preside at all meetings of the Home Room State; he shall lead the Home Room State in the salute to the Flag whenever the salute is given; he shall assist the teacher as much as possible in the handling of the Home Room State and shall assume full control during the absence of the Teacher; he shall with the approval of the teacher appoint such standing and special

committees as are deemed necessary; he shall dismiss the Home Room State at the close of each period and shall help the Home Room State Highway Commissioners when requested by them to assist in keeping an orderly line in the halls.

DUTIES OF THE LIEUTENANT-GOVERNOR

The Lieutenant-Governor shall assume the full duties of the Governor at any time during the absence of the latter, and shall serve as the representative from his Home Room State on the Inter-State Safety First Commission.

Note: The Safety-First Commission shall assist in preventing accidents, and shall warn fellow students of the dangers of carelessness; they shall assist in improving the sanitation of Madison Junior High School and the community; they shall assist in the matter of fire prevention, shall take charge of the several fire exits of the building as may be designated by the Faculty Advisers, and shall promote the health of the students of the school. The chairman of this commission shall be appointed by the President of the school federation with the consent of the Faculty Advisers.

DUTIES OF THE SECRETARY OF HOME ROOM STATE

The Secretary shall keep the minutes of the Home Room State meetings; on the day of the School Federation Election, each Home Room State Secretary shall have charge of the balloting of his State; he shall take charge of the daily absence reports for subject teachers' records; he shall call the meeting of the Home Room State to

order in the absence of both the Governor and Lieutenant-Governor and shall act as chairman until the Chairman pro tempore has been appointed; he shall put to vote any motion which affects the chairman of the meeting; he shall take reports from the Home Room State teacher to the school office, and shall carry cards of Home Room State to the several teachers.

DUTIES OF HOME ROOM STATE TREASURER

The Treasurer shall keep an accurate and permanent record of all money received and to whom and for what purpose disbursed; he shall issue a receipt for money received and secure and keep on file a receipt for money paid, making no payments unless the expenditures are properly authorized; he shall be prepared at every business meeting to give a detailed report to the Home Room State of the receipts and expenditures since the last report showing the amount on hand; he shall take charge of bank deposits in his Home Room State.

DUTIES OF THE HOME ROOM STATE HIGHWAY COMMISSIONERS

They shall be responsible for student conduct while passing between Home Room States; they shall assist in conducting visitors through the school; they shall assist in caring for the comfort of visitors while they may be in class rooms.

DUTIES OF INTERSTATE RELATIONS COMMISSIONER

The Interstate Relations Commissioner shall at-

tend such meetings from time to time as may be called by the School Federation Relations Commissioner; he shall prepare all class programs; he shall represent his Home Room State in all campaigns, in matters of publicity and in all social activities.

DUTIES OF HOME ROOM STATE HEALTH COMMISSIONERS

They shall assume the responsibility of the mid-morning lunch for the pupils of the Home Room State; they shall occasionally prepare health talks for class activities period; they shall assist in carrying out all suggestions of the Health Education Department; they shall keep nutrition charts in Home Room contests; they shall be the managers of the Home Room teams; and they shall assist the Health Education Teachers with the underweight cards.

DUTIES OF THE HOME ROOM STATE MADIGRAPH ASSISTANT

The Madigraph Assistant shall be responsible for advertising, securing subscriptions for, and distributing the Madigraph.

DUTIES OF THE HOME ROOM STATE JUDGE

The Home Room State Judge shall assist the Governor and the teacher in choosing a neutral judge from another state to preside at each trial; he shall preside at trials in other states when invited to do so; he shall assist the visiting judge and the governor in determining the penalty in cases of conviction in his own Home Room State.

MADISON'S CODE OF ETHICS

The most significant achievement of the organization of the United States of Madisonia is the Code of Ethics which was drawn up by the Cabinet members and accepted by the student body. This Code, known as the Madison Code of Ethics, embodies not only the following ten outstanding qualities which should characterize every true Madisonian, but also states clearly what every Madisonian should strive to do in order to develop these characteristics. It sets up a standard which all Madisonians should aim to reach.

THE CODE

1. *A True Madisonian Is Trustworthy*: I will be honest in all undertakings. I will neither cheat nor lie under any circumstances. I will not betray the confidence placed in me by others. My actions shall be proof of my *Trustworthiness*.

2. *A True Madisonian Is Loyal*: Loyalty is the foundation of a wholesome school spirit. I will be *Loyal* to the ideals of my school and to its activities and organizations. I will be *Loyal* to my parents, my teachers and my classmates.

3. *A True Madisonian Is Helpful*: Co-operation is essential to success. I will be helpful both in spirit and in action in all the affairs of the classroom. I will be *Helpful* by obeying the rules and regulations of our Student Government.

4. *A True Madisonian Is Obedient*: Obedience

is the keystone of a successful organization. I will *Obey* all teachers and all elected officers. I will be *Obedient* in living up to the rules and regulations, the plans and policies of the United States of Madisionia.

5. *A True Madisionian Is Courteous*: Real refinement is expressed in courteous action under all circumstances. I will be courteous in the classroom, in the corridors, and on the playgrounds. I will be *Courteous* at all times.

6. *A True Madisionian Is Friendly*: I will greet all newcomers with a smile in order that they may know that we are going to be *Friends*. I will strive to develop and to maintain a spirit of *Friendliness* in spite of small grievances that may arise.

7. *A True Madisionian is Cheerful*: *Cheerfulness* leads to health and *Happiness*. I will help others willingly. I will discharge my duties and pursue my studies with *Cheerfulness*.

8. *A True Madisionian Is Courageous*: I will have the *Courage* to stand up for the right in spite of the coaxing of friends, or the taunts or threats of those not friendly. I will have the courage to admit my error when I find that I am wrong.

9. *A True Madisionian Is Clean*: *Cleanliness Means Clean* in mind as well as in body. I will be *Clean* in my thoughts and actions as well as in my dress. I will strive to make our school wholesome and *Clean* in every respect.

10. *A True Madisonian Is Thrifty*: I will strive to save and protect school property and the property belonging to others. I will save as much as possible from day to day.

THE CLASS ACTIVITIES PERIOD

One period per week is given over to a discussion of class problems under Parliamentary Rule. In this period each class assembles in its Home Room State and discusses matters of interest to the class. During this period emphasis is laid upon the development of right attitudes. The ideals and policies of the school are constructively discussed and many interesting suggestions are offered for their further development. Initiative, co-operation, leadership are developed. The opportunity for social contacts is offered, and a general familiarity with parliamentary procedure is stressed. The following is the order of business in such a home room meeting:

ORDER OF BUSINESS

HOME ROOM STATE MEETING

- I. Meeting called to order by presiding officer.
- II. Flag Salute.
Recital of Creed.
- III. Roll Call.
- IV. Minutes of last meeting.
- V. Unfinished business.
- VI. Reports of Special Committees.
- VII. New business.
- VIII. Special program features.
- IX. Motion for adjournment.

CLUBS

Leisure or playtime may be a dangerous possession. It may be used to cultivate idleness and bad habits or it may lead to the development of skill, of interest in an avocation, increased bodily vigor, broader culture, more sterling character and altruistic tendencies.

Madison Junior High School offers the club as an aid in directing the worthy use of leisure through a wide and varied choice of activities. Each teacher is a leader in a club which has the greatest appeal for him. The result is an intimate good-fellowship among the pupils and between the pupils and leader. The club meets for one hour a week, has its own student officers and plans and executes to a large extent its own programs. The list of clubs varies somewhat from year to year as new interests are created, but it always includes the same general groupings. The 59 clubs of the current term are listed under general heads and are typical, although subject to change.

- | | |
|---|---|
| 1—7B Club for All
Entering Freshmen. | Corrective Club
Outdoor |
| 2—Senior Corps for All
Seniors. | 4—Games:
Checker
Chess
Horseshoe |
| 3—Athletic:
Boxing
Basketball
Boys' Swimming
Girls' Ath. Club | 5—Arts and Crafts:
Bird House Building
General Drafting |

Boat Making	7— <i>Ethical:</i>
Metal Arts	Customs and Cour-
Sheet Metal	tesies
Radio Building	Hospital Happiness
China Painting	Madison Cheer
Rag Rug	Magazine Club
Dennison	Scrap Book
Embroidery	Willing Workers
Fancy Work	First Aid
Gift Club	8— <i>Following Additional</i>
Fancy Apron	<i>Clubs:</i>
Handwork	Band
Italian Hemstitching	Book-lovers
Crochet	Dramatic
Lamp Shade	Greenhouse
Paintex	Journalist
Venetian Point Lace	Library
6— <i>Social:</i>	Nature
Little Theatre	Spanish
Travel	Typewriting
Stamp and Coin	Boys' Cookery Club
Variety	Collegiate
	Museum

THE 7B ASSEMBLY

Students in the 7B grade do not elect a club. They gather in one large group during the regular weekly club period for a special assembly program, known as the 7B Assembly. This assembly is in charge of the 7B home room teachers, with one of their number acting as Chairman. Its purpose is to give new students the opportunity to become acquainted with the customs and traditions of the

school as early as possible. It also enables new students to become acquainted with the spirit and range of club activities before being called upon to make a choice.

SENIOR CORPS

Seniors, or 9th Grade A students, are organized as a class at the beginning of the final term, and boys' and girls' senior corps are formed, holding meetings weekly during club period. At these meetings, ideals of loyalty, courage and service are stressed and an opportunity is given through active participation in the activities and interests of the school for the development of leadership qualities and of a spirit of co-operation.

The senior costume is middy blouse and tie for the girls, white blouse and tie for the boys, the tie being purple and gold, the school colors. This costume is worn by seniors at weekly assemblies throughout the semester, and also on other special occasions. Graduation dresses are made by all senior girls as their final term project in Domestic Art.

For the purpose of stimulating class spirit, and unifying class interests, a senior play or entertainment is produced each semester, the proceeds of which constitute the class gift to the school.

WEEKLY ASSEMBLY

One period per week is given over regularly to assembly. Students and teachers gather in the most

democratic way. The purpose of this assembly is to give information concerning the school and to develop unity and coherence in the student body. It is here that the school becomes conscious of its own importance and its dominating spirit is reflected. It may truly be called the Heart of the Institution.

Every assembly is opened with the singing of the National Anthem and the salute to the flag. Information concerning the work of the school is presented, the student body is urged to co-operate and bring about conditions desired for the welfare of all. School campaigns are inaugurated and drives launched, thereby creating a school spirit which makes success possible.

An important objective of the assembly is self-expression on the part of the pupils and every student of Madison is given an opportunity, as far as possible, to participate in the various programs. These programs have a two-fold objective,—educational and cultural. Participation by the students is generally in connection with the following groups or activities: glee clubs, band, orchestra, dramas, playlets, short talks, debates and class demonstrations.

At all assemblies the girls' and boys' senior corps enter in a body and are assigned special seats. Occasionally, opportunity is afforded the students to hear prominent speakers. Appropriate moving pictures are shown from time to time. Assembly singing is featured.

THE MUSICAL ORGANIZATIONS

Madison Junior High School has five musical organizations,—The Band, The Orchestra, The Girls' Glee Club, Boys' Glee Club and the Senior Chorus, each having for its chief purpose, self-improvement and service.

THE BAND AND THE ORCHESTRA

Membership in the Band or the Orchestra is open to all who express a desire to belong to either or both providing the following requirements are met: At least a "C" grade in scholarship in the Elementary School, and ability to read music.

Through the courtesy of Mr. George Eastman, the school affords pupils not owning their own instruments an opportunity to compete for one.

The Band and Orchestra occupy a conspicuous and important place on the Assembly programs, giving real pleasure to the whole school. They often appear on the programs for evening entertainments in Madison as well as in some of the schools contributing to Madison.

The Band rehearsals are held each Monday during Club period and each Wednesday noon.

The Orchestra rehearsals are held on Mondays and Thursdays at the close of school.

THE GIRLS' GLEE CLUB

This club is made up of one hundred voices. Any girl who likes to sing, and who will be faithful at rehearsals is eligible to membership in the club.

THE BOYS' GLEE CLUB

This club is made up of forty voices. Any boy who can read music and has a good voice may try out for membership. The club has for its goal the artistic singing of the world's best songs in four-part harmony. Many concerts are given during the year both at Madison and in nearby schools.

THE SENIOR CHORUS

Any senior is eligible to this organization who can sing well and can carry a part. Its aim is to build up class spirit through the singing together of school songs and by working for the class entertainments throughout the semester.

MUSIC PIN AWARDS



An enamel pin suitably designed is awarded by the school to members of the Band, the Orchestra, and the Glee Clubs for faithful attendance at rehearsals, and a wholesome spirit of co-operation in the work of the group. Not more than two absences throughout the semester will be allowed. At the completion of a continuous and satisfactory service in one of these organizations for three years a gold pin is awarded in exchange for the one that was given at the close of the first year.

THE MADIGRAPH

The Madigraph is the Madison Junior High School Magazine written by the pupils and published three times a term by the boys of the Madison printing shop.

The school paper is financed by the students, who pay in advance a term's subscription of twenty-five cents. This subscription bespeaks the loyalty and co-operation of the citizens of Madisonia, for one of the qualifications of a true citizen of Madisonia is to support all her activities.

The purpose of the magazine is four-fold: to serve as the official organ of the school, to encourage literary effort on the part of the pupils by printing their original stories, poems, and book reports, to publish school news, to stimulate a wholesome school spirit.

The publication is managed by a group of students called the staff with members of the faculty acting as advisers.

The staff includes an Editor-in-Chief, an Associate Editor, an Exchange Editor, an Alumni Editor, two Art Editors, two Athletic Editors, and reporters from the various curriculums. There is also a Madigraph Assistant for each home room.

The Associate Editor and the Exchange Editor are selected on a competitive basis, an editorial contest being held at the close of each term. Only pupils of Eighth Grade A, recommended by their English teachers, are eligible to compete. The Associate Editor succeeds the Editor-in-Chief the following term. The two Art Editors, one boy and one girl, are chosen by the Commercial Art in-

structor. The General Reporters, two boys and two girls, are selected from the Senior Corps on the recommendation of their English teachers. The Madigraph assistants are elected by the home rooms.

Business meetings of the staff are held weekly.

BANKING

The formation of wholesome thrift habits is encouraged through weekly banking. All students have the opportunity to make individual deposits in their respective home rooms once a week. The money thus collected is carefully recorded and deposited to the credit of the students in the Rochester Savings Bank. Keen competition has existed among the various home rooms of the school since its opening in the matter of banking. Gold certificates are awarded at the close of each semester to the home rooms which have maintained a perfect record. Approximately 95% of the home rooms maintain a perfect record throughout the term. The amount deposited on the part of Madison students approximates ten thousand dollars per year.

HEALTH EDUCATION

Health Education has replaced the older term of Physical Education, and there is today a vast difference in the field covered by a health program as compared with the old program of muscular exercises. Health work today is carried on not only on the gymnasium floor and in the swimming pool, but is correlated with the work of the academic class room, finds expression in games and athletics

and is even related to the activities of the children in their own homes.

In the gymnasium special emphasis is placed on postural and corrective exercises. Many minor bodily defects are greatly improved as a result of this work. Special attention is given to instruction in hygiene while games and stunts tend to stimulate individual interest.

Every student in Madison has the opportunity to learn to swim. School and home room swimming teams are organized and special tests are given from time to time in junior and senior Red Cross life saving as well as in the different Scout activities. The pool, seventy-five feet long, offers a splendid opportunity for the development of general skill in aquatic sports.

Emphasis on mass participation rather than on the special development of a few individuals is sought through a comprehensive recreational program carried on as a school activity. Competition is encouraged between the various home rooms by means of home room leagues in the following sports: Soccer, track, basketball, baseball and swimming. Students who are members of a school team are not permitted to represent their home rooms in the same sport. Winning home room teams in each league receive an appropriate banner and each student on the team may receive his class numerals.

Health is a major objective of the school. A comprehensive program is formulated each semes-

ter. In each home room there are two health commissioners who assist in carrying through the details of this program. They act as leaders in giving physical exercises during the day, assist in the morning inspection, in the distribution of mid-morning milk, and in stimulating a good attitude toward health generally on the part of the grade.

The adults of the district have the opportunity to use the health facilities of the school in an evening school program. Five nights a week the gymnasiums and swimming pool are open to adult classes. Several hundred each year take advantage of this opportunity.

Every student in the school is required under the state law to participate in the health program of the school unless excused by a physician's orders. The co-operation of the home is solicited to the end that all students may be provided with suitable gymnasium suits and rubber soled shoes.

ATHLETICS FOR BOYS

There are six major sports in Madison Junior High, namely: Soccer, basketball, baseball, swimming, track and skating. Students wishing to play on a school team must have as a pre-requisite passing marks in citizenship and scholarship. They must also present written consent of their parents authorizing school authorities to permit the student to participate in athletic contests.

Contests in the above named sports are held between the Junior High Schools of the city.

A five inch orange "M" is awarded for participation in the following:

Soccer: The student must play in one half of the games scheduled and finish the season with the team.

Basketball: He must play in at least one half of a game in three different games.

Baseball: Same as in soccer.

Swimming: He must win three points in any meet.

Track: In a dual meet the student must win five points to win his letter and three in any inter-scholastic meet.

ATHLETICS FOR GIRLS

Girls of the school participate in after-school recreation clubs and in home room tournament games. The following clubs are offered:

An Athletic Club: This club is open to 7th and 8th grade girls and is preparatory to a field day in which students of the other Junior High Schools participate.

An Intermediate Swimming Club: Open to girls who have passed an elementary swimming test.

An Advanced Swimming Club: This club is open to girls who are more proficient in swimming, and who wish later to compete for the swimming "M", or who wish to participate in the American Red Cross Life Saving Test.

Basketball Club: Open to 9th grade girls only. Home room tournaments are held in the follow-

ing games: Captain Ball, Hit Pin Baseball, Indoor Baseball and Newcomb. Class numerals are awarded to the winning team in each tournament.

Each year meets are held in track and swimming. Gold, silver and bronze medals are awarded to those who win first, second and third prizes respectively, while certificates of proficiency are presented to the others.

An inter-school meet is held in swimming. A school team is chosen for this event. Those who win three or more points are awarded an Old English four inch "M". The winning school receives a silver cup.

GOOD SPORTSMANSHIP

The following points were taken from the English Code of Sportsmanship:

A SPORTSMAN—

Plays the game for the sake of the game.

Plays for his side and not for himself.

Is a good winner and a good loser—that is, is modest in victory and generous in defeat.

Is unselfish and always ready to teach others.

When spectator, cheers good play on both sides but never interferes with the referee or players.

SCHOOL NURSE

The general health and welfare of the pupils are safeguarded by the school nurse. Health inspections are held at regular intervals and a record kept of the health of every child in the school. She gives first aid when necessary and treats minor

ailments as well as advising the children in health matters.

BOY SCOUTS

Several Scout troops are sponsored by the school. Meetings are held once a week in the building and the boys have the advantage of using the pool, showers, and the gymnasiums of the school.

ATTENDANCE

1. All children between the ages of 7 and 17 years must attend school regularly.
2. *Legal Absence* :
Children may be legally absent :
 - a. If they are sick ;
 - b. If their mother, father, brother or sister is sick, but they must not stay out longer than 3 days ;
 - c. If there is a death in the family.
3. *Illegal Absence* :
Includes all absence not covered by sickness.
 - a. It is against the law for children to stay out of school to work or run errands or take care of other children.
 - b. Children who are absent at the opening of school in September or who are away from the city during the school year are breaking the law.
 - c. If it is necessary for a child to be kept home on account of sickness the school should be notified at once.

TARDINESS

1. Being late for school is against the law, the same as absence.
2. Children who are late must fill out a tardiness blank at the office.
3. Unless the tardiness is unpreventable, late pupils will be assigned to an extra period.

WORK CERTIFICATES AND PERMITS

1. *Selling papers*:
 - a. Children must not deliver or sell papers or magazines before they are twelve years of age.
 - b. Between twelve and sixteen years of age they must have a newsboy permit and badge.
 - c. This badge can be obtained from the Employment Certificating Officer at the Board of Education.
 - d. It is against the law for children to sell or carry papers before six in the morning or after eight at night.
2. *Vacation Permits*:
 - a. Vacation permits may be obtained by children past fourteen years of age.
 - b. A vacation permit is not good for factory work and may be used only during the summer vacation, Christmas vacation and Easter vacation. It is not good for work after school and cannot be used for Saturday work during the school year.
 - c. How to obtain vacation permits:
 - (1) Child should come to the office and get a blank to be filled out by the employer and one to be filled out by the parent.

- (2) When these blanks are brought back completely filled out and signed, another blank will be furnished to take to the nurse. After this blank has been signed by the school nurse, a School Record Certificate is filled out at the office and given to the child along with the Preliminary Blank to the parent, the Employers' Blank and the Health Blank and all are taken to the Employment Certification Officer at the Municipal Building who issues the vacation permit.

3. *Saturday Permits:*

- a. In order to work on Saturday children must be 14 years old and must have a Saturday permit.
- b. This permit is not good for work in a factory or mill and is not good for work after school hours on days when school is in session.
- c. How to obtain a Saturday permit. (Same as vacation permit.)

4. *Regular Work Permits:*

- a. Requirements:
 - (1) Must be 14 years old and through the eighth grade or
 - (2) 15 years old and through the sixth grade, or
 - (3) 16 years old.
- b. How to get a Regular Work Permit.
 - (1) Go to school office and get a blank to be filled out and signed by the employer and also one for the parent to sign.

- (2) When these blanks are signed and returned to the school office the child's teeth and tonsils are examined by the nurse. If teeth or tonsils are not in good condition the child must remain in school until they are attended to. If satisfactory the child is given his health card by the nurse and he brings it to the office. The permanent record card of the child and two transfer cards are then taken by the child to his home room teacher, who fills them out and sends them back to the office.

A school record certificate is then filled out and given to the child along with his preliminary or parent's blank, his employer's blank, health card, and a transfer to Continuation School. He then takes them to the Employment Certifying Officer in the Education Building where the permit will be issued.

LIBRARY

The Library, a large, airy, attractive room, is located on the second floor of the building. There are more than five thousand books in the library at the present time. Among them are to be found not only reference books but also books of the following types: biography, history, language, science, literature and fiction. There is a wide assortment of books that will appeal to those with

a technical interest, as well as a wide range suitable for developing literary tastes. The library is open from 8:30 A. M. until 4:30 P. M. Students may visit the library at any time provided they have a permit from their subject teachers. Books may be drawn from the library and retained for a period of two weeks. A fine of one cent per day is charged for books overdue.

CAFETERIA

Students of the school are expected to eat their mid-day lunch in the cafeteria if they do not go home to lunch. A nutritious lunch may be purchased at slight cost. Lunches brought from home may be supplemented with suitable and appealing dishes. Students are not expected to eat their lunches outside of the school building, in the park or nearby stores since it is found that the practice is not in keeping with good health habits.

Students using the lunch room are expected to pass in an orderly manner and without crowding. Each student is requested to fill tables so as to make remaining seats easily accessible for those who follow. Each student is expected to place his used dishes and waste paper in the proper receptacle. After finishing lunch students are free to leave the building or may pass under the supervision of corridor marshals to the gymnasiums or other rooms open for their use.

It is earnestly suggested to every student that a few minutes be spent during the lunch period out-

side the school building. A walk in the fresh air is a good preparation for the afternoon's work.

TRAFFIC RULES

As Madison has in itself the population of a small community much care must be exercised in its corridor passing. To provide for the safety of its citizens ushers are chosen by each home room state to guide the class in passing to its various recitations. The ushers take charge at either end of line formed in class room. The grade then passes to the next recitation in single file, using the shortest route and keeping to the right hand side of the corridor. In passing from floor to floor only stairways specified as "up" or "down" are used. Students are not permitted to leave the line to use the drinking fountains during the passing of classes.

PERMITS

Students are not expected to loiter in the halls. When a pupil leaves his class room on an errand for a teacher, or to visit the library, the nurse or the office, he must have a permit made out by his teacher on the regular form provided. This should be properly signed on the completion of the errand and returned to his class room teacher.

FIRE DRILL

The signal for fire drill is four strokes on the hall gongs followed by two short rings indicating that the students are to leave the building. The

signal to return to the class rooms is "one" on the same gongss.

When the signal "four" is struck, students are to rise and to fall in line at the class room door in a column of twos. If the signal "two" is given, they are to pass at a brisk walk to the exit. This exit is shown on the chart of fire drill directions found in the class room.

Whenever possible all doors and windows should be closed and all persons in the building are required to obey the signal.

Students are expected to pass in an orderly manner and to remain in line when marshalled outside the building until the signal to return is given. Teachers in charge of a room will follow the students from the building.

MEDALS AND AWARDS

The Williams Medal provided through the generosity of Dr. John R. Williams, is awarded to that student who writes the best essay on some phase of the life and public work of James Madison.

Another medal donated by Memorial Post of the American Legion is awarded each year to that student who writes the best essay on a patriotic topic specifically decided upon for each contest.

Certificates of proficiency in Penmanship are awarded to one student in each grade who is adjudged to have made the greatest improvement in penmanship during the semester.

ALUMNI ASSOCIATION

The Alumni Association of Madison Junior High School exists for the double purpose of cementing the ties of friendship formed by its members, while they were students in the school, and for the purpose of keeping former students in touch with the activities of the school.

Officers, consisting of President, Vice-President, Secretary and Treasury, are elected at an annual business meeting and they, with the Executive Committee composed of members of the Association and two faculty advisers, conduct the affairs of the organization.

Enjoyable social evenings are held at the end of each semester at which time the graduating class is welcomed into the Association.

EVENING SCHOOL

An evening school for adults is maintained. Classes are offered in a wide range of subjects. In addition to classes in health education, gymnasium and swimming, there are classes in languages, mathematics, science, bookkeeping, accounting, shorthand and typewriting, business English, business arithmetic, commercial law and a wide variety of shops. Special classes in plumbing and masonry for apprentices to the trade are a feature of the school. Dressmaking, cooking and artcraft have been especially popular. A class will be organized in any subject for which at least fifteen persons

apply. A registration fee of \$2.00 is required but is returned to those who attend 80% of the possible nights. Evening school hours are from 7:30 until 9:30 o'clock.

MISCELLANEOUS RULES AND SUGGESTIONS

- 1.—*Admission to Building*: Students are not expected to enter the building before the ringing of the first bell. In case of severe or inclement weather, students who arrive before that time will be admitted and are expected to pass directly to the Assembly Hall and to take seats. When dismissed at the close of the morning or afternoon session, students are expected to leave the building in an orderly manner and as promptly as possible. They are not permitted to re-enter the building except for very necessary reasons.
- 2.—*Bicycles*: Rooms are provided for the storage of bicycles. These rooms will be open fifteen minutes before school is in session, and for fifteen minutes after general dismissal. They will also be re-opened by the janitor for the benefit of those students who are participating in after-school activities at the appropriate time at the conclusion of such activities. The bicycle rooms are under the supervision of a teacher who has student assistants. Every care is exercised by school. Students are cautioned, however, to the school to safeguard bicycles brought to

provide locks for their bicycles and never to leave them unlocked. The school does not guarantee the security of any bicycle, least of all is it able to afford protection to one which the owner himself fails to properly safeguard.

- 3.—*Telephone*: The school telephone is for the necessary use and convenience of the teachers. Students may use it as occasion requires but should limit their calls strictly to necessary business.

All out-going calls are to be made from the booth in the office. In general, it is not desirable to connect in-coming calls directly with the class room because of the disturbance it occasions. The office will undertake to deliver anything other than the most important messages whenever practicable to do so. There is a charge of 5c for out-going messages. Each user of the telephone is urged to be brief in the interests of all.

- 4.—There shall be no smoking on the school grounds or anywhere within a block of the school building.
- 5.—Snowballing is dangerous. There shall be no snowballing on school property or within a block of the building.
- 6.—Sliding on the terrace or on the walks adjacent to the building is hazardous and may result in painful injuries to elderly people. Madison students are expected to refrain from making such slides.

- 7.—A Lost and Found Department is maintained in the office. Students are requested to bring all articles found in or near the building to the office for identification. All students should apply to the office for mislaid articles.
- 8.—Class room parties which the school is chaperoning must be held within the building and immediately after the close of school. Such parties should be chaperoned by the class room teacher with at least one additional teacher present. They should close at 6 P. M. The school assumes no responsibility for class parties held in private homes or during the evening.
- 9.—Every student is invited to take a personal interest in the care and appearance of school property and the care of adjacent park property. It is eminently desirable that the school should be well thought of by all residents of the community. An earnest, responsible citizen of Madison will never annoy a householder or do aught that would cause a lack of respect either for himself or his school. The reputation of the school in the community should be a matter of earnest concern for every student.

