

“Handbook for Teachers: 1959-1960”

MCC-00199

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22 October 2008

General Information

Collection Title: "Handbook for Teachers: 1959-1960", MCC-00199, Acadian Archives/Archives acadiennes, University of Maine at Fort Kent.

Date Range: ca. 1959-1960

Accession Number: MCC-00199

Shelf Number: UM-199 (folder 1/1)

Quantity: 35 leaves

Introduction. The "Handbook for Teachers: 1959-1960" was prepared by Madawaska Teachers Club in 1959 for the purpose of introducing new teachers to the school union and for providing them with a handy booklet containing various kinds of authoritative information.

Physical Characteristics. The "Handbook for Teachers" has 35 leaves of document with different color leaves sections (yellow, blue, white, and pink). It is a typescript document with a table of contents. Good condition.

Access.

This collection is available to researchers without restriction.

Provenance/Chain of Custody. Donated to the Acadian Archives/Archives acadiennes on behalf of the Madawaska School District by Thomas Scott, Superintendent. Date of donation is unknown.

Arrangement. The document was found in the administrative files at the Acadian Archives/Archives acadiennes and made into a collection in October 2008. The sequence of pages was kept as found. The 35 page document was placed in an archival folder and given a collection name and number and stored in the Archives collection room for preservation.

Scope and Content Note. This typescript document is divided into 7 sections:

Yellow section:

- School Calendar (1959-1960)
- School Philosophy
- The Needs of Elem. and High School Pupils
- Just a Teacher?

Green section:

- Excerpts from School Board Rules and Regulations
- Teacher and Pupil Section
 - Absence of Tardiness (Pupils)
 - Absence (Teachers)
 - Athletics
 - Bicycles

Green section (continued)

- Complaints
- Conduct
- Contagious Disease
- Detention
- Discipline
- Dismissal
- Entrance
- Excuse Renewal
- Opening
- Patrols
- Practice
- Recesses
- Rehearsals
- Reports
- Rules
- Suspension
- Tidiness
- Trips
- Visitors

White section:

- Competence in Teaching
- Practical Hints on Teaching

Blue section:

- Maine Teachers' Association
- Retirement and Insurance
- Group Life and Accidental Death and Dismembership Insurance
- Survivor Benefits
- Salary Schedule (Madawaska)
- Sick Leave

Pink section:

- Instruction to Teachers
 - Assistance
 - Basement
 - Courtesy
 - Extra Help
 - Hours
 - Interference
 - Instruction Program
 - Language Level
 - Leaving School
 - Make-up Work
 - Plans

Pink section (continued):

- Property Damage
- Principals
- Registers
- Attendance
- Substitute Teachers
- Teaching Aids: Audio-Visual
- Ranking
- Fire and Air Raid Drills
- Storms

Green section:

- First Aid
- Cleanliness

Yellow section:

- English
- Sight and Hearing Tests
- School Trips