

INDEX

- Abbott, Robert B., 146, 193
 Ability grouping, an experiment in, 312
 Accidents, facts of, and safety education, 401; making a survey of, 401
 Adams, A. Virginia, 150, 333
 Addicott, Irwin O., 149, 287, 466
 Adjustment, cooperation in pupil problems, 472
 Administration, ability grouping, 312; administrative assistants (chapter V), 217-243; classes for orthopedic children, 294; combining the platoon and non-platoon plan, 330; delegation of extra-classroom responsibilities, 343; departmental organization, 319; experimental class for bright pupils, 287; extra-curriculum activities, 539; good, anticipates educational problems, 161; individualization and, 273; maintaining communications within the building, 339; office staff, 217; opportunity classes, 307; organization and duties in a small school system, 237; organizing classes for slow and bright pupils, 278; philosophy in good, 159; philosophy, the working basis of, 187; school organization procedure, 273; self-direction in an elementary school, 333; special classes, 298; teacher rating as a function of, 533; yard duty assignments, 347. *See also* Management, school
 Administrative assistants. *See* Administration
 Ashby, Lyle W., 134
 Assemblies, and school morale, 517; as an incentive to good attendance, 372; practices of schools, 570
 Assistant principal, 230; and clerical work, 235; as a specialist, 233
 Associations, local principals' clubs, 659; state principals' members of Department of Elementary School Principals, 669
 Attendance, stimulating good, 369
 Authority, functioning of principal's in solution of school problems, 168; importance of in furthering principal's plans, 165
 Bennett, Birdenia, 157, 558, 644
 Bennett, Earle D., 146, 207
 Bibliography, relating to the training of librarians, 585; safety education, 419
 Bowen, Alice Day, 149, 312
 Boy Scouts, principal and, 539
 Bracken, John L., 133
 Brady, William, 157, 550, 652
 Brennan, Katherine A., 153, 472, 554
 Bright children. *See* Mentally superior
 Briscoe, William S., 150, 352, 515
 Brookes, M. Emma, 131
 Brooks, Robert P., 155, 551
 Buckalew, Harry L., 152, 425
 Bulletin board, 225
 Bulletins, visiting teacher, 224; teachers' bulletins of information, 228
 Burger, I. Victor, 154, 539
 Cafeteria, school, managing the, 352; sanitation scale for, 357
 Case studies, of problem children, 469; method of, 464; school morale and individual, 454
 Character education, 519, topics for teacher study, 525
 Chase, Sarah E., 156, 394, 618
 Children, uniting home and school for the welfare of, 625
 Citizenship, a step toward better, 496; popularizing good, 510
 Class visits, 529
 Clerks, a handbook for, 266; duties of in Seattle elementary schools, 250; frequency of classified duties of, 62; inservice training of, 256; rating scale for, 257; school (chapter VI), 244-72; school secretary, 258. *See also* Secretary, school
 Clerical help, 246; personnel, 246
 Clerical work, and the assistant principal, 235
 Clubs, develop creative power, 551; enrich the curriculum, 555; for parents, 614
 Cody, Frank, 132
 Coffey, Julia C., 148, 263
 Colburn, Jessie B., 149, 278
 Communications, maintaining, within the building, 339
 Community relationships, adjusting school to community, 630; principal's philosophy influences practical life through, 181; studying the community, 605; the principal's (chapter XIV), 605-656; uniting home and school for the welfare of children, 625

- Condon, Anna A., 152, 410
 Conferences. *See* Interviews
 Cooper, William John, 132
 Cornish, William B., 149, 307
 Correlation of school subjects, health with other studies, 390
 Course of study, principal's philosophy influences practical life through, 178
 Courtesy, in the lunchroom, 366
 Courtis, S. A., 149, 273, 651
 Cox, Martin L., 153, 293, 485
 Creative education, clubs and, 551; in music, 545
 Cumulative record cards, school records and pupil analysis, 480
 Curriculum, clubs enrich the, 555; departmental plan and, 319; differentiation of, 281; relation of scouting to, 542
 Curtiss, Dale, 153, 496
 Custodians. *See* Janitors
 Daugherty, Grace, 156, 602
 Dental hygiene, in Hawaii, 640
 Departmental plan, problems and devices in organization of, 319
 Department of Elementary School Principals, officers, 131; editorial committee, 134; objectives, 137; members of, 671
 Differentiated curriculums. *See* Curriculums, differentiation
 Discipline, and order at fire drills, 427
 Donner, Arvin N., 148, 244
 Dorsey, Mrs. Susan M., 146, 174, 506, 617
 Duffy, F. H., 148, 258, 544
 Dull children, organizing classes for, 278
 Duties. *See* Administrative, Clerical, Management, Organization, etc.
 Duvall, Rufus A., 149, 330
 Enfield, O. D., 150, 339
 English, composition and the school newspaper, 567
 Environment, Hawaiian committee on, 635
 Equipment, for ability grouping, 283; library, 586; office, 245
 Experimental schools, in Hawaii, 633
 Extra-curriculum activities (chapter XII), 539-574; clubs to break up gangs, 507; departmental plan and, 327; knot-hole gang, 507; principal's philosophy influences practical life through, 180; school assembly practices, 570; value of a school newspaper, 559
 Faculty, setting up standards and objective of, 527; the self-directed, 524
 Fire drills, effective organization of, 421; fire prevention instruction, 425; frequency of, 425
 Fleming, C. I., 151, 395, 612
 Floyd, James R., 131
 Foresight, in administration, 161; influence of in personnel adjustments, 163
 Flowers, Ida V., 146, 213, 351
 Forms, standard record. *See* Standard record forms
 Foulks, Frank M., 154, 516
 Funds, school, accounting for elementary, 374
 Gist, Arthur S., 133, 134
 Gragg, H. H., 157, 443, 648
 Graham, G. C., 151, 346, 401
 Graves, Mary E., 155, 570
 Guidance, in the elementary school, 475; vocational, 477
 Hamilton, A. J., 146, 187
 Hammond, Gertrude B., 154, 533
 Handbook, for school clerks, 266; teachers, 340, 342
 Hansen, Herbert C., 131, 138
 Harriess, Esther H., 151, 376
 Hawaii, adjusting the school to the community in, 630; dental hygiene in, 640; environment committee, 635; experimental school in, 633; welfare work, 639
 Health education (chapter IX), 378-436; 628; a question of weight, 395; an effective health program, 385; cumulative records and, 483; health celebration, 388; instructional conditions and the health program, 378; letter sent to parents preliminary to health examination, 382
 Henderson, Frank D., 153, 504
 Hendricks, Jake J., 147, 237
 Herron, John S., 155, 311, 545
 Home, effect of on school attendance, 369; uniting school and, for the welfare of children, 625; *See also* Parents
 Homogeneous grouping, an experimental class for bright children, 287; difficulties in, 280; equipment problems, 283; for delinquents, 490; how early should ability grouping begin, 285; trained teachers necessary, 283
 Hubbard, Frank W., 134
 Hygiene, dental, 640

- Individual differences, school morale and individual case studies, 454; studying differences among school children, 444
- Individualization and organization, 273
- Instruction, conditions of and the health program, 378; fire drills and fire prevention, 425
- Interviews, personal, principal with boys, 441
- Jacobs, R. C. T., 150, 151, 364, 385, 624
- Janitors, duties *re* self-direction, 337
- Jones, Lenore, 154, 527
- Judd, Charles H., 145, 161, 206, 373, 503
- Juvenile delinquency, cooperation with courts, 493; educated delinquents, 490; new recruits, 490
- Katz, Samuel, 147, 230
- Kehoe, Edward J., 147, 266
- King, William A., 156, 212, 586
- Kirk, M. R., 154, 318, 510
- Knox, Margaret, 153, 467
- Kretzinger, R. W., 150, 329, 347
- Laing, Earl R., 134
- Latshaw, Harry F., 149, 312
- Librarians, bibliography relating to the training of, 585; selecting the teacher-librarian, 581; training elementary school, 580
- Libraries, equipment, 586; school and the principal, 575; school library and museum (chapter XIII), 575, 604; textbook service, 593
- Longshore, W. T., 133
- Lovis, Marion, 156, 580
- Lowman, Harmon Luther, 155, 567
- Lunchroom, making it an educative factor, 364
- Manuals. *See* Handbooks
- McClure, Worth, 133, 148, 250, 400
- McCormick, Elizabeth, 131
- Madison, Elizabeth, 155, 424, 575
- Management, school (chapter VIII), 333-377; accounting for elementary school funds, 374; cafeteria, 352; delegation of extra-classroom responsibilities, 343; effective organization of the fire drill, 421; maintaining communications within the building, 339; making the lunchroom an educative factor, 364; stimulating good attendance, 369; yard duty assignments, 347. *See also* Administration, Organization, etc.
- Masters, H. G., 153, 475
- Matthews, Nora A., 149, 298
- Members of the Department of Elementary School Principals, 671
- Mentally superior, an experimental class for bright children, 287; organizing classes for, 278; selecting classes of, 287
- Menu, for school cafeteria, 353
- Meriam, J. L., 156, 593
- Merrill, John, 131
- Michael, Raymond S., 155, 559, 592
- Morale, and pupil government, 516; building school (chapter XI), 485, 539; knot-hole gang builds, 507; objectives and nature of good school, 485; pupil, and the service point system, 504; school, and individual case studies, 454
- Moving pictures, facts regarding, 620
- Museums, elementary science and school, 602; school library and, 575
- Music, school provides opportunities in, 545; should the school provide free instrumental instruction?, 549
- Newspapers, 646, 648; English composition and the school, 567; finance and production, 568; staff of, 563; values of a school, 559
- Norris, Forbes H., 155, 555
- Nye, Ellen S., 156, 474, 625
- Office, equipment, 245; how to make efficient, 244; staff, organizing the work of, 217
- Officers, Department of Elementary School Principals, 131
- Opportunity classes, 307; advantages of, 309; outline of procedures in, 289
- Organization, ability grouping, 312; classes for orthopedic children, 294; experimental class for bright children, 287; individualization and, 273; of classes for slow and bright pupils, 278; of the principal's time, 194; procedures (chapter VII), 273-330.
- Orthopedic children, classes for, 294
- Papers, school. *See* Newspapers
- Parents, and better student citizenship, 496; clubs, 614; constructive contacts between school and, 613; duties *re* self-direction, 336; enlisting in health program, 387; securing cooperation of in safety education, 417
- Parent-teacher associations, activities of, 626; facts and, 618; in Hawaii, 631

- Paris, Florence, 154, 524
 Patton, Leonard M., 152, 338, 444
 Perkins, Josie, 154, 507
 Personality, adjustment of pupil, and cumulative records, 484
 Personnel, influence of foresight in adjustments of, 163; pupil personnel practices (chapter X), 437-484; principal's place in personnel work, 437. *See also* Individual differences, 444
 Peterson, M. E., 131
 Philosophy, in good administration, 159; the school reflects the principal's, 174; the working basis of administration, 187
 Pinkston, Eva G., 131
 Platoon plan, combining with non-platoon plan, 330
 Playground, rules for, 341; should games on, be under teacher control, 349; various types of control of, 347
 Point systems, service, and pupil morale, 504
 Preface, 133
 President's message, 137
 Price, N. H., 131
 Principal, duties *re* self-direction, 337; supervising, 240
 Principalship, elementary, a challenge and an opportunity to serve mankind, 185
 Problem children, and problem schools, 486; and psychiatry, 487; and the visiting teacher, 467
 Problem schools, and problem children, 486
 Projects, in safety education, 415
 Psychiatry, aids morale, 487; and the problem child, 487
 Public, duties *re* self-direction, 337
 Publicity, importance of, 644; in regard to distribution of functions of office staff, 223; mediums for, 652; organizing, 648
 Pupil analysis, and the cumulative school record, 480
 Pupils, applying scientific technics to the individual, 485; cooperation in adjustment problems of, 472; delegating duties to, 202; duties of *re* self-management, 334; principal's philosophy influences practical life through, 177; school causes of maladjustment, 455; studying differences among, 444. *See also* Morale.
 Questionnaire page, 135
 Radio, an aid in education, 376
 Rating scale, for firedrills, 431
 Record forms, general information, 227; health bureau card, 225; new pupils, 276; visiting teacher, 226; standard, *See* Standard record forms
 Recreational reading, facts regarding, 619
 Remick, Nellie A., 152, 454, 601
 Résumé of all yearbook articles, 145
 Rich, Lester H., 151, 374
 Riggs, F. B., 152, 437
 Ritow, Herman, 131, 149, 319, 471
 Roys, Cassie F., 131
 Rules and regulations, playground, 341
 Safety education (chapter IX), 378-436; accident facts and, 401; bibliography, 419; effective organization of the fire-drill, 421; launching a program in, 410
 Salaries, school clerks, 261
 Schedule, how organize the principal's, 196
 Science, and the school museum, 602
 Scientific method, importance of substituting scientific for rule-of-thumb procedures, 170
 Seattle, duties of elementary school clerks in, 250
 Secretary, school, as related to supervision, 258; duties, 261; qualifications and salary, 260; sex and age, 260; teacher-secretary plan, 263; who should elect, 259; why have, 258. *See also* Clerks
 Segregation, for delinquents, 490
 Shankland, S. D., 133
 Shedd, Jessie M., 149, 294, 532
 Slow children. *See* Dull children
 Smith, Mrs. Margaret N., 131
 Special classes, 298; for atypical children, 444
 Specialists, duties *re* self-direction, 337
 Standard record forms, conserve principal's time, 207; milk report, 210; pupil assignment slip, 208; pupils' enrolment, 207; teachers' daily attendance report, 209
 Stanton, Edgar A., 150, 249, 343
 Stark, Julia F., 149, 307
 Stone, Mrs. Genevieve, 131
 Student self-government, constitution for, 519; morale and, 516
 Summary. *See* Résumé
 Superintendent, 242
 Supervising principals, 240
 Supervising teachers, 238

Supervision, requires specialization, 231;
school secretary as related to, 258;
scout work and good, 544; where can
principal get specialized supervisory
help, 231

Tardiness, facts regarding, 620

Taylor, George D., 147, 156, 217, 363, 613

Teacher rating, as an administrative
function, 533; card, 535

Teachers, classroom characteristics, 634;
committees, 524; daily attendance re-
port, 209; delegating duties to, 202;
duties *re* self-direction, 336; guidance,
476; influence of health drive on, 393;
interesting them in a safety educa-
tion program, 411; principal's philoso-
phy influences practical life through,
176; relation of, to school manage-
ment, 225; supervising, 238; value of
play period to, 347

Teacher-secretary, daily program of, 263

Tests, intelligence, weaknesses of, 278;
who should give, 279

Textbooks, library and textbook ser-
vice, 593

Thomas, John S., 156, 384, 605

Time budget, activities before the se-
mester begins, 213; delegating duties
to teachers and pupils, 202; delega-
tion of duties, 214; devices that help
to save time, 204; efficient methods of
work, 215; faculty meetings and office
hours, 214; principal's work habits
and (chapter IV), 193-216; standard
record forms conserve the principal's
time, 207; time economies in the prin-
cipal's duties, 213

Time chart, principals, 200

Truancy, and the departmental plan,
328

Tucker, Isabel, 134

Vincent, H. D., 151, 369

Visiting teachers, and the problem
child, 467

Vocational guidance, 477

Webling, G. H., 157, 509, 630

Weight, students, a question of, 395

Welfare work, in Hawaii, 639

Wilkinson, Loretto de S., 151, 378

Woods, Roy C., 152, 421

Wrightstone, J. Wayne, 153, 480

Yard duty assignments, 347