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### Proposed school board policies for the Stevensville Montana public schools

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PROPOSED SCHOOL BOARD POLICIES FOR THE STEVENSVILLE,  
MONTANA, PUBLIC SCHOOLS

by

Harry M. Tamplin

B. A. Ohio University, 1925


Presented in partial fulfillment of the requirements for the  
degree of Master of Education


Montana State University

1953

Approved by:

  
Chairman, Board of Examiners

  
Dean, graduate school

  
Date

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## CHAPTER I

### INTRODUCTION

#### THE PROBLEM AND DEFINITIONS OF TERMS USED

For many years there have been differences of opinions as to what the policies of the school board were. Many policies were made in previous years but with changing social and economic conditions these policies are now outmoded. In most cases studied there has seldom been any record of a repeal of a policy but new regulations were introduced and passed by the school board and confusion was the result.

#### THE PURPOSE

The purpose of this study was to develop a statement of school policy to be employed by the administrator and the board of trustees of School District No. Two, Ravalli County, Montana, in administering the Stevensville Public Schools.

Importance of the study. The purpose of such an instrument is to establish and direct the operations of schools as authorized by Constitution and statute. The necessity for such a body of local regulations rests first, in the fact that state law establishes the school system in

general terms only, leaving wide discretionary powers to the local board of education, to whom responsibility for the schools is delegated; second, in the fact that the board of education is the responsible directorate of a public corporation; third, in the fact that increase in size and complexity of school systems has greatly magnified the difficulties of their management and increased the dangers of inefficiency, and of legal entanglements; fourth, in the further fact that changing personnel of boards and other personnel leads to much confusion.

"The making and use of schoolboard policies is no new thing. In a copy of the rule and regulations of the Boston School Committee for 1826 it was stated that the book embraces the substance of those (rules) heretofore adopted by successive boards, as far back as could be collected from 1789 to the present."<sup>1</sup>

Long before this, even before school boards were established, legislation for local schools was by the town's officers or at the town meeting, and the equivalent of rules were to be found in the town records. In 1645 Dorchester, Massachusetts established rules and orders concerning the

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<sup>1</sup>Sears, J. B., "American Journal of Education," Vol. 1, (June 1926), pp. 321-335.

schools and provided for "three able and sufficient men---- to be chosen to be wardens or overseers of the school." The American Annals of Education and Instruction, July 1, 1832, (Vol. II:384) discuss quite fully a set of rules adopted by the school committee of a small town, North Borough, Massachusetts on November 4, 1831.

Importance of Project. The loss of minutes, laxness in recording, and inadequate human memories have, in many instances led to much confusion, misunderstanding, and duplication of effort. The local school board has requested that a readable, usable, and flexible group of policies be established and filed so that future boards, as well as the present board, may study and amend such policies with the aid and counsel of those people concerned.

#### DEFINITIONS OF TERMS USED

For the purpose of this study, "policies" are defined as general statements of policies, principles and rules suggested to the board of trustees and designed to establish the positions, functions, and relationships of all school district personnel and services and to provide common guides for the administrative staff and other employees of the school board. As designated in this study, these policies should render three basic services: (1) they should provide for the organization of the school board; (2) they should cover the



pertinent aspects of the system stating the main function, scope and relationships of each position; and (3) they should cover situations in which consistency of treatment is desired. This study has included the rules and regulations of the board.

In this study "certificated employees" are defined as those employees of the district who have certificates from the state department of education entitling them to teach in Montana schools. "Non-certificated employees" are defined as those employees of the district, such as custodians, clerks, cafeteria workers, and bus drivers, who are not certificated, e.g., board of trustees, superintendent of schools, teacher personnel, and miscellaneous policies.

"Topics" refer to the general groupings of policies in any particular area.

"Items" refer to individual policies to be found under a particular topic. In the study, "items," "policies," and "rules" will be used synonymously.

"Authorized Services" refer to those services that have no distinct subject matter but provide materials for all subjects and all interests of pupils and teachers. They function to further the school's objectives.

#### Delimitations

This study was limited to the powers, directives, duties, and procedures of the local school board. The paper will not review court decisions that have affected school

policies. As this study was pursued at the request of the local board it was carried on with a minimum of detail, and with an attempt to present a practical design.

### Procedures

1. Current literature dealing with what school boards have done to formulate policies in different school systems was surveyed.
2. The articles published by experts on different plans of policy making were surveyed.
3. The minutes of the Board of Trustees of the Stevensville Public Schools for the past five years were surveyed.
4. Interviews with past board members were held.
5. Interviews with present board members were held.
6. Actual policies now in effect in similar school systems were surveyed.
7. The proposed policies will be used as a basis for establishing policies for the Stevensville Public Schools. Other boards of trustees in Ravalli County have requested that they be given copies of these proposed school board policies for their use in similar projects.

## CHAPTER II

### SCHOOL BOARD --- Functions and Duties

Function of the School Board. The function of the school board is to act in a legislative and appraisal capacity in such a manner as to provide for the efficient operation of the public school system. It is not the function of the school board to act in an executive capacity.<sup>1</sup> The power of appraisal capacity may be compared with the judicial department of the federal government. The Public School Code of Hamtramck, Michigan, defines the three functions in an adequate manner.

"Definition of functions: The legislative is that function which makes plans or policies, selects the executive and delegates to him the placing of plans and policies into operation, and provides the financial means for their achievement.

The executive is that function which is concerned with placing into operation the plans and policies, keeping the Board of Education informed and furnishing creative leadership to the Board of Education and to the profession.

Appraisal is that function which attempts through

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<sup>1</sup>J. M. Clifford, "The Function of the School Board," American School Board Journal, 123 (September, 1951), pp. 21-24.

careful examination and study of facts and conditions to determine the (1) efficiency of operation of the general activities, and (2) the worth and value of the results of the activities in relation to the efficiency and value of instruction.<sup>2</sup>"

The Seventeenth Yearbook of The American Association of School Administrators,<sup>3</sup> lists the following functions of school boards:

- (1) Approve the policies and program according to which the board and its professional and other employees shall operate.
- (2) Adopt a financial budget which has been prepared for its consideration by the superintendent of schools as an executive officer.
- (3) Approve the plan of organization of the several units to each other.
- (4) Authorize contracts in payment of bills and other matters which constitute an obligation upon the school district.
- (5) Submit to the voters for their decision such matters where their approval is required by law.
- (6) Determine salary schedules and procedure for administering them.

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<sup>2</sup>Moshman, Arthur B. and M. R. Keyworth, Public School Code of the Hamtramck, Michigan Public Schools, Research Series No. 2, Hamtramck, Michigan; Board of Education, Hamtramck School District, 1927, p. 15.

<sup>3</sup>American Association of School Administrators, Seventeenth Yearbook, (Washington D. C. Association 1939). pp. 320-321.

- (7) Consider recommendations of the superintendent of school with reference to matters which he may deem appropriate or which may have been referred to him by the board.
- (8) Report to the public concerning the conditions of the schools, their progress, and their needs.

Another view of the functions of board members is presented in the same publication in an article prepared by Epsilon Field chapter of Phi Delta Kappa,<sup>4</sup> Los Angeles, California. "The Creed of a School Board Member."

- (1) I will hold the superintendent of schools responsible for the administration of the schools.
- (2) I will give the superintendent of schools authority commensurate with his responsibility.
- (3) I will expect the schools to be administered by the best trained technical and professional people it is possible to procure.
- (4) I will participate in board legislation only after considering the recommendation of the superintendent and after he has furnished complete information supporting his recommendation.
- (5) I will elect employee only on recommendation of the superintendent.
- (6) I will expect to spend more time in board meetings on educational programs and procedures than on business detail.

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<sup>4</sup>Reprint of one section of a creed prepared by the Epsilon Field Chapter of Phi Delta Kappa, Los Angeles, California and printed in the Seventeenth Yearbook (1939) of the American Association of School Administrators.

<sup>5</sup>This 1946 yearbook does not interpret this principle to mean a stifling of initiative on the part of board members or making them only "rubber stamps" for the ideas of the superintendent.

- (7) I will give the superintendent friendly counsel and advice.
- (8) I will refer all complaints to the proper administrative officer or insist they be presented in writing to the board as a whole.
- (9) I will present any personal criticisms of employees to the superintendent.
- (10) I will provide adequate safeguards around the superintendent and other personnel so they may perform their proper functions on a professional basis.

#### SCHOOL LAWS OF THE STATE OF MONTANA 1949

**Legal Duties:** Every school board unless otherwise especially provided by law shall have power and it shall be its duty:

(1) To prescribe and enforce rules not inconsistent with law, or those prescribed by the superintendent of public instruction for their own government of schools under their supervision.

(2) To employ or discharge teachers, mechanics, or laborers, and to fix and order paid their wages; provided, that no teacher shall be employed except under resolution agreed to by a majority of the board of trustees at a special or regular meeting; nor unless such teacher be the holder of a legal teacher's certificate in full force and effect. All contracts or employment of teachers, authorized by proper resolution of a board of trustees, shall be in

writing and executed in duplicate by the chairman and clerk of the board, for the district and by the teacher.

(3) To determine the rate of tuition of non-resident pupils.

(4) To fix the compensation of the clerk.

(5) To enforce the rules and regulations of the superintendent of public instruction for the government of schools, pupils, and teachers and to enforce the course of study.

(6) To provide for school furniture and for everything needed in the school house or for the use of the school board.

(7) To repair and insure school houses and to rent, lease and let to such persons or entities as the board may designate. All rentals shall be paid to the county treasurer for the credit of the school district.

(8) To purchase, acquire, sell and dispose of plots or parcels of land to be used as sites for school houses, school dormitories and other school buildings, and for other purposes in connection with the schools in the district; to build, purchase or otherwise acquire school houses, school dormitories and other buildings necessary in the operation of schools of the district, and to sell and dispose of the same; provided, that they shall not build or remove school houses or dormitories, nor purchase, sell

erlocate school sites unless directed so to do by a majority of the electers of the district voting at an election held in the district for that purpose, and such voting at an election held in the district for that purpose, and such election shall be conducted and votes canvassed in the same manner as at the annual election of school officers, and notice thereof shall be given by the clerk by posting three notices in three public places in the district at least ten days prior to such election, which notices shall specify the time, place and purpose of such election, provided, further, that this subdivision shall not be so construed as to prevent the board of trustees from purchasing one or more options for a school site.

(9) To hold in trust for their district all real or personal property for the benefit of the school thereof.

(10) To suspend or expel pupils from school who refuse to obey the rules thereof, and to exclude from school, children under six years of age where the interest of the school requires such exclusion.

(11) To provide clothing and medical aid for indigent children when it shall be made to appear that such aid is needed; and when deemed advisable to employ a physician or registered nurse to make inspections into sanitary conditions of the school and the general health conditions of each pupil, and to make a full, detailed report to the



board of trustees. The clerk of the district shall furnish immediately to each parent or guardian a copy of such portions of the above-mentioned report as pertains to his child or ward.

(13) To exclude from school and school libraries all books, tracts, papers, and other publications of immoral and pernicious nature.

(14) To require teachers to conform to law.

(15) To make an annual report, as required by law, to the county superintendent on or before the first day of August in each year in the manner and form and on the blanks prescribed and furnished by the superintendent of public instruction.

(16) To make a report directly to the superintendent of public instruction whenever instructed by him to do so.

(17) To determine what branches, if any, in addition to those required by law, shall be taught in any school in the district, subject to the approval of the county superintendent, in districts of the third class.

(18) To visit every school in their district at least once in each term, and to examine carefully into the management, conditions, and needs. This clause applies to each of the trustees.

(19) .....

(20) To allow pupils residing in other districts

to attend school in the district of which they have charge, if in their judgment there is sufficient room.

(21) To procure, by purchase or donation, and to cause to be displayed daily in suitable weather, an American flag, with accompanying necessary fixtures, for each and every school house in their respective districts. Said flags shall be of dimensions not less than four by six feet, and shall be made from durable material. The school trustees are hereby authorized and empowered to use such portion of the school funds as remain in their hands, and which is not otherwise appropriated, for the purchase and erection of fixtures.

(22) To close school at their discretion during the annual session of the state teachers' association, and to allow teachers to attend the same without loss of salary. (As amended by chapter 165, Laws of 1937).

(23) To provide foods, cooks, janitor services and equipment for school lunches when deemed advisable by the board. Governed by its own judgment, the board may impose a money charge, produce, or services from the pupils desiring to and participating in the program of school lunches. (As amended by chapter 103, Laws of 1943).

Sec. 1073. Prevention of communicable diseases.

.....

School boards shall annually send to the public school superintendents and teachers throughout the state printed data and statements which will enable them to comply

with the provisions of this chapter.

School boards are hereby required to direct superintendents and teachers to give oral and blackboard instruction, using the data and statements supplied by the state board of health.

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GENERAL FUNCTIONS

- "1. The duties of the Board of Education shall be conceived as responsibility for;
  - a. interpreting the needs of the community and the requirements of the professional organization;
  - b. developing policies, in accordance with the law and in accordance with the educational need of the people;
  - c. selecting the executive;
  - d. approving means by which professional agents and agencies may make these policies effective;
  - e. furnishing financial means which provide physical and educational accommodations by which organized activity may be carried out;
  - f. appraising the efficiency of the agents and of the service rendered in terms of their value to the community, and
  - g. keeping the people intelligently informed of the purpose, value, conditions, and needs of public education within the community.

<sup>6</sup>School Laws of Montana 1949. State Department of Education, Section 1016, pp. 41-43 and Section 1073, pp. 86-87.

2. The Board of Education shall be a deliberate body operating in the best interests of the state and of the children of Stevensville upon the basis of the best available object evidence. The Board of Education, meeting as a deliberative body, shall require of its executive complete and constant information regarding the state of the schools and the levels of instructional efficiency.
3. The Board of Education shall interpret the needs of the school community upon the basis of objective evidence and all differences of opinion or conflicts arising between members of the Board of Education in respect to policy shall be harmonized in terms of objective evidence based upon the results of scientific research."

Limitations: The Board of Education shall confine its activities to the legislative and appraisal functions except in the selection of a superintendent.

#### BOARD MEETINGS

"A school board exists only when it is in session. Members of the board have legal status only when they act in an official board meeting. Failure to follow this principle almost invariably leads to disharmony, confusion and disturbance both on the board and among members of the staff. No member of the board as an individual may command the services of any school employee."

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<sup>7</sup>Moehlman, Arthur B. and M. R. Keyworth (editors), Public School Code of the Hamtramck, Michigan Public Schools. Hamtramck, Michigan: Board of Education, 1927. 278 pp.

<sup>8</sup>Mort, Paul R., Principles of School Administration, (New York: McGraw Hill Book Company, 1946), 340 pp.

Mechanics: The Board shall meet regularly at eight O'clock on the second Tuesday of each month. The meetings will be held in the office of the clerk of the board. Four legal meetings will be held each year, as required by statute, on the third Saturdays of the months of April, July, October, and January. Unless otherwise designated these meetings will be held at the usual time and place of the regular meetings. The chairman may call other meetings as he deems necessary, or any two members of the board may request such a call. Special meetings must be called by written notice to all board members at least forty-eight hours before the meeting. A majority of all members is necessary to constitute a quorum. All meetings except executive sessions are open to the public. All meetings shall be governed by Robert's Rules of Order.

- (1) All motions shall be reduced to writing.
- (2) All motions shall be seconded and the vote thereon recorded.
- (3) All members are to vote unless excused by the chairman.
- (4) All complaints to be made shall be presented in writing.

The order of business shall be as follows:

- (1) Reading and approval of minutes
- (2) Claims and accounts
- (3) Communications
- (4) Reports and recommendations of the superintendent

- (5) Unfinished business
- (6) New business
- (7) Reports of special committees
- (8) Agenda for next meeting
- (9) Adjournment

Duties of school board president:

- (1) The president always serves as presiding officer and manages the routine work of the board.
- (2) He shall appoint all committees, sign all contracts, certify tax levies, and perform such other duties as are delegated to him by state laws or by order of the board.

Duties of school clerk:

- (1) The clerk is expected to keep the minutes and other records of the board and to perform all other duties given to him by state laws or by the board.
- (2) He shall audit and file all bills.
- (3) He shall prepare all vouchers in triplicate, one copy of each voucher to be sent to the county treasurer, one copy to the creditor, and one copy to be filed in the clerk's file.
- (4) It shall be the duty of the clerk to take the school census each census year as designated by the county superintendent.

## CHAPTER III

### ADMINISTRATION FUNCTION

The executive function shall be delegated to a professional educator, called the Superintendent of Schools, who shall be directly and immediately responsible to the Board of Education.<sup>1</sup> The functions of the Superintendent shall be to facilitate the instructional process, by:

- (1) Placing the adopted educational policies into practice;
- (2) Appraising this practice in accordance with executive needs;
- (3) Supplying the board of education with the means for keeping the agents and the people informed of conditions in the school;
- (4) Furnishing creative leadership to the profession and to the Board of Education;
- (5) Acting as professional adviser to the Board of Education.<sup>1</sup>

The Superintendent of Schools shall be completely responsible for the successful operation of the educational program in accordance with means or plans of procedure developed by him, from the adopted policies, and approved by the Board of Education as developed. He is therefore

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<sup>1</sup>Moshman, Arthur B. and M. R. Keyworth, The Public School Code of the Hamtramck, Michigan, Public Schools, Research Series No. 2, p. 90.

authorized to conduct such experimentation as may be necessary  
for the development of means and plans of procedure."<sup>2</sup>

**THE SUPERINTENDENT AND BOARD OF TRUSTEES**

**Subject**                      **Responsibilities of Superintendent**  
**Board Meetings**

- A. The Superintendent shall attend all meetings and prepare agenda.
- B. The Superintendent shall confer with and inform board of the educational program of the school.
- C. The Superintendent shall prepare and present recommendations for improvement of the school plant.
- D. The Superintendent shall confer with and present to the Board to the Board any unusual problems that are confronting teachers or administration and that need to have legislative action.
- E. The Superintendent shall carry out the policies of the Board of Trustees.
- F. The Superintendent shall determine need for and recommend employees and establish qualifications for employees, and present the budget.
- G. The Superintendent shall prepare school calendar by conferring with the Board of Trustees.

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<sup>2</sup>Ibid. p. 90.



## CHAPTER IV

### SPECIFIC AREAS

#### SECTION I

#### Accounting, Child

Child Accounting shall be considered as the activity which deals with the recording of all activities, instructional and executive, that are necessary in the keeping of the essential records of the individual child during his life. Such records shall show both quantitatively and qualitatively the achievement of the child.

#### Subject

##### 1. Records

- A. Each and every teacher shall record all information asked for, in permanent folders, provided for such records. Such records shall show among other items, the date of birth of child, parents, date of entrance in this school, attendance, punctuality and former record of school attended, if any.
- B. The permanent health record is a vital part of the child's complete record.
- C. The time and cause of a child's withdrawal must be recorded.
- D. Subject grades and test scores will be recorded by the teacher.

- E. Any irregular or unusual circumstance will be called to the attention of the superintendent.
- F. The system of child accounting shall be fully explained to all new teachers by the superintendent.
- G. Board members shall be informed by the superintendent of the procedures in child accounting.

**Adopted:**

**Amended:**

SECTION II

Accounting, Internal

Subject

1. Non-Public Funds

- A. All monies received from all internal activities shall be recorded in a complete, permanent, and uniform system. (Forms provided by the State Department will be used as soon as available.)
- B. All such monies will have a receipt issued immediately, showing from whom received, date, and for what purpose.
- C. All monies will be received, first by the commercial instructor; second, he shall transfer them immediately to the superintendent who will deposit the amount in the First State Bank in Stevensville to the account of The Associated Students. The bank account shall be reconciled each month with all parties concerned.
- D. No project involving non-tax money shall be placed in operation until such project has been approved by the superintendent.
- E. Each class, club, or organization shall have a treasurer who shall keep a strict account of all receipts and disbursements for his respective group.
- F. The general ledger in the superintendent's office shall

show the debits and credits for each separate group.

- G. No money shall be paid in cash, but shall be dispersed by check showing from which fund the money was paid.
- H. The superintendent shall be bonded by a sufficient bond to cover the usual amount of money in the Associated Student Account, but in no case under five thousand dollars. The cost of such bond shall be borne the school district.
- I. The books for the internal accounts shall be audited according to the procedure set by law.

**Adopted:**

**Amended:**

SECTION III

Attendance, Pupil

Subject

1. Entrance Age
  - A. Parents are asked not to enroll their children in school who are not six years of age before October first of the school year.
  
2. Compulsory Age
  - A. All children between the ages of eight and sixteen are required to be in school unless excused by the superintendent of schools, or who are 14 years of age and have completed the eight grades as stated in the School Code of the State of Montana.<sup>1</sup>
  - B. Children who have satisfactorily finished the eighth grade are exempt from compulsory attendance.
  
3. Duties of teachers
  - A. It shall be the duty of all teachers and principals to report to the superintendent of the local district all cases of truancy.
  
4. Excused absences
  - A. Children may be excused for cause. Illness, death in the family, dentist visitations, and quarantine are causes for excused absences. High School students may be excused for work of arrangements made by the parents of the child.

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<sup>1</sup>School Laws of the State of Montana, 1949, Chapter 106, Section 1135.

- 5. Unexcused absences      A. Students must present a written statement from parents before admission to classes will be granted.
  
- 6. Absence from grounds      A. All children will remain on the school grounds the entire school day unless they are released by the teacher.
  
- 7. Non-Resident students      A. Non-resident students will be admitted on the same basis as resident students if such admittance does not inconvenience the children of the local district.

**Adopted:**

**Amended:**

SECTION IV

Authorized Services

Subject

1. Adult Education
  - A. Whenever there is sufficient demand for a class or classes in adult education it shall be the policy of the school to inaugurate such classes. Such a program must be in keeping with budgetary allowances.
  
2. Library
  - A. Library privileges will be given to all the people of the district. It is expected that rules common to good library procedure will be inaugurated. A person qualified by training shall be in charge of the library.
  
3. Lunch Room
  - A. The lunch room is provided to help develop good health and social attitudes. It is expected that all children who do not go home for lunch will participate in the social program. Children who have their own lunches will participate in the social program of the lunch room. Indigent children will be provided with lunches.
  
  - B. School personnel are encouraged to participate in the lunch program.
  
  - C. Guests of personnel and children will be charged for lunches.
  
  - D. It shall be the policy of the board to have the lunch program self-supporting, except for facilities.

- E. The lunch program shall be under the supervision of the superintendent of schools.

#### 4. Transportation

- A. Transportation shall be provided for all children as permitted by law. Buses and drivers will meet all the requirements of the State Department of Education. Schedules for routes shall be inaugurated to best meet the convenience of the greatest number. Bus routes will be established only on state and county highways. Children who live adjacent to established bus routes shall be entitled to transportation, even though they may live within the three mile limits of the school, when such service does not overcrowd those who are legally entitled to transportation service.
- B. Transportation for all school activities shall be by school bus whenever possible. It shall not be the policy of the board to approve trips by school children by private cars. All trips by private cars must have special permission of the Board of Trustees.
- C. It shall be the policy of the Board of Trustees to encourage field trips. Such trips shall be properly planned and shall be made in the interest of educational policies.
- D. All activity trips shall be in charge of the teacher and approved by the superintendent.



E. School owned buses shall not compete with private or public carriers in fields not connected with school activities.

**5. Books**

A. Textbooks shall be provided for all students. Textbooks shall be considered to be those books that may be used over a term of several years. Workbooks are not considered textbooks except in the primary grades where they have special use.

**Adopted:**

**Amended:**

SECTION V

Personnel, General Policies

1. Selection

- A. All positions shall be filled by the best qualified persons available.
- B. Religion shall not be a factor in selection of any person for any position.
- C. Marital status will not be a deciding factor for any position.
- D. Character will be considered in all applications.
- E. Salaries are determined by the Board of Trustees.

2. Salaries

- A. Salaries for teachers will be based on the salary schedule of the Montana Education Association.
- B. Salaries for all other employees will be based on the salaries of like employees in the community.
- C. Salaries will be paid the first day of each calendar month for services performed the past month.
- D. All salary warrants will be paid through the office of the Superintendent.
- E. All legal deductions will be made by the clerk. Employees will notify the clerk of the number of dependents claimed for tax purposes.

**3. Insurance**

- A. All employees of the district are insured by the Montana State Industrial Accident Commission. Injuries to employees are to be reported immediately to the office of the Superintendent.

**4. Sick Leave**

- A. Teachers will have five days sick leave each semester, accumulative to ten.
- B. All other employees have five days sick leave each year.

- C. A doctor's certificate may be required for sick leave.

**5. Vacation**

- A. All employees working twelve months shall have two weeks vacation with full pay.

**6. Pensions**

- A. Teachers' pensions are provided by law and five percent of the teacher's salary is withheld by the clerk of the district for this purpose. Pension regulations are to be explained at the first teachers' meeting.

**7. Suspension and termination**

- A. Any employee may be suspended for cause. In such case the employee shall be entitled to a hearing before final dismissal.

**Adopted:**

**Amended:**

SECTION VI

Personnel, Certificated

Subject

1. Teachers

- A. Applications (1) All application for certified positions shall be presented to the superintendent. All applications shall be in writing. Applications shall name professional educators as references. Applications shall have a photograph if a personal interview is not possible. Statements in applications are considered a part of the contract of the teacher.
- B. Contract (1) No teacher shall be deemed hired until his contract has been signed and returned to the Clerk of the School Board. All contracts shall be made in duplicate. The loyalty oath for teachers, (School Laws of Montana, Chapter 121, Section 1327.1, page 90.) shall be a part of the contract.
- C. Certificates (1) No teacher shall be deemed hired until his contract is registered in the office of the County Superintendent of Schools.
- (2) It is the obligation of the teacher to secure his certificate.
- D. Powers (1) Every teacher shall have power to hold every pupil to a strict accountability

in school for any disorderly conduct on the way to or from school, or during intermission or recess.

**E. Duties  
Legal**

- (1) Teachers shall faithfully enforce in school the course of study and regulations prescribed, and if the teacher shall refuse or neglect to comply with such regulations, then the board of trustees shall be authorized to withhold any warrant for salaries due until such teacher shall comply therewith.
- (2) It shall be the duty of the teacher of every public school in the system to keep in a neat and business-like manner, a daily register in such form and upon such blanks as provided by the superintendent.
- (3) It shall be the duty of the teacher: to endeavor to impress on the minds of their pupils the principles of morality, truth, justice, and patriotism; to teach them to avoid idleness, profanity, and falsehood; to instruct them in the principles of free government; and to develop in them a true comprehension of the rights, duties, and dignity of American citizenship.
- (4) It shall be the duty of the teacher to exercise due diligence in the care of the school grounds and buildings, furniture, apparatus, books, and supplies.

**F. Duties**  
**Non-legal**

- (1) Teachers are expected to be at their place of employment one-half hour before school classes begin. They are also expected to remain one-half hour after classes are dismissed.
- (2) When school is dismissed for inservice training periods, teachers are expected to remain for such periods.
- (3) Activities of co-curricular nature are a part of the educational system and all teachers will aid in such activities.
- (4) Supervision of playground and corridors is expected of all teachers.
- (5) Proper conduct is expected of all teachers at all times.
- (6) Participation, in community activities, will be a part of the in-service training program. A better understanding of children's problems and needs will be gained by such participation.
- (7) The first duty of the teacher is the welfare of the children.

**G. Responsibilities (I)**

Teachers are expected to be professional. Teachers will improve themselves by belonging and participating in their professional organizations, by professional readings, travel, and attending summer sessions of teacher training institutions.

- (2) It shall be the policy of the Board of Trustees to require every teacher to attend summer school at least one summer every five years.
- (3) Teachers will observe the Code of Ethics of The National Education Association.
- (4) Teachers will be directly responsible to the Superintendent.

**H. Discipline**

- (1) Discipline shall be positive. Self-discipline shall be encouraged.
- (2) Discipline cases will be handled, except in rare instances, by the classroom teacher.
- (3) Insubordination is not to be tolerated in any instance.
- (4) Corporal punishment by the teacher is not a policy of the Stevensville Public Schools.

**Adopted:**

**Amended:**

SECTION VII

Personnel, Non-certified

1. Custodians

- A. Employment
- (1) Custodians shall be hired by the board on recommendation by the Superintendent.
  - (2) The term of employment shall be from July first to July first of the following year.
- B. General Responsibilities
- (1) The custodians are directly responsible to the Superintendent.
  - (2) The primary concern of the custodians shall be the safety and general welfare of the children of the Stevensville Public Schools.
  - (3) The custodians shall remain in or about the buildings during the assigned hours, except when it is necessary for them to be absent for good reasons. Any absence from their posts must be reported, before leaving, to the Superintendent.
  - (4) Custodians will see that proper temperatures are maintained during school hours and for all activities.
- C. Specific Duties
- (1) The purchase of custodial supplies will be made through the office of the Superintendent, upon recommendation of the custodians.
  - (2) Custodians shall assist the Superintendent and teachers



in maintaining order in the halls and on the school grounds.

- (3) They shall go on errands as may be required of them by the Superintendent.
- (4) Principles of good house-keeping shall be observed at all times.

## 2. Cooks

### A. Employment

- (1) All cooks shall be hired, on recommendation of the Superintendent, by the School Board.
- (2) They shall be hired for the school term.
- (3) There shall be one head cook and two assistants. Assistants are under the immediate supervision of the head cook.
- (4) The head cook shall be consulted in the employment of the assistants.

### B. Responsibilities

- (1) The preparation of the school lunch and the general supervision of the kitchen and lunch room are the direct responsibility of the head cook.

### C. Duties

- (1) All cooks shall exemplify by good kitchen and dining room procedures acceptable habits of social, healthful and economic living.
- (2) Cooks shall be on duty from eight-thirty to three-thirty. Compensatory

time shall be arranged in variance from this schedule.

- (3) The head cook is charged with the bookkeeping and purchasing of the supplies for the lunch room with the sanction of the Superintendent.
- (4) The Superintendent of Schools is directly in charge of the lunch program.

**D. Clerks**

- (1) The clerk in the Superintendent's office is directly and solely responsible to the Superintendent.

**E. Bus Drivers**  
**a. Employment**

- (1) Bus drivers shall be hired, on recommendation of the Superintendent, by the School Board.

- (2) They shall be hired for the school term.

**b. Qualifications**

- (1) Bus drivers must be qualified to meet all the regulations of the State Department of Education and the Montana State Highway Department.

**c. Duties**

- (1) The primary concern of the bus driver shall be the welfare of the children of the Stevensville Public School.
- (2) All bus drivers are expected to see that all safety measures are enforced at all times.
- (3) Regular schedules are to be prepared and followed at all time.

- (4) Children shall be required to follow strictly rules of conduct while being transported. Bus drivers will make the rules which must be approved by the superintendent.
- (5) All needed repairs or replacements of parts shall be reported to the Superintendent of schools.
- (6) Any accident shall be reported to the Superintendent of schools as soon as possible.
- (7) Field trips are not a part of the daily work schedule of drivers and they will be paid extra for such services.
- (8) Bus drivers are primarily responsible to the Superintendent of schools.

**Adopted:**

**Amended:**

SECTION VIII

Personnel, Students

1. Attendance
  - A. All pupils are expected to be in regular attendance unless excused for cause.
2. Courtesy
  - A. All students shall observe the common rules of courtesy at all times.
3. Discipline
  - A. All pupils who may be attending public schools shall comply with the regulations established in pursuance of law for the government of such schools, shall pursue the required course of study, and shall submit to the authority of the teachers of such schools. Continued and wilful disobedience and open defiance of the authority of the teacher shall constitute good cause for expulsion from school. Any pupil who shall, in any way, cut deface or otherwise injure any schoolhouse, furniture, fences, or outbuilding thereof, or any book belonging to other pupils, or any book belonging to the district library, shall be liable to suspension and punishment, and the parent or guardian of such pupil shall be liable for damages, on complaint of the teacher or any trustee and upon proof of the same. (School Laws of the State of Montana, 1949, Chapter 105, Section 1133, p. 102)

4. Secret Fraternities

A. Secret fraternities are prohibited as provided by law.

5. Recreation and Athletics

A. Programs in recreation are to be provided for grade school children but there will be no inter-school athletic contests in grades one through eight.

B. High school students will have a inter-school athletic program.

C. The high school athletic program shall be carried out under the rules of the Montana High School Athletic Association.

D. All games shall be approved by the Superintendent.

E. Emphasis shall be placed on sportsmanship and it is the duty of the coach to see that violators of this principle do not represent the school in inter-school contests.

F. Students on athletic trips are under the direct supervision of the coach.

G. It shall be the policy of the Stevensville School not to sell athletic equipment to students.

H. A broad athletic program, not necessarily intra-school, shall be the policy of the athletic department.

6. Student Government

A. A program for student government shall be developed. The purpose

of such a program shall be to train pupils in group processes and to develop leaders for the community.

**7. Other Organizations**

- A. Classes, clubs, and other groups shall be encouraged to have organized meetings with emphasis on group relations.
- B. All student organizations shall have a teacher sponsor and shall not hold meetings unless the sponsor is present.

**8. Safety**

- A. All students shall practice the principles of safety at all times.

**Adopted:**

**Amended:**

SECTION IX

School Plant

1. Building

- A. The primary purpose of the school building shall be the education of the children.
- B. Adult groups may use the building when it does not interfere with the primary purpose.
- C. Community groups have the use of the building free of charge if no admission is charged and the public is invited. Groups not inviting the public shall be charged five dollars.
- D. Community groups may have the use of the building for a fee of fifteen dollars if an admission is charged.
- E. No individual may rent the building for individual profit.
- F. Groups desiring to use the building for the raising of funds for charitable purposes shall present their case to the Board of Trustees for final action.
- G. Student organizations shall have free use of the building but must make arrangements with the Superintendent through their sponsor.
- H. Where a charge is made for the use of the building the janitor shall be paid

seven dollars and fifty cents by the group or organization renting the building.

I. All applications for the use of the building shall be reviewed by the Board of Trustees.

**2. Equipment and Tools**

A. School equipment and tools may be loaned to responsible persons if such equipment and tools are not available from commercial firms in the district.

B. Where special skill is required in the operation of equipment and tools it will be necessary for the borrower to have a member of the staff accompany such service. Arrangements must be made by the borrower for this service.

C. All loaned equipment of every kind shall be recorded and the borrower assumes full responsibility for the return of the equipment or tool in as good a condition as when borrowed.

D. Veterans enrolled in the On The Farm Training program have access to the shop when they are under the supervision of their instructor.

**Adopted:**

**Amended:**



SECTION X

Miscellaneous Policies

1. **Representative of Commercial Agencies**
  - A. Agents of commercial companies shall not call upon teachers unless they have permission from the Superintendent.
2. **Promotion**
  - A. It shall be the general policy of the Stevensville Public Schools to have continuous promotion except in rare instances.
3. **Graduation**
  - A. High school students shall be graduated when they have sixteen credits including the credits designated by Montana School Law.
4. **Propaganda**
  - A. Material classified by the Board of Trustees as propaganda shall not be distributed in the Stevensville Public Schools.
5. **Contests**
  - A. Contests will be permitted only on sanction of the State Department of Education.
6. **Ticket Sales**
  - A. Ticket sales and drives will be approved by the Board of Trustees before they will be inaugurated.
7. **Supplies**
  - A. All supplies will be requisitioned by the teachers and other employees but ordered by the Superintendent. It is desirable that needs be foreseen to provide ample time for economic purchasing.

- B. Any unusual supplies or equipment costing more than two hundred fifty dollars shall require action of the Board of School Trustees. Such supplies or equipment will be purchased according to law.

**Adopted;**

**Amended:**

## CHAPTER V

### Summary, Conclusions, And Recommendations

In summarizing this paper it might be pointed out that there is developing a definite need for written school board policies. Many large systems do have such an instrument but the great majority of schools with enrollments under five hundred students do not have any type of such publication. Dr. Maritt Jen Rand in his study of Board Rules and Regulations for Non-city School Districts with Superintendents in California, found less than twelve percent of the five hundred schools surveyed had any publications which qualified in any respect as written policies. The literature indicates that written policies should serve as guides for organization, procedures, program and purposes. Such policies are to be guiding principles rather than detailed instruction. They tell "what" to do rather than "how" things should be done. The literature presented a number of methods of organizing policies. All the literature reviewed would organize policies around positions or personnel, or around functions or services. A combination of the two methods would seem to be a logical conclusion.

The most practical method of organization of written policies, is to make a looseleaf notebook of such proposed policies that cover the particular problems of the district.

With this as a basis, the staff and all others concerned should participate in developing the final policies. This should certainly include the parents, pupils and citizens where the policies are related to them. The sample or proposed policies are a starting point and are in no way intended to be comprehensive or final in their coverage. Policies must be cooperatively developed and the procedures used in the development may be as important as the policies.

The nature of the format is an important factor in the final written policy. There are certain general features that seem to be desirable:

1. The document must be easy to consult.
2. The table of contents and index should be practicable.
3. There should be a coded system of organization.
4. Looseleaf binding is desirable
5. Regular note book paper (8½ x 11) is desirable.
6. Provision for board adoption and amendments should be made.

Policies should be developed and should not be confused with administrative instructions which should be issued by the superintendent. Policies so developed will provide a framework at the district level within which the superintendent and his staff can democratically operate with freedom and initiative. A democratic superintendent and staff operating under the direction

of a democratic school board will be a major factor in training students to learn to live democratically in a democracy.

Once developed, "Written School Board Policies" should be distributed to all people concerned.

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