
RULES AND REGULATIONS

ADOPTED BY

THE BOARD OF EDUCATION

OF BARTLESVILLE SCHOOL

DISTRICT

BARTLESVILLE, INDIAN TERRITORY

AUGUST 1, 1900,

BARTLESVILLE, I. T. :
THE BARTLESVILLE MAGNET
1902.

RULES AND REGULATIONS

ADOPTED BY

THE BOARD OF EDUCATION

OF BARTLESVILLE SCHOOL
DISTRICT

BARTLESVILLE, INDIAN TERRITORY

AUGUST 1, 1900,

BARTLESVILLE, I. T. :
THE BARTLESVILLE MAGNET
1902.

RULES OF BARTLESVILLE SCHOOLS.

GENERAL.

SECTION 1.—School Year.—The school year shall consist of thirty-two weeks and shall be divided into two terms. The first term shall commence in the third Monday of September. There shall be such vacations as from time to time the board may order.

SEC. 2.—Holidays.—The regular holidays shall be Thanksgiving, the Friday following it; also days granted by the board. The Christmas vacation shall be one week.

SEC. 3.—Sessions.—The morning sessions shall be commenced at 9:00 a.m. and close at 4:00 p.m., except the First Primary school which shall close its sessions at 11:30 a.m. and 3:30 p.m. There shall be an intermission of 15 minutes in each session.

SEC. 4.—Complaints.—Form of.—All complaints must be reduced to writing and filed with the secretary before any action will be taken by the board. Any complaint against a teacher must be in writing, signed by at least one responsible person before the board will take cognizance of the charge.

SEC. 5.—If any parent or guardian feels himself aggrieved, he shall not call upon the teacher in the school room or on the school premises, but shall make known his grievance to the principal, or to the board in writing.

SEC. 6.—No presents shall be given at the school building by teachers to pupils nor by pupils to teachers. Prize and valentine boxes of every kind are prohibited.

DUTIES OF PRINCIPAL.

SECTION 1.—The principal shall have immediate control of the management and discipline of the entire school. He shall be held responsible for the neatness and cleanliness of the school. He shall see to the enforcement of the rules of the board. He shall report all needs of the school to the board.

SEC. 2.—The principal shall take cognizance of every case of suspension or expulsion of pupils, and their restoration to the privileges of the school, under the regulations of the board found under the head, "Duties of Pupils."

SEC. 3.—The principal shall devote his time

to teaching the higher grades, and consult with the teachers of the different grades in regard to their work as often as seems necessary to secure the best results. He shall summarize the monthly reports of the teachers and submit them to the board.

DUTIES OF TEACHERS.

SECTION 1.—Teachers shall be present at their respective rooms at 8:30 a.m. and shall report themselves tardy if not present at that time.

SEC. 2.—Teachers shall open school punctually and shall devote their entire time during school hours to the exclusive instruction of the pupils under their charge; maintain good order, and adhere strictly to the use of the text-books prescribed by the board for class use, provided, they may use any good text-book by way of supplemental work.

SEC. 3.—Each teacher shall keep in a conspicuous place in the room a programme showing the exact order and time of each exercise, and shall adhere strictly to it, making no changes without the consent of the principal.

SEC. 4.—Teachers shall require written or personal excuses, and shall give immediate notice to parent or guardian of any pupil who has been absent without excuse for three consecutive days or six half days in any school month.

SEC. 5.—Teachers shall endeavor on all proper occasions, to impress upon the minds of their pupils the principles of morality and virtue, but no teacher shall exercise any sectarian influence in the schools.

SEC. 5.—Teachers shall neither require nor permit any pupil to do any work in school hours other than that of preparing and reciting their lessons.

SEC. 7.—It shall be the duty of teachers to practice such discipline in the schools as would be exercised by a judicious parent in the home—always firm and vigilant, but prudent. They may detain pupils after the afternoon session not to exceed thirty minutes, for cause. They shall avoid corporal punishment when exact obedience and strict order can be secured by milder means, but when corporal punishment is unavoidable, the teacher shall make out a statement of the case, specifying the age, grade and offense of the pupil, and the kind and degree of the punishment inflicted, delivering the same to the secretary of the board. In difficult cases the teachers shall apply to the principal for as-

sistance. Corporal punishment shall not be inflicted in the presence of the school, but in the presence of one other teacher or the principal. No teacher shall strike a pupil on the head or hand.

SEC. 8.—Teachers shall make all reports required, keep their register complete and neat, return all reports and registers to the principal at the close of the term, and read so much of the rules before the school from time to time as will give pupils a correct understanding of their duties.

SEC. 9.—Teachers will require quiet and orderly demeanor of pupils during intermission. No romping or boisterous conduct within the school room must be permitted.

SEC. 10.—Teachers shall give attention to the personal habits of their pupils in regard to neatness, cleanliness, morals and manners. Attire need not be expensive but must be clean.

SEC. 11.—Teachers shall keep such records and make such reports as required by the board—monthly, and shall hand same to the principal on the last Friday of the school month, from which reports the principal shall make a summary and hand to the secretary of the board before the morning session on the first Monday of each school month.

DUTIES OF PUPILS.

SECTION 1.—Every pupil is expected to attend school punctually and regularly, and to conform to all the regulations of the school; to obey all directions of the teachers; to observe good order and propriety of deportment; to be diligent in study, respectful to teachers kind and respectful to school mates; to refrain entirely from the use of profane or improper language, and to be clean and neat in person and attire.

SEC. 2.—Upon entering school pupils must enter such grade and pursue such studies as the principal shall direct; provide themselves with such books and apparatus as are used by their classes; sit in such seat as their teacher may assign to them, and no pupil under censure of suspension shall be permitted to return to school until such censure shall be removed.

SEC. 3.—Pupils are prohibited from picking up or throwing stones, snowballs or missiles of any kind on the school grounds. They must not mark, scratch, break in any way the furniture, casings, walls, fences, windows or any appurtenances of the school premises.

SEC. 4.—Pupils must not play within the

school room at any time, and always abstain from rude play, shouting, throwing and making improper noises about the building. On entering the room, they shall go immediately and quietly to their respective seats, without running or conversation. On being dismissed they shall immediately leave the school premises.

SEC. 5.—Pupils may be suspended without favor or exception by the principal for any of the following causes: Absence without proper excuse to the teacher from parent or guardian, either in person or in writing. Absence from any examination without having tendered a satisfactory excuse to the teacher in charge; violent opposition to any authority in any particular instance; conduct and habits which are found to be injurious to other pupils; injuring or in any way defacing any school property whatever; writing or speaking any profane or obscene language, or making obscene pictures or characters on any school premises. In case of suspension the principal shall report all the facts in the case to the board in writing and shall notify the parent or guardian of the suspension, and in no case shall a suspended pupil be restored to the privileges of the school until the parent or guardian shall give satisfactory assurance to the principal that such parent or guardian will use his best endeavors to prevent a repetition of the offense. In case of such assurance the principal may permit the pupil's restoration. Provided, that pupil's suspended for injuring or defacing any school property shall not be restored until full reparation has been made for all damages. No pupil who has been suspended twice during the school year shall be restored without the consent of the board in regular or special meeting.

SEC. 6.—No mere statement that the parent has kept the pupil at home shall be considered a valid excuse for absence or tardiness. Sickness, or the written request of parent or guardian or some urge of emergency of which the teacher shall be the judge, shall be the only excuse for dismissing a pupil before the appointed time for closing school. Pupils shall not be excused during school hours to take lessons in music, drawing, painting, to attend rehearsals, to solicit on committees, or any other work of like character.

SEC. 7.—No pupil shall be promoted from one grade to another, nor from one text-book to another in the same grade except by direction of the principal, after examination.

SEC. 8.—If by absence or want of diligence in study the scholarship of a pupil shall fall below the standard required for admission to the grade to which he or she belongs, such pupil shall be transferred to a lower grade. As soon as the teacher begins to suspect that it will be necessary to reduce a pupil to a lower grade she shall give notice of the probable necessity to the principal and also to the parent or guardian at least two weeks before final action is taken in the case.

SEC. 8.—No pupil shall bring into the school room for the purpose of perusal any book, periodical, or paper having no connection with his studies, under penalty of confiscation.

SEC. 9.—Pupils may be admitted after the first week, on Monday only of each week and on no other day, except those in the first primary grade, who may enter during the first week only and at no other time during the term, unless qualified to take up the work at such place as the class may then be working in the primary course, in which case they may enter at any time. All pupils subject to the following regulations, to wit:

First—They shall be residents of the city of Bartlesville or the territory annexed for school purposes, and of lawful age.

Second—No pupil shall be admitted or permitted to remain in school who is known to be affected with any infectious disease, or who may come from a family where such disease prevails.

SEC. 10.—Pupils shall in every case furnish the necessary books, stationery and utensils used by the class to which they are assigned, and shall not be allowed to remain in school more than one week without compliance with this rule.

SEC. 11.—Non-resident pupils may be admitted to the schools of this city when seats are not filled by pupils belonging to the district by payment of \$1.00 per month as tuition, in advance, for the entire term. But no pupil who has paid his tuition and has been assigned to a seat shall be displaced by a pupil who has moved into the district after the term has opened.

SEC. 12.—The use of tobacco in any form upon the school premises by any one at any time, is strictly forbidden.

SEC. 13.—Any pupil who shall be absent four half days in four consecutive weeks, without valid excuse given in person or writing by parent or guardian, shall by his own act forfeit his seat in the school. A pupil thus sus-

pended cannot be received into school again by any teacher unless he produces a written notice of restoration from the principal. The principal has no power to sign such notice of restoration until the parent or guardian has given a written pledge of future regularity and punctuality. A second suspension of this class can be restored only by application to the full board in regular or special session or by petition. Two tardinesses shall be equivalent to one-half day's absence and shall be so reckoned in case of charge for suspension.

DUTY OF JANITOR.

SECTION 1.—The janitor shall attend to building all fires and sweeping of all rooms. The floor must be swept at night at the close of the afternoon session, and all desks dusted in the morning before the beginning of the morning session.

SEC. 2.—He shall have all rooms warmed by 8:30 o'clock every morning. He shall ring the bell at 8:30 a.m. for five minutes, that all children may know the approach of the school hour.

SEC. 3.—He shall see that all doors and windows are securely fastened at each evening and shall attend to keeping all locks, weights and window-blinds in repair and working order at the expense of the board.

SEC. 4.—He shall report to the secretary of the board whenever he may notice any damage to furniture apparatus, building and other school property.

Adopted by the board of school directors August 1, 1900.

WM. JOHNSTONE, President.

P. S. AYRES, Secretary.

ERRATA.

Section 3, under head of "General," should read as follows:

SEC. 3.—Sessions.—The morning sessions shall be commenced at 9:00 a.m. and close at 12:00 m. The afternoon sessions shall commence at 1:00 p. m. and close at 4:00 p.m., except the First Primary school which shall close its sessions at 11:30 a. m. and 3:30 p. m. There shall be an intermission of 15 minutes in each session.



RULES AND REGULATIONS

ADOPTED BY

THE BOARD OF EDUCATION

OF BARTLESVILLE SCHOOL

DISTRICT

BARTLESVILLE, INDIAN TERRITORY

AUGUST 1, 1900,

BARTLESVILLE, I. T.:
THE BARTLESVILLE MAGNET
1902.

THIS RULER COLORED BY:

1

MADE IN U.S.A.

2

3



38x41=

