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Hilliards (Ohio) Bd. of Education  
Public Schools

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Rules and Regulations  
and  
Course of Study

→ 1895 - 96

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# COURSE OF STUDY

## → Rules and Regulations ←

of the

## Hilliards Schools

Approved by the Board of Education Sept. 1, 1895

### Board of Education

GEO. W. DEEM, M. D.,	- - - - -	PRESIDENT.
CONRAD KOEHLER,	- - - - -	TREASURER.
WILLIAM A. ELZEY,		THOMAS M. LATHAM,
A. S. HAGER,		A. E. GROOME,
		F. G. WINTERRINGER, CLERK.

### Teachers

H. E. AXLINE,	- - -	SUPERINTENDENT AND PRINCIPAL.
EMMA HARRINGTON,	- - -	GRAMMAR DEPARTMENT.
SADIE VOGLEGESANG,	- - -	INTERMEDIATE DEPARTMENT.
ETTA HOMMON,	- - -	PRIMARY DEPARTMENT.

## General Rules

1. Playing on the school grounds after school hours is forbidden.
2. The text-books used shall be such as are adopted by the Board.
3. The school building shall be opened for the admission of pupils fifteen minutes before the commencement of each half days' session.
4. The bell will be rung one-half hour before each half days' session, and shall be tapped three times as a tardy bell.
5. There shall be written and oral examinations as often as shall be deemed necessary by the Superintendent.
6. Commencement exercises by the High School shall take place at the close of the school year. The Board may charge for admission.

## Rules Governing Pupils

1. No pupil affected with any contagious disease, or directly exposed to the same shall be admitted to the school.
2. Each pupil is required to be punctual and regular in attendance, to obey the directions of the teachers, observe good order and propriety of deportment, to be diligent in study, respectful to teachers, kind and obliging to school-mates, and to refrain entirely from the use of profane and improper language; also, to refrain from the use of tobacco and chewing gum.
3. In all cases of tardiness or absence, the pupil shall furnish the teacher a written excuse from the parent or guardian.
4. Any pupil who is habitually absent or tardy, except from sickness or other unavoidable cause, shall be reported to the Superintendent for such action as he may deem best for the pupil, or the general good of the school. But the teacher shall first give due notice to the parent or guardian.
5. Pupils shall not throw stones or other missiles while upon the school premises. They must not bring to the school premises tobacco, pipes, revolvers, or books and papers foreign to the purposes of study.
6. Pupils guilty of defacing or injuring any school property shall be required to pay in full for all such damages.
7. Every pupil is required to have the necessary books and utensils, and if absent from any regular examination shall, upon their return to school, be examined by the Superintendent before they can be restored to their standing in school.
8. Pupils of one room shall not visit another room unless both teachers give their consent.

9. During intermission pupils shall make no noise in the school house.

10. Pupils are required to enter the building in a quiet and orderly manner, as directed by the Superintendent.

11. Pupils shall be suspended by the Superintendent for any one of the following causes :

*First*—For being truant two times during any term.

*Second*—For violent or repeated opposition to the authority of the teacher.

*Third*—For general conduct and habits which are injurious to fellow pupils.

12. In every case of suspension, the parent or guardian and the Board shall be immediately notified of the fact and the reason therefor, by the Superintendent, and unless the Board reinstate the pupil, he or she, shall be excluded from the school for the remainder of the current term.

13. Pupils shall be promoted from one grade to another only upon examination by the Superintendent.

14. No pupil shall be admitted under six years of age.

15. Foreign pupils may be admitted to any department of the school by passing satisfactory examination by the Superintendent, and paying to the clerk of the Board by the month, in advance, tuition at the following rates :

High School, per month .....	\$ 2 00
Grammar School, per month.....	1 40
Intermediate and Primary, per month.....	1 00

## Rules Governing Teachers

1. The Superintendent shall see to the observance and enforcement of the regulations of the Board. He shall have general supervision of the schools, establish grades, arrange for examinations, and fix the standard for promotion. He shall devote as much time as is consistent with his duties as teacher, in directing the general affairs of the school, and in advising and assisting the teachers in methods of instruction and government. He shall aid and direct teachers in the proper classification of their pupils, and may advance pupils at any time by examination.

2. Teachers shall be at their respective rooms at least fifteen minutes previous to the beginning of each session, and shall be held responsible for the order maintained in their rooms during intermission.

3. Teachers shall in case of indisposition or necessary absence from their schools, immediately inform the Superintendent, and no substitute shall be employed without his approbation.

4. Each teacher shall have a written programme of daily exercises.

## Rules Governing Janitor

1. The janitor shall attend the ringing of the bell as directed by the Superintendent.

2. The rooms, halls, and stairways shall be swept once each day during the school year.

3. All furniture, doors, windows, and mouldings shall be well dusted after sweeping.

4. It shall be the duty of the janitor to keep the out-houses thoroughly cleaned, to see that the grounds are kept in proper condition, and to keep in order pump, trees, plants or flower beds, under the direction of the Board and Superintendent.

5. The janitor shall carry coal, make and regulate the fires, clean the stoves and stove pipes, and keep them well blacked, see that coal and ashes are deposited in their proper places, practice economy in the use of fuel, and use diligence and precaution to save the building from exposure to fire.

6. All floors and stairways shall be scrubbed at least once each month.

## Rules for the Government of the Board of Education

ARTICLE I. The Board shall meet on the first Monday in April each year, and after the members-elect have been duly qualified, shall organize by the election of a President, Vice President, Clerk and Treasurer.

ART. II. The standing Committees of the Board shall consist of the following: 1, Finance; 2, Supplies; 3, Schools; 4, House and Grounds.

ART. III. The regular meetings of the Board shall be held on the second Thursday evening of each month.

ART. IV. The order of business shall be —

- I. Reading of Minutes of previous meeting.
- II. Report of Superintendent.
- III. Report of Standing Committees.
- IV. Report of Special Committees.
- V. Consideration of Accounts.
- VI. New Business.

ART. V. Special meetings may be called by the President or any two members.

ART. VI. Roberts' Rules of Order shall be observed in all matters of parliamentary usage.