Codification of the rulings of the Montana State board of education April 1925-April 1951

Gerald Bernard Effing

The University of Montana

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CODIFICATION OF THE RULINGS
OF THE MONTANA STATE BOARD OF EDUCATION
APRIL 1925 - APRIL 1951

by

GERALD B. EFFING
B.A., MONTANA STATE UNIVERSITY, 1951

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

MONTANA STATE UNIVERSITY
1951
This thesis has been approved by the Board of Examiners in partial fulfillment of the requirements for the degree of Master of Arts.

[Signature]
Chairman of the Board of Examiners

[Signature]
Dean of the Graduate School

Date 4/7/52
ACKNOWLEDGMENT

Gratitude is expressed to Dr. John F. Staehle for suggestion of the problem and for his guidance; and to Miss Mary M. Condon, State Superintendent of Public Instruction, for making available the original minutes of the meetings of the State Board of Education.
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CHAPTER I

THE PROBLEM AND DEFINITIONS OF TERMS USED

I. THE PROBLEM

Statement of the problem. It was the purpose of this study to compile into a single work the rulings of the Montana State Board of Education in such a manner that they would be easily accessible to all interested persons without necessitating such persons' having to go through the original minutes of the board of education to find the board's rulings on matters under its jurisdiction.

In some instances it was found that the board made rulings which conflicted with previous ones, and in other cases it was found that duplicate rulings were made. This was not the fault of the board, since there was no way of determining what rulings previous boards had made unless a complete search of the minutes was made each time a decision was made by the board. This study was an attempt to correct such conflicts and duplications and to make recommendations so that similar errors would not be made in the future.

Importance of the study. Since the board of education had jurisdiction over all matters of education and administration concerning the schools, university system and the eleemosynary institutions of the state as provided by
the laws of the state, it was necessary to set up a system of classification and codification of the rulings made by the board in order to provide a basic policy which could be referred to by the board, institutional and school administrators, staff members and interested lay persons. This study will eliminate many unnecessary calls to the state board of education as reference to the code of rulings will show the ruling on the matter in question. Of course, if there is no opinion to cover the matter that has arisen, then the board will have to be consulted. In like manner, the board will not have to deliberate on matters already settled by previous discussion, but merely refer to the code and, unless they should decide that a revision is in order, refer the question to the same source. This will not only expedite matters, but will also establish a more consistent policy for the institutions of the state.

Research procedure. The first step in this study was to find out what constituted a "ruling" of the Board of Education. This was accomplished with the aid of the State Superintendent of Public instruction, who is Secretary and an ex-officio member of the Board of Education. The Superintendent explained that a ruling of the State Board was an action, moved, seconded and carried by a majority of the board members, that stated a definite policy to be followed by persons or institutions under its authority. Where

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\(^1\) See Appendix B, p. 192 ff.
there was no general policy regarding a board function, cer­
tain specific orders by the board, some of which duplicated
state laws, were included.

With this in mind the next task was to extract all
rulings from the board minutes during the designated period.
Following completion of this task the rulings were first
segregated according to major headings such as University,
Public Schools or one of the other headings, and then fur­
ther broken down under these major headings according to
specific areas such as academic, financial or staff.

Upon completion of this breakdown specific rulings
were arranged according to date of approval and checked to
see which rulings had been amended, revised or rescinded.
In such cases, the historical note indicates the date of the
most recent action, thus bringing the study to its next to
final step, that of codification. After the codification
was completed, the remaining step was to make recommendations
which the writer thought would be of help to the Montana
State Board of Education in reviewing the rulings.

As an added precaution the writer consulted with the
Superintendent of Public Instruction and with the Executive
Secretary of the University of Montana to insure that none
of the rulings in the code was in error.

II. DEFINITIONS OF TERMS USED

Board or board of education. These terms were used
in referring to the Montana State Board of Education.
Minutes. The term "minutes" was used to refer to the minutes of the regular or special meetings of the Montana State Board of Education. The original set of minutes is located in the office of the State Superintendent of Public Instruction, State Capitol, Helena, Montana.

University. This term was used to include the University of Montana, which is broken down into six subdivisions:

- Montana State University, Missoula
- Montana State College, Bozeman
- Montana School of Mines, Butte
- Western Montana College of Education, Dillon
- Eastern Montana College of Education, Billings
- Northern Montana College, Havre

Public Schools. The term "public schools" was used to refer to both elementary and secondary schools, as most of the rulings affected both divisions.

Custodial institutions. This term was used to cover the eleemosynary institutions, which are as follows:

- Boys Industrial School, Miles City
- Girls Vocational School, Helena
- Montana State Training School, Boulder
- State Orphans Home, Twin Bridges
- State School for Deaf and Blind, Great Falls

Board policy. "Board policy" referred to rulings made by the board concerning their own procedure, such as which members have authority to sign contracts and what
should be the order of business.

Vocational Education. "Vocational education" was used to represent the section of the Department of Public Instruction of the same name. However, the rulings will not be extensive as this section puts out a manual containing all of its rulings and procedures, which is approved by the board of education and eliminates the necessity of all but a few individual rulings.

Vocational Rehabilitation. There were few rulings in this section for the same reason mentioned under Vocational Education.

III. ORGANIZATION OF THE REMAINDER OF THIS STUDY

The remainder of this study was broken down into three chapters, chapter two containing methods used by other boards of education, not necessarily on the state level. Chapter three shows the method used to codify the rulings and explains the working of the system used. Recommendations for the type of publication to be used and a distribution list were placed in chapter four, as well as recommendations for making future rulings and the importance of checking previous rulings before putting new ones into effect. The actual rulings and a table of contents were placed in Appendix A.
CHAPTER II

LITERATURE ON RULINGS OF OTHER BOARDS OF EDUCATION

Much has been written concerning the duty of boards of education in compiling a set of rulings and placing it at the disposal of the persons immediately concerned and also the public. However, nothing has been written explaining the code system used in presenting these rulings in published form.

The most complete explanation found was the description of the Long Beach, California, Administrative Code, which stated that the rules and regulations put into effect by board action were set up in a regular administrative code with a breakdown according to subject.¹ The first section of the code pertained to general rules and regulations concerning the public and its relation to the schools. The employment, control and dismissal of all non-certificated employees was the main topic of the second section. Subsections under the latter were concerned with citizenship of employees, general conduct, their legal residence within the district, residence previous to employment, personal and professional service records, leaves of absence and others.

Special sections of the code relate to the length of the school year, special uses of buildings and grounds, and transportation of pupils. In addition to the special sections there are separate articles outlining powers and duties of principals, teachers, pupils and caretakers. The regulations concerning pupils define duties of children in respect to attendance, absence, conduct and discipline.

A. V. Ackhurst recommends a system whereby it is possible for the board to find the rulings, but does not mention making the rulings available to the public. His system merely advocates the keeping of a running index system so that the decision can be located by subject matter and then be referred to the minutes for the actual ruling. He does, however, recommend that all important rulings be kept in a looseleaf-type notebook in alphabetical order so that they will be easily accessible to the board and easy to find when the board desires to amend or repeal them.

The Executive Secretary of the University of Montana keeps such an index on all matters pertaining to the units of the University, but this is mainly for the benefit of the University administrative staffs and is not necessarily available to students or faculty. None of the other institutions under the board has such a system.

Another article concerning the school board and the

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publishing of its policies was written by W. R. Godwin of Hutchinson, Kansas, and contained some excellent policies and a good synopsis of what was in the book of rulings as set up by the school board of that city.\\(^3\\)

Godwin felt that it was necessary to publish the policies of the board because when they were left in the minutes with no reference, the policy became a loose understanding with many interpretations. He also felt that the printed policy was an excellent guide for the board and particularly for new members, because it was merely necessary to present to such new members the booklet containing the policies and thus help them to adjust to their new duties. This is an excellent point, because otherwise the new member would be at the mercy of the more influential members of the board.

In addition to helping the new board members, the booklet containing the policies was an indispensable guide for employees, because it gave them the necessary basic framework from which to work.

Some dangers were also cited by Godwin in printing the policies of the board. If policies were not very carefully considered before being published, they were likely to have to be modified under stress during the school year. In addition to this there is the possibility of failure to revise the rulings annually, thus allowing rules to become

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obsolete due to changing times. Another grave mistake likely to occur is that of adopting policies that seemed to work very well in other systems, without realizing that what is good for one community is not necessarily good for another. As a final warning, Godwin stated that the utmost care must be taken to distinguish between board policy and administrators' regulations. The basic policies must be separated from the regulations.

The booklet printed by the Hutchinson Board of Education contains sixteen sections, which are as follows:

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. By Laws of the Board of Education</td>
<td></td>
</tr>
<tr>
<td>2. Methods of Transacting Business</td>
<td></td>
</tr>
<tr>
<td>3. Regulations concerning employment of certificated personnel</td>
<td></td>
</tr>
<tr>
<td>4. Use of school facilities by non-school organizations</td>
<td></td>
</tr>
<tr>
<td>5. Methods of handling complaints</td>
<td></td>
</tr>
<tr>
<td>6. Discipline</td>
<td></td>
</tr>
<tr>
<td>7. Advertising and Commercialism</td>
<td></td>
</tr>
<tr>
<td>8. Week-day Religious Education (released time)</td>
<td></td>
</tr>
<tr>
<td>9. Admission to kindergarten</td>
<td></td>
</tr>
<tr>
<td>10. Politics</td>
<td></td>
</tr>
<tr>
<td>11. Printing in the school shop</td>
<td></td>
</tr>
<tr>
<td>12. High School Diplomas for Veterans</td>
<td></td>
</tr>
<tr>
<td>13. Tuition</td>
<td></td>
</tr>
<tr>
<td>14. Release of teachers from contracts</td>
<td></td>
</tr>
<tr>
<td>15. Damage to school property</td>
<td></td>
</tr>
<tr>
<td>16. Insured vehicles for students who take school-sponsored trips</td>
<td></td>
</tr>
</tbody>
</table>

Godwin feels that a board can meet situations as they occur and not print its policies, but that the result will be a very indefinite school program; or the board can adopt and print its policy and keep it up to date by constant revision, and thus be a real asset to the educational system under its jurisdiction.
A pamphlet by the Committee on Tenure of the National Education Association gives an analysis of school board rules in forty cities with populations of over 100,000. This would be an aid in making future rulings in that it shows what most large city boards consider as part of school policy, thus leaving the remainder of rules and regulations to be taken care of by administrators.4

It was not the purpose of this paper to survey what other boards have done in regard to the codifying or printing of their policies, but it was felt that to find out what other boards were doing would be a definite asset in setting up criteria to follow in codifying the rulings of the Montana State Board of Education, and would also be of advantage to the State Board of Education in making future rulings.

In addition to reviewing the literature on school board rulings, a survey was made of the surrounding states, Idaho, Wyoming, Utah and Washington, to find out what they have done about codifying their board rulings. It was found that Idaho5 and Wyoming6 have done nothing along this line.

4Committee on Tenure, National Education Association, Analysis of Schoolboard Rules: 40 Cities over 100,000 Population, National Education Association, June, 1938, 39 pp.

5State Superintendent of Public Instruction, Idaho, to Gerald B. Effing, November 5, 1951.

Utah has an index but said nothing about publishing any rulings and Washington, in addition to having an index system, publishes and distributes the rulings to the schools and institutions of higher learning of the state immediately following the meeting at which the action was taken.

Washington seems to be the only state among those surveyed that has an efficient and workable system. Of course, there is always the possibility of not finding what one is looking for under an index system unless the person searching happens to think along the same lines as the indexer, or unless there is an excellent system of cross-reference, with a card listed under all possible headings for what is being filed.

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7 Asst. State Superintendent of Public Instruction, Utah, to Gerald B. Effing, November 24, 1951.

8 State Superintendent of Public Instruction, Washington, to Gerald B. Effing, November 21, 1951.
CHAPTER III

SYSTEM OF CODIFICATION

The system that was used in the codification of the rulings of the Montana State Board of Education was similar to that used in codifying the state laws, thus eliminating the necessity of those using the rulings having to learn a new system. This will also help to standardize the state system and will tend to provide a basis for future works of this type and thereby make the rulings of any department familiar to anyone with a knowledge of the system used in the state code, which was originally taken from the Field Codes of New York of 1865. ¹

The state system was set up on a Title-Chapter-Section basis and works in such a manner that the numbers of the titles, chapters and sections form a code number which identifies the separate section. The title was used to designate the main heading, such as University, Public Schools, or Custodial Institutions. The chapter, which comes under the title, designates the main topic of the chapter, such as Certification, Attendance, or Financial. Under the chapter headings are the sections, which are used as subdivisions of the chapters and in most cases are the actual rulings. An

example of a code number is as follows:

Title  30 - Public Schools
Chapter  4 - Certification
Section  2 - Elementary Certification

The code number for this was 30-402. The Title number was 30, the Chapter number 4 and the Section number 2. The "0" was inserted before the 2 so that Section numbers can run up to 99. For this same reason Title numbers were written in two digits. This allows for expansion in case the main titles are broken down at a future date. Chapter numbers can also run up to 99, and they would read as follows:

<table>
<thead>
<tr>
<th>TITLE</th>
<th>CHAPTER</th>
<th>SECTION</th>
<th>CODE NUMBER</th>
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</thead>
<tbody>
<tr>
<td>10</td>
<td>25</td>
<td>1</td>
<td>10-2501</td>
</tr>
<tr>
<td>10</td>
<td>28</td>
<td>11</td>
<td>10-2811</td>
</tr>
<tr>
<td>12</td>
<td>36</td>
<td>99</td>
<td>12-3699</td>
</tr>
</tbody>
</table>

In cases where the section numbers run over 99, or if the chapter numbers run over 99, the following system should be used:

<table>
<thead>
<tr>
<th>TITLE</th>
<th>CHAPTER</th>
<th>SECTION</th>
<th>CODE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>35</td>
<td>250</td>
<td>12-35-250</td>
</tr>
<tr>
<td>12</td>
<td>101</td>
<td>8</td>
<td>12-101-08</td>
</tr>
</tbody>
</table>

In order to allow for further expansion or breakdown of chapters, 101 will be followed by 201 and then 301, and so on:

<table>
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<th>CHAPTER</th>
<th>SECTION</th>
<th>CODE NUMBER</th>
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<td>12</td>
<td>101</td>
<td>1</td>
<td>12-101-01</td>
</tr>
<tr>
<td>12</td>
<td>201</td>
<td>1</td>
<td>12-201-01</td>
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This will eliminate the necessity of re-codifying the whole title when expansion is in order.
The Title designations that were used in this codification were as follows:

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<td>University</td>
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<tr>
<td>30</td>
<td>Public Schools</td>
</tr>
<tr>
<td>40</td>
<td>Custodial Institutions</td>
</tr>
<tr>
<td>50</td>
<td>Vocational Education</td>
</tr>
<tr>
<td>60</td>
<td>Vocational Rehabilitation</td>
</tr>
</tbody>
</table>

In order to provide easy access to the ruling desired without actually having to go through the rulings, a listing of all the Chapters under a given Title was placed at the beginning of each main section directly under the Title, and further breakdown was provided by listing all of the Sections in a Chapter at the beginning of each Chapter. Of course, a complete Table of Contents has been provided at the beginning of Appendix A for easier access to the desired rulings.

Since this code has been gathered in its entirety from the minutes of the Montana State Board of Education, it was also necessary to provide some system of reference to the original rulings in order to show exactly when the rulings were passed and put into effect. To do this, a system of historical notes was used at the end of each ruling, showing when the ruling was first enacted and also any subsequent amendments or revisions with the dates thereof.

An example of an historical note and its explanation.
are as follows:

**History:** En. Sept. 9, 1941; Amd. April 10, 1943.

**Explanation:** Enacted by the Board September 9, 1941 and amended April 10, 1943.

Such an historical note enables persons using the code to check back to the original minutes of the meetings to determine the origin of a ruling and to note any discussion that would not be included in the ruling itself.

Any remarks following the **History** were made by the codifier in order to help the revision committee.

Abbreviations used in the historical notes are as follows:

<table>
<thead>
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<td>Amd.</td>
<td>Amended</td>
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<tr>
<td>Amds.</td>
<td>Amends</td>
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<td>C.</td>
<td>Code</td>
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<tr>
<td>En.</td>
<td>Enacted</td>
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<td>Mtg.</td>
<td>Meeting</td>
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<tr>
<td>Rep.</td>
<td>Repealed</td>
</tr>
<tr>
<td>Rev.</td>
<td>Revised</td>
</tr>
<tr>
<td>Sec,</td>
<td>Section</td>
</tr>
</tbody>
</table>
CHAPTER IV

CONCLUSIONS

I. FUTURE RULINGS

It was quite evident in going over the rulings of the State Board of Education that there was a definite need for a work of this type, as evidenced by repetitious and incomplete rulings that were passed by the Board. The fact was also brought out that rulings which appear to be administrators' regulations were passed as rulings by the board. The sphere of the board's action should be more clearly defined, either by law or in that section of the Code pertaining to Board Policy. It seemed that the State Board of Education has been handling matters that should be taken care of at local levels and by local boards. In some cases the board seemed to make rulings already covered by law. One example of this is ruling 40-405, Fire Alarm System at Boys Industrial School. It would seem that this matter is covered in the Revised Codes of Montana, 1947, laws 69-1801 to 69-1810, and particularly 69-1808 which pertains to inspection by the state fire marshal of all public and state buildings in regard to inspection, notice of inadequate equipment, compliance and enforcement. Another law that covers this area is 75-2301 pertaining to fire drills and alarms.
Future board action should contain the ruling in its entirety, so that when it is removed from the Minutes of the State Board of Education and placed in the code it may be understood in itself rather than requiring the interested person to go back to the board's discussion as found in the minutes. It was the hope in completing this study that such repetitions and incomplete rulings would not occur again.

An example of repetitious rulings can be found under Custodial Institutions, rulings 40-305 to 40-308, in which, in four different rulings, the Board of Examiners was given authority to adjust salaries of staff members at the elee-mosynary institutions. An example of incomplete rulings that were noted can be found in Chapter 40-200, where it was necessary to use discussion found outside of the rulings in order to make up rulings that were understandable.

Another shortcoming was found in the case of an amended ruling which would not specify if the remainder of the ruling being amended were still in effect or not. An instance of this can be found in 20-301, pertaining to Correspondence and Extension Fees. The rulings of December, 1925 and of December, 1931 specify the amount of compensation to be granted instructors handling correspondence and extension courses, but the ruling of April 8, 1946 states that the instructors shall receive extra compensation for this work, but does not specify an amount.

In other cases a ruling contained a previous ruling in its entirety as well as additional matter pertaining to
the same subject. Such rulings should be combined or the previous ruling eliminated, in order to avoid repetition. An example of this can be found by looking at 20-808 and 20-809, pertaining to Duration and Number of Prize Scholarships.

With a code of this type to use as a guide in making, revising, rescinding and amending rulings in the future, it should be possible to eliminate errors, or rather shortcomings, as noted above. Rulings in question to the writer have been noted.

II. TYPE OF MANUAL

Looseleaf. A looseleaf manual containing the rulings of the Montana State Board of Education would probably be the most convenient and economical type to keep up to date, since all the board would have to do when it made a new ruling would be to mimeograph the ruling and send it to all institutions and offices which have the manuals of the rulings. The old ruling or amended ruling could then be taken out of the looseleaf manual and the replacement inserted. This would eliminate any time lag that would occur if persons concerned had to wait for a complete revision of the rulings as would be necessary for a bound manual.

Bound. A bound manual would be printed and distributed, and any amendments could be sent out; but there would be no practicable way of inserting them into the manual, and as a result many would probably become lost or misplaced. A
manual of this type would also require more frequent revision in order to keep the persons concerned up to date on the latest rulings. The looseleaf manual is recommended in preference to the bound manual.

III. DISTRIBUTION

The distribution should, of course, include all institutions affected by the rulings. This would include the University units, junior colleges, custodial institutions, public schools, vocational schools, the Department of Public Instruction, City and County Superintendents and any private schools affected by the rulings. It would be almost impossible to send a copy to each teacher in the public schools or each employee at a state institution. Therefore it is recommended that a copy be placed in the libraries of the larger schools and institutions. A copy should also be kept at each public library in the state for the information of interested citizens.

IV. REVISIONS

It is recommended that a committee composed of members of the State Board of Education go over the rulings for the purpose of revision at a minimum interval of every five years. In this way rulings repealed by legislative action can be removed, and other rules that have become obsolete can be revised or discarded. The latter will keep the manual of rulings to a minimum size.
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# APPENDIX A

RULINGS OF THE MONTANA STATE BOARD OF EDUCATION

APRIL 1925 - APRIL 1951

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<td>02 Authority to Execute or Renegotiate Contracts with the Government on Behalf of State Board of Education</td>
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<td>MEETINGS AND BOARD PROCEDURE</td>
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(SEE THE STATE PLAN FOR VOCATIONAL REHABILITATION FOR COMPLETE RULINGS AS APPROVED BY THE BOARD OF EDUCATION.)
TITLE 10

BOARD POLICY

CHAPTER
10-100 Committees of the Board of Education
10-200 Institutional Reports
10-300 Interim Authority
10-400 Meetings and Board Procedure
10-500 Minutes
CHAPTER 10-100

COMMITTEES OF THE BOARD OF EDUCATION

Section

10-101 Reviewing Committee to Work with Government Agencies in regard to Allocation of Monies for Construction

10-101 Reviewing Committee to Work with Government Agencies in regard to Allocation of Monies for Construction

The officers of the Board of Education were delegated to act as a reviewing committee for applications to be submitted to the Community Facilities Service of the Federal General Services Administration, which agency allocates funds for the preparation of plans and specifications of various types of construction, including dormitories.


CHAPTER 10-200

INSTITUTIONAL REPORTS

Section

10-201 Custodial Institutions' Reports - How Submitted

10-201 Custodial Institutions' Reports - How Submitted

It was agreed that at each meeting one custodial representative would appear in person before the Board. The other custodial institutions would submit written reports to the Board and, unless one of them wanted to report something in person, action would be taken on the written report. However, if time on the agenda was desired by one of the insti-
tutions, it was decided that the institution would write to the secretary and request time.


CHAPTER 10-300
INTERIM AUTHORITY

Section

10-301 Authority to Fix Salaries between Meetings

10-302 Authority to Execute or Renegotiate Contracts with the Government on behalf of State Board of Education

10-303 Staff Appointments between Board Meetings

10-301 Authority to Fix Salaries between Meetings

It was agreed that the State Board of Examiners be empowered by the State Board of Education to fix temporary and emergency salaries in the interim between meetings of the State Board of Education.

History: En. Dec. 20, 1943

10-302 Authority to Execute or Renegotiate Contracts with the Government on behalf of State Board of Education

The Board decided that if such occasion arises before a meeting of the State Board of Education, power and authority be given to the Governor and the State Board of Examiners to execute or renegotiate on behalf of the State Board of Education any of the contracts held in any of the three institutions carrying on training programs for the Army or Navy.

1943
The Board voted that in the event of vacancies in the University staff arising when the Board was not in session, appointments to fill such vacancies be made by the Chancellor and the President of the unit of the University of Montana affected.

History: En. July 20, 1931.

CHAPTER 10-400
MEETINGS AND BOARD PROCEDURE

Section
10-401 Order of Business for Meetings
10-402 Meeting to Accredit High Schools

10-401 Order of Business for Meetings

The following order of business was approved:

1. Roll Call
2. Minutes of Preceding Meeting
3. Custodial Reports
4. Report of Superintendent of Public Instruction
5. New Business
6. Reports of Heads of Vocational Educational Departments
7. New Business
8. Chancellor's Report for University Units
9. New Business
10. Miscellaneous Business
11. Adjournment


10-402 Meeting to Accredit High Schools

It was moved and carried that the Board of Education
hereafter meet sometime within the first two weeks of each March at the call of the Chairman for the special purpose of considering accreditation of high schools in the State of Montana.


CHAPTER 10500
MINUTES

Section
10-501 Advance Copies of Minutes to Board Members

10-501 Advance Copies of Minutes to Board Members

It was voted that the Secretary hereafter send a copy of the minutes of the preceding meeting of the State Board of Education to each member of the Board at least ten days in advance of the following meeting, so that the members will have the time and opportunity to review the minutes and thus save the time at the meeting which has been devoted to the reading of said minutes.

History: En. Sept. 7, 1943
TITLE 20

UNIVERSITY

CHAPTER

20-100 Academic
20-200 Admissions and Dismissals
20-300 Correspondence and Extension Work and Fees therefor
20-400 Fees and Special Fees
20-500 Financial
20-600 Housing
20-700 Miscellaneous
20-800 Scholarships
20-900 Staff and Faculty
CHAPTER 20-100

ACADEMIC

Section

20-101 Safe Driving Course

20-102 The School of Religion at the State University

20-103 Statement of Policy by the State Board of Education Concerning the Functions of the Units of the University of Montana (Rescinded for further study)

20-104 Two-year Course at Eastern Montana State Normal School

20-105 Four-year B.E. in Elementary Education at Eastern Montana Normal School

20-106 Authority for Montana State College to Train Teachers of Industrial Arts for Secondary Schools

20-107 Honorary Degrees must be passed on by the Board of Education

20-108 The Degree of Master of Education

20-109 Bachelor of Arts in Music

20-110 Certification of Graduates of Junior Colleges at Miles City and Glendive

20-111 Teacher Training Courses at Havre and Billings

20-112 Industrial Arts Curriculum, Montana State College and Northern Montana College

20-113 Summer Schools at Havre, Miles City, Billings and Lewistown

20-114 Consolidation of the Departments of Chemistry at Montana State College and the Agricultural Experiment Station.

20-115 Change in Name of Department of Physical Education at Montana State College
CHAPTER 20-100
(Continued)

Section

20-116 Change in Names of Departments at Montana State College, Agronomy to Agronomy and Soils

20-117 Affiliation of Montana State College with Merrill-Palmer School, Detroit, Michigan

20-118 Change in Name of Department of Physical Education at Montana State University

20-119 Junior College Standards

20-120 Change from Semester to Quarter System at Montana State Normal College at Dillon

20-101 Safe Driving Course

It was agreed that a course, consistent with the facilities of the school, be given on safe driving in the eighth grade, and that a more intensified course be given in the high schools; and further, that in each of the institutions of higher learning a course in safe driving be given to train teachers for this course.

History: En. Sept. 16-17, 1946; Amd. Dec. 9-10, 1946. (Also listed as 30-105 under Public Schools)

20-102 The School of Religion at the State University

Item 3733, The School of Religion at the State University

THAT, On the recommendation of the Executive Council, the State Board of Education modify its action of April 16, 1924, in order that instruction by the School of Religion may be given in the State University Buildings under proper restrictions approved by the President and the Chan-
cellor. This action was approved by the Board of Education.

History: En. April 5, 1926.

20-103 Statement of Policy by the State Board of Education Concerning the Functions of the Units of the University of Montana (Extract from Minutes of Special Meeting of the State Board of Education in the Governor's Reception Room at the State Capitol on Monday, January 15, 1945.) (Rescinded April 9, 1945.)

The following statement of policy was approved by the State Board of Education:

Montana's system of higher education has faced serious problems for many years. Recently, falling registration in some of the units, duplication of functions in others, and difficult problems of administration and control have made some solution of the various problems all the more urgent. In view of the heavy responsibilities which our system of higher education faces in the post-war period, the State Board of Education recently appointed a Commission on Higher Education made up of nineteen representative Montana citizens to make recommendations to the Board of Education. The Commission has made its report, which calls for a unification of the institutional structure, a clear definition of the powers of the Board of Education, and recommends elimination of as much overlapping of effort as possible. The Board of Education is in accord with these recommendations.

The Board of Education has studied the programs of the several units of the University with a view to the development of the most effective educational services, the
most economical organization, and the soundest solutions for the problems confronting the University units.

The program adopted by the Board of Education is based on two principles: First, since the last two units of the University (Havre and Billings) were established primarily to serve their respective areas, it is desirable to maintain them as regional institutions enabling the young people of these regions to secure two years of liberal arts or pre-professional education in their own community or within reasonable distance. Second, that the professional and specialized phases of the University's program be organized on a functional basis, that is, with only one institution offering advanced specialized work in a field or subject. For example, there will be one law school, one school of engineering and one institution for preparation of teachers for rural and elementary schools.

The program adopted by the Board is as follows:

1. The two units at Billings and Havre shall offer two-year liberal arts, pre-professional and vocational programs.

2. The Havre and Billings units shall discontinue teacher education.

3. The Havre unit shall increase its emphasis on vocational education with special provisions for the education of returned soldiers.

4. The total program of the University of Montana shall be organized as follows:
Montana State University

Schools of
Arts and Sciences
Business
Music
Education
Forestry
Pharmacy
Law
Journalism

(Montana State University shall discontinue work in vocational Home Economics, including teacher education in this field. The two-year secretarial course shall be offered at Havre and Billings. Education of high school teachers shall be concentrated here except preparation of teachers of Agriculture, Home Economics and Industrial Art, which shall be provided at the State College.)

Montana State College

Division of Agriculture
Division of Engineering
Division of Home Economics
Division of Science
Extension Division
Experiment Station
Education of teachers in Agriculture, Home Economics and Industrial Arts

(Montana State College shall discontinue education of high school teachers except in Agriculture, Home Economics and Industrial Arts, and shall discontinue its secretarial course, which will be offered at Havre and Billings.)

Montana School of Mines

Specialization in Mineral Industries

Montana State Normal School

This school shall be reorganized to provide a broad program of liberal arts and pre-professional courses on a two-year basis. Teacher education shall be discontinued here.

Northern Montana College

This school shall continue largely on its present pattern with an increased emphasis on vocational education. Teacher education shall be discontinued.
Legislation should be enacted changing the function of the Billings unit from that of a normal school to that of a college with liberal arts and pre-professional courses. The name of this institution should be changed to Eastern Montana College.

**History:** En. Jan. 15, 1945; Rescinded April 9, 1945.

**20-104 Two-year Course at Eastern Montana Normal School**

It was agreed that the Eastern Montana State Normal School be authorized to offer a two-year basic college course plus the normal training.

**History:** En. April 9, 1945.

**20-105 Four-year B.E. in Elementary Education at Eastern Montana Normal School**

The Eastern Montana Normal School at Billings, Montana, was given authority to offer a four-year course leading to the degree of Bachelor of Education in Elementary Education.

**History:** En. July 8, 1946.

**20-106 Authority for Montana State College to Train Teachers of Industrial Arts for Secondary Schools**

The Montana State College at Bozeman was authorized to train teachers of industrial arts for secondary schools, including the first two years of the four-year course, the curriculum to be checked and approved by the Chancellor.

**History:** En. July 26-27, 1948.
Honorary Degrees must be passed on by the Board of Education.

The following motions were presented and approved by the Board of Education:

That, in the future, no honorary degree be conferred by any unit of the University of Montana without having first secured the approval of the State Board of Education, and that, in order to avoid any embarrassment, no suggestion be made to the person so to be honored until the conferring of such degree has been approved by the State Board of Education.

That, a copy of this motion be sent by the secretary to the president of each unit of the University of Montana.

History: En. Sept. 10, 1934.
(Also see 20-907)

The Degree of Master of Education

Item 8412, The Degree of Master of Education

That, on the recommendation of the Executive Council, the degree of Master of Education be conferred by the State University on those candidates who, having first successfully completed a bachelor's degree and a minimum of three years of satisfactory teaching, earn at least forty credits of graduate work, without offering a thesis. This work may be done in the minimum required residence of three regular quarters or four summer quarters, and at least twenty-eight credits must be earned in residence at Montana State University. A candidate for this degree may offer twenty-
five credits in his minor field. The School of Education may give such examinations, oral and written, for admission to candidacy and prior to final recommendation for the degree as may be necessary to secure reasonable standards of proficiency. The degrees of Master of Education and of Master of Arts in Education are to be mutually exclusive, so that both degrees may not be conferred upon the same person.

**History:** En. Sept. 13, 1937.
(As faculty is allowed to change requirements for the degree, the ruling should be drawn up giving them such authority. The number of credits needed was changed in 1943 from 40 to 45 credits.)

20-109 Bachelor of Arts in Music

Item 7911, part 12.

That, hereafter, the degree of Bachelor of Arts in Music be conferred only on those who have taken a general arts course and the work in the School of Education required for a certificate in Public School Music; those who have covered work in voice, violin or piano and such individual performance as is usually required for a degree, to receive the degree of Bachelor of Music in Applied Music.

**History:** En. July 13, 1936.

20-110 Certification of Graduates of Junior Colleges at Miles City and Glendive

The State Superintendent recommended that the students graduating from the Junior Colleges at Miles City and
Glendive be granted a Temporary Elementary State Certificate valid for one year with the privilege of having one renewal, to be restricted to the duration of the war. The above recommendation was approved.

History: En. July 9, 1945.

20-111 Teacher Training Courses at Havre and Billings

Item 11401, Teacher Training Courses at Havre and Billings

That, the State Board of Education approve the recommendation of the legislative committee of the Board that certification on the two-year basis be continued at Northern Montana College and Eastern Montana State Normal School until such time as there is a state requirement of four years' preparation for teaching in Montana. This action was approved.

History: En. April 9, 1945

20-112 Industrial Arts Curriculum, Montana State College and Northern Montana College

Item 11522 was approved by the Board of Education. That, the State Board of Education approve the following proposed curriculum:

The two-year program at Northern Montana College will include primarily skill subjects, such as machine shop, sheet metal, automechanics, radio and electrical work, woodworking, plastics and related courses, welding, drawing and machine design, mathematics, chemistry, English and addition-
al electives to be determined by specific needs of the student.

This program is articulated with upper division courses at Montana State College, where a degree in Industrial Arts will be granted upon satisfactory completion of the remaining two years of required work.

This program is articulated with lower division courses at Northern Montana College where the first two years of work are offered.

(Note: No student may register in this Department at Northern Montana College for more than the equivalent of the first two years of courses. No student will be permitted to register in this Department at Montana State College except for the last two years of work.)

History: En. July 9, 1945.

20-113 Summer Schools at Havre, Miles City, Billings and Lewistown

The Board approved the motion that if Havre, Miles City, Billings and Lewistown meet the requirements, they be permitted to hold summer schools as state schools, but that if any one of these places fails to qualify, the Chancellor and the Superintendent of Public Instruction be authorized to extend the privilege to another community.

History: En. April 5, 1927.
Consolidation of the Departments of Chemistry at Montana State College and the Agricultural Experiment Station

Item 10821

That the State Board of Education approve the consolidation of the present Department of Chemistry, Montana State College, and the Department of Chemistry of the Agricultural Experiment Station into a single department. Item 10821 was approved.

History: En. Sept. 1943.

Change in Name of Department of Physical Education at Montana State College.

Item 11523

That the State Board of Education grant permission to change the name of the Department of Physical Education to the Department of Health and Physical Education, to permit giving an option in Health Education as well as in Physical Education. All students majoring in the department will take a common curriculum for the first two years, but in the junior and senior years will take different offerings, depending upon whether they major in Physical Education or in Health Education.

History: En. July 9, 1945.

Change in Names of Departments at Montana State College, Agronomy to Agronomy and Soils

Item 11423

(1) Request to change the name of the Department of
Agronomy to Agronomy and Soils. This would permit giving option in Soils as well as in Agronomy for students in Agriculture, all of whom take a common first two-year curriculum.

This request was approved by the Board.

_History:_ En. April 9, 1945.

20-117 Affiliation of Montana State College with Merrill-Palmer School, Detroit, Michigan

Item 11423

(4) Request permission for Montana State College to establish affiliation with Merrill-Palmer School, Detroit, Michigan to permit junior or senior students, majoring in Home Economics at Montana State College, with special interest in the field of child development, and upon recommendation of the Montana State College Home Economics faculty, to take one quarter's work at the Merrill-Palmer School, or a maximum of sixteen (16) credits to be allowed toward the degree in Home Economics at Montana State College.

This was approved by the Board.

_History:_ En. April 9, 1945.

20-118 Change in Name of Department of Physical Education at Montana State University

Item 11515

That, the State Board of Education grant permission to change the name of the Department of Physical Education to the Department of Health and Physical Education to permit giving an option in Health Education as well as in Physical
Education. All students majoring in the department will take a common curriculum for the first two years, but in the junior and senior years will take different offerings, depending upon whether they major in Physical Education or in Health Education.

This change was approved by the Board.

History: En. July 9, 1945.

20-119 Junior College Standards

The following Junior College standards, accepted by the Junior College Presidents, were approved by the Board of Education:

RECOMMENDATIONS TO THE STATE BOARD OF EDUCATION FROM THE UNIVERSITY COUNCIL

JUNIOR COLLEGES

(Laws of Montana 1939, Chapter 158)

Definition of a Junior College

The essential characteristic of a junior college is the fact that it offers two years of work beyond the secondary level to students who have completed a standard high school course or the equivalent.

Scope

The junior college may offer two years of work in standard college curricula, or two years of instruction in curricula terminal in character and of post-high school or collegiate grade and quality, or both such standard and terminal curricula. If standard college curricula are offered,
there shall be not fewer than five departments, as follows: English, history, mathematics, modern language and science (chemistry or physics, botany or zoology). Not more than one year of pre-professional work shall be offered in agriculture, teacher-education, engineering, forestry or pharmacy.

Requirements for Admission

Completion of four-year course in approved secondary school or equivalent. Students transferring to University of Montana institutions may be required to comply with entrance requirements of these institutions before becoming candidates for graduation.

Staff

A master's degree or equivalent preparation, including graduate work in the field being taught, shall be the minimum preparation for instructors in academic subjects. Although the first requisite for an instructor in terminal curricula shall be his occupational qualifications, he should also possess satisfactory educational qualifications for his specific work. The dean of a junior college shall meet the academic standards and shall give full time to the junior college.

Teaching Load

The student-faculty ratio should not exceed 20 to 1. The teaching load shall not exceed sixteen credit hours, or their equivalent, per week. In computing the instructor's load, two periods of laboratory shall count as one credit.
hour. A credit hour shall be of not less than fifty minutes net, laboratory period not less than two class periods per credit.

**Student Program**

Sixteen credit hours or an equivalent load is the normal class schedule. The programs of students who are gainfully employed should be adjusted according to the number of hours which they spend in self-supporting work, the consideration being given to the ability of the student.

**Relation to Local High School**

When a junior college and a high school are maintained together, students shall be taught in separate classes, no high school pupil being admitted to any college course. No college credit shall be allowed to a junior college student for work taken in any class to which high school pupils are admitted.

**Length of Academic Year**

The academic year shall consist of a minimum of 170 days of instruction or legal requirement of public schools.

**Library**

A library of not fewer than 2500 volumes, exclusive of public documents and bound periodicals, suitable to the courses offered shall be provided. The standard of 4000 volumes should be regarded as the minimum after a junior college has been in operation five or more years. Attention should be given to the provision of adequate reference material, and to the recency, suitability and availability of
the total collection. Annual expenditure for books and periodicals shall not be less than $375. With this as the minimum standard, an expenditure of not less than $2.50 per student for books, periodicals and binding is recommended for institutions enrolling more than one hundred fifty students.

The library shall be adequately housed and effectively administered.

Plant

The material equipment and upkeep of the junior college, including its lands, buildings, class rooms, laboratories and apparatus for teaching of laboratory subjects shall be sufficient to insure efficient operation. The physical plant should be adequate to provide safe, sanitary and healthful conditions, as judged by modern standards.

Graduation Requirements

Sixty semester hours or the equivalent shall be required for graduation. Qualitative as well as quantitative standards for graduation shall be maintained.

Transfer to University of Montana Institutions

Students transferring to any unit of the University of Montana must meet the entrance requirements prescribed by the State Board of Education.

In the fields of agriculture, teacher-education, engineering, forestry and pharmacy, maximum preparation in junior college may result in shortening the residence period
requisite for graduation, but by not more than one academic year.

History: En. April 13, 1942.

20-120 Change from Semester to Quarter System at Montana State Normal College at Dillon

Item 12165

That, the State Board of Education approved change from semester plan to quarter plan at the Montana State Normal College [Dillon], effective beginning with Summer School, 1947.

Approved by the Board.

History: En. Dec. 9-10, 1946.

CHAPTER 20-200

ADMISSIONS AND DISMISSALS

Section

20-201 Applications for Matriculation
20-202 Admission Requirements for Returning Veterans
20-203 Credits from Junior Colleges
20-204 Foreign Entrance Requirements in American History
20-205 Admission to Directed Teaching at the State Normal College at Dillon
20-206 Student Marriages
20-207 Comprehension Entrance Examinations for High School Graduates in Lower One-Third of Class
20-201 Applications for Matriculation

Item 4902

That, in accordance with the recommendation of the Executive Council, falsification or willful suppression by a student of any information called for on his matriculation blank may be ground for cancellation of his matriculation.

History: En. April 1, 1929.

20-202 Admission Requirements for Returning Veterans

Item 11001

That, the State Board of Education approved admission to the University Units as special students men or women honorably discharged from the armed forces who cannot offer all of the requirements for admission.

Approved by the Board.

History: En. April 24, 1944.

20-203 Credits from Junior Colleges

Item 4901

That, in accordance with the recommendation of the Executive Council, any student entering the University of Montana with college credits from a junior college must be in residence at least two years before receiving a bachelor's degree; and

That, credits obtained in a regional summer school should be recognized as of junior college rank only.

Approved by the Board.

--- 11, 1929.
The State Board of Education rescinded the following item which had been passed December 14, 1931:

**Item 6002 (RESCINDED)**

That, students from any of the countries outside of the United States entering any of the units of the University of Montana be not required to present the one high school unit of American History and government.


(A check with the admissions office at Montana State University showed that they never received a notice to rescind Item 6002, and therefore they still abide by this item.)

That, on the recommendation of the President and faculty of the State Normal College (Dillon) the State Board of Education approved the following regulation:

Before being admitted to any general course in directed teaching, the student is required to pass a comprehensive test in which he may demonstrate reasonable proficiency in the mechanics of composition, the use and understanding of English, the ordinary processes of arithmetical computation, vocabulary, and intelligence as indicated by ability to write somewhat logically and consecutively upon his choice from a selected list of topics.

All students will be required to take the comprehensive test during the first term in attendance. Those who are not successful in passing may take the test again during...
any succeeding quarter or quarters, the number of trials not being limited. The tests will be general in nature, administered with the student's entire qualifications and fitness for teaching in view, rather than specific technical skills or ability in formal accomplishments alone.

The tests will be guided and controlled by a committee of five, whose decisions, based upon the results of the test, will be final. The committee is composed of the President, as chairman, the Director of Training or his representative, one member of the teaching staff at the training school, and two other members of the faculty appointed by the President to serve until their successors are appointed.

History: En. July 6, 1933.

20-206 Student Marriages

The Board approved the motion that the Executive Council and Chancellor be requested to re-draw this ruling (see below) and present a redrafted rule at the next meeting of the Board. It was the opinion of the Board that this ruling was too drastic and could not readily be applied at all times and to all cases. It also ruled that the ruling be further amended as follows: "the question as to allowing or disallowing the credits earned by the student to be also decided by that institution."

Ruling referred to:

That any marriage, either party to which is a student of the University of Montana, must be publicly announced.
For this purpose, notice of the marriage will be promptly filed with the registrar of the institution of which the party concerned is a student. Any attempt to keep the fact of the marriage secret will result in suspension, effective from the date of marriage and for a period to be decided by the institution at which the student is registered.

**History:** Replaces Item 3302, April 6, 1925; Amds. Oct. 22, 1932.

(Amendment to revise this ruling not followed up.)

**20-207 Comprehension Entrance Examinations for High School Graduates in Lower One-Third of Class**

Item 3520

The Executive Council after careful study of the subject recommended to the State Board of Education that the Comprehension Entrance examinations of high school graduates in the lower one-third of their classes be discontinued, and that the Chancellor and the institutions continue to cooperate with high school authorities in an effort to find a better plan for dealing with the problem.

**History:** En. Oct. 5, 1925.

**CHAPTER 20-300**

**CORRESPONDENCE AND EXTENSION WORK AND FEES THEREFOR**

**Section**

20-301 Correspondence and Extension Fees

20-302 Correspondence Study Fee for Service Men
20-301 Correspondence and Extension Fees

The following increase in correspondence and extension fees was approved by the Board:

That the fee for correspondence and extension study be increased from $2.50 per quarter credit to $4.00 and that faculty members who undertake this work without reduction in assignments be permitted to receive additional compensation with the provision that the amount of such work be subject to the approval of the administration in accordance with the Rules and Regulations governing the 12-months contracts effective July 1, 1946.

(The rulings of December 17, 1925 and December 14, 1931 specify the amount of compensation for the instructor, but the latest ruling (April 8, 1946) makes no mention of this.)

20-302 Correspondence Study Fee for Service Men

Item 10701

That the State Board of Education rescind its action, adopted September 15, 1942, "That any Montana citizen serving in the Army, Navy or Marine Corps, who was eligible to enter the University of Montana, be permitted to take correspondence courses at any unit of the University without cost for the duration of the War," in order that Montana, like other states, may continue the arrangement with the United States Armed Forces Institute, whereby the latter pays half the cost of the course, including textbooks, and the student

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pays the other half.

This action was approved by the Board.


CHAPTER 20-400

FEES AND SPECIAL FEES

Section

20-401 Matriculation Fee Discontinued at Montana State Normal College, Dillon, the Eastern Montana State Normal School, Billings, and the Northern Montana College, Havre

20-402 Textbook Library Fees

20-403 Fees for Graduate Students at Montana School of Mines

20-404 Graduate Fees at the State University, Missoula

20-405 Graduate and Sub-Freshman Fees

20-406 Fees for Testing Bureau Service

20-407 Charges for Board or for Board and Room at Residence Halls

20-408 Remittance of Fees to CCC Boys

20-409 Exemption from Non-Resident Fees for Members of Staff Families

20-410 Waiving of Non-Resident Fees by Staff Approval

20-411 Non-Resident Fee

20-412 Students Exempt from Non-Resident Fees

20-413 Non-Resident Fee, Montana State University

20-414 Non-Resident Fee, Montana State College

20-415 Deposit from Out-of-State Students

20-416 Exemption of Refugee Students from Payment of Non-Resident Fee
20-401  Matriculation Fee Discontinued at Montana State Normal College, Dillon, the Eastern Montana State Normal School, Billings, and the Northern Montana College, Havre

The Board of Education approved the discontinuing of the matriculation fee at the Montana State Normal College, Dillon, the Eastern Montana State Normal School and the Northern Montana College.

History: En. April 8, 1946.

20-402  Textbook Library Fees

Item 7801

The State Board of Education approved the amendment of Item 6402 adopted by the Board December 5, 1932, by adding the words underscored below, so that it reads as follows:

That, the State Board of Education approve the assessment by any unit of the University of Montana on the request of an instructor in charge of any certain course of a special textbook fee not to exceed one dollar and a half ($1.50) in any one quarter to be paid by every student registered in such course, for the purchase of books or other materials for classroom instruction or study, to be used by the students in such course, books and other materials so purchased to be the property of the institution, and the fees to be collected and expended through the regular business office, provided that no such fee shall be assessed until the request for such fee has been approved by the head of the department concerned, the president of the institution
and the Chancellor of the University of Montana.


20-403 Fees for Graduate Students at Montana School of Mines

Item 6451

That, graduate students at the Montana School of Mines be hereafter required to pay the following annual fees:

- General deposit fee $10.
- Diploma fee 5.
- Student Activity Fee 15. (optional)
- Student Health Fee 5. (optional)

but that they be exempt from all other fees, including the matriculation fee, the registration fee, the incidental fee and the non-resident fee. This is in recognition of the fact that such students will normally be engaged in research of value to the mineral industry of the state.


20-404 Graduate Fees at the State University

Item 8314

That, graduate students whose program of research and study requires expensive equipment, laboratory supplies and additional books may be required to pay a graduate laboratory- incidental fee not to exceed twenty-five ($25.) dollars per quarter.

(Also see part 1 of 20-405.)
20-405 Graduate and Sub-Freshman Fees

Item 8400, Special Fees

1. That, on the recommendation of the Executive Council, Item 8314 (20-404), be extended to all units of the University of Montana offering graduate study.

2. That, on the recommendation of the Executive Council, the several units of the University of Montana be authorized to charge a fee of five dollars ($5.00) per quarter for such remedial sub-freshman courses as may be offered to meet the needs of students who fail to establish acceptable college standards in placement examinations.

History: En. Sept. 13, 1937

20-406 Fees for Testing Bureau Service

Item 10021, Fees for Testing Bureau Service (and amendment)

This ruling approved by the Board with the amendment that all the institutions of the Greater University should be included in Item 10021 (20-406).

Item 10021, That, the State Board of Education approve a fee of $2.50 to $10.00 to be assessed of all persons not regularly enrolled at Montana State College (and all other units) for services rendered by the Testing Bureau, such as the determination of natural skills, likelihood of success in different occupations, etc., the amount of the fee to be in proportion to the extent of the tests given. Any person paying such fee and later enrolling as a regular student at Montana State College (or any one of the other units) shall
have the amount of the Testing Bureau fee deducted from the fees paid upon matriculation, provided that a proper receipt is presented.

**History:** En. September 8, 1941.

**20-407 Charges for Board or for Board and Room at Residence Halls**

*Item 10121*

That, due to rapid changes in food prices which are occurring now and may be expected for an indefinite period, authority is granted the University institutions to adjust the rates at the various residence halls in accordance with food costs.

**History:** En. Dec. 8, 1941

**20-408 Remittance of Fees to CCC Boys**

The Board voted to remit the customary non-resident fee at the Montana State University in the case of boys enrolled in CCC camps in Montana, who were recommended by the proper CCC officials for enrollment at the University and for exemption from said fee.

**History:** En. Dec. 14, 1936

**20-409 Exemption from Non-Resident Fees for Members of Staff Families**

*Item 5801, Non-Resident Fees*

That, on the recommendation of the Executive Council members of the families of persons regularly employed on the
staff of any unit of the University of Montana be hereafter exempted from the payment of non-resident fees.

**History:** En. July 20, 1931.

### 20-410 Waiving of Non-Resident Fees by Staff Approval

**Item 13501. Waiving of Non-Resident Fees**

The State Board of Education approved the waiving of the non-resident tuition for non-resident students who are selected and approved by the faculty and administration of each unit of the University of Montana and recommended for approval to the Board of Education, provided that the number for whom such tuition may be waived at any unit shall not exceed in number two per cent of the total enrollment of the unit as provided in Chapter 115 of the Session Laws of 1947.

**History:** En. July 10-11, 1950.

### 20-411 Non-Resident Fee

**Item 8201. The Non-Resident Fee**

That to clarify and simplify the regulation regarding the non-resident fee, the following statement be adopted to replace Item 6501 adopted April 3, 1933.

Persons who have not resided in the State of Montana for at least twelve months next preceding matriculation (time spent in an institution not being counted) and whose parents are not residents of the State shall pay
a non-resident fee of twenty-five dollars per quarter.

**History:** En. April 2, 1928; Amd. December 5, 1932; Amd. April 3, 1933; Amd. April 12, 1937.

**20-412 Students Exempt from Non-Resident Fees**

**Item 9200, Non-Resident Fees**

The State Board of Education ruled that the following students be exempt from non-resident fees:

1. Those who have paid non-resident fees for twelve quarters.

2. Residents of the Canal Zone, Alaska, Hawaii, Porto Rico and the insular possessions of the U. S.

3. Such holders of scholarships and graduate students as are specifically exempted by the action of the Board of Education in Items 6451 (20-403) and 7351 (20-817). (It was never the intention of the Executive Council to recommend the repeal of the exemptions named above; nevertheless, the legal department of the State University has given an opinion that the adoption of Item 8201 (20-411) technically might have such effect.)

**History:** En. Sept. 11, 1939.

**20-413 Non-Resident Fee, Montana State University**

**Item 13418**

That, Montana State University be authorized, effective September 1, 1950, to decrease the non-resident fee from $100. a quarter to $50. a quarter.

--- part (fee only) 20-411, April 12, 1937; Item 12201, April 28, 1947; Amd. April 10, 1950.---
Non-Resident Fee, Montana State College

Item 13427

The Board approved that Montana State College be authorized, effective September 1, 1950, to decrease the non-resident fee from $100. a quarter to $25. a quarter.

History: Amds. in part (fee only) 20-411, April 12, 1937; Amds. Item 12201, April 28, 1947; Amd. April 10, 1950.

Deposit from Out-of-State Students

The presidents of the institutions were authorized to require a deposit from out-of-state students in the amount of $25.00, which amount is to be returned to the student to apply on his fees upon actual enrollment by the student making application, and that such $25.00 shall be forfeited if the student does not enter after application has been made.

History: En. July 8, 1946.

Exemption of Refugee Students from Payment of Non-Resident Fee

Item 9902

That, the local Executive Boards of the units of the University of Montana be authorized to grant exemption from payment of the non-resident fee upon such condition as they may specify to deserving and needy foreign refugee students who are sponsored by some locally established organization or group.

History: En. July 14, 1941.
CHAPTER 20-500

FINANCIAL

Section

20-501 Biennium Budget Requests
20-502 Budgeted Expenditures
20-503 Channelling of Business Matters by Administrators
20-504 Revolving Entertainment Fund for Units of University
20-505 Co-operation with the Defense Program
20-506 Financing of Cooperative Defense Projects
20-507 Regarding Investment of Trust Funds
20-508 Investment of Hyman Endowment Funds
20-509 Designation of Income from Montana Agricultural Branch Stations
20-510 The Director of Montana Forest and Conservation Experiment Station
20-511 Duties of State Accountant, State Board of Examiners and the State Purchasing Agent in Regard to Irregularities and Recommendations for Repairs and Building at the State Institutions

20-501 Biennium Budget Requests

The Board of Education voted that all the institutions under the custody of the State Board of Education be compelled to furnish to the Board at the September meetings preceding regular sessions of the Legislative Assembly the budget requests for the biennium, accompanied by a simple account of costs of operation for the previous biennium, in order that they may be inspected and approved by the State
Board of Education before they are submitted to the State Board of Examiners and the State Budget Committee.


**20-502 Budgeted Expenditures**

**Item 6800**

The Board approved that the presidents of the respective units be authorized, subject to the limitations of the approved budgets and in accordance with the provisions of the laws of Montana and the regulations of the State Board of Education, to make such expenditures as in their judgment are necessary to carry on the work of the institutions, stations, divisions and services of the University of Montana.

*History: En. Dec. 4, 1933.*

**20-503 Channelling of Business Matters by Administrators**

**Item 13201**

That, the presidents and the business managers of the six units of the University of Montana are hereby directed to channel through the Office of the Chancellor, representing the State Board of Education, all matters of business which are to be transmitted to other state departments or agencies. This directive includes the submission of all plans for new construction contemplated under the five million dollar bond fund.

20-504 Revolving Entertainment Fund for Units of University

The State Board of Education approved the establishing of revolving entertainment funds within the six University units under the supervision of the respective presidents and local executive boards.

History: En. June 28, 1943.

20-505 Co-operation with the Defense Program

Item 9501, Defense Program

That, on the recommendation of the Executive Council, the units of the University of Montana be authorized to cooperate with the Federal Government in the National Defense Program in so far as facilities are adequate and adaptable.

History: En. July 8, 1940.

20-506 Financing of Cooperative Defense Projects

Item 9700

That, inasmuch as the units of the University of Montana are being steadily drawn into wider cooperation with the Federal Government in the National Defense Program, especially with the development of the air training program of the Civil Aeronautics Administration, and since the services sponsored by the units of the University of Montana are in no sense a part of the regular educational program of the institutions, therefore all money received by any institution in connection with any such program be deposited
by such institution with the State Treasurer in a separate trust fund to be administered for such special purposes through the institution sponsoring such activity.

**History:** En. Dec. 9, 1940.

**20-507 Regarding Investment of Trust Funds**

**Item 7001**

The State Board of Education approved the following ruling on the recommendation of the Executive Council:

That, the investing of all donations, gifts, bequests or devises which have been made or shall hereafter be made to any unit of the University of Montana or to any officer or board of any unit of the University of Montana requiring investment in order that the corpus and income thereof may be devoted to purposes in accord with the intent of the donor, shall be made by the President, Business Manager and Local Executive Board of the institution concerned, who shall in case investment or reinvestment be necessary make the same in sound, conservative investments, to the end that the income from the donation contrary to the donor's intent be not lost by failure to make or renew investments. The President or Business Manager of said institution is hereby directed to report to the State Board of Education for its approval any action taken under this resolution at the next regular meeting of the Board following the time such action is taken.

**History:** En. April 9, 1934.
Item 11012

That, the State Board of Education approve the recommendation of the Local Executive Board of Montana State University that the State Board of Land Commissioners be authorized to invest in the Montana Trust and Legacy Fund whatever funds are received from the Ryman Endowment for student loans, including current interest earnings.

History: En. April 24, 1944.

Designation of Income from Montana Agricultural Branch Stations

The Board of Education voted that the income derived from the branch stations of the Montana Agricultural Station be declared trust funds to be treated as such and used in connection with the operation of the institution concerned on the understanding that no money appropriated from the General Fund for these branch stations was to be used.

History: En. Dec. 8, 1941.

The Director of Montana Forest and Conservation Experiment Station

Item 9112

That, the Director of Montana Forest and Conservation Experiment Station be and is hereby authorized on behalf of said Station, this Board and the State of Montana, to execute and deliver such contracts, agreements, licenses, permits, leases, conveyances and other documents as in his judgment
as Director of said Station are or may be reasonably neces-
sary or desirable in order to carry out the purposes and pro-
tect the interests of said Station, or property and holdings
under its control or supervision, or to accomplish the pur-
poses and directions of any trust deed or agreement or pro-
vision by which property is brought under the control or
supervision of said Station or the Director thereof.

All such instruments so executed by said Director
shall be subject to the approval of the Local Executive
Board of Montana State University before delivery.


20-511 Duties of State Accountant, State Board of Examiners
and the State Purchasing Agent in Regard to Irregu-
larities and Recommendations for Repairs and Build-
ing at the State Institutions

The Board of Education approved the following reso-
lutions concerning the institutions under its control:

"Be it resolved, that the State Board of Examiners,
the State Accountant and the State Purchasing Agent be re-
quested to make written reports to the State Board of Educa-
tion, of any violation of law, or of the orders of this
Board and also of any irregularities in the administration
of any institution under the control of this Board, which
may come under their observation.

"Be it further resolved, that the State Accountant
be requested to furnish eleven copies of his last report on
each institution as soon as it is made."
"Be it resolved, that all requests for building repairs for any institution under the control of this Board be accompanied by a written report upon the merits and expense of same from the State Purchasing Agent with his recommendations thereto."

(Also listed as 40-301 - Custodial Institutions)

CHAPTER 20-600

HOUSING

Section

20-601 Housing Privileges for Families of Students Entering Armed Forces

20-602 Cooperative Housing at Montana State College

20-601 Housing Privileges for Families of Students Entering Armed Forces

The State Board of Education voted that the presidents of the units of the University of Montana be directed to permit the families of students who enter service to remain in the housing occupied at the time of entrance into service, and that every possible consideration pertaining to housing be extended to the families of other students similarly entering service. This directive is to apply during the duration of hostilities.

History: En. August 11, 1950.

20-602 Cooperative Housing at Montana State College

The State Board of Education approved the general
policy whereby student cooperative housing units, particularly for men students but not excluding the possibility of at least one unit for women students, might be constructed on the campus, each unit to house sixty students and each project to be submitted to the Board for final approval; and fraternities (men only) in case they build approved houses close to or contiguous to the campus, or in some cases on the campus directly, might deed such land and building or such buildings to the college in exchange for a satisfactory long-time lease.

**History:** En. April 11, 1938.

**CHAPTER 20-700**

**MISCELLANEOUS**

**Section**

20-701 Agricultural Council at Montana State College

20-702 Use of Buildings for Public Meetings

20-703 Arrangements for the Montana State University-Montana State College Football Game

20-704 Employment and Payment of Union Members in Student Functions

20-705 Official University of Montana Stationery to Mention all Units therein

20-701 Agricultural Council at Montana State College

The State Board of Education approved the organization at the Montana State College of an Agricultural Council to be constituted from ranks of the agricultural professions, to advise the president of this unit in regard to agricul-
tural policy. There would be twenty to twenty-five members and they would come to the college twice a year for a conference. The expense would not be more than $1,000 per year.

History: En. Sept. 7, 1943.

20-702 Use of Buildings for Public Meetings

Item 5703

That, the presidents of the several units be authorized to grant the use of buildings of the University of Montana for purposes other than university activities only on condition that no interference with the work of the institution is involved and that the institution is put to no additional expense thereby.

History: En. April 6, 1931.

20-703 Arrangements for the Montana State University-Montana State College Football Game

The State Board of Education voted that the football game between Montana State University and Montana State College would be played home, and home in the future and further arrangements would be left to the presidents of the institutions.


20-704 Employment and Payment of Union Members in Student Functions
Be it resolved:

That, in the matter of the request that this Board direct the State University administration to enforce employment by the students of union musicians for certain activities, the Board, while retaining supervision of general student activities on and about the campus, believes that it should not at this time interfere with the students' management and expenditures of their own funds involved in such activities.

That, the State Board of Education recognizes that there is an educational value in the presentation of dramatic and musical performances by the students and that they should be maintained and continued on a strictly amateur basis for the educational benefits to be derived by the students.

This motion was unanimously approved by the Board.

History: En. Dec. 9, 1940.

20-705 Official University of Montana Stationery to Mention All Units therein

The following proposal was approved by the State Board of Education:

The Executive Council voted unanimously at the August meeting to have the following statement on all the official stationery of the units of the University of Montana:

"The (name of particular unit) is a unit of the
University of Montana, the other component institutions of which are Montana State University at Missoula; Montana State College at Bozeman; Montana State Normal College at Dillon; Montana School of Mines at Butte; Eastern Montana State Normal School at Billings and Northern Montana College at Havre.*

History: En. Sept. 16-17, 1946.

CHAPTER 20-800

SCHOLARSHIPS

Section

20-801 High School Honor Scholarships (Application and Regulations)

20-802 Extension of Time for High School Honor Scholarships

20-803 Exception to Waiver Clause in High School Honor Scholarship Regulations

20-804 Use of High School Honor Scholarship in Summer Session

20-805 High School Honor Scholarships to Triplets, Quadruplets or Quintuplets

20-806 Scholarships (Above Freshman Level)

20-807 Prize Scholarships

20-808 Duration of Prize Scholarships

20-809 Duration and Number of Prize Scholarships

20-810 Free Scholarships

20-811 Foreign Honor Scholarships at the School of Mines

20-812 Music Scholarships at the State University (Regular)
20-813 Music Scholarships at the State University (Summer)
20-814 Honor Scholarships at Northern Montana College
20-815 Scholarships (Military Service and CCC)
20-816 Scholarships at the School of Mines
20-817 Honor Scholarships at the School of Mines (Out-of-State)

20-801 High School Honor Scholarships

Item 13300

THE UNIVERSITY OF MONTANA

Application for High School Honor Scholarship
at One of the Following Units:

Montana State University, Missoula
Montana State College, Bozeman
Montana School of Mines, Butte
Western Montana College of Education, Dillon
Eastern Montana College of Education, Billings
Northern Montana College, Havre

To the Office of the University of Montana, Helena, Montana.

I hereby certify that .................Is
(1) A graduate of the above named high school for the year ....
(2) That he ranks within the highest one-fourth or major fraction thereof, of the class in scholarship;

*For example, only the highest ranking student is eligible in a class of less than 5; in a class of 6, 7, 8 or 9 the first two are eligible; in a class of 10, 11, 12 or 13 the first three are eligible, etc.
(3) That no other member of this graduating class of higher scholarship than the student nominated by me is desirous of attending the institution of the University named below;

(4) That waivers to any implied claim upon a right to this scholarship by members of the graduating class of higher scholastic rank than the one to whom this scholarship is awarded have been signed, and filed in the Office of the University of Montana, State Capitol, Helena.

(5) I hereby recommend the award of a high school honor scholarship to the person named above who desires to attend the

This student ranks ....... in his graduating class of ....... members.

(Signed)..........................Principal

This application should be sent directly to the Office of the University of Montana, State Capitol, Helena, Montana, as soon as possible after the graduation of the class. Under no circumstances should it be given to the student.

REGULATIONS GOVERNING HIGH SCHOOL HONOR SCHOLARSHIPS

1. Upon the presentation of the required certificate from the high school principal, the University of Montana will authorize the award, each year, to graduates of each of the accredited high schools of the state, of High School Honor Scholarships for the component units of the University of Montana.

2. One scholarship may be awarded to the membership of any graduating class having twenty-five or fewer graduates. An additional scholarship may be awarded to the membership of classes for each additional twenty-five graduates or major fraction thereof.

3. To be eligible for a High School Honor Scholar-
ship the individual must be certified by the principal:

(a) to be a graduate of an accredited high school of the state;

(b) to rank within the highest one-fourth or major fraction thereof of his class in scholarship;

(c) to be the highest in scholarship of those members of the graduating class desiring to attend the University of Montana.

4. If the recipient of a High School Honor Scholarship decides not to enter a unit of the University of Montana he should relinquish the scholarship at once. In such cases, the high school principal may certify the next ranking ELIGIBLE member of the same graduating class, but such person will be subject to the same restrictions as the original holder of the scholarship.

5. In order to utilize any High School Honor Scholarship the holder must enter the University of Montana within twenty months after high school graduation, and must maintain a satisfactory standard of scholarship and regularity of attendance in some course leading to graduation.

6. Through the freshman year only the holder of a High School Honor Scholarship will be exempt from the payment of the registration fee and the incidental fee, in any unit of the University of Montana. This freshman work must be completed within four years after the date of the scholarship. In all cases the scholarship becomes void not later
than four years after date of its issue.


(Does this cancel Sections 20-802, 20-803 and 20-804, or should they have been included in these regulations?)

20-802 Extension of Time for High School Honor Scholarships

Item 10402

Many holders of high school honor scholarships may be called into the armed service of the United States, their college course being thereby delayed or interrupted. It is recommended that in such cases the validity of the honor scholarship be extended during the full period of service plus one year.


(Is this cancelled by paragraph 6 of 20-801?)

20-803 Exception to Waiver Clause in High School Honor Scholarship Regulations

The Board of Education gave the chancellor authority to waive regulation 3 (c) of Item 10201, which reads as follows:

Item 10201.

"3 (c) To be the highest in scholarship of those members of the graduating class desiring to attend the University of Montana. Waivers of any implied right to scholarships are required from students of higher scholastic rank when the one recommended is not the highest."

when so many of the students were in the armed forces and
could not be reached. Board gave the chancellor authority to waive the provision in specific cases.

**History:** En. Sept. 7, 1943.
(This item seems to be in conflict with both sections 20-801 and 20-802, the latter of which gives the student his full service time plus one year to use his scholarship.)

**20-804 Use of High School Honor Scholarships in Summer Session**

It was approved by the Board that the rules governing the use of High School Honor Scholarships be amended to permit the use of these scholarships effective with the summer session of 1945.

**History:** En. July 9, 1945.
(Is this ruling rescinded by 20-801? Also, the previous rulings never stated that the High School Honor Scholarships could not be used during summer quarter.)

**20-805 High School Honor Scholarships to Triplets, Quadruplets or Quintuplets**

The Board voted to award High School Honor Scholarships to any triplets, quadruplets or quintuplets graduating in any one class from a Montana High School.

**History:** En. July 24, 1944.
(Should this not be entered in Section 20-801?)

**20-806 Scholarships**

Item 6801, adopted by the Board on December 4, 1933 was amended and approved by Item 13401:

Item 13401

That, each unit of the University of Montana be
authorized to award to students already in attendance therein scholarships exempting the holders from the payment of customary fees for the following year on the basis of demonstrated scholarship, character, promise and need; the number of such scholarships not to exceed ten per cent of the students enrolled in the classes above the freshman year, and to be available only within the unit awarding the same.


20-807 Prize Scholarships

That on the recommendation of the Executive Council, the winners of the annual debate, declamation and essay contests held at the State University, and of the annual essay, extemporaneous speaking and scholarship contests held at the State College be awarded scholarships equivalent to the High School Honor Scholarships. Approved by the Board.

History: En: July 7, 1925.

20-808 Duration of Prize Scholarships

That, the University Scholarships to be awarded hereafter to the winners in the annual scholarship contest at the State College be limited to one year, except the pentath-
tion, which should remain at four years as heretofore.

**History:** En. Dec. 17, 1925.

**20-802 Duration and Number of Prize Scholarships**

The State Board of Education approved the amendment to the regulation regarding scholarships to be awarded to winners in the state scholarship contest, except the pentathlon, so that such scholarships should be good only for one year, instead of four years as heretofore; such scholarships are to be limited to fifteen for any one annual contest, one pentathlon and fourteen in high school subjects; none, however, in commercial subjects.

**History:** En. July 2, 1928.

(20-809 and 20-808 should be combined.)

**20-810 Free Scholarships**

**Item 3702**

The Board approved the following on the recommendation of the Executive Council:

1. Any European student whose expenses are borne by the American Legion in accordance with the plan for international exchange of students which has been arranged by the Inter-allies Veteran Congress, may be exempt for one year from fees in any of the units of the University of Montana.

2. Military Service scholarships shall apply only to
such persons as have rendered military or naval service to the nation in time of actual war.

3. Free scholarships shall not apply to the summer sessions of the several units.

History: En. April 5, 1926.

20-811 Foreign Honor Scholarships at the School of Mines

The Board voted that the foreign honor scholarships authorized by the State Board of Education in 1935, be hereafter limited to students from the Latin-American republics. This was amended to include Canada and approved.

History: En. July 14, 1941.

20-812. Music Scholarships at the State University

Item 10213

That, the State Board of Education approve the establishment of six music scholarships of $75. each (the cost of music tuition for one year) to be awarded annually to students of sophomore, junior and senior years on the basis of past record in the School of Music at Montana State University and the faculty's estimate of their future success in music. This action was approved by the Board.

(Recipients of such scholarships would be expected to perform certain duties such as organizing and coaching small ensembles, correcting elementary papers and theory assignments, and performing similar work which would give them
highly desirable training and would tend to relieve an over-
loaded faculty.)

**History:** En. April 13, 1942.

**20-813 Music Scholarships at the State University**

**Item 10613**

That, the State Board of Education approve the
establishment of six music scholarships of $25.00 each
(the cost of music tuition for the summer quarter) to be
granted by the Music faculty with the approval of the Dean
of the School of Music.

(These scholarships are recommended in view of the fact that
many regular students attend summer session in order to
graduate in three years.)

This action was approved by the Board.

**History:** En. April 13, 1943.

**20-814 Honor Scholarships at Northern Montana College**

**Item 9682**

That, on the recommendation of the Executive Council,
the President of Northern Montana College be authorized to
award, subject to certain limitations approved by the Execu-
tive Board, a limited number of out-of-state scholarships
each year to students specializing in medical secretaryship,
the scholarships to exempt the recipients from tuition, in-
cidental fees and registration fees.

**History:** En. Sept. 9, 1940.
20-815 Scholarships
Item 9500

That; hereafter no more military service scholarships be awarded until further action by the State Board of Education;

That, on the recommendation of the Executive Council, scholarships not more than ten in number in any year, equivalent to high school honor scholarships, good in any unit of the University of Montana, be authorized to qualified enrollees of the Civilian Conservation Corps in Montana on the recommendation of the Educational Director, and that the recipients be relieved of the payment of non-resident fees.

History: En. July 8, 1940.
(Is this not the same as 20-408?)

20-816 Scholarships at the School of Mines
Item 5552

That, high school honor scholarships awarded for any unit of the University of Montana may, within their time limitations, be utilized for the general freshman work at the School of Mines without reference to the number of scholarships awarded for the regular technical courses of the School of Mines.

History: En. Sept. 15, 1930.

20-817 Honor Scholarships at the School of Mines (out-of-state)
Item 7351

Whereas, it appears desirable that a certain number of out-of-state honor scholarships be made available at the Montana School of Mines, be it agreed

That, the President be authorized, under regulations to be approved by the Executive Board, to award a limited number of out-of-state honor scholarships each year, exempting the holders from tuition and other fees.

History: En. Dec. 3, 1934. (Does not specify number of scholarships to be awarded each year).

CHAPTER 20-900

STAFF AND FACULTY

Section

20-901 Contracts, Leaves and Compensation

20-902 Proposed Rules and Regulations for the Administration of Staff Appointments for the University of Montana

20-903 Interpretation of "A Quarter-out-of-Residence"

20-904 Leaves of Absence

20-905 Leaves of Absence for Agricultural Extension Staff

20-906 Extra Compensation for Courses Taught in Civilian Pilot Training and Courses Offered by U. S. Office of Education

20-907 Honorary Degrees to University Faculty Members

20-908 Enrollment of Staff Members

20-909 Authorization for Travel and the Hiring of Lecturers

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The following resolution was adopted by the Board of Education:

Be it resolved, that all salary contracts for full time instructional staff in the University of Montana not already so in effect be placed on a twelve months’ payment for twelve months’ service basis as soon as is practicable in the various institutions and departments, the contract year being made to correspond with the July 1 to June 30 fiscal year of the State of Montana. The salary so paid according to contract will be the entire and only compensation paid by the contracting institution for services rendered during the contractual period.* Each member of the instructional staff is entitled to leave of absence upon full salary for one quarter in each biennium. Such leave will not be cumulative.

Upon recommendation of the executive head of each institution approved by the State Board of Education, leave of absence without salary may be granted.

*Most of the above is taken care of by 20-902, but the underlined (added by codifier) would mean that no compensation would be allowed for Correspondence or Extension work.
The foregoing shall be administered in accordance with the rules and regulations to be prescribed and adopted by the State Board of Education.

History: En. April 24, 1944.

20-902 Proposed Rules and Regulations for the Administration of Staff Appointments for the University of Montana

PROPOSED RULES AND REGULATIONS FOR THE ADMINISTRATION OF

STAFF APPOINTMENTS FOR THE UNIVERSITY OF MONTANA

1. Annual appointments. All full-time appointments of regular staff members of the units of the University of Montana (administrative, teaching, research and extension) shall be on a twelve-month basis for the fiscal year July 1 to June 30, beginning July 1, 1945. If, for administrative reasons, it is desirable to employ a staff member for a ten months' period, this may be done with the understanding that his salary shall be 85% of what it would have been if he were employed for twelve months.

2. Staff members employed by any unit of the University of Montana operating on the quarter system shall have one out of every eight quarters "out of residence", with full pay.*

An application for a quarter "out of residence" shall be submitted to the president in writing at least

*Impracticable to apply at present to all members of the Agricultural Extension Service.
three months before the beginning of the "out of residence" quarter. No staff member shall be eligible for an "out of residence" quarter until he has served a minimum of seven quarters* since July, 1943, except as indicated in one of the two following paragraphs.

3. In case a staff member desires a quarter "out of residence" before the usual seven quarters in residence have been served, he must submit a particularly worthy plan which indicates that the activities for the period will contribute to the professional improvement of the staff member and to the welfare of the institution and the State of Montana, and he must also give in writing an assurance of return to active service in the institution. In case he does not return, the staff member shall refund the money paid him as salary during the "out of residence" quarter.

4. Quarters "out of residence" may be cumulative not to exceed two quarters or one half contract year. A staff member may be granted such two-quarter period "out of residence" provided he submits a suitable plan for the use of the period and gives in writing an assurance of return to active service at the end of the period. In case he does not so return, the staff member shall refund the money paid him as salary during the leave of absence period for such portion of the leave as has not been earned.

*In the case of the Agricultural Extension Service Staff, members must have served a minimum of three years before being eligible to receive a quarter "out of residence". 

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5. Staff members employed by any unit of the University of Montana operating under the semester system shall have one out of every eight semesters "out of residence". All other provisions as specified for the quarter system shall apply in similar manner to the semester system.

6. Satisfactory programs or projects for use of "out of residence" periods include research, travel, related work in other institutions or private or business organizations, or other activities which the dean of the division and the president of the institution, with the approval of the State Board of Education, agree will improve the staff member professionally, or which directly or indirectly benefit the institution and the State. If compensation is received by the staff member during the "out of residence" period for services to other agencies, he shall return such sums of money as received from the institution from which he has been granted "out of residence" less such amounts as may be necessary to cover travel, added living expenses, or related costs incurred in undertaking such work at other institutions, agencies, organizations, etc., or in other areas; but in no case shall the staff member be required to return an amount in excess of the money received from the institution during such "out of residence" period.

7. An additional activity or employment, professional or otherwise, for which the staff member receives personal compensation during the regular appointment, must be approved in advance by the administrative officers of the institution.
including the appropriate divisional dean and the president. If such additional activities involve prolonged absence on the part of the staff member from his duties in the institution, the staff member should take a leave of absence without pay for the period of the extra activities. Each individual case shall be considered on its own merits. Except during periods of emergency such additional activity and employment should be kept at a minimum for the best interests of the individual and the institution.

8. At each unit of the University the President with the individual faculty member shall determine whether the appointment shall be recommended for a ten or a twelve month period. When changing from a ten month to a twelve month appointment, the normal salary change shall be for the twelve months, 117.6 per cent (approximately) of the ten month salary. When changing from a twelve to a ten month appointment, the salary change will be 85 per cent of the twelve month salary.

9. At each unit of the University the President shall act on the request for the "quarter out of residence" before the request is channeled for further action. Included among the "satisfactory programs or projects for use of 'out of residence' periods" shall be included the rehabilitation or recuperation of the faculty member through a rest or vacation period for a part or for all of the out of residence quarter.
The above as amended was approved by the Board.

History: En. April 9, 1945; Amd. April 21-22, 1947.

20-903 Interpretation of "A Quarter-out-of-residence"

The State Board of Education approved the following interpretation of "a quarter-out-of-residence":

"A Quarter out of Residence"

The Executive Council recommends that "A Quarter Out of Residence" be interpreted to mean a quarter out of eight leave with pay, in which the regular teaching staff member does not teach, but, with the approval of the administration, undertakes some other activity in line with the regulations passed by the State Board of Education dealing with the 12 months' contracts.

History: En. April 8, 1946.

20-904 Leaves of Absence

Item 12001, amended to read as follows:

That, all faculty, clerical and other employees of the units of the University of Montana granted a leave of absence should be limited to one year's leave (or fifteen months if two consecutive summer quarters are included). Faculty, clerical and other employees granted such leave should be required to sign an agreement either to resign from the institution or return from the leave to active duty.
upon termination of the specified twelve or fifteen months' period, unless leave is extended by action of the State Board of Education.

History: En. Sept. 16-17, 1946.

20-905 Leaves of Absence for Agricultural Extension Staff
Item 4503, Leaves of Absence

That, the existing regulations governing leaves of absence of members of the staffs shall be held to apply to members of the Agricultural Extension Staff under the same conditions and restrictions as those applying to the teaching staffs and the staff of the Agricultural Experiment Station.

History: En. April 2, 1928.
(This would seem to conflict with the legal ruling given by the Attorney General in the Minutes of April 12-13, 1948 as amended by the minutes of July 26-27, 1948, which is as follows:

"Responsibility of College for payment of County and Federal Government's share of Agricultural Agent's salary while on leave. The Attorney General stated that there was no legal authority for the State to assume the financial obligations of some other governmental unit."

With the above ruling it would seem that the same rules could not apply.)

20-906 Extra Compensation for Courses Taught in Civilian Pilot Training and Courses Offered by U. S. Office of Education

This compensation is provided from federal funds and
is over and above the regular salary of instructors who give this extra instruction. The following is the rate of pay given for the two classes of instruction:

That, in accordance with Section 20-506 (Item 9700, "Financing of Cooperative Defense Projects") adopted by the State Board of Education December 9, 1940, the following rates of pay established by the respective federal services indicated be approved for extra and overtime work done by faculty members of the various units of the University of Montana:

For the program designated as Engineering Science and Management War Training, financed and sponsored by the U. S. Office of Education under a special Congressional appropriation, compensation be approximately 1/600 (one six hundredth) of the teacher's annual salary per class contact hour; and for supervision 1/1200 (one twelve hundredth) of the annual salary per class contact hour. In no case shall the state be obligated to meet any of the foregoing compensation in the event federal funds are not available.

The Board approved the above with the stipulation that at no time shall any financial responsibility devolve upon the state.


20-907 Honorary Degrees to University Faculty Members
Item 13402

That, no honorary degree be conferred on a faculty
member of a unit of the University of Montana by any unit of
the University of Montana except after his or her retirement
has been acted upon by the State Board of Education.

The above was approved as amended.

History: En. April 10-11, 1950.
(Also see 20-107.)

20-908 Enrollment of Staff Members
Item 3701

That, on the recommendation of the Executive Council,
no member of the instructional or research staffs of the
University of Montana be permitted to register in courses
offered in any of the four teaching units unless permission
for such registration is allowed at the time contract for
service is made, or is granted upon petition approved by
the chairman of the department in which the petitioner is
employed, the president of the unit and the Chancellor of
the University.

History: En. April 5, 1926.

20-909 Authorization for Travel and the Hiring of Lecturers

Resolved: That the State Board of Education hereby
empowers the Chancellor to authorize such travel of the ad-
ministrative and educational staff of the University of Mon-
tana within and without the state and to employ such lectur-
ers and educational experts as he may deem wise and necessary,
provided the budgets approved by the State Board of Educa-
tion are not exceeded as a result of the expenditures occasioned by the travel of staff members and the employment of lecturers and educational experts.

The motion was approved by the Board.

History: En. Sept. 20, 1926.

20-910 Travel Authority for Members of the Faculty Council of the University of Montana

Item 13001, approved as amended.

That, travel expenses from the budgets of the University of Montana units be authorized for not more than five delegates from the faculty of any unit of the University of Montana to attend not more than three meetings per year that are duly called by the Council, the meetings to be held at Helena or at one of the communities in which a unit of the University is located.

History: En. April 11-12, 1949.

20-911 Moving Expenses for Staff

The Chancellor asked the Board for clarification of its policy in regard to paying moving expenses. It was agreed that each request should be acted upon individually, but that in no instance should the payment for expenses incurred in moving exceed $300.

History: En. July 8, 1946.

20-912 Tenure of Presidents

The Board voted that the presidents of all the high-
er educational institutions, with the exception of the president of the State University, remain in their present status and that at the expiration of President Simmons's present contract, July 1, 1940, the President of the State University have the same status as the other presidents. On question of the State Superintendent of Public Instruction as to what "the same status" signified, it was agreed that the presidents would continue as presidents until removed by action of the State Board of Education.

History: En. April 8, 1940
TITLE 30

PUBLIC SCHOOLS

CHAPTER

30-100 Academic
30-200 Accreditation
30-300 Attendance
30-400 Certification
30-500 Financial
30-600 Miscellaneous
30-700 Scholarships (See 20-800 under University)
30-800 Transportation
CHAPTER 30-100
ACADEMIC

Section
30-101 Course Study of the Flag
30-102 Eighth Grade Examinations Eliminated
30-103 State Elementary Course of Study
30-104 High School Credit for Outside Work in Applied Music
30-105 Safe Driving Course (same as 20-101)
30-106 High School Credit for Correspondence Study
30-107 High School Equivalency Certificates or Diplomas
30-108 Credit to High School Students for Bible Study
30-109 Diplomas for Enlisting Seniors
30-110 Military Service Credit in High School
30-111 No Restrictions or Qualifications on Diplomas

30-101 Course Study of the Flag

The Department Secretary of the American Legion Auxiliary appeared before the Board in the interests of a Course Study of the Flag which had been prepared by the American Legion and its Auxiliary. She requested that the Board approve this course as a required part of the school curriculum. The State Board of Education approved this request and added that the course be put in printed form as soon as there were funds available for such printing.

History: En. Sept. 11, 1939.
30-102 Eighth Grade Examinations Eliminated

The State Board of Education voted that the Department of Public Instruction was authorized to substitute for the eighth grade examinations a self-evaluation system based on the self-evaluation booklet now being worked out by the State Department of Public Instruction.


30-103 State Elementary Course of Study

The State Board of Education approved the State Elementary Course of Study prepared under the direction of the State Superintendent of Public Instruction and the supervision of the Rural School Supervisor as presented and recommended to the Board.


30-104 High School Credit for Outside Work in Applied Music

The State Superintendent of Public Instruction presented the rules and regulations for giving credit to high school students for work done in the applied music field, and a written acceptance of this plan by the Executive Council of the Greater University, signed by the Chancellor. The main points in the plan for applied music were that the teachers of applied music should be properly certified to teach applied music, having certificates equivalent to those certificates held by high school teachers of other academic
and vocational subjects; that but two credits be allowed
and that these credits be given in violin, piano and voice;
that the final examinations for these credits be under the
direct supervision of the principal of the high school and
that no pupil be allowed to take work in applied music un­
til he or she has been recommended for this work by the
high school principal.

It was approved by the Board that music instruction
under private instructors as approved by the Executive Coun­
cil of the University of Montana be allowed credit in the
accredited high schools.


30-105 Safe Driving Course

It was agreed that a course, consistent with the fa­
cilities of the school be given on safe driving in the
eighth grade, and that a more intensified course be given
in the high schools, and further, that in each of the in­
stitutions of higher learning a course in safe driving be
given to train teachers for this course.

History: En. Sept. 16-17; 1946; Amd. Dec. 9-10, 1946.
(Also listed as 20-101 under University.)

30-106 High School Credit for Correspondence Study

A limited number of high school units not to exceed
one in any one year can be earned through the State Super­
vised Correspondence Study School and will be accepted to­
ward graduation in the high school in which the student is enrolled or in any other high school in the state. Taking correspondence work in the average high school should not become a regular practice (From Handbook for Secondary Schools for 1947, p. 5). Provided, however, that in any exceptional cases the State Superintendent of Public Instruction and the Director of the State Correspondence School may allow more than one unit to be taken during any one year.


30-107 High School Equivalency Certificates or Diplomas

The following recommendations made by the High School Supervisor were approved by the State Board of Education:

That the State Department of Public Instruction be authorized to issue high school equivalency certificates or diplomas to those veterans of our State who pass the General Educational Development Tests with a score of 35 or more, or an average of 45, providing that the State requirement relative to American History and Government has been met.

That the high school diplomas awarded to these veterans be signed by the Governor and the Superintendent of Public Instruction.

That the six units of the University of Montana, through their Departments of Education, be designated to give the General Educational Development Tests and evaluate them and that the veteran pay for the cost of the test.
(Many of the veterans will take the tests or have already taken them at some Army center.)

**History:** En. July 8, 1946.

30-108 Credit to High School Students for Bible Study

The State Superintendent submitted a plan for giving credit to high school students for Bible Study, which was carried on outside of the school. The Michigan course of study would be used upon the recommendation of the Montana Ministerial Association. The teachers of Bible Study must have the equivalent qualifications of high school teachers, with special work in Bible History; and these teachers must be certificated. Only one unit could be allowed for Bible Study work toward high school graduation. In order for a student to earn one unit, he must have a minimum of one hundred eighty forty-five minute recitations in Bible Study and he must successfully pass an examination in this work. This Bible Study work is to be entirely non-sectarian; and the questions for the examinations are to be made by a committee selected by the State Superintendent, which committee will be composed of from three to five members of the ministry, priesthood and rabbis of various faiths. No credit is to be given for less than half of this work, or that is, a student cannot earn less than a half-unit, nor can he earn more than one high school unit in Bible Study. The State Superintendent stated that the North Central Association had approved of this plan; she also read a letter from the...
Chancellor of the Greater University to the effect that his Executive Council had approved the plan. In 1921, the State Board had approved giving credit for Bible Study work; however, at that time there was no very clearly defined plan as to how this was to be carried out.

The above was approved by the State Board of Education.

History: En. July 20, 1931.

30-109 Diplomas for Enlisting Seniors

The following recommendation was approved by the Board of Education:

That, seniors in high schools who enlist and serve at least until the end of the academic school year be eligible for graduation in their class in May or June.

History: En. Dec. 8, 1941.

30-110 Military Service Credit in High School

The State Board of Education approved the following recommendation:

It is recommended that accredited high schools be authorized to accept not more than two standard high school units of military service credit for work done by men while in the army. Work so accepted is to be duly certified by proper authority and to be accepted as elective credit, but only as military service credit. It is recommended that this regulation apply to the present year only, and that fur-
ther consideration be given by the Executive Council if there is demand for continuing such a regulation in effect.

History: En. April 14, 1941.

30-111 No Restrictions or Qualifications on Diplomas

The State Board of Education approved that no restriction or qualifications be attached to any diploma granted by a high school after the student had completed fifteen units of work.

History: En. July 14, 1942.

CHAPTER 30-200

ACCREDITATION

Section

30-201 Standards to be Met by Elementary Schools Seeking to Qualify for Exemption from State Seventh and Eighth Grade Examinations

30-202 State High School Ratings

30-203 Violation of Minimum Enrollment Standards

30-204 Revision of Standards for Accrediting High Schools

30-205 Revision to Regulations Accrediting Montana High Schools

30-206 Revision to Handbook on Standard 8

30-207 Accrediting and Closing of the Isolated and Borderline High Schools

30-201 Standards to be Met by Elementary Schools Seeking to Qualify for Exemption from State Seventh and Eighth Grade Examinations

1. No school, except rural schools which require
only nine months' terms, shall be accredited which maintains a school term of fewer than 170 days net, excluding all vacations and holidays.

2. The school premises, building and equipment must conform to the standards set for a superior rural school and must grade 90% perfect on these points.

3. The teacher in charge of the eighth grade must have at least a regular four-year high school education and two years of normal training, carrying at least 96 quarter credits or an equivalent amount of college or university work including 16 semester hours in education. At least three-fourths of the entire teaching corps of the elementary department of the system must comply with the same qualifications, and all teachers must be regularly certificated.

4. Only schools ranking well in teacher tenure, in discipline, instruction and general moral tone, as evidenced by the systematic inspection of any of the constituted authorities, shall be accredited.

5. Schools having no supervision, other than that of the county superintendent of schools, shall follow the state course of study and the periods per week for each of the following subjects shall be five: Grammar and Composition, Reading, Arithmetic, History and Civics or Physiology.

6. Schools meeting the requirements shall be accredited for the current year at the meeting of the State Board next following their recommendation by a constituted authority and will remain on the accredited list for that year.
provided no standards are later violated.

7. No school shall be accredited unless the regular blanks furnished by the State Department for this purpose shall have been filled out and sent to the State Superintendent on or before the dates specified therein. All blanks shall call for training and tenure of teachers, daily program and number of minutes per week given to each subject.


(See 30-102 in regard to Eighth Grade Examinations)

30-202 State High School Ratings

The following recommendations, presented by the secretary for the State High School Supervisor, were approved by the Board.

1. A school will not be given probationary rating more than three successive years; the fourth year it will be either approved or dropped.

2. No school violating the same standard in two successive years will be retained on the probationary list unless satisfactory reason for the repetition of the violation is submitted in writing.

**History:** En. July 6, 1926.

30-203 Violation of Minimum Enrollment Standards

The Board approved that schools violating only standard 22 regarding minimum enrollment be placed on the probationary list.

--- 6, 1926.
Revision of Standards for Accrediting High Schools

Standard 9. The efficiency of instruction, the acquired habits of thought and study, the general intellectual and moral tone of the school, and the co-operation between school and community are paramount features, and therefore, only schools which rank well in these particulars, as evidenced by rigid, thorough-going, sympathetic inspection, shall be considered eligible for accrediting.

Standard 13. A year's work in American history and government equivalent to one unit of credit is required of every high school accredited for three or four years. No student who has not earned one unit of credit in American history and government may graduate from a three or four year accredited high school. A two unit course in American history and Problems of American Democracy required in the eleventh and twelfth grades may be substituted for this requirement.

Standard 22. (Amended) After September 1, 1934, the State Board of Education will not fully accredit high schools in which the average daily attendance of eligible high school pupils fails to reach the following:

Two year high school - 20 average daily attendance
Four year high school - 40 average daily attendance

Provided that in borderline schools such schools may present their cases in writing to the State Board of Education at its April meeting each year, and at the April meeting each such school will receive special consideration to determine...
the advisability of accrediting the work of such school, unless the school for cause be excused from such request. It was moved and voted that the foregoing be adopted.

History: En. July 11, 1927; Amd. Sept. 6, 1933.
("Borderline" apparently indicates that there is some question as to whether school is isolated or not.)

30-205 Revision to Regulations Accrediting Montana High Schools

The Board approved that a correction be made on page 8, paragraph "f" of the 1933 regulation for accrediting Montana high schools, adding the words "and minor" after the word "major", making the paragraph read as follows:

"Teachers shall not be assigned subjects outside of their major and minor fields of preparation in college."


30-206 Revisions for Handbook on Standard 8


3. Add the following paragraph "e" to "Standard 8--The Teaching Load" on page 10 of the Handbook:

"e. The number of years of accreditation granted any high school shall also depend upon the record made by each high school as shown through the reports and visitations required by the State Superintendent of Public Instruction."

The above was approved by the Board of Education.

History: En. July 14, 1942.
(Part 1 of the above is placed under Financial, 30-501.)
Accrediting and Closing of the Isolated and "Borderline" High Schools

The State Board of Education voted to give the Department of Public Instruction authority to make decisions regarding accrediting and closing of the isolated and "borderline" high schools.

History: En. April 11-12, 1949.

CHAPTER 30-300

ATTENDANCE

Section

30-301 Professional Meetings of Teachers Counted as Days Taught

30-302 Counting Holidays as Days Taught, 1948-1949

30-301 Professional Meetings of Teachers Counted as Days Taught

It was ruled that attendance at institutes and professional meetings of teachers, including the annual convention of the Montana Education Association and the American Federation of Teachers, be counted as days taught in computing the average number belonging for the school year.


30-302 Counting Holidays as Days Taught, 1948-1949

The Board approved a request of the State Superintendent of Public Instruction on a ruling that the schools

**"Borderline" apparently means "near isolated."
would be allowed to count holidays as days taught in the school year 1948-1949 in order to bring them as close as possible to 180 days, the number which the law states they must divide by in computing the ANB, for budgeting purposes for the 1949-1950 school year.


CHAPTER 30-400
CERTIFICATION

Section
30-401 General Information and Requirements for Certification
30-402 Elementary Certification
30-403 Secondary Certificates
30-404 Administrator's and Supervisor's Certificates
30-405 Limited Emergency Certification
30-406 County Certification Committees Re-established
30-407 Emergency Certificates

30-401 General Information and Requirements for Certification

GENERAL INFORMATION AND REQUIREMENTS FOR CERTIFICATION

In 1949, the Montana Legislature repealed all sections of the code dealing with certification in Montana and enacted a new law that became effective July 1, 1949.

General Qualifications for All Teachers

1. Applicants for certificates must be citizens of the United States. Except, those who may be employed as ex-
change teachers from foreign countries who are approved annually for employment, study, or research in the state of Montana.

2. The legal age for teaching in Montana is between 18 and 70.

3. Health certificate is required of all applicants showing they are free from tuberculosis or other communicable disease.

4. Must subscribe to the following oath: (Laws of Montana 1931)

"I solemnly swear (or affirm) that I will support the Constitution of the United States of America, the Constitution of the State of Montana and the laws of the United States and the State of Montana, and will, by precept and example, promote respect for the flag and the institutions of the United States and the State of Montana, reverence for law and order and undivided allegiance to the Government of the United States of America."

5. Out-of-state teachers must meet the same requirements as teachers who secured professional education in the state of Montana.

General Responsibilities of All Teachers

1. Names—When applicants apply for certificates or for the extension or renewal of certificates, they should write their full names. If previous certification was issued in the maiden name of the applicant, her application should show her maiden name as well as her married name. Otherwise, confusion, unnecessary correspondence and delay ensue. Such delays may deprive teachers of positions which they might otherwise have secured.
2. **Substitute teachers**—Teachers who secure employment in any elementary or secondary school system in the state of Montana and teach for a period longer than ten days are required to meet the same requirements as a regularly employed teacher.

3. **Registering teaching credential**—Teachers must register their certificates at the beginning of each school year with their County Superintendent of Schools.

4. **Salary payments**—No school board can legally pay a teacher who does not hold a valid certificate that has been registered with the County Superintendent of Schools, if she or he teaches longer than ten days.

5. **Revocations**—The State Board of Education has the legal authority of revoking certificates for just cause.

6. **Fees**—All applicants for certification to teach for the first time in Montana must pay a registration fee of two dollars, in addition to the sum of one dollar for each year of the validity of the certificate. A replacement of a lost certificate may be had for one dollar. Please send all fees by blue money order or bank draft. The grey postal note must not be used as it expires within sixty days and there is often a longer delay before an application can be processed and the certificate issued.

7. **Salary scale**—The state of Montana has no salary schedule established through Legislative or State Board of Education action. The MEA scale is generally used as a basis.
A prospective teacher should submit an official transcript of college credits to the State Department of Public Instruction, Helena, Montana, for an evaluation and a statement as to his certification status in this state. Certification is granted only upon transcripts. The credits upon which the out-of-state certificates are issued is through an evaluation in the light of Montana requirements.

In the case of high school teachers who are applying individually with a school board, the applicant should submit his official transcript of credits from the higher institutions which he has attended and obtain the evaluation of these by the city superintendent showing the credits he is offering for his major and minor teaching areas, and also those in the educational and professional field. This evaluation is by the superintendent or principal of the school system in which he expects to teach in Montana. If the high school credits are already on the college transcript it will not be necessary to secure a copy from the high school.

When an evaluation shows that the teacher is qualified for a certificate in Montana, he may then, if he wishes, have the privilege of enrolling with the Teacher Placement Service, Unemployment Compensation Commission, Box 1728, Mr. Sam Kain, Director, Helena, Montana, by writing to this address for enrollment blanks.

This service is maintained without charge. No registration is encouraged until the applicant meets the qualifications for certification for the position he seeks.
General Professional Requirements for Renewals

1. Recency of Credits--Any person graduating from a teacher-education training program, which is fully accredited, more than six years preceding the date of application for a certificate, and who has never held a Montana teacher's certificate and shows no credits since that date, must complete at least 12 quarter hour credits in the educational and professional field in addition to meeting the specific requirements for the type of certificate desired.

2. Correspondence credits--Only when unusual circumstances prevent attendance at campus classes or extension courses will correspondence work constitute more than one-fourth of the total number of credits required for renewing a certificate. However, anyone wishing to take such work for self-improvement or in-service training may do so for the benefit that will be derived.

3. Extension courses--Courses taught by an instructor or from a fully accredited teacher-education training program during a school year may be presented on the same basis as residence credits for the purpose of renewing certificates.

4. Grade Points--In all cases where credits are presented for certification purposes it is required that there be at least an equal number of grade points.

5. Credits for travel, etc.--Extended educational travel, research, or outstanding experience and accomplishment in specific fields, may be offered in lieu of academic credits by those who hold the bachelors degree in elementary
or secondary teaching. Prior approval of such a program must be received from the State Superintendent of Public Instruction.


30-402 Elementary Certification

**Elementary School Standard**

1. **Positions for which issued.**
   
   a. Teaching kindergarten and grades 1 through 8.

2. **Validity.**

   a. Two-year certificate provided applicant has the pattern of preparation for the five-year.
   
   b. Five-year. No additional credits. Must show one year of successful teaching.
   
   c. Renewable by presenting 36 quarter hours applicable toward the bachelor's degree in elementary education. Example: If applicant received his two-year certificate (standard diploma) in June 1949, he may receive the five-year in 1951, which will be valid to 1956.

   It is recommended that part or all of these 36 quarter hours of required credits be earned during this interim of 7 years and not delayed until the expiration date of 1956 has been reached, and further certification is desired.

3. **Preparation.**

   a. The two-year standard diploma from a fully accredited teacher-education training program. Must include courses in language arts, social studies, history, physical science, biological science, music, fine art, etc.
b. Professional training from the following areas:
   Directed teaching.
   Elementary techniques and methods.
   Child growth, development and psychology.
   History, philosophy, and sociology of education.
   Guidance, etc.

4. Experience--preferred but not required.

Elementary Advanced Certificate.

1. Position for which issued.
   a. Teaching kindergarten and grades 1 through 9.
   b. Teaching grades 7-9 or grades 7-8-9 in any accredited junior high school.

2. Validity.
   a. Two-year certificate provided applicant has the pattern of preparation for the five-year.
   b. Five-year. No additional credits. Must show one year of successful teaching.
   c. Renewable indefinitely for five-year periods if 8 quarter hours of undergraduate or graduate credits are presented each time.

3. Preparation.
   a. The bachelor's degree from an accredited teacher-education training institution.
   b. General Education--courses in language arts, history, social studies, physical science, biological science, music, fine arts, etc.
   c. Professional training from the following areas:
      Directed teaching.
      Elementary techniques and methods.
      Child growth, development and psychology.
      History, philosophy, and sociology of education.
      Mental Health and hygiene.
      Guidance.
      Remedial reading and speech correction.
      Etc.

4. Experience--preferred but not required.
Elementary School Special

1. Positions for which issued.
   a. Teaching kindergarten and in grades 1 through 8.

2. Validity.
   a. Two-year certificate provided applicant has the pattern of preparation for the five-year.
   b. Five-year. No additional credits. Must show one year of successful teaching.
   c. Renewable. (See ELEMENTARY SCHOOL STANDARD, para. c) (See ELEMENTARY SCHOOL ADVANCED, para. c)

3. Preparation
   a. Two-year standard diploma or the bachelor's degree from a fully accredited teacher-education training institution.
   b. Will qualify to teach kindergarten, fine arts, music, physical education or any other special subject or field from which special certification may be required.

4. Experience—preferred but not required.

General Validity of Certificates

All two- and five-year certificates shall expire after the first issue to any person two and five years from July 1, nearest such date of issue. The date of issue is understood to be the date the applicant began teaching in Montana and not the date the certificate was issued, for there is often delay before the clerical work in issuing a certificate can be done.

This regulation applies to applicants trained in this or in any other state.
Emergency Elementary Certificates

1. Positions for which issued.
   a. Teaching in grades 1 through 8.

2. Validity.
   a. One year, Dated from one July to the next.
   b. Renewable by presenting at least 12 quarter hours of credits leading toward the standard two-year diploma.

3. Preparation.
   a. Graduation from a fully accredited four-year high school.
   b. Two years of work from a fully accredited teacher-education training institution in elementary preparation, (96 quarter hours)

4. Experience--preferred but not required.

The State Board of Education reserves the right to refuse any emergency certificate to any applicants who are not the holders of the diploma from at least the two-year course of a teacher-education training program when conditions warrant such refusal.

The request for an emergency certificate for any teacher must come from the County Superintendent of the County in which the teacher is needed, and only after every effort has been made to secure the services of a teacher who holds at least the standard two-year diploma.

Life Certificates

None will be issued beyond 1955. For more information please request a directive by writing direct to the office in Helena.
Renewals of Expired State Certificates

An elementary state certificate that has expired previous to 1949 can be renewed by the presentation of at least 8 quarter hour credits earned during the past six years from an accredited college or university.


30-403 Secondary Certificates

General Teaching Certificates
Secondary School Standard General

1. Positions for which issued.
   a. Teaching grades 7 through 12 in any public school.
   b. Teaching grades 7-8 or grades 7-8-9 in any accredited junior high school.

2. Validity.
   a. Two-year certificate provided applicant has the pattern of preparation for the five-year.
   b. Five-year. No additional credits. Must show one year of successful teaching.
   c. Renewable indefinitely for five-year periods if 8 quarter hours of undergraduate or graduate credits are presented each time. It is recommended that this be work toward the master's degree.

3. Preparation.
   a. Bachelor's degree from a fully accredited teacher-education training institution.
   b. A minimum of 45 quarter hours in a major teaching field usually taught in Montana high schools.
   c. A minimum of 30 quarter hours in a minor teaching field usually taught in Montana high schools.
d. Educational and Professional training—24 quarter hours from the following areas:

Prerequisite—general psychology

Required courses—
Educational Psychology
Principles of Secondary Education
Secondary School Teaching Procedure
Observation and Practice Teaching

Elective courses to make up the 24 quarter hours. Wide choice of subjects.

e. Experience—preferred but not required.

Secondary Advanced

1. Position for which issued.
   a. Teaching grades 7 through 12 in any public school.
   b. Teaching grades 7-8, or grades 7-8-9 in any accredited junior high school.

2. Validity.
   a. Two-year certificate provided applicant has the pattern of preparation for the five-year.
   b. Five-year. No additional credits. Must show one year of successful teaching.
   c. Renewable indefinitely for five-year periods if 8 quarter hours of undergraduate or graduate credits are presented each time.

3. Preparation.
   b. In addition, 1 year (3 quarters) of post-baccalaureate training in educational and professional training.
   c. Experience—preferred but not required.

Secondary Special

1. Position for which issued.
   a. Teaching grades 1 through 12 in any public school.
2. Validity.

a. Two-year certificate provided applicant has the pattern of preparation for the five-year.

b. Five-year. No additional credits. Must show one year of successful teaching.

c. Renewable indefinitely for five-year periods if 8 quarter hours of undergraduate or graduate credits are presented each time. It is recommended that this be work toward the master's degree, if applicant does not have one.

3. Preparation.

a. Bachelor's degree from a fully accredited teacher-education training institution.

b. A minimum of 45 quarter hours in any special field such as agriculture, home economics, industrial arts, commercial subjects, physical education, music, fine arts, radio, television, or such other special fields as the needs of the schools may from time to time require, including service as school librarian and school nurse.

c. No teaching minor required.

d. Educational and Professional training--24 quarter hours from the following areas:

Prerequisite--general psychology

Required courses--
Educational Psychology
Principles of Secondary Education
Secondary School Teaching Procedure
Observation and Practice Teaching

Elective courses to make up the 24 quarter hours. Wide choice of subjects.

e. This certificate may also be granted to anyone who presents unusual preparation or may have made an outstanding record in some particular technical field that is recognized by the State Department as being sufficient for instructing boys and girls in the public schools of the state. Discretion of State Board of Education.
4. Experience—preferred but not required.

**General Validity of Certificates**

All two- and five-year certificates shall expire after the first issue to any person two and five years from July 1, nearest such date of issue. The date of issue is understood to be the date the applicant began teaching in Montana and not the date the certificate was issued, for there is often delay before the clerical work in issuing a certificate can be done.

This regulation applies to applicants trained in this or in any other state.

**Emergency Certificates**

These will not be issued as long as there are unemployed high school teachers who do have the pattern of preparation that is required for high school teaching. In extreme cases, consideration might be given in certain specialized fields and each case will be considered on its individual merits. This will be determined through State Board of Education action.

**Life Certificates**

None will be issued beyond 1955. For more information, please request a directive by writing direct to the office in Helena.

**Renewals of Expired State Certificates**

A secondary state certificate that has expired previous to 1949 can be renewed by the presentation of at least 8 quarter hour credits from an accredited college or university earned during the past six years.
Certification of Counselors

The part-time counselor or full time counselor shall be a college graduate, certified to teach, and have at least 15 quarter hours in the following subjects:

- Principles and Practices in Guidance
- Occupational and Educational Information for Guidance
- Techniques of Counseling
- First Principles of Mental Hygiene
- Tests and Measurements or Aptitude Testing
- Case Study Techniques
- Abnormal Psychology
- Clinical Psychology
- Psychology of Childhood and Adolescence
- Personality Adjustment
- Elementary Statistics
- and Supervised Counseling Experience.

Work experience other than teaching is recommended. The Advisory Committee on Guidance has recommended that all teachers take Principles and Practices of Guidance.


30-404 Administrator's and Supervisor's Certificates

Principals of Elementary Schools

1. Position for which issued.
   a. Applicant must devote one-half or more of his time to supervision and administration in an elementary school in grades 1 through 9.

2. Validity.
   a. Two-year certificate provided applicant has the pattern of preparation for the five-year.
   b. Five-year. Must show one year of successful teaching. No additional credits.

3. Preparation.
a. Master's degree in education. Must hold or be eligible for an elementary school advanced certificate, or an equivalent valid certificate issued before July 1, 1949.

b. Professional training—15 graduate quarter hours in education, including at least 8 quarter credits in courses specifically designated as elementary education. Must include the following:

(1) Specific GRADUATE courses in general school administration and in elementary school administration.

(2) At least one specific GRADUATE course in elementary school curriculum or one in school supervision appropriate to the elementary school level.

(3) A basic course in student personnel (guidance).

(4) A course in education sociology, history of education or philosophy of education.

c. Three years teaching experience on the elementary and/or secondary teaching level; provided, however, that the experience qualification shall not be required of an applicant who holds the position of elementary school principal at the time of the adoption of these rules.

d. These rules apply only to those who can qualify for the administrator's certificate at this time. Until July 1954, persons applying for administrative positions and school boards considering applicants may sign contracts, without regard to the administrator's certificate, provided the candidate has the required number of years of experience for the position and meets other requirements of both State and regional accrediting associations. After July 1, 1954, anyone signing a contract for the position of elementary principal must have the administrator's certificate, unless after that date he stays on in the same administrative position he holds on July 1, 1954. (However, regional accrediting regulations may make it necessary for the administrator to hold the administrator's certificate from 1954 on.)
Principals of Secondary Schools

1. Position for which issued.
   a. Applicant must devote one-half or more of his time to supervision and administration in a secondary school.

2. Validity.
   a. Two-year certificate provided applicant has the pattern of preparation for the five-year.
   b. Five-year. Must show one year of successful teaching. No additional credits.

3. Preparation.
   a. Master's degree in education or a field commonly taught in high school. Be eligible or hold the secondary standard or secondary advanced certificate, or an equivalent valid certificate issued prior to July 1, 1949.
   b. Professional training—15 graduate quarter hours in education, including at least eight quarter credits in courses specifically designated as secondary education, and must include the following:

      (1) Specific GRADUATE courses in general school administration and in secondary school administration.

      (2) At least one specific GRADUATE course in secondary school curriculum or one in school supervision appropriate to the secondary school level.

      (3) A basic course in student personnel (guidance).

      (4) A course in educational sociology, history of education or philosophy of education.

   c. Three years teaching experience on the elementary and/or secondary teaching level; provided, however, that the experience qualification shall not be required of an applicant who holds the position of secondary school principal at the time of the adoption of these rules.
d. These rules apply only to those who can qualify for the administrator's certificate at this time. Until July 1954, persons applying for administrative positions and school boards considering applicants may sign contracts, without regard to the administrator's certificate, provided the candidate has the required number of years of experience for the position and meets other requirements of both State and regional accrediting associations. After July 1, 1954, anyone signing a contract for the position of secondary principal must have the administrator's certificate, unless after that date he stays on in the same administrative position he holds on July 1, 1954. (However, regional accrediting regulations may make it necessary for the administrator to hold the administrator's certificate from 1954 on.)

District Superintendents

1. Position for which issued.

a. Applicant must devote one-half or more of his time to supervision and administration of a public school system.

2. Validity

a. Two-year certificate provided applicant has the pattern of preparation for the five-year.

b. Five-year. Must show one year of successful teaching. No additional credits.

3. Preparation.

a. Master's degree in Education or in a field commonly taught in high school, and be eligible for or hold any one of the following certificates:

(1) Elementary Advanced Certificate

(2) Secondary School Standard General Certificate.

(3) Secondary School Advanced Certificate

(4) Or, an equivalent valid certificate issued prior to July 1, 1949.
b. Professional training—24 graduate quarter hours in education, with at least 12 graduate credits specifically in the field of elementary education if the applicant does not hold a valid elementary school teaching certificate, and 12 graduate credits specifically in the field of secondary education if the applicant does not hold a valid secondary school teaching certificate. Must include:

(1) Specific GRADUATE courses in general school administration and in school finance.

(2) At least two GRADUATE courses in school curriculum and/or school supervision.

(3) A basic course in student personnel (guidance).

(4) A course in education sociology, history of education or philosophy of education.

c. Five years (three years in third class districts) of successful teaching experience in either or both elementary or secondary schools; provided, however, that the experience qualification shall not be required of an applicant who holds the position of district superintendent on the date of adoption of these rules.

d. These rules apply only to those who can qualify for the administrator’s certificate at this time. Until July 1954, persons applying for administrative positions and school boards considering applicants may sign contracts, without regard to the administrator’s certificate, provided the candidate has the required number of years of experience for the position and meets other requirements of both State and regional accrediting associations. After July 1, 1954, anyone signing a contract for the position of district superintendent must have the administrator’s certificate, unless after that date he stays on in the same administrative position he holds on July 1, 1954. (However, regional accrediting regulations may make it necessary for the administrator to hold the administrator’s certificate from 1954 on.)
Supervisor's Certificates

1. Position for which issued.
   a. Applicant must devote one-half or more of his time in supervision of a specific subject area or division of a public school system.

2. Validity.
   a. Two-year certificate provided applicant has the pattern of preparation for the five-year.
   b. Five-year. Must show one year of successful teaching. No additional credits.

3. Preparation.
   a. Master's degree in education or in the field which he is qualified to supervise, and must hold or be eligible for a valid certificate appropriate to the field or fields which he is to supervise.
   b. Professional training--15 GRADUATE quarter hours in supervision, curriculum, and methods of teaching in the fields or divisions to be supervised.
   c. Three years of teaching experience in either the elementary or the secondary schools.
   d. Same as 'd' above.


30-405 Limited Emergency Certification

Each county superintendent was empowered to appoint a county certification committee composed of two regularly certified teachers, two board members and one school administrator. The county superintendent would be chairman of the committee but would have no vote. This committee would then go over certification applications in their county and evaluate them according to training, experience and personal
qualifications, choosing the one or ones to receive a "Limited Emergency Certificate". The State Superintendent stated that this was an emergency measure and that she would like to have the Board's approval of her action in instigating these County Committees of Certification.

The Board approved the action.

(See 30-406)

30-406 County Certification Committees Re-established

In line with the teacher shortage problem brought on because of the Korean situation, the State Superintendent stated her office had been forced to set up County Certification Committees for the third class districts similar to those set up last year. The Board approved this policy of setting up the County Certification Committees to meet the present emergency.

(See 30-405)

30-407 Emergency Certificates

The Board approved the action of the State Superintendent in not issuing any new emergency certificates to persons with less than two years of training and of not renewing old emergency certificates unless the persons had gone to summer school and earned the proper number of credits for renewal.

(Is this amended by 30-401, 30-402 and 30-4037)
CHAPTER 30-500
FINANCIAL

Section
30-501 Eligible High School Students to Share in County-Wide High School Tax and for Budgeting
30-502 Cost of Nine Months 10-Pupil Schools
30-503 Equalization
30-504 State Equalization Percentage
30-505 State Equalization Aid
30-506 Authority to Sign Vouchers and Indian Tuition Documents
30-507 Cash Balance Used to Reduce School District Levy
30-508 ANB - How Figured When Schools are Closed by Storms, Epidemics, etc.
30-509 General Fund Cash Reserve Used to Cash Warrants

30-501 Eligible High School Students to Share in County-Wide High School Tax and for Budgeting

1. Substitute the following for Policy 5 on page 5 of the Handbooks:

"5. Eligible High School Students. Eligible high school pupils to be counted to share in the apportionment of the county-wide high school tax and for budgeting are those pupils who are:

a. Eighth grade graduates
b. In attendance at least 40 days:
c. Under 21 years of age
d. Are accredited for less than four years of high school work."

History: En. July 14, 1942

30-502 Cost of Nine Months 10-Pupil School

The State Superintendent recommended that the length of term should be nine months and the cost of a 10-pupil school be $1,000.; and that if the district complied with the provisions of Chapter 132 (An act to Amend Sec. 1201.3, Revised Codes of Montana, 1935, relating to the common school equalization fund and distribution thereof), the needy rural district would be equalized up to this proportionate amount depending on the enrollment, millage, taxable valuation of the district, county and state apportionment, and any other revenue the district may be able to produce. The motion was approved by the Board.

History: En. July 14, 1941.

30-503 Equalization (REPEALED)

The State Superintendent reported for the State Department of Public Instruction on Transportation and Equalization, requesting that the following recommendations be approved:

... ...

2. Equalization--That the amount for each school in the needy district be equalized up to $1200. per school of ten (10) children; the smaller schools a direct proportion
of $1500., according to enrollment, as stated in the Law, Chapter 113, Section 1201-1201.3, inclusive.*

The Board voted that the schedule be accepted.

History: En. December 14, 1942.

30-504 State Equalization Percentage

The State Superintendent moved that the State Equalization Percentage be set at 90%, but that the State Department be given the right to raise this percentage in the light of new foundation program or revenue estimates in the next few weeks. The motion was carried by the Board.


30-505 State Equalization Aid

The State Superintendent requested that the State Board, acting under Section 6, Chapter 199, Laws of 1949, rule that all schools, in order to receive state and county equalization aid, must upon receiving that aid, levy sufficient funds on the district in order to bring the total at least equal to the foundation program. The Board voted its approval.


30-506 Authority to Sign Vouchers and Indian Tuition Documents

The Board voted that the State Superintendent of Public Instruction was authorized to sign vouchers and other

Indian tuition documents for the State Board of Education.


30-507 Cash Balance Used to Reduce School District Levy

It was voted that each school district be directed to use any cash balance in its general fund on July 1, 1950 to reduce the levy necessary to secure the full foundation program after the district, county and state have made their contributions, subject to the approval of the Attorney General. (At the meeting of the State Board of Education held on April 10-11, 1950, the State Superintendent reported that the Attorney General had given his approval to this procedure and had even gone further by allowing districts to use this cash balance to lessen the need for a levy allowed without a vote over the foundation program for high schools.)


30-508 ANB - How Figured when Schools are Closed by Storms, Epidemics, etc.

The Board voted that the State Superintendent be empowered to make whatever adjustments that the circumstances require in matters of this kind in an emergency situation, provided, however, that schools make every attempt to make up this lost time up until June 1st of the current school year.

History: En. April 10-11, 1950.
General Fund Cash Reserve Used to Cash Warrants

The Board was asked for a ruling whereby the general fund cash reserve could be used to cash warrants for the retirement budgets, transportation budgets, and any other budget the district may have. The Board concurred in the request that if at all possible a workable plan be devised whereby this general fund reserve could be used for other budgets of the school district.

History: En. April 10-11, 1950.

CHAPTER 30-600
MISCELLANEOUS

Section
30-601 Authorization of High School Journalism Week
30-602 Disposal of O. S. Y. A. Tools and Equipment

30-601 Authorization of High School Journalism Week

Item 13414, Authorization of a High School Journalism Week to be Sponsored by the Montana Interscholastic Editorial Association and the School of Journalism of Montana State University

That, the Montana Interscholastic Editorial Association be authorized to hold a High School Journalism Week at Montana State University during the 1950 Summer Session and in subsequent summers.

History: En. April 10-11, 1950.
30-602 Disposal of O. S. Y. A. Tools and Equipment

The Board approved that the Title of O. S. Y. A. tools and equipment, including cannery equipment, be transferred from the State Board of Education to the local Boards of Education.


CHAPTER 30-700
SCHOLARSHIPS

(Since High School Honor Scholarships are awarded by the University of Montana, data pertaining to them will be found under 20-800. All other scholarships are listed under 20-800 also.)

CHAPTER 30-800
TRANSPORTATION

Section

30-801 Provision for Paying up to One-Half of Bus Contracts

30-802 Transportation Cost to Counties and Districts Unable to Contribute Themselves

30-803 Uniform Rates for Both Elementary and High School Pupils when Figuring State Percentage

30-804 Qualifications for Bus Drivers

30-805 Bus Specifications.

30-801 Provision for Paying up to One-Half of Bus Contracts

The Board approved the provision of paying one-half

*Out of School Youths and Adults
of the bus contracts up to amounts not to exceed one-half of the State Schedule.

**History:** En. July 12, 1937.

**30-802 Transportation Cost to Counties and Districts Unable to Contribute themselves**

The Board voted that these counties, together with the districts in the named counties, be designated as extraordinary cases and be entitled to the state's share of the transportation even though the county or district could not pay the local part of the cost of transportation.

**History:** En. July 14, 1941.

**30-803 Uniform Rates for Both Elementary and High School Pupils when Figuring State Percentage**

The following recommendation was approved by the State Board of Education:

1. Transportation—The same schedule (Transportation Law, p. 34, 35 and 36, passed 1941) be used when figuring the State's percentage of the transportation for both Elementary and High School pupils. (Section 12001, paragraph "c" of Chapter 112 states that "The State Board of Education of Montana shall fix and promulgate a uniform schedule of rates for the transportation of pupils to and from the public schools of this State.") This is for the State Funds.

**History:** En. Dec. 14, 1942.
30-804 Qualifications of Bus Drivers

The Board approved that driver classification be set up by and with the cooperation of the Highway Patrol and be added to the regulations now in force.

History: En. April 11-12, 1949.

30-805 Bus Specifications

On motion duly made, seconded and carried, the following bus specifications were adopted (under provisions of Chapter 183 of the Laws of the 30th Legislative Assembly of the State of Montana):

THE BUS CHASSIS

Battery

Storage battery, as established by the manufacturer's rating, shall be of sufficient capacity to care for starting, lighting, signal devices, heater, and other electrical equipment. No bus shall be equipped with a battery of less than 120 ampere-hours measured at twenty-hour rate. Battery shall be mounted outside body shell, preferably under hood in an adequate carrier and readily accessible for servicing and removal from above or outside.

Brakes

Four-wheel brakes, adequate at all times to control the bus when fully loaded, shall be provided.

1. Foot or service brake shall be capable of stopping the complete unit (i.e. wet chassis weight--chassis with full tank of gas, oil and water--plus body weight, plus driver's
weight, without pupils) from the initial brake application within 22 feet when driven at a speed of 20 miles per hour over a dry level road having approximately .6 coefficient of friction and when surface is free from loose materials. This stopping ability to be determined by test with an approved decelerometer or other instrument which indicates brake effectiveness in units that are convertible into rate of deceleration.

2. Hand or emergency brake shall be of the hand lever type and shall be manually operated. It shall be provided in addition to the service brake, or shall be an entirely separate mechanical operating mechanism to be connected at least to the rear service brake shoes. It shall be capable of stopping the complete unit (i.e. wet chassis weight, plus body weight, plus driver's weight, without pupils) from the initial brake application within 50 feet when driven at a speed of 20 miles per hour over a dry level road having approximately .6 coefficient of friction and whose surface is free from loose materials. This stopping ability is determined by testing with an approved decelerometer or other instrument which indicates brake effectiveness in units that are convertible into rate of deceleration.

3. In the event that a school bus shall be equipped with air or vacuum actuated power or assistor type brakes:
   a. Any such installation must be made by an authorized representative of chassis or brake manufacturer and must be in conformance with
the recommendation of that manufacturer.

b. Hydraulic Line Pressure may not exceed recommendation of chassis manufacturer.

c. Every vacuum booster or air system must be equipped with a reserve tank of not less than 1,000 cubic inches capacity

**Bumpers**

1. Front Bumper shall be furnished by the chassis manufacturer as part of the chassis. The front bumper must be of sufficient strength to permit the pushing of a vehicle of equal gross vehicle weight without permanent distortion to bumper, chassis or body.

2. Rear bumper shall be furnished and secured to rear chassis frame by body manufacturer and so designed as to prevent hitching of rides and obtaining a tow hold. The rear bumper shall be of sufficient strength to permit the fully loaded vehicle being pushed without permanent distortion to bumper, chassis or body.

**Exhaust Pipe**

Exhaust pipe, muffler and tail pipe shall be outside the bus body and attached to the chassis frame. The exhaust tail pipe shall be deflected slightly downward at the rear end and extend at least three inches beyond the chassis frame, but not beyond the rear bumper.

The exhaust pipe shall be properly insulated from the gasoline tank and connections thereof by a metal shield at any point where it is twelve inches or less from tank or connections.
Gasoline Tank

The gasoline tank shall be mounted, filled and vented outside the body, and shall not be filled while carrying passengers.

Generator

The generator shall have a maximum output of not less than 25 amperes. It shall be voltage and current controlled and shall be capable of delivering 25 amperes from a speed of 20 miles per hour or more.

Instrument Panel

The instrument panel shall be equipped with speedometer showing speed and odometer giving accrued mileage, ammeter, oil pressure gauge, water temperature indicator and gasoline gauge. The instrument panel shall have light of sufficient candle power to illuminate all instruments, and all instruments shall be maintained in good working order.

Passenger Load

The gross weight of the vehicle when fully loaded (i.e., wet weight, plus the driver's weight, plus weight of maximum pupil load) shall not exceed the maximum gross vehicle weight rating of the vehicle as established by the manufacturer's rating. These ratings shall be furnished in duplicate by the manufacturer to the State Department of Public Instruction.

Power or Grade Ability

Bus must be so geared and powered as to be capable of surmounting a 3 per cent grade at 20 miles per hour with
full load on continuous pull.

To meet the above specifications, the loaded gross weight of the bus shall not exceed 400 lbs., per certified net horsepower.

Tires


2. Every vehicle shall have a spare tire which shall be suitably mounted in an accessible location. All tires on the vehicle shall be interchangeable.

THE BUS BODY

Aisle

The aisle specifications shall be as follows:

The minimum clearance of all aisles, including the aisle leading to the emergency door, shall be 12 inches, which shall be maintained at all times.

Body Sizes

See 1751.2, et seq. RCM, 1935, as amended by Chapter 184, Laws of 1939.

Book Racks

Book Racks, if installed, shall be provided above side windows from front cross seat to rear body wall. Racks shall be free of projections likely to cause injury.

Ceiling

Ceiling shall be free of all projections likely to cause injury to pupils. This standard is not intended in any
way to require the use of an inner lining beneath the roof bows.

Construction

Construction shall be all steel or of other metal with a strength at least equivalent to all steel as certified by the bus body manufacturer, provided that the use of station wagon type vehicles of factory-made wood and steel construction is hereby permitted upon approval by the Montana Highway Patrol.

Defrosters

Defrosters must be of sufficient capacity to keep the windshield clear of fog, ice and snow. This may be done by use of fans or may take heat directly from an approved heater.

Doors

The following specifications shall apply to doors on school busses with a capacity of eighteen or more passengers:

1. Service Door:
   
a. Service door shall be manually operated and of the hand lever type, under the control of the driver and so designed as to prevent accidental opening.

b. Service door shall be located on right side near the front of the bus. At least two-thirds of its opening width shall be ahead of a point opposite the back of the driver's seat.
c. Service door shall have a minimum horizontal opening of 24 inches clearance.

d. Service door shall be of folding type. If one leaf opens in and the other out, the front leaf shall open outward.

e. Lower panels as well as upper panels shall be of safety glass to permit driver to see children who are waiting to enter bus, and the ground where children step off.

f. Vertical closing edges of door shall be equipped with rubber or rubberized materials to protect children's fingers.

g. There shall be no door at the left of the driver.

2. Emergency Doors:

a. Emergency door shall be located in center of rear of the bus.

b. Emergency door shall have a minimum horizontal clearance of 24 inches, a minimum vertical height of 43 inches, and shall be marked "EMERGENCY DOOR" on the inside and outside.

c. Emergency door shall be equipped with a fastening device which may be quickly released, but so designed as to offer protection against accidental release. Control from driver's seat shall not be permitted. Provision for opening from the outside shall
consist of a non-detachable device of such design as to prevent "hitching" but permit opening when necessary.

d. Emergency door shall be hinged on the right side of the body, shall open outward, and shall be designed to open from both inside and outside of the bus.

e. There shall be no steps leading to the emergency door.

f. Glass used in the emergency door shall be safety glass.

g. No seat or other object shall be so placed in the bus as to restrict the passage to the emergency door to less than 18 inches.

3. The operator of every vehicle used as a school bus, for the transportation of children, shall see to it that no child alights from the left hand side of his vehicle while it is parked on any highway, street or alley in the state of Montana.

Fire Extinguishers

Each bus shall be equipped with a fire extinguisher of a type and size approved by Underwriters' Laboratories, Inc., mounted in an accessible place with full view, and kept properly filled and in satisfactory operating condition at all times.

First Aid Kit

Each bus shall carry a dustproof first aid kit
mounted in an accessible place in full view and approved by the Montana Highway Patrol, and the driver shall be instructed in its use. The kit shall be kept fully equipped and in good condition.

**Floor**

Floor shall be of metal at least equal in strength to 14 gauge steel and so constructed that exhaust gases cannot enter bus. Floor shall be of non-skid metal or a fire-resistant, nonslipping surface may be applied to the metal floor. All closures between the bus body and the entire compartment shall be fitted with gaskets which will effectively prevent gas from entering the body.

**Frost Shields**

All vehicles used for the transportation of school children shall be provided with adequate frost shields on rear windows and on the forward windows on both sides of the driver during periods when freezing weather may be expected.

**Heaters**

Heaters shall be of the hot water type and shall be capable of maintaining an inside temperature of 50° Fahrenheit in zero weather.

**Identification**

1. For the purposes of identification of school buses with a capacity of eighteen or more passengers:
   a. With the exception of fenders and trim, school bus bodies including hood, cowl and roof shall
be painted National School Bus Chrome.

b. The fenders and body trim, if used, shall be black.

c. School bus bodies shall bear the words "SCHOOL BUS" in black letters at least four inches high on both the front and rear of the body or on sign attached thereto.

d. "STOP ON SIGNAL" may be painted on the rear of the bus. The words "STOP" by itself shall not be used.

2. For the purposes of identification of school buses with a capacity of less than eighteen passengers, the words "SCHOOL BUS" shall be painted on a sign attached to both the front and rear of the vehicle and the words "STOP ON SIGNAL" shall also be painted on the sign to be attached on the rear of the bus.

a. When any school bus shall not be used for the transportation of school children but shall operate on the highways of Montana for personal use or for private hire, the words "SCHOOL BUS" and "STOP ON SIGNAL" shall be covered.

**Inside Height**

The inside body height of school buses with a capacity of eighteen or more passengers shall be 66 inches, measured at the longitudinal center from the back of the first row of seats to back of next to the last row of seats.
Lights and Signals

1. Headlights: Each vehicle used for the transportation of school children shall be equipped with headlights, extra bulbs and fuses. Lights shall be of proper intensity and adjustment to meet the requirements of Section 1753, RCM 1935 and Section 8 (12) and (29), Chapter 199, Laws of 1943.

2. Tail and Stop Lights: Each bus with a capacity of eighteen or more passengers shall be equipped with two stop lights emitting a red light plainly visible from a distance of 250 feet to the rear and mounted one on each side not less than 20 or more than 45 inches from surface on which the vehicle stands.

3. Interior Lights: Interior lights shall be provided which adequately illuminate interior aisles and step-wells.

4. Directional Signals: Each vehicle used for the transportation of school children shall be equipped with directional signals that meet the Society of Automotive Engineers' specifications and signify intention and direction of turn. Signal must be given continuously during at least the last 100 feet before the turn is made.

5. Stop Lights: Flashing stop lights are recommended.

6. Flags and Flares:
   a. Each school bus shall carry at all times three red flags and means for mounting for
use in warning traffic in the event of prolonged stops on the highway.

b. Buses that are operated at night must carry at least two oil-burning or electric flares, or two reflectors to be displayed continuously in event of prolonged stop. Oil-burning flares must be carried in leak-proof metal box or carried outside body compartment.

c. All flags and flares shall be approved by the Montana Highway Patrol.

7. Stop Signal Arm: Each bus with a capacity of eighteen or more passengers shall be equipped with stop signal arm constructed of substantial material and so designed as to facilitate operation by the bus driver while driving the bus. The stop signal arm shall be of the semaphore type, shall be mounted on the left side of the bus, and shall be so designed as to be seen readily by motorists approaching the bus from either the front or the rear. The color of the stop signal arm shall be the same as the school bus with the letters "STOP" in 6-inch black letters on both sides. The letters in the word "STOP" shall contain red reflector elements making the word visible at night when illuminated by legal headlights from a distance of approximately 200 feet. All signal devices used shall be approved by the Montana Highway Patrol.
Posts

The front corner posts shall be so designed and placed as to afford minimum obstruction to the driver’s vision of the road. The strength of all posts and the roof shall be sufficient to support the entire weight of the loaded vehicle if overturned.

Rear Vision

1. All buses shall have inside and outside rear view mirrors in sizes at least 4 inches by 5 inches for inside and 4 inches in diameter for outside.

2. On all buses having a capacity of eighteen or more passengers there shall be a non-glare interior rear view mirror large enough (at least 4 inches by 15 inches) to afford a good view of the road to the rear, as well as of the pupils. It shall be rounded at corners and have protected edges. Such buses shall also have an exterior non-glare rear view mirror provided to the left of the driver, which mirror shall not be less than 50 square inches and shall be firmly supported and set to give the driver a clear vision toward the left rear of the bus.

Seats

1. Thirteen inches shall be the allowable average rump width in determining the seating capacity of the bus. (See 9.)

2. All seats shall be securely fastened with bolts or rivets to that part or parts of the school bus which support them; no bus with a capacity of eighteen or more pas-
sengers shall be equipped with jump seats or portable seats.

3. In buses with a capacity of eighteen or more passengers, no seat on the right side of the bus shall be placed ahead of the forwardmost pupil seat on the left side of the bus.

4. Seat back centers on forward-facing seats shall be within the range of from 24 to 27 inches, inclusive. This 24 to 27 inch seating also applies to distance between rearmost position of driver's seat and the first cross seat.

5. All seats shall be covered with suitable padding material.

6. The minimum distance between the steering wheel and the back rest of the driver's seat shall have a fore and aft adjustment of not less than 3 inches, and shall be strongly attached.

7. In buses with a capacity of 18 passengers or more there shall be installed the following further safety devices:

a. Driver's Stanchion and Guard Rail: A vertical stanchion shall be installed to the right rear corner of the driver's seat in such a position as not to interfere with adjustment of driver's seat and not to obstruct the 12-inch aisle. A guard rail so placed that it will not interfere with adjustment fore and aft of driver's seat shall extend from vertical stanchion to the left hand wall.
behind the driver's seat approximately 30 inches above the floor. Stanchion and guard rail shall be a minimum of one inch outside diameter of metal tubing.

b. A stanchion shall be required at the rear of the entrance step-well from roof to floor. Placement shall not restrict passageway to less than 24 inches.

c. A safety bar shall be installed from the stanchion to the wall at the height of approximately 30 inches to prevent children in front seat from being thrown into step-well in case of sudden stop.

8. On buses purchased after July 7, 1947, there shall be no longitudinal seats.

9. (Meeting of State Board of Education at Bozeman, December 8-9, 1947, added the following):

"All passengers in a school bus must be provided with at least 13 inches of seating space."

**Skid Chains**

All school buses in the State of Montana shall carry skid chains of proper size and in a number determined by the Montana State Highway Patrol for the size of the vehicle.

**Steps**

The following regulations shall apply to the construction and design of bus steps at the service door in buses with a capacity of eighteen or more passengers:
1. The riser of the upper step shall be not less than 13 inches and not more than 15 inches. When more than two steps are used, the upper two steps may have a riser of less than 13 inches, but these risers must be of equal size.

2. The steps shall be enclosed to prevent the accumulation of ice and snow.

3. Steps shall not protrude beyond the side body line.

4. A grab handle of not less than 10 inches in length shall be provided inside doorway and to the right upon entering, to assist pupils in getting on and off the bus.

Sun Shield

Every vehicle used as a school bus shall be equipped with an interior adjustable sun visor not less than 5 by 13 inches in size.

Tools

Every vehicle used as a school bus shall have a tool compartment and carry such tools as may be necessary to make minor emergency repairs while the bus is enroute and must carry a shovel.

Ventilation

The body of every bus with a capacity of 18 or more passengers shall be equipped with a suitable, controlled ventilating system of sufficient capacity to maintain the proper quantity of air under operating conditions without
the opening of windows except in extremely warm weather. No intake ventilators in the front bus corner below the top of the engine hood line shall be used. Static-type exhaust roof ventilators shall be installed in the low pressure area of the front roof panel.

Windshield and Windows

1. All glass in windshield, windows and doors shall be of safety glass approved by Underwriters' Laboratories, Inc., and so mounted that permanent mark is visible, and such glass to be of sufficient quality to prevent distortion of view in any direction.

2. The windshield shall be slanted to prevent glare and large enough to permit the driver to see the road clearly.

3. On all buses with a capacity of eighteen or more passengers, all full side windows shall provide an unobstructed emergency opening of at least 9 inches in height by 22 inches in width obtained either by lowering the window or by knock-out type split sash window. A guard which will definitely restrain pupils from extending their arms and heads out of the window and at the same time permit the use of the window shall be protected with safety glass in such a manner as definitely to restrain pupils from extending their arms and heads out of the window and at the same time permit use of the emergency opening.

Windshield Wipers

There shall be two windshield wipers of vacuum or
electric type in an efficient state of operation, on all vehicles used as school buses. On buses with a capacity of eighteen or more passengers, the wipers must be capable of manual operation in emergency.

No changes shall be made in the construction of any vehicle used for the transportation of school children, which are not approved by the State Board of Education, by and with the advice of the Supervisor of the Montana Highway Patrol and the State Superintendent of Public Instruction.

History: En. September 8-9, 1947
(See "Amendments" following.)

30-805 Bus Specifications - AMENDMENTS

On motion duly made, seconded and carried, the following additions (underlined) to the Rules and Regulations for School Buses were approved, subject to approval of the Attorney General:

1. Subject Generator: The generator shall have a maximum output of not less than 25 amperes. It shall be voltage and current controlled and shall be capable of delivering 25 amperes from a speed of 20 miles per hour or more. It is recommended that buses of 18 or more passengers be equipped with heavy duty generators capable of producing one ampere for each passenger of rated capacity. (For example: it would be desirable to have the generator of a bus capable of carrying 40 passengers capable of producing 40 amperes.)
2. Subject, Power or Grade Ability: Bus must be so geared and powered as to be capable of surmounting a 3 per cent grade at 20 miles per hour with full load on continuous pull. To meet the above specifications, the loaded gross weight of the bus shall not exceed 400 lbs. per certified net horsepower. The term "certified net horsepower" shall be construed to mean that horsepower that is delivered to the wheels after having computed the losses of potential power due to the operation of the water pump, generator, air cleaner and other accessories. The term is referred to as "Torque Horsepower" by some manufacturers, as "Net Horsepower" by other manufacturers, and is not clearly defined but can be computed as roughly 85% of the maximum horsepower.

3. Subject, Doors, sub-paragraph 1, "Service Door": Service door shall be of the folding type. If one leaf opens in and the other out, the front leaf shall open outward. Buses currently in service which have solid or "sedan type" door shall be permitted to continue in operation until retired.

4. Subject, Doors, sub-paragraph 2, "Emergency Doors", section "a": Emergency door shall be located in center of rear of bus, except in those transit type school buses with engines in rear, emergency door may be located on left side of bus ahead of rear wheels but not ahead of front wheels, provided that seats are placed in such fashion that there is an unobstructed passage at least 18 inches wide giving access to this door, which must meet the dimensions
specified in section "b" immediately below, or there may be
two such doors, one on each side of the bus, provided that
there is an unobstructed passage at least 18 inches wide giv-
ing access to each door.

5. Subject, Lights and Signals, sub-paragraph 7,
"Stop Signal Arm": ..........from a distance of approximate-
ly 200 feet. An alternate stop signal arm of the following
description is authorized: Dimensions: 14 inches by 18
Finish: red reflectorized sheeting on both sides, with the
word "STOP" painted over the reflectorized material in white
letters at least 6 inches high. All signal devices used
shall be approved by the Montana Highway Patrol.

6. Subject, Tools: Every vehicle used as a school
bus shall have a tool compartment and carry such tools as
may be necessary to make minor emergency repairs while bus
is enroute and must carry a shovel. In addition, every bus
must carry an ax which is securely fastened to the bus body,
immediately to the left of the driver's seat.

History: En. April 12-13, 1948; Amds. 30-805, Sept. 8-9,
1947.
TITLE 40

CUSTODIAL INSTITUTIONS

CHAPTER

40-100 Academic
40-200 Admissions and Discharge
40-300 Financial
40-400 Operational Regulations
40-500 Records and Reports
40-600 Staff and Salaries
CHAPTER 40-100

ACADEMIC

Section
40-101 Higher Education Favored for Boys at Industrial School
40-102 Diplomas from the Training Schools' High Schools
40-103 Approval of Two Years High School Work at Boys' Industrial School

40-101 Higher Education Favored for Boys at Industrial School

The Board voted that it go on record as being in favor of having the boys at the State Industrial School continue on with their education after graduation from high school.


40-102 Diplomas from the Training Schools' High Schools

The board approved that the students in the various state training schools may authorize and request the State Superintendent of Schools to direct the issuance of diplomas to graduates from the training school high schools and the one at the House of the Good Shepherd out of the home or domicile residence of the student. However, where it makes no particular difference to the students concerned, the director of the training school may use his own discretion as to where the diplomas are to be issued.

Approval of Two Years High School Work at Boys' Industrial School

The Board approved that the freshman and sophomore work be permitted in the school program at the State Industrial School at Miles City, beginning September, 1941.

History: En. July 14, 1941.
(The State Industrial School now has a four-year high school, but no ruling was found to authorize it.)

CHAPTER 40-200

ADMISSIONS AND DISCHARGE

Section

40-201 Mental Hygiene Clinics to be Used by All Custodial Institutions

40-202 Admissions Procedure to the Montana State Training School at Boulder

40-203 No Admittance to School for Feeble-Minded at Boulder for Children Under Six

40-204 Hopelessly Crippled, Not Mentally Deficient, Can Not Be Admitted to Feeble-Minded Department

40-205 Pregnant Girls or Girls with Baby in Arms Not Be Admitted to Montana School for Deaf, Blind, and Feeble-Minded, if Delinquent

40-206 Pregnant Feeble-Minded Girls or Mothers, But Not Baby, to be Admitted to School for Feeble-Minded

40-207 Mental and Physical Examinations for Committees to Boys' Industrial School at Miles City

40-208 Rates for Indian Children at Boulder

40-209 Discharge from Miles City for Boys Entering Military Service

40-210 Age Limit for Children at School for Deaf and Blind
Mental Hygiene Clinics to be Used by All Custodial Institutions

The Board voted that the full facilities of the Mental Hygiene Clinics be used to the fullest extent by the custodial institutions and that a psychiatric examination be given each entrant and that a record be kept of this examination.

History: En. April 10-11, 1950.

Admissions Procedure to the Montana State Training School at Boulder

The following procedure for admissions to the Montana State Training School at Boulder was approved by the Board:

1. Applications must be accompanied by a copy of the findings of a recent psychometric examination done by the Mental Hygiene Clinic.

2. With assurance that the child will be accepted, the legal commitment papers are prepared and must precede or accompany the child to the institution.

3. Within 24 hours prior to the arrival of the patient, a physical examination must be done by a competent physician.


No Admittance to School for Feeble-Minded at Boulder for Children Under Six

The Board ruled that no children under six years of
age be admitted into the Feeble-Minded Department at the Montana State School for the Deaf, Blind and Feeble-Minded at Boulder.

History: En. April 11, 1932. (Has this ruling been changed by the segregation of the Departments?)

40-204 Hopelessly Crippled, Not Mentally Deficient, Can Not be Admitted to Feeble-Minded Department

The Board ruled that a hopelessly crippled, not mentally deficient, child be not admitted to the Feeble-Minded Department of the State Training School.

History: En. April 11, 1932.

40-205 Pregnant Girls or Girls with Baby in Arms Not Be Admitted to the Montana School for Deaf, Blind and Feeble-Minded, If Delinquent

The Board ruled that girls who are about to become mothers and are considered delinquent, or girls who already have a baby in arms, be not admitted to the Montana School for Deaf, Blind and Feeble-Minded.

History: En. April 11, 1932.

40-206 Pregnant Feeble-Minded Girls or Mothers, But Not Baby, to Be Admitted to School for Feeble-Minded

The Board ruled that the School for Feeble-Minded be permitted to admit pregnant feeble-minded girls or mothers but not their children.

History: En. April 11, 1932.
Mental and Physical Examinations for Committees to Boys' Industrial School at Miles City

The Board ruled that the superintendent and/or acting superintendent be instructed to have every boy committed to Miles City examined with a view to determining his mental and physical health or condition; with a view to determining whether or not he should be committed to Miles City, and if the report differs from that of the District Judge, that he communicate immediately with the District Judge and report such to the Board of Education.

History: En. April 9-10, 1951.

Rates for Indian Children at Boulder

It was voted by the Board that Indian children be admitted to the institution at Boulder at a rate based on the per capita cost of operating the institution.

History: En. April 15, 1935.

Discharge from Miles City for Boys Entering Military Service

The Board voted that all boys entering military service from the State Industrial School at Miles City are to be discharged from custody of such institution.

History: En. July 8, 1946.

Age Limit for Children at School for Deaf and Blind

The Board ruled that deaf and blind children, when they reach the age of 21 years and have received the twelve
years of instruction allowed them by law, be not permitted
to remain longer at the State School for the Deaf and Blind.

History: En. April 15, 1935.

CHAPTER 40-300
FINANCIAL

Section

40-301 Duties of State Accountant, State Board of
Examiners and the State Purchasing Agent in
Regard to Irregularities and Recommendations
for Repairs and Building at the State In-
stitutions

40-302 Authority to Execute Contracts on Behalf of
Board of Education for the Custodial Institu-
tions

40-303 Financial Statements Not Required at Septem-
ber Meeting of Board by School at Miles
City, Vocational School at Helena, and the
School at Great Falls for Deaf and Blind

40-304 Employee and Salary Schedules at April Meet-
ing of Board

40-305 Salary Adjustments by Board of Examiners

40-306 Adjusting Salaries to Get Proper Help by
Board of Examiners

40-307 Authority to Adjust Salaries and Negotiate
Contracts

40-308 Board of Examiners Authorized to Adjust
Salaries

40-309 Procedure for Salary Approval at Boys' In-
dustrial School

40-301 Duties of State Accountant, State Board of Examiners
and the State Purchasing Agent in Regard to Irregu-
larities and Recommendations for Repairs and Build-
ing at the State Institutions

The Board of Education approved the following reso-
olutions concerning the institutions under its control:

Be it resolved, that the State Board of Examiners, the State Accountant and the State Purchasing Agent be requested to make written reports to the State Board of Education, of any violation of law, or of the orders of this Board and also of any irregularities in the administration of any institution under the control of this Board, which may come under their observation.

Be it further resolved, that the State Accountant be requested to furnish eleven copies of his last report on each institution as soon as it is made.

Be it resolved, that all requests for building repairs for any institution under the control of this Board be accompanied by a written report upon the merits and expense of same from the State Purchasing Agent with his recommendations thereto.

(Also listed as 20-511 under University)

40-302 Authority to Execute Contracts on Behalf of Board of Education for the Custodial Institutions

The Board voted that the Governor, as Chairman of the Board of Education, and the Secretary of the Board of Education were authorized to execute all contracts on behalf of the Board of Education for the Custodial Institutions, and the Board of Examiners was authorized to adjust salaries and other matters that might arise in the interest of the board.

Financial Statements Not Required at September Meeting of Board by School at Miles City, Vocational School at Helena and the School at Great Falls for the Deaf and Blind

The Board voted that the previous action of this Board in requiring financial statements to be furnished to the Board at the September meeting be suspended with reference to the school at Miles City, the Vocational School and the School at Great Falls.

History: En. Sept. 12, 1933.

Employee and Salary Schedules at April Meeting of Board

The Board voted that all custodial institutions should hereafter present their employee lists with salary schedules at the April meeting of the Board.

History: En. April 10-11, 1950.

Salary Adjustments by Board of Examiners

The Board voted that the State Board of Examiners was granted authority to make such increases in the salaries of those employed by and for the custodial institutions, wherein in the judgment of the Board of Examiners the increase was warranted, and there were the necessary funds to make such increases.

History: En. July 8, 1946.

(Does this amend 40-302?)
40-306 Adjusting Salaries to Get Proper Help by Board of Examiners

The Board voted that the State Board of Examiners was authorized to adjust salaries at the custodial institutions where it was found necessary in order to obtain proper help.

History: En. Dec. 9-10, 1946,
(Could this be incorporated with 40-302 and 40-305?)

40-307 Authority to Adjust Salaries and Negotiate Contracts

The Board voted that the State Board of Examiners was authorized to adjust salaries at the custodial institutions and the President and the Secretary of the Board of Education were authorized to execute any new contracts.

History: En. April 12-13, 1948.

40-308 Board of Examiners Authorized to Adjust Salaries

The Board voted that the Board of Examiners was authorized to adjust the salaries at all the eleemosynary institutions.

(Appears to be repetitious over previous rulings.)

40-309 Procedure for Salary Approval at Boys' Industrial School

The Board voted that all employment and salaries be presented to the Executive Board for approval.

History: En. April 9-10, 1951.
CHAPTER 40-400
OPERATIONAL REGULATIONS

Section

40-401 Executive Board Meetings at Boys' Industrial School
40-402 Spiritual Guidance at Boys Industrial School
40-403 Use of Other State Agencies by Boys' Industrial School
40-404 Fire Drills at Boys' Industrial School
40-405 Fire Alarm System at Boys' Industrial School
40-406 Duties of Staff Members Explained at Boys' Industrial School
40-407 Recreational Program at Boys' Industrial School
40-408 State Industrial School a Correctional and Not a Penal Institution
40-409 Elimination of Cells and Inhuman Weapons at Boys' Industrial School
40-410 Diet at Boys' Industrial School

40-401 Executive Board Meetings at Boys' Industrial School
The Board voted that the Executive Board of the State Industrial School meet at least once a week.

History: En. April 9-10, 1951

40-402 Spiritual Guidance at Boys' Industrial School
The Board voted that spiritual guidance for all faiths be made available at the State Industrial School.

History: En. April 9-10, 1951.
Use of Other State Agencies by Boys' Industrial School

The Board voted that all facilities of the State, such as the State Board of Health, the State Department of Welfare, the Montana Mental Hygiene Clinics, the State Department of Agriculture and the Extension Services, and such other services as may be secured from the six units of the University or any other professional service, be utilized to the fulfillment of the improvement of this institution (Boys' Industrial School).

History: En. April 9-10, 1951.
(What about their use in the other institutions?)

Fire Drills at Boys' Industrial School

The Board voted that fire drills be held at regular intervals to comply with the State School Law.

History: En. April 9-10, 1951.

Fire Alarm System at Boys' Industrial School

The Board voted that the School be instructed immediately to place an adequate alarm system in all dormitories where boys sleep at night and that the doors be left unlocked and equipped with an adequate system of alarm so that if any door is opened by anyone inside, a general alarm is sounded.

History: En. April 9-10, 1951.
(Is this within the Board's sphere of power, or should it be handled by local boards? It would seem that it is covered by laws 69-1801 to 69-1910 in the Revised Codes of Montana, 1947.)
40-406 Duties of Staff Members Explained at Boys' Industrial School

The Board voted that the boys be given a full explanation of the duties of the various staff members of the school and what regulations are expected or what regulations they are to be living under when they are first committed to the school.

History: En. April 9-10, 1951.

40-407 Recreational Program at Boys' Industrial School

The Board voted that a well-rounded recreational program be developed whereby all of the boys may participate in recreational activities.

History: En. April 9-10, 1951.

40-408 State Industrial School a Correctional and Not a Penal Institution

The Board voted that it is the intention of the State Board of Education that the State Industrial School be operated strictly as a correctional and not a penal institution and that all employees be so informed.

History: En. April 9-10, 1951.

40-409 Elimination of Cells and Inhuman Weapons at Boys' Industrial School

The Board voted to go on record at this time establishing a policy of immediately and permanently abolishing and destroying the use of cells at the State Industrial
School; and also abolishing, destroying and prohibiting the use of such instruments designated as saps, beavertails, and any other such dangerous and inhuman weapons which use is and has been contrary to the policy of the State Board of Education.

History: En. April 9-10, 1951.

40-410 Diet at Boys' Industrial School

The Board voted that a program be worked out by the State Board of Education with the Superintendent of the Boys' Industrial School to the end that the students receive a proper and well-balanced diet including daily rations of butter and whole milk, fresh vegetables when in season, salads, etc.

History: En. April 9-10, 1951.

CHAPTER 40-500
RECORDS AND REPORTS

Section

40-501 Case History and Class Schedule of Girls at Girls Vocational School to State Superintendent's Office

40-502 Case History of Children at Orphans Home to the State Board of Education

40-501 Case History and Class Schedule of Girls at Girls Vocational School to State Superintendent's Office

The Board voted that a complete case history and class schedule of the inmates, and school work at the Vo-
cational School for Girls be furnished the State Superintendent of Public Instruction.

History: En. April 12, 1937.

40-502 Case History of Children at Orphans' Home to the State Board of Education

A motion was made, seconded and carried asking for a complete case history of the children at the State Orphans' Home, for the State Board of Education files.

History: En. April 12, 1937.

CHAPTER 40-600

STAFF AND SALARIES

Section

40-601 Registered Nurse at Boys' Industrial School

40-602 Tax Exemptions for Personnel on 24-Hour Duty

40-603 Increase in Salaries and Day Off Per Week at Boulder

40-601 Registered Nurse at Boys' Industrial School

The Board voted that a registered nurse be employed at the State Industrial School as soon as possible.

History: En. April 9-10, 1951.

40-602 Tax Exemptions for Personnel on 24-Hour Duty

The Board of Education agreed that all faculty members living at the institution (State Orphans' Home at Twin Bridges) are on call 24 hours per day, and would thus not be
subject to withholding tax for board, room and laundry received at the institution which is a part of their wages or salaries. The Board voted that those employees who are required to live at the institutions 24 hours per day and who are subject to call, are exempt from the withholding tax. This resolution was to be presented to the State Board of Examiners for future reference.

**History:** En. Dec. 18, 1944.

**40-603 Increase in Salaries and Day Off Per Week at Boulder**

The Board voted that if it were found that there were sufficient funds in the budget of the Montana State Training School at Boulder to allow one day off each week for the employees and an increase in their salaries, that the State Board of Examiners should be authorized to act as specified in the motion that was passed.

**History:** En. April 24, 1944.

(Was this just for one year?)
TITLE 50

VOCATIONAL EDUCATION

CHAPTER

50-100 Financial

50-200 Operational

50-300 Staff

50-400 State Plan for Vocational Education Amendments

(The State Plan for Vocational Education should be referred to as the main source of information concerning rulings on Vocational Education.)
CHAPTER 50-100

FINANCIAL

Section

50-101 Authorization to Sign Veteran-On-The-Job-Training Contracts

50-102 VA Contract for Training Under Public Law 346, Plus Amendments

50-101 Authorization to Sign Veteran-On-The-Job-Training Contracts

The Board voted that the president and the secretary of the State Board of Education were authorized to sign the necessary contracts for veteran on-the-job-training.

History: En. Sept. 16-17, 1946.

50-102 VA Contract for Training Under Public Law 346, Plus Amendments

The State Board for Vocational Education approved a new contract with the Veterans Administration Regional Office, Helena, Montana, for veterans applying for this training under Public Law 346, with the following provisions added:

1. That the training cost to be paid by the Veterans Administration be $39.59 per student per calendar month.

2. That training costs are to be paid one month in arrears.

3. In negotiating contracts, and in subsequent negotiation for the renewal of such contracts, consideration will be given to any surpluses or deficits accumulated as a result of the payment of the agreed rates in excess or in

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deficiency of the amount spent on the program by the institution and the agreed rate for the succeeding contract period will be adjusted accordingly.

4. That a contract for advance payment be made at once.

**History:** En. April 12-13, 1948. (This has probably since been changed.)

**CHAPTER 50-200**

**OPERATIONAL**

**Section**

50-201 Montana State Plan for Training Out-of-School Rural and Non-Rural Persons for War Production

50-202 N.Y.A. and Helena Defense Schools Combined

50-203 Department of Vocational Agricultural Education Approved

50-204 Reciprocity Plan for Veteran-on-the-Farm Training with Neighboring States

(See State Plan for Vocational Education for complete information.)

50-201 Montana State Plan for Training Out-of-School Rural and Non-Rural Persons for War Production

The Montana State Plan for Training Out-of-School Rural and Non-Rural Persons for War Production, with any amendments or changes that the federal office may suggest, was approved by the Board of Education.

(See page 144, Minutes of the Board for Vocational Education.)

**History:** En. Sept. 14, 1942. (Is this still in effect?)
50-202 N.Y.A. and Helena Defense Schools Combined

The Board voted that in the interest of economy and efficiency the N.Y.A. and Helena Defense Training Schools be combined and operated as one unit.


50-203 Department of Vocational Agricultural Education Approved

The Department of Vocational Agricultural Education of the Department of Vocational Education was approved by the Board as the training agency for offering Institutional On-Farm Training of less than college grade for veterans.

History: En. July 8, 1946.

50-204 Reciprocity Plan for Veteran-On-The-Farm Training With Neighboring States

The State Superintendent discussed the veteran-on-the-farm reciprocity plan that they were working out with states bordering Montana so that veterans could enroll in the one nearest their home. The Board voted to approve the reciprocity arrangement regarding the institutional on-farm training program.

History: En. April 10-11, 1950.

CHAPTER 50-300

STAFF

Section

50-301 Emergency Qualifications for Teachers Because of War Situation (World War II)
Emergency Qualifications for Teachers Because of War Situation (World War II)

I. EMERGENCY QUALIFICATIONS FOR TEACHERS BECAUSE OF WAR SITUATION

A. Regular All-day teachers:

For the Duration of the present emergency, State and Federal Vocational Agricultural Education funds may be used for the salaries of instructors who do not meet the present qualifications as set up in the State Plan for Montana Vocational Agricultural Teachers; that these teachers have practical farm experience; that they be well qualified as farm mechanics; have the ability to teach; and that they meet qualifications as set up by the State Supervisor and are approved by the State Supervisor and State Director of Vocational Education before being placed in a teaching position.

B. Farm Shop Teachers

When the enrollment of students in Vocational Agriculture in day schools is larger than the regularly employed qualified teacher of Vocational Agriculture can efficiently handle, or there is a demand for teaching specific farm shop skills for which the teacher of
Vocational Agriculture does not have sufficient training, a tradesman or experienced mechanic skilled in those particular skills may be employed for the purpose by the month, the day or the hour, and paid out of federal funds for instructors in Agricultural Education; provided such funds are properly matched on a state-wide basis. This to be in effect for the duration only. Such teachers to meet qualifications as set up by the State Supervisor and Director of Vocational Education before being placed in teaching positions.

C. Special Teachers for Farm Labor Training:
For the duration of the present emergency, State and Federal Funds for Vocational Agricultural Education may be used for salaries of instructors and supervisors serving the needs of farm workers or persons preparing to become workers. Instructors are to meet qualifications as set up by the State Supervisor of Vocational Agriculture and have his approval and that of the State Director of Vocational Education before being placed in a teaching position.

History: En. June 29, 1943.
(Is this still in effect or should it be repealed?)
CHAPTER 50-400

STATE PLAN FOR VOCATIONAL EDUCATION AMENDMENTS

Section

50-401 Amendments to the State Plan for Vocational Education

(SEE STATE PLAN FOR VOCATIONAL EDUCATION.)

50-401 Amendments to the State Plan for Vocational Education

The following amendments were approved by the Board of Education:

1. Section I, page 3, B-3 was changed to read:
   "The State Director of Vocational Education and the State Supervisors and the Assistant State Supervisors in each of the service fields may be granted, upon action of the Board of Education, leave on salary of not more than three months every two years to do professional study."

2. Section VI, page 78, 3-a was changed by deleting "unit trade courses" in the heading.

3. Page 49, 5-b-(1) was changed to read: "The instructor for a cooperative part-time distributive class will be the coordinator....etc."

4. Section IV, page 49, 5-a(1) was changed by inserting "qualified under this State Plan." after the word "individual."

5. "and/or" was deleted and changed to read "and" on page 16, b-(2)-(b) in the fourth line.

6. The third from the last line was changed to read "without" in place of "within" in Section VI, page 80, C-(2)-(a).
7. Section I, page 16, B-(1)-(b) was changed by deleting the phrase "such courses as" and the list of courses, and inserting "at least one course in each of the following areas:

(1) Counselling
(2) Educational and Occupational Information
(3) Individual Analysis
(4) Organization and Administration of Guidance Courses
(5) Principles and Practices of Guidance and Vocational Education."

8. Section VI, page 81, 4-b was changed to read:
"Coordinators shall have the same qualifications as those set up for evening, part-time or day trade teachers, except that a variety of occupational experience....etc."

9. The second line of Section I, page 6, B-6, was changed from "four" to "five".

10. Page 4, B-5-A-(9) - new (8) was changed to read:
"He may secure applications for qualified candidates for positions to be filled by the State Board for Vocational Education and may make recommendations for the employment of such personnel to the Executive Officer."

11. Page 4, B-5-a-(6) - new (5) was changed to read:
"He shall be responsible to the executive officer for the approval or disapproval of all contracts or claims against vocational education funds."

12. Section I, page 4, B-5-a(5) was deleted and the numbers of subsequent paragraphs changed accordingly.

TITLE 60

VOCATIONAL REHABILITATION

CHAPTER

60-100  Amendments to the State Plan for Vocational Rehabilitation

(SEE THE STATE PLAN FOR VOCATIONAL REHABILITATION FOR THE COMPLETE RULINGS AS USED BY THIS SECTION OF THE DEPARTMENT OF PUBLIC INSTRUCTION.)
CHAPTER 60-100

AMENDMENTS TO THE STATE PLAN FOR VOCATIONAL REHABILITATION

Section

60-101 Vocational Rehabilitation Plan Approved
The Board voted that the Vocational Rehabilitation Plan be approved with the amendments made by the Attorney General.

History: En. Dec. 20, 1943.
(Where a plan such as the above is approved, should not the date of the plan be included in the text of the ruling so that it will be possible to tell which revision is approved?)

60-102 Standards of Personnel Administration Amended
The Board approved the following changes in Section III, Standards of Personnel Administration, paragraph D, page 7:

"Appointments to the professional staff will be made for a six months' period of probation, and for an indefinite..."
period thereafter, subject to continued faithful and efficient performance of duty. The State Board will neither direct nor permit staff members to engage in political activities for the purpose of electing or defeating any candidate for office. An employee of the Bureau will be subject to dismissal if he fails to abide by this rule.

The procedure for dismissal after the end of the probationary period is by preferring charges, with due notice to the employee, followed by a hearing before the State Board, which weighs the evidence and determines whether the charges are substantiated, making its decision as to dismissal accordingly, and the decision of the State Board will be final.

History: En. Dec. 20, 1943.

60-103 Standards for Physicians and Other Professional Personnel Providing Service in Physical Restoration Standards for Physicians and Other Professional Personnel Providing Service in Physical Restoration, was taken up. The Board approved the amendment to these Standards upon the condition that the Director would present an amendment to include permission to use osteopathic services at the next meeting of the Board.

History: En. Dec. 18, 1944.

60-104 Four Co-operative Agreements with Other Agencies The State Director, Bureau of Vocational Rehabilitation, Helena, Montana, presented four co-operative agreements
which the Federal Department expects the Bureau of Vocational Rehabilitation to enter into with various State organizations, such as the Department of Public Welfare, the State Board of Health, the United States Employment Service, and the Montana Farm Security Administration. These four agreements carry into effect the relationships that have always existed between these organizations and the Bureau. The State Director assured the Governor that this would not cost the Public Welfare Board any additional money and that no new employees would be added to the staff. The Board ratified and approved the four agreements.

History: En. April 9, 1945.

60-105 Routine Amendments No Longer Need Board Approval Between Rehabilitation Director for the Blind and the Office of Vocational Rehabilitation

The Rehabilitation Director for the Blind, Department of Public Welfare, appeared before the Board and requested authority for his department to transmit directly to the Office of Vocational Rehabilitation all routine State Plan amendments, rather than appear before the Board of Education for their approval, as has been the practice in past years. The Board voted and granted the request.

APPENDIX B

SCHOOL LAWS OF MONTANA, 1949
(as amended by 1951 Supplement)

CHAPTER 79

THE STATE BOARD OF EDUCATION--ITS COMPOSITION, POWERS AND DUTIES

Section 830. Membership.
831. Appointive members.
832. Oaths.
833. Officers.
834. Quorum.
835. Meetings.
836. Powers and duties.
841. General control of state institutions.
842. Local executive boards.
850. Control of expenditures of state institutions.
855. Duties and powers of state board of education.
858. Powers and duties of presidents.

830. Membership. The state board of education shall consist of eleven members of which number the governor, state superintendent of public instruction, and attorney general shall be ex-officio members.

831. Appointive members--term of office--vacancies. The governor shall appoint, by and with the advice and consent of the senate, the remaining eight (8) members of the board. Such appointments shall be made in the following manner: The appointees shall be equally divided between the first and second congressional districts of the State of Montana and shall be so selected that not more than four (4) of such members are affiliated with the same political party or organization. Upon the expiration of the term of any present member of the board, appointment shall be made in such manner as to carry into effect the foregoing provisions of this act.

The term of office of the appointive members of the
board shall be eight (8) years and until their successors are appointed and qualified. Any appointment to fill a vacancy occurring before the expiration of the term of an incumbent shall be for the remainder of such term only. All appointments to fill vacancies shall be so made as to retain the then existing representation on the board as between congressional districts and political parties or organizations.

This amendment shall not affect the term of office of any present appointive member of the board, but all such members shall serve out their existing terms in the same way as though this act had not been passed.

All members hereafter appointed to said board shall be appointed for terms of eight (8) years, and said appointments shall be so arranged that the term of office of one (1) member shall expire each year; provided, however, that in order to carry out this requirement, it shall be lawful upon the expiration of the term of office of existing members of the board to make appointments for shorter terms than eight (8) years, and provided, further, that all future appointments of members of the board shall be subject to adjustment in length of term to conform to any change made by law in the number of members of the board. (As amended—Chapter 101, Laws of 1941).

832. Oaths. The persons so appointed as members of the state board of education shall, before entering upon the duties of their office, take and subscribe the constitutional oath of office prescribed for civil officers, which shall be filed in the office of the secretary of state.

833. Officers. The governor shall be president of said board and the superintendent of public instruction shall be the secretary thereof. The state treasurer shall be treasurer of the board.

834. Quorum. A majority of said board shall constitute a quorum for the transaction of business.

835. Meetings, per diem and expenses. The board shall hold quarterly meetings at the state capital or at any other town or city in the state of Montana in or near which may be located any institutions under its jurisdiction, on the second Monday in April, July, September and December in each year, and may hold special meetings at any time and place it may direct. The president and secretary of the board may also call special meetings of said board at any time and place, if in their judgment necessity requires it. The secretary of the board shall notify the members of all regular and special meetings. The members of the board, other than ex-officio members, shall receive ten dollars
($10.00) per day for each day in attendance on meetings of said board or in the performance of any duty or services as members of such board and necessary and actual expenses incurred, provided, however, that no one of such members shall receive more than five hundred dollars ($500.00) per diem in any one fiscal year. All expenses of the state board of education, including per diem and expenses of members and the salary and expenses of the executive head of the University of Montana incurred while transacting university business, shall be paid out of the appropriations made by the legislative assembly for said university. (As amended by Chapter 158, Laws of 1945).

836. Powers and duties. The state board of education shall have power and it shall be its duty:

1. To have general control and supervision of the Montana State University, Montana State College, Montana School of Mines, Montana State Normal College, Eastern Montana State Normal School, and Northern Montana College, all being units of the university of Montana. It is the purpose of this act that the said six (6) units of our university system shall be considered for all purposes one university.

2. To adopt rules and regulations, not inconsistent with the constitution and the laws of this state, for its own government, and proper and necessary for the execution of the powers and duties conferred upon it by law.

3. To provide, subject to the laws of the state, rules and regulations for the government of the affairs of the state educational institutions named in this section.

4. To prescribe standards of promotion to the high school department of all public schools of the state, and to accredit such high schools as maintain the standards of work prescribed by the board on all such matters of promotion and accrediting. The board shall act upon recommendations given to it by the State Superintendent of Public Instruction.

5. To grant diplomas to the graduates of all state educational institutions, where diplomas are authorized or now granted, upon the recommendation of the faculties thereof, and may confer honorary degrees upon persons, other than graduates, upon the recommendation of the faculty of such institutions.

6. To adopt and use, in the authentication of its acts, an official seal.

8. To keep a record of its proceedings.

9. To make an annual report on or before the first day of January in each year, which may be printed under the direction of the state board of examiners.

10. To appoint and commission experienced teachers as instructors in county institutes.

11. To have, when not otherwise provided by law, control of all books, records, buildings, grounds and other property of the institutions and colleges named in this section.

12. To receive from the state board of land commissioners, or other boards, or persons, or from the government of the United States, any and all funds, incomes, and other property to which any of said institutions may be entitled, and to use and appropriate the same for the specific purpose of the grant or donation, and none other; and to have general control of all receipts and disbursements of any of said institutions.

13. To choose and appoint a president and faculty for each of the various state institutions named herein, and to fix their compensation. The board must appoint an executive head of the University of Montana and fix his term of office and salary, and shall prescribe generally his powers and duties. Such executive shall be ex-officio a member of the executive board of each of the state educational institutions, but shall not be or act as president of said board, and he may, in his discretion, attend each meeting of each of said executive boards and confer and cooperate with such boards, and perform such other and further duties as the state board of education may prescribe.

14. To confer upon the executive board of each of said institutions such authority relative to the immediate control and management, other than financial, and the selection of the faculty, teachers, and employees, as may be deemed expedient, and may confer upon the president and faculty such authority relative to the immediate control and management, other than financial, and the selection of teachers and employees, as may by said board be deemed for the best interest of said institutions. (As amended by Chapter 158, Laws of 1945).

841. General control of state institutions. The general control and supervision of the Montana State University, Montana State College, Montana School of Mines, Montana State Normal College, Eastern Montana State Normal School, and Northern Montana College, all being units of the Univer-
sity of Montana, the State Vocational School for Girls, State Orphans' Home, Montana State Industrial School, Montana State Training School and Montana State School for the Deaf and Blind are vested in the State Board of Education. (As amended by Chapter 158, Laws of 1945).

842. Local executive boards—creation, residence and powers. There shall be an executive board, consisting of three (3) members, for each of said institutions named in the preceding section, two (2) of whom shall be appointed by the governor, by and with the advice and consent of the state board of education. The president of such institution and the executive head of the university of Montana shall be ex-officio members of said board. At least two (2) of said members shall reside in the county where such institution is located. Said executive board shall have such immediate direction and control, other than financial, of the affairs of such institution as may be conferred on such board by the state board of education, subject always to the supervision and control of said state board; provided, this section shall not apply to the executive board for the State Vocational School for Girls. (As amended by Chapter 158, Laws of 1945).

850. Control of expenditures of state institutions. The State Board of Education pursuant to the terms of appropriations of the State Legislature or of Congress or of gifts of donors, shall determine the need for all expenditures and control the purposes for which all funds of said institutions shall be spent. Subject to this control and to the provisions of the law dealing with the state purchasing agent, R. C. M. 1947, sections 82-1901 to 82-1923, the State Board of Examiners shall let all contracts, issue all bonds for any and all buildings or improvements, and shall audit all claims to be paid from all moneys, but said State Board of Examiners shall have authority to confer upon the executive boards of such institutions such power and authority in contracting current expenses, and in auditing, paying and reporting bills for salaries or other expenses incurred in connection with said institutions, as may be deemed by said State Board of Examiners to be to the best interest of said institutions.

855. Duties and powers of state board of education. It shall be the duty of the state board of education, in the exercise of its discretion, in the government and control of said university of Montana and its component institutions, as conferred upon it by the constitution of the state, to take such steps and prescribe such rules as may be necessary to prevent unnecessary duplications of courses of instruction in the various educational institutions composing the university of Montana; to investigate carefully the needs
of each of said institutions with reference to buildings, equipment, and instruction. It shall be the duty of each member of said board to visit each of said educational institutions at least once each year, and at such other times as the board may deem necessary in order to acquaint himself of the needs and management of said institutions. (As amended by Chapter 158, Laws of 1945).

858. Powers and duties of presidents of several institutions. The presidents of each of the educational institutions constituting the university of Montana, as herein prescribed, in connection with their respective executive boards of the several institutions, as now prescribed by law, shall have the immediate direction, management, and control of their respective institutions, subject to the general supervision, direction and control of the state board of education, as now prescribed by law. The president of a unit of the university of Montana shall not act as the executive head of the university system. (As amended by Chapter 158, Laws of 1945).