

(3.) ADDITIONAL DUTIES OF MASTERS AND TEACHERS.

It shall also be the duty of each Head Master and teacher of a High School or Collegiate Institute to observe the following regulations:—

1. *General Principles of Government.*—Masters and teachers are to evince a regard for the improvement and general welfare of their pupils; treat them with kindness, combined with firmness, and aim at governing them by their affections and reason, rather than by harshness and severity. Teachers shall also, as far as practicable, exercise a general care over their pupils in and out of school, and shall not confine their instruction and superintendence to the usual school studies, but shall, as far as possible, extend the same to the mental and moral training of such pupils, to their personal deportment, to the practice of correct habits and good manners among them, and to omit no opportunity of inculcating the principles of TRUTH and HONESTY, the duties of respect to superiors, and obedience to all persons placed in authority over them.*

2. *Discipline.*—They shall practise such discipline in the school, class or department, as would be exercised by a kind, firm, and judicious parent in his family. It is strictly enjoined upon all teachers in the schools to avoid the appearance of indiscreet haste in the discipline of their pupils; and, in any difficult cases which may occur, to apply to the Head Master, Inspector, or to the Trustees (as the case may be) for advice and direction.

3. *Merit Cards—Prizes.*—In all the schools, the series of Merit Cards, prepared and authorized by the Education Department, shall be regularly used; and if prizes are given, it must be on the principles laid down in that series of cards.

4. *State of Feeling among Pupils.*—They shall cultivate kindly and affectionate feelings among the pupils; discountenance quarrelling, cruelty to animals, and every approach to vice.

5. *Absence.*—No master or teacher shall be absent from the school in which he or she may be employed, without permission of the trustees, except as provided in No. 9, below, or in case of sickness, in which case the absence of such teacher shall be immediately reported to the trustees; and no deduction from the salary of a teacher shall be made on account of sickness, as certified by a medical man.†

6. *Subscriptions, Collections, Presents, &c.*—No collection shall be taken up, or subscriptions solicited for any purpose, or notice of shows, or exhibitions given in any High School or Collegiate Institute, without the consent of the trustees; nor shall the Head Masters or teachers act as agents for books, or sell stationery, &c., or receive presents (unless presented to them on leaving the school), nor award, without the permission of the trustees, medals or other prizes of their own to the pupils under their charge.

7. *Teachers' Meetings.*—The Head Master and teachers of a High School, or Collegiate Institute (where there are at least two, in addition to the Head Master), shall regularly attend the teachers' meetings each month, and at such other times as the Head Master shall direct; and they shall by conference, study, recitations and general exercises, strive to systematize and perfect the modes of discipline and of teaching in the High School. Where there are only a Head Master and an assistant teacher, they shall confer together from time to time on the subject.

8. *Teaching.*—They shall classify the children according to the books used; study those books themselves, and teach according to the improved method recommended in their prefaces. In giving out the lessons for the next day, difficult parts should be explained, and where necessary the best mode of studying them pointed out.

9. *Visiting Schools.*—The Chief Superintendent may permit a Head Master to be absent two of the ordinary teaching days in each half-year, for the purpose of visiting and observing the methods of classification, teaching and discipline practised in other schools than that in which he teaches.

[NOTE.—Each High School Master and teacher must give at least three days' notice to the trustees; and, in addition, the High School Master must communicate with the Education Department, and obtain the Chief Superintendent's consent, so that he may not be absent during the visits of the Inspector to his school. In order that no loss of apportionment may accrue to any school in consequence of the Head Master's absence under this regulation, a proportionate amount of average attendance will be credited to the school for the time so employed by the teacher; but under no circumstances can lost time be lawfully made up by teaching on any of the prescribed holidays or half-holidays, nor will such time be reckoned by the Department.]

10. *Time-Table.*—They shall keep in some conspicuous place in the school-room a Time-table, showing the order of exercises for each day in the week, and the time for each exercise, as prescribed in the programme of studies for High Schools.

11. *Classes.*—The division of pupils into classes, as prescribed by the programme, shall be strictly observed; and no teacher shall be allowed to take his or her class beyond the limits fixed for the classes taught by such teachers, without the consent of the Head Master or Inspector, except for occasional reviews; but individual pupils, on being qualified, may, with the consent of the Head Master, be advanced from a lower to the higher class.

12. *Quarterly Examination.*—Each class in every school shall be open for public examination and inspection during the last week of every half-year, and the Head Master or teacher shall call upon every pupil in the school, unless excused, to review or recite in the course of such examination.

13. *In School at 8½ A.M., &c.*—All teachers shall be in their respective schools, and open their rooms for the reception of pupils, at least fifteen minutes in the morning, and five minutes in the afternoon, before the specified time for beginning school; and during school hours they shall faithfully devote themselves to the duties of their office.

14. *Visitors' Book.*—They shall keep the visitors' book (which is required by law to be furnished by the trustees), in which shall be entered the dates of visits and names of visitors, with such remarks as they may choose to make.

* The following are modes to be adopted or avoided:—

(a) *Proper.*—Reproof kindly but firmly given, either in private or before the school, as circumstances require it, or such severe punishment as the case really warrants, administered as directed in the above regulation.

(b) *Improper.*—Contemptuous language, reproof administered in passion, personal indignity or torture, and violation of the laws of health.

† The trustees may allow any period beyond four weeks in the entire year, for absence on account of sickness.