

5. *Care of School Property.*—He shall exercise the strictest vigilance over the High School property under his charge, the building, outhouses, fences, &c., furniture, apparatus, and books, belonging to the school, so that they may receive no injury; and give prompt notice, in writing, to the trustees, of any repairs which may require to be made to the building, premises, or furniture, &c., and of any furniture or supplies which may be required for the school.

6. *Regulations in regard to School Premises, &c.*—The Trustees having made such provision relative to the school house and its appendages, as provided in the regulations relating to school accommodation, it shall be the duty of the Master to give strict attention to the proper ventilation and temperature,* as well as to the cleanliness of the school-house; he shall also prescribe such rules for the use of the yard and outbuildings connected with the school-house, as will insure their being kept in a neat and proper condition; and he shall be held responsible for any want of cleanliness about the premises.

7. *School open for Pupils.*—Care must be taken to have the school-house ready for the reception of pupils at least fifteen minutes before the time prescribed for opening the school, in order to afford shelter to those who may arrive before the appointed hour. [See regulation 13, "*Duties of Assistant Teachers.*"]

8. *Out Premises.*—He shall see that the yards, sheds, privies, and other out-buildings are kept in order, and that the school-house and premises are locked at all proper times; and that all deposits of sweepings, from rooms or yards, are removed from the premises.

9. *Fires and Sweeping.*—He shall employ, at a compensation to be fixed by the trustees, a suitable person to make fires, to sweep the rooms and halls daily, and dust the windows, walls, seats, desks, and other furniture in the same; but no assistant teacher or pupil shall be required to perform such duty, unless voluntarily, and with suitable compensation.

10. *Librarian.*—He shall, with the consent of the Trustees, appoint the librarian of the school, who shall take charge of the books; also make and preserve a catalogue of the same; deliver, charge, receive, and credit the volumes given out, and keep a register of the same; number, label and catalogue the books; and make returns of the library, its books, &c., as required by the library regulations.

11. *The Library.*—He shall see that the library is kept open for the distribution (and return) of books to their scholars, and ratepayers of the High School district or division, on Friday afternoon of each week; but this duty shall not be permitted to interfere with the regular exercises of the school.

12. *Reports.*—He shall make the necessary term, special, or annual reports to the Trustees, or to Chief Superintendent, at such times and in such manner as may be required.

13. *General Register.*—He shall keep the general and other registers of the school (to be furnished by the Trustees), in which shall be entered, in each term, the date of the admission of each pupil, his or her name and age, from whence received; the parent's or guardian's name and residence; the names of each of the classes in the school, together with the names of the pupils in each such classes; the promotion of pupils from one class to another; record of attendance of the pupil; date of his leaving the school, and destination, both as to place and occupation; and such other information as shall at all times give a correct idea of the condition of the school.

14. *Religious Exercises—Ten Commandments.*—He shall see that the regulations in regard to *Opening and Closing Exercises of the Day* (Chapter III.) are observed, and that the Ten Commandments are duly taught to all the pupils and repeated by them once a week.

15. *Examinations for scholarships, exhibitions and prizes,* which may have been instituted, shall be conducted by the Head Master, but the High School Board may, if they shall think proper, associate other persons with the Head Master in the examinations for such scholarships, exhibitions or prizes.

16. A Report of the progress and conduct of each pupil shall be furnished to his parent or guardian, monthly, by the Head Master.

(2.) DUTIES OF ASSISTANT TEACHERS.

[NOTE.—*Qualification of Assistant Teachers.*—No assistant teacher shall be employed in a High School who does not possess a legal certificate "of qualification, of the first or second class prescribed for public school masters and assistants, or a certificate that he is a graduate (who proceeded regularly to his degree) or an undergraduate in the Faculty of Arts of good standing in some University in the British Dominions. But this regulation shall not be held to apply to teachers of the special subjects of French, German, drawing, vocal music, gymnastics or calisthenics.]
The teacher of each class or department shall observe the following regulations:—

1. *Pupils.*—He shall give the children under his charge constant employment in the studies prescribed in the authorized programme; and endeavour, by judicious and diversified modes, to render the exercises of the school pleasant, as well as profitable.

2. *Regulations.*—He shall read, or cause to be read, to his class, at least once in each quarter, (or otherwise inform the pupils of) so much of the regulations as shall be necessary to give them a proper understanding of the rules by which they are governed.

3. *Register.*—He shall keep the daily register (provided by the Education Department), which shall remain the property of the Trustees, in which shall be entered the names and daily attendance of pupils, their proficiency in various studies, and other information.

4. *Returns.*—He shall make such returns, and at such times, as may be required by the Head Master, Inspector, or Trustees, relating to his class, school or department.

* See note to (a) of regulation 4 of the "*Duties of Inspectors.*"