

"When the schools are visited by the Chief Superintendent of Education, the Trustees and their Secretary, the City Superintendent or the County Inspector, the pupils shall rise from their seats upon the entering and retiring of the visitors, and the utmost respect be paid them while inspecting the school.

"Every teacher shall keep in a conspicuous place in the school room a Time-Table, approved by the Trustees, showing the order of exercises for each day in the week, and the time devoted to each per day.

"The School Register shall be kept with the greatest care and accuracy, and the roll be called every morning and afternoon before the commencement of school work.

"In the conduct of the school the strictest order must be maintained, but no teacher shall resort to corporal punishment as a means of discipline. When the conduct of a pupil is such as to merit extraordinary punishment, the circumstances shall at once be transmitted in writing to the Trustees through their Secretary for their decision.

"Teachers are required to keep a record of the address of the parents or guardians of their pupils, and so far as is consistent with their other duties, endeavor by intercourse with them to make themselves acquainted with the temperament, habits, and wants of their scholars.

"A Roll of Honor shall be kept of those pupils who are not absent a day from school during each term; and in cases of transfer an Honor Certificate shall be given to each pupil not absent a day from school while enrolled on the register.

"Teachers are required to keep a Merit Book for the daily recording of the school standing of the pupils, to be made up and registered weekly, and statedly reported to the parents or guardians of the scholars.

"Teachers are required to be particular—That the pupils come to school clean and tidy in person and clothes;