

good order can be preserved by milder measures. They shall render such assistance in the care of pupils passing through the halls at the opening and closing of schools, and at recess, and in the care of pupils who remain at noon, as may be required by the Principal. It is particularly enjoined upon all teachers, that they devote their time faithfully to a vigilant and watchful care over the conduct and habits of the pupils during the time for relaxation and play, before and after school, and during the recesses, both in the school buildings and on the play-grounds.

They shall make a daily record upon the class books and diaries of all items required therein, and shall make upon the last school day of each School Month, a monthly report to the Principal, in accordance with instructions in class books and upon Monthly Report blanks. All work upon Class Books, except the daily record, must be done outside of school hours.

8. Teachers shall be on duty *in their own rooms* not later than 8.45 a.m., and 1.20 p.m., and Principals not later than 8.40 a.m., and 1.20 p.m., every school day.

9. Teachers shall enter the exact time of their arrival at School in a book kept for that purpose, even though they may have been de-

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