

6. *Teachers' Meetings.*—All masters and teachers in cities, towns, and villages, shall regularly attend the teachers' meetings, at such times, and under such regulations, as the Inspector shall direct; and they shall by study, recitations, and general exercises, strive to systematize and perfect the modes of discipline and of teaching in the Public Schools.

7. *Teaching.*—They shall classify the children according to the books used; study those books themselves, and teach according to the improved methods 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.

8. *Visiting Schools.*—The Inspector may permit a master or teacher 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 or she teaches; and such visit, with the name of the school or schools visited, shall be duly reported by such master or teacher to the Inspector;\* but such permission shall not be given by the Inspector if the absence of the teacher will be, in his judgment, injurious to the interests of the school; nor shall this permission be granted to any master or teacher who fails to report, or who has employed the time heretofore given to him for this purpose otherwise than in visiting schools, as authorized by this regulation.

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

10. *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 master or Inspector, except for occasional reviews; but individual pupils, on being qualified, may, with the consent of the master, be advanced from a lower to the higher class.

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

12. *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.

13. *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 such visitors may choose to make.

14. *Visitors.*—They shall receive courteously the visitors appointed by law, and afford them every facility for inspecting the books used, and for examining into the state of the school; shall keep the visitors' book accessible, that the visitors may, if they choose, enter remarks in it.

NOTE.—The frequency of visits to the school by intelligent persons animates the pupils, and greatly aids the faithful teacher.

### IX. Duties of Pupils in the Public Schools.

1. *Cleanliness and Good Conduct.*—Pupils must come to school clean and neat in their persons and clothes. They must avoid idleness, profanity, falsehood, and deceit, quarrelling and fighting, cruelty to dumb animals; be kind and courteous to each other, obedient to their instructors, diligent in their studies, and conform to the rules of their school.

2. *Tardiness on the part of pupils* shall be considered a violation of the rules of the school, and shall subject the delinquents to such penalty as the nature of the case may require, at the discretion of the master.

3. *Leaving before Closing.*—No pupil shall be allowed to depart before the hour appointed for closing school, except in case of sickness, or some pressing emergency; and then the master or teacher's consent must first be obtained.

\*Each High and Public School Master and Teacher must give at least three days' notice to the trustee; and, in addition, the High School Master must communicate with the Educational Department, 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 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, or be allowed by the Inspector.

4. *Absence.*—A pupil absenting himself from school, except on account of sickness, or other urgent reasons satisfactory to the master, forfeits his standing in the class, and his right to attend the school for the remainder of the quarter.

5. *Excuses.*—Any pupil not appearing at the regular hour of commencing any class of the school which he may be attending, without a written excuse from his parent or guardian, may be denied admittance to such school for the day, or half-day, at the discretion of the teacher.

6. *Punctual Attendance.*—Every pupil, once admitted to school, and duly registered, shall attend at the commencement of each term, and continue in punctual attendance until its close, or until he is regularly withdrawn by notice to the teachers to that effect; and no pupil violating this rule shall be entitled to continue in such school, or be admitted to any other, until such violation is certified by the parents or guardian to have been necessary and unavoidable, which shall be done personally or in writing.

7. *School to Attend.*—Pupils in cities, towns, and villages shall be required to attend any particular school which may be designated for them by the Inspector, with the consent of the trustees. And the Inspector alone, under the same authority, shall have the power to make transfers of pupils from one school to another.

8. *Absence from Examination.*—Any pupil absenting himself from examination, or any portion thereof, without permission of the master, shall not thereafter be admitted to any Public School, except by authority of the Inspector, in writing; and the names of all such absentees shall be reported by the master immediately to the trustees; and this rule shall be read to the school just before the examination days, at the close of each quarter.

9. *Going to and from School.*—Pupils shall be responsible to the master for any misconduct on the school premises, or in going to or returning from school, except when accompanied by their parents or guardians, or some person appointed by them, or on their behalf.

10. *Supply of Books.*—No pupil shall be allowed to remain in the school unless he is furnished with the books and requisities required to be used by him in the school; but in case of a pupil being in danger of losing the advantages of the school, by reason of his inability to obtain the necessary books or requisities, through the poverty of his parent or guardian, the trustees have power to procure and supply such pupil with the books and requisities needed.

11. *Fees for Books.*—The fees for books and stationery, &c., as fixed by the trustees in cities and towns, whether monthly or quarterly, or fees for non-resident pupils shall be payable in advance; and no pupil shall have right to enter or continue in the school until he shall have paid the appointed fee, or it shall have been paid on his behalf.

12. *Property Injured.*—Any property of the schools that may be injured or destroyed by pupils, must be made good forthwith by the parent or guardian, under a penalty of the suspension of the delinquent pupil. (See (7) of regulation 3 of the "Powers and Duties of Masters.")

13. *Contagious Diseases.*—No pupil shall be admitted to, or continue in, any of the Public Schools who has not been vaccinated, or who is afflicted with, or has been exposed to, any contagious disease, until all danger of contagion from such pupil, or from the disease or exposure, shall have passed away, as certified in writing by a medical man.

14. *Effects of Expulsion.*—No pupil shall be admitted to any Public School who has been expelled from any school, unless by the written authority of the Inspector. See regulation 4, *Duties of Masters.*

15. *Certificate on Leaving.*—Every pupil entitled thereto shall, when he leaves, or removes from, a school receive a certificate of good conduct and standing, in the form prescribed, if deserving of it.

### X.—Public School Boards in Cities, Towns and Incorporated Villages.

1. The School law provides that

For every ward into which any City or Town is divided:

(a) There shall be two School Trustees, each of whom, after the first election of trustees, shall continue in office for two years, and until his successor has been elected.

(b) One of the trustees elected shall retire on the second Wednesday in January yearly in rotation (sec. 70).

In every town, not divided into wards, and in every incorporated village, there shall be six school trustees, two of whom, after the first election, shall retire from office yearly on the second Wednesday in January (sec. 75).

2. *Officers of the Board.*—The law requires that there shall be elected annually by the Board from among its own members (1) a *Chairman*. The Board is also required to appoint for such period