

(7.) Cutting, marring, destroying, defacing, or injuring any of the Public School property, such as buildings, furniture, fences, trees, shubbery, seats, &c.; or writing any obscene or improper words on the fences, privies, or any part of the premises; provided that any master suspending a pupil for any of the causes above-named, shall immediately, after such suspension, give notice thereof, in writing, to the parent or guardian of such pupil, and to the trustees, in which notice shall be stated the reason for such suspension; but no pupil shall be expelled without the authority of the trustees. [See also regulation 2 of the "*Duties of Assistant Teachers*," which also applies to Masters.]

Expulsion of Pupils.—When the example of any pupil is very hurtful to the school, and in all cases where reformation appears hopeless, it shall be the duty of the master, with the approbation of the trustees, to expel such pupil from the school. But any pupil under public censure, who shall express to the master his regret for such a course of conduct, as openly and explicitly as the case may require, shall with the approbation of the trustees and master, be re-admitted to the school. The hundred and eighty-second section of the School Law, declares "that any pupil who shall be adjudged so refractory by the trustees (or by a majority of them) and the teacher, that his presence in the school is deemed injurious to the other pupils, may be dismissed from such school, and, where practicable, removed to an Industrial School."

5. *Care of School Property.*—He shall exercise the strictest vigilance over the Public 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, or person appointed by them, under regulation 13, of the *Duties of Trustees*, (if in cities, towns, or villages, to the Inspector,) 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 are required by the twenty-sixth (9) section, and the eighty-sixth (5) section of the School Act, and as provided in regulation 9 of the "*Duties of Trustees*," 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 out-buildings 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 12 "*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 act as librarian of the school, and take charge of the books; also make, keep, 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 keep the library open for the distribution (and return) of books to their scholars, and ratepayers of the school 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, to the Inspector or Chief Superintendent, at such times and in such manner as may be required.

13. *General Register.*—He shall keep a daily and a general admission register of the school (to be furnished by the trustees), in the latter of 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.

15. *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.

(2.) DUTIES OF ASSISTANT TEACHERS.

The teacher of each class or department of a school 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. *Discipline.*—He shall practise such discipline in his 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 master, Inspector, or to the trustees (as the case may be) for advice and direction.†

3. *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.

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

5. *Returns.*—He shall make such returns, and at such times, as may be required by the master, Inspector, or trustees, relating to his class, school or department.

(3.) ADDITIONAL DUTIES OF MASTERS AND TEACHERS.

It shall also be the duty of each master and teacher of a Public and Separate School 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. *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.

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

4. *Absence.*—No master or teacher shall be absent from the school in which he or she may be employed, without permission of the trustees or Inspector, except 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, within the limits prescribed by law, shall be made on account of sickness, as certified by a medical man.

5. *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 Public School, without the consent of the trustees; nor, as provided in the Act (section 143), shall the 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.

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

†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.