

7. The teachers shall be in the schools at all seasons of the year sufficiently early to have their rooms duly prepared for the scholars before the hour appointed for beginning the exercises; viz., fifteen minutes before nine o'clock in the morning, and five minutes before one o'clock in the afternoon. It shall be their duty to give vigilant attention to the ventilation and temperature of their rooms. In the Fall of the year no fires shall be lighted in the several schools unless with the approval of the Local Superintendent, and no fires shall be continued in the Spring longer than he shall approve. Each teacher shall endeavour to prevent the temperature raised by stoves or furnaces in his or her room from exceeding 65° Fahrenheit. Every principal female teacher, assistant teacher, and caretaker, shall be under the immediate direction of the head master in all matters which affect the heating and ventilation of the several schoolrooms, and the head master shall in all such matters be amenable to the Local Superintendent and to the Board.

8. The teachers are required to take special care of their respective class-rooms. The head master will be held responsible for the preservation of the school-houses, furniture, apparatus, yards, and appurtenances, and for maintaining them in clean, neat, and proper condition; and, when anything is out of order, requiring repair or restoration, it is to be promptly reported to the Secretary of the Board. No dog shall be kept on the premises of any of the Schools, by any teacher, caretaker, or other person.

9. A register shall be kept by the principal teacher in each department, in which shall be recorded the names, ages, dates of admission of the pupils, and the places of residence of their parents or guardians. The daily attendance of each pupil shall be registered by his or her teacher, and a monthly return, or abstract from the daily registers shall be made to the Superintendent, in a printed form provided for that purpose.

10. The principal teachers in each department shall examine the pupils under the care of the other teachers, in order to their promotion from a lower to a higher Division, and otherwise superintend the exercises of the subordinate Divisions, as far as may be consistent with the proper discharge of their own more immediate duties.