

BY-LAWS
OF THE
ONTARIO INSTITUTION
FOR THE
EDUCATION OF THE BLIND,
BRANTFORD.



Toronto :
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1872.

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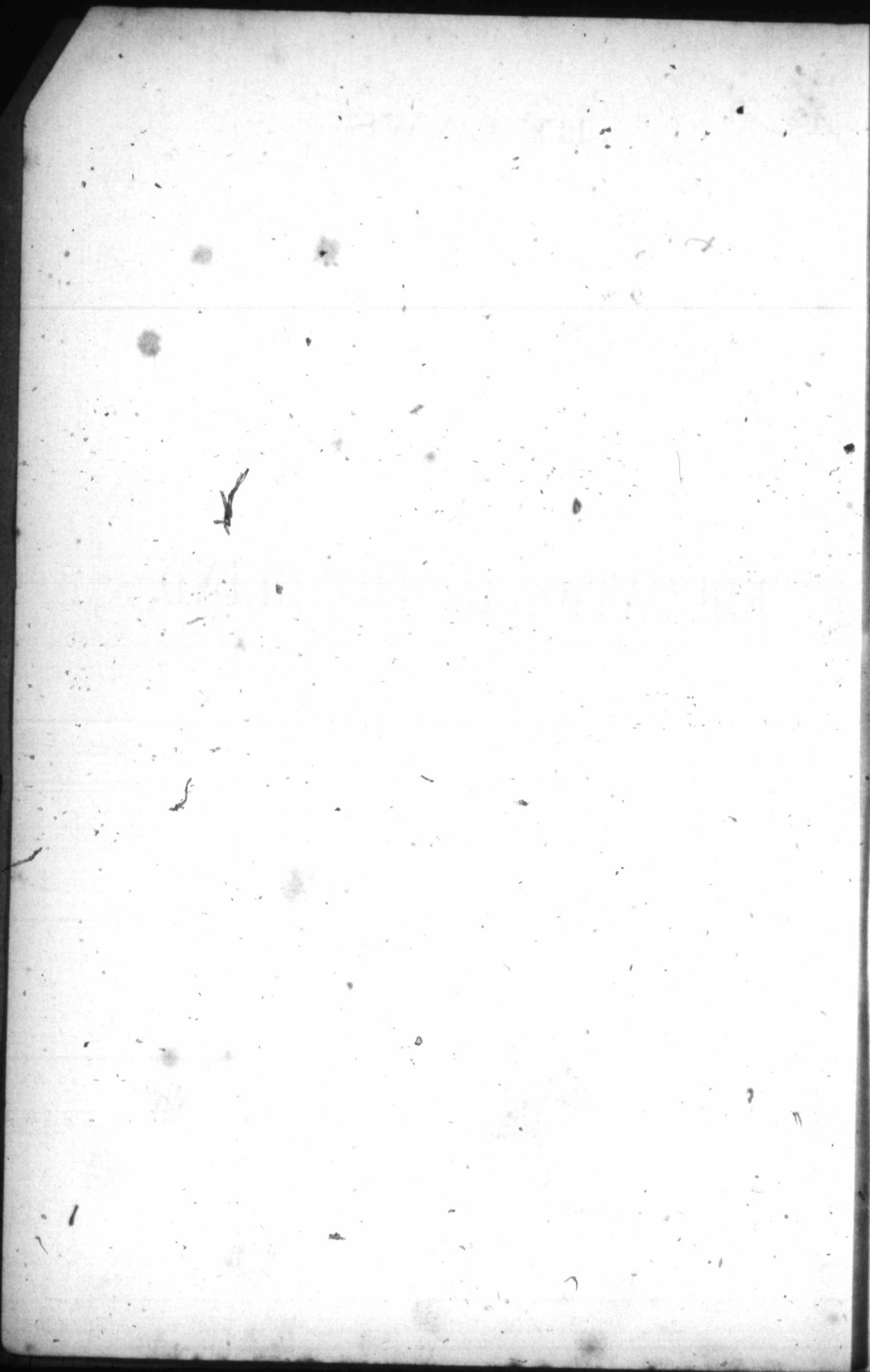
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In conformity with the provisions of the "Prison and Asylum Inspection Act, 1868," the Inspector of Asylums, Prisons, &c., with the assent of His Excellency the Lieutenant-Governor, enacts as follows:—

DESIGN OF INSTITUTION.

1. The Institution is founded for the purpose of educating, as well as imparting instruction in some professional or manual art to such blind persons residing in the Province of Ontario, as are hereafter described, and is not intended as an Asylum for the aged and infirm, or a Hospital for the treatment of disease, but in its design has reference only to the physical, mental and moral training of blind youths of both sexes.

ADMISSION AND DISCHARGE OF PUPILS.

2. All blind youths of both sexes, between the ages of eight and twenty-one, not being deficient in intellect, and free from contagious disease, being residents of the Province of Ontario, may be admitted into the Institution.
3. The period of education and instruction for any pupil shall be determined by the Principal, subject to the approval of the Inspector, but shall not exceed seven years, and no pupil shall remain in the Institution in any case for a longer period, unless under special circumstances, and discretionary power in this respect shall be vested in the Inspector and Principal.

4. The regular annual school session shall commence on the first Wednesday in September in each year, and continue till the last Wednesday in June. Applications for admission must be made in good time to ensure the pupil's reception at the commencement of the session.

5. Education, as well as instruction in such mechanical employments as may be taught in the Institution, including books, stationery, maps, and all school appliances, together with bed, bedding, towels, and general maintenance (excepting only wearing apparel and food) to be *free to all youths*, specified in Section two of this By-law.

6. Parents, guardians, or friends who are unable to pay for the board of pupils, may apply to the Councils of the county, township, city, town, or incorporated village in which they reside, and the Clerk of the municipality shall make application to the Principal for the admission of such pupils into the Institution; when, subject to the provision contained in Section two, admission will be awarded on the municipality becoming responsible for board at the rate of one dollar per week during the school session. The whole question as to the inability of the applicants to pay, to be determined by such municipality, without reference to the Government or the Officers of the Institution.

7. Parents, guardians, or friends who are able to pay for the board of pupils, will be charged one dollar and fifty cents per week during the school session, and application for the admission of such pupils will be made direct to the Principal.

8. One-half of the cost of board for each session must be paid in advance, and the balance before the close of the session, and no deduction will be made in consequence of absence or any other cause except sickness.

9. Indigent orphans to be boarded, clothed and educated at the expense of the Government, on the application for admission of the Municipal Corporation in which the orphan resides, with the certificate of the Warden, Reeve or Mayor, and the County Judge attached. Travelling expenses of such pupils, to and from the Institution, to be defrayed by such municipality.

10. It is required that the pupils sent to the Institution shall be decently and comfortably clothed, and furnished with a sufficient change and variety of apparel to ensure cleanliness and comfort. The name of the boy or girl must be written on each article with permanent marking ink.

11. The vacation will commence on the last Wednesday in June, and end on the first Wednesday in September, during which time every pupil must be removed to his or her home, or place of abode.

12. All travelling expenses of pupils to or from the Institution, whether at vacation, or in consequence of serious sickness, must

be defrayed by the parent, guardian, friend or municipality sending such pupil.

13. It is further required that, in case of serious sickness, death, misconduct, or deficiency in intellect, the pupil shall at once be removed from the Institution.

14. Before any pupil is received into the Institution, the following form of application must be filled up.

FORM OF APPLICATION.

To the Principal of the Ontario Institute for the Blind, Brantford.

The undersigned, desiring to obtain admission into the Institution for _____ of the _____ of _____ in the County of _____ would submit for your consideration the following particulars in answer to the several interrogations herein propounded, viz. :—

Answer.

- (1.) What is *real* and full name of the person for whom admission is asked ?
- (2.) What are the names of his or her parents ?
- (3.) What is the place of residence of the parents ? Give the name of the city, town, village or township, and county in which they reside in full.
- (4.) What is the occupation of the parents ?
- (5.) What is the date of birth of the person for whom application is made ?
- (6.) At what age did the blindness occur ?
- (7.) What is the supposed cause of blindness ?
- (8.) Is the blindness total or only partial ?
- (9.) If only partial does it prevent the person from being educated in a school for the seeing ?
- (10.) Is the person for whom application is made of sound mind, and susceptible of intellectual culture ?
- (11.) Is he or she free from immoral habits ?
- (12.) Has he or she any bodily deformity, infirmity, or defect other than blindness, if so, what ?

- (13.) Is he or she free from epilepsy and all infectious diseases? }
 (14.) What is his or her general state of health? }
 (15.) Has he or she ever been a pupil in any other school for the blind, if so, when and how long? }
 (16.) Has he or she ever been a pupil of a school for the seeing? }
 (17.) Were his or her parents related before marriage? If so, how? }
 (18.) Are there any other cases of blindness in the family, and if so, how are the persons so affected related to the person for whom application is made? }
 (19.) What are the pecuniary circumstances of the parents, relatives, or guardians of the person for whom application is made? }

_____ (*Name of Applicant.*)

OFFICERS.

15. The staff of the institution shall consist of the following officers:—A Principal, Physician, Bursar, Matron and Teachers.

DUTIES OF PRINCIPAL.

16. The Principal shall be the chief officer of the Institution, and shall, with his family, reside in the Institution.

(2.) He shall, with the approval of the Inspector, prescribe the course and method of instruction and training in the several departments, the time to be devoted by teachers and pupils to the different occupations, studies and exercises, the system of discipline, and shall generally superintend and direct the intellectual, moral, religious and mechanical instruction of the pupils, as well as taking special charge of a class in the teaching department.

(3.) He shall have charge of the internal economy of the Institution, and shall enforce neatness, order, and regularity in all its departments. He shall frequently visit the dormitories and dining-rooms, and see that the building is properly warmed and ventilated, and that the meals are regularly and promptly served, and the food furnished is wholesome and sufficient.

(4.) He shall communicate from time to time to the Inspector,

such information as he may think important and necessary, and shall make quarterly reports to the Inspector, upon the educational condition of the Institute, as well as the general administration of its affairs.

(5.) No subordinate officer shall interfere with the directions of the Principal to the pupils. They shall report to him any neglect or act of disobedience, and it shall be the duty of the Principal to see that the pupils conform to the rules and regulations of the Institution, and respect and obey the teachers and other officers.

(6.) Complaints of grievances on the part of subordinate officers, servants or pupils, shall be made to the Principal, and, if not redressed, application in writing shall be made to the Inspector; and any difficulties that may arise between officers, shall be promptly reported to the Principal, who shall, if necessary, refer the same to the Inspector.

(7.) He shall keep a register of the names and ages of the pupils, their parents or guardians, residence and date of admission and discharge of each of the pupils, and such other statistical information as the Inspector may prescribe, together with a history, as far as practicable, of the cause and duration of his or her infirmity.

(8.) He shall make frequent daily visits to the several classrooms and workshops during the hours of instruction, for the purpose of keeping himself informed as to the progress and deportment of the pupils, and of making such suggestions to the teachers and trade instructors as he may deem useful; and shall at the end of each session, or, oftener if required, report each pupil's progress to their parents or friends, and preserve a record of the same.

(9.) He shall keep a journal of all important events occurring in the Institution, and submit the same to the Inspector at his visits of Inspection.

(10.) He shall make an annual report to the Inspector, embracing an account of the condition and progress of the several departments of the Institution, of the course of Instruction pursued, and of the health and general improvement of the pupils, with suggestions for the advancement of the objects of the Institution.

DUTIES OF PHYSICIAN.

17. It shall be the duty of the Physician to examine every pupil upon reception, and to inform himself of the health of such pupil, so as to guard against the introduction of contagious diseases.

(2.) He shall visit the Institution every day in his professional capacity, and shall have the general care of the health of the pupils. He shall also attend the officers and servants of the Institution, together with their families.

(3.) He shall frequently visit the several departments of the Institution, and shall notify the Principal, for the information of the Inspector, of any defective sanitary arrangements, whether in respect to drainage, ventilation, insufficiency of clothing or bedding, the quality of the provisions, or any other defect which, in his opinion, may prejudice the health of the pupils.

(4.) He shall keep a record, in a book to be opened for that purpose, of all the pupils, officers and others whom he may visit in the Institution in his professional capacity, giving the dates of such visit, the nature of the disease or ailment, and the prescriptions made by him.

(5.) He shall make annually, or oftener if required, a report to the Inspector of the sanitary condition of the Institution, with such recommendation as he may deem necessary for the preservation of the health of the pupils.

DUTIES OF BURSAR.

18. The Bursar shall keep an inventory of all the furniture, household goods, farm stock, implements and chattels of the Institution, and of the additions made thereto, from time to time, in a book to be kept for that purpose, and shall report to the Inspector such things as may be required, and shall take care that any articles, of whatever description, in his charge, when worn out or rendered unfit for use, are returned into store and duly accounted for.

(2.) He shall keep exact accounts of all receipts and expenditures in the books of the Institution in the maner prescribed by the Inspector, and shall prepare monthly statements of such receipts and expenditures, with all accounts and vouchers, and shall forward the same to the Treasurer of the Province, or such official as the Treasurer shall direct, for settlement.

(3.) He shall see that the farm, garden and grounds are well and neatly kept, and shall have general charge of the same.

(4.) He shall see that the buildings, including the barns, stables and other out-houses, as well as the fences, are kept in a good state of repair. He shall also have charge of vehicles and farm implements, and stock, and it shall be his duty to see that all the live stock is properly fed and taken care of.

(5.) He shall superintend and direct the employees engaged at work on the farm or garden, or any other part of the grounds, and shall act in accordance with the directions and advice of the Inspector.

(6.) The Bursar shall also act as accountant and storekeeper, and under the direction of the Inspector, shall purchase and keep all the stores and supplies (other than books and educational appliances and apparatus, which shall be purchased and be under the

charge of the Principal), and shall issue the same upon requisition, in accordance with a prescribed form.

(7.) In addition to the several duties specified in the preceding sections, the Steward shall at all times perform such additional services as the Inspector may prescribe.

DUTIES OF MATRON.

19. The Matron shall have charge of the blind girls out of school hours.

(2.) She shall see that the girls are judiciously secluded from the society of the male pupils; that they are industriously employed during the hours appropriated to labour, that they may make, as far as practicable, the garments for the pupils clothed by the Institution, as well as the sewing and mending for the Institution, giving them such instruction and assistance as may be necessary.

(3.) She shall see that the girls take sufficient exercise, and shall pay particular attention to the cleanliness of their persons and clothing.

(4.) She shall see that the sleeping and sitting rooms of the girls are kept in proper order.

(5.) At the ringing of the bell for meals, she shall see that all the girls proceed punctually and orderly to the dining-room, and shall be present with them, and have special care of their deportment during their meals.

(6.) During the hours of work she shall not permit any person to be in the rooms of the girls without permission of the Principal.

(7.) She shall see that all the girls retire at the ringing of the bell, and the fires and lights in their apartment are made secure for the night.

(8.) She shall report to the Principal every violation of the rules that may come under her observation, giving the name of the pupil violating the rule, and the time when it was done.

(9.) She shall enter in a book the articles of clothing belonging to each pupil, and see that the same are carefully preserved; she shall make a requisition on the Bursar in writing for all articles of bedding, linen, napery, as well as clothing for orphans, and such furnishings as may be required from time to time, and shall carefully preserve all the clothing materials, &c., that may be placed in her care.

(10.) She shall, every Monday morning, record in a book a list of the articles sent to the laundry from her department, and on their return shall compare them with the list, and report to the Bursar in writing each Saturday night any missing article.

(11.) She shall keep an inventory of beds, sheets, blankets,

counterpanes, pillow cases, towels, and all other articles belonging to her department, and for which she will be held responsible.

(12.) Until the services of a housekeeper are required, the Matron shall also have the oversight of the kitchen and dining-room, and shall receive from the Steward upon requisition all the provisions to be prepared for meals, and she shall see that such provisions are economically used, and after every meal carefully put away. She shall have charge of the laundry, and see that the articles sent in are properly and promptly washed, and that the kitchen and laundry are kept in order.

(13.) She shall at all times consult with the Principal as to the proper performance of her duties specified in sub-sections 2 to 8 inclusive, and with the Bursar respecting the duties specified in sub-sections 9 to 12 inclusive.

TEACHERS.

20. The Teachers shall instruct the pupils, under the direction of the Principal, and perform such duties as he, with the approval of the Inspector, may require of them. They shall in no case absent themselves from their duties without the consent of the Principal or Inspector.

(2.) They shall at all times exercise a proper supervision of the pupils, and see that they violate none of the rules.

(3.) Their treatment of the pupils shall be uniformly gentle and kind. No teacher or subordinate officer shall administer corporal punishment, but shall report extreme cases of disobedience to the Principal.

(4.) Teachers shall note any absence from or irregularity in their classes, and report the same to the Principal.

(5.) The senior teacher shall, in the absence of the Principal, take charge of the educational department, and fully carry out the instructions of the Principal.

J. W. LANGMUIR,
Inspector.

Office Inspector, Asylum, Prisons, &c.,
Ontario, 15th April, 1872.

Assented to by His Excellency, 30th May, 1872.

J. G. SCOTT,
Clerk of the Executive Council.