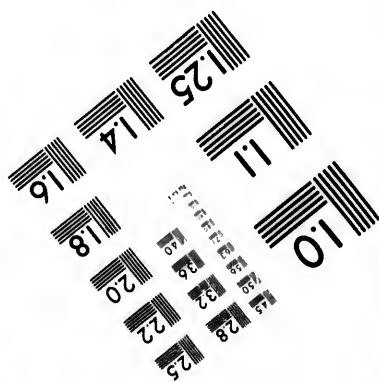
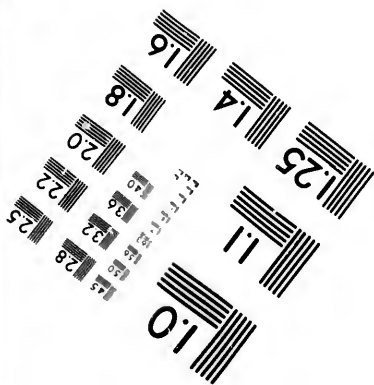
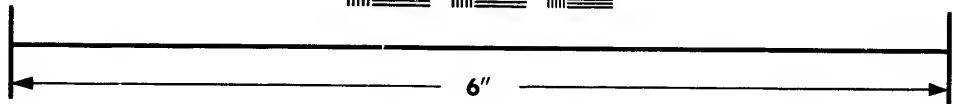
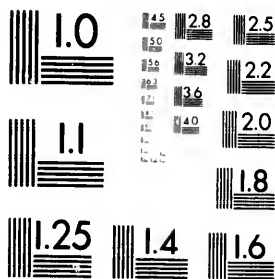


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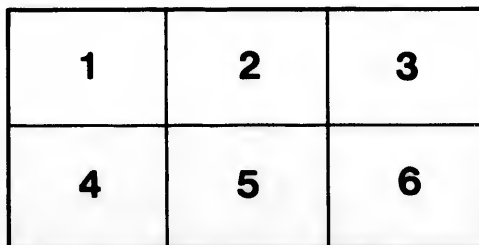
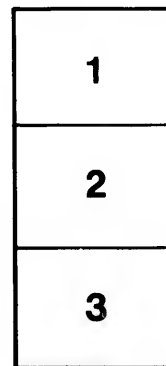
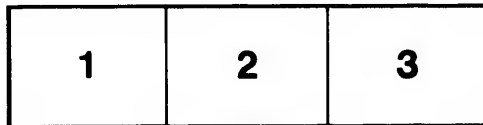
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PROTESTANT BOARD

OF

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PRIVATE INSTRUCTIONS

TO

TEACHERS.

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1874.

THE UNIVERSITY OF CHICAGO

PHYSICS DEPARTMENT

PHYSICS 371

LECTURE 1

SALARIES.

The following is the rule of the Board respecting salaries :—

Head Masters receive, from the time of engagement, \$1,000 per annum ; Second Masters, \$700 per annum.

Female teachers holding Elementary and Model School Diplomas receive \$240 per annum on engagement, and provided they prove themselves punctual, faithful and efficient, the Board will, on the recommendation of the Secretary and the Inspector, raise their salaries annually, so that during their second year of service they will receive \$260, during the third \$280, the fourth \$300, the fifth \$325, and the sixth \$350.

Female teachers holding Academy Diplomas will receive \$300 during their first year of service, and, on the conditions of advance above stated, will receive during the second and third years \$350, and during the fourth and subsequent years \$400 per annum.

The above scale, however, does not prevent the Board from engaging skilful and experienced Teachers at higher than the minimum rates, and augmenting their salaries, year by year, as they may determine.

ATTENDANCE OF TEACHERS.

A roll of attendance of teachers must be kept by the Head Master of each school, in which every instance of tardiness and absence shall be recorded, and from which the monthly report of attendance of teachers shall be made up. Permanent record of all such absences and latenesses shall be kept by the Inspector, to be submitted to the Board in relation to every proposed increase of salary.

Except as provided in Section VII. of the General Regulations, one-fortieth part of a teacher's monthly salary will be deducted for each half day of absence.

ATTENDANCE OF PUPILS.

If a seat be left unoccupied for five consecutive days without satisfactory explanation being sent to the Head Master, or if the prescribed fee be not paid within the first five school days of the month, it shall be considered vacant, and shall be filled from the list of applicants.

The school doors shall be closed at 10 minutes past nine o'clock A.M., and at 25 minutes past 1 o'clock P. M., after which

no children shall be admitted, except when, in very cold or wet weather, the health of children would be endangered by being compelled to return home.

Each child who has been late or absent at more than ten sessions of the school during one month, has forfeited his place, which may be filled at the discretion of the Head Master from the list of applicants.

This rule, however, does not apply to the case of such children as produce a medical certificate that their health will suffer by attendance at school for the whole of the day.

PUNISHMENTS BY TEACHERS.

The punishments at the command of every teacher are:—(a), setting a child to stand on the floor; (b), keeping him in after school in the evening; (c), whipping him on the hand with the taws; and (d), sending him to the Head Master. (a). This punishment must not be prolonged beyond the continuance of one lesson. (b). Where most convenient to a pupil, and not contrary to the wish of his parent or guardian, a teacher may keep a child in during the noon intermission, but in no case longer than one hour a day, and not more than five hours in all for one offence. (c). If a child refuse this punishment he must be sent to the Head Master. A small letter *p* must be written opposite the child's name in the roll of attendance, under the date of the infliction, whenever corporal punishment is administered by the teacher of the class. (d). Children should be sent to report themselves to the Head Master only in cases of a grave character, such as gross immorality, persistent neglect of work, or wilful disobedience. When a boy reports himself, the Head Master must, before inflicting any punishment for the offence, see that he has received a correct report.

PUNISHMENT BY HEAD MASTERS.

When a boy refuses to receive corporal punishment on the hand with the taws, the Head Master may, when not expressly forbidden to do so by a parent, temperately chastise him otherwise with the strap, provided that no blows be inflicted on the head, and that no such punishment be administered with the object of enforcing immediate obedience to a command. The Board would, however, prefer that in such cases the Head Master appeal to the power entrusted to him by the succeeding paragraph.

When the ordinary discipline fails to secure becoming conduct in a child, the Head Master may suspend him from the school for a period not exceeding five school days, sending by

the delinquent a written statement addressed to one of his parents or guardians, informing him of the length of time for which the pupil is suspended, and the reasons for suspension.

If the suspension be for refusal to do some definite act that may rightfully be demanded, it may be extended until the offender return and do that which he had refused to do ; but a statement, as provided for in the foregoing paragraph, must be sent to a parent or guardian.

If a suspended pupil remain away from school more than five school days from the date of suspension, a report of the case must be sent to the Inspector, who shall then notify all Head Masters not to admit to, or retain in their schools the suspended pupil.

All cases of corporal punishment by the Head Master, and of suspension, must be fully and permanently recorded in a book provided for the purpose, and open to the inspection of any member of the Board, and of the Inspector. Punishment inflicted by the Head Master, when taking temporarily the place of a teacher, will be noted in the roll-book of the class simply.

INFECTIOUS, &c.

Children not re-vaccinated since infancy, or suffering from disgusting or infectious diseases, or coming from houses in which infectious diseases prevail, or unclean in person or dress, may be sent home by the Head Master until these matters are remedied, taking record of the occurrence, and sending written notice to the parents or guardians of the children of the fact and reason of their being sent home.

EXPULSION.

When it becomes obvious that the conduct of a pupil is such as to endanger the authority of competent teachers, or the morals of his companions, and that the modes of discipline detailed above fail to secure amendment, the case must be reported to the Inspector, who shall appoint a time to meet the pupil, his parents or guardians, and the teachers concerned, at the school, and shall send to each party a notification specifying the time, place, and object of the meeting. If neither the pupil, nor his parents or guardians attend, he shall be considered withdrawn, and notification shall be sent to all Head Masters forbidding his reception into any public school. If he or they attend, the matter shall be carefully investigated, all parties having a dispassionate hearing, and, according to the merits of the case, the Inspector may warn the delinquent and his parents or guardians, by note if the latter be absent, of the danger of expulsion, may suspend him for a

time not exceeding a month, may remove him to another school, or may submit the matter to the Board, with whom alone remains the power to suspend indefinitely, or to expel. If the Inspector suspend the delinquent, he must notify all Head Masters against receiving him during the period of suspension; and if he remove him to another school, he must make provision for his reception there.

EXAMINATIONS.

The Christmas examinations of the schools will be held at such times in each year as may be determined by the Board. Those of Primary and Intermediate Schools in their respective buildings as heretofore, but those of Senior Schools simultaneously, in some commodious, central place, to be chosen by the Board.

The April examinations will be conducted as directed below.

The time and manner of examining in Reading will be indicated annually by the Inspector; this examination not being necessarily held during the month of April.

All other examinations will be in writing, printed questions being furnished by the Inspector.

These questions shall be distributed to the schools in sealed parcels, each bearing on the outside the name of the examination paper contained within, the number of copies, and the date on which the examination is to be held.

As far as possible, the examinations appointed for any day must be held simultaneously in the school, but when the accommodation is insufficient for this, especial care must be taken that the children first examined shall have no communication with those still to be examined.

Every child who can answer any part of an examination paper, and who is present on the appointed day, must have opportunity of answering.

The children about to be examined being assembled, the teacher must furnish each with pen, ink, blotting paper, and, after silence is enforced, one examination paper only.

Each child must write his name, age last birthday, rank in the school, and name of the school in the appropriate places. Then having marked the time, and giving no explanation of the questions, the teacher must direct the children to commence answering, must see that no use is made of any slate, book, pencil, other paper than that furnished, or of any extraneous aid, and must arrest all work at the end of half an hour and collect the answers.

In giving out the dictation, which shall be furnished by the Inspector, let the teacher read it once before writing begins, and

before the time is marked, then let him read it at his discretion, while the pupils write, giving the punctuation, and, if he chooses, the meaning of detached words.

The writing papers must be tied up in bundles, those written by scholars of different sex and rank, according to the limit table, separately.

Let the teacher of each class and one other teacher read the dictation papers of the class, underline each mistake in spelling, in the use of capital letters, and in apostrophes, as well as all words in which there are illegible letters, count the number of words correctly written, mark it in the proper place and affix their initials. Sort as in the case of the writing.

Let the teacher of each class and one other examine the answers of the class in arithmetic, underline every answer not strictly correct, and draw a line through each exercise which is so done as to leave it doubtful whether or not the mode of solving it is known; count and mark in the appropriate places the number of examples strictly correct, and the number of those additional ones so done as to show that the method was understood; affix their initials, and sort as in the case of the writing.

Let all results be made up and returned to the Inspector's office without delay.

SCHOOL RECORDS.

Each teacher must carefully keep and make up monthly the register of attendance of his class, must notify the Head Master of any infringement of the regulations respecting fees or attendance, and must not enter a new name without receiving from the Head Master a register number, nor drop a name without his concurrence.

The Head Master must carefully keep the register of progress of pupils and the register of attendance of teachers. He must prepare his monthly report for the Board and send it to the Inspector not later than the 28th day of each month. He must take an inventory of movables in his school and send a copy of it to the Inspector's office. This inventory must be compared from time to time with the movables actually in the school, and must be renewed during the month of June of each year.

That the reports may be prepared in time, the school registers will be closed on the 25th day of each month, the remaining days being added to the commencement of the next month.

SUPPLIES AND REPAIRS.

All school supplies and small repairs will be henceforth provided from the Inspector's office, and at his discretion, upon the receipt of a requisition from the Head Master, so that no expenses on behalf of the schools shall be incurred without his written sanction by Head Masters or Care-Takers. It will then be the duty of each Head Master to consider beforehand what supplies are needed monthly, and send his requisitions in sufficient time to allow of their being met.

SCHOOL BOOKS, &c.

Head Masters may, at their own risk, keep on hand a stock of authorized school books and stationery, for sale to pupils, but must not charge upon such articles a greater advance above the wholesale price than fifteen per cent.

