

APPENDIX.

RULES RELATING TO TEACHERS.

1. All Teachers and Assistants are required to be in their school rooms fifteen minutes before the hour of opening school, and to have the school room thoroughly swept daily, and well warmed in winter.

2. Teachers are not allowed to attend to any business during school hours, except that which appertains to the School, nor to be occupied with any subject of private study or reading.

3. Teachers are required to report to the School Commissioner of the District at the end of each term the condition of their Schools, and oftener, if requested. They shall notify parents of the absence of pupils who do not bring a written explanation of the cause of absence. They shall record and present to the Commissioner, when he visits the School, the names of disorderly and negligent pupils.

4. Teachers must not allow themselves to be interrupted by the visits of any person, during school hours, except the President of the Board of School Commissioners, a School Commissioner, or the School visitor.

5. Teachers shall neither receive from parents nor send to them verbal messages regarding discipline, but all such messages must be in writing.

6. Teachers must keep a correct account of the books and stationery procured for their schools, and must report to the Commissioner the books and stationery on hand at the end of each term, the number sold, and amount received from sales or for use of books.

7. Teachers are not required to hear the recitations of dilatory pupils or those who are not prepared at the regular time for recitation, unless it can be done without interrupting the regular school duty.

8. Teachers are authorized to suspend pupils who are persistently disobedient or immoral in their conduct, but must promptly report the case with the charges to the Commissioner for his action.