RULES AND REGULATIONS.

Covington School Board.

DUTIES OF PRINCIPALS.

1. The Principal shall examine the class-books and registers from time to time kept by the several Teachers in the district, and give such directions as will insure their being kept in a proper manner.

2. They shall, before the regular meetings of the School-Board, file estimates of the supplies needed in their respective districts during the ensuing month, which shall be furnished said district when approved by the Committee on Supplies.

3. They shall keep, according to forms approved by the School-Board, a correct account of all supplies received by them, and of all supplies distributed to the school; also, they shall take an inventory of all goods on hand at the beginning and the end of the school-year. These accounts shall be at all times open to the inspection of the Trustees and Superintendent.

4. They shall keep an accurate record of the names of all pupils suspended, dismissed or withdrawn from the schools, noting in each case the date, the offense committed, or reason, and any other particulars which may be deemed important.

5. Principals shall meet for the purpose of consultation about school affairs, their advancement, etc., as often as the Superintendent may deem it necessary—at least once a month.

DUTIES OF CLERK.

The Clerk shall keep a correct account of all the supplies distributed to each of the several districts.

EXAMINATIONS.

There shall be four examinations during the year, to be conducted as the last year's course instructs. The first and third shall be in arithmetic—mental and practical—geography, grammar and history—the second and fourth on all studies in the course.

DUTIES OF TEACHERS.

1. Teachers shall not be allowed to send their pupils on errands during school hours, except on urgent business connected with school affairs.

2. The teacher of each grade shall prepare and place for con-
venient inspection by the Principal and Superintendent, a programme of the exercises of each day during the week, specifying the length of time devoted to each study and recitation.

3. As soon as a teacher suspects that it will be necessary to reduce a pupil from a higher to a lower grade, he or she shall, after consulting with the Principal, send a written notice of the probable necessity of such a course to the parents or guardian of the pupil, at least two weeks before taking final action in the case. If at the end of this time it shall be found detrimental to the pupil's own interest and to the progress of the class to retain him or her longer in the grade, the reduction may be made by the Principal, with the consent of the Superintendent; Provided, That no such reduction shall be made in the case of a pupil who has been in the lower grade two years already, or five months in the present grade.

5. No Teacher will be permitted to read any book or paper during school hours, except such as are connected with the school exercise; or to write any letters or notes except such as are required in the regular discharge of duty. No Teacher shall at any time bring sewing or work of any kind into the school-room.

6. Each Teacher shall be allowed two days annually for the purpose of visiting other schools in this or other cities, in order to notice their methods of instruction and government; no deduction to be made from their pay, provided a written report embodying the results of their observations be presented to the Superintendent immediately after such visit—the Principal of the school being notified beforehand.

7. Private business will not be considered a sufficient excuse for tardiness on the part of Teachers.

8. Teachers will give as much instruction as is practicable by means of the black-board; also prevent pupils from sitting too long in one position, or without occupation, and frequently to vary the school exercises, so as to awaken and fix attention.

9. Teachers shall make such reports, according to prescribed forms, a record book being kept for the same, as shall be required by the Superintendent and Board, which must be deposited with the Principal immediately after the annual examination—the Principal placing such reports in the office of the Superintendent.

10. Teachers shall keep their Principals informed of the names of all pupils suspended, dismissed or withdrawn from the schools, and of any facts the Principal wishes to know.

11. In all cases of absence of pupils, the cause of which is not known by the Teacher, the Teacher shall give immediate notice to the parent or guardian.
12. Teachers shall force no pupil to remain in the school-room during any recess without special order from the Principal; and no scholar shall be so retained later than one-half hour after time for the day's dismissal.

13. Teachers shall take position in the halls while the children are passing in and out of the building, and shall see that order is maintained.

14. No Teacher shall force any pupil to remain out of doors at recess during inclement weather; and while pupils are in a room, the teacher must remain therein.

15. The Teacher shall send a full report of the result of each examination to the parent or guardian of the pupil, according to printed forms furnished by the Superintendent.

16. Teachers will not use text books in recitations in which pupils themselves are not allowed the same privilege.

**DUTIES OF PUPILS.**

1. Pupils shall not enter a school out of the district to which they belong without a permit, signed by the Superintendent and a majority of the Locals of the respective districts. Whenever a pupil who is already enrolled in any school, moves out of the district into another, he shall present to the teacher of the school he proposes to enter a certificate from the teacher he leaves, stating he is in good standing in the school, and specifying the department to which he belongs. He shall then be allowed to continue in the same grade. No certificate of transfer can be given after the seventh school-month, unless a very satisfactory reason is given.

2. All pupils are expected to enter school at the beginning of the term if possible, and remain until after the June examination.

3. Any pupil wishing to be absent at any time, or to withdraw from the school, shall report to the teacher, and satisfy him that it is the wish of his parent or guardian before he shall have permission to go.

4. Pupils may be advanced at any time when found proficient, to the next grade, if not too young.

5. Pupils who are physically incapacitated to take the regular course of a grade may omit one or more studies, provided a statement to that effect be given by a reputable physician.

6. Pupils shall be under the jurisdiction of their Teachers to and from school. They shall not be permitted to remain on the school premises at noon, unless by special permission of the Principal.

7. No pupil shall bring into the school-room for the purpose
of perusal any book, periodical or paper, having no connection with the studies.

8. In all cases of complaints, parents or guardians will be heard by the Principal or Superintendent, and in no instance will they interfere with Teachers.

TESTS FOR TEACHERS.

1st. Care taken to insure proper growth and health of pupils. a—Ventilation and temperature. b—Provisions for rest and recreation. c—Position of pupils at desks, in classes, and when standing or walking. d—Instruction in regard to the principles of growth and health.

2nd. The Morals and Manners of the School. a—The general conduct and bearing of the teacher. b—The deference and respect shown by the pupils for the wishes of the teacher. c—The condition of the floors, desks and walls of the school-room.

3rd. The Discipline of the School. a—The degree of quiet in the school, and how secured. b—The effect of this discipline upon the conduct of the pupils in the absence of the teacher and when they are upon the streets. c—The impression which this discipline makes upon the patrons of the school and upon the community. d—The ability of the teacher to secure obedience, and still retain the pupils in school.

4th. The Preparatory Work of the School. a—The attendance of the teacher. b—Records of attendance of pupils. c—Blackboard work of the teacher for each day’s duties. d—The ability and disposition of the pupils to study. e—The plan of recitation.

5th. Instruction. a—The accuracy, thoroughness and efficiency of the instruction. b—The daily recitations, the review work and the examination of the pupils. c—The ability of the pupils to do the work of higher grades when promoted, and to stand tests prepared by others than the regular teacher. d—The language and general culture of the school.

Estimates of the teacher’s progress in harmony with the above suggestion’s will be made, to be taken with the general impression of the value of the work as a whole. Teachers will be informed of their faults in a kind way. Each fault will be noted against the Teacher who has been so advised, and if no improvement is manifest before the close of the year, said Teacher will be reported to the locals of his or her district.

All Rules or Regulations passed by this Board inconsistent herewith are hereby repealed.

PRESENTED BY
THE KENTON COUNTY
HISTORICAL SOCIETY

2/19/80