



DIXON SCHOOL 1881

RULES & REGULATIONS

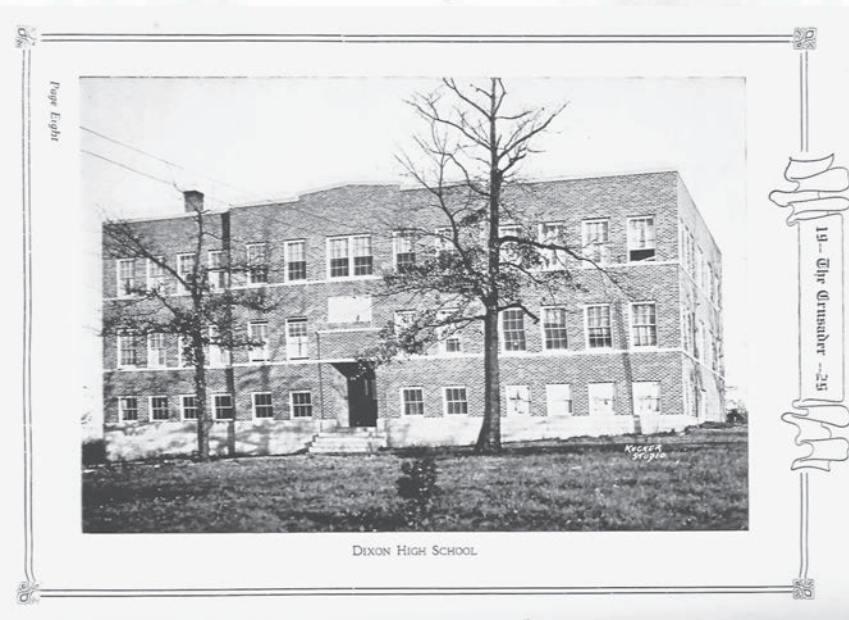
Submitted by Vicki Bishop

TEACHERS:

1. All applicants for situations as teacher must have a satisfactory certificate as to moral character, and one from the Board of Examiners as to his or her qualifications, and all teachers appointed hold their situations during the school year unless sooner discharged by the Board.
2. All the teachers are required to be present in their respective rooms thirty minutes before the time for opening school in the morning, and ten minutes before the opening of school in the afternoon; and all cases of absence, except from personal sickness or some unavoidable cause, shall be reported to the Board.
3. No teacher shall be allowed to be absent from school, except from sickness, without permission of the superintendent, and without providing a substitute satisfactory to the superintendent. In all cases when a suitable substitute is not obtained no claim shall be allowed for services during that time.
4. It shall be the duty of all teachers to make themselves acquainted with the rules prescribed by the Board, and observe and enforce the same so far as they relate to their several departments; to preserve perfect order in their respective rooms, watch over the morals of their pupils, and restrain all improper speech and conduct; to report all cases of gross misconduct or immorality to the superintendent for this counsel and direction; to endeavor to gain by courteous deportment the influence and cooperation of parents in sustaining the teachers' authority and government over their child, and so far as practicable, to govern their pupils by the moral influence of kindness, and by appeals to the nobler instincts of their nature.
5. It shall be the duty of all teachers about to resign their situation in school, to give at least one month's notice to the Board.
6. The Bible shall be read daily by the teacher or pupils as the opening exercises in every grade of the school.
7. Teachers who shall admit students to their recitations whose tuition fees are unpaid, shall have the full amount of said fees deducted from their salaries.

PRINCIPALS:

1. The principals shall be especially held responsible for the observance and enforcement of the rules and regulations of the Board; for the guidance and direction of their assistants in the absence of the superintendent; for the government of



their respective schools, and the department of those pupils under them during school hours, and are accordingly invested with authority to carry these things into effect.

2. They shall, with the aid of the superintendent, classify the pupils in the Primary and Intermediate schools, in the different grades, according to their advancement in arithmetical studies: they shall see the safe keeping and protections of their rooms, furniture, apparatus, etc., over which they have control, and maintain the strictest cleanliness in their rooms.

3. They shall see that the roll is called immediately after reading the Scriptures in the morning, and immediately upon opening school in the afternoon, that the strictest account of the tardiness and absence of the pupils may be kept.

4. The principals shall each keep an annual register, and each teacher a daily register of the name, age, attendance, scholarship, department, grade, suspension and departure of all pupils in their respective departments, and transfer and deposit the same with the superintendent at the end of the school year, or at the time of resignation.

CONCERNING DISCIPLINE:

1. All teachers are required to maintain strict order and discipline in their schools and class rooms at all times. Any neglect of this requirement will be considered good cause for dismissal. In maintaining order teachers are hereby authorized to employ any proper means which may be necessary to secure a compliance with their commands to the pupils, and in the use of which they will receive the full countenance and support of the Board.
2. All teachers will be held to a strict accountability as to the manner in which they shall use the authority herein delegated, and, upon complaint of severity of punishment, each case shall be adjudged upon its own merits, the teacher being subject to instant dismissal if the Board decide it to be demanded by the circumstances.
3. Those teachers who are most successful in controlling their pupils without the use of corporal punishment, other qualifications being sufficient, shall be awarded by the Board a high degree of appreciation, and receive the preference over all others in promotions and appointments.