

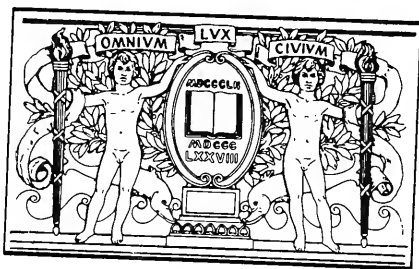
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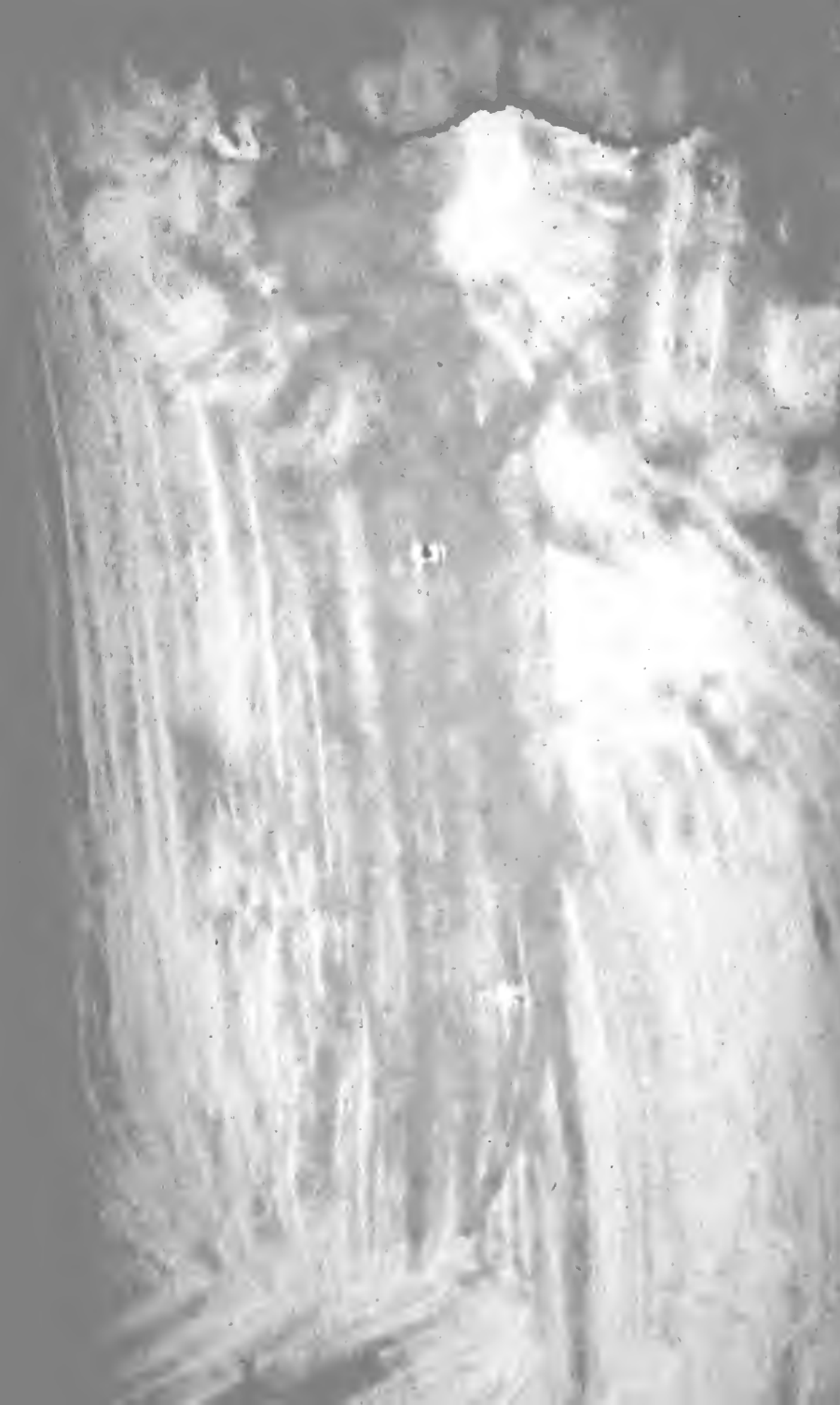
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REGULATIONS

OF THE

SCHOOL COMMITTEE

OF THE

City of Roxbury.



ADOPTED JANUARY, 1860.

ROXBURY:

L. B. & O. E. WESTON, PRINTERS, GUILD ROW.

1860.

City of Roxbury.

IN SCHOOL COMMITTEE, January 4, 1860.

Messrs. OLMSTEAD, WILLIAMS, and SEAVER, were appointed a Committee to prepare and report to this Board, Rules and Regulations for their government the present year.

January 18.

The Committee on Rules and Regulations submitted the Report of said Committee, which was read, amended, and adopted; whereupon it was

ORDERED, That 1000 copies of the Rules and Regulations, accompanied by the Course of Studies, and Text-Books allowed in the several Schools of the City, be printed for the use of the Schools and Committee.

JOSHUA SEAVER, *Secretary.*

REGULATIONS

OF THE

SCHOOL COMMITTEE OF ROXBURY.

CHAPTER I.

Organization.

SECTION 1. The first meeting of the Board shall be held on the Wednesday next succeeding the organization of the City Government. A Chairman and a Secretary shall then be chosen by ballot.

SECT. 2. There shall also be appointed at the same meeting, Local Committees for the several schools in the City, to consist of three members for the High and each of the Grammar Schools, and one member for each Primary School; a Committee on Primary School Teachers, and on Books, each consisting of five members, one of whom shall be the Chairman of the Board; a Committee on Rules and Regulations, and on Finance, each consisting of three members.

SECT. 3. It shall be the duty of the Committee on Primary School Teachers to receive the names and credentials of all applicants over eighteen years of age; to examine the qualifications of those present at any regular meeting called by the Chairman; to grant a certificate to those who pass a satisfactory examination; and, acting in concert with the Local Committee, to appoint a teacher from those

examined and approved, to fill a vacancy in any Primary School, to be confirmed within three months by the Board, on recommendation of the Local Committee; also to keep a list of all approved applicants, for the use of Local Committees in providing substitutes.

SECT. 4. It shall be the duty of the Committee on Books to propose the text-books to be used in the schools, which shall, in all cases, be submitted to the Board for approval, but shall not be finally acted upon until said books have been before the Board at least one week, and not until every member of the Board has been supplied with a copy of the book or books proposed to be introduced into the schools. Nor shall any change of books be allowed, except on condition that the publisher of the book proposed to be introduced into the schools, shall give a copy of said book to each pupil for the one in use by such pupil, which said new book shall displace.

SECT. 5. It shall be the duty of the Committee on Finance, to confer with any committee of the Board of Aldermen and Common Council on the subject of appropriations for the Public Schools.

SECT. 6. Stated quarterly meetings of the Board shall be held on the Wednesday after the third Monday in February — on the first Wednesday in June — on the Wednesday after the last Monday in July — and on the Wednesday before Thanksgiving Day.

SECT. 7. At the last quarterly meeting in the year, the teachers of the public schools shall be elected, and their salaries voted.

SECT. 8. Seven members shall constitute a quorum for the transaction of business.

SECT. 9. All meetings of the Board shall be held in public, except when otherwise ordered by special vote, and notice thereof shall be given to all the members at least four days previous.

CHAPTER II.

Rights and Duties of the Chairman.

SECT. 1. The Chairman shall take the chair precisely at the hour appointed for the meeting of the Board; he shall call the members to order, and on the appearance of a quorum shall cause the minutes of the preceding meeting to be read, and proceed to business. In the absence of the Chairman, the Board shall choose a Chairman *pro tempore*.

SECT. 2. The Chairman shall call a special meeting of the Board whenever he may deem it necessary, or at the request in writing of any two members.

SECT. 3. He shall appoint all committees, unless the Board shall otherwise direct.

SECT. 4. He shall preserve order in the meetings; he may speak to points of order in preference to other members, and shall decide all questions of order, subject to an appeal to the Board, on motion of any member.

SECT. 5. He shall declare all votes, but if any member doubt the vote, he shall, without further debate upon the question, require the members voting to rise and stand until they are counted, and he shall declare the result.

SECT. 6. The Chairman may call any member to the chair, provided such substitution shall not continue longer than one meeting. When the Board shall determine to go into Committee of the Whole, he shall appoint the member who shall take the chair. He may express his opinion on any subject under debate, but in such case he shall leave the chair, and appoint some other member to take it, and he shall not resume the chair while the same question is pending. But he may state facts, and give his opinion on questions of order, without leaving his place.

SECT. 7. When any member shall require a question to be taken by Yeas and Nays, the Chairman shall take the sense of the Board in that manner.

SECT. 8. After a motion has been stated by the Chairman, it shall be disposed of by a vote of the Board, unless the mover withdraw it before a decision or an amendment.

SECT. 9. The Chairman shall consider a motion to adjourn as always in order, unless a member has possession of the floor, or a question has been put and not decided, and said motion to adjourn shall be decided without debate.

SECT. 10. He shall put the previous question in the following form: "Shall the main question be now put?" and all amendments or further debate of the main question shall be suspended, until the previous question shall have been decided; and the previous question shall not be put unless a majority of the members present are in favor of it.

SECT. 11. When two or more members happen to rise at the same time, the Chairman shall name the member who is first to speak.

CHAPTER III.

Duties of the Secretary.

SECT. 1. The Secretary shall have charge of the records of the Board, and of all papers directed by them to be kept on his files; he shall keep a fair and full record of all the proceedings of the Board; shall notify all stated and special meetings; shall notify the Chairman of any committee appointed, stating the commission, and the names of the members; shall notify the meetings of all committees when requested by their Chairman; notify the

instructors of their appointments, and shall give other notices as the Board may require.

SECT. 2. He shall prepare the annual report required by the statute of the Commonwealth.

CHAPTER IV.

Rights and Duties of Members.

SECT. 1. When any member is about to speak in debate, or to deliver any matter to the Board, he shall rise in his place, and respectfully address the Chairman; shall confine himself to the question in debate, and avoid personality.

SECT. 2. No member, in debate, shall notice another member by his name; but may describe him by the Ward he represents, the place he sits in, or such other designation as may be intelligible and respectful.

SECT. 3. No member speaking shall be interrupted by another, but by rising to call to order, or to correct a mistake. But if any member, in speaking or otherwise, transgress the rules of the Board, the Chairman *shall*, or any member *may*, call him to order; in which case the member so called to order shall immediately sit down, unless permitted to explain; and the Board, if appealed to, shall decide on the case, but without debate.

SECT. 4. When a motion is made, it shall be considered by the Board; and when a question is under debate, no motion shall be received but to adjourn — to lay on the table — for the previous question — to postpone to a day certain — to commit — to amend — or to postpone indefinitely; which several motions shall have precedence in the order in which they stand.

SECT. 5. Every motion shall be reduced to writing, if

the Chairman desire, or any member of the Board request it.

SECT. 6. When a motion has once been made and carried in the affirmative or negative, it shall be in order for any member to move a reconsideration. In case the motion be made at the same meeting, it shall be competent for a majority of the members present to pass a vote of reconsideration; but if it be made at a subsequent meeting, the subject shall not be reconsidered unless a majority of all the members of the Board vote therefor. No more than *one* motion for the reconsideration of any vote shall be permitted.

SECT. 7. Every member present when a question is put, shall give his vote, unless the Board, for special reasons, excuse him.

SECT. 8. On the "previous question," no member shall speak more than once, without leave of the Board; and no member shall speak longer than ten minutes at any one time upon any question under consideration, unless by special permission of the Board to continue his remarks.

SECT. 9. When the reading of a paper is called for, and the same is objected to by any member, it shall be determined by a vote of the Board.

SECT. 10. All proposed amendments to the Regulations shall lie over until the next meeting. Any rule may be suspended for the time being by a vote of two-thirds of the members present.

CHAPTER V.

Duties of Local Committees.

SECT. 1. The Local Committees shall visit their respective schools at least once a month, and oftener if convenient.

SECT. 2. The Local Committees shall give their advice

to the instructors on any emergency; and take cognizance of any difficulty which may have occurred between the instructors and parents or guardians of pupils, or between the teachers themselves, relative to the government or instruction of the School. An appeal, however, to the whole Board, is not hereby denied to any citizen or instructor.

SECT. 3. The several chairmen of the Local Committees of the High and Grammar Schools shall be the organ of communication between said committees and the schools; but shall not act on any matter of interest to the school, without the sanction of a majority of the Local Committee.

SECT. 4. In case of a vacancy in the office of principal in the High or Grammar Schools, nominations and elections for the place shall be made by the Board.

SECT. 5. In case of a vacancy, in the High or Grammar Schools, in the place of any teacher, other than the principal, the Chairman with the Local Committee shall examine his or her qualifications, and the Local Committee shall appoint a teacher pro tempore, and give notice of such vacancy, at the next quarterly meeting of the Board, that it may be filled by election. And no such teacher shall be appointed by the Board, until he or she shall have been examined as aforesaid, and shall have received a satisfactory certificate thereof. The masters or heads of departments shall be consulted in the appointment of their assistants.

SECT. 6. In case of a vacancy in the place of a teacher of any Primary School, it shall be the duty of the Local Committee to give immediate notice thereof to the Committee on Primary School Teachers, and with their coöperation fill such vacancy.

SECT. 7. In addition to these specific duties of the Local Committees, it shall be their duty, generally, to make any temporary arrangement which they may find necessary,

relative to their schools, or the convenience of the instructors, in cases not provided for by the general regulations.

SECT. 8. Although the interest of the schools demands Local Committees, yet each member of the Board shall consider it his duty to watch over all the public schools in the city, to attend their examinations, and to visit them at other times so far as practicable.

SECT. 9. No teacher or other person in the employ of the School Committee, shall purchase anything at the expense of the city without a written order from the Local Committee of the School for which such purchase is to be made, or from the Chairman or Secretary of the Board, and all bills for salaries, repairs, books and furniture, shall be approved by the Local Committees, or in case of absence or any other inability, by the Secretary of the Board.

REGULATIONS

OF THE

PUBLIC SCHOOLS.

CHAPTER I.

Teachers.

SECT. 1. All the teachers shall be responsible to the Board for the faithful discharge of their duties. They shall punctually observe the hours for opening and dismissing the school, and during school hours shall devote themselves to the public service.

SECT. 2. When any teacher is reported as *very deficient* by the quarterly examining committee, and placed on probation by order of the Board, the Secretary shall notify such teacher of the fact, and state the deficiency reported. Any teacher who shall persist in violating the Rules of this Board, shall be put on probation by the Local Committee or the Chairman, who shall report the delinquency at the next meeting of the Board.

SECT. 3. The morning exercises of all the schools shall be commenced by reading from the Holy Scriptures; and it is recommended that the same be followed by the Lord's Prayer.

SECT. 4. The teachers shall open the school rooms of their respective schools, for the reception of scholars, at

least *ten minutes* before the time prescribed for commencing the school.

SECT. 5. The teachers shall give the children constant employment, and endeavor by judicious and diversified modes, to render the exercises of the school pleasant as well as profitable; — they shall maintain firm, prudent and vigilant discipline; and shall govern by persuasive and gentle measures as far as practicable. They shall never resort to corporal punishment, until other means of influencing the pupils shall have failed; and when deemed necessary, it shall be administered in such a manner as to operate on the moral sense of the pupil in the strongest manner. As far as practicable, they shall also exercise a general inspection over their scholars, as well out of, as within the school, and on all suitable occasions inculcate upon them the principles of truth and virtue.

SECT. 6. The teachers shall keep a list of the scholars under their instruction, and shall record the page of the text-book at which every class commences in each term, and also the page to which it shall have advanced during said term; and this record shall be open to the inspection of the School Committee.

SECT. 7. The principals of the Grammar Schools are authorized, under the direction of the Local Committees, to make such classification of their respective schools, and such regulations for the discipline and government thereof, (not in violation of the regulations of this Board,) as they may deem expedient. And it shall be the duty of the principals to examine the pupils under the care of the assistant teachers, in said schools, as often as they can, consistent with proper attention to those who are under their immediate charge.

SECT. 8. The teachers of the several Grammar Schools shall impart oral instruction to their pupils at stated times, by assigning topics for their consideration, referring them

to approved works for information, questioning them upon the themes assigned, and communicating such information thereon as they may think necessary. These exercises shall take place as frequently as may be thought practicable by the Local Committee and teachers. A list of the *topics* shall be open to the inspection of the examining committee.

SECT. 9. In all the classes of the High and Grammar Schools, (provided the pupils are able to write a fair, legible hand,) the teachers shall require, at least once in two weeks, regular exercises in Composition, to consist of Essays, Letters, Descriptions, or Abstracts of Lessons, according to the age and capacity of the pupils. These exercises shall be corrected by the teachers, and preserved with their dates respectively, in writing books, to be inspected by the committee, as evidence of the proficiency of the pupils in *penmanship, punctuation, use of capitals, spelling, and the grammatical construction of sentences*. In the first division of the Washington and Dearborn schools there shall also be regular exercises in *declamation*.

SECT. 10. In the Grammar Schools for Girls, no lessons shall be assigned expressly for study out of the regular school hours; and in all the schools, except the High School, the programme of daily study shall be arranged, and the time apportioned, as far as possible, so that the lessons assigned may be prepared in school, and not remain for study out of school. Of the pupils in the High School, a moderate amount of study out of school may be required.

SECT. 11. When the example of any pupil is very injurious, and in all cases where reformation appears hopeless, it shall be the duty of the teacher, with the approval of the Local Committee, to suspend or expel such pupil from the school. But any child under this public censure, who shall have expressed to the teacher regret for such misde-

meanor, as openly and implicitly as the nature of the case may require, and shall have given evidences of reformation, shall, with the previous consent of said committee, be reinstated in the privileges of the school.

SECT. 12. It shall be the duty of the teachers to take good care of the apartments of the public buildings which they occupy, and of the appurtenances thereof, that there may be no unnecessary injury sustained by them; also to attend to the ventilation and temperature of the school rooms, and to the cleanliness and comfort of the pupils.

SECT. 13. No subscription or contribution, for any purpose whatever, shall be allowed by the teachers, in any public school.

SECT. 14. Any teacher may, by permission of the Local Committee, take half a day each term, for visiting such other school in this city, or in the vicinity, as may be designated, and the name of the school thus visited shall be entered in the teacher's register, with the date of the visit.

SECT. 15. When the teachers in the Grammar and Primary Schools leave their divisions, temporarily, and require their places to be supplied by others, they shall notify their Local Committees, who shall provide the substitutes; and as far as practicable, these substitutes shall be taken from the list of approved applicants in the hands of the Committee on Primary School teachers.

SECT. 16. No teacher shall be allowed to relinquish the charge of his or her school without giving at least three weeks' notice to the Local Committee; and in ordinary cases no teacher shall be required to give up the charge of his or her school without having received at least three weeks' notice to that effect.

SECT. 17. The teachers are required to make vocal music one of the exercises of the school.

SECT. 18. Teachers shall entertain no proposals from agents and venders of any kind, during school hours.

SECT. 19. The principal of each of the Grammar Schools shall submit, at the close of the Summer term, an annual report in writing, giving his or her view of the state, progress and wants of each division of the school during the year.

CHAPTER II.

Pupils.

SECT. 1. All children residing within the limits of this City, shall, on application to the Local Committee, have free admission to such public schools as, in the opinion of said Committee, they may be qualified to enter, provided they be five years of age; and no obstacle shall be interposed by any teacher or any member of this Board.

SECT. 2. But no child shall be admitted into any of the public schools without a certificate from his parent, or a physician, that he has been vaccinated, or otherwise secured against the contagion of the small-pox.

SECT. 3. Children of the age of eight years and upwards, who may pass a satisfactory examination in the reading books used in the Primary Schools, in spelling words selected from the reading lessons and from the spelling book used in the Primary Schools, in explaining the use of the marks of punctuation, in enunciating clearly and accurately the elementary sounds of our language, in writing words in script hand upon the slate, in reading and writing Arabic numbers containing four figures, and in the Arithmetic used in Primary Schools, shall be entitled to admission into the Grammar Schools. Children above eight years of age, though not possessing the requisite qualifications, may be admitted into the Grammar Schools by special permission from the Local Committees.

The examination for admission into the Grammar Schools

shall be made by the principal or assistant teachers thereof, and shall take place on the first Monday of the *first* and *third* terms; and no pupil shall be admitted into the Grammar Schools from the Primary Schools except at those times. *Provided*, however that, the Local Committees shall have discretionary power to admit pupils, possessing the necessary qualifications, at other times than those mentioned. Pupils changing residence, shall be transferred from one school to another of the same rank, provided they bear a certificate from the teacher of the school they leave, expressing their standing and character, as a condition of their admission by the teacher to whom they apply for that purpose.

The examination for admission into the High School, shall take place during the last week of the *second* term. Pupils who shall have reached the age of twelve years, and shall present a certificate of good moral character, and of presumed literary qualifications, from the principal of the school which they last attended, and shall pass a satisfactory examination in the following studies, viz.: Spelling, Reading, Writing, English Grammar, Arithmetic, Modern Geography, and the History of the United States, shall be regarded by the School Committee as qualified to enter the High School.

SECT. 4. No pupil, whilst under sentence of suspension from one school, shall be admitted to the privileges of another, unless by a vote of this Board.

SECT. 5. In the Grammar Schools, each session, there shall be a recess for every pupil, of ten or fifteen minutes; and in the Primary Schools of from fifteen to twenty minutes.

SECT. 6. Pupils shall be prompt and punctual at school, and shall not absent themselves therefrom except on account of sickness or other urgent reason; and no request for absence shall be deemed valid, unless it be a *written*

one from parent or guardian. Every pupil entering after the time prescribed for the commencement of school, shall be marked tardy; and whenever any pupil shall absent himself or herself for two weeks in succession, such pupil shall be considered no longer a member of the school.

CHAPTER III.

Periods of Instruction.

SECT. 1. There shall be four Terms in the year. The *first* shall commence the Monday after the third Monday in February.*

The *second* shall commence the Monday following the last Wednesday in May.†

The *third* shall commence the first Monday in September.‡

The *fourth* shall commence on the Monday after Thanksgiving Day.

SECT. 2. The schools shall be kept three hours in the forenoon, and three in the afternoon of each day, Sundays and the holidays and vacations hereinafter specified, excepted. Schools shall begin at eight o'clock in the morning, from May to August inclusive; at other times, at nine in the morning; and shall commence at two in the afternoon, except the Girls' High School, which shall commence at nine in the morning, and close at two in the afternoon. Scholars may, however, be detained for delinquencies a reasonable time after the regular school hours.

SECT. 3. There shall be the following *Vacations* :

1. One week commencing on the third Monday in February.§

* Feb. 27th. † June 4th. ‡ Sept. 3d. § Feb. 20th.

2. One week commencing on the Monday before the last Wednesday in May.*

3. Six weeks next preceding the first Monday in September.†

4. One week, commencing on the Monday before Thanksgiving Day.

SECT. 4. The following holidays shall be granted alike to all the schools: — Every Wednesday and Saturday afternoon; Fast Day; Independence Day; Christmas Day; New Year's Day; May Day. No holiday not herein specified shall be given except by a vote of the Board, or by a written certificate, signed by at least seven members of the School Committee; and in such case it shall be given alike to all the schools in the city.

SECT. 5. The Norfolk County Convention of Teachers may be attended by all the teachers belonging to the schools in this city, for which purpose their respective schools may be dismissed; it being understood, however, that this permission is not granted, except to those teachers who actually attend said Convention.

CHAPTER IV.

Examinations.

SECT. 1. *Quarterly.* The Chairman, or some member or members of the Board designated by him, shall visit and examine every public school in the City, at least once each quarter, without giving previous notice to the teachers, according to the provisions of the Statute. It shall be the duty of this committee to obtain accurate information of the condition of each school, and at the next quarterly meeting to make a report to the Board, in writing,

* May 28th.

† July 23d.

of their examination and its results, of the condition of the school houses, and of any occurrences affecting the standing and usefulness of the schools.

SECT. 2. *Annual.* During the last two weeks of the first term, a committee of seven members of the Board shall examine the High and all the Grammar Schools, and a committee, also of five members, shall examine all the Primary schools in the city, and report upon the same, at the next quarterly meeting of the Board.

SECT. 3. All reports of the examinations of the several schools shall be duly filed according to their date, and shall not be taken therefrom except by permission of the Board.

CHAPTER V.

Books and Studies.

SECT. 1. The Exercises, Studies and Text-Books authorized in the Primary Schools, shall be the following:

FIRST YEAR.

1. Charts, and Sargent's Primer;
2. Enunciating the elementary sounds of letters and words;
3. Oral Instruction;
4. Exercises on the Slate;
5. Singing.

SECOND YEAR.

1. Sargent's First Reader, (Sargent's Second Reader;)
2. Spelling, from the Reader and Swan's Primary Spelling Book;
3. Enunciating the elementary sounds of letters and words;
4. Marks of Punctuation;

5. Arithmetical cards;
6. Reading and Writing Arabic numbers;
7. Exercises on the Slate;
8. Oral Instruction;
9. Singing.

THIRD YEAR.

1. Sargent's Second Reader, (Hillard's Fourth Reader;)
2. Spelling, from the Reader and Swan's Primary Spelling Book;
3. Enunciating the elementary sounds of letters and words;
4. Leach and Swan's Primary School Arithmetic;
5. Geography, taught orally, (Cornell's Primary;)
6. Oral Instruction;
7. Writing words in script-hand, and other exercises on the Slate;
8. Singing.

SECT. 2. The studies pursued, and the Text-Books authorized, in the Grammar Schools, shall be the following:

FIRST YEAR.

1. *Reading*—Hillard's Fourth Reader;
2. *Spelling*—The Reader, and Worcester's Speller;
3. *Mental Arithmetic*—Colburn's First Lessons;
4. *Geography*—Cornell's Primary;
5. *Penmanship*.

SECOND YEAR.

1. *Reading*—Sargent's Third Reader;
2. *Spelling*—Continued;
3. *Defining*—Worcester's and Webster's Dictionaries;*

* Worcester's Dictionary to be the standard in Orthography in all the schools.

4. *Mental Arithmetic*—Continued ;
5. *Written Arithmetic*—Leach and Swan's ;
6. *Geography*—Cornell's Primary, and Grammar School ;
7. *Penmanship*—(*Drawing* by the Girls—Bartholemew's system.)

THIRD YEAR.

1. *Reading*—Sargent's Third and Fourth Readers ;
2. *Spelling and Defining*—Continued ;
3. *Geography*—Cornell's Grammar School ;
4. *Mental and Written Arithmetic*—Continued ;
5. *Grammar*—Tower's Elements of ;
6. *Penmanship, Map-Drawing, (Drawing—Continued.)*

FOURTH YEAR.

1. *Reading*—Sargent's Fourth Reader ;
2. *Spelling and Defining*—Continued ;
3. *Geography*—Continued ;
4. *Mental and Written Arithmetic*—Continued ;
5. *Grammar*—Continued ;
6. *Composition*—Tower's Grammar of ;
7. *History*—Quackenbos's United States ;
8. *Penmanship, Map-Drawing, (Drawing—Continued ;)*

FIFTH YEAR.

1. *Reading*—Sargent's Fifth Reader ;
2. *Spelling and Defining*—Continued ;
3. *Geography*—Continued ;
4. *Mental and Written Arithmetic*—Continued ;
5. *Grammar*—Butler's ;
6. *Composition*—Continued ;
7. *History*—Continued ;
8. *Penmanship, Map-Drawing, (Drawing—Continued ;)*

9. *Book-Keeping*—Hannaford and Payson's, (by the Boys;)
10. *Declamation*—(by the Boys;)

SECT. 3. The studies pursued, and the Text-Books authorized, in the High School for Girls, shall be the following:

FIRST YEAR.

First and Second Terms.

1. *Arithmetic*—Greenleaf's Higher;
2. *History*—Worcester's;
3. *Physiology*—Comings's Class Book of;
4. *Reading*—Hillard's First Class Reader;
5. *Spelling and Defining*—Worcester's and Webster's Dictionaries;
6. *English Grammar*—Butler's;
7. *Composition and Rhetoric*—Quackenbos's;
8. *Linear Drawing*—Bartholemew's System;
9. *Penmanship*—Dunton's System.

Third and Fourth Terms.

1. *Arithmetic*—Continued;
2. *History*—Continued;
3. *Botany*—Wood's;
4. *Reading, Spelling & Defining, Composition, Analysis;*
5. *Penmanship, and Linear Drawing.*

SECOND YEAR.

First and Second Terms.

1. *Algebra*—Sherwin's;
2. *Latin*—Andrews' Latin Lessons;
3. *Physical Geography*—Fitch's Outlines of;
4. *Natural Philosophy*—Tate's (larger);
5. *English Literature and Biography*—Cleavland's Compendium;

6. *Composition and Rhetoric*—Quackenbos's;
7. *Perspective Drawing*—Bartholemew's System.

Third and Fourth Terms.

1. *Algebra*—Continued;
2. *Latin*—Nepos, or Cæsar;
3. *French*—Gengembre's Practical French Instructor, and Le Grand-Père;
4. *Chemistry*—Stöckhardt's;
5. *English Literature and Biography*—Continued;
6. *Composition and Rhetoric*—Continued;
7. *Perspective Drawing*—Continued.

THIRD YEAR.

First and Second Terms.

1. *Geometry*—Davies' Legendre;
2. *Latin*—Virgil (Bowen's Ed.);
3. *French*—Le Grand-Père; Conversations sur Le Grand Père;
4. *Astronomy*—Olmstead's;
5. *Composition and Rhetoric*—Continued;
6. *English Literature and Biography*—Continued;
7. *Drawing from Nature.*

Third and Fourth Terms.

1. *Latin*—Virgil—Continued;
2. *French*—Le Grand-Père, Collot's Dialogues, Collot's Anecdotes;
3. *Intellectual Philosophy*—Wayland's;
4. *Moral Philosophy*—Wayland's;
5. *English Literature and Biography*—Continued;
6. *Composition and Rhetoric*—Continued;
7. *Drawing from Nature.*

[NOTE.—Any parent or guardian desiring a change made in the course of studies, in reference to the pupils under his or her charge, is requested to confer with the Local Committee and Teacher.]

SECT. 4. Scholars requiring books shall be directed by their teacher to provide them. If not so provided within three days, the teacher shall notify the parent or guardian in *writing*, of the kind of book required, and in case of his neglect to provide in two days thereafter, shall then make a requisition upon the Local Committee, in which shall be expressed the name of such scholar, the name of the parent or guardian, and the name of the book; and it shall be the duty of the Local Committee thereupon to furnish the book, and make return thereof, according to law, to the Assessors of the city.

CHAPTER VI.

Morals.

The attention of teachers is particularly directed to the following section of the Revised Statutes:

“SECT. 7. It shall be the duty of the president, professors and tutors of the University of Cambridge, and of the several Colleges, and of all preceptors and teachers of Academies, and all other instructors of youth, to exert their best endeavors to impress on the minds of children and youth, committed to their care and instruction, the principles of piety, justice, and a sacred regard to truth, love to their country, humanity and universal benevolence, sobriety, industry, and frugality, chastity, moderation and temperance, and those other virtues which are the ornament of human society, and the basis upon which a republican constitution is founded; and it shall be the duty of such instructors to endeavor to lead their pupils, as their ages and capacities will admit, into a clear understanding of the tendency of the above-mentioned virtues to preserve and perfect a republican constitution, and secure the blessings of liberty as well as to promote their future happiness, and also to point out to them the evil tendency of the opposite vices.”

SCHOOL COMMITTEE, 1860.

ELECTED AT LARGE.

GEORGE PUTNAM, Highland, near Cedar Street.
WILLIAM A. CRAFTS, Washington, near Francis Street.
EDWIN RAY, Warren, near Walnut Street.

ELECTED BY WARDS.

- Ward* 1.—HORATIO G. MORSE, 65 Zeigler Street;
FRANKLIN WILLIAMS, Short, cor. Union Street.
“ 2.—JOSHUA SEAVER, Cabot St., cor. Sumner Pl.;
IRA ALLEN, Cabot, cor. Sudbury Street.
“ 3.—TIMOTHY R. NUTE, 163 Dudley Street;
JOHN D. MCGILL, Washington, near Francis St.
“ 4.—JOHN W. OLMSTEAD, Centre, cor. Cedar St.;
JEREMIAH PLYMPTON, 7 Hawthorn Street.
“ 5.—SYLVESTER BLISS, 2 Dana Place;
WILLIAM S. KING, Vine, cor. Eustis Street.
- HORATIO G. MORSE, *Chairman*. JOSHUA SEAVER, *Secretary*.

SUB-COMMITTEES.

Regulations. — Messrs. Olmstead, Williams, Seaver.

Finance. — Messrs. Seaver, King, Crafts.

Music and Drawing. — Messrs. Nute, Allen, Williams.

Books. — Messrs. Morse (*ex. off.*), Putnam, Crafts, Olmstead, Bliss.

Examination of Primary School Teachers. — Messrs. Morse (*ex. off.*), Ray, Olmstead, Allen, Plympton.

SCHOOLS AND LOCAL COMMITTEES.

Schools.	Teachers.	Location.	Salaries.	Local Committees.
HIGH SCHOOL FOR GIRLS,	Robert Bickford, <i>Principal</i> Elizabeth C. Babcock, <i>Assistant</i>	Kenilworth St.	\$1600 500	Crafts, Ray, Nute.
DUDLEY GRAMMAR SCHOOL, (For Girls.)	Adeline Seaver, <i>Principal</i> Emmie C. Allen, <i>Assistant</i> 2d Division, Sarah J. Leavitt. 3d " Clara B. Tucker. 4th " Helen J. Otis.	Bartlett Street.	700 375 375 350 350	Allen, Bliss, Williams.
WASHINGTON GRAMMAR SCHOOL, (For Boys.)	John Kneeland, <i>Principal</i> Harriet E. Burrell, <i>Assistant</i> 2d Division, Ann M. Williams. 3d " Delia Mansfield. 4th " Rebecca A. Jordan. 5th " Caroline C. Drown.	Washington St.	1400 375 375 350 350 350	Seaver, King, McGill.
DEARBORN GRAMMAR SCHOOL, (For both Sexes.)	^a William H. Long, <i>Principal</i> Ruth P. Stockbridge, <i>Assistant</i> ^b 2d Division, Louisa E. Harris. ^b 3d " Plooma A. Savage. ^b 4th " Henrietta M. Young. ^b 5th " J. Ellen Horton. ^b 6th " Louisa J. Fisher.	Dearborn Place.	1400 375 375 350 350 350 350	Ray, Williams, Bliss.

COMINS GRAMMAR SCHOOL, (For both Sexes.)			
2d	Ellen A. Marean.		375
3d	Caroline J. Nash.		350
4th	Clementine B. Thompson.		350
5th	Mary G. Hewes.		350
6th	Daniel W. Jones, <i>Principal</i>	Gore Avenue.	1200
	Sarah A. M. Cushing, <i>Assistant</i>		700
2d Division	Mary C. Eaton.		375
3d	Elizabeth W. Young.		350
4th	Almira W. Chamberline.		350
5th	Elizabeth A. Morse.		350
6th	Charlotte P. Williams.		350
2d	Alice C. Pierce.		375
3d	Sarah M. Vose.		350
4th	Esther M. Nickerson.		350
5th	Juliette Dickerman.		350
6th	Nancy L. Tucker.		350
	Sophronia F. Wright, <i>Principal</i>	Francis Street.	450
FRANCIS ST. GRAMMAR SCHOOL, (For both Sexes.)			

Crafts, Nute, McGill.

^a Both Sexes. ^b Boys. ^c Girls.

CHARLES BUTLER, Teacher of Music in the Grammar Schools, Salary \$250 per annum.
WM. N. BARTHOLEMREW, Teacher of Drawing in the High School, Salary \$200 per annum.

JONAS PIERCE, JR., Curator of School Buildings, Salary \$700 per annum.

PRIMARY SCHOOLS AND LOCAL COMMITTEES.

[Each School for both Sexes. — Salary of each Teacher \$300.]

TEACHERS.	LOCATION.	COMMITTEES.
No. 1. Sarah T. Jennison. . .	Yeoman Street.	Morse.
2. Eliza Brown. . .	“ “	“
3. Sarah O. Babcock. . .	“ “	“
4. Sarah H. Hosmer. . .	“ “	“
5. Margaret E. Davis. . .	Eustis Street. .	Williams.
6. Mary F. Neal. . .	Sumner Street.	“
7. Emma C. Wales. . .	Eustis Street.	“
8. Mary L. Walker. . .	Sumner Street.	“
9. Ann M. Backup. . .	Vernon Street.	Bliss.
10. Susannah L. Durant. . .	“ “	“
11. Kate F. Mayall. . .	“ “	“
12. Eliza D. Cole. . .	“ “	“
13. Sophia L. Stone. . .	Sudbury Street.	Allen.
14. Sarah E. Field . . .	“ “	“
15. Cornelia J. Bills. . .	“ “	“
16. Mary C. Williams. . .	“ “	“
17. Sarah J. Davis. . .	Avon Place. .	McGill.
18. Clara M. Adams. . .	“ “ .	“
19. Sarah W. Holbrook. . .	Mill Dam. . .	Allen.
20. Elizabeth Waldock. . .	Francis Street.	Crafts.
21. Caroline N. Heath. . .	Heath Street. .	Putnam.
22. Mary A. Waldock. . .	Smith Street. .	Nute.
23. Anna M. Eaton. . .	“ “ .	“
24. Caroline Y. Rice. . .	Heath Place. .	Seaver.
25. Mary H. Hicks. . .	“ “	“
26. Sarah C. Duncklee. . .	“ “	“
27. Asenath Nichols. . .	“ “	“
28. Emily W. Fillebrown. . .	Orange Street. .	“
29. Martha H. Horn. . .	“ “ .	“
30. Henrietta M. Wood. . .	Centre Street. .	Olmstead.
31. Mary A. Morse. . .	“ “	“
32. Maria L. J. Perry. . .	Edinboro' Street.	Plympton.
33. Matilda M. Hutchins. . .	“ “	“
34. Almira B. Russell. . .	Munroe Street.	Ray.
35. Frances N. Brooks. . .	Winthrop Street.	“
36. Maria L. Young. . .	“ “	“
37. Anne E. Boynton. . .	Elm Street.	King.
38. H. B. Scammell. . .	“ “	“

NAMES OF MEMBERS OF THE SCHOOL COMMITTEE,

SINCE THE ADOPTION OF THE CITY CHARTER IN 1846.

AT LARGE.

George Putnam, 1846, 48, 56, 57, 58, 59, 60.
Cyrus H. Fay, 1846, 48.
*Samuel H. Walley, Jr., 1846, 48.
George R. Russell, 1847.
Thomas F. Caldicott, 1847.
George W. Bond, 1847.
John Wayland, 1849, 50, 51.
William R. Alger, 1849, 50, 56.
William Hague, 1849, 50.
Theodore Dunn, 1851.
Thomas D. Anderson, 1851.
Horatio G. Morse, 1852, 53, 54.
William H. Ryder, 1852, 53, 54, 57, 58.
William A. Crafts, 1852, 53, 54, 59, 60.
Bradford K. Peirce, 1855.
Joseph H. Streeter, 1855.
John S. Flint, 1855.
Julius S. Shailer, 1856, 57, 58.
Arial I. Cummings, 1859.
Edwin Ray, 1860.

WARD 1.

Allen Putnam, 1846.
Henry B. Wheelwright, 1846, 47.
Horatio G. Morse, 1847, 48, 49, 50, 51, 55, 56, 57, 58, 59, 60.
William R. Alger, 1848, 52.
Bradford K. Peirce, 1849, 50, 51, 52.
John Jones, 1853, 54.
Joseph Bugbee, 1853, 54.
Henry W. Farley, 1855, 56, 57.
Franklin Williams, 1858, 59, 60.

WARD 2.

Thomas F. Caldicott, 1846.
Joshua Seaver, 1846, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60.
Alfred Williams, 1847, 48.
Ira Allen, 1849, 50, 51, 52, 56, 57, 58, 59, 60.
Arial I. Cummings, 1853.
Charles Marsh, 1854, 55.

* The junior dropped in 1850.

WARD 3.

Charles K. Dillaway, 1846, 47.
 Francis Hillard, 1846, 48, 49.
 Theodore Otis, 1847.
 Julius S. Shailer, 1848, 50, 51, 52, 53, 54.
 William Gaston, 1849, 50, 51.
 Timothy R. Nute, 1852, 57, 58, 59, 60.
 Joseph H. Streeter, 1853, 54.
 William H. Ryder, 1855.
 Benjamin Mann, 1855.
 Ariel I Cummings, 1856, 57, 58.
 William A. Crafts, 1856.
 Richard Garvey, 1859.
 John D. McGill, 1860.

WARD 4.

Benjamin E. Cotting, 1846, 47, 49.
 David Green, 1846, 47, 48.
 Henry Bartlett, 1848.
 Henry W. Fuller, 1849, 50, 51.
 John S. Flint, 1850, 51, 52.
 John Wayland, 1852, 53, 54, 55.
 Theodore Otis, 1853.
 *John W. Olmstead, 1854, 56, 58, 59, 60.
 James Waldo, 1855, 56.
 Joseph N. Brewer, 1857, 58, 59.
 Jonathan P. Robinson, 1857.
 Jeremiah Plympton, 1860.

WARD 5.

Augustus C. Thompson, 1846.
 Daniel Leach, 1846, 47, 48, 49, 50, 51, 52, 53, 54, 55.
 Samuel Walker, 1847, 56.
 John H. Purkett, 1848.
 Charles F. Foster, 1849, 50, 51, 52.
 Bradford K. Peirce, 1853, 54.
 Edwin Ray, 1855, 57, 58, 59.
 Theodore Otis, 1856.
 Alfred P. Putnam, 1857.
 Robert P. Anderson, 1858, 59.
 Sylvester Bliss, 1860.
 William S. King, 1860.

†WARD 6.

George W. Bond, 1846.
 Edward Turner, 1846.
 Edmund F. Slafter, 1847, 48, 49, 50, 51.
 Dan. S. Smalley, 1847.
 George Faulkner, 1848.
 Edward D. Boit, 1849, 50, 51.

* Resigned in 1856, and Joseph N. Brewer elected.

† Wards 6, 7 and 8, with parts of Wards 4 and 5, were set off and incorporated, by Act of the Legislature, May 24, 1851, under the name of the Town of West Roxbury.

WARD 7.

John O. Choules, 1846, 47.
 Joseph H. Allen, 1846.
 Theodore Dunn, 1847, 48, 49, 50.
 Grindell Reynolds, 1848, 49, 50, 51.
 Stephen M. Allen, 1851.

WARD 8.

Theodore Parker, 1846.
 George R. Russell, 1846.
 Dexter Clapp, 1847, 48, 50, 51.
 Matthews W. Green, 1847.
 Abijah W. Draper, 1848, 49.
 Joseph H. Billings, 1849.
 Cornelius Cowing, 1850, 51.

CHAIRMEN.

Charles K. Dillaway, 1846, 47.
 George Putnam, 1848.
 Daniel Leach, 1849, 50, 51.
 Julius S. Shailer, 1852, 53.
 John Wayland, 1854.
 Bradford K. Peirce, 1855.
 *William H. Ryder, 1856, 57, 58.
 Horatio G. Morse, 1859, 60.

SECRETARIES.

Joshua Seaver, 1846, 47, 48, 49, 50, 51, 52, 53, 54, 55, 58, 59, 60.
 Ariel I. Cummings, 1856, 57.

* Resigned in 1858, and Horatio G. Morse elected Chairman *ad interim*.

CURATOR OF SCHOOL BUILDINGS,

JONAS PIERCE, JR.,

Residence, Washington Place, first house on the right.

NOTE TO TEACHERS.

As articles which may be needed for the Schools cannot be purchased without *written orders* from Local Committees, the Chairman, or Secretary of the Board, Teachers will perceive the necessity of procuring such orders, when they desire to have anything purchased for the use of their Schools at the expense of the Committee. All such orders, if the Teachers prefer, may be given to the Curator, or deposited in his box in the Post Office,* as it is his duty, in such cases, to see that the articles needed are purchased and promptly delivered.

* Box 336.







FRAGILE

DO NOT
PHOTOCOPY