

# GENERAL INSTRUCTIONS

TO

## TRUSTEES, TEACHERS AND INSPECTORS.



(1) The Register, after being filled up, must be retained by the School Board to be forwarded to the Inspector for examination if so requested.

(2) The Teacher shall, without extra remuneration, aid the Trustees in furnishing the information required in this Register.

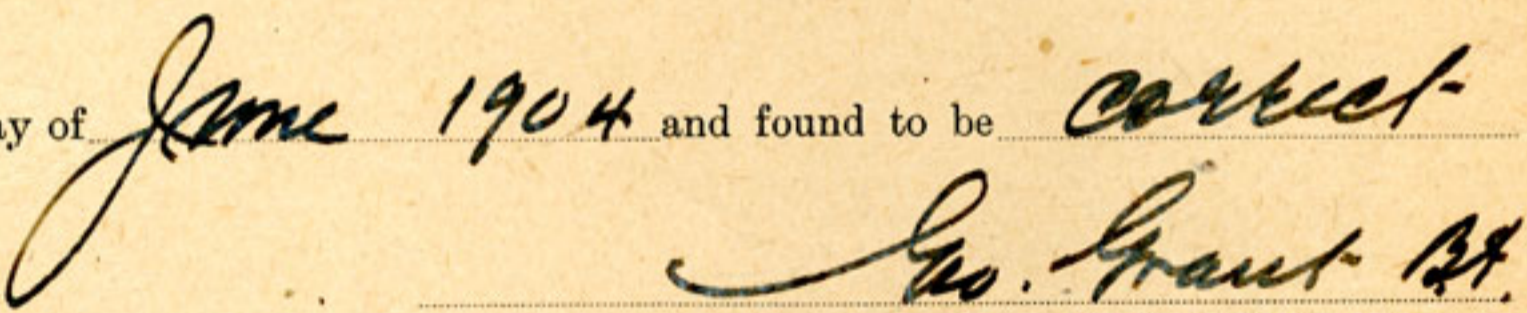
(3) The aggregate attendance for each month in the year must be carried forward and entered in its proper place in the Summary of Attendance on the perforated sheets at the end of the Register, then detached and forwarded promptly with the Annual Report to the Inspector not later than the 15th January. The Inspector will divide the aggregate attendance by the number of legal teaching days, and thus determine the average attendance.

(4) In apportioning the Government Grant *all* children attending rural schools will in future be considered *residents* of the school they attend. The Inspector will see that the attendance is properly added up. Children attending school in an adjoining city, town or incorporated village, shall have their attendance credited to the rural school to which they belong.

(5) The Trustees must transmit the reports to the Inspector by the 15th January, signed by a majority of the Trustees and the Teacher, and attested by the Corporate Seal. The Minutes of the Annual Meeting should be forwarded to the Inspector on or before the 31st December.

(6) The Inspector is required by law to make an *apportionment* of the School Fund to all the Public Schools under his jurisdiction, whether entitled to it or not; but he cannot lawfully pay any portion of the Fund to a Section whose Trustees and Teachers have not complied with the requirements of the law. Cheques for School Moneys due a Section are payable to the order of the Trustees of the School Section. Schools using unauthorized text-books *cannot be paid any part of the Legislative School Grant*.

(7) In the case of R. C. Separate Schools, the Education Department supplies forms for the yearly Report.

Examined by me this 23<sup>rd</sup> day of June 1904 and found to be correct  
  
Public School Inspector.

Teachers are requested, from time to time, and especially in the spring of the year, to direct the attention of their pupils to the following extracts from the "Act for the Protection of Insectivorous and other Birds."

### ACT FOR THE PROTECTION OF INSECTIVOROUS AND OTHER BIRDS.—Chap. 289, R.S.O. 1897.

2.—(1) \* \* \* \* \* It shall not be lawful to shoot, destroy, wound, catch, net, snare, poison, drug, or otherwise kill or injure, or to attempt to shoot, destroy, wound, catch, net, snare, poison, drug or otherwise kill or injure any wild native birds other than hawks, crows, blackbirds and English sparrows, and the birds especially mentioned in *The Ontario Game Protection Act*.

(2) Any person may, during the fruit season, for the purpose of protecting his fruit from the attacks of such birds shoot or destroy, on his own premises, the bird known as the robin without being liable to any penalty under this Act.

4. Save as in section 6 of this Act provided, it shall not be lawful to take, injure, destroy, or have in possession any nest, young, or egg of any kind whatsoever, except of hawks, crows, blackbirds and English sparrows.

5. Any person may seize, on view, any bird unlawfully possessed, and carry the same before any justice of the peace, to be by him confiscated, and if alive, to be liberated; and it shall be the duty of all market clerks and policemen or constables on the spot to seize and confiscate, and if alive to liberate such birds.

8.—(1) The violation of any provisions of this Act shall subject the offender to the payment of not less than one dollar and not more than twenty dollars with costs, on summary conviction, or information or complaint before one or more justices of the peace.

(3) In default of payment of the fine and costs, the offender shall be imprisoned in the nearest common gaol for a period of not less than two and not more than twenty days, at the discretion of the justice.

NOTE.—Any person who desires to make a collection of birds or eggs for scientific purposes, may do so on obtaining a permit from the Chief Game Warden, application for which should be addressed to him, Parliament Buildings, Toronto (Ontario).