

THE CONDUCT OF SCHOOLS 1720

Appendix A

2. Enrolling Students at the School

Article 1: Who Shall Enroll Students and How to Do This

Only the Superior, or the Inspector of Schools in his absence and acting under his orders, shall enroll the students who present themselves for admission to the school.

The Director shall enroll students on the first school day in the week. If there are only two schools connected with a given Community House, the Director shall meet with the applicants for one school in the morning of the first school day and with those for the other school in the afternoon of that same day.

If there are three or four schools, the applicants for the third school shall be enrolled in the morning of the second school day. Those for the fourth school shall be enrolled in the afternoon of that same day.

Students shall be enrolled only on the day of the week and at the time appointed. Any who present themselves on other days or at other times shall be sent home and told to come back on the correct day and at the correct time, unless the Director happens to be present at the school when they arrive.

Those who are unable to come to the school on the day and at the time specified for registration, or those who find it very difficult to do so, may go to the Community House on Sunday. On that day, the Director shall enroll in the appropriate school all who present themselves.

When the Superior thus enrolls students at the Community House for schools other than the one attached to the Community residence, they shall be given a short note of admission to the school. On it shall be listed the name and surname of the student enrolled, the date of the enrollment, the classroom into which the student is assigned, the name of the father and mother, or the person with whom the student lives, their occupation, the street name and number and the room, as in the following examples:

Jean-Baptiste Gribouval: age 6; residing with his father, Pierre Gribouval, a serge weaver, in a shop on Rue de la Couture; registered on October 19, 1706 for the school in Rue de Tillois; to be placed at the first line of the first reading chart.

François Richard: age 12; living with his father, Simon Richard, a ticket collector, or with his mother, the widow Richard, a used-clothes dealer, or with his uncle, Jean Richard, a court registrar, in a surgeon's house on Rue de l'Oignon, in the second room from the front or back; registered in the school on May 1, 1706; to be placed in the sixth level of round hand writing.

Article 2: Information Required When Enrolling Students

The Director shall not enroll any child in the school who is not brought by father or mother, by the person with whom the child lives, by some relative, or by some person of suitable age who comes in the name of the parents.

The Director shall obtain from the person who brings the student the child's name and surname; the names of the father and mother or of the person who is responsible for the child,

and their occupation, address with the street name and number; the name of the parish to which the child belongs; the child's age, and whether the child has made first Communion and been confirmed.

The Director shall also inquire whether the child has ever been in school before and, if so, where and under whom; why the child left this school; whether it was for some misbehavior or because of having been punished; whether the child has ever attended one of the Christian Schools and, if so, for how long; whether the child was sent home therefrom, something the Director can verify by consulting the register; and whether the child's behavior is good.

If this is an older student, the Director shall ask what the parents expect the child to do later on; whether they hope to have the child learn a trade, and how soon; and the level of proficiency in reading and writing. The Director shall have the student read and spell something in French or in Latin, using a book which is not commonly known, in order to determine whether the student is not simply reciting something learned by heart. The Director should also ask about good and bad habits and whether there are any physical defects or illnesses, especially scrofula, skin itch, epilepsy, or some other infirmity which might be communicable. This is something that must be carefully investigated. If there is some bodily ailment, the Director shall find out whether this will cause frequent absence.

The Director shall also ask how long it has been since the student went to confession, how frequently; and whether the student consorts with dissolute companions. The Director shall also ask whether the student sleeps alone or with someone else and, if so, with whom.

Article 3: Information Required of Parents for Students to Be Enrolled

When a student is admitted to the school, the students and the parents must have all the necessary books, including a prayer book if the student knows how to read; and if not, a rosary, so that the student can pray during holy Mass.

Students and parents must be told the following: that students must be assiduous in coming to school, and must never miss class without permission; and must be present every morning at 7:30 and every afternoon at 1:00.

That they must never miss the catechism lesson and High Mass on Sundays and feasts, without some major necessity and without permission; and that if they do, they will be sent home; that they are not to eat breakfast or the afternoon snack outside school, in order that they can be taught how to eat in a Christian and polite manner. That students must never talk to anyone about what happened in school, either about themselves or about another student; that severe punishment will follow, if a student does carry tales back home or to other people.

That parents are not to listen to the complaints their children might make either about the teacher or about the teacher's way of acting; that when the students do complain, parents should take the trouble to come to talk to the teacher, in the absence of the children; and that the teacher will do all that is possible to satisfy them; that parents should send their little children to school in the winter as well as in the summer.

That students should wear clean clothes, and should not come to school if they are not suitably and cleanly dressed; that hair should be properly combed and free from vermin; that teachers insist on this of the students in their own class, especially those who are most lacking in cleanliness; that students never come to school barelegged or wearing only a shirt, and that if they do, they will be punished and sent back home.

That students are not to go swimming during summertime, this involving great risk to purity; that they are not to slide on the ice or throw snowballs in winter; that they not associate regularly with girls or with dissolute companions, even if merely to play with them.

That students are not sleep with their fathers or mothers or any of their sisters, or any person of the other sex; that, if the child does so, the parents should be urged to stop this; and that if necessary, the local parish priest should be advised, in order to take the necessary steps to set the matter right.

That parents neither give any money to their children nor allow them to have any, however little it may be; this usually being one of the main causes of misbehavior.

That, if a child attended another school, the parents should pay off any debt they owe to the teacher who previously taught their child, if they have not already done so entirely.

Article 4: Those Who May or May Not Be Enrolled in the Schools

There are four categories of children whom people may bring to us for admission in our schools: those who have been in other schools; those who have never been in any school; those who had been in this school previously but who left in order to go to work, to remain idle, or to go to another school; and those who were expelled from this school.

Section I: Those Who Have Never Been to School

No child shall be admitted who is not fully six years old unless, in some individual case, size and intelligence makes up for the lack of age. Little children shall not be admitted if they can come only during summertime, in good weather, or at a later hour than the others.

No children shall be admitted who are so retarded and of such a low intelligence that they cannot learn anything and might thus distract others or cause trouble in the school. No child shall be accepted if the child suffers from some communicable disease, such as scrofula, skin rash, or major epileptic seizures, no matter the reason. If it should happen that any student already in school contracts one of these infirmities, the Community House's doctor shall be asked to examine the child. If the malady is of this type and is curable, the child shall be sent home until the child recovers.

No student with wealthy parents should be allowed to come to the school beyond the first day without having the books needed for the lessons, or if in the writing class, without paper and an inkstand to do the writing. Neither shall any student be accepted who cannot come to school regularly, either because of some illness or for any other reason. Regular attendance means that the student shall not miss school more than twice a week, even for some good reason and with permission.

No student shall be accepted who is unwilling to attend church on Sundays and feasts with the teacher and the other students or to assist at the catechism lesson. Students who regularly do not attend shall be sent home.

No student shall be accepted who wishes to come in only for the recitation of the lesson or for writing and then be allowed to go home. A specific student can still be accepted if work or the fulfillment of some other obligation requires arrival at school later than the others; such a student must, however, come at a definitely arranged time; and no one shall be accepted who does not attend catechism and prayers. No student shall be allowed to come to school later than the others unless it is by reason of work. Those who enjoy this privi-lege of coming in later in the morning must still attend holy Mass with the other students.

A particular student might be allowed to enroll and come to school only in the afternoon but no student will be admitted who will attend only in the morning. No student can be enrolled who is expected to miss school occasionally to stay at home and watch over the house or the younger children.

Students can be admitted to the school who work at a trade that does not hinder or prove awkward for others, such as knitting or something similar. No students shall be admitted, no matter how old they are, unless they follow the same routine as the other students.

Section 2: Those Who Have Attended Other Schools

Students who have attended other schools shall be admitted only when the reasons why they left those schools are made known.

If students left the schools they were attending through an exaggerated liking for change, their parents should be made to understand how harmful this is to their children. They should make up their minds not to let their children change schools any more. They should be warned that, if the children subsequently leave our school, they will not be readmitted. If the children have left the other school merely because they have been corrected justly, the parents must be told that they should not listen to the children's complaints against the teacher. If they had been wholly innocent, they would not have been corrected. Parents should be willing to have teachers correct their children when they are at fault; otherwise, they should not send them to school. Students who have left a school because of having been badly taught or because in some way teachers were in the wrong, should be careful not to blame but rather to try to excuse teachers as far as possible.

If a child had been badly taught, for instance, made to write before knowing how to read, or made to read before knowing how to spell or even before knowing all the letters, the inspector of Schools shall call the parents' attention to these deficiencies and indicate to them the remedies which must be applied. For instance, the child must first be taught the alphabet, to spell the syllables, and to read, before being made to write. What had been omitted in the previous instruction should be pointed out. Prudently, the Inspector of Schools should help the parents to understand the importance of this method, without which a student would never learn anything even if the child came to school for ten years.

A student of this kind, whose parents are unwilling to follow the system proposed to them, should not be accepted. If they cannot or will not listen to reason on this score, one might propose to them, as a last resort, a three-month trial period. They shall be shown that the foundation of reading depends on knowing the letters perfectly, knowing how to spell, and knowing how to read syllables distinctly. Without this, it is impossible for a child ever to read anything with understanding and not by rote.

Section 3: Those Who Have Left Our School by Choice

Students who have already attended our schools and who have left of their own volition or because of laxity and the over-credulity of their parents, and who try to come back, should be accepted only with great caution.

The reason for their departure shall be very carefully examined, and they are not to be readmitted too quickly. Without rejecting their request outright, the Director should leave the parents in suspense for a while. This will make them appreciate the favor they are asking. The parents should be told that, if children are doing well in our schools, they should not be withdrawn.

Students who leave our schools to go to another school should not be readmitted more than once. When readmitted, such students must be told that this is the last chance they will get; if they leave a second time, they will not be readmitted.

Section 4: Those Who Have Been Expelled

If a former student who had been expelled is brought in to be en-rolled, the reason for the expulsion will be ascertained from the register. After reminding the parents of the serious reasons for the dismissal and after making them wait for some time, and if there is some hope of improvement, the Director may readmit the child with the warning, however, that if the behavior has not improved, expulsion will be final.

If there is little hope that the child will improve, which is most often the case, readmission should not be granted without a serious trial period. If the behavior is not corrected, the child should be expelled for good.