

(12) To make special preparation beforehand for each day's work with the several classes;

(13) To teach diligently and faithfully all the subjects of the authorized course of study;

(14) To explain each new lesson assigned, pointing out the difficult parts, that every pupil may know what he is expected to do for the next recitation and how it is to be done;

(15) To give his undivided attention to the school work, and not to engage in any private business or work on the school premises during school hours;

(16) To use such methods to secure discipline as may be adopted by a kind, firm and judicious parent in his family, avoiding corporal punishment except when it shall appear to be imperatively necessary, and then a record of the offence and the punishment shall be made in the school journal. All degrading and unusual punishment shall be avoided. Teachers are specially warned not to inflict any blow with the hand or otherwise upon the head of a pupil;

(17) To read to the pupils, from time to time, the school regulations that apply to them, that they may have a clear understanding of the rules by which they are governed;