

(3) To give strict attention to the proper cleanliness of the school house and outbuildings, to make and enforce such rules as will ensure the keeping of the school grounds and outbuildings in a neat and cleanly condition, and to inspect these at least once each day;

(4) To see that no damage is done to the furniture, fences, outbuildings, or other school property, and to give notice in writing to the school board of any such damage and also of any necessary repairs;

(5) To see that the school house and outbuildings are locked at all proper times, and when not locked to see that they are under the charge of a teacher, or of a monitor for whose faithfulness the teacher shall be responsible (or of a caretaker after school hours);

(6) To classify the pupils strictly according to the authorized course of study;

(7) To require each pupil to do thoroughly the work prescribed for one grade before promoting him to the next higher grade. Pupils who have fallen behind in the work of their grade may be placed in the next lower grade, and pupils who show unusual ability may be promoted during the year to a higher grade in all or in a part of his sub-