

15. To speak the English language in its purity.
16. To guard against the lost of time and waste of effort from the following causes :
 1. Stopping work to attend to individual cases of discipline.
 2. Waiting for dilatory pupils.
 3. Lecturing or talking upon matters of little importance.
 4. Fussy and indirect ways of getting to work.
 5. Slow and noisy movements of pupils about the room.
 6. Inadequate preparation for the recitation.
 7. Writing letters or working upon records during sessions hours.
 8. Permitting irrelevant questions by pupils.
 9. Allowing pointless corrections by pupils.
 10. Wandering from the subject matter of recitations.
 11. Speaking too slowly.
 12. Speaking in such tones as to disturb and distract pupils at their work.
 13. Putting work upon slates, paper, or blackboards too slowly.
 14. Having no definite order of procedure in a recitation.
 15. Tolerating habits of slowness and laziness in some pupils.
 16. Dwelling upon what pupils already know.
 17. Repetition of answers or parts of answers.
 18. Inattention requiring repetition of questions.
 19. Failure by some pupils to understand each step in a recitation.
 20. Having no well defined *next* upon which to direct effort.

TO YOURSELF.

1. To use every effort to improve in the science and art of teaching and governing a school.
2. To exercise a watchful care over every act and word teaching by example as well as by precept.
3. To attend teachers' meetings.
4. To be methodical in all your work.
5. To spare no pains to preserve your health.
6. To be every careful, guarded, cautious, and circumspect in everything you say and do in the presence of your pupils.
7. To keep such private record of your own work that, at any time, you may be able to give the important facts in connection with any year of your school service.
8. To pursue some branch of study outside of your professional work.

TO OTHER TEACHERS.

1. To aid and encourage fellow teachers by a friendly appreciation and recognition of their work and efforts.
2. To give other teachers the benefit of good methods you use.
3. To call the attention of others to any good books or articles that you have found of service in your work.
4. To extend every courtesy and render every assistance to teachers just entering upon duty.

Duties of Pupils.

TO THE SCHOOL.

1. To be prompt and regular in attendance at school.
2. To observe and obey the rules and regulations of the school.

3. To attend cheerfully to every duty.
4. To remember that the school is kept for your benefit.
5. To do your full part in making your school the best possible.

IN THE SCHOOL-HOUSE.

1. To attend quietly and faithfully to **YOUR OWN BUSINESS** at your own desk.
2. To attend promptly to every school requirement.
3. To move quietly but quickly about the school-room and halls.
4. To recite lessons in a full natural tone of voice, pronouncing every word distinctly.
5. To do all manual work upon slates, paper, or blackboards, with the greatest rapidity consistent with neatness and accuracy.
6. To avoid disturbing the school by such unnecessary annoyances as
 1. Dropping slates and pencils.
 2. Noisily taking articles from desks.
 3. Noisily using pencils upon slates and desks.
 4. Noisily handling paper and turning leaves.
 5. Moving feet upon the floor.
 6. Striking desk frames with the feet when changing position.
 7. Attempting to sharpen pencils.
 8. Using the lips while studying.
 9. Carelessly opening and closing doors.
 10. Unnecessarily calling the teachers attention to trifles.
 11. Interrupting the teacher when hearing a recitation.
 12. Bringing to desks articles not needed in school.
 13. Studying upon the wrong exercise.
 14. Forgetting to bring your books to school.
 15. Forgetting where the lesson is.
 16. Losing the place in recitation.
 17. Inattention to the instruction.
 18. The habit of not understanding a question without repetition.
 19. Answering questions before called upon to do so.
 20. Exhibiting vexation at any occurrence.
 21. Assuming a threatening aspect for any cause.
 22. Exhibiting any form of selfishness.
 23. Offensive egotism and self-assertion.
 24. Loitering upon the verge of mischief.
 25. Indulging in quiet vacuity of thought.

OUTSIDE THE SCHOOL-HOUSE.

1. To go to and from school in such a manner as not to disturb any one.
2. To go directly home at the close of school.
3. To come to school at the proper hour and *not earlier*.
4. To make no unnecessary noise in the neighborhood of the school-house.
5. To obey at once the signal for entering the school-house.

TO TEACHERS.

1. To be dutiful, polite, and respectful to teachers.
2. To render proper excuses for absence and tardiness.
3. To obey promptly and cheerfully all signals from teachers.
4. To cooperate with them in their efforts in your behalf.
5. To assist them in carrying into effect any plans for the good of the school.