

TO BOARDS OF SCHOOL TRUSTEES.

MERIT BOOK—Approved by the Board of Education.

Patent Applied for Sept. 9, 1878.

"Every member of a well-ordered School must become acquainted with a variety of subjects of study, and have varied duties to perform. Every subject and duty is equally important to the pupil, as a member of the School; and the regularity, promptness, good spirit and devotion with which every school obligation is discharged, are of much moment. If it is unsound to emphasize the importance of one proscribed intellectual task to the indirect disparagement of another, it is no less unsound to emphasize intellectual attainments to the virtual exclusion of other elements of a successful school life. The converse is equally true. There should be brought clearly before every pupil, day by day, the judgment of the Teacher as to the manner in which the pupil has discharged his school obligations; and this judgment should be daily reported to the parent. . . . The several elements of school life should not be divorced from each other, but regarded as parts of one whole—character."—THEODORE H. RAND, D. C. L.

"However much we may covet scholarship, we have always to remember that there is something beyond, and to strive so to make the scholar as not to unmake the man."—S. S. NELLES, LL. D.

THE MERIT BOOK is designed as a simple and effective means by which the Teacher may keep as "ONE WHOLE" and DAILY REPORT TO PUPILS AND PARENTS, the SCHOOL STANDING of the pupil under the following STANDARD of obligation: *prompt attendance* at each School sitting; *unexceptionable conduct* while subject to the Teacher's supervision, whether in the School-room or elsewhere; *industrious application* in the discharge of every School duty; and *excellence of scholarship* in the subjects of prescribed study, according to the pupil's assignments in the course of instruction pursued in the School.

By means of the Merit Book the Teacher can utilize the advantages afforded by school cards, while he is enabled entirely to eliminate the many and serious disadvantages hitherto inseparably connected with their use. The traffic among pupils in school cards has led Teachers having an intelligent concern for the moral welfare of their children to forego the use of cards. Experience also shows that records of school standing where each pupil keeps his own book are unsatisfactory. The amount of care required in working the Merit Book properly is only that which should be daily exercised by every Teacher. Since (as will be seen) every pupil's account with the Teacher is a "cash account," no pupil can successfully traffic in school cards, and every incentive to cheating in the matter of School Standing, is removed. The same sorts of cards, therefore, can be used with perfect safety in all schools, or departments. These cards daily report to the parent the pupil's School Standing. They are an attractive and persistent means of securing the co-operation of parents with the work of the Teacher, while they relieve him from the necessity of keeping permanent records daily, in this behalf, for weekly or monthly reports. The School Standing of each pupil can readily be found for permanent entry in the School Register at the close of each calendar month, by an inspection of the Merit Book.

EXPLANATIONS.—1. The numbers denote the same pupils as the corresponding numbers of the Register for the term. A set of five pockets is allotted to each pupil.

2. On the opening of the school, or department, in any term, each set of pockets is to be filled by the same quantity of each denomination of cards; viz., (beginning directly under the printed number), in the first pocket, two halves, two ones, and two twos; in the second, five fives; in the third, five tens; in the fourth, four twenty-fives; and in the fifth, four one hundreds and two five hundreds—twenty-six cards, in all, for each pupil for the term (or that portion of it during which the school is in operation). *The Book must be accurately filled.*

3. In schools where any of the pupils go home at noon, 5 should be assigned as the numerical value of the standard of obligation for each half-day, or 10 for each day.

4. The Teacher having in order the names with Register numbers of all the pupils on a slate at his desk notes thereon at the time what abatements are to be made for the half-day (or day) from the standard figure on account of *tardiness, improper conduct, want of application, or imperfect scholarship*; and on dismissing the school for the half-day (or day) gives to each pupil, from the stock allotted to him in the Merit Book, the card (or cards) he is entitled to receive under the STANDARD, according to the Teacher's best judgment. The cards of lower values are to be regularly exchanged with the pupil for those of equivalent higher values. *The cards thus received by the Teacher are to be inserted, at the moment, in their proper pockets.* Any cards held by the pupils at the close of the term are, of course, to be taken up by the Teacher. [The insertion of cards in the pockets is most readily done by placing them behind one or more already there.]

5. Whenever a Pupil loses a Card or Cards, no matter what the value may be, an abatement, say of 5, should be made from his standing. By informing the School of this at the beginning of a Term and punctually carrying it into effect, necessary training in carefulness will be ensured. New Cards are to be inserted in the proper pockets in the place of lost ones, and the abatement from the Pupil's standing made at the time.

6. At noon and at night the Book is to be locked up in the Teacher's desk. *No person but the Teacher must be permitted to handle or have access to the Merit Book throughout the Term.* The rubber bands which accompany the Book will close it securely, and the Teacher should carry it home at night if there is not complete security in the School-room,—as is generally the case in country Districts.

* * * Where Prizes are given for the best School Standing, the Merit Book will indicate at the close of the Term the pupils who have earned them.

†† The Cards of each denomination are supplied in packets, so that the Merit Book may be refilled when the Cards are soiled.

PRICE, (filled with Cards for sixty pupils), \$6.00.

MANUFACTURED BY

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