

TO PUPILS.

1. To know that a pupil's true education is a *growth* consequent upon the proper exercise of all his faculties.
2. To know that growth and discipline come through the acquisition of useful knowledge.
3. To know that neglect, mistakes, blunders, or carelessness on your part, are disastrous to pupils and most difficult to remedy.
4. To remember that children are children and need assistance in many ways, but that the most valuable work for a pupil under wise guidance is the work which he does for himself.
5. To be ever thoughtful of the *future* of your pupils, and to make all school work and discipline such as will be of lasting service to them.
6. To remember that what a pupils grows to *be* is of more importance than what he lives to *know*.
7. To make yourself acquainted with the home influences affecting your pupils.
8. To know as fully as possible the past history of your pupils.
9. To make yourself acquainted with the moral, physical, and intellectual natures of your pupils, in order that you may be able to teach and manage every one according to his nature.
10. To talk to your pupils in a natural tone of voice.
11. To commend your pupils for all earnest work and effort.
12. To teach your pupils *how* to study.
13. To teach and inculcate the virtues of order system method, promptness, industry, punctuality, and strict attention to business.
14. To teach the value of time and its improvement.
15. To teach the ways of getting knowledge.
16. To teach the reason for and the value of good school order.
17. To keep pupils up to time in their grade work.
18. To introduce as much *variety* as possible in work, and to keep pupils *busy*.
19. To attend to the physical training of your pupils, to see that they take proper positions when sitting, standing, or moving about the school-room.
20. To teach pupils how to take care of their property.
21. To inspire your pupils with enthusiasm in the pursuit of knowledge.
22. To implant in pupils aspirations for all attainable excellence.
23. To encourage a cheerful spirit in all school work.
24. To require nothing of a pupil that there is a doubt of his ability to do.
25. To notice all faults in manner, conduct, and language, and kindly correct them.
26. To understand thoroughly any complaint against a pupil before acting upon it.
27. To guard against threats and promises which lead to so much embarrassment.
28. To aid and encourage dull and unfortunate pupils.
29. To permit no pupil to make the discovery that he can annoy you.
30. To make no mention of former faults or irregularities that have been settled.
31. To be *just* and *impartial* in all your dealings with pupils.
32. To keep your school-room at the proper temperature and ventilated.
33. To avoid sarcasm or epithets that would wound the feelings of a pupil.
34. To avoid all allusions to the social relations of pupils and parents.
35. To expend your energies in teaching what your pupils do not already know.

TO PARENTS.

1. To avoid wounding the feelings of any parent by word or manner.
2. To endeavor secure the confidence and coöperation of parents in your efforts to benefit their children.
3. To know that a dispassionate conversation with a parent will almost always convince him that you are pursuing a correct course with his child.
4. To keep parents fully informed of the doings and progress of their children.

TO SCHOOL PROPERTY.

1. To make the school-room a pleasant and attractive place for children.
2. To ornament the school-room when practicable with pictures, drawings, mottoes, etc.
3. To take care of all books, maps, charts, blanks, keys, and other school property intrusted to you.
4. To inspect daily the stoves, furniture, and other school property, reporting any damage at once to the Principal.
5. To take every precaution to guard against danger from fire.
6. To leave everything in a satisfactory shape at the close of the school year, or at any time when you leave one room for another.

TO SCHOOL AUTHORITIES.

1. To understand and enforce the Rules and Regulations prescribed for the management of the schools.
2. To carry out faithfully the instruction of the Superintendent and the Principal.
3. To keep your school records and make your school reports exactly according to instructions.
4. To use all school blanks according to the directions printed on them.
5. To confer at once with the Principal when in doubt as to any matter connected with school duties.

TO THE SCHOOL.

1. To be at your post in time, or never to be tardy.
2. To be systematic and methodical in all your work.
3. To be cheerful and enthusiastic in your work.
4. To keep your classes supplied with proper work.
5. To keep neat files of all reports, records, circulars, excuses, notes, and letters received, and of other business papers.
6. To give your undivided attention to school duties never reading books, working on school records, nor writing letters during school sessions.
7. To have a carefully prepared programme for your daily exercises, and to follow it closely.
8. To work your classes upon the prescribed course of study.
9. To talk little and in a natural tone of voice, but to *do* much in school.
10. To read a journal of education.
11. To know that the best school teaching is always associated with the best school government.
12. To know that good school government exists only where each pupil attends quietly and faithfully to *his own* business at his own desk, which is his place of business.
13. To rely upon your own tact, skill, energy, and devotion to your school work.
14. To feel an honest pride in your school, and a determination that its work and progress shall give it high rank among schools.