Rules and Regulations

and

Course of Study

St. Marys

Graded Schools

St. Marys, W. Va.

1905

Official Organization

Board of Education:

Saul Ankrom John Schauwecker A. M. Ruttencutter

Officers of the Board:

Saul Ankrom, President
D. W. Dillon, Secretary

H. R. Bonner, Principal F. B. Locke, Ass't Prin.

Jeachers:

Effie A. Gorrell Alma Wells Eunice A. Riggs Dollie O. Stanley Ella W. Klinzing

Pupils 316

Organization

The St. Marys Graded School shall be divided into four departments, viz: High, Grammar, Intermediate and Primary. The High School shall consist of Room No. 7, embracing

three full years.

The Grammar School shall consist of Rooms No. 5 and 6, embracing a course of four full years.

The Intermediate Department shall consist of Rooms No.

3 and 4, embracing a course of three full years.

The Primary Department shall consist of Rooms No. 1 and 2, embracing a course of two full years.

School Year

The school year shall commence on the first Monday in September and continue in session thirty-two weeks.

School Hours

The school hours shall be from 9 a. m. to 12 m. and from 1 p. m. to 4 p. m. The primary scholars may be dismissed from 10 to 25 minutes earlier, both morning and afternoon, at the discretion of the Principal.

Recess

A recess of 15 minutes shall be given at 10:30 a.m. and at 2:30 p.m. All the rooms shall be dismissed promptly on time, unless by the consent of the Principal. Pupils may be retained for disorderly conduct or for unprepared lessons, at intermissions, by their teacher without consent of the Principal.

Principal

1. He shall, under the direction of the Board of Education, be the chief executive officer of the school. He shall have general supervision over the different departments of the school building, books, apparatus, etc., belonging to the school.

2. He shall visit the departments under his control as often as his duties may permit, to see that the best methods of instruction are used, that the discipline is uniform and efficient

and that the classifications are regular and proper.

3. He shall report to the Board from time to time upon such matters as it may direct, shall correct pupils for any violations of the rules of government, or for any conduct injurious to the welfare of the school.

4. He shall, for repeated opposition to any violations of the rules of government, suspend pupils; but all such suspen-

sions may be subject to revision by the Board.

RULES AND REGULATIONS

5. He shall have the sole power to change the classification of any pupil from any grade to another when satisfied that the good of the class may demand it.

6. He shall have sole power to classify new pupils en-

tering school.

7. He shall have authority to call the teachers in session at such times and for such purposes as he may deem conducive to the best interests of the school, and may make other rules and enforce the same; provided they do not conflict with any action of the Board.

8. He shall have authority to call upon the teachers of the different departments for any reports that he may require for the purpose of making a complete record of the school, and shall furnish a copy of the forms to be used in making such

reports.

Jeachers

1. The teachers shall be in their respective rooms at 8:45 a. m. and at 12:45 p. m., ready to receive and control their

pupils.

2. Teachers are expected to prepare themselves for the work of their rooms by daily review of lessons; to give careful attention to morals and manners; to co-operate with the Principal in enforcing the general rules of order and methods of instruction; and to cultivate obedience to all laws.

3. Teachers shall be held responsible for the conduct of the pupils in their own rooms, and shall strictly enforce the rules governing conduct in halls, in basement, on stairs and on

the play ground.

4. To maintain good order, they may punish pupils in a proper manner, and report extreme cases or cases in which two

or more rooms are involved, to the Principal.

5. Teachers shall furnish the Principal with a program of study and recitation for their classes, and must notify him of any change that may afterwards be made. The program

shall specify the time of each recitation.

6. Teachers shall open morning sessions of school by some proper exercise, such as reading from Scripture, prayer or singing. But nothing of a sectarian or political character shall be introduced. All opening exercises shall be limited to 15 minutes. The afternoon session may be opened by ten minutes' exercise in singing or other vocalization, or in reading some literary production.

7. Teachers must keep a copy of these regulations in their respective rooms at all times and read such portions as

will make the pupils familiar with their duties, and enforce them.

They must not be absent from teachers' meetings or from school unless when detained by sickness or other urgent necessity; and when detained from school they must inform the Principal, who shall, if possible, furnish a substitute.
9. They shall report to the Principal all new pupils for

classification; and also any pupil who, in their judgment, may

be able to do the work of the next higher grade.

Pupils

1. All resident youth between the ages of 6 and 21 are admitted into the school, and will be assigned to such classes as

their scholarship entitles them.

Pupils outside the immediate sub-district may be admitted to Rooms No. 6 and 7 by paying a tuition, to be designated by the Board, if, in the opinion of the Principal, these rooms are not too crowded for efficient work.

Pupils on entering the school building must pass at once, gently, to their respective rooms. Pupils are not permit-

ted to loiter or assemble in the halls.

4. Pupils are not permitted to make any unnecessary

noise in the rooms, basement, halls or on the play ground.

5. Pupils shall not be allowed in the building before 8:45 a. m., except those coming from the country. These may be given the use of the building at noon, but shall not, under any conditions, enter any other than their respective rooms.

6. Pupils may use the play ground for such games as the Principal may permit, and under such rules and regulations

as he may prescribe.

Pupils shall not enter any room other than their own without permission of their teacher, and also of the teacher in charge of such room as they wish to enter.

8. No pupil shall be excused from any study or recitation unless for satisfactory reasons given by parent or guardian

to the Principal.

9. Injury or defacement in any way to school property is forbidden, and any one injuring or defacing the same may be suspended until such damage is made good by parent or guardian.

10. No excuse for absence shall be valid except for sickness of pupil, or family or other pressing emergency. ness can only be tolerated under the most serious circumstances and truancy under no conditions whatever.

11. Parents must furnish absent or tardy pupils with an

excuse, properly signed and dated, to be given to the teacher

in charge.

12. Any pupil absent for four half days in any school month, without an excuse as required above, or who shall leave at any intermission, without the consent of the teacher, or who shall absent himself from any required examination or refuse to pass the same, or from any required exercise of the school, shall not be permitted to enter said school until permission is obtained from the Board of Education or the President thereof, in writing signed by the President thereof.

13. Parents or guardians must furnish pupils with all necessary text books, etc., as borrowing will not be tolerated.

14. Pupils shall be required to pass quietly from the

school grounds as soon as school is dismissed.

15. No pupil shall bring upon the school premises any fire-arms or explosives of any kind; nor shall he use tobacco in any form while on the school premises.

Janitor

1. The janitor shall carefully sprinkle and sweep the floors of each room daily, and dust all articles of school furniture.

2. He shall remove all dirt and other sweepings from

the building and burn all the waste paper, etc.

3. He shall have, under the direction of the Principal, charge of the school grounds, and shall keep the same neat and clean; all waste paper and other filth shall be removed by him.

4. He shall keep the halls properly swept and scrubbed,

and windows clean and blinds in good working order.

5. He may be required to ring the assembly bell at such times as the Principal may direct, and shall have control of pupils while in basement, and during absence of teachers at noon intermission.

6. He shall have each room in perfect order each morning at 8:45 o'clock, and shall be held responsible for the proper

heating of the same.

7. He shall have charge of the basement under the supervision of the Principal, and shall strictly enforce the rules

governing the same.

8. Being an important factor in school government, he shall assist cheerfully in any reasonable request that the Principal or teachers may make.

Examinations, Promotions and Report Cards

1. Final examinations shall be held in the High School

Department at the expiration of each term of four months.

2. Final examinations shall be held in the Grammar Grades bi-monthly.

3. Final examinations shall be held in the Intermediate

and Primary Grades at the expiration of each month.

4. At the close of each school month the teachers in the Primary and Intermediate Departments shall make a written or printed report of the standing in deportment and study of each of their pupils and send the same to his parent or guardian to be signed by them and returned to the teacher in charge. The teachers in the Grammar Grade shall make this report bimonthly. The Principal shall make this report at the expiration of the Fall and Winter terms.

5. Tests may be held at any time during the time inter-

vening between the final examinations.

6. The report cards shall contain the average of the final examination and the daily class grade, each counting fifty

per cent.

7. Any pupil who can pass a satisfactory examination in the branches prescribed to be taught in this school at the close of any term, and make at least 75 per cent. of an average and not fall below 60 per cent. in any one branch, shall be promoted to the next higher grade. And any pupil completing the work of the Grammar Grade will be presented with a Diploma of Graduation signed by the members of the Board of Education, the Secretary thereof, and the Principal of the school. This average of 75 per cent. will be based upon the average of the averages on the report cards, and the 60 per cent. upon the average of each branch for the entire term.

8. Any pupil completing the work of the High School Department, making an average of 75 per cent. on each branch for each term's work, will be presented with a Diploma of Graduation from the school, signed by the members of the Board of Education, by the Secretary of the same, and by the

Principal of the school.

9. Each teacher shall keep a duplicate of the report cards in the ledgers furnished them by the Board of Education.

Parents

Parents and guardians are requested not to interfere in the disciplinary concerns of the school, but to supplement the work of the teacher in aiding the pupil to form correct habits, and to acquire good morals and gentle manners. However, any parent or guardian aggrieved in school matters may apply to the Principal for a redress of grievance, and if not satisfied

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with his decision, may submit a complaint, in writing, to the Board of Education, whose decision shall be final.

Library

Not more than one book at a time shall be taken

from the Library by any pupil.

2. Books may be taken from the Library every Thursday evening by the teachers, who shall make note of the same, including date, number and title of the book, and who shall file it with the Librarian.

3. Pupils wishing to secure books from the Library will write the title and number of the book, together with their own name, on a slip of paper and hand the same to their teacher,

who shall act in accordance with Rule No. 2.

4. These slips shall be retained by the teacher until the book shall have been returned by the pupil.

5. Library books will be given to the pupils by the

teacher on the following Friday.

6. No pupil shall retain a book from the Library longer than 13 days. If such offense be committed, the pupil will be charged two cents for each additional day.

7. Teachers may take books from the Library at any time for class and supplementary work, by making note of the books taken, and by filing the same with the Librarian.

A Librarian shall be selected at the first teachers'

meeting. No pupil shall be permitted to enter the Library without the consent of their teacher or the Librarian.

Course of Study

FIRST YEAR

READING

Text Book: Stickney's First Reader.

Supplementary: Book I, Lights to Literature.

Baldwin's First Reader.

References: Ward's Rational Method.

Pollard Synthetic Method. Fundenburg Method.

Pupils should be taught to spell most words in the Reader.

A word when taught should be illustrated.

Use blackboard a great deal throughout the year.

Give attention to naturalness of expression.

Aim to make independent readers.
Use sentence as means of expression.

Train pupils to grasp a sentence as a whole.

Drill on phonics.

SPELLING

Text Book: Hazen's First Grade Speller.

Use some supplementary text containing monosyllables and dissyllables of the same family.

Complete to page 53.

Spelling should be partly oral and partly written work. Pupils should have good drill on first year phonics.

Use long sounds of vowels.

ARITHMETIC

Pupils should be able to read and write numbers to 100; to form combinations mentally in addition, subtraction, multiplication and division in which the greatest number used is 12; to add combinations to 2,000; to have a comprehension of the fractions ½, ½, ½, 5-6, etc., of the numbers to 12; and to give the Roman notation to X. Aim to make your pupils rapid and accurate in number work; permit no "guessing."

LANGUAGE

Pupils should be able to express simple thoughts in both oral and written sentences. Simple stories may be read to the class, and the pupils may be required to re-tell the same.

Have pictures drawn and stories written. Language

should largely be conversational.

PENMANSHIP

Pupils should be able to write a fair hand.

Insist on neatness of work and position of writing, material, etc.

PHYSIOLOGY

Short talks may be given on the care of the body. DRAWING

Text Book (Optional)

Forms studied: Square, triangle, oblong, sphere, hemisphere, cylinder, cube, right angle, triangular prism, etc.

NATURE STUDY

Golden Rod and Aster.

Study of Wheat.

Gathering Use

Distribution, etc.

Nut Study.

Study of Sheep.

Jack Frost and Snow Flakes.

Study of twigs, buds, leaves, etc.

Chestnuts.

Air, wind and sun.

Rainbow.

Germination from Dry Seed to Plant.

MEMORY TRAINING

As a good memory is one of the most essential factors in education, its cultivation should begin early. Short selections may be memorized from time to time. These may be taken from the Reader or from some supplementary work.

MORALS AND MANNERS

Morals and manners being essential to a well developed character, should be inculcated in the mind of the pupils as far as possible.

Lay foundations for good citizenship.

SECOND YEAR

READING—FOUR MONTH'S COURSE

Text Book: Stickney's Second Reader. Supplementary: Baldwin's Second Reader.

Book II. Lights to Literature.

Phonics: Short sound of the vowels. Combinations of consonants.

Teach words belonging to the same family such as words ending in ank, est, ed, ill, ing, etc.

Use oral reproduction of lessons.

B Grade complete to page 66 in Reader. A Grade complete to page 132 in Reader.

SPELLING

Text Book: Hazen's First Grade Book.

Spell all words in connection with reading lessons.

Give pupils frequent drills in review.

B Grade begin at page 53 and complete to page 69.

A Grade begin at page 69 and complete to page 85.

Give frequent drills on phonics.

ARITHMETIC

The B Grade will have rapid and accurate work in addition and thorough drill in subtraction.

The A Grade will complete the multiplication table through the

6's, in addition to the work of the B Grade.

The work of both grades shall be both oral and written.

Introduce signs.

Notation and numeration to thousands.

Roman notation to XX.

Illustrated fractional forms such as 1-4, 2-5, 3-7, etc.

Introduce simple tables of mensuration. Insist on neatness, accuracy and rapidity.

LANGUAGE

Sentences: Both question and statement, oral and written. Story reproduction.

Picture study with composition.

Use of Mr. Miss and Mrs.

Correct use of see, eat, give, hear, do and others equally abused.

Introduce parts of speech, capitals, etc. Prepare pupils for the text book.

PENMANSHIP

Special attention given to o, a, b, r, s and d. Drill on capitals.
Only neat work to be accepted.
Teach correct position, pen-holding, spacing, etc.
Keep in mind the object of drill, viz: a clear rapid hand.
Continue work of previous year.

PHYSIOLOGY

Health talks on care of skin, eyes and teeth.
Heart and blood; effects of alcohol.
Lungs; deep breathing and ventilation.
Teach something of the use, shape, etc., of the bones and joints.

DRAWING

Text Book: (in Library)

Illustration of Nature Lessons, etc.

Form work in square, triangles, circles, cubes, etc. Supplementary: Augsbury's Drawing Book, No. 2. Thompson's New Short Course.

NATURE STUDY

Birds: Migration, object of time, etc.

Caterpillar, cocoon and butterfly.

Preparation for winter; man, animals and nature.

Study of egg.

Seed distribution.

Milkweed and thistle.

History of frog's life.

Special study of sheep.

Special study of sneep. Special study of horse.

Insect life: Spider and fly.

Study of sunflower.

Study of the ant and grasshopper.

Study of ice, snow, crystals, etc.

GEOGRAPHY

Talks on shape of the earth, direction. Children of Holland, Northland and Japan.

Stories may be read to class from books in the Library.

HISTORY AND LITERATURE

Story of Hiawatha.

Special study of Indian and Eskimo.

Teacher may make an outline on the blackboard in the study of the Indian and Eskimo and have the pupils recite on the topics.

Stories of Franklin, Washington and Lincoln.

Quotations from Longfellow, Eugene Field and Lowell. Study of "Little Boy Blue" and "The First Snowfall."

MEMORY TRAINING

Have pupils commit and recite short selections of poetry and prose leading to the development of morals and manners.

MORALS AND MANNERS

Continue work of character building, inspiring pupils with a love of country and a desire of obedience to all rules and laws.

Give lessons on behavior, honesty, gratitude, courage, etc.

Read short stories illustrating the above mentioned traits in human character and have the pupils re-tell the story, repeating the moral.

THIRD YEAR

Text Book: B Grade, Stickney's Second Reader.
A Grade, Stickney's Third Reader.

B Grade begin at page 132 and complete. A Grade begin and complete to page 82.

Pupils required to give substance of lesson in their own words.

Teach literary merits of lessons.

They should pronounce new words quickly and distinctly.

Give them the meaning of all new words in the lesson. Have pupils use such words in sentences.

Lay particular stress on emphasis. Teach contractions and abbreviations.

Give supplementary reading.

Supplementary: Baldwin's Second and Third Readers.

Lights to Literature, Books II and III.

Fundenburg's First Reader—teacher's edition.

SPELLING

Text Book: B Grade, Hazen's First Grade Book. A Grade, Hazen's Second Grade Book.

B Grade begin page 85 and complete. A Grade begin and complete to page 23. Give both oral and written work.

Give pupils meaning of all strange words.

Write dictated sentences.

Pupils should be able to give all consonant and vowel sounds, should know the diacratical marks, should mark all simple words and give reasons for using such marks.

Pupils should be able to develop words of four or more sylla-

Supplementary: McGuffey's Speller. Modern Speller.

ARITHMETIC-B GRADE

Give many simple mental problems.

Pupils should read and write numbers to 100,000.

Should be able to add and subtract well.

Pupils should be given many little drills to make them quick thinkers and workers, remembering to make accurary the

Should know the multiplication table to 10's thoroughly, and be able to multiply with at least two figures.

Teach Roman notation to L.

A GRADE

Continue the solution of mental problems.

Pupils should be given many statement problems. Require a neatly written statement from beginning.

Complete tables in multiplication. Read and write numbers to millions. Give good drill in multiplication. Short division by one figure. Long division by three figures.

Roman notation to C.

Insist on neatness, accuracy and rapadity.
Supplementary: Milne's Elements of Arithmetic.
White's Elementary Arithmetic.

LANGUAGE-B GRADE

Oral and written reproductions. Fill blanks with correct verb forms.

Picture lessons.

Give dictation exercises.

Teach some uses of the comma.

Use Nature Study in connection with language work. Require neatness and care in all written work.

A GRADE

Text Book: Hyde's First Book in English.
Review previous work and complete to page 29.
Carry on work of B Grade in reproduction and picture lessons.
Give thorough drill in the use of the comma and quotation marks.

Require neat written work.

Supplementary: Metcalf & Bright's Language Lessons.
Blaisdell's "Steps in English," 1st Book.

PENMANSHIP-B GRADE

Copy Book No. 1.
Explain space, height, etc., of each letter.
Require pupils to write first on practice paper.
Have pupils to write slowly, gradually gaining in rapidity.
Permit no careless work.

A GRADE

Copy Book No. 2. Give attention to points mentioned in the B Grade. Give plenty of practice work. Aim to secure a legible handwriting.

PHYSIOLOGY

Pupils should be given short talks on the care on the body, the necessity of fresh air, proper food, cleanliness, exercise, etc.

Teach the bad effects caused by the use of tobacco and alcohol. Show the effects of cigars and cigarettes on the body. Supplementary: Smith's "Human Body and its Health."

Allen's "Human Body and its Health."

Allen's "The Man Wonderful in the House
Beautiful."

DRAWING

Text Book: (Optional)

Illustrations of Nature Lessons.

Supplementary: Augsburg's Drawing Tablet No. 3.

NATURE STUDY

Birds and Animals (domestic) (main study throughout the

Flowers and Leaves (autumn)

Flowers (spring)

Supplementary: Woods' "Natural History." Needham's "Outdoor Studies."

GEOGRAPHY

Teach division of land and water by use of pictures, maps, etc. Teach principally the local geography of rivers, springs, lakes, hills, home products, etc. to be found in the immediate community.

Prepare pupils for text book. Supplementary: Fairbank's.

HISTORY AND LITERATURE

Study of Greece, Holland, Japan and India. Study personal characteristics of the inhabitants of these countries and the myths, legends and stories connected with them.

Read short sketches to pupils from books in the Library. Supplementary: Baldwin's "Fifty Famous Stories Re-told."

MEMORY TRAINING

Continue as in Second year.

Have pupils memorize such selections as

Village Blacksmith Seven Times One The Arrow and The Song Faded Leaves

The Three Sunbeams, etc. Commit short memory gems.

MORALS AND LITERATURE

Do not neglect this subject.

Material may be found for these lessons in stories, fables, parables, fairy tales, legends, etc., and in pictures and songs. Teach conduct on streets, and respect for older persons.

Place before them an ideal worthy of their imitation. Supplementary: White's School Management.

FOURTH AND FIFTH YEARS

READING-B GRADE

Text Book: Stickney's Third Reader.

Review from beginning and complete, giving four months to first half and also four to the last half of the book.

Teach literary merits more thoroughly than in the Third Year. Teach the meaning of all new words found in the lesson. Introduce the dictionary and teach pupils how to use it.

Insist on emphasis, pronunciation and articulation.

During first four months use sight reading at least once a week from Baldwin's "Fifty Famous Stories Re-told."

Teach thoroughly all phonics found in the Reader.

A GRADE

Text Book: Stickney's Fourth Reader.

Begin and complete to page 180. Continue instructions in B Grade.

Learn all sounds in phonics not already taught.
Supplementary: Lights to Literature, Book IV.

America's Story for America's Children by Mara L. Pratt.

SPELLING

Text Book: Hazen's Second Grade Book.

B Grade review all work done in Second Book and continue to page 39.

A Grade begin at page 39 and complete to page 71.

Be thorough; continue drill on phonics.

Teach meaning of most words and continue use of dictionary.

Special attention given to diacritical marking. Words taken from all other studies.

Supplementary: McGuffey's Speller.

Modern Speller.
Stickney's Speller.

ARITHMETIC-B GRADE

Text Book: Ray's Second Part of Arithmetic.

Begin and complete to page 95.

Use a great deal of supplementary work, most of which may be original problems given by the teacher.

Teach notation and numeration thoroughly; also the Roman notation.

Teach multiplication and division thoroughly.

Pupils should be familiar with most common tables used in compound numbers.

A GRADE

Text Book: Ray's Second Part of Arithmetic.

Begin on page 95 and complete.

Pupils should be able to give a clear, neatly written statement of problems.

Secure accurate and rapid work.

Supplementary: Ray's Third Arithmetic.
White's Second Book.
Brook's Second Book.

LANGUAGE-B GRADE

Text Book: Hyde's First Book in English.

Review and continue to page 57.

Spend much time on composition work and picture lessons during first four months.

Continue the use of oral and written reproductions.

Give dictation exercises.

Copy stories, bills, receipts, etc.

A GRADE

Text Book: Hyde's First Book in English.

Begin at page 57 and complete.

Continue work of composition, picture lessons, etc.

Give drills on punctuation marks.

Pupils should be able to distinguish adjectives, nouns, pronouns, verbs, etc.

Supplementary: The Mother Tongue, Book I.

Language through Nature, Literature and Art-Perdue and Griswold.

PENMANSHIP

Copy Book Numbers 3 and 4.

Practice work.

Aim to secure legibility and rapidity.

Special attention given to position and relative height of letters. Insist on correct position of pen, paper, body, etc.

PHYSIOLOGY

Text Book: Cutter's Primary Physiology. Complete during term. Drill.

Special attention given to Hygiene.

DRAWING

Text Book: (Optional)

Pictorial drawing.

Reference: Thompson's New Short Course, Book IV., published by D. C. Heath & Co., or Augsburg's Drawing Book Number 4.

NATURE STUDY

Special study of animals.

Begin with domestic known to pupils. Note food, habits, haunts or homes.

Use of man

How protected in winter

Horse and relatives

Pig and relatives

Dog and relatives

Cat and relatives

Cow and relatives

Sheep and relatives

Domestic animals of other lands

Domestic and wild animals in general.

Reference: Familiar Animals and their Kindred—James Monteith.

GEOGRAPHY-B GRADE

Text Book: Mitchell's Primary Geography. Begin at end of four months and complete to Map of the United States, page 28. Use globes, maps and charts. Review elementary definitions.

Introduce map drawing and use it in connection with drawing lessons.

Study the history of North America in connection with the geography.

A GRADE

Text Book: Mitchell's Primary Geography.

Give brief review and complete to the Map of Europe. page 61. Have product maps drawn showing products of different localities, as well as other maps showing location of cities, rivers, mountains, etc.

Use written work occasionally in both grades.

Some supplementary text may be used to instruct the pupils in the drawing of product maps, such as Frye's Geographies.

U. S. HISTORY-B GRADE

Text Book: - Montgomery's Beginner's American History. Begin at end of four months and complete to page 80.

Give frequent reviews.

Give supplementary reading on the biographies of noted Americans.

Have maps drawn showing the location of places mentioned in connection with the lesson.

A GRADE

Text Book: Montgomery's Beginner's American History.

Begin at page 80 and complete.

Continue as in B Grade.

Use topic method of recitation. Insist on accuracy in recitation.

Use written work occasionally in both grades.

Draw lessons of honesty, ambition, patriotism, etc. from each lesson studied.

Supplementary: Stories of American Discoveries.

Stories of Colonial Times.

Stories of the United States by Mara L. Pratt. Ten Boys on the Road from Long Ago to Now.

MEMORY TRAINING

Let memory training and language correlate.

Memorize such selections as:

In School Days-Whittier.

Landing of Pilgrims-Mrs. Hemans.

November-Alice Cary. The Boys—Holmes.

The Builders-Longfellow.

The Brook—Tennyson.

The Leak in the Dyke-Phœbe Carv.

MORALS AND MANNERS
Lessons on self-control, character, reputation, patriotism, etc.
Memory gems required.
Maxims and declamations throughout the term.
Continue "Character building."

SIXTH AND SEVENTH YEARS

READING-B GRADE

Text Book: Stickney's Fourth Reader.

Begin at page 180 and complete.

Give attention to analysis of subject.

Let most of the supplementary reading be sight reading.

Review work of previous grades in phonics.

Supplementary: Lights to Literature, Book IV. McGuffey's Fourth Reader.

A GRADE

Text Book: Stickney's Fifth Reader.

Begin and complete to page 146.

See that pupils understand what they read.

See that they "husk the thought" as well as pronounce the words.

Continue use of sight reading.

Use dictionary.

Study biographies and literary merits.

Supplementary: McGuffey's Fifth Reader.

Text Book: Hazen's Second Grade Book.

B Grade begin at page 71 and complete to page 109.
A Grade begin at page 109 and complete to page 143.

The work of the Fifth Year may be reviewed if necessary.

Use considerable supplementary work.

Use dictionary.

Teach meaning of words. Oral and written work.

Review on phonics.

Supplementary: McGuffey's Speller.

Modern Speller. Stickney's Speller.

ARITHMETIC-B GRADE

Text Book: Ray's New Practical Arithmetic.

Begin at Long Division, page 59 and complete to page 168, Decimal Fractions.

Insist on neatness, accuracy and rapidity.

Each pupil is required to write a good solution for each problem. Give plenty of supplementary work.

A GRADE

Text Book: Ray's New Practical Arithmetic.

Review Common Fractions and complete to Percentage, page 197, including the Metric System.

Give thorough drill in Decimal Fractions.

Compare the Metric System with the common systems of com-

putation.

Supplementary: White's Arithmetic.

Brook's Normal Standard Arithmetic.

LANGUAGE-B GRADE

Text Book: Hyde's Second Book in English. Begin and complete to page 140. Phrases.

Give at least one day each week to composition work.

Aim to secure neat, well constructed work. Use pen and ink in all written work.

A GRADE

Text Book: Hyde's Second Book in English. Begin at page 114 and complete to page 219. Give special attention to letter writing. Let composition work be on such subjects as:

Birds. Animals. Preparation for Winter, Sketch of Bryant's Life, Sketch of Lowell's Life, Sketch of Holmes' Life. Circulation of Blood, Plants, etc.

One composition will be required each month in addition to work in the text book.

Supplementary: Reed & Kellogg's Graded Lessons in English. PENMANSHIP

Copy Book Nos. 4 and 5.

Practice work. Only neat work to be accepted.

· PHYSIOLOGY

Text Book: Cutter's Intermediate Physiology. Taken up at end of four months and completed to page 114.

Insist on thoroughness in work.

Have pupils memorize names of bones, kind of joints, parts of the skin, parts of the heart, etc.

Supplementary: Overton's Intermediate Physiology.

DRAWING

(Optional.) Text Book:

Map drawing. Pictorial drawing.

Supplementary: Augsburg's Book II.

Thompson's New Short Course Book V. NATURE STUDY

The study of minerals.

Special work on coal, oil, salt, iron, lead.

Special study of some of the precious minerals such as: Plat-

inum, gold, silver and radium.

Let Nature Study and Language Work correlate.

GEOGRAPHY-B GRADE

Text Book: Mitchell's Primary Geography.

Review briefly work of Fifth Year and complete.

Draw maps showing rivers, mountains, boundary lines, indentions, cities, where minerals are found, etc.

A GRADE.

Text Book: Mitchell's Intermediate Geography. Begin and complete to Map of Mexico, page 58.

Use charts, maps and globes.

Don't try to accomplish too much; be thorough.

Supplementary: Carpenter's Geographical Readers.

Require pupils to read them and report in class what they have learned.

Require written work occasionally in both grades.

U. S. HISTORY—B. GRADE

Text Book: Montgomery's U. S. History.

Begin and complete to the Revolution, page 152.

Study carefully early discoveries, settlements by Europeans, and colonial times.

Spend considerable time on written work.

A GRADE

Text Book: Montgomery's U. S. History.

Begin at page 152 and complete to the Civil War, page 292.

This grade, if necessary, may be reviewed in the work of the Sixth year.

Use supplementary books in the Library for the biographies of noted American men and women.

Have pupils read them and report on them in the class.

MENTAL ARITHMETIC—B GRADE

Text Book: Brook's Mental Arithmetic. Begin and complete to page 45.

A GRADE

Text Book: Brook's Mental Arithmetic.

Begin at page 45 and complete to page 89, or Denominate Numbers.

Require logical solution of all problems. This subject may be discontinued at the end of four months if the pupils have thoroughly mastered the course prescribed.

Give original problems.

Permit no idleness in class; keep all pupils thinking.

MEMORY TRAINING

Continue the use of memory gems.

Continue to memorize short literary productions.

MORALS AND MANNERS

Continue "character building."

Cultivate self-government, patriotism, honesty, desire of approbation, etc.

Comment upon traits of character found in lives of men and

womed studied in connection with History.

EIGHTH AND NINTH YEARS

READING-B GRADE

Text Book: Stickney's Fifth Reader. Begin at page 146 and complete.

A GRADE

In both grades give particular attention to meaning of words, to literary merits of production and to subject analysis.

During the last four month's pupils will study:

The American Flag—Drake
Lines to a Waterfowl—Bryant
Paul Revere's Ride—Longfellow
Corn Song—Whittier
Old Ironsides—Homes
The Gladness of Nature—Bryant
Evangeline—Longfellow.
Snowbound—Whittier
The Rayen—Poe

Sketch Book-Irving

Supplementary: Baldwin's Seventh Year.

McGuffey's Fifth and Sixth Readers. Lights to Literature. Books V and VI.

SPELLING

Text Book: Hazen's Second Grade Speller.

Begin at page 143 and complete.

Special attention given to dictation exercises.

Study synonyms and antonyms.

Require pupils, occasionally, to mark diacritically the words in the lesson by the use of the dictionary.

Teach meaning of words.

Let your aim be: The number of words the pupil can use correctly as well as the number he can spell correctly.

Note use of all words of similar meaning, but of different

orthography. Supplementary:

Modern Speller. Reed's Word Book. Stickney's Speller.

ARITHMETIC—B GRADE

Text Book: Ray's New Practical Arithmetic.
Review Decimals and Metric System and complete to Discount,
page 247.

Special attention given to Percentage.

Pupils should be able to distinguish readily the base, rate and percentage and to apply the proper rules when two terms are given.

Give frequent reviews and supplementary work.

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A GRADE

Text Book: Ray's New Practical Arithmetic. Review from Interest, page 219, and complete.

Use plenty of supplementary work, especially in Mensuration.

Aim to make your pupils independent thinkers.

Require a neatly written statement of each problem on the blackboard. Permit no careless work.

Supplementary: Milne's Standard Arithmetic.

Brook's Normal Standard Arithmetic.

LANGUAGE AND GRAMMAR-B GRADE

Text Book: Hyde's Second Book in English. Review Letter Writing, page 187 and complete.

Don't neglect composition work.

Pupils are required to write a composition each month on some subject selected by the teacher, in addition to the composition work required by the text.

All written language work to be done in ink.

Be sure pupils understand what they have gone over.

A GRADE

Text Book: Harvey's New English Grammar. Begin and complete to Syntax, page 167.

Correlate Orthography with Spelling.

Special study given to analysis of sentences, to parsing and to diagrams. (Use Reed and Kellogg's System)

Require composition work as in the Eighth Year.

Supplementary: Metcalf's Grammar.

Mother Tongue.

Reed and Kellogg's Higher Lessons in English.

PENMANSHIP

Copy Book Nos. 6 and 7.

Practice work. Permit no careless work.

PHYSIOLOGY-B GRADE

Text Book: Cutter's Intermediate Physiology.

Review from beginning and complete.

Be sure pupils understand the text.

Perform experiments whenever practicable. Teach all technical terms used in text.

Supplementary: Overton's Applied Physiology—advanced.
Martin's Human Body.

GEOGRAPHY—B GRADE

Text Book: Mitchell's Intermediate Geography.

Review from Map of the United States, page 27, and complete to Map of Asia, page 88.

A GRADE

Text Book: Mitchell's Intermediate Geography.

Review from page 70 and complete.

Study carefully map of West Virginia, using supplementary work. Spend at least one month on Map of West Virginia.

Practice map drawing in both grades. Give particular attention in both grades to location, surface, climate, resources, industries and occupations, products, commerce, chief cities and status of peoples pertaining to the countries studied.

Supplementary: Frye's Grammar School Geography. Carpenter's Geographical Readers.

Continue to use the latter as in Seventh Year.

HISTORY-B GRADE

Text Book: Montgomery's U. S. History.

Review from Washington's Administration, page 195 and complete.

Give supplementary reading from Library.

Use topic method of recitation.

Use written recitations occasionally. Supplementary: Barnes' U. S. History.

McMasters' U. S. History.
Ridpath's U. S. History.

A GRADE

Text Book: Lewis' State History. Complete.

Associate State History with the local history of our county.

Study geography in connection with history.

Have maps drawn showing location of early forts, battle grounds, etc.

Supplementary: Fast and Maxwell's State History.

MENTAL ARITHMETIC—B GRADE

Text Book: Brook's Mental.

Begin at page 63 and complete to page 136.

Require logical solutions.

Permit no idleness in class.

A GRADE

Text Book: Brook's Mental.

Begin page 100 and complete to page 167.

State best

HIGH SCHOOL—FIRST YEAR

FALL TERM

Arithmetic / Physical Geography

Grammar -

Spelling Book-keeping WINTER TERM

WINTER TERM

Arithmetic

Physical Geography Grammar Ancient History

Algebra

SECOND YEAR—JUNIOR

FALL TERM

Latin Latin Algebra Algebra

Mediaeval and Modern History English History

Rhetoric and Composition Rhetoric and Composition Civics Civics

THIRD YEAR—SENIOR

WINTER TERM FALL TERM

Caesar Geometry Greek History American Literature

Botany

Caesar Geometry Roman History English Literature Zoology

ARITHMETIC

Text Book: Milne's Standard Arithmetic.

First term: Begin at Longitude and Time, page 201, and complete to Involution, page 320.

Second term: Begin at Involution and complete.

The course in Arithmetic covers one year's work or 32 The aim in teaching this is to prepare the pupil for practical business life, as well as to fit him for work in higher mathematics. Special emphasis is placed on practical measurement, bank discount, rules for partial payments, exchange, partnership, averaging of accounts, etc. Many actual measurements in mensuration are made and computed by the pupil himself

PHYSICAL GEOGRAPHY Text Book: Tarr's Physical Geography.

First term: Begin and complete to page 203. Second term: Begin page 203 and complete.

In this subject we aim to lead the student to understand the causes and activities of the great variety of physical phenomena observed upon the earth's surface, and to awaken a special interest in nature and cultivate the habit of observation and thought concerning it. In order to make the subject interesting to the pupil, the study of the text is supplemented by frequent field excursions. Experiments are performed whenever practicable.

CIVICS

Text Book: Elements of Civil Government. First term: Begin and complete to page 149. Second term: Begin page 149 and complete.

The study of Civics is correlated with American and English History. The aim is to lead the student from the local, municipal and district government to that of the county, state and nation. The course includes a comparison and contrast of our government and constitution with that of the leading European nations. A careful study is made of the history leading up to certain clauses in the Constitution. Party organization, platform and leadership, as well as the relation of capital to labor, and trusts and monopolies to the business interests of the country. The course in Civics also includes a study of: The history and government of West Virginia; the structure of the Federal government, and the methods of governing under it; and the rights and duties of American citizens.

BOOKKEEPING

Text Book: Meservey's Single Entry Eookkeeping.

Complete in one term.

This course in bookkeeping is designed to prepare the pupil for actual business life. The pupil is introduced to the different forms of accounts, abbreviations, bills, notes, receipts, checks, drafts, etc.

ORTHOGRAPHY

Text Book: Wright's Orthography. Complete in one term.

One aim in teaching this branch is to familiarize the pupil with the diacritical mark, analysis of words, rules of spelling, cilent letters, etc. Another aim is to enable the student to speak distinctly the words which he uses in every day life. Technical words are spelled during the term and pupils are required to mark them diacritically.

GEOMETRY

Text Book: Wells' Plane and Solid Geometry.

First term: Complete Books I and II, Plane Geometry.

Second term: Complete Books III, IV and V, Plane Geometry.
As it is generally conceded that Geometry is the most interesting of all mathematical sciences, special emphasis is placed upon it. Nothing affords better mental drill than the demonstration of theorems, and the solving of originals. Special attention is given to the verification of rules previously learned in mensuration. Numerous original theorems are collected by the instructor, and presented to the class from time to time.

LATIN-FIRST YEAR

Text Book: Chase and Stuart's First Year in Latin.

First Term: Begin and complete to page 104, Deponent Verbs.

Second Term: Begin page 104 and complete.

The work includes the sounds of letters and pronunciation, the declensions, the conjugations and easy translations. Pupils are required to translate readily English into Latin, and Latin into English, and to memorize all the words in each vocabulary. The chief aim is to have each lesson learned with absolute thoroughness.

SECOND YEAR

Text Book: Caesar—Chase and Stuart. Third term: First two books of Caesar.

Fourth term: Third and fourth books of Caesar.

Maps are used in connection with each lesson showing the different movements of Caesar throughout the Gallic provinces. Parsing is carried on throughout the entire year.

BOTANY

Text Book: Andrew's Botany all the year round.

Complete in one term.

The structure, function and classification of plants are studied. The study of fruits, nuts and grains is taken up. Autumn flowers are analyzed; notes are taken of the provisions made by plants for winter; of the storage of nourishment, of the fall of leaves, etc. Special attention is given to the germination of the seed and development of the plant. Plants are dissected, local flora learned and herbarium prepared by each pupil. In short, the fundamental principles of plant life are studied carefully.

ZOOLOGY

Text Book: Burnet's School Zoology. Complete in one term.

The study of Zoology begins with the cell, and one-celled animals, and continues to forms which illustrate the fundamental types of animal structure. The study of structure is conducted with constant reference to function and adaptation. This branch includes a study of protoplasm and the cell, cell division, reproduction, rise of sex, alteration of generations etc. This course will deal with invertebrates, vertebrates, and the general principles of evolution. Drawings will be required throughout the course. The aim in teaching is to arouse the pupil to continue the study of animal life outside the school room.

ALGEBRA

Text Book: Milne's High School Algebra.

First term: Begin and complete to Common Divisors, page 88.

Second term: Begin page 72 and complete to Quadratic Equations, page 223.

Third term: Begin page 223 and complete.

The technical terms employed in Algebra are introduced as soon as possible in order that the pupils may acquire early the ability to think in symbols. Special attention is given to statement of problems, binomial theorem, factoring, Quadratic equations, radical expressions, theory of exponents and logarithms. Rules and principles are given full and complete explanations. Students are required to give full explanations to the solution of all problems. Considerable supplementary work is required.

HISTORY-GENERAL HISTORY

Text Book: Myers' General History.

First term: Ancient History.
Second term: Mediaeval and Modern History.

This course includes a brief history of the world from the earliest accounts of man up to the present time. Our aim in teaching it is to enable the pupil to compare the rise and fall of nations, the progress of civilization, the various methods of warfare, etc., with conditions which he meets in every day life. Special study is made of Grecians, Macedonians, Persians, Romans, Egyptians, Saracens, Empire of Charlemagne, Feudal System, Growth of Papal Power, Crusades, England, France, Germany, Spain, Literature, science, art, Revival of Learning, and development of the survival of the fittest of preceding ages.

ENGLISH HISTORY

Text Book: A Manual of English.

History-Lancaster. Complete in one term.

This branch is pursued in such a manner as to give the pupil a clear grasp of the characteristics of the Anglo-Saxon Race. It includes a close study of the events that have led to that form of liberal government which the English speaking race enjoys. Special study is given to England under the Romans, Danes and Saxons; to the Norman conquest, the growth of the Anglo-Saxon Race, and its struggle with the French; to the evolution of civil, moral and religious thought; and to England's influence on the Continent, in Asia, Africa, Australia, America and The Islands of the Sea.

GREEK HISTORY

Text Book: Morey's Greek History.

Complete in one term.

This course includes a study of the legendary and authentic history of Greece, its mythology, customs, beliefs, civ-

ilization. and relations to Persian, Egyptian, Macedonian and Roman History. The arts and literature, together with its great men and their teachings, form an important part of the course. Greek influence on national unity and the antagonism between Oligarchy and Democracy are subjects of special study.

ROMAN HISTORY

Text Book: Morey's Roman History.

Complete in one term.

"The mighty destinies of Rome have not yet been accomplished, she reigns throughout the world by her reason, after

having ceased to rule by her authority."

Roman History follows closely upon the study of Grecian History, and endeavors to give the pupil an idea of the unity of history. Our aim is to show the influence of Grecian civilization on the civilization of the Roman people. Particular emphasis is given to Rome's mission as a conqueror, organizer, law giver and civilizer. Special importance is given to a study of Roman warriors, law givers, literary men, and rulers.

GRAMMAR

First term: Syntax and Prosody.

Text Book: Harvey's New English Grammar.

Second term: Complete text.

Text Book: Reed and Kellogg's Higher Lessons in English.

In the first term special attention is given to the analysis of sentences, the elements being presented first in simplest form—the word—then the phrase and afterwards the clause. Analysis, besides developing the reasoning power, enables the pupil to express his thoughts and understand the expressed thoughts of others.

In the second term special attention is given to diagrams. Our aim in teaching this is to fully prepare the pupil for the work in rhetoric and composition. If the construction of the sentence is clear in the pupil's mind, the work in rhetoric and

composition will not be so difficult.

Monthly compositions are required, which may be book-

reviews, paraphrases, amplifications, or originals.

RHETORIC AND COMPOSITION

Text Book: Lockwood and Emerson's Composition and Rhetoric.

First term: Begin and complete to page 222. Second term: Begin page 222 and complete.

Work in Rhetoric is carried on throughout one entire year and includes a study of the sentence, the paragraph and the theme, with special attention to unity, coherence, and emphasis, and to diction, figures of speech, and prose and poetic forms. Composition is required throughout the three years of High School work. Practice is given in retelling the thoughts of another, in condensing, expanding and taking notes. Description, narration, essay, oration and debate are required, both in class work and in connection with literary work. Both reviews and criticisms are required.

LITERATURE

Text Books: Brander Matthew's American Literature and

Halleck's English Literature.

To the study of American literature we devote 16 weeks, and to English literature 16 weeks. The aim in teaching this branch is to lead the pupil to the habit of reading good literature, to create a desire for the classics and recognized masterpieces in the language, and to teach the beauty found in poetic language. So far as practicable, work in literature is made to illustrate and enforce the knowledge already gained from the study of rhetoric. Some of the required readings are to be selected from the following:

AMERICAN

Autobiography of Franklin. American Scholar-Emerson. Last of the Mohicans-Cooper. Thanatopsis-Bryant. Courtship of Myles Standish-Longfellow. The Great Stone Face—Hawthorne. Bracebridge Hall-Irving. Songs of Labor-Whittier. Vision of Sir Launfal-Lowell. Annabel Lee-Poe. The One Hoss Shay—Holmes. The Culprit Fay-Drake.

Oration on the Bunker Hill Monument-Webster.

ENGLISH

Merchant of Venice—Shakespeare. Macbeth-Shakespeare. The Deserted Village-Goldsmith. The Traveller-Goldsmith. The Vicar of Wakefield—Goldsmith. Selections from Burns. Ivanhoe-Scott. Old Curiosity Shop-Dickens. Silas Marner-George Eliot.

L'Allegro, Il Penseroso, Comus and Lycidas-Milton. Essays on Milton and Addison-Macaulay.

The Holv Grail-Tennyson.

The Daffodils—Wordsworth.
Sir Roger De Coverly Papers in the Spectator—Addison and Steele.

MISCELLANEOUS LITERARY SOCIETY

The Lincoln Literary Society of the High School is an organization of which every student in the Upper Grammar Grade and High School is required to be a member. One and one-half hours is devoted to this work two times per month. Literary work shall consist principally of debate, oration, essays, bookreviews, criticism, songs, recitations, memory gems and dialogues. The purpose of the society is to accustom the pupil to appear before an audience, to express his thoughts clearly and effectively and to become thoroughly familiar with parliamentary law and rules governing debate.

SPECIAL DAYS

Finding it helpful to vary the usual routine of class work by interposing an occasional exercise treating on some subject of general information, or bringing out the virtues and attainments of famous characters in literature, history and art, we attach much importance to these days. About one hour is utilized in rendering suitable programs for these occasions.

1850, Sept. 3—Eugene Field, poet. 1492, Oct. 12—Christopher Columbus. 1831, Oct. 18—Hellen Hunt Jackson. Oct. 31—History of All Hallowe'en.

1794, Nov. 3—William Cullen Bryant. Last Thursday in Nov.—Thanksgiving. 1807, Dec. 17—John Greenlief Whittier. Dec. 25—Christmas.

Dec. 25—Christmas. 1706, Jan. 17—Benjamin Franklin.

1782, Jan. 18—Daniel Webster. Jan. 1—New Years.

1809, Feb. 3—Mendelssohn.

1809, Feb. 12—Abraham Lincoln. Feb. 14—St. Valentine's Day.

1732, Feb. 22-Washington's Birthday.

1807, Feb. 27—H. W. Longfellow. 1475, Mar. 6—Michael Angelo.

1782, April 21—Frederic Froebel.

1564, April 22—Shakespeare.

Spring Arbor Day.

Easter.

1780, May 4—Audubon (bird day.)
May 30—Memorial Day.

THE FLAG

In order that patriotism may be inculcated as a part of the education of the child, the flag shall be displayed on the following anniversaries, and at least 20 minutes shall be set apart for the observance of suitable exercises:

1807, Sept. 2—First trip of steamboat. 1783, Sept. 3—Treaty of Paris. 1492, Oct. 12—Discovery of America.

1781, Oct. 19-Cornwallis' surrender.

1783, Nov. 25—Evacuation of New York City by British. 1620, Dec. 22—Landing of Pilgrims.

1863, Jan. 1-Emancipation Proclamation.

1809, Feb. 12-Birthday of Lincoln.

1732, Feb. 22—Birthday of Washington. 1865, April 9—Lee's Surrender.

1775, April 19—Battle of Lexington. 1822, April 27—Birthday of Grant.

1789, April 30-Inauguration of Washington. 1607. May 14-Settlement of Jamestown.

ALUMNI OF HIGH SCHOOL **CLASS 1903** Eunice A. Riggs.

Edith Gallaher	1904 Grace Crumm	A. A. Schauwecker
Edith Gallaner	Grace Crumm	A. A. Schauwecker

	1905	
Joanna M. Ankrom	Mary E. Bills	Sylvia White
Edna White	Cecile Riggs	Grace Haddox
Nellie Haddox	Millie Hissom	Beril A. Dotson

COURS DE STUDY

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1208, Seet. 2-Discovers of America.

1208, Nov. 2-Discovers of New York Care by British.

1208, Nov. 2-Discovers of New York Care by British.

1208, Nov. 2-Discovers of New York Care by British.

1208, Nov. 2-Discovers of Parting.

1775 April 1—1.66 S. Spiresuler, 1775 April 18—18—18 April 27—Buthday of Grant.
1823, April 27—Buthday of Grant.
1823, April 27—Bauranation of Washington, 1825. May 14—Politement of Jamesteen

ALEMAN OF HOR SCHOOL

Grace Granity A. A. Schauweelter

Edith Callahen

Jonna M. Ankrem

Mary E. Ellia Ceulle Burga Mulie History

Sylvia White Grace Haddex







