



MANUAL

BURGETTSTOWN

UNION SCHOOL

— AND —

HIGH SCHOOL COURSE.

1900-01

MANUAL

—OF—

BURGETTSTOWN

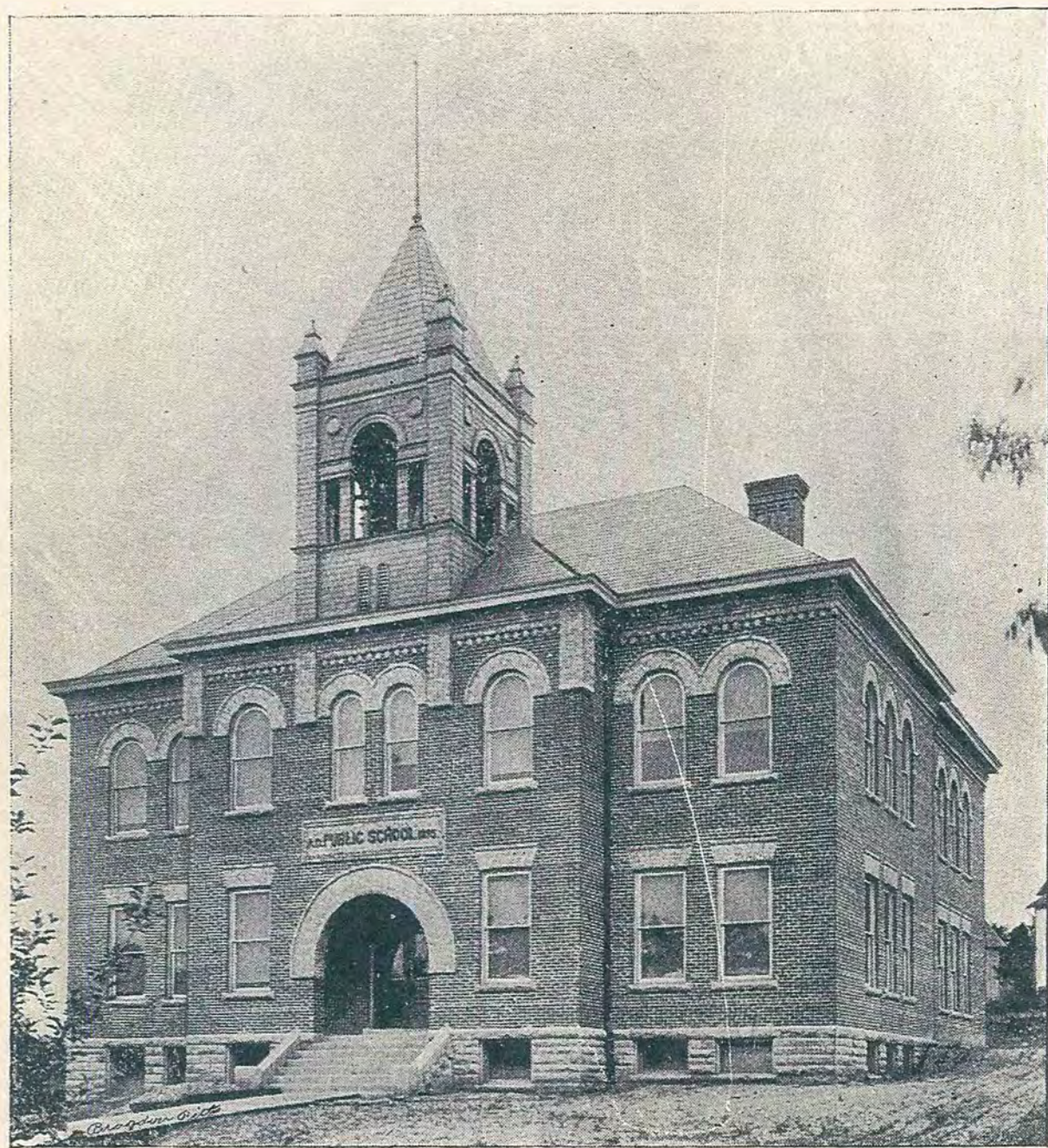
UNION SCHOOL

CONTAINING

RULES AND REGULATIONS

—AND—

COURSE OF STUDY.



BURGETTSTOWN UNION SCHOOL BUILDING.

THE ENTERPRISE PRINT,
BURGETTSTOWN, PA.

BURGETTSTOWN UNION SCHOOL.

BOARD OF DIRECTORS.

DR. W. V. RIDDILE,	-	-	-	PRESIDENT
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ROBERT CULLEY, JANITOR.

*Resigned Nov. 2, 1900.

CORPS OF INSTRUCTORS.

DAVID A. BROWN, PRINCIPAL,	-	-	Teacher No. 6
RUTH R. EALY,	-	-	" No. 5
LILLIE G. HANLIN,	-	-	" No. 4
CLARA M. WEAVER,	-	-	" No. 3
NORA B. OSBURN,	-	-	" No. 2
ADA L. DOWDEN,	-	-	" No. 1

RULES AND REGULATIONS.

1. The first ringing of the bell will be at 8:30 A. M. and 1 P. M.

2. A second bell will be rung at 8:45 A. M. and a third at 9 A. M. A second bell will be rung at 1:15 P. M.

3. Any pupil arriving at school during religious exercises must remain quietly outside the door until those exercises are over.

4. Any pupil absent from school two days each week for two successive weeks without sufficient excuse, or who shall leave school without permission, shall be suspended until a meeting of the board. The sufficiency of excuse shall be decided by the teacher or principal.

5. Any pupil who shall in any way cut or otherwise injure any school property, deface any furniture, wall, outbuilding, or anything appertaining to the building, or make any obscene pictures or characters on the school premises, shall be liable to suspension, expulsion, or other punishment, according to the nature of the offense.

6. Pupils coming from families where contagious or infectious diseases exist will be suspended by the teacher or principal until all danger of contagion is past.

7. Any pupil, accidentally or otherwise, injuring school property will be required to pay for restoring the same.

PRINCIPAL AND TEACHERS.

1. The principal shall have the superintendency of all the rooms, devoting as much time thereto as is possible.
2. The principal shall have power to suspend insubordinate pupils until the meeting of the board.
3. The principal shall have charge of all matters pertaining to the instruction and management of the school.
4. Teachers shall devote themselves to the duties of their stations and as far as possible look after the conduct of the pupils in the school yard.
5. The teachers shall preserve neatness and order in their rooms and give vigilant attention to the ventilation and temperature of their rooms. During cold weather the temperature should not exceed 70° nor fall below 64° F.
6. Each teacher will be held responsible for the conduct of his or her room.
7. All teachers shall be in their respective rooms at least 15 minutes before the beginning of each session.
8. Blanks for reports will be furnished to the teachers of the different rooms. These reports shall indicate the merit of each month's work in attendance, scholarship and deportment.
9. No teacher shall dismiss school earlier than the regular hour, or for part of a day, except by direction of the principal or board.

10. Teachers must observe the rules of the board and comply with such requests and regulations as are made by the principal. They shall keep an exact account of all the books issued by them to the pupils and report the same to the principal, with the number and kind of books to be charged to each parent or guardian.

11. In case of sickness teachers must report to the principal in some way as soon as possible, and no substitute may be employed except as shall be approved by the board. Teachers should avoid sharp, harsh tones when teaching or talking. If possible avoid all appearance of anger or embarrassment. Do not punish pupils by striking on the head with books or ruler. First govern self; then you will gain the love and respect of your pupils. Corporeal punishment should be the last resort.

MISCELLANEOUS.

1. The rooms will be dismissed in the following order: No. 1 at 11:30 A. M.; Nos. 2, 3, 4, 5 and 6 at 11:50 A. M.; No. 1 at 3:30 P. M.; remainder of school at 4 P. M.

2. No advertisement shall be read or distributed in any hall, room, or any part of the grounds without special permission of the principal.

3. No lecturer, showman or his agent shall be allowed to interrupt or consume the time of the school in any manner whatever without first securing the consent of the board by a motion duly made and adopted and presenting to the principal a certified copy of the same.

4. Promotions may be made at any time by the principal, with the approval of the board, when he is satisfied that a pupil is prepared for a higher grade.

5. Tests may take place for promotion whenever the teacher or principal may deem it best. In all tests in which the principal prepares the questions the pupils' work shall be carefully examin-

ed and marked by the teacher, then submitted to the principal and by him to the board.

6. At the close of each school year there shall be an examination for promotion in all above B Grade, Room 2.

7. Each teacher shall decide the merit of promotion candidates as follows: From the report card find the average of the year's work, including the attendance; then add the percentage made for promotion and find the average. If it shall equal or exceed 80 per cent. the pupil will be promoted by the principal. If less than 80 per cent. the pupil will remain in his former grade.

8. The standard for all examinations shall be 100 per cent. Less than 80 per cent. in any branch will be unsatisfactory. Any pupil falling below 80 per cent. in a majority of his studies may be enrolled with the next lower class. Monthly examinations and those for promotion at the end of each school year shall be in writing. At the close of each school term all report cards and final examination papers must be carefully marked and handed to the principal, who will issue promotion papers to those deserving the same.

9. All pupils pursuing a prescribed course shall, on passing a satisfactory final examination, be granted diplomas and given commencement exercises and honors. In all final examinations of the graduating class, before any award of honor is made public, all papers duly marked and graded shall be submitted to the board for approval.

10. Teachers shall require excuses from parents or guardians, either in person or by written note, in all cases of absence, tardiness or dismissal before the close of school.

NOTE.

Except in extreme cases the town pupils should go home for lunch. The value of a good, warm dinner cannot be over-

estimated. The pupils need exercise which cannot be had at school. The change from the school to the home surroundings rests the mind of the pupil and sends him back fresh and vigorous for the afternoon work.

RULES FOR GRADES.

1. To encourage neat work allow 10 per cent. in each branch for neatness.
2. Deduct 5 per cent. in daily grades for each recitation missed.
3. Deduct for misspelled words when they are words peculiar to the subject of examination.
4. Any pupil absenting himself from an examination during the term, without reasonable excuse, will discount his month's work in that branch one-half; and any pupil missing a final examination, under similar circumstances, will fail of promotion.
5. In arithmetic allow nothing for answers that are "almost correct" or for results that are reached through incorrect principles.
6. Teachers should review by subjects when possible; it is not necessary that the review come at the close of the month.
7. To obtain per cent. for report card, divide sum of month's grade and review grade by two.

COURSE OF STUDY.**ROOM 1, B CLASS.**

READING—Pollard system, primer and first reader completed.

SPELLING—Pollard system, complete speller to page 87.

LANGUAGE—Lead pupils to talk on subjects of interest. Have objects before the class in fact or in picture, and get such statements as I see, I saw, this is, these are, that is, those are, etc. Teach manners; how to enter a room, how to ask a favor, how to thank a person, etc. Lead them to see that every sentence begins with a capital letter; that a period is placed after a statement and a question mark after a question.

NUMBERS—Develop by means of objects to 10. Teach combinations and fractions as far as developed.

PHYSIOLOGY—Oral.

WRITING—Vertical system.

GENERAL EXERCISE—Any reasonable exercise that will rest and interest the pupils.

ROOM 1, A CLASS.

READING—Pollard system. Review Pollard's first and use Cyr's first reader for supplementary work. Complete second reader.

SPELLING—Complete speller and learn words found in second reader.

LANGUAGE—Review work of Grade 1. Have oral reproduction of stories read or told by the teacher. Write names, titles, abbreviations, days, months and seasons, calling attention to the capitals and periods. Accept nothing but best arrangement and neatest work. Teach the correct use and orthography of such words as hear, here; their, there; write, right; blew, blue; new, knew; no, know, etc.

NUMBERS—Review and advance in numbers from 10 to 30. Teach combinations and fractional parts as far as developed. Teach yards, feet, inches, dozens and other common denominations.

PHYSIOLOGY AND HYGIENE—Oral.

GENERAL EXERCISE—Same as in previous grade.

ROOM 2, B CLASS.

READING—Review second reader, complete half of third reader.

SPELLING—Pollard speller, words used in reading.

LANGUAGE—Reproduction, both oral and written, of stories read by teacher or pupils. Write declarative, interrogative, imperative, and exclamatory sentences. Teach correct use of is, are; was, were; has, have; saw, seen; did, done; went, gone, etc. Capital letters: In sentences, proper names, days, months, titles of honor and respect, and the words I and O. Punctuation: Period, interrogation point, exclamation point, comma after name of person addressed, and between words in a series. Lead pupils to notice incorrect expressions and require full sentences in answer to all questions.

NUMBERS—Combinations from 30 to 300. Exercises in the four fundamental rules. Fractional parts of numbers developed. Simple work in fractions. Denominate number facts.

GEOGRAPHY—Talks on different countries, people, animals, etc.

PHYSIOLOGY—Oral. Topics: care of bodies, habits of neatness, injurious effects of bad habits, etc.

PENMANSHIP—Vertical system. Copy book No. 1.

GENERAL EXERCISES—Breathing and gymnastic exercises, marching, singing and other exercises that may rest and benefit the child.

ROOM 2, A CLASS.

READING—Complete third reader and use Cyr's third for supplementary readers.

SPELLING—Work of grade 3 continued.

LANGUAGE—Correct use of words. Practice writing sentences using is, are, was, were, and the contractions, isn't, wasn't, weren't, etc. Teach uses of apostrophe. Oral reproduction continued; also much written reproduction of history stories, and stories from nature. Require accuracy and neatness. Teach nouns, verbs, adjectives, and adverbs, using discretion as to technical terms. Use the term singular, plural, possessive, present, past, future. Review all rules for capitals and punctuation, adding such as has not been used in previous grades.

NUMBERS—Read and write numbers to 1,000,000. Use of numbers from 300 to 1,000. Much practice in four fundamental processes. Distinguish between division by partition and division by measurement. Fractional parts of numbers used. Denominate number work—measurement of tops of desks, floors, etc.

GEOGRAPHY—Work of grade 3 continued, and teach such terms as will prepare the pupils to use primary geography.

PHYSIOLOGY—Oral. Names of bones taught.

PENMANSHIP—Vertical system. Copy book No. 1.

GENERAL EXERCISES—See grade 3.

ROOM 3, B CLASS.

READING—First half of Harper's fourth reader. Supplementary reading.

SPELLING—Reed's word lessons.

LANGUAGE—First half of Reed's language lessons. Composition. Nature study.

ARITHMETIC—Fractions in elementary book. Many original problems by teacher and pupils.

GEOGRAPHY—First half of Rand, McNally's Primary.

HISTORY—Eggleston's completed.
 PHYSIOLOGY—Talks on hygiene.
 PENMANSHIP—Merrill's vertical system.

ROOM 3, A CLASS.

READING—Harper's fourth completed. Supplementary reading.
 SPELLING—Reed's word lessons.
 LANGUAGE—Reed's language lessons completed.
 ARITHMETIC—Complete fractions.
 GEOGRAPHY—First part completed.
 HISTORY—Morris' Elementary, first half.
 PHYSIOLOGY—With B class.
 PENMANSHIP—Merrill's system.

ROOM 4, B CLASS.

READING—Review fourth reader and begin fifth reader.
 SPELLING—Oral and written word. Reed's word lessons to lesson 104.
 LANGUAGE—R. & K's. Primary Grammar to lesson 71.
 Composition work.
 ARITHMETIC—Brook's, first part to reduction of denominate numbers.
 GEOGRAPHY—To Mexico. Map drawing. Spelling of geographical names.
 HISTORY—Morris' Primary finished.
 PHYSIOLOGY—Intermediate.
 PENMANSHIP—Merrill's vertical.

ROOM 4, A CLASS.

READING—Complete fifth reader.
 SPELLING—Speller and definer to lesson 50.
 LANGUAGE—R. & K's. Grammar finished.
 ARITHMETIC—Brook's Book One finished.

GEOGRAPHY—To central Europe. Map drawing and spelling of geographical names.

HISTORY—To civil war in Morris' Advanced.

PENMANSHIP—Merrill's vertical.

ROOM 5.

ARITHMETIC—To square root.

GRAMMAR—R. & K. to lesson 85.

GEOGRAPHY—Complete.

U. S. HISTORY—Complete.

PHYSIOLOGY—Practical lessons.

ALGEBRA—Milne's Primary to involution.

SPELLING—

READING—The study of several English classics.

Pupils who do the work outlined above will constitute the junior class of 1901-02; those who are unable to complete the work will be in the A class, Room 5.

HIGH SCHOOL FOR 1900-1901.

LATIN—Complete Harkness' lessons.

ALGEBRA—Through radical equations.

ARITHMETIC—Complete.

GRAMMAR—R. & K. complete.

LITERATURE—The study of a few English and American classics: *Evangeline*, *Merchant of Venice*, *The Sketch Book*, etc.

Special work is offered this year, as follows:

GEOMETRY—Wentworth.

ALGEBRA—Through quadratics.

LATIN—Cæsar.

LATIN GRAMMAR—Allen & Greenough.

GENERAL HISTORY—Myers.

HIGH SCHOOL FOR 1901=1902.**JUNIOR.**

ALGEBRA—Milne's Algebra through radicals.

ARITHMETIC—Finish and review.

GRAMMAR—Finish, using R. & K's. higher lessons.

CIVIL GOVERNMENT—Mowry.

ENGLISH—Study of classics.

LATIN—Harkness' to passive voice.

SENIOR.

LATIN—Review Harkness' and read four books of Cæsar.

LATIN GRAMMAR—Allen & Greenough.

ALGEBRA—Through quadratics.

GEOMETRY—Wentworth, four books.

RHETORIC—Williams'.

ENGLISH—With Junior class.

GENERAL HISTORY—Myers.



THE PUBLIC LIBRARY.

The following are the rules of The Public Library:

I.

Residents of the Burgettstown school district over the age of twelve years may have access to the library.

II.

Books of reference shall not be taken from the building by anyone; other books may be obtained by applying to the librarian. (The library is open on Friday evenings at close of school.)

III.

Books obtained from the library must be returned within two weeks.

IV.

Anyone failing to comply with the foregoing rules may be fined or debarred the privilege of the library at the discretion of the board.

RULES FOR PUPILS OF SCHOOL.

I.

Pupils desiring books for reference use in class room shall obtain them through their teacher on his or her written request.

II.

Reference books shall not be obtained more than one-half day, and shall not be taken from the building.

LIBRARY COMMITTEE.

DR. W. V. RIDDILE, PRESIDENT.

MRS. CLARA M. WEAVER, SECRETARY, (1902).

D. J. DOWDEN, TREASURER.

FINANCE—DR. J. C. BOTKIN, R. P. STEVENSON, (1901),
ADA L. DOWDEN, (1903).

BOOKS—REV. A. W. CALDWELL, (1902), MARGARET Mc-
GREGOR, (1901), D. A. BROWN, (1903).