

Field problems of Wisconsin rural teachers. 1929

Anderson, Charles Joseph, 1880-Madison, Wisconsin: State Superintendent, 1929

https://digital.library.wisc.edu/1711.dl/AQ6TIGZJEYDC28I

This material may be protected by copyright law (e.g., Title 17, US Code).

For information on re-use, see http://digital.library.wisc.edu/1711.dl/Copyright

The libraries provide public access to a wide range of material, including online exhibits, digitized collections, archival finding aids, our catalog, online articles, and a growing range of materials in many media.

When possible, we provide rights information in catalog records, finding aids, and other metadata that accompanies collections or items. However, it is always the user's obligation to evaluate copyright and rights issues in light of their own use.

Field Problems of Wisconsin Rural Teachers

EUE W75

EDUCATION

Prepared Under Direction

of

C. J. ANDERSON Director School of Education University of Wisconsin

DELIA E. KIBBE Supervisor of Elementary Schools State Department of Public Instruction

> Issued by JOHN CALLAHAN State Superintendent

MADISON, WISCONSIN 1929

LIDRANY OF THE

UNIVERSITY OF WISCONSIN



Field Problems of Wisconsin Rural Teachers

Prepared Under Direction

of

C. J. ANDERSON Director School of Education University of Wisconsin

DELIA E. KIBBE Supervisor of Elementary Schools State Department of Public Instruction

Wisconsin.

EDUCATION !

Issued by JOHN CALLAHAN State Superintendent

MADISON, WISCONSIN 1929



TABLE OF CONTENTS

Page

	1 450
Introduction	. 5
Summary Tables	. 9
Detailed Classification and Frequency of Problems	15
Problems of General Technique	15
Individual Differences	
Selection and Organization of Subject Matter	. 20
Planning Work	25
Motivation	
Measuring Achievement	
Class Management	
Special Teaching Techniques	
General Habits of Conduct	
Study Period Management	. 46
Problems of Special Technique	. 47
Reading	
English	
Arithmetic	
Penmanship	55
Spelling	. 56
Geography	. 58
History and Civics	
Physiology and Hygiene	. 59
Nature Study	. 59
Agriculture	. 59
Music	
Drawing	
Opening Exercises	
Current Events	60
Problems of General Management	. 61
Attendance and Tardiness	61
Management of Pupils Outside of Class Hours	
Physical Conditions	
Equipment and Supplies	
Miscellaneous Duties of Teacher	
Problems of Community Relationships	. 69
Cooperation of Community	
Extra-Curricular Activities	
Relations with the School Board	
Personal Problems of Teacher	



INTRODUCTION

Purpose of Study

The collection and compilation of the teacher problems of this report was undertaken for the purpose of providing a partial content for teacher training curricula and as an agency in the supervision of teachers in service.

There are many avenues of approach to a curriculum for teachertraining institutions, such as an analysis of past and present schoolroom practices, a survey of past and present professional literature, a study of the history of teacher-training, a study of the philosophy and objectives of education, studies in the psychology of learning, the analysis of teacher activities, and analysis of the actual problems met by teachers in service. The results of all of these and other possible studies are needed to guide curriculum makers in organizing the courses of study for various types of teacher-training institutions. No one type of study will furnish reliable data for formulation of a teacher-training curriculum. Each source should contribute the most significant data and finally the material from all studies should be unified for the general program of studies in teacher-training institutions.

It seems to be a valid assumption that the function of a teachertraining institution is to prepare teachers to meet adequately and intelligently the problems and situations of actual teaching experience. If this assumption is valid, we may go forward hoping that the field problems here presented will suggest types of professional activities which student teachers should perform during the period of training.

Plan of Investigation

In the beginning of this study the rural school teachers of Wisconsin were invited to cooperate by listing outstanding problems which they encountered in their actual teaching activities. They were asked to do this during a period of three weeks early in the fall, three weeks near the middle of the year, and for three weeks near the close of school in the spring. By this time distribution, a preponderance of problems peculiar to a given season was avoided and those typical of a full year of teaching experience were secured. Teachers were instructed to list the two or three problems each week which had caused them the most thought and upon which they would have liked to have secured supervisory assistance.

The tabulation of the material was made possible by the painstaking work of W. F. Price, now Principal of the County Rural Normal School at Richland Center, Margaret Robinson, Elementary Supervisor, Janesville, and Mable Jorstad, Instructor in Rural Education, Wisconsin State Teachers College, River Falls. The problems were studied and classified by them according to standards set up at the beginning of the study. The three studies are at this time thrown into one group. The organization used in the earlier compilations has been maintained with only minor changes.

Classification of Problems

It may be noted that the problems are classified according to the general underlying principles involved rather than according to their special application to a teaching situation. For instance, problems of motivation of specific subjects are classified under motivation in general rather than under the teaching of phonics, geography, or arithmetic. Problems arising from individual differences in ability or experience within the class group are listed as individual differences among pupils rather than as problems of a specified subject. The principles of motivation in history cannot be widely different from the principles of motivation in science. The recognition of and provision for individual differences in geography do not present problems distinct from those in arithmetic. The problems encountered in selecting, adapting, and organizing materials in one subject become clear to a teacher who has solved the question of selecting, adapting, and organizing materials in another subject. For these reasons, such situations were classified as problems of general rather than specific technique.

The wording of the question as furnished by the teacher has been retained as closely as possible. This has required a large number of groups which many investigators would have united. This may have been desirable but there is significance to the teacher's statement of her problems which would be lost if fewer groupings were made. Further, certain types of study are made possible through this organization. Some may wish to study the list for the purpose of organizing material for a 'course in general technique; others to find the duplication of problems in various courses in a training institution; and still others to find all the types of problems which pertain to the teaching of a particular subject. Many other lines of analysis are possible and anticipated.

Interrelation of Problems

It is obvious that these problems are interrelated in a seemingly inextricable array. Problems arising from a lack of books and materials are closely connected with those of planning the best use of available materials, with those of selection and organization of subject matter, and with problems of class management and discipline. The classification of such questions becomes largely a matter of judgment. The wording of the problem has in the main determined its classification, but a few changes were made as further study revealed the implication of the teacher's statement.

INTRODUCTION

7

Reading and Study Problems

Many of the questions relating to the development of good study habits have been classified with those dealing with the development of various reading habits and skills. These are the fundamental study habits which may be applied to the study of any subject. Since the reading skill must be developed before it may be applied to the study of other subjects the problems were assigned to reading rather than to the special subject. However, teachers should be prepared to develop ability to apply these fundamental skills to various types of materials and purposes. It is not sufficient to equip prospective teachers with modern plans and the latest techniques of teaching reading. They need the knowledge and insight necessary to transfer these skills to the reading or study of historical, scientific, or other materials.

Equipment Problems

A large number of the problems arise from meager school equipment. Can we calmly face that situation and say that the school board and community must assume the responsibility for this difficulty? Should we expect lay people to know the needs of the school and to supply these needs without suggestions from the teachers of the school? This can hardly be expected. Should training institutions surround student teachers with ideal school equipment hoping that the students will feel the lack of such equipment if placed in schools inadequately supplied, and will then put forth an effort to secure the desired materials? Should the training school provide less material and devote more effort to training students to adapt, as well as possible, their teaching procedures to such equipment as is available? It would seem best to familiarize students with good equipment and to lead them to recognize its place in the educative program. Students should become acquainted with the best ways of educating school boards and communities to the value of first-class equipment. They should know tactful methods of asking for supplies. They should know relative values of various types of teaching aids and first requests should be for materials which will contribute toward large values.

Implications for Teacher-Training

While many of the problems listed may seem trivial and unimportant yet they are, apparently, real problems to the young and inexperienced teacher and for that reason should receive attention from the institutions training young people for positions in which they may be confronted with just such difficult situations. Some of the questions are too general, vague, and indefinite to be effective guides in supplying supervisory help. These disclose the lack of a keenly thoughtful attitude on the part of the teacher. Such questions as, "How to maintain order" or, "How to teach reading" are indications of the habits of thinking acquired by these teachers. Is this type of thinking the goal of our educational program?

This great number and extensive variety of problems present more or less significant implications for teacher-training. The majority of

the questions call for immediate concrete help. Many possible failures may be converted to future successes if such concrete help is provided. However, training institutions and supervisors should, by no means, restrict their efforts to guidance on this level. Young teachers need to have wider interests, broader vision, and deeper insight into the large general aims, purposes and outcomes of education.

What implications have such questions for teacher-training? First, it appears that many of the student activities have been concerned with device level tricks. There is evidence that these young people have acquired the habit of asking for the concrete device which may be used in a particular situation. The underlying principle involved in the case at hand is not the avenue along which the teacher searches for a solution. Second, teachers have not acquired the habit of analyzing the problem-situation into its elements. The question, "How shall I teach reading" discloses the fact that the teacher does not think in terms of the specific habits, skills, and abilities involved in the reading process. Nor is a diagnostic attitude apparent. The question is not Why is this child failing? Is failure due to one or more of very specific conditions? Surely effort should be made to sensitize teachers to the significance of the problems which they face. How much of the short training period may deal with underlying principles of education and what time should be devoted to concrete devices and procedures are other questions to be answered through further study.

The question of the best procedure for training prospective teachers to meet actual teaching situations in the future is a crucial one. Should general principles and procedures be stressed in a course in general technique or should the principles of motivation, selection and organization of materials, establishing right habits of work and conduct be made a part of special methods courses? Is there unnecessary duplication in the latter plan? Is the transfer from a general to a particular situation beyond the ability of young students? The answers to such questions should be valuable guides in the reorganization of teacher-training activities.

Implications for Supervision

The problems herein listed are equally useful to the supervisors of teachers in service. Too frequently supervisors are known to offer the teacher the help she thinks the teacher needs. Too infrequently are teachers given an opportunity to ask for the help they most desire. If written records are kept of supervisory suggestions it would be interesting to check over and classify the suggestions offered. A comparison might then be made to determine how frequently the supervisor had helped in solving the problem which the teacher recognized as a major difficulty. If teachers were encouraged to note their questions in anticipation of a conference with the supervisor, the conference might be more direct, definite, and specifically helpful. Too, if supervisors would carry these problems back to the individual training institution in which the teacher has been trained, further improvement of teacher-training could be effected.

INTRODUCTION

SUMMARY TABLES

Summary of Rural Teacher Problems

			Number of	Per	
			Problems	Cent	
I.	Problems of	General Technique	12,596	63.8	
II.	Problems of	Special Technique	3,867	19.6	
III.	Problems of	General Management	2,384	12.1	
IV.	Problems of	Community Relationships	. 893	4.5	
	Tota	1	19 740	100	

PROBLEMS OF GENERAL TECHNIQUE

	· 1	Number of	Per
		Problems	Cent
I.	Individual Differences	2,516	20.0
II.	Selection and Organization of Subject Matter	2,146	17.0
III.	Planning Work	1,932	15.3
IV.	Motivation	1.317	10.5
v.	Measuring Achievement	1,090	8.7
VI.	Class Management	634	5.0
VII.	Special Teaching Techniques	413	3.3
VIII.	General Habits of Conduct	2,548	20.2
	Total	12,596	100.

Individual Differences

		Number of Problems	Per Cent
А.	Differences in Native Ability Among Norma		
-	Children	_ 730	29.0
в.	Differences in Native Ability Among Pupil	S	
	of Subnormal Mentality	_ 108	4.3
C.	Differences in Achievement	_ 112	4.5
D.	Differences Due to Combinations of Grades_	498	19.8
E.	Differences Due to Pupils Entering from		
	Other Schools	151	6.0
F.	Differences Due to Absence and Late or Ir		0.0
	regular Entrance		12.1
G.	Differences Due to Unequel Metanity I and		
H.	Differences Due to Unequal Maturity Levels	s 35	1.4
п.	Differences Due to Use of Foreign Language		
-	in the Home		3.8
I.	Differences in Character Traits		7.6
J.	Differences in Physical Equipment	- 94	3.7
К.	Specific Provisions for Individual Differences	s 197	7.8
	m -+-1		

Total _____ 2,516 100.

Selection and Organization of Subject Matter

		Number of Problems	Per Cent
Α.	Determining Sources and Selecting Materials	446	20.8
В.	Determining and Organizing Available Ma-		-0.0
	terials	1.533	71.4
C.	Evaluation of Subject Matter	35	1.6
D.	Determining Difficulty of Material	38	1.8
E.	Adapting Materials to Time Limits	94	4.4
	Total	2.146	100.

Planning Work

		Number of	Per	
		Problems	Cent	
	Budgeting Time	796	41.2	
A.	Mastering Subject Matter to be Taught	22	1.1	
B. C.	Lesson Plans	92	4.8	
D.	Organizing Work at Beginning of the Year	181	9.4	
E.	Planning in Relation to the Course of Stud	y 122	6.3	
F.	Planning in Relation to Available Materials Texts, etc.	5, 710	37.2	
	Total	_ 1,932	100.	

Motivation

R	Securing Interest in General Motivating Specific Subjects	- 489	Per Cent 54.8 37.1	
C.	Arousing Interest of Different Types of Pupils	107 107	8.1	
	Total	1,317	100.	

Measuring Achievement

		Number of Problems	Per Cent
Δ	Determining Situation at Beginning of Year	62	5.7
B.	Grading and Promotion	554	50.8
Б. С.	Marking Papers and Report Cards	136	12.5
D.	Tests and Examinations	338	31.0
	Total	1,090	100.

Class Management

		Number of Problems	Cent
A.	Securing Attention	36	5.7 63.6
B. C.	Securing Pupil Participation Use of Class Time	- 403 - 68	10.7
D.	Assigning the Lesson	- 83	13.1 6.9
E.	Conducting a Class of One or Two Pupils	44	0.9
	Total	_ 634	100.

Special Teaching Techniques

		Number of Problems	Cent
Α.	Conducting Review and Drill Exercises	_ 381	92.3
Β.	Presenting New Material and Problem Solv		3.1
C.	Developing Appreciations, Attitudes, etc		4.6
	Total	413	100.

INTRODUCTION

General Habits of Conduct

		Problems	Cent
Α.	Work Habits, Attitudes, and Ideals	. 860	33.8
B.	Character Traits	617	24.2
C.	Conduct and Discipline	_ 954	37.4
D.	Problems of Conduct on Part of Teacher	_ 117	4.6
	Total	2,548	100.

PROBLEMS OF SPECIAL TECHNIQUE

		Number of	Per
		Problems	Cent
T.	Reading	_ 1,721	44.5
II.	English		14.1
III.	Arithmetic		14.3
IV.	Penmanship		7.4
v.	Spelling		7.0
VI.	Geography		2.4
VII.	History and Civics		2.5
VIII.	Physiology and Hygiene		.7
IX.	Nature Study		.9
X.	Agriculture		.1
XI.	Music		2.6
XII.	Drawing		1.8
XIII.	Opening Exercises	_ 12	.3
XIV.	Current Events	_ 55	1.4
	Total	_ 3,867	100.

Reading Problems

		Number of	Per
		Problems	Cent
Α.	General Problems	534	31.0
B.	Specific Skills and Abilities		17.1
Ĉ.	Fundamental Habits and Skills-First Grad	e 193	11.2
D.	Fundamental Habits and Skills-Grades Two		
	to Eight		6.7
E.	Problems of Detail in Reading Work		1.8
F.	Phonics		20.5
G.	Reading Circle and Library Work		7.0
H.	Dictionary		4.7
	Total	_ 1,721	100.

English

		Number of Problems	
А. В.	Oral and Written Expression Grammar	383	70.3 29.7
	Total	545	100.

Arithmetic

		Number of Problems	Per Cent	
А.	Fundamental Processes	- 404	73.1	
B .	Drill Work	37	6.7	
C.	Reasoning Processes	_ 103	18.6	
D.	General Problems	- 9	1.6	
	Total	- 553	100.	

Penmanship

А. В.	General—All Grades First Grade			
	Total	287	100.	

Spelling

.....

		Problems	Cent	
Α.	General Problems	212	78.2	
в.	Problems in Certain Grades	. 29	10.7	
C.	Pre-Test	- 30	11.1	
	Total	271	100.	

PROBLEMS OF GENERAL MANAGEMENT

I.	Attendance and Tardiness		Per Cent 31.5
II.	Management of Pupils Outside of Class	3	
	Hours	. 516	21.6
III.	Physical Conditions	452	19.0
IV.	Equipment and Supplies	. 331	13.9
v.	Miscellaneous Duties of Teacher	334	14.0
	Total	2.384	100.

Attendance and Tardiness

А. В.	Attendance	Number of Problems 561 190		
	Total	751	100.	

Management of Pupils Outside of Class Hours

		Number of Problems	Per Cent
A.	Calling and Dismissing School	136	26.3
В.	Management of Pupils on Way to and from	n	2010
	School	- 67	13.0
C.	Lunch Problems	- 72	14.0
D.	Noon and Recess Problems	72	14.0
E.	Playground Problems		32.7
	Total	- 516	100.

INTRODUCTION

Physical Conditions

	i hysical conditions		
		Number of Problems	Per Cent
A.	Problems Relating to School Building	- 59	13.1
В.	Heating and Ventilating	- 95	21.0
C.	Seating	72	15.9
D.	Blackboards	42	9.3
E.	Water Supply	42	9.3
F.	Toilets and Grounds	- 41	9.1
G.	Health and Sanitation	_ 101	22.3
	Total	452	100.

Equipment and Supplies

А. В.	Textbooks and Supplementary Reading Miscellaneous Supplies and Equipment	Number of Problems 206 125	Per Cent 62.2 37.8
	Total		100.

Miscellaneous Duties of Teachers

		Number of	Per
		Problems	Cent
Α.	Janitorial Work	- 90	26.9
в.	Library Management	- 74	22.2
С.	Register and Reports		44.9
D.	Legal Powers and Duties	. 20	6.0
	Total	334	100

PROBLEMS OF COMMUNITY RELATIONSHIPS

	1	Number of	Per
_		Problems	Cent
Ι.	Cooperation of Community	. 358	40.1
II.	Extra-Curricular Activities	. 351	39.3
III.	Relations with the School Board	. 102	11.4
IV.	Personal Problems of Teacher	. 82	9.2
	Total	893	100.

Cooperation of Community

		Number of Problems	Per Cent
A .	General Interest in School		31.0
В. С.	Cooperation in Specific School Activities Cooperation of Parents Regarding Individua	52 1	14.5
	Pupils	. 195	54.5
	Total	358	100.

Extra-Curricular Activities

		Number of	Per
		Problems	Cent
Α.	School Entertainments	_ 127	36.2
В.	School Society	- 91	25.9
C.	Fair Work, Credit Work, and Contests	_ 38	10.8
D.	Parent-Teacher Association	69	19.7
E.	Miscellaneous Extra-Curricular Activities	26	7.4
	Total	351	100.

Summary and Frequency of Problems

The summary table reveals the fact that 12,596 or 63.8% of the total number of problems were questions of general technique in classroom teaching. Most, if not all, of these items have been considered in more or less detail in special methods classes. Has there been hurried and wasteful repetition? If it is true that large numbers of these problems may be solved by an understanding of their common underlying principles, then it would seem wise to devote more time to considerations of principles rather than details of educational procedures. Applications to specific subjects and actual situations will undoubtedly be valuable and necessary. The habit of diagnosing a particular case, selecting the appropriate educational principle and applying this to the individual problem will be of inestimable value to the teacher.

The large proportion of questions concerning desirable adjustments to the needs of individual pupils is encouraging. Apparently teachers are conscious of the individual differences existing within the group and are making serious effort to discover the appropriate method of meeting and providing for these differences. There is a direct challenge for increased attention in teacher-training courses to the hereditary and environmental causes of individual differences; to the application of the psychology of learning processes to different types of individuals; and to the various administrative and teaching plans designed to provide for individual interests and abilities.

Among the problems of special technique, a surprisingly large number are in the field of instruction in reading. Of this group 44.5% of the problems are reading problems. If the questions concerning general study habits which usually involve reading skills were included, the percentage would be still higher. The criticism that reading methods receive unwarranted emphasis in teacher-training courses seems unjustified. It appears, however, that the step of application of reading skills to subject matter in history, geography, etc., has received an inadequate share of attention and hence the lack of satisfactory reading and study techniques.

Further study of the detailed list of problems and of the summary table will reveal the types of urgent problems which hundreds of teachers are facing today and which those who are now in training for the teaching profession will encounter as they enter the work in the near future. A challenge to the training schools is embodied in the list which is submitted for further intensive study and analysis.

DETAILED CLASSIFICATION AND FREQUENCY OF PROBLEMS

The number following each item in the classification below indicates the frequency of recurrence of the type of problem or the specific problems named. The classification is to be read as follows: Of the problems of General Technique, 2,516 deal with Individual Differences. Of these, 730 relate to differences in native ability, etc.

SECTION I

PROBLEMS OF GENERAL TECHNIQUE

I.

un.	DIV	IDUAL DIFFERENCES	2,516
A.	Di Ch	fferences in Native Ability Among Normal ildren	730
•	1.	How to provide for individual differences	348
	2.	How to adapt work to varying abilities within same class	94
	3.	How to provide help for backward slow pupils	75
	4.	How to provide for exceptionally bright pupils who are held back by rest of the class	55
	5.	How to help pupils who simply cannot learn to spell	42
	6.	What to do for the over-age, under-grade pupils of very low mental ability	25
	7.	What to do for pupils who cannot master the basic arithmetic facts	25
	8.	How to give special help to weak pupils without retarding the bright pupils	20
	9.	What to do with pupils who cannot grasp the rudiments of reading though held in first grade more than a year	16
	10.	What to do for beginning pupils who do not grasp sounds	10
	11.	How to get pupils of varying abilities to meas- ure up to same standards	6
	12.	How to conduct extra help for backward readers	5
	13.	What to do for the best spellers who meet re- quirements on standard tests	3

	14. Should slow pupils receive more of the teacher's time than bright ones
	15. How to teach drawing to children who have no natural ability
	16. How to provide for the wide differences in read- ing ability in content subjects
B.	Differences in Native Ability Among Pupils of Sub- Normal Mentality
	1. What to do with feeble-minded pupils
	2. How much time is the teacher warranted in spending with feeble-minded pupils
	3. How can subnormal children be cared for in classes with other children
c.	Differences in Achievement
	1. How to overcome difficulty incurred by pupils being passed on into advanced grade when they have not mastered previous work
	*2. How to provide for eighth grade pupils who failed in examinations the previous year
	3. How to provide for pupils who have no founda- tion
	4. How to make provision for second grade pupils who cannot write
	5. What to do with upper grade pupils who have difficulty due to poor foundation in reading
D.	Differences Due to Combinations of Grades
	1. How to provide for these differences in arith- metic
	Third and fourth grades (228) Fifth and sixth grades (18) Seventh and eighth grades (5)
	2. How to teach combined classes in which there is a great range in achievement
	3. How to provide for these differences in reading instruction
	Third and fourth grades (37) Fifth and sixth grades (3) Seventh and eighth grades (2)
	 How to provide for these differences in third and fourth grade history when there is such a differ- ence in reading ability

* See page 74.

	TION I-PROBLEMS OF GENERAL TECHNIQU
	5. How to provide for these differences in third and fourth grade geography and history
	6. How to provide for these differences in seventh and eighth grade history
E.	Differences Due to Pupils Entering from Other Schools
	1. How to provide for pupils who enter from other schools
	2. How to provide for pupils who enter from other schools and are below grade
F.	Differences Due to Absence and Late or Irregular Entrance
	1. What to do with beginning pupils who enter school in the spring
	2. How to overcome losses caused by absence
	3. How much make-up work should one undertake or require
	4. How to do effective class work when some pupils are absent every day
	5. How to handle first grade reading class when beginning pupils enter after class has a good start
	6. How to overcome differences caused by late entrance
	7. How to arrange the program to accommodate pu- pils entering school in the spring
	8. How to adjust those pupils who entered in the fall, were absent during the winter, and reentered in the spring
J .	Differences Due to Unequal Maturity Levels
	1. How to make provision for pupils who are sent to school at four or five years of age
	2. How to handle the beginning reading class con- taining pupils ranging in age from four to seven
H.	Differences Due to Use of Foreign Language in the Home
	1. How to teach the use of good English when foreign language is spoken in the home
	2. How to provide for pupils who cannot understand or speak English
	3. How to teach beginners who cannot speak Eng- lish

4.	How to overcome reluctance of foreign speaking pupils to express themselves
5.	How to make work meaningful to foreign speak- ing pupils
	ifferences in Character Traits
	How to deal with the stubborn child who will have his own way
2.	How to deal with the domineering, "bullying" type of a child
3.	What to do with the pupil who has been "spoiled" at home
	How to deal with the child who has an exag- gerated idea of his own importance
	What to do with the supersensitive, self-con- scious child, who cries without provocation
6.	How to manage the sullen child
7.	How to provide for the child whose home en- vironment is undesirable
8.	How to manage the nervous child
	How to deal with the bashful, growing boy
	How to deal with the pupil who thinks he is too bright to have to work
11.	. How to deal with the child who has a violent temper
12	How to deal with the normal child who is ex- ceedingly slow about everything
	ifferences in Physical Equipment of Children
1.	Speech defects
	a. How to provide for pupils who have serious speech defects
	b. What to do for a pupil who stutters
	c. What to do for a pupil who stammers
	d. What to do for a pupil who lisps
2	. How to provide for pupils with defective hearing
3	. How to provide for pupils who have defective eyesight
	. How to deal with children who are undernour- ished
	. How to provide for children who are delicate and below normal physically
6	. What to do for children who have large tonsils and adenoids

SECTION I-PROBLEMS OF GENERAL TECHNIQUE	19
7. What to do with epileptic pupils	4
8. How to provide for pupils who are always sleepy	1
9. What to do for pupils who come to school and have toothache almost daily	1
K. Specific Provisions for Individual Differences	197
1. Ability grouping	47
a. Should a first grade class of widely different abilities in reading be divided?	26
b. How to provide for individual differences through ability grouping	14
c. Should second grade pupils weak in phonics be placed in first grade phonics class	5
d. To what extent should ability grouping re- place grade combinations outlined in the manual	2
2. Contract plan-differentiated assignments	58
a. How to conduct work with the contract plan and the three-level assignments	38
b. How to get children adjusted to this plan	8
c. In what classes is the contract plan most workable	5
d. How to use the plan in a rural school with classes of twenty or more pupils	3
e. How to use the contract plan in a rural school with only two or three pupils in a class	2
f. How to get the fifth and sixth grade pupils to give better recitations on "B" work	1
g. How to understand what is meant by "mas- tery"	1
3. Diagnosis and remedial work	92
a. How to conduct remedial work	25
b. How to do remedial work in arithmetic	20
c. Should individual remedial work be done at recess and after school hours	20
d. How to conduct remedial work in spelling	11
e. How to give individual remedial work in a rural school	7
f. How to determine causes of poor reading in the upper grades	6
g. How to determine what type of remedial work is needed	3

II.		ION AND ORGANIZATION OF SUBJECT
		Wherever the word "Manual" is used, it refers state elementary course of study.)
	A. Dete	rmining Sources and Selecting Materials
		electing textbooks
	a.	What language textbooks and materials are suitable for the different grades
	b.	How to select best textbooks in general
	c.	How to select best texts in reading
	d.	How to select a good spelling book
	e.	What are suitable history texts for the differ- ent grades
	f.	How to select classics for upper grades
	2. S	electing supplementary material
	a.	Where to find suitable history stories for the primary grades
	b.	How to select supplementary history material
	c.	How to select worth while supplementary ma- terial for the unusually bright child
	d.	Where to find supplementary geography ma- terial
	- e.	Where to find material on farm management and farm accounting
		Where to find reference material for agri- culture
	g.	Where to find supplementary physiology and health material
	h.	Where to get bulletins for use in agriculture
	i.	Where to find the material called for in the manual
	j.	Where to find material for civic problems
	k.	Where to find material on geography of Wis- consin
		How to select supplementary material in general
	m.	Where to find required information for his- tory notebooks in seventh and eighth grades_
	n.	How to select silent reading material for the different grades
	0.	Where to secure picture study information
	р.	How to select biographical material

SECTION I-PROBLEMS OF GENERAL TECHNIQUE	21
3. Selecting miscellaneous materials	52
a. Where to find poems and stories listed in	
b. How to select good language drills	25
c. Where to obtain valuable and interesting	10
d How to select physical energies	6
d. How to select physical exercisese. Where to find drill examples for arithmetic combination.	6
combinations	4
f. How to select review material	1
	1,533
1. Materials and texts in specific subjects	324
a. How to use the texts in history that are too difficult	37
 How closely and exclusively to follow manual, texts, locality needs or individual needs 	36
c. What to teach in seventh and eighth grades after county examinations	
(Note: County wide examinations are in some cases given to seventh- and eighth- grade pupils usually in April or early May.)	36
d. What to teach in opening exercise period	35
e. What to teach in nature study	34
f. How to determine best source of spelling words	28
g. What to teach in geography	28 21
 (1) Grades 3 and 4 (19) (2) Grades 5, 6, and 7 (2) 	
h. What to teach in drawing; what objects to	
i. What to teach in history	18
(1) Grades 3 and 4 (6) (2) Grades 7 and 8 (10)	16
i. What material to provide for 1 and 5 years	
olds and for those who enter in the spring	14
k. How to follow the manual and use a modern arithmetic text	8
1. What phonics to teach to first grade	4
m. What language material to use in the first and second grades	4
n. How to adapt work in difficult language texts	4
o. How to avoid slavish following of textbook	4

	p.	What to teach in physiology
	q.	Should seventh grade study physiology
	r.	How to provide problems so pupils cannot solve all just like the first problem
	s.	What to study in seventh and eighth grade reading
	t.	How much mechanics of government to teach
	u.	Should an old text be used to supplement a new text
	v.	What work to provide for pupils who return to school after graduation
	w.	What work in drawing besides that given in the manual can be taught
	x.	How to use an unsatisfactory text in arithmetic
	у.	What to give the first grade when they have finished the required books
	z.	Civics seems to be far too difficult for the sev- enth graders. Could I teach physiology in this grade instead
2.	01	ganizing units of work
	a.	How to organize history work in larger units
	b.	How to organize geography work in larger units
	c.	How to organize work in larger units in general
3.	Pr	ojects
	b.	How to teach drawing by use of projects
	a.	How to work out projects in geography
	c.	How to organize and carry on project work in history
	d.	How to carry on project work in general
	e.	How to find time for projects when work out- lined in manual requires all the time
	f.	How to do project work with civic problems_
	g.	Should any new projects be started if they cannot be completed this year
	h.	How to get the agriculture class to do project work
1.	Se	atwork
	a.	How to provide suitable educative seat- work for first and second grades so that they will be busy during periods at their seats

SECTION I-PROBLEMS OF GENERAL TECHNIQUE 23

	b.	How to correlate seatwork	123
		 With other lessons (49) With language (30) With arithmetic (14) With geography (11) With phonics (6) With history (6) With reading (6) With spelling (1) 	
	c.	How to keep the more rapid workers supplied with seatwork	106
	d.	What type of seatwork to give beginners until they can read	52
	e.	How to supply enough seatwork for the be- ginners who enter in the spring	48
	f.	How to vary the seatwork so pupils will not tire of it	43
	g.	How to provide seatwork that is new and dif- ficult enough for the first grade in the spring	41
	h.	How to provide seatwork that does not require close supervision by teacher	38
	i.	What type of seatwork to plan for third and fourth grades	23
	j.	How to provide lower grades with seatwork while upper grades are busy with tests	12
	k.	How to provide sufficient seatwork when pu- pils cannot go outside to play on account of the weather	10
	1.	How to keep all pupils profitably employed at all times	8
	m.	What material to prepare that will meet the needs of restlessness caused by warm weather	7
	n.	What profitable seatwork to give third and fourth graders after reading circle work has been completed	4
	0.	To what extent should pupils select their own seatwork	3
	p.	How to provide interesting and profitable seatwork for the last period of the day	2
	q.	How to conduct free activity work with less "muss"	1
	r.	How to supervise primary seatwork	1
	s.	What seatwork to give the last week or so when larger projects cannot be completed	1
5.	As	signments	185
	a.	How to make an assignment that will provide for the different abilities in the class	48

b. What policy to follow in regard to home work in assignments	28
c. How to make a thought-provoking assignment rather than one that merely requires fact- finding	26
d. How to prepare assignments to arouse interest in next lesson	26
e. How much notebook and written work to re- quire	20
f. How to determine proper length of assignment	14
g. How to make assignments sufficiently definite	7
h. How to make assignments for combination of grades	5
i. How to make an assignment grow out of the preceding lesson	4
j. How to make assignments to stimulate the use of reference material	2
k. How to make assignments for third grade history and geography when no books are available	2
 How to make assignments when the majority of the class is absent 	1
m. Should the assignments be the outgrowth of class work or be provided at the beginning of the recitation	1
n. How to make assignments on review and sup- plementary material	1
Evaluation of Subject Matter	35
1. How to determine worth while practical problems for arithmetic work	13
2. To what extent should material on war be stressed in history	7
3. How to determine just how much factual work in history to stress	6
4. How to evaluate subject matter	6
5. How to pick out essential facts for emphasis	3
Determining Difficulty of Material	38
1. How to determine valid exercises as to difficulty of materials for different levels in the contract	
plan	19
2. How to judge accurately the difficulty of mate- rials for supplementary reading	12
3. How to choose books simple enough for the be-	7

C.

D.

5	SECTIO	ON I-PROBLEMS OF GENERAL TECHNIQUE	:
	E. A	dapting Materials to Time Limits	
	1	. How to adapt material to be taught to the short class periods	ļ
	2	. How to cover the outlined work in the specific subjects in the allotted time	:
	3	. How to cover all the work in the manual in the allotted time	
ш.	PLAN	INING WORK 1	,9
	A. B	udgeting Time	7
	1.	. How to find time to prepare and check seatwork	1
	2.	. How to find time to give individual help in the various subjects	1
	3.	. How to find time to do all the things required of a teacher	
	4.	. How to find time to correct all written work	3
	5.	. How to find time to prepare and check make up work missed during absence	
	6.	. How to find time to do remedial work	
	7.	. How to find time to supervise study	
	8.	. How to find time to accomplish anything in drawing	
	9.	How to find time to give special aid to the chil- dren who are slow or have been absent so they will be able to make their grade	
	10.	How to find time for music	
	11.	How to find time for reading circle work	
	12.	How to find time for field trips in nature study	
	13.	How to find time to carry on sufficient drill work	
	14.	How to find time to make individual copies of assignments	
	15.	How to find time to give the seventh and eighth grades necessary reviews and also to teach work outlined in the manual	
	16.	How to find time to teach penmanship well	
	17.	How much time is a teacher justified in spend- ing with feeble-minded pupils	
	18.	How much time should the teacher devote to pu- pils less than six years old	
	19.	How much time should be given to supervised study	
	20.	How to manage to have classes regularly during test or examination week	

21.	How to find time to complete work books, Credit work, and Fair work besides carrying a heavy review program in each subject
	(Note: In many counties pupils prepare edu- cational exhibits for the County Agricultural Fair.)
22.	How to eliminate waste of time in opening exercise period
23.	How to find time to cover the review work as it should be done
24.	How to find time for silent reading
25.	How to find time for physical exercises
26.	How to find time for sewing and manual train- ing
27.	How to find time to cover all the work outlined in the manual for May

Preparation of Teacher

1.	How	to	find	time	to	make adequate preparation	47
2.	How	to	find	time	to	make daily lesson plans	42
3.	How levels	to	find	time	to	prepare contracts of three	19
4.	How	to	find	time	to	make good test questions	11
5.	How units	to of	find wor	time k	to	prepare and plan large	7

Other Activities Required of Teacher

1.	How to find time to prepare programs and en- tertainments	65
2.	How to find time to supervise play	23
3.	How to find time for distribution of milk	18
4.	How to find time to prepare hot lunches	17
5.	How to find time to get all the extra credit work checked	14
6.	How to find time to do janitorial work properly	14
7.	How to find time to make out so many required reports	7
8.	How to find time to check examination papers and prepare reports	7
9.	How to find time to visit homes of pupils	5
10.	How to find time for all the extra duties that come near the close of the year	5
11.	What proportion of school time is one justified in taking for Fair work	4

SECTION I-PROBLEMS OF GENERAL TECHNIQUE 27

B.	Mastering Subject Matter to be Taught
	1. How to overcome difficulty due to inadequate preparation
	2. How to master material in agriculture, never having lived on a farm
	3. How to master civics work
Z.	Lesson Plans
	1. How to make plans according to the arrange- ment and time allotment of the general program
	2. How to make lesson plans that will come out right
	3. How to make lesson plans
	4. How to make plans adaptable to individual needs and abilities
	5. How to plan work when it gets dark so $early_{}$
	6. Should one use prepared plans that correspond to the course of study
	Organizing Work at Beginning of the Year
	1. Arranging program
	a. How to divide properly the available time between classes
	b. How to arrange the program effectively when some of the grades are not represented
	c. How to make time allotments so that periods will not be too short
	d. How to provide for flexibility in the arrange- ment of the program
	e. How to arrange a satisfactory, workable, class program
	f. How to arrange satisfactory study programs for all pupils
	g. Should the program be adjusted to needs of pupils, or follow a prescribed plan
	h. How much time should be devoted to physical exercises and when
	2. How to get work, pupils, and classes organized at the beginning of the year
	3. How to solve problems arising on the first day of school

E.

Planning in Relation to the Course of Study	122
1. Planning in relation to completing year's work	37
a. How to keep the final work up to standard	10
b. How to check up and cover work for year	8
c. How to be sure that all work has been cov- ered	5
d. How to complete all work in some subjects	3
e. How to complete fifth and sixth grade history work since class has met only two periods a week	3
f. How to check and credit notebooks	2
g. How to complete the work planned for read- ing	2
h. Is it permissible to start next year's work if all of this year's work has been completed	2
i. How to complete all required classics	1
j. Is it permissible to take time for nature study in language classes if the language work has been completed	1
2. How to cover amount of work outlined in course of study for the different grades	29
3. How to cover amount of work outlined in course of study for:	26
a. Second grade arithmetic	7
b. Sixth and seventh grade geography	6
c. Third and fourth grade arithmetic	4
d. Entire seventh grade	3
e. Seventh and eighth grade arithmetic	2
f. Language, geography, and arithmetic	2
g. Fourth grade language	1
h. Eighth grade history	1
4. How to cover work outlined for nine months in eight months	19
5. How to follow the course of study and still meet individual needs	5
6. How to be sure the work is based on sound psy- chological principles	3
7. What work should be given the second grade in order to prepare them for the difficult work for next year	3

SECTION I-PROBLEMS OF GENERAL TECHNIQUE 29

	c How to overcome lack of reference works and supplementary material
2	. How to overcome lack of supplementary history
3	How to overcome lack of required materials in civics 3, 4, 5, and 6
4	. How to overcome lack of texts in third and fourth grade geography and history
5	How to plan work at the beginning of the year when pupils are not supplied with textbooks
6	How to plan work with inadequate supplies
	How to overcome lack of supplementary silent reading material
8.	How to overcome lack of reading circle books in different groups
9.	How to adapt civics material to ability and in- terests of pupils—texts are so formal
	How to prepare seatwork and assignments with- out a duplicator or sufficient board space
11.	How to overcome lack of primary reading equip- ment
12.	How to overcome meagerness of textbook in physiology
13.	How to overcome lack of material for opening exercises
14.	How to plan current events when there are no newspapers in the homes
15.	How to plan history work when there are an insufficient number of books
16.	How to become familiar with material in library
17.	How to plan when there is no seatwork supplied whatever
18.	How to overcome lack of reading material at this time of the year (spring)
19.	How to overcome lack of material for projects, notebooks, and practice exercises
20.	How to overcome lack of sufficient supplementary geography material
21.	How to become thoroughly familiar with plan and content of textbooks used
22.	How to overcome lack of good texts in language
	How to overcome the lack of arithmetic texts and supplementary problems

IV.

5	24. How to get along with little or no equipment in agriculture	
4	25. How to overcome difficulty caused by insufficient number of readers for combination of grades	
4	26. How to plan physiology work without any lab- oratory equipment	
2	27. How to conduct study periods when there are but one or two books for the class	
1,317	MOTIVATION	
721	A. Securing Interest in General	
159	1. How to create and maintain interest in school work	
111	2. How to make the work interesting when there is but one pupil in the class	
98	3. How to overcome restlessness due to spring weather and approaching vacation	
91	4. How to maintain interest just before and after vacation periods	
66	5. How to interest pupils in their work after their examinations have been taken	
29	6. How to maintain interest in work when some are taking examinations	
26	7. How to maintain interest in the work in the lower grades	
26	8. How to create and maintain interest in play- ground activities	
24	9. How to maintain interest in review work	
16	10. How to maintain interest while preparing a school program	
15	 How to motivate "contract work" so that pupils will want to attempt "A" and "B" assignments_ 	
13	12. How to maintain interest in school after eighth grade pupils have left	
12	13. How to overcome loss of interest caused by ab- sence	
8	14. How to keep the eighth grade pupils interested when they do not plan to go on to school	
6	15. How to create interest in the use of reference books	
5	 How to interest the eighth grade pupils in going on to high school. 	
4	17. How to keep up the interest of pupils who can- not keep up with the class	

SECTION I-PROBLEMS OF GENERAL TECHNIQUE 31

18. How to make the work interesting the first day of school	
19. How to interest boys in extra club work	
20. How to utilize specific interests of children	
21. How to encourage slow pupils to study during the summer months	
22. How to stimulate competition	
23. How to create a good school spirit	
B. Motivating Specific Subjects	
1. How to make the opening exercise period more interesting	
2. How to vitalize and humanize geography	
3. How to motivate spelling	
4. How to motivate civics	
5. How to vitalize history work	
6. How to develop an interest in newspaper read- ing	
7. How to motivate music for both boys and girls_	
8. How to make the dictionary work more inter	
esting	
9. How to make fifth grade history more interest- ing	
10. How to motivate poem study	
11. How to motivate phonics	
12. How to create interest in arithmetic activities	
13. How to motivate seventh and eighth grade	
grammar	1
14. How to make agriculture interesting to farm children	1
15. How to motivate primary reading	1
16. How to motivate reading when all have road the	
material before	1
17. How to motivate oral composition	1
18. How to make the drawing class interesting to whole school	1
19. How to motivate upper grade reading	1
20. How to motivate physiology	10
21. How to motivate writing	10
22. How to interest pupils in reading and discuss- ing current events	10

	23. How to create interest in health problems	9
	24. How to make drill in arithmetic interesting	8
	25. How to make debates in agriculture a success	7
	26. How to maintain interest in penmanship after all awards for that grade have been won	• 6
	27. How to interest foreign pupils in mastering English	4
	28. How to motivate letter writing	3
	29. How to motivate a study of the constitution	3
	30. How to interest pupils in current civic problems	3
	31. How to motivate fifth and sixth grade language classes	2
	32. How to make tests interesting	2
	33. How to motivate picture study	1
	34. How can drawing be motivated so that it will create a desire to draw	1
C.	Arousing Interest of Different Types of Pupils	107
	1. How to motivate work for repeaters	26
	2. How to arouse and maintain interest of over- age pupils	21
	3. How to motivate work for a pupil who evidences interest in but one subject	16
	4. How to make work interesting for the dreamer	14
	5. How to motivate work so that older pupils will stay in school	13
	6. How to interest pupils who have an indifferent attitude toward everything	8
	7. How to interest pupils whose parents are disin- terested in school work	3
	8. How to interest the subnormal pupils	3
	9. How to keep four- and five-year old children in- terested	3
ME	CASURING ACHIEVEMENT	1,090
А.	Determining (diagnosing) Situations at Beginning of Year	62
	1. How to determine the status, abilities, and traits of individual pupils in each class	38
	2. How to determine starting point for each group	16
	3. How to determine what combinations in arith-	8

v.

SECTION I-PROBLEMS OF GENERAL TECHNIQUE 33

B.	Grading and Promotion
	1. Should I promote
	a. a pupil who has been held in the grade two years and yet cannot do the work
	b. a pupil who is not up to grade yet has done the work to the best of his ability
	c. a child who is very poor in one class but good or fair in the others
	d. a child who has had poor attendance due to sickness, work at home, or indifference of par- ents if not up to grade
	e. a child who does average work in most sub- jects but is very weak in:
	 Reading (2) Sixth grade arithmetic (1) Second grade reading (1) Sixth grade spelling and writing (1) Fifth grade arithmetic (1) Fourth grade arithmetic (1) Fourth grade reading (1)
	f. a whole class which is backward
	g. one who can do the work but is lazy or not interested
	h. a child who does good work, occasionally
	i. a child who does fair class work but fails in the tests
	j. one who entered from another state and lacks the requirements of our course of study
	k. one who entered in March, but had training at home
	l. a child who does poor daily work but writes a good final test
	m. under-age children who are overworking even if they succeed in doing as well as the others in the grade
2	2. How to determine standards of promotion
5	B. Should pupils who are retarding their class groups be put back
4	. How to grade dull over-age pupils who have been repeaters in lower grades
5	. Should a child be promoted in some subjects and retained in others
6	. Should ability, age, or previous classification be used as basis for grading or promotion
7	. How to grade pupils properly
;	8. How to adjust situations for a few weak pupils
-----	---
	 How to grade pupils who have come from other localities and schools
1(0. How to adjust situation when the pupil's read- ing ability is below the grade placement
11	 Should a pupil of exceptional ability be allowed to skip a grade
12	2. How to adjust the situation when pupils' arith- metic achievement is lower than grade placement
13	B. How to adjust promotions of pupils who have been absent a great deal
	. How to create right attitudes in the minds of the failures
	. How to decide fairly regarding promotions
16	. Must the County Superintendent's permission be obtained before promoting a child from the sixth to the eighth grade
	. How to make a dull child or possible failure feel that he has a chance
18	. Should the teacher inform the parents when failing a pupil
19	. Are mid-year promotions ever advisable in a rural school
М	arking Papers and Report Cards
1.	To what extent should neatness, completion, ef- fort, and attitude be considered in marking
2.	How to keep pupil's individual record
3.	How to mark slow pupils who have done all they are capable of doing
4.	How to mark fairly contract work considering the varying abilities of children
5.	Should marks be given in numbers or letters
6.	To what extent should marks be influenced by the rapidity of doing the work
7.	How to avoid favoritism in marking
8.	To what extent should correct method be consid- ered in arithmetic marking
9.	How to mark papers so that corrections will be beneficial to pupils
10.	How much credit to give for outside activities
11.	How to mark report cards fairly
12.	Should all papers be marked and returned

C.

SECTION I-PROBLEMS OF GENERAL TECHNIQUE	35
13. Should a rural teacher keep a class record book and if so, how	5
14. To what extent should pupils be allowed to as- sist with marking papers	4
15. How to mark a child who does poor written work but is highly intelligent	1
D. Tests and Examinations	338
1. Objective and standard tests	105
a. How to give and score standardized tests	19
b. How often should tests be given	16
c. How to interpret the results of tests	13
d. Should pupils be shown their intelligence record	7
e. How to analyze the results of standard tests	7
f. How to select standardized tests	6
g. Where can achievement tests, that will help determine our estimate of a pupil, be obtained	5
h. Which is of more value—a five minute test daily or a longer weekly test	5
i. How to make diagnostic tests without un- warranted expenditure of time	5
j. What is the value of standard tests in pro- motions	5
k. How to make true-false tests in which the guessing factor is eliminated	4
1. What are the relative values of different types of tests	2
m. How to get dependable reading tests	2
n. To what extent should true-false tests be used	2
o. Would a standardized test serve as a final test for first and second grade reading	2
p. What standard tests may be used to find out the speed and comprehension of fifth and sixth grade pupils in reading	1
q. How to make suitable inventory tests for sec- ond, third, and fourth grades in arithmetic	1
r. Where to obtain standard tests for pupils in second grade arithmetic	1
s. Are true-false tests adequate for semester finals	1
t. What intelligence tests should be given at the	-
close of the year	1

2. Final tests and examinations	
a. How to make well-balanced final tests	s
b. How to manage the home or special work	credit
c. How to arrange and conduct a yearly ination and to what extent are they g	exam-
d. How to make lower grade reading test	ts
e. How to prepare the eighth graders fo examinations and not slight the work other grades	of the
f. How much should tests count in d promotions	eciding
g. How to make tests that are not too l yet cover all the work	engthy
h. How to measure pupils' reading ability	
i. How to test in arithmetic, civics, and mar	
j. How to care for students who are not the examinations	taking
k. How to get pupils who have been a school, on account of sickness or we home, ready for the final examinations.	out of ork at
l. How to get better written work in tes	ts
m. How to get pupils to read tests carefu	illy
n. Should high average pupils be exempt tests	from
o. How to provide for testing pupils who school a week or two before school is or	leave ut
p. How to select subject matter for review which will get pupils ready for county inations	exam-
q. What is the best type of question to use giving examinations in social studies	when
r. If exemptions are used, what should h standard	e the
s. Should time outside of school be spent in paring for examinations	n pre-
t. How to make eighth graders feel the re- sibility and necessity of putting ma down correctly and neatly on examinati	terial
u. How to test properly and classify mer of the primary grades	nbers
v. How to test first grade vocabularies	

SECTION I-PROBLEMS OF GENERAL TECHNIQUE 37

	w. If a pupil fails in county examinations must the teacher give him special help during noon hour
	x. Should the sixth and seventh graders have regular geography class work after they have taken the final examinations
	y. Should the seventh grade have history after final examinations
	z. Shall absent pupils be exempt from tests
. сі	LASS MANAGEMENT
А.	
	1. How to secure and hold the pupils' attention
	2. How to overcome tendency to be inattentive when another is reciting
	3. How to get pupils to follow directions
	4. How to hold the attention while giving the as- signment
	5. How to keep the attention of the class while giving individual drill
B.	Securing Pupil Participation
	1. Problems of general management and technique
	a. What is the best method of securing pupil participation in various classes
	b. How to prevent pupils from interrupting each other
	c. How to stimulate pupils to raise questions for discussion
	d. How to prevent the more forward child from monopolizing the class period without destroy- ing his enthusiasm
	e. How to eliminate short question and answer recitation
	f. How to avoid repetition of questions
	g. How to stimulate the hesitant child to par- ticipate
	g. How to stimulate the hesitant child to par-
	g. How to stimulate the hesitant child to par- ticipate
	 g. How to stimulate the hesitant child to participate h. How to keep pupils to the point in discussion i. How to stimulate a friendly rivalry in the

V

2. Socialized recitation
a. How to conduct a socialized recitation
b. How to get pupils to dwell on essential points when using the socialized recitation
c. How to develop free attitude in a socialized recitation
d. How to get the slower pupils to participate in a socialized recitation
e. How to develop independence of pupils in conducting socialized recitation
f. To what extent should the socialized recita- tion be used
g. How to get pupils to address the class in- stead of the teacher
3. Topical recitations
a. How to develop pupil's ability to give topical recitations
b. How to develop pupil's ability to hold the at- tention of the class when presenting a topical report
c. How to get pupils to organize their material for topical reports
d. How to develop independence in reciting top- ically
4. Response of pupils
a. How to get pupils to recite so that the whole class may hear
b. How to secure clear distinct responses
c. How to get pupils to respond in complete sentences
d. How to get pupils to recite in natural con- versational tones
e. How to develop pupil's ability to express him- self adequately
Use of Class Time
1. How to find time to test, discuss, teach, sum- marize and assign work in 15-minute period
2. How to eliminate waste of time in distributing materials, assembling equipment, etc.
3. When and how to give extra help and attention to weak pupils
4. Should class time be used for project work

C.

SECTION I-PROBLEMS OF GENERAL TECHNIQUE 39

	5. Should previous day's assignment be reviewed and how	
	6. How to make the most of every minute of the recitation period	
	7. Should class time be used for dictation	
D.	Assigning the Lesson	
	1. How to overcome necessity of repeating assignment	
	2. What is the best way of making assignments when there is not enough board space	
	3. How to formulate stimulating questions	
	4. How to find time to make assignment properly_	
	5. How to be sure pupils understand the assign- ment	
	6. When, during the recitation, should the assign- ment be made	
E.	Conducting a Class of One or Two Pupils	
	1. How to conduct specific classes	
	2. How to employ competition	
	3. How to prevent monotony in class of one pupil	
SPE	CIAL TEACHING TECHNIQUES	
A.	Conducting Review and Drill Exercises	
	1. What are the best methods and procedures to use in review	
	2. How to conduct reviews for seventh and eighth grades	
	3. How to make reviews that will summarize year's work and still be interesting	
	4. How to plan a systematic, effective review of all subject matter	
	5. How to conduct effective reviews	
	6. How to conduct effective reviews in:	
	a. Physiology	
	b. Arithmetic	
	c. Arithmetic 3 and 4	
	d. Reading	
	e. Civics	
	f. History, eighth grade	

VII.

	g. Long division, third grade
	h. Geography of North America
	i. Geography and history, fourth grade
	j. Fractions
	7. How to organize review work to meet limited time for reviews
	8. How to establish necessary facts and dates in history
	9. How to secure participation of all pupils in drill exercises
	10. How to make facts "stick"
	11. How to overcome economically loss incurred by long summer vacation
	12. How to evaluate review material
	13. How to review last year's work effectively
	14. How to "fix" geography locations
	15. What is to be done if, when reviewing, one finds certain material (as pictures) which has never been taught
	16. How to determine what to review for eighth grade examinations
	17. How can all the reviews in the upper grades be completed for county examinations and still leave a definite plan of work for the last few weeks of school
	18. How to provide for individual differences in re- view work
	19. How to make review lessons according to the two- level assignment idea
	20. How to "fix" the spelling of words
	21. How to conduct reviews for those who have been absent
B.	Presenting New Material and Problem Solving
	1. How to develop problem solving ability with ge- ography material
	2. How to present new history material
	3. How to present new physiology material
	4. How to develop problem solving ability
c.	Developing Appreciations, Attitudes, etc
	1. How to secure living results in citizenship through teaching of civics
	2. How to develop appreciations through field trips
	3. How to teach patriotism through history

III.	A.		2,54
	А.	Work Habits, Attitudes, and Ideals	86
		1. Self-direction, self-control, and responsibility	38
		a. How to establish correct independent study habits	14
		b. How to develop in children a sense of re- sponsibility towards their own achievement	7
		c. How to develop in pupils an attitude of inde- pendence in attacking their work	7
		d. How to teach pupils to budget their time most economically	2
		e How to develop in pupils	20
		f. How to develop in pupils an ability to correct their own papers	16
		g. How to eliminate unnecessary questions	11
		h. How to develop a power of self-control	8
		i. How to develop a critical attitude by pupils towards their own progress	2
		j. How to develop pupils' ability to judge their own work and progress	2
		k. How to build economically new habits and modify old ones	2
		2. Industry	80
		a. How to develop habits and ideals of industry in the schoolroom	38
		b. How to overcome laziness and indifference on part of pupils	37
		c. How to develop perseverance	5
		3. Concentration	118
		a. How to develop habits of concentration on work to be done	59
		b. How to overcome the distractions to pupils at their seats caused by class activities	35
		c. How to aid pupils in making adjustments to work after summer vacation	17
		d. How to overcome habit of daydreaming	4
		e. How to overcome distraction among upper	
		f. How to overcome distraction caused by out	2
		door sports	1

CIT

4. Mastery—thoroughness, accuracy, and complete- ness	
a. How to develop in pupils a real desire for achievement in school work	;
b. How to create a desire for thoroughness in preparation	5
c. How to develop in pupils the ideal of accuracy in their work]
d. How to develop in pupils a desire to master their work	1
e. How to deal with pupils who are satisfied with merely passing	
f. How to develop a favorable attitude toward home work	
g. How to deal with pupils who neglect their work for storybooks	
5. Promptness	8
a. How to get pupils to start work promptly after intermission	3
b. How to get pupils to complete their written work on time	2
c. How to develop in pupils habits and ideals of promptness	1
d. How to develop habit of keeping work up-to- date	
e. How to overcome habit of dawdling	
6. Habits and ideals of written work	6
a. How to develop ideals of neatness and order about written work	4
b. How to overcome habits of carelessness in written work	2
7. Habits of posture, handling of materials, etc	3
a. How to develop proper habits of posture while reciting	2
b. How to develop proper habits of posture while working	1
c. How to develop proper habits in care of books and materials	
Character Traits	61
1. Traits in the more personal development of in- dividual	41
a. How to develop ideal of honesty	8

B.

SECTION I-PROBLEMS OF GENERAL TECHNIQUE 43

b. How to overcome timidness and establish self-confidence on part of pupils	
 (1) On part of beginning pupils (49) (2) On part of pupils in general (37) 	
c. How to establish ideals of cleanliness and pride in personal appearance	
d. How to develop habits and ideals of thrift	
e. How to develop respect for property, public and private	
f. How to teach manners and morals in general	
g. How to establish habitual observance of health rules	
h. How to develop habits in regard to weekly bath	
i. How to develop adaptability to varying cir- cumstances	
j. How to develop initiative and originality of pupils	
k. How to develop patience on part of pupils	
 How to develop pupils' control of temper, jealousy, etc. 	
m. How to develop ideals of honesty that will result in honesty in Credit work, Fair exhibits and Club work	
n. How to build up the best ideals in children when home environment is not favorable	
o. How to make proper use of handkerchief habitual	
p. How to avoid the development of inferiority complex which seems to develop when older children recite with younger ones	
q. How to develop ideals of courtesy	
Traits which function in group relationships in schoolroom and on playground	2
a. How to develop spirit of cooperation	
b. How to develop the ideal of sportsmanship and fair play	
c. How to develop thoughtfulness for feelings of others	
d. How to develop habits and ideals of courtesy	
e. How to develop attitude of service, sympathy, and kindness to each other	
f. How to develop respect for opinion of others	

2.

C.

	g. How to overcome national and religious bar riers between pupils
	h. How to develop wholesome attitudes and re lationships between boys and girls
	i. How to get pupils to respect rights of other
	j. How to develop unselfishness
	k. How to develop social adaptability
	Conduct and Discipline (This is really a negative statement of the problems listed under A and B of this section)
	1. Eliminating disturbance in general
	a. How to discipline and maintain order
	 (1) In the schoolroom (113) (2) In a socialized recitation (17) (3) In the drawing period (16) (4) In the music period (10)
	b. How to eliminate unnecessary whispering
	c. How to abolish talking without permission
	d. How to overcome disturbance caused by pu- pils leaving the room, and asking permission to leave the room
	e. How to overcome tendency of pupils to move about restlessly
	f. How to deal with pupils who are centers of disturbances
	g. How to maintain order in passing to and from classes, out of the schoolroom, etc
	h. How to overcome disorder while waiting turn at drinking fountain or pencil sharpener
	i. How to eliminate unnecessary noise in the schoolroom
	j. How to maintain discipline in general, on the playground
	k. How to eliminate silly giggling
	l. How to prevent note-writing
	m. How to prevent pupils from annoying one an-
	n. How to deal with humming
4	2. Dealing with specific misdemeanors
1	 a. How to deal with dishonesty: (1) Petty thefts (47) (2) Exaggeration and lying (18) (3) Cheating (39)
	(3) Cheating (39)(4) Taking of lunches (5)

(4) Taking of 1u(5) Bluffing (4)

SECTION I-PROBLEMS OF GENERAL TECHNIQUE 45

b. How t	o eliminate profane and vulgar language	=0
	to deal with continual quarreling	73
	to deal with deliberate disobedience	61
		36
	to deal with discourtesy and impudence	34
	to eliminate continual tattling	32
lation	to prevent family quarrels effecting re- s between pupils	27
	to deal with smoking among pupils	22
i. Punisl	hment	18
. (fow to punish pupils for misdemeanors 6)	
11	Under what circumstances is a teacher ustified in expelling a pupil (3)	
(3) S	hould pupils be kept at recess or after	
(4) 1	chool for misdemeanors (3) s it advisable to have pupils make apol- gies (2)	
(5) V (6) S	When should a teacher whip a child (2) should pupils be made to take their seats or improper conduct at class (2)	
j. How t	to deal with truancy	11
	to overcome habit of contradicting	9
	to deal with the mischievous child	4
m. How	to deal with destruction of school prop-	2
Problems of	Conduct on Part of Teacher	117
1. Developin	ng desirable qualities	50
	to be tactful	7
	to be firm	7
c. How t	to have confidence that one is master of tuation	. 7
	to gain perfect control of one's temper_	7
	to avoid nagging	7
f. How t	to be friendly with the pupils without	'
	f dignity	4
	to avoid partiality	4
h. How t preach	to advise pupils without seeming to	3
i. How t	o analyze and remedy one's own teaching	2
j. How n her au	may a beginning teacher best establish ithority at the outset	2

D.

2.	E	stablishing cooperative relationships with pupils	67
	a.	How to learn to understand individual pupils	23
	b.	How to develop and maintain happy spirit of cooperation between teacher and pupils	16
	c.	How to get acquainted with the pupils and learn their names quickly	13
	d.	How to make use of the "gang spirit" rather than have it demoralize the school	5
	e.	How to get pupils to respond when visitors are present	4
	f.	How to gain the cooperation and influence of older pupils in management of little folks	4
	g.	How to get the good will of pupils	2

IX. STUDY PERIOD MANAGEMENT

- A. Study Techniques Used in Preparing Assignments and Seatwork (See Reading under Specific Reading Abilities.)
- B. Study Habits and Conduct in Study Periods (See General Patterns of Conduct under Work Habits and Ideals.)

SECTION II

PROBLEMS OF SPECIAL TECHNIQUE

I.	READING	
	A. General Problems	
	1. How to develop fluent expressive oral reaction throughout the grades	ading
	2. How to develop comprehension of what is a	read_
	3. How to treat weakness in mechanics of rea in the upper grades	
	4. How to prevent and overcome word-callin oral reading	ng in
	5. How to overcome rising inflection in oral rea	ading
	6. How to obtain speed and accuracy in s reading	
	7. How to get pupils to pronounce words disti	netly
	8. How to prevent and overcome lip reading	
	9. How to teach silent reading in the difference grades	
	10. How to correct the singsong way of readin	g
	11. How to teach foreign speaking children to	read
	12. How to overcome carelessness in reading guessing at words	and
	13. How to overcome hesitancy in oral reading	;
	14. How to secure accuracy in word recognition	I
	15. What is the most effective proportion bettoral and silent reading	ween
	16. When, how often, and what type of drill sh be used by the teacher in reading	ould
	17. How to overcome in second grade the los reading ability incurred by long summer v tion	aca-
	18. How to increase eye-span	
	19. How to prevent and overcome finger-poin and losing the place	ting
	20. How to teach fifth grade reading	
	21. How to develop. better readers in the second	

	22.	How to prevent and overcome repetition of words in oral reading
		How to develop comprehension on part of a good oral reader
	24.	How to correct long-established mispronuncia- tions
	25.	What should be the objectives of upper grade reading
	26.	How to get pupils with limited experience to un- derstand what is read
	27.	How to develop proper habits of holding book, posture, etc.
	28.	How to teach classics to upper grades
	29.	Shall mispronounced words be corrected during the reading or after pupil has finished
	30.	How can rate be increased in the second grade
	31.	Should a long story be read as a whole or taken in parts
	32.	What should be done for children who cannot give new words rapidly even after word, phrase, and phonic drills have been given
	33.	How to overcome substitution of words in reading
	34.	If a pupil is weak in reading may he recite in two classes
B.	Pr	oblems of First Grade
	1.	How to teach first grade reading
	2.	How to improve teaching in first grade
	3.	How to correlate and make transition between print and script
	4.	How to overcome slow progress
	5.	How to determine what method to use in teach- ing beginning reading
	6.	How to present first grade or pre-primer work_
	7.	How to overcome memorization and picture reading
	8.	How to develop vocabulary in first grade read- ing
	9.	How to develop comprehension
	10.	How to overcome word-calling
	11.	How to develop retention
	12.	How to develop fluent oral readers

SECTION II-PROBLEMS OF SPECIAL TECHNIQUE 49

13.	How to determine when the first grade is ready to read in books	-
14	How to overcome substitution of words	:
	How to overcome guessing at words	
	How to develop word mastery	
17.	How to establish reading habits so that children will continue reading during the summer	
18.	Should the first grade pupils continue the primer until they finish the book	
19.	How to increase rate of finding phrases in books	
20.	How to use the afternoon period which is too short to teach the new phrases needed for the next day's reading	
21.	Would it be better to base all reading work on the child's interests for the first half of the year	
Sn	ecific Skills and Abilities	29
	How to establish worth while permanent reading	
1.	interests	10
2.	How to develop ability to use textbooks inde- pendently	6.5
	How to develop ability to follow directions	3
4.	How to get pupils to read critically, to think independently concerning what they read	3
5.	How to secure appreciation of poetry and of the classics in upper grades	2
6.	How to develop ability to organize	1
7.	How to develop ability to outline	1
8.	How to develop ability to find answers to ques- tions	1
9.	How to develop ability to reproduce essential thought of material read	
10.	How to develop the appreciation of literature	
11.	How to secure ability to recall and to apply acquired information to new problems	
	How to develop ability to evaluate material read	
	How to teach pupils to verify conclusions, to avoid snap judgments	
14.	How to develop ability to visualize objects and situations	
15.	How to teach children to summarize	

C.

D. Phonics	- 3
1. What is the most efficient procedure or method in teaching phonics	
2. How to get pupils to apply their phonics	
 How to teach correct articulation of different sounds, to those who speak indistinctly 	
4. What emphasis should be placed on phonics above the second grade	
5. How should phonics be taught in the second grade	2
6. How to teach combination of sounds	1
7. What type and how much drill to devote to the phonics work	
8. How to get beginning pupils to speak plainly	
9. When to begin teaching phonics	
10. Should phonics be taught in reading class or in a separate period	
11. How to teach phonics in the upper grades	
12. How to teach the changing sounds of certain letters	
13. How to prevent or overcome overdependence on sounds in pronouncing words	3
14. What to do with pupils in the upper grades who lack phonic ability	3
15. How to present new sounds to first grade children	3
16. Should the phonic system used be that which has been developed with the basic reader	2
17. To what extent should phonic work be stressed in teaching reading	2
 Should a pupil be required to sound out a diffi- cult word when he meets it in oral reading 	1
19. What to do for beginning pupils who do not grasp the sounds	1
Reading Circle and Library Work	121
1. How to develop ability of pupils to use the li- brary and reference material intelligently and in- dependently	31
2. How to conduct the Reading Circle work	18
3. What is a systematic method of checking and taking care of Reading Circle work	18
4. How can all pupils be stimulated to do the read- ing since Reading Circle work is not compulsory	13

E.

SECTION II-PROBLEMS OF SPECIAL TECHNIQUE 51

		5. How to conduct Reading Circle work in grades 1 and 2 when pupils cannot read independently
		6. How to get all Reading Circle work completed_
		7. How to get all book reports finished satisfac- torily
		8. When and how (oral or written) should book reports be given
		 How to develop in pupils a desire to enrich their experiences through wide reading of reference books
		10. How to get the second grade pupils to report books properly
		11. How can I get the pupils to use the library ef- fectively
		12. How can I prevent the pupils from hurrying through their work so as to read library books
	F.	Dictionary Work
		1. How to teach the pupils to use the dictionary effectively
		2. How to make dictionary work effective as dem- onstrated by use of new words acquired
		3. How to develop the ability to select the right meaning when several are given
		4. How to develop the dictionary habit among the children
		5. When and how to introduce dictionary study
		6. How to teach alphabetical arrangement of words
		7. How to teach markings of words
		8. Should children be required to use the dictionary pronunciation of words, such as "laugh"
		9. How to teach the pupils to select, without the teacher's help, the words from their reading lesson to be looked up in the dictionary
п.	EN	LISH
	А.	Oral and Written Expression
		1. Correct usage
		a. How to improve spoken English by overcom- ing incorrect habits and establishing correct habits of usage
		b. How to eliminate the use of too many "and's"
		c. How to teach correct use of "see", "saw", "was", "were", etc
		d. How to eliminate the use of "ain't"
		e. How to overcome use of slang

	2.	How to get pupils, particularly primary pupils, to express themselves freely and spontaneously_	73
		How to teach punctuation and capitalization	49
	4.	How to get children to express themselves freely in good English, when a foreign language is spoken in the home	23
	5.	How to develop the ability to speak and write in complete, balanced sentences—Sentence sense_	17
	6.	How to teach children to tell a story coherently	15
	7.	How to develop a critical attitude towards, and appreciation for, good English	15
	8.	How to teach or improve written composition	14
	9.	How to develop originality in composition	10
	10.	What is the most economical and effective pro- cedure in dramatization	8
	11.	How to develop ability to organize material in outline form, and then to formulate oral and written composition from the outline	8
	12.	How to teach oral composition	7
	13.	How to restrain children from speaking a for- eign language on the schoolground	7
	14.	How to teach primary language	6
	15.	What is the value of language games	5
	16.	What are the best methods of drill in punctua- tion	5
	17.	How to present a poem to be memorized	5
	18.	When to correct mistakes in English, at once or later	4
	19.	How to teach letter-writing	3
	20.	How to develop pleasing inflection	2
	21.	How to teach paragraphing	2
	22.	How much memorization should be required	2
	23.	How to get pupils to use new vocabulary in oral and written composition	1
	24.	How to introduce written work in the third and fourth grades	1
	25.	How to get upper grade pupils effectively to check all written work before handing it in	1
B.	Gr	ammar	162
	1.	How to teach grammar in the upper grades	69
	2.	How to teach the various parts of speech	28

	SECTION	II—PROBLEMS	OF	SPECIAL	TECHNIQUE	53
--	---------	-------------	----	---------	-----------	----

	3. How to get the mechanics of grammar to carry over into the oral and written expression
	4. How to teach sentence construction and the re- lationship of the various parts
	5. How to conduct effective drill in grammar
	6. How to develop a critical attitude towards sen- tence construction
	7. How much mechanics of grammar should be taught
	8. How to teach diagraming
	9. Need of a better and more definite outline
III.	ARITHMETIC
	A. Fundamental Processes
	1. How to fix the fundamental combinations in third and fourth grades
	2. How to do corrective work in the fundamental operations in the different grades
	3. How to teach long division
	4. How to develop accuracy in performing funda- mental operations
	5. How to develop speed in performing the funda- mental operations
	6. How to teach percentage
	7. How to teach decimals
	8. How to teach short division
	9. How to develop concepts of the fractional parts, so that the relationships are understood
	10. How to teach second grade arithmetic
	11. How to prevent and overcome the habit of counting when adding
	12. How to teach subtraction
	13. How to teach beginning multiplication
	14. How to teach fractions
	15. How to teach square root
	16. How to teach taxation, insurance, interest, bank discount, commission, profit and loss, etc
	17. How to teach denominate numbers
	18. How to develop a number sense
	19. How to teach ratio and proportion

Di

	20.	How to teach division when there is a remainder	6
	21.	How to teach addition combinations	5
	22.	How to make clear the borrowing process in subtraction	4
		How to teach the zero combinations	3
	24.	How to develop the relation of decimals and fractions to per cent	3
	25.	How to teach the children to count and write numbers	3
	26.	How to teach carrying in addition	2
	27.	How to teach the signs in fundamental opera- tions	2
	28.	How to teach reduction of fractions	2
	29.	How to teach the second grade pupils to write dollars and cents with speed and accuracy	2
	30.	How to teach cancellation	2
		How to teach rapid column addition to the third and fourth grade pupils	1
	32.	When pupils are being taught the four funda- mentals for the first time should they be al- lowed to use "crutches"	1
3.	Dr	ill Work	37
		In WORK	
	1.	How to make arithmetic drills effective; what type of drill, and length of drill period	21
		How to make arithmetic drills effective; what	
	2.	How to make arithmetic drills effective; what type of drill, and length of drill period	21
	2. 3.	How to make arithmetic drills effective; what type of drill, and length of drill period When is the best time to correct errors How to conduct lively mental drills in upper	21 5
	2. 3. 4. 5.	How to make arithmetic drills effective; what type of drill, and length of drill period When is the best time to correct errors How to conduct lively mental drills in upper grades	21 5 3
	2. 3. 4. 5.	How to make arithmetic drills effective; what type of drill, and length of drill period When is the best time to correct errors How to conduct lively mental drills in upper grades	21 5 3 3
	 2. 3. 4. 5. 6. 	How to make arithmetic drills effective; what type of drill, and length of drill period When is the best time to correct errors How to conduct lively mental drills in upper grades What is the relative value of arithmetic games as drill devices How to develop speed and accuracy in the second grade Arithmetic practice books are much too hard for the fifth grade. Should they then be used for	21 5 3 3 2
C.	 2. 3. 4. 5. 6. 7. Re 	How to make arithmetic drills effective; what type of drill, and length of drill period When is the best time to correct errors How to conduct lively mental drills in upper grades What is the relative value of arithmetic games as drill devices How to develop speed and accuracy in the second grade Arithmetic practice books are much too hard for the fifth grade. Should they then be used for drill work Should a special period or a part of the regu- lar period be used for drill	21 5 3 3 2 2
с.	 2. 3. 4. 5. 6. 7. Re 	How to make arithmetic drills effective; what type of drill, and length of drill period When is the best time to correct errors How to conduct lively mental drills in upper grades What is the relative value of arithmetic games as drill devices How to develop speed and accuracy in the second grade Arithmetic practice books are much too hard for the fifth grade. Should they then be used for drill work Should a special period or a part of the regu- lar period be used for drill	211 5 3 3 2 2 2 1
2.	 2. 3. 4. 5. 6. 7. Ree 1. 	How to make arithmetic drills effective; what type of drill, and length of drill period When is the best time to correct errors How to conduct lively mental drills in upper grades What is the relative value of arithmetic games as drill devices How to develop speed and accuracy in the second grade Arithmetic practice books are much too hard for the fifth grade. Should they then be used for drill work Should a special period or a part of the regu- lar period be used for drill How to develop ability to solve reasoning prob-	211 5 3 2 2 2 1 103

SECTION II-PROBLEMS OF SPECIAL TECHNIQUE 55

	4.	How to develop pupil's ability to visualize objective setting of a problem
		How to get pupils to think through a problem before attempting a solution
	6.	How much rationalization or explanation of processes to undertake
	7.	How to get second grade pupils to give clear answers to board problems
	8.	Tests given during the latter part of the year show that the seventh and eighth grade pupils are weak in problem solving. Should I stress this in preference to the work outlined in the manual for the last month of the year
	9.	How to develop ability to apply principles to solution of problems
	10.	How to get known combinations to carry over to solution of reasoning problems
	11.	How to get the third and fourth graders to un- derstand simple problems involving fractions
	12.	Pupils come to class without arithmetic prob- lems worked. How can the tendency be over- come
D.	Ge	neral Problems
	1.	To what extent should short cuts be used in grades
	2.	How to avoid the tendency to work for answers only
	3.	Should pupils be allowed to have answers in arithmetic
DE		ANGUID
PE A.		ANSHIP meral: all grades
		How to teach penmanship so that it will carry over into all written work
	2.	How to teach penmanship effectively to the grades one to eight during the same short period
		What is the best system of penmanship to teach
	4.	How to improve writing of upper grade pupils who write illegibly
	5.	How to teach penmanship to left-handed pupils
	6.	How to avoid monotony during the writing period
	7.	How to get pupils to use arm movement outside of writing period

IV.

8. To what extent should muscular arm move ment be required	e-
9. How to make use of the penmanship period—in dividual or class instruction	
10. How to create a desire to write well—a critica attitude towards writing	
11. How to overcome cramped finger writing	6
12. How to develop speed in writing	5
13. Should a child continue to practice penmanship after he has achieved skill specified in standard handwriting scales or has a diploma in pen- manship) [
14. To what extent should spelling words be used for practice in writing	
15. Does the muscular system actually function in the pupils' work outside of school	1
B. First Grade	47
1. How to teach penmanship to beginners2. Should work be introduced by	23
2. Should work be introduced by words or single letters	5
3. When and how much writing instruction should be given	4
4. How to start penmanship in the primary grades	3
5. How to develop ability to write words from print	3
6. How to establish proper letter forms	. 3
7. Should beginners write at the board or seats	2
8. How to develop muscular control	2
9. How to provide written work suitable for first grade	1
10. Should pupils use large lead pencils	1
PELLING	
. General Problems	271
1 How to make compation with	212
1. How to make correct spelling carry over from spelling class to use of same words in other work	88
2. What is the best method to use in teaching spelling in the different grades	47
3. How to conduct spelling work for upper grade pupils who are weak in spelling when no class is provided for in the Course of Study	
is provided for in the Course of Study	17

v. s

SECTION II-PROBLEMS OF SPECIAL TECHNIQUE 57

	4. How to develop "sound sense" in older pupils who have had no training in phonics
	5. How to establish a "spelling sense"—a critical attitude towards the spelling of words
	6. How to improve spelling in general
	7. To what extent should rules be taught in spelling
	8. How to teach the syllabication of words
	9. How to get pupils to visualize words
	10. How to impress pupils with the value of ability to spell words correctly
	11. How much knowledge of marking of words should be required
	12. What is the proper proportion to maintain be- tween oral and written spelling
	13. Should older pupils hear spelling of younger pupils
	14. What rules should be taught in spelling
	15. How to teach the spelling "demons"
B.	Problems in Certain Grades
	1. How to teach beginning spelling
	2. How to make third grade spelling more effective
	3. How to make the seventh graders see the value of spelling
	4. How to get the seventh and eighth grades up to standard
	5. How to obtain good spelling in the fifth grade
	6. How to teach spelling to third and fourth grade pupils
	 Should the teaching of introductory spelling be stressed in the first grade during the last four weeks
c.	Pre-Test
	1. What to do when pupils get 100% on pre-test
	2. How to prevent pupils being discouraged by re- sults of pre-test
	3. Are twenty or even thirty words in a week enough
	4. How to use the pre-test method
	5. How to avoid so many misspelled words in the Friday test
	6. How to test for meaning and use of spelling words

C.

VI.	GEOG	ЗКАРНУ
	1	. How to conduct map and globe study effectively
	2	. How to teach geography in the lower grades, particularly when pupils have no texts
	3.	. How to teach geography effectively
	4.	. How to teach latitude and longitude
	5.	. How to teach various phenomena of nature ade- quately
	6.	. What is the relative importance of map, booklet, and notebook work
	7.	. How to use geography books most effectively
	8.	. How to conduct a profitable field trip
	9.	. How to teach the International Date Line and change of time
	10.	. How to use the sand table in geography
	11.	. What is the relative importance of field walks
	12.	How to overcome dependence on the teacher when answering thought questions in geography
	13.	How to teach local geography
	14.	Need of a more definite outline for geography
II.	HISTO	DRY AND CIVICS
	1.	How to teach seventh and eighth grade history and civics effectively, so that pupils will have an intelligent understanding of the work
	2.	How to teach fifth and sixth grade history ef- fectively
	*3.	How to get the seventh grade to understand this (even) year's work because of lack of foundation
	4.	How to teach lower grade history and civics when there is no text
	5.	How to teach the constitution and the mechan- ics of government
	6.	What is the relative value of notebook, booklet, and map work
	7.	How to teach fifth and sixth grade civics
	8.	How to make the study of civics a training in citizenship
	9.	How to keep pupils from "muddling" the various events and divisions of history

^{*} See page 74.

1	SECTION II-PROBLEMS OF SPECIAL TECHNIQUE	59
	10. How to teach first and second grade civics	2
	11. How to overcome the inability of fifth grade	
	pupils to answer independently thought ques- tions in history and civics	1
	12. How to "fix" the necessary facts of civics	1
VIII.	PHYSIOLOGY AND HYGIENE	28
	1. How to get the class physiology and hygiene work to function in habits and attitudes of pupils	22
	2. How to conduct a health contest	5
	3. What is the value of drawings and diagrams	1
IX.	NATURE STUDY	33
	1. How to develop an observing attitude toward nature	13
	2. How to create an appreciation for the beautiful in nature	9
	3. How to teach nature study	6
	4. How to conduct a nature study field trip	5
x.	AGRICULTURE	4
	1. How to plan better projects for agriculture	2
	2. How to provide sufficient instruction in agricul- ture	2
XI.	MUSIC	100
	1. How to teach music to all grades at once	15
	2. How to teach note-reading	14
	3. How to develop in pupils a desire to sing	13
	4. How to teach music when teacher cannot sing and has had no training	11
	5. How to teach music without an instrument	10
	6. How to teach the monotone pupil	10
	7. How to teach rhythm	9
	8. How to teach pupils to sing softly	6
	9. How to develop appreciation of music	5
	10. How to keep pupils in pitch	3
	11. How to teach note singing	3
	12. How to teach singing with the use of a victrola	1

XII.	DRAWING
	1. How to teach drawing in the different grades
	2. How to teach drawing to all the grades at the same time
	 How to teach drawing when the teacher has had no training in the work
	4. How to develop appreciation of pictures
	5. How to prepare school and Fair exhibits
	6. How to develop initiative and originality in drawing
	7. How to teach pupils to draw to a scale
	8. How to teach poster work
	9. How to teach free-hand cutting
	10. How to teach free-hand drawing
XIII.	OPENING EXERCISES
	1. How to bring about a variety in opening exer- cises near the end of the year
	2. Which important biographies to present to the whole school
	3. May the course in opening exercises be changed to suit conditions
	4. About how often should fire prevention be taught throughout the year
	5. How to accomplish anything in such a short time
XIV.	CURRENT EVENTS
	1. How to present current events so that pupils will have an intelligent understanding of topics discussed
	2. How to teach pupils to select worth while current
	3. How to teach current events from the Literary Digest (too difficult)
	4. How to include little folks with the upper grades
	5. How to know what current events to teach

SECTION III

PROBLEMS OF GENERAL MANAGEMENT

ι.	AT	TENDANCE AND TARDINESS	751
	А.	Attendance	561
		1. How to secure regular attendance of pupils	322
		2. How to decrease absences due to specific causes	213
		a. work at home	113
		b. sickness	35
		c. nearness to end of year	18
		d. because they have written county examinations	15
		e. weather	14
		f. attendance at fairs, motor trips, church, etc	9
		g. bad roads	6
		h. long distance from school	2
		i. lack of clothing	1
		3. Should written excuses be required	12
		4. Should eighth graders attend school after they have written county examinations	8
		5. Should attendance prizes and certificates be given	5
		6. How many pupils must be in attendance in order to have school in bad weather	1
	B.	Tardiness	190
		1. How to eliminate tardiness in general	128
		2. How to overcome habitual tardiness on part of some pupils	36
		3. How to deal with tardiness caused by:	20
		a. work at home	13
		b. school bus	5
		c. differing timepieces	2
		4. How to punish for tardiness	
		Planon for furthiess	6

I. M H	ANAGEMENT OF PUPILS OUTSIDE OF CLASS OURS
A	
	1. What to do when pupils come to school too early (7:30) in the morning
	2. How to avoid confusion in corridors and cloak- rooms
	3. How to secure promptness in responding to sig- nals
	4. What to do for primary pupils who are dismissed before the others but must wait for them
	5. How to get pupils to leave at once after dismissal
	6. How to manage so that wraps will be accessible and easily identified
E	3. Management of Pupils on Way to and from School
	1. How to prevent loitering on the way to and from school
	2. How to prevent quarreling among pupils on the way to and from school
	 To what extent is the teacher responsible for con- duct and safety of pupils on way to and from school
	4. How to prevent improper language in bus and on road to and from school
	5. How to insure caution of pupils at railroad cross- ings, etc.
C	. Lunch Problems
	1. General lunch problems
	a. How to prevent children's lunching constantly at recess
	b. How to provide interesting topics for discus- sion during lunch hour
	c. How to collect money for milk served at school
	d. How to get children to eat their lunches slowly
	e. How to get children to sit still when eating
	f. How to interest pupils in proper lunches
	g. How to impress pupils with the value of milk for lunch
	h. What to do when pupils bring no lunch

SECTION III-PROBLEMS OF GENERAL MANAGEMENT 63

	2. Hot lunches
	a. What is the best way to plan and prepare hot lunches
	b. How to finance hot lunches
	c. How to serve hot lunches in a thirty-minute period
	d. Should hot lunches be served if some parents do not approve
	e. How to secure adequate equipment for hot lunches
	f. How to prepare lunch which all pupils will eat
	g. Should upper grade girls be permitted to pre- pare the hot lunches
D.	Noon and Recess Problems
	1. How to plan for noon and recess on rainy days when children must stay indoors
	2. Should children be sent outside to play if their parents object
	3. How to prevent excessive noise in the schoolroom during noon and recess hours
	4. Are third and fourth grade pupils to be dismissed at any time of the day besides the regular recess and noon periods
	5. What to do when school is divided as to having half-hour noon
	6. Should pupils in the lower grades be sent out to play if the weather is stormy and there is no playroom or other protected place to play
E.	Playground Problems
	1. How to plan games and activities in which all pu- pils may participate
	2. How properly to supervise playground activities_
	3. How to get pupils to plan out-of-door games without quarreling
	4. How to plan playground activities when there is no playground equipment
	5. Should pupils be allowed to play off the school- ground
	6. How to provide indoor games that will take the place of outdoor games while ground is wet
	7. How to care for children who are hurt during play
	8. How to overcome difficulties of older boys and girls playing together

	9.	How to get pupils to play out-of-door games without teacher being with them
	10.	What games to select for the different seasons
	11.	How to keep the older pupils from resorting to gossip at recess and noon
	12.	Is the teacher responsible for accidents which occur on the schoolground before nine o'clock
. PI	HYS	ICAL CONDITIONS
A.	. Pr	oblems Relating to School Building
	1.	How to overcome lack of cabinet space for sup- plies
	2.	How to make adjustments to counteract crowded conditions in schoolroom
	3.	What to do when lighting facilities of schoolroom are insufficient
	4.	How to keep the schoolroom properly heated when the mornings are cool and the afternoons are often very warm
	5.	What to do when there is no warm place to keep the clothing and lunch pails
B.	. He	eating and Ventilating
	1.	How to keep the schoolroom properly heated
	2.	How to heat a room properly when heating plant is defective
	3.	How to have building warm in mornings when children come to school
	4.	How to keep the schoolroom properly ventilated
	5.	How to ventilate without inducing a draft when there is no ventilation system
		How to have a supply of dry fuel and kindling at all times
		How to keep an even temperature in a poor build- ing
	8.	How to maintain workable conditions on an exceedingly hot day
C.	Se	ating
	1.	How to seat children properly when desks are not adjustable
	2.	What to do when there are not enough seats for all pupils enrolled
	3.	How to arrange seating properly

SECTION III-PROBLEMS OF GENERAL MANAGEMENT 65

	4. How to overcome difficulties caused by double nonadjustable seats
	5. What to do when there are no seats to fit the smaller pupils
	6. How to overcome lack of recitation seats
D.	Blackboards
	1. How to overcome difficulty of insufficient black- board space for assignments and class work
	2. How to overcome eyestrain of pupils in reading from blackboard
	3. How to use a very poor quality of blackboard
E.	Water Supply
	1. How to provide adequate supply of water when there is no well on schoolgrounds
	2. How to establish and maintain sanitary drinking system
F.	Toilets and Grounds
	1. How to correct undesirable conditions in boys' toilets
	2. How to keep the toilets in proper condition
	3. How to keep the schoolgrounds neat and attrac- tive
	4. How to operate indoor toilets successfully
	5. How to prevent misuse of toilets and grounds by tourists
G.	Health and Sanitation
	1. How to overcome annoyance and unsanitary condi- tion caused by swarms of flies in the fall, when there are no screens
	2. How to enforce attendance regulations regarding such diseases as whooping cough, chicken pox, etc.
	3. How to maintain clean, healthful conditions in the schoolroom
	4. How to detect symptoms of contagious diseases
	5. How to overcome condition caused by hornets, mice, etc., in the schoolroom
	6. The problem of deciding when to exclude children from school:
	a. who show symptoms of flu
	b. with bad colds

c. if one in family has mumps	
d. if the child is sick	
e. after recovering from a contagious dis	
7. How to keep the children from becoming about the neatness and cleanliness of the room in spring weather, especially when t is in need of cleaning	careless e school-
8. Where to find rules for exclusion for co	ntagions
9. How to care for pupils taken sick at scho	
10. How to provide proper facilities for washin	
11. What can the teacher do if some children dernourished	are un
EQUIPMENT AND SUPPLIES	
A. Textbooks and Supplementary Reading	
1. How to get necessary textbooks quickly at of school	
2. How to secure necessary supplementary material	reading
3. How to insure children's paying for bool teacher has bought them	re often
4. How shall children be supplied with book parents cannot afford to buy them	s whose
5. How to provide sufficient texts when no fr books are available	on toxt
B. Miscellaneous Supplies and Equipment	
1. How to secure general supplies needed	
2. How to secure seatwork supplies	
3. How to secure maps and globes	
4. How to secure illustrative charts, word and cards	phrase
How to keep pupils supplied with mater ink, paper, pencils until the last day of sch	ials as
6. How to secure first aid equipment, scales,	etc
7. How to secure playground equipment	
8. How to secure pictures and decorations	
9. How to secure a flag	
10. How to secure paper towels	
11. How to secure window shades	

IV.

SECTION III-PROBLEMS OF GENERAL MANAGEMENT 67

. M	SCELLANEOUS DUTIES OF TEACHER
А.	Janitorial Work
	1. Should children help with janitor duties and how should it be managed
	How to secure cooperation of pupils in cleaning shoes, in caring for lunch pails, crumbs, etc
	3. How to make the schoolroom attractive
	4. How to keep the cloakroom neat with so many winter wraps, lunch pails, etc
·	5. How to leave the school equipment and room in proper condition
	6. How to keep floors clean when they are rough and unoiled
	7. How to sweep a poor floor when boards and seats run in opposite ways
	8. What to do when no provision is made for sweep- ing compound
B.	Library Management
	1. How to take an inventory and to get all the books returned and properly arranged
	2. How to organize the library and correct the cata- loging errors
	3. How to secure Reading Circle Books
	4. What to do with new library books
	5. What method to use in labeling books
	6. How to take care of rebinding
	7. What to do with books that it would not pay to rebind
	8. How to catalog and accession new books besides correcting papers and working on reports
	9. How to provide supplementary work while the li- brary is closed for "checking up"
	10. How to get all the books "checked in"
	11. How to keep the library books labeled
C.	Register and Reports
0.	1. How to complete the register at the close of year
	2. How to keep the register
	 How to record a pupil who does not enroll until after school has started
	4. How to fill out certain items in the annual report

5.	How to leave a complete record of all work done the past year
6.	How to make out the report for the superin- tendent
7.	How to check up attendance record
8.	How to take an inventory of all school property_
9.	How to make record of supplementary readers, textbooks, and materials needed for next year
10.	Should pupils who come in the spring of the year be enrolled and counted in the annual report
11.	When shall a pupil be marked withdrawn
12.	Shall a child be marked absent if he is attending school elsewhere
	Shall a pupil be marked absent if he has been excused
	What days are to be counted as taught
15.	How much of a record should be left for the next year
16	How shall holidays be recorded
10.	
	How often should report cards be given out
17.	
17. Le	How often should report cards be given out
17. Le 1.	How often should report cards be given out gal Powers and Duties May a teacher send home pupils who are not six
17. Le 1. 2.	How often should report cards be given out gal Powers and Duties May a teacher send home pupils who are not six years old If a pupil is unmanageable, is it proper for me to tell him or her to go home, or may I resort to
17. Le 1. 2. 3.	How often should report cards be given out gal Powers and Duties May a teacher send home pupils who are not six years old If a pupil is unmanageable, is it proper for me to tell him or her to go home, or may I resort to corporal punishment If a school board refuses to set aside money for seatwork, and I as teacher without the board's authorization purchase same, can the board re-
17. Le 1. 2. 3.	How often should report cards be given out gal Powers and Duties May a teacher send home pupils who are not six years old If a pupil is unmanageable, is it proper for me to tell him or her to go home, or may I resort to corporal punishment If a school board refuses to set aside money for seatwork, and I as teacher without the board's authorization purchase same, can the board re- fuse to reimburse me Can the schoolgrounds be used as a tourist camp
17. Le 1. 2. 3. 4. 5.	How often should report cards be given out gal Powers and Duties May a teacher send home pupils who are not six years old If a pupil is unmanageable, is it proper for me to tell him or her to go home, or may I resort to corporal punishment If a school board refuses to set aside money for seatwork, and I as teacher without the board's authorization purchase same, can the board re- fuse to reimburse me Can the schoolgrounds be used as a tourist camp during vacation Should children moving in from an eight-months school be required to attend the remainder of the
17. Le 1. 2. 3. 4. 5. 6.	How often should report cards be given out gal Powers and Duties May a teacher send home pupils who are not six years old If a pupil is unmanageable, is it proper for me to tell him or her to go home, or may I resort to corporal punishment If a school board refuses to set aside money for seatwork, and I as teacher without the board's authorization purchase same, can the board re- fuse to reimburse me Can the schoolgrounds be used as a tourist camp during vacation Should children moving in from an eight-months school be required to attend the remainder of the local nine-months term
17. Le 1. 2. 3. 4. 5. 6. 7.	How often should report cards be given out gal Powers and Duties May a teacher send home pupils who are not six years old If a pupil is unmanageable, is it proper for me to tell him or her to go home, or may I resort to corporal punishment If a school board refuses to set aside money for seatwork, and I as teacher without the board's authorization purchase same, can the board re- fuse to reimburse me Can the schoolgrounds be used as a tourist camp during vacation Should children moving in from an eight-months school be required to attend the remainder of the local nine-months term Under what circumstances must pupils pay tuition Under what contagious disease conditions should a

D.

3

SECTION IV

PROBLEMS OF COMMUNITY RELATIONSHIPS

COODDD

. c	OUPERATION OF COMMUNITY
	. General Interest in School
	1. How to stimulate interest of parents and school board so that they will visit school
	2. How to maintain interest in school in general
	3. How to stimulate interest of parents in school activities
	4. How to overcome indifference of foreign parents towards school
	5. How can parents be convinced of the need of nine- months school
	6. How to deal with children and parents to discour- age children from attending dances on school nights
	7. What to do about young people breaking into the building in the evening
	8. How to keep people "who don't believe in signs" from driving on schoolgrounds during wet weather
	9. How to get the parents to share the responsibility of moral training
,	10. How to gain the good will of parents who object to having their children disciplined
	11. How to convince parents of the value of a high school education
	12. How to get the parents to cooperate in controlling their children who have difficulties on the play- ground
B.	Cooperation in Specific School Activities
	1. How to secure cooperation in the matter of hot lunches
	2. How to secure cooperation in health activities
	3. How to secure cooperation in introducing new teaching methods
	4. How to secure cooperation of parents in distribu- tion of milk lunches
	5. How to secure community interest in school pro- grams

 How to interest parents in taking newspapers for pupils' use 	
7. How to secure cooperation in matter of thrift ac- tivities	
8. How to get parents to understand the combination of grades	
9. How to secure cooperation in school society ac- tivities	
 How to convince parents that achievement re- sults in good marks rather than good marks result in achievement 	
C. Cooperation of Parents Regarding Individual Pupils	19
1. How to secure their cooperation in eliminating ab- sence and tardiness of individual pupils	5
2. How to secure cooperation in management of in- dividual pupils	2
 How to secure the cooperation of parents in grad- ing individual pupils 	2
4. How to secure cooperation of parents in furnish- ing textbooks and supplies for children	1
5. How to secure cooperation in cleanliness of their children	1
6. How to secure cooperation in caring for physical difficulties of their children	1
 How to secure the cooperation of parents in see- ing that pupils get sufficient rest and sleep 	15
8. How to secure cooperation of parents in seeing that sometimes their children are at fault	1
 How to secure the cooperation of parents in re- gard to pupils' home work 	1
10. How to secure their cooperation in dressing chil- dren appropriately for schoolroom temperature	(
11. How to secure cooperation of parents in character training	- 2
EXTRA-CURRICULAR ACTIVITIES	351
A. School Entertainments	127
1. How to plan and prepare a program for the clos- ing day	21
2. How to make a picnic enjoyable to all	20
3. How to prevent programs from interfering with regular work	16
4. Where to find suitable material for programs	14

II.

SECTION IV-COMMUNITY RELATIONSHIP PROBLEMS 71

	5. How to choose children for parts without causing dissatisfaction either among pupils or parents
	6. How to interest pupils in taking part in programs
	7. How to give programs when school has a very small enrollment
	8. How many programs should one have during the year
	9. How to plan and conduct Arbor Day Programs
	10. How to organize play day and field day events besides regular work
	11. How much school time is one warranted in tak- ing for school programs
	12. How to secure proper conduct of those attending
	13. How to plan an appropriate program for Memo- rial Day
	14. Wherein lies the particular value of school pro- grams or entertainments
	15. How to make preparation for Mother's Day
	16. How to spend the money raised by programs to best advantage
B.	School Societies
	1. How to organize and conduct a school society in an orderly worth while manner
	2. How to plan Good Friday afternoon programs
	3. How to stimulate interest in a school society
	4. How to vary the literary meetings
	5. When should meetings of the school society be held
	6. How much time should be devoted to a school society
	7. How to secure adequate preparation of those tak- ing part in programs
	8. How to make a school society more profitable next year
c.	Fair Work, Credit Work, and Contests
	1. Problems relating to collecting, mounting and fil- ing of Fair material
	2. How to supervise Credit work without taking too much time from the class period
	3. How to get the pupils, who will represent the school in the contests, drilled or prepared

B

·

. . . .

	4. How can a pupil not interested in competition be made to see the value, other than the prize money, of Fair work	3
	5. Need of a definite place on the program for pro- moting County Fair exhibits	3
	6. How to prepare Credit work for inspection	3
	7. How to check Credit work and Fair work to be sure that it is the pupil's own work	3
D.	Parent-Teacher Associations	69
	1. What are suggestive things to do at Parent- Teacher meetings	13
	2. How to organize a Parent-Teacher Association	11
	3. How to maintain harmony among the members of the organization	10
	4. How to secure election of active officers	10
	5. How to secure large attendance at meetings	10
	6. How to secure interest of parents in a Parent- Teacher Association	8
	7. How to develop a live Parent-Teacher Association where there is lack of local talent	9
	8. How can a good community spirit be developed when there is a strong political faction to deal with	3
	9. How to eliminate the idea that the teacher will do all the work and that only amusing programs shall be presented	1
E.	Miscellaneous Extra-Curricular Activities	26
	1. How to organize 4-H club work successfully	15
	2. Should a teacher encourage and conduct Junior Red Cross work	4
	3. What position to take in regard to dancing in the school building	4
	4. How to conduct school exhibits	2
	5. How to cooperate with the county nurse	1
RE	LATIONS WITH THE SCHOOL BOARD	102
	1. How to secure the cooperation of the school board in securing necessary equipment and supplies	57
	2. How to secure the cooperation of the school board in making the necessary repairs	16
	3. How to secure the cooperation of the school board in cleaning the schoolhouse at frequent intervals	14

III.

SECTION IV-COMMUNITY RELATIONSHIP PROBLEMS 73

	4.	. How to manage to see members of the school board at intervals
	5.	What to do when there is friction between the school board members
	6.	Can textbooks be changed without the sanction of the school board
	7.	How to get the school board to have the play- ground equipment repaired
	8.	Should a school board wait until after the eighth grade county examinations before they ask a teacher back
IV.	PERS	ONAL PROBLEMS OF TEACHER
	1.	How to avoid being implicated in neighborhood dif- ferences
	2.	How much time to spend on professional reading
		Should I return to this school for another year
	4.	The board does not say anything about rehiring or discharging me. What should I do
	5.	How to find a good boarding place near school- house
	6.	How much money should a teacher spend for ma- terials needed in conduct of school
	7.	Whe to do when conditions at boarding place are not conducive to work
	8.	How much time to spend on school work outside school hours
	9.	What to do when continually annoyed by book agents
	10.	Should a teacher attend social functions on school nights
	11.	How to get acquainted with the parents
	12.	How much money to spend for professional advancement
	13.	Is it still considered essential for a rural teacher to live in the district
	14.	How much credit does a teacher get for working overtime after school and at night
	15.	How can I convince the patrons that teaching is work
	16.	Would it be possible to arrange the rural school schedule so all teachers would be free to go to summer school

	 Shall I take subjects at summer school for college credit or take those that will raise the grade of my certificate 	
18.	How to report on Teachers' Reading Circle Books	1
19.	How to keep my enthusiasm	1

* These problems are due to the program in use in Wisconsin rural schools. Classes for third and fourth grades, fifth and sixth grades, seventh and eighth grades are combined in certain subjects and the subject matter content is alternated by years. Therefore, the subject matter on which pupils fail is not repeated the succeeding year. Provision for review for a failing child is very difficult.

