

**THE TEACHER'S MANUAL;  
CONTAINING A TREATISE UPON THE  
DISCIPLINE OF THE SCHOOL, AND  
OTHER PAPERS UPON THE TEACHER'S  
QUALIFICATIONS AND WORK**

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The teacher's manual; containing a treatise upon the discipline of the school, and other papers upon the teacher's qualifications and work by Hiram Orcutt

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**HIRAM ORCUTT**

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Hiram Orcutt.

THE  
TEACHER'S MANUAL;

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THE DISCIPLINE OF THE SCHOOL,

AND OTHER PAPERS UPON

THE TEACHER'S QUALIFICATIONS AND WORK.

BY

HIRAM ORCUTT, M.A.,  
PRINCIPAL OF TILDEN LADIES' SEMINARY.

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"Discipline is the great educational process."

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THOMPSON, BIGELOW, & BROWN,  
25 & 29 CORNHILL.

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TO  
THE ONE HUNDRED THOUSAND LADY TEACHERS  
IN THE UNITED STATES

TO WHOM  
HAVE BEEN ENTRUSTED THE MANAGEMENT AND INSTRUCTION  
OF TWO-THIRDS OF ALL OUR PUBLIC SCHOOLS,

*This Volume,*  
WHICH WAS WRITTEN FOR THE AID AND ENCOURAGEMENT OF  
ALL WHO TOIL IN THE SCHOOLROOM,  
IS RESPECTFULLY DEDICATED

BY THEIR FRIEND,  
THE AUTHOR.

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## P R E F A C E.

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THIRTEEN years ago, the Author published his "Gleanings from School-Life Experience," which has passed through several editions, and the last one is now exhausted. That little book was sold and read in nearly every State in the Union.

The present work is the result of a *longer* experience in the schoolroom (now some thirty-five years), and presents the subjects discussed more fully and in a different form. Yet, like its predecessor, this book claims to be eminently practical.

The treatise upon "The Discipline of the School," which comprises the opening chapter and larger portion of the work, covers the whole ground of school-keeping, and furnishes the young teacher with practical suggestions upon every topic that will be likely to occupy his attention. It treats upon all the disciplinary agencies to be



employed in the successful management, government, and instruction of the public school.

The other chapters, so far as they are reproduced from the former treatise, have been rewritten, and will, it is believed, be found both practical and profitable to all who aim to rise in their profession.

The mathematical chapter (it will be sufficient to say) was prepared by EPHRAIM KNIGHT, M.A., Teacher of Mathematics in the New-London Institution, New London, N.H., who has earned an enviable reputation as a teacher in that department.

TILDEN SEMINARY,  
WEST LEBANON, N.H., November, 1871.

# CONTENTS.

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## I.

THE DISCIPLINE OF THE SCHOOL . . . . .	9
--	---

## II.

THE DIGNITY OF THE TEACHER'S WORK . . . . .	184
---	-----

## III.

THE TEACHER'S QUALIFICATIONS . . . . .	196
--	-----

## IV.

CONCLUDING REMARKS TO TEACHERS . . . . .	217
--	-----

## V.

COMMON SCHOOLS—THEIR HISTORY AND IMPORTANCE . . .	234
---	-----

## VI.

RULES FOR THE DIVISIBILITY OF NUMBERS . . . . .	260
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# TEACHER'S MANUAL.

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## I.

### THE DISCIPLINE OF THE SCHOOL.

“**D**ISCIPLINE is not the art of rewarding and punishing, of making pupils speak and be silent: it is the art of making them perform, in the most appropriate, easy, and useful manner, all the duties of the school.”

School discipline cannot, therefore, be confined to the government of a school, but applies equally to management and instruction. Schoolmaster, schoolmistress, or school-teacher does not fully describe the person who educates our