

LITTLE BITS of ETIQUETTE



RACINE HIGH SCHOOL-1925

L. J. Jones -
100

LITTLE BITS OF ETIQUETTE

Compiled by the
HOUSEHOLD MANAGEMENT CLASS
of Racine High School, 1925

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Composed and Printed by the Students of
Racine High and Vocational School
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"O wad some power that giftie gie us
To see oursel's as others see us!
It wad frae mony a blunder free us."

"Good manners are neither fashoin nor fad, neither an affectation, nor a mark of class distinction. They are one of the common privileges of a people, and within the reach of all."

In an effort to establish "true" etiquette these simple rules of etiquette which we believe to be of immediate importance. We, the Household Arts III Class of 1925, hope our "Little Bits Of Etiquette" will be both helpful and interesting to all the members of our High School, and will help to make them happier, more agreeable, and more effective citizens.

"IF" --KIPLING

If you can keep your head when all about you
Are losing theirs and blaming it on you;
If you can trust yourself when all men
doubt you,
But make allowance for their doubting
too;
If you can wait and not be tired by wait-
ing,
Or being lied about, don't deal in lies.
Or, being hated, don't give way to hating,
And yet don't look too good nor talk too
wise.

If you can dream--and not make dreams
your master;
If you can think--and not make thoughts
your aim;

If you can meet with Triumph and Disaster
 And treat those two imposters just the same,
 If you can bear to hear the truth you've spoken
 Twisted by knaves to make a trap for fools,
 Or watch the things you gave your life to, broken,
 And stoop and build 'em up with worn-out tools;
 If you can make a heap of all your winnings
 And risk it on one turn of pitch-and-toss
 And lose, and start again at your beginnings
 And never breathe a word about your loss;
 If you can force your heart and nerve and sinew
 To serve your turn long after they have gone,
 And so hold on when there is nothing in you
 Except the Will which says to them:
 "Hold on!"
 If you can talk with crowds and keep your virtue,
 Or walk with kings--nor lose the common touch;
 If neither foes nor loving friends can hurt you,
 If all men count with you, but none too much;
 If you can fill the unforgiving minutes
 With sixty seconds' worth of distance run--
 Yours is the Earth and everything that's in it,
 And--which is more--you'll be a Man, my Son!

"IF" FOR GIRLS--ELIZABETH OTIS

If you can dress to make yourself attractive,
 Yet not make puffs and curls your chief delight,
 If you can swim and row, be strong and active,
 But of the gentle graces lose no sight,
 If you can dance without a craze for dancing,
 Play without giving play too strong a hold,
 Enjoy the love of friends without romancing
 Care for the weak, the friendless and the old,
 If you can master French and Greek and Latin,
 And not acquire, as well a priggish mien,
 If you can feel the touch of silk and satin,
 Without despising calico and jean;
 If you can ply a saw and use a hammer,
 Can do a man's work when the need occurs,
 Can sing, when asked, without excuse or stammer,
 Can rise above the unfriendly snubs and slurs,
 If you can make good bread as well as fudges,
 Can sew with skill and have an eye for dust,
 If you can be a friend and hold no grudges,
 A girl whom all will love because they must,
 If sometime you should meet and love another,
 And make a home with peace and faith enshrined,
 And you its soul -- a loyal wife and mother
 You'll work out pretty nearly to my mind
 The plan that's been developed through the ages,
 And win the best that life will have in

store,
You'll be my girl, a model for the sages,
A woman whom the world will bow before.

CLASS ROOM MANNERS

"The secret of courtesy is thoughtfulness."
A boy who is thoughtful is always courteous.

1. When entering or leaving your classroom, glance toward the teacher and, if she is looking, bow pleasantly.

2. Always say "Yes, Miss Hansen," not merely "Yes" To men say "Yes, sir."

3. When speaking of your teacher to your fellow students, do not refer to them by their surname or Christian name. Say "Miss Hanson" or "Mr. Smith."

4. When you enter a classroom go at once to your own seat. Put away things you will not need. Do not leave desks littered with piles of books, papers, or packages.

5. Never borrow supplies from teacher's or from a pupil's desk without his or her permission. If you use a book from someone else's desk without his knowing it, the least you can do is say "Thank You" by leaving it where you found it.

6. When reciting, stand erect (with your hands at your sides). Speak distinctly so as to hold the attention of everyone in the class.

7. Do not make side remarks during discussion by teacher or student.

8. Do not pout when asked to do something which seems unpleasant.

9. Do not laugh at mistakes or failure of others: remember "Man is judged by what he laughs at."

10. Be polite to visitors.

11. Do not disturb the teacher while she is

talking to a visitor.

12. Always be ready to offer a visitor your text, and also be willing to contribute to the recitation.

13. When a visitor asks you where a room or at the office is, do not direct him, but escort him.

14. The student upon being corrected, should accept the correction gracefully, even though he is not at fault. If you hear another corrected for something you did, acknowledge your guilt.

15. If you enter a classroom while a lesson is in progress, disturb teacher and class as little as possible.

16. Be considerate of others during study period by doing your part in keeping the room quiet.

17. Boys, keep boards erased for teachers. Also be ready to open or close windows, do errands, etc.

18. Do not chew gum at school or in any other place, unless it is in your own room.

19. Girls, the classroom is not the place to use your vanity case.

20. Students, always let the teacher pass first from the room: and boys, permit girls to pass first. Open the door and stand aside to let them pass.

22. Don't examine other people's property which may have been left on a desk.

21. Express your gratitude to the teacher when she gives you special help.

23. Don't use your fingers, fist or feet to beat a tattoo on a desk, floor or window pane.

24. Do not gather up books until signal for dismissal has been given.

CLOAKROOM MANNERS

1. Be considerate of other peoples belongings. If you accidentally knock a hat or coat down, pick it up.
2. Do not loiter in cloakroom. Things are often taken and you may be suspected.
3. Avoid crowding and pushing in cloakrooms.
4. Do not use more than one hook. Remember, there are others beside you who wish to hang up their wraps.

CORRIDOR MANNERS

1. Respect the rights and privileges of others, and in this way avoid congestion in corridors.
2. Walk with determination and go directly to classroom. Avoid any running.
3. Do not block passage way by stopping to talk to a friend. Step aside where you will be out of the way.
4. Do not shout at a person. Go over and speak to him.
5. Avoid dropping paper on the floor. If it is there, train yourself to pick it up.
6. Boys, hats off on entering the building and do not put them on again until you are at outer door ready to leave. This should be observed in public buildings also.
7. Hold door open for an older person or a girl to precede you.
8. Care for your finger nails, face, and hair at home in your own rooms, not in front of mirrors in the corridor.
9. It is not necessary for a boy to assist a girl up the stairs, unless she is crippled or blind.
10. Girls, do not hug or kiss one another

in the corridors.

11. Do not linger in corridors.
12. Do not mark up the walls of your school or of any other building.
13. Girls and boys, when passing from Glee Club to Study Hall avoid all communication and unnecessary noise. Do not disturb the classes in session at that period.
14. Do not put arms around another during fire drill. It delays progress.

ASSEMBLIES

To go to an assembly is a privilege, not a duty.

Always take your seats quickly.

Do not try to attract another's attention, especially if he is seated across the room. If you enter late, find a seat as quietly as possible. Be inconspicuous.

Avoid all unnecessary noise during the program. Do not visit.

Do not munch candy or any other edibles during the course of the meeting.

When the speaker or chairman rises, it is the signal for absolute silence, if the students have not already come to attention. Show your appreciation of the talent displayed, but do not applaud too long or too many times. Remember, carried beyond a certain point, applause ceases to be courtesy.

Be confident that the address of the day or a selection rendered, is finished before you applaud. It is well to have a few seconds of silence before the beginning of applause.

Leave the auditorium in the condition in which you find it. Papers, candy wrappers, or any other refuse strewn on the

floor shows a lack of good manners.

Library Etiquette

The following rules apply to the Racine City Library and were furnished by the Librarian.

1. No ink bottles will be permitted on any library table. Students may use fountain pens.

2. The Library should be used by High School students for reference work and not as a mere study hall. If it is not necessary to use library books in the preparation of any assignment, then the proper place to study is in school or at home. The Library has not room for students who can do their work at home. It is not fair to crowd out the working people who can come to the Library only at night.

3. The Library is not a lunch room. No eating or chewing of any kind will be permitted.

4. The inside of the building is not a meeting place and every High School student knows what that means; likewise it is no loafing and no loving place.

5. No talking of any kind whatsoever will be permitted at library tables. This is a point on which students and librarians differ. If students come to the Library for reference work, they should know what they are coming for. Therefore it is unnecessary to inquire of a friend what the assignment is or to ask any questions. Two or more students will not be permitted to use the same book at the same time. Students should not come into the Library and start a conversation with anyone. In

short, students should not talk to any one in the Library but the librarians.

6 Students are requested to enter and leave the building without confusion and to refrain from talking while in the building.

7 Remember the library is for everybody. No one person or group of persons should be annoying.

The rules for caring for books follow:

1 How to open a new book.

Lay the book on a table or desk; grasp the body (leaves) with one hand and press the cover gently down with the other hand; now press a few leaves down first in the front and then in the back until all are pressed down; do this several times in succession. Hurriedly opening a new book is likely to "break its back."

2 Marking the Place:

The place should not be marked by laying the book downward, by turning down a corner of the leaf, inserting a lead pencil ruler, comb, or other similar objects.

3 Cleanliness

Finger tips should not be moistened to turn the page. The hands should be dry and clean when handling a book. Books should not be placed on the ground or floor or on a table with food on it, or on anything that is dusty or which for other reasons is likely to soil them.

SPORTS

"For manners are not idle but the fruit of loyal nature and of noble mind."

SPECTATORS

1. Do not shout your distaste at a poor play.

2. Do not voice your dislike for a decision made by the umpire or referee.
3. Be willing to give cheers for the opposing team.
4. Always cheer an injured player.
5. Do not argue with the supporters of the opposing team.

PLAYERS

1. Always obey the rules of the game.
2. Do not argue with referee or umpire.
3. Avoid unnecessary roughness.
4. Do not criticize a play made by one of your team; yours may have been as bad.
5. Do not boast over your own individual plays.
6. If failure to win a game was due to one person on your side and was intentional, never play with him again. If unintentional, and he feels badly say to him "Cheer up, it was a good game--lots of fun--etc." After all a game is a game. Do not spoil it by making it a battle royal.
7. Do not spend any time explaining how you happened to lose, but give due credit to the superior playing of your opponent.

MANNERS ON THE STREET

Girls, never whistle or call loudly to any boy or girl on the street.
 Never gather in groups and block the sidewalk.
 Do not scatter papers or any refuse on the sidewalk.
 Always be willing to step aside and let other people pass.
 No one should pass between two people who are walking together or who are in conversation.

Keep to the right when walking on the sidewalk.

Do not point to anyone on the street.
 Never comment loudly on people who are passing.

Do not shove or push in a crowd.
 When walking in groups do not spread out four or more on the sidewalk, separate and walk in twos.

Confidential or even personal matters which involve the use of names should not be discussed in any public place.

To "buttonhole" a man on the street, or to "pen" a man in the corner of an office, or to talk close to him is an example of bad taste.

Do not sing or whistle on the street.

Do not eat on the street.

Do not chew gum on the street.

Be willing to assist old people or little children across the street.

Girls, do not comb your hair, powder, or complete your toilette on the street.

Answer a polite question civilly. If asked "Which way is north and south from here?" do not answer "go ask a policeman."

Direct the person yourself.

Should one happen to meet a teacher when walking with one's mother, use the opportunity to introduce them to each other.

When two girls are walking with one boy, he should be on the outside, and never sandwich himself between the girls.

When two boys are walking with one girl the same rule applies. The boys should walk on the outside.

When a boy and girl are walking together the boy should be on the outside.

While walking with a girl, a boy should raise his hat when she greets an acquaintance or friend.

7 A boy should always raise his hat when he meets a woman or a girl friend; he should raise it, also, on parting with the woman or girl friend.

When one group meets another and stops to talk, all should be introduced. Best authorities disapprove of sidewalk visiting.

When carrying an umbrella, carry it so that others with umbrellas can pass you.

If a boy stops to speak to a girl on the street, he should take off his hat entirely; nor should he replace it until they go their respective ways.

MANNERS ON THE STREET CAR

Avoid rushing ahead of others to secure a seat in a streetcar.

Avoid using names in a street-car conversation; also refrain from loud talking and laughing which will make you conspicuous. Never chew gum nor eat in street-cars.

Boys should always touch their hats when offering a woman, a girl or an elderly person a seat.

Girls, if a seat is offered you, accept it at once with "Thank You." Don't explain that you don't mind standing.

If a girl is accompanied by a boy, the girl enters first. The boy assists at the step.

On leaving, he should rise and leave the car first to assist the girl.

Never manicure your nails, comb your hair, etc. in a street car.

Avoid anything which attracts attention of others.

A girl should not let an older woman stand; nor should a woman with a baby be allowed to stand when a girl can prevent it.

MANNERS IN STORES

Lack of consideration for those who serve you is evidence of ill-breeding as well as inexcusable selfishness.

Never appear ill-bred by being impatient while waiting for a busy clerk. Do not complain to the floor walker if the article you desire is not to be had.

If you have nothing else of interest to do, do not go into a store and have a clerk show you her entire stock in hats, gloves, or dresses when you know you do not desire to buy.

Clerks are generally people who are most patient and courteous, and their customer would do well to follow their example.

Do not loiter in the stores nor talk boisterously, it annoys both the clerks and customers.

Do not use telephones in store unless it is for a very urgent business purpose, and be as brief as possible.

A woman never has an altercation with a conductor or a salesman. Even though her complaint is just, she will gain nothing at the time but the attention of those around her. If she has a proper criticism to make of any employee, she should send it to the company's business office. This rule applies to shops, hotels, restaurants and all places where attendance is required.

Boys always remove their hats in elevators when women passengers are present.

TRAVELING

"The perfect traveler is one who possesses the virtue of punctuality; one whose digestion is perfect; whose disposition is cheerful at all times, and one who possesses a real sense of humor."

YOUNG WOMEN TRAVELING ALONE

If a girl who is traveling alone is dignified and reserved she ought not encounter any unpleasant experiences. If a young man performs an act of kindness for you, it merely requires the simple answer of, "Thank you." Do not accept invitations given by people whom you hardly know. Do not go to any address directed by a stranger. Do not accept candy, food or drink offered by a chance acquaintance.

BOYS TRAVELING ALONE

Do not form hasty friendships.

A man or woman who is over anxious to give assistance is not always the safe friend. Beware of hard luck stories told you by either men or women. Make no display of the funds you carry. Have a safe place on your person for surplus funds.

LADIES ALONE IN HOTELS

Ask all information of officials on duty. Be quiet in dress, manners, and action.

After registering at the office you will be shown your room or rooms by a bell-boy or a bell-boy and maid. A ten-cent tip to the bell-boy for carrying bags is sufficient.

If you eat in the main dining-room, you will find the service very slow compared to your home service; therefore bring a book or some object of interest with you so that it will not be necessary to stare at the tablecloth or at other people, an act most impolite.

REGISTERING

A single woman registers:

Miss Jayne Mac Intosh, New York. Never Jayne Mac Intosh.

A married woman registers:

Mrs. John Browne, New York.

A single man registers:

John Browne, New York.

A single man never signs Mr. or Hon. before his name.

A man with his wife registers:

Mr. and Mrs. John Browne, New York.

A married man never writes:

Mr. John Browne and wife.

TELEPHONE DON'TS

"Politeness is to do and say

The kindest thing in the kindest way."

A Telephone Slogan.

"The voice with the smile is the voice that wins."

Telephone Don'ts.

1. Don't call people on the telephone for social talking.

2. Don't call people up several times during one day unless it is absolutely necessary.

3. Don't call people at meal times or late at night.

4. Don't keep people at the telephone longer than to deliver your message.

5. Don't call up boys or girls at the place where they are employed.

6. Girls, don't call up the boys unless it is very necessary.

7. Don't be discourteous to central.

8. Don't say, "Who is this?" Ask for the person to whom you wish to speak.

Always give your name before you ask the person at the other end of the line who he is.

A prominent Racine businessman once said he would just as soon have someone come up to him on the street and say, "Who are you?," as to have someone call him on the telephone and say, "Who is this?"

A telephone in one's home is for convenience only, don't make a nuisance of it.

MANNERS IN THE HOME.

"Hearts, like doors, will ope with ease
To very, very little keys;

And don't forget that two of these

Are: 'Thank you, sir,' and 'If you please.'"

The habit of being courteous is the outgrowth of home practice. If you would cultivate the better kind of courtesy, there are opportunities to do so in your own home life.

Boys never let your mother carry coal, beat rugs, or go to the store if you can do the work for her. Show your appreciation of her by drying dishes in the evening and performing other services.

Girls, help your mother all you can. Have a schedule of duties and perform them faithfully so as to relieve your mother entirely of them.

Endeavor to work cheerfully, because your mother is very little benefitted by your labor if you are cross and disagreeable.

Do not impose work on little sisters and brothers. Always do more than they do and help them when they are tired. Set them a good example.

Have certain places for your clothes, tools, books, etc., and put them in their places.

Do not open another person's letters or use another person's personal property.

Do not discuss family affairs with guests, or with others when away from home.

Always thank a member of your family for any favor as graciously as you would an outsider, and remember, "Please" is a helpful word anywhere. Don't say, "Thanks".

It sounds ungracious. "Many thanks father," or, "Thank you, Louise" are much pleasanter expressions of appreciation.

Always stand when an older person enters the room. Remain standing until the person is seated.

TABLE MANNERS

"Eat at your own table as you would eat at the table of a king." --Emerson.

Table manners are the best indication of one's social training; they indicate either the awkwardness that comes from ignorance or the ease that comes from habitual use. Fortunately, the rules to observe are few and may be acquired with little study and a little observation.

When you are called, go to dinner at once.

When you are tardy at the table it shows carelessness and lack of consideration for the other members at the table.

At home mother always acts as hostess; she should be treated with the same respect you would give any other hostess.

The conversation at the table should always be pleasant, and of a kind in which all may take part. If disagreeable things must be said, wait until the meal is over. The pleasantest part of a meal should be the conversation. Pleasant talk aids digestion and makes food more palatable.

DO'S FOR TABLE MANNERS

- 1 Boys, at a dining table, draw back the chair, for the girl or woman next to you push it under her as she sits down, and then take your seat.
- 2 Sit erect and do not sit too close, or too far from the table.
- 3 Say "Thank you" when anything is offered to you, and "Not any, thank you," when you decline.
- 4 The silver at your place is usually arranged in the order in which you will use it, beginning at the outside.
- 5 The napkin should not be spread out but should be partly unfolded and (laid) across the knees. At home leave your napkin folded neatly, or in its ring. Let it lie loose beside your plate when you are at a hotel, and partly folded, when you are a guest in a private home.
6. Playing with articles on the table is bad form.
7. Eat slowly.
8. Eat from side of spoon.
9. Always take soup from side, not the tip of your soup spoon.
10. Bread should not be broken into soup.
11. Use a fork when eating vegetables and salads.
12. After dipping the tips of your fingers into your finger bowl, dry them lightly on your napkin.
13. If an accident occurs at the table, if you drop your spoon, or upset your cup, the misfortune is bad enough. Do not make it worse by calling attention to it but remedy the difficulty as quietly as possible.
14. Help your neighbor in passing food.

DON'TS AT THE TABLE

- 1 Don't make noise while chewing your food.
2. Don't stuff your mouth.
- 3 Don't leave a spoon in your cup. Place it beside your cup on the saucer.
- 4 .Don't smack your lips.
5. Chew with your lips closed.
6. Never should your table knife be used for conveying food to your mouth.
7. Always take bread with your fingers; never with a fork.
8. Never spread a whole piece of bread. Break the piece in halves and if one half is more than two or three mouthfuls, break it again and spread just one little piece at a time.
9. Never use a tooth pick at the table or in the presence of others.
- 10 Don't reach at the table for your food, ask to have it passed.
11. Don't leave the table chewing food.
12. Don't mix your food together on your plate.
13. Don't make gestures at the table with your knife and fork.
14. Don't eat hurriedly.
15. Don't bend over the table to meet your food.
- 16 .When knife and fork are not being used place them parallel to each other on your plate.

INTRODUCTIONS

"First impressions are lasting impressions." In giving introduction, the gentleman is always presented to the lady, for example: Mrs. (or Miss) X, allow me to present Mr.

Y," or simply, "Mrs. X, Mr. Y."

When an older person and a younger person are presented, the younger person is always presented to the older person.

When a boy or a girl introduces a friend to his parents, he says, "Mother, (or father) may I present Jack Brown?" or simply say, "Mother, this is Jack Brown."

A man and woman, on being presented, should acknowledge the introduction by a slight inclination of the head, or merely smile and say, "How do you do?"

A lady should acknowledge the introduction to another lady by rising, but she should remain seated and bow when introduced to a man.

Never command an introduction as, "Mrs. White meet Mr. Holcomb" or "Shake hand with Mr. Erwin."

When an older person extends his hand to a younger person, the latter should be ready to accept it without hesitation.

The person giving introductions should always pronounce the names clearly so as to leave no room for doubt.

INVITATIONS

Reply in writing to a written invitation; also if the invitation is formal, the reply should be formal. Reply in ink on neat clean paper and fold carefully. If the invitation is accepted be sure to fill the engagement but if unavoidably prevented, inform your hostess immediately.

An informal invitation may be either written or spoken. The telephone may be used.

In giving an invitation, remember to have the date clear, and indicate the time you wish your friend to come. To say, "Come

early" is bad. Say rather, "Come about eight o'clock". For an afternoon party it is customary to give the time for arrival and also the hour for departure. "from four to six" for example.

An informal invitation usually indicates a simple affair, also the guest will feel more at ease if a hint as to the nature of the occasion is given.

White paper or very delicately tinted is best for informal invitations.

Formal invitations are used more rarely and only for very dignified occasions. They should be written in third person and are always written or engraved.

R. S. V. P. means "Reply if you please". An invitation containing this means a prompt reply is necessary. "Please respond" or "The favor of a reply is requested" is used more frequently than "R. S. V. P."

If the invitation is for a small affair and the person invited has a guest staying at her home, she must always send her regrets thus giving her hostess a chance to include her guest or not. But if the invitation is for a large party or an informal one, she may write or telephone her hostess saying, "May I bring Miss Jones?"

Socrates said, "Bad men live that they may eat and drink; whereas good men eat and drink that they may live".

The refreshments should always be very simple. A great variety of rich foods is vulgar. Serve the food daintily. The guest may eat in the dining room or in the living room, just as the hostess wishes. If the party is informal either linen or paper napkins may be used.

Boys, you should be alert to help serve.

Avoid dropping crumbs on the floor or scattering them over the serving tables.

If you wish to invite a friend to a movie, you must be sure that it is an interesting picture and of a type which he or she will enjoy. It is always proper to telephone an invitation of this type. If it is a theatre party, always plan the seating arrangement before entering the aisle of the theatre, thus preventing embarrassing situations.

Entrance

If there is no usher, the man precedes the lady; and when he reaches their seats, he stands back allowing the lady to pass to her seat first. If it is necessary for people to rise to allow you a passegeway, pass them facing the stage, but do not drag your gloves, hat, coat, and the like, across the heads of the people seated in the row before you, as you may totally demolish a beautiful coiffure of some young lady. If there is an usher, the woman follows him preceeding her escort.

Conduct During a Performance

1. Never eat peanuts or wrapped candy while in the theatre;
2. Never read screen titles aloud.
3. Never snicker or talk meaningly.
4. Never talk about people who are in the audience.
5. Do not turn to see who it may be when some one enters the theatre.
6. Never applaud loudly and long.
7. Never laugh at any risque jokes--always be a lady or gentleman.
8. Never slouch in your seat.

Exit

1. Do not rush, pushing everyone as you go.

2. Make as little noise as you can.
3. Never leave during a performance; wait for an intermission.
4. Do not loiter in the lobby on your way out.
5. Do not stop to talk to an usher, even if you know him as you are distracting him from his work.

DANCING

Regulations

National Association of Dancing Masters

1. Face your partner at a distance of six or eight inches.
2. If you are leading, place your right hand between the shoulders of your partner.
3. Your partner's left arm rests upon your right, her hand just back of the curve of your shoulder.
4. Your left hand, palm up, clasps the hand of your partner.
5. Bobbing and wriggling are taboo. Let the spring come from ankles and knees. Boys, avoid too many consecutive dances with the same girl.

Girls, decline consecutive dances with the same boy. Do it graciously, explaining that you would like to accept, but must not appear selfish.

Pay kindly attention to the girls who do not dance all of the time.

Train your eye to see how you may add to the enjoyment of all, or of a single one, and act promptly. You will thus add to your own enjoyment.

Never ridicule a poor dancer; help him along.

Never walk with your arm around another. Do not laugh nor talk loudly.

Always strive to be graceful--not vulgar in your dancing.

Carry yourself as gracefully as possible in crossing the ball room as character may be read by the carriage. Move the limbs from the hips.

Boys, see that the chaperon has dances, or if she does not dance, see that she is being entertained.

If you are attending a dancing class, obey your teacher's wishes as she is your chaperon for the evening

Boys, always pass behind a lady.

If you bump into another couple do not boldly stare at them, but say, "Pardon us", or "excuse us, please."

Boys, never allow a girl to go home without an escort if you can in any way avoid it.

ENTERTAINMENT

If you are entertaining a group of people, furnish some sort of entertainment that can be enjoyed by all. If dancing is chosen, be sure that all your guests dance. If not all your guests dance, provide some other entertainment for those who do not dance.

Treat all of your guest alike. If you notice one of your guests is shy, try to make that person feel at ease by bringing in some topic of conversation in which he may participate. For example: "Frances has just returned from Holland. Please tell us about your strange encounter with a policeman in that country, Frances?"

Having asked a guest to furnish some sort of entertainment, such as singing or playing some musical instrument, and she declines, do not insist upon further discuss-

ion of the subject. You may spoil the pleasure of the guest by your continual insistence. When some subject of conversation is touched upon, and you know that it is disagreeable to some one person, turn the conversation to another topic.

BEING ENTERTAINED

Before talking with guests present, greet your hostess; then the older people, and lastly, the younger set.

As a guest you are not expected to say goodbye to every one present; but never leave without saying good-bye to your hostess. If it is necessary for you to leave before the others, take your leave quietly and just say good-bye to your hostess, but if you are well acquainted with all the guests present you may say, "Good night, everybody."

Do not be late. If you are invited to come at seven o'clock, come at that time.

Take an interest in whatever entertainment is provided.

Look neat and pleasing to the eye.

Do not be rough and noisy.

The Girl and Her Escort

"She doeth little kindnesses

Which most leave undone or despise:

For naught that sets our hearts at ease

And giveth happiness or peace

Is low esteemed in her eyes."

When a boy calls in his car for a girl, he should get out of his car and go to the door, ring the bell and announce his arrival

Boys, never sit lazily in your car and honk the horn and expect the girl to come out to the car to meet you. Her parents may think you unworthy of their daughter.

er's friendship.

When a boy has called for a girl, he assists her into the car, if it is unfavorable weather, he adjusts a robe about her, closes the door, goes around the car and enters on the driver's side. If the car awaiting the couple is a taxi, or is being driven by another, the boy assists the girl into the car, and she takes her place so that she will be on the right side of her escort.

If a boy and girl are traveling on a street car, and the girl happens to have a car pass, it is correct for the girl to present the pass to her escort, before they enter the car, providing she knows the boy rather well and is sure that he will not be offended by her action. However, if there is any doubt in the girl's mind, allow the boy to pay the fare.

In every social relation, it is important for both the man and the girl to know the accepted usage for each to follow.

The girl who knows exactly what her escort should do, co-operates with him and smooths his way as well as her own.

For example, a girl should stand aside to allow her escort to open and to hold the door wide for her to pass through. She should never open the door herself simply because she happens to precede the man.

When she drops her handkerchief, an accident to be avoided--a girl should not make a nervous, hurried dash to pick it up but stand or sit quietly while the man retrieves it, then simply nod a wordless acknowledgement.

It is not good form for a girl to reach for her own coat, furs or other belongings in a hotel, dining room or similar environment.

The man with her gets these for her

or obtains them from the waiter, if the latter is a man.

Even in her own house it is not proper for a girl to get a man's coat for him; nor does she hand him his gloves, or attempt to help him on with his coat.

In hotels and restaurants, the woman follows the head waiter as he shows them to a table, the man following her. The woman seats herself in the chair which the waiter or her escort pulls out for her and pushes into place.

Invariably a man rises if he is seated at the table with a woman, when another woman or man stops to speak to any of his party; or, if a late member of the party arrives.

It is not good form for young girls to dine alone with men in restaurants, inns or hotels unless they are accompanied by older persons.

Don't be prudish, girls, but let every boy know that he must keep his hands off you. If he presumes, a cool glance on your part will usually restrain him. If it does not, avoid him; he is unworthy of your friendship.

Girls should refrain from putting their hands on boys, or handling their collars, ties, lapel or pockets. People of breeding and refinement do not "paw" each other.

DRESS AND HABITS

GIRLS:

Don't try to be a "fashion plate."

Don't let your clothes be "noisy."

Don't overdress.

It is better to have one good dress than one dozen cheap ones.

Don't wear a party or evening frock to school or to the office.

Don't wear jewelry of a gawdy character. Genuine jewelry modestly worn is not out of place, if a limited amount is worn.

Don't use anyone else's vanity case.

Don't use cosmetics during your school days

Don't use vile smelling perfume.

Don't walk affectedly.

BOYS:

"The apparel oft proclaims the man."

Shakespeare

Don't wear ties and socks of gawdy, loud color.

Don't bring the smell of tobacco into the presence of ladies.

Don't use tobacco in the presence of ladies.

GIRLS AND BOYS

Don't neglect a full bath at least three times a week.

Don't neglect to clean your finger nails and teeth.

Keep your hair in good condition.

Don't neglect to keep your clothes and shoes clean.

Look your best at all times.

Clearing the throat should be done, if possible, in private.

Don't clean your finger nails, ears, or nose in public.

When you yawn, cover your mouth with your handkerchief.

When you cough or sneeze, cover your mouth or nose with your handkerchief.

Don't blow your nose vigorously.

Don't use anyone else's comb.

Don't wear a party or dancing dress to school or to the office.
Don't wear jewelry or a watch. (Exception: Religious medals, medals, medals - but it is not out of place if a student wishes to wear.)
Don't use anyone else's vanity case.
Don't use make-up during your school days.
Don't use any smoking material.
Don't walk offensively.
NOTE:

"The appeal of personal life."

Remember

Don't wear hair and socks of jewelry, hand
color.
Don't bring the smell of tobacco into the
presence of ladies.
Don't use tobacco in the presence of ladies.
Don't wear a full suit at least three
times a week.
Don't attempt to clean your teeth and
teeth.
Don't put hair in your mouth.
Don't attempt to keep your clothes and
the clean work.
Don't wear hair at all times.
Cleaning the throat should be done if possible
in school.
Don't allow your finger nails to grow or
cut it with.
When you have eaten your lunch with
your hands.
When you reach or receive, give your
mouth or your face your hands.
Don't show your teeth when speaking.
Don't use anyone else's comb.

