

# TERM REPORT

of Mabel Betikof teacher of Public School, No. \_\_\_\_\_, in Otter School District  
 of the County of Bedford, for Term 5 months, ending the 29 day  
 of February, 1916

shepherd

NAMES OF PUPILS	Number of miles from schoolhouse		Age (b)		Days on roll (c)		Days present (c)		GRADATION STATISTICS See explanation, Page 4																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	
Chick Woody	2	19	65	53	5/2	6/6	5/5	4/4	3/3	2/2	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1
" Otis	2	16	40	31	3/3	5/5	4/4	3/3	2/2	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1
Crowder Floyd	2	19	59	26	4/5	5/5	4/4	3/3	2/2	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1
Johnson Wilson	1	15	28	27	3/3	5/5	4/4	3/3	2/2	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1
" Edgar	1	13	99	48	3/4	5/5	4/4	3/3	2/2	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1
Robertson Reed	1/4	15	70	59	5/2	6/6	5/5	4/4	3/3	2/2	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1
" Rucker	1/4	7	58	45	2/3	3/4	2/3	1/2	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1
" Lester	1/2	15	70	30	3/4	5/5	4/4	3/3	2/2	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1
Skinnell Rush	1	19	67	56	5/2	6/6	5/5	4/4	3/3	2/2	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1
Williamson Elbert	1/2	9	65	52	2/3	3/4	2/3	1/2	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1
" Annie	1/2	6	15	13	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1
Chick Helen	2	17	97	69	6/2	7/7	6/6	5/5	4/4	3/3	2/2	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1
" Emma	2	8	70	52	1/1	2/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2
Crowder Eddie	2	15	100	46	4/5	5/5	4/4	3/3	2/2	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1
" Ella	2	11	108	72	2/3	4/4	3/3	2/2	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1
Johnson Lola	1	16	99	85	4/8	5/5	4/4	3/3	2/2	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1
" Eva	1	11	99	87	3/4	5/5	4/4	3/3	2/2	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1
" Ethel	1	9	99	83	2/3	4/4	3/3	2/2	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1
Karnes Reva	2	10	77	42	2/3	3/4	2/3	1/2	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1
" Elva	2	7	77	41	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2
Turner Maggie	3/4	14	71	37	4/5	5/5	4/4	3/3	2/2	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1
Williamson Manie	1/2	8	42	33	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2

GENERAL STATISTICS	
SCHOOLHOUSE	
9. Material	Wood
10. What year built?	1906 or 1907
11. No. of rooms	One & half
12. Original cost (c)	\$500 or \$600
13. Present value (c)	About the same
14. Amount spent for improvements this year	0
15. Present state of repair	Good
16. Is it painted?	Yes, but needs repainting.
SCHOOLROOM	
17. Number of days, if any, you have found it impossible to keep children comfortable.	3
18. Why? (d)	See remarks
19. No. broken window panes now in room	1
20. Condition of floor	Good
21. Can the doors and windows be securely locked?	Yes
22. Condition of stove	Fair
23. Total cost of fuel for your school for session	\$10.00
SCHOOL GROUNDS	
24. Size of lot	2 a.
25. Is it enclosed?	No
26. Have you been able to get pupils and parents to aid in improving house and grounds?	Yes
27. Have you tried?	Yes
SCHOOL FURNITURE AND APPARATUS	
	Number      Value (b)
28. Common desks	0      0
29. Condition of same	
30. Patent desks	30      About \$500
31. Condition of same	Good
32. Chairs	1
33. Tables	1
34. Volumes in library	90      About \$35.00
35. Charts	0
36. Wall maps	0
37. Globes	0
38. Blackboards—No. sq. ft. surface	73      ?
39. Condition of same	Good
40. Kind of blackboard	Slate
41. Total, .....	?
42. Value of equipment added this year, \$.....	0
43. Seating capacity of house	30

NOTE—If the total enrollment exceeds 40 the Division Superintendent will furnish Form T No. 3 for the additional names.  
 (a) In the column left blank enter any other study than those named.  
 (b) Give sum of Ages, Days on Roll and Days Present in lines 6, 7 and 8 on front of report when folded.  
 (c) Values can only be estimated in many cases, but a careful estimate will be very valuable.  
 (d) Give reasons under remarks on second page.

GENERAL STATISTICS—Continued

**COURSE OF INSTRUCTION**

44. Have you rigidly enforced the text-book regulations? *Yes*

45. Could your pupils readily purchase text-books at State contract prices? *not always*

46. Were indigent pupils supplied with text-books by District Boards when applied for? *none here*

47. Number hours devoted daily to instruction in common school branches *6*

48. Number hours devoted daily to instruction in higher branches *0*

49. Have you a graded course of study? *Yes*

50. Have you observed Patron's Day? *Yes*

51. Have you observed Arbor or Bird Day? *No*

52. Have you been able to introduce manual training? *No*

53. If you have had other special studies, name them

54. Number of months taught *Five*

55. Number of days taught *One Hundred*

**TEACHER**

56. White or Colored *White*

57. Male or female *Female*

58. Grade of certificate *First*

59. Date of certificate *May 12, 1915*

60. By whom granted *State Dept. of P. Instruction*

61. Are you a subscriber to any school journal? *Yes*

62. How many homes have you visited during the session? *9*

63. How many teachers' meetings have you attended during the year? *1*

64. Are you a member of any teachers' association? *Yes*

65. Have you had any normal school training? *Yes*

66. Are you a graduate of any high school, college or university? *Yes*

67. If so, give name *New London Academy*

68. Have you attended a summer institute within the past four years? *No*

69. How many sessions have you taught? *Five*

**PUPILS**

70. Number pupils studying higher branches *0*

71. Number pupils supplied with text-books by District *0*

72. Have all said text-books been returned to you?

73. Where have you placed them?

74. Number pupils who attended some other public school of this county during year? *3*

75. Number pupils over 19 years *0*

76. Number pupils from 18 to 19 (inclusive) *3*

77. Number pupils from 15 to 17 (inclusive) *7*

78. Number pupils from 10 to 14 (inclusive) *5*

79. Number pupils from 7 to 9 (inclusive) *7*

	BOYS	GIRLS	TOTAL
80. Total enrollment.....	<i>11</i>	<i>11</i>	<i>22</i>
81. Average monthly enrollment.....	<i>7 3/5</i>	<i>9 3/5</i>	<i>16 3/5</i>
82. Average daily attendance.....	<i>4 2/5</i>	<i>6 3/5</i>	<i>10 3/5</i>

MISCELLANEOUS

VISITS—By Whom	NUMBER
83. By State Examiner or Inspector	<i>0</i>
84. By Division Superintendent	<i>0</i>
85. By Trustees of the District	<i>1</i>
86. By Others	<i>15</i>

**BOOKS USED (None omitted)**

	NAME	Total number in pupils' hands
87. Spellers	<i>New World</i>	<i>12</i>
88. Spelling Blanks		
89. Method of Reading	<i>Howell-Williams</i>	
90. Primers	<i>" "</i>	<i>2</i>
91. Primers (Supplementary)	<i>Playmates</i>	<i>1</i>
92. First Readers	<i>Graded Classics</i>	<i>1</i>
93. Second Readers	<i>" "</i>	<i>1</i>
94. Third Readers	<i>" "</i>	<i>4</i>
95. Fourth Readers	<i>" "</i>	<i>2</i>
96. Fifth Readers	<i>Elson Book I</i>	<i>5</i>
97. Copy Books	<i>Hammock's</i>	<i>17</i>
98. Arithmetic	<i>Smith's</i>	<i>14</i>
99. Grammars	<i>Emerson-Bender's</i>	<i>10</i>
100. Geographies	<i>Froye's</i>	<i>12</i>
101. Histories of Va.		
102. Histories of U. S.	<i>Our Republic</i>	<i>6</i>
103. Physiologies	<i>Primer of S. &amp; P.</i>	<i>6</i>
104. Drawing Books	<i>Applied Arts</i>	<i>2</i>
105. Civil Government	<i>Magill's</i>	<i>3</i>
106. Morals		
107. Other Branches	<i>Aldine Language</i>	<i>5</i>

Total amount spent by all of the patrons for text-books during year..... \$ *23 52*

**TEACHER'S PAY FOR TERM**

108. From public funds	<i>\$ 200 00</i>
109. From other sources	<i>0</i>
110. Value of board, if furnished free of cost	<i>0</i>
111. Total	<i>\$ 200 00</i>
112. Number of visits to homes of pupils	<i>17</i>

RECORD OF WORK DONE DURING THE TERM (a)

CLASS	No. in class	TEXT-BOOKS USED	PAGE LIMIT	SUGGESTIONS FOR NEXT TERM	REMARKS
SPELLING	<i>1st</i>		<i>13 to 25</i>		
	<i>2d</i>		<i>61 to 90</i>		
	<i>3d</i>	<i>New World</i>	<i>125 to 148</i>		<i>All Spelling classes to be promoted one grade.</i>
<i>4th</i>	" "	<i>157 to 186</i>			
<i>5th</i>	" "	<i>189 to 215</i>			
READING	1. First class	<i>3</i>	<i>Howell-Williams</i>	<i>1 " 60</i>	<i>Complete the book.</i>
	2. Second class	<i>1</i>	<i>Graded Classics</i>	<i>1 " 100</i>	<i>Finish second reader, promoted from 1st.</i>
	3. Third class	<i>4</i>	" "	<i>completed</i>	<i>All ready for fourth grade</i>
	4. Fourth class	<i>2</i>	" "	<i>1 " 134</i>	<i>Review 4th Reader</i>
	5. Fifth class	<i>6</i>	<i>Elson Book I</i>	<i>1 " 315</i>	<i>2 take up U. S. History.</i>
ARITHMETIC	1. First class (b)	<i>4</i>	<i>Oral</i>	" "	<i>Ready for text book</i>
	2. Second class	<i>6</i>	<i>Smith's Primary</i>	<i>1 " 121</i>	<i>Review fundamental operations</i>
	3. Third class	<i>4</i>	" "	<i>160 " 226</i>	<i>" fractions &amp; denom. numbers</i>
	4. Fourth class	<i>5</i>	<i>" Adv.</i>	<i>153 " 195</i>	<i>Review denominate numbers</i>
	5. Fifth class	<i>3</i>	" "	<i>307 " 454</i>	<i>Completed highest work</i>
	6. Sixth class				
LANGUAGE & GRAMMAR	1. First class (b)	<i>4</i>	<i>Oral</i>	" "	<i>Ready for Aldine Language</i>
	2. Second class	<i>5</i>	<i>Aldine L.</i>	<i>1 " 162</i>	<i>Complete the book</i>
	3. Third class	<i>5</i>	<i>E. &amp; B. Book I</i>	<i>1 " 106</i>	<i>Review from Letter Writing</i>
	4. Fourth class	<i>7</i>	" " " II	<i>1 " 134</i>	<i>" Inflection of Nouns</i>
	5. Fifth class				
GEOGRAPHY	1. First class	<i>5</i>	<i>Froye's Primary</i>	<i>39 " 98</i>	<i>United States Completed</i>
	2. Second class	<i>5</i>	<i>" Adv.</i>	<i>92 " 104</i>	<i>Have also studied Va. supplement</i>
	3. Third class	<i>4</i>	" "	<i>60 " 148</i>	<i>Complete the book from Europe</i>
	4. Fourth class				
U. S. HISTORY	1. First class	<i>8</i>	<i>Our Republic</i>	<i>149 " 480</i>	<i>6th grade review whole book.</i>
	2. Second class				
VA. HISTORY	1. First class				
	2. Second class				
CIVIL GOVERNMENT	1. First class	<i>4</i>	<i>Magill's</i>	<i>1 " 120</i>	<i>Complete for next year</i>
	2. Second class				
PHYSIOLOGY & HYGIENE	1. First class	<i>7</i>	<i>Primer of S. &amp; P.</i>	<i>1 " 408</i>	<i>List 3 chapters review for next year</i>
	2. Second class				
MORALS AND MANNERS	1. First class				
	2. Second class				

EXPLANATIONS

(1) While the classification of a school is a matter that lies peculiarly in the sound discretion of the teacher, yet some facts are obvious. A well-managed school should not have a greater number of classes than are noted above. The teacher should classify her pupils and not permit them to recite singly. The pupil who loses time will either have to catch up or go back into a lower class. All pupils above the Fourth Reader should be put in one class, either in the Fifth Reader or in some other book that is appropriate.

There should not be more than two classes in the spelling book and one in the dictionary. The pupil should be taught number work according to some approved method for one or probably two years, and there should not be more than two classes in each arithmetic. For the first two or three years the pupil should be given good language work, embracing nature study, elementary geography, literature, etc. There should not be more than three or four classes in the language books and grammar combined. Three or four classes should suffice in geography, and one each in Virginia and United States history. Civil government may occupy one of the history periods each week.

In the column headed "Page Limit" write number of page at which class began work before "to," and let it be followed by the last page studied. Under the heading "Suggestions for Next Term," pages that should be reviewed might be noted. Blank spaces are left for irregular classes.

It is hoped that this portion of the term report will fix the idea of classification constantly in the minds of teachers, and save much time by definite statements of each pupil's standing. Let each teacher try not to have more than twenty-five recitations a day. Record number work under heading "Arithmetic," and language work under heading "Grammar."

(b) If this work is given orally, write the word *oral* in the column headed "Text-books Used."

(\*) This information is required by special act of Legislature, and is very important.

REMARKS

*Wet wood, and no damper in stovepipe.*

Names of pupils detained from school on account of factious spirit, prevalence of contagious diseases, lack of proper text-books, or in consequence of enforcement of discipline

NAMES OF PUPILS

CAUSE OF ABSENCE-REMARKS

Days absent

Rucker Robertson  
 Annie Williamson  
 " "  
 Mamie

4 1  
 2 4  
 2 4

Pneumonia & convalescence  
 shopping cough  
 " "  
 Others have missed school on account of measles at home, and diptheria scare in November

Form T-No. 2

Other District

Bedford County

TERM REPORT

OF

M Mabel Betikofen

Teacher of Shepherd's Public School  
 (White or Colored)

No.

For the term ending Feb. 29 1916

RECORD FOR TERM

1. Number of months taught	5		
2. Number of days taught	150		
3. Total enrollment	Boys 11	Girls 11	Total 22
4. Average monthly enrollment	7 3/5	7 2/5	16 1/5
5. Average daily attendance	78%	87%	102%
6. Sum of Ages	153	126	279
7. Sum of days on roll	651	852	1503
8. Sum of days present	443	614	1054

RECORD FOR CURRENT MONTH (x)

a. Total enrollment	8	8	16
b. Average daily attendance	5 1/4	5 1/4	10 1/2
c. No. of days taught during month	20		
d. Monthly salary from public funds	\$40.00		
e. Salary from public funds due at this date	\$38.00		

f. No. of visits by trustees 1  
 g. Has teacher received pay for last month? Yes  
 h. No. of visits to homes by teachers 4

Received \_\_\_\_\_, 191  
 Received \_\_\_\_\_, 191  
 Receipt No. \_\_\_\_\_, for \$ \_\_\_\_\_

(x) It will not be necessary to send Monthly Report for last month if these blanks are filled out properly, unless the Division Superintendent specially so requests.

NAMES OF PUPILS FROM OTHER DISTRICTS

NAME OF DISTRICT

Days on roll

Days Present

REMARKS

I hereby certify that this report is correct, and that I have not embraced in said report the names of any pupils for any days that they were not present, and that the average daily attendance reported is correct.

Given under my hand this 1st day of March, 1916

Mabel Betikofen Teacher.

Bedford Co. Pa. P. O.

EXPLANATIONS

Write the names of the boys first, alphabetically, and then the names of the girls also alphabetically, in each case putting the surname first. In the column for age set down opposite the name of each pupil the number of years completed at the last birthday before school opened. Add up the second, third and fourth columns. Average attendance of boys is found by adding together the numbers opposite the names of the boys in the column headed "Days Present," and dividing the sum by the number of days the school was kept open during the term. Find average attendance of girls in the same manner. Add these two averages together for total average attendance. Name text-books used in teaching other branches, as well as those specified in this report, and be sure to give the total number of each one of the text-books actually used in the school. Give the names of the pupils from other districts, and tell from what districts they come. The names of pupils may be enrolled by grades or classes if the Division Superintendent so desires. Under the caption "Graduation Statistics" use for each study a fraction form of notation. Let the numerator of the fraction denote the class in which the pupil was placed for this session, and the denominator the class in which he should receive next year according to the numbers noted above. For example: A pupil in the primer class who should repeat the work would be marked 1-1 in the column headed "Reading." If the pupil should be promoted to the First Reader Class the notation would be 1-2. A pupil promoted from the second class to the third class in numbers or arithmetic would be marked 2-3 in the arithmetic column. If the pupil has completed the highest class in any subject, as, for example, geography, the notation would be 1-0 in the geography column. While this report is intended for ungraded schools, the notation can be adapted to denote grades, thus, 1-2-P, would mean promotion from First to Second Primary Grade, 2-3-G, from second to Third Grammar Grade, and so on.

Forward two copies of this report, when fully completed, to the Division Superintendent, giving postoffice to which you wish receipt to be sent. The Superintendent will certify receipt of reports directly to the clerks, using Form C-No. 2. One copy of this report is to be retained as a permanent record in the office of the Division Superintendent, and the other should be given your successor.