

TERM REPORT

Of Marion Ruckel teacher of Public School, No. , in Charlottesville School District
of the County of Bedford, for Term , ending the 8 day
of April, 1915

NAMES OF PUPILS	Number of miles from schoolhouse	GRADATION STATISTICS (a) See explanation, Page 4				GRADATION STATISTICS (a) See explanation, Page 4											
		Age (b)	Days on roll (b)	Days present (b)	Spelling	Reading	Writing	Arithmetic	Grammar	Geography	Hist. of U. S.	Hist. of Va.	Civil Gov.	Phys. & H.	Drawing	Morals	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Brown Dora	1/2	8	120	93													
Collins Nellie	1	8	120	87													
" Lottie	1	13	120	96													
" Blanche	1	10	120	98													
Carter Ruth	1	7	110	105													
Hudson Fleda	1/2	15	120	117													
" Eunice	1/2	13	120	115													
" Evelyn	1/2	10	120	115													
Hawks Ruth	1/2	10	115	66													
Reynolds Clara	1/2	15	120	110													
Taylor Shelma	1/2	8	120	118													
Wilmer Mattie	1/2	16	120	110													
Hudson Etta	1/2	8	120	7													
Buston Albert	1/2	12	115	66													
Hudson Frank	1/2	10	110	110													
Taylor Edward	1/2	10	110	73													
Wilmer Edgar	1/2	13	115	105													

GENERAL STATISTICS	
SCHOOLHOUSE	
9. Material	Wood
10. What year built?	1900
11. No. of rooms	One
12. Original cost (c)	
13. Present value (c)	
14. Amount spent for improvements this year	\$7.00
15. Present state of repair	Very good
16. Is it painted?	Yes
SCHOOLROOM	
17. Number of days, if any, you have found it impossible to keep children comfortable.	
18. Why? (d)	0
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	Good
23. Total cost of fuel for your school for session	\$10.00
SCHOOL GROUNDS	
24. Size of lot	1/4 Acre
25. Is it enclosed?	No
26. Have you been able to get pupils and parents to aid in improving house and grounds?	No
27. Have you tried?	No
SCHOOL FURNITURE AND APPARATUS	
	Number Value (b)
28. Common desks	14 \$14.00
29. Condition of same	Not-good
30. Patent desks	Yes
31. Condition of same	Not-good
32. Chairs	1
33. Tables	1
34. Volumes in library	0
35. Charts	0
36. Wall maps	0
37. Globes	0
38. Blackboards—No. sq. ft. surface	16 sq ft
39. Condition of same	Good
40. Kind of blackboard	Slate
41.	Total \$20.00
42. Value of equipment added this year, \$.....	0
43. Seating capacity of house	24

350
262.50
245.00
857.50

335
392.10
88.45
308.75

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 8, 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.

MISCELLANEOUS

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?	Yes	
46. Were indigent pupils supplied with text-books by District Boards when applied for?	Yes	
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?		
51. Have you observed Arbor or Bird Day?		
52. Have you been able to introduce manual training?		
53. If you have had other special studies, name them		
54. Number of months taught	6	
55. Number of days taught	120	
TEACHER		
56. White or Colored	White	
57. Male or female	Female	
58. Grade of certificate	Emergency	
59. Date of certificate	Oct. 12, 1914	
60. By whom granted	State Board of Education	
61. Are you a subscriber to any school journal?	No	
62. How many homes have you visited during the session?	12	
63. How many teachers' meetings have you attended during the year?	0	
64. Are you a member of any teachers' association?	0	
65. Have you had any normal school training?	0	
66. Are you a graduate of any high school, college or university?		
67. If so, give name	Academy H. S. and Farmville	
68. Have you attended a summer institute within the past four years?	one year	
69. How many sessions have you taught?	1	
PUPILS		
70. Number pupils studying higher branches	0	
71. Number pupils supplied with text-books by District	2	
72. Have all said text-books been returned to you?	No	
73. Where have you placed them?	0	
74. Number pupils who attended some other public school of this county during year?		
75. Number pupils over 19 years	0	
76. Number pupils from 18 to 19 (inclusive)	0	
77. Number pupils from 15 to 17 (inclusive)	3	
78. Number pupils from 10 to 14 (inclusive)	9	
79. Number pupils from 7 to 9 (inclusive)	5	
	Boys	GIRLS
80. Total enrollment	4	13
81. Average monthly enrollment	4	10.66
82. Average daily attendance	2.00	4.00

VISITS—By Whom	NUMBER
83. By State Examiner or Inspector	1
84. By Division Superintendent	1
85. By Trustees of the District	1
86. By Others	3

BOOKS USED (None omitted)		
	NAME	Total number in pupils' hands
87. Spellers	Sheep's	14
88. Spelling Blanks	0	
89. Method of Reading	Word	
90. Primers	0	
91. Primers (Supplementary)	0	
92. First Readers	Grade Classics	3
93. Second Readers	"	3
94. Third Readers	"	3
95. Fourth Readers	"	4
96. Fifth Readers	"	5
97. Copy Books		
98. Arithmetic	Colan's Powers	10
99. Grammars	Mary Hyde's	6
100. Geographies	Fry's	8
101. Histories of Va.	Magill's	2
102. Histories of U. S.	Lee's	2
103. Physiologies	Ritchie's	2
104. Drawing Books		
105. Civil Government	Mc Bain's	1
106. Morals	Talks	
107. Other Branches	0	

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

TEACHER'S PAY FOR TERM		
108. From public funds	\$ 210.00	
109. From other sources	0	
110. Value of board, if furnished free of cost	\$ 72.00	
111. Total		
112. Number of visits to homes of pupils	12	

RECORD OF WORK DONE DURING THE TERM

CLASS	No. in class	TEXT-BOOKS USED	PAGE LIMIT	SUGGESTIONS FOR NEXT TERM	REMARKS
SPELLING					
1. First class	3		to		
2. Second class	3		"		
3. Third class	3		"		
READING					
1. First class	3		"		
2. Second class	3		"		
3. Third class	3		"		
4. Fourth class	4		"		
5. Fifth class			"		
ARITHMETIC					
1. First class (b)	4				
2. Second class	1				
3. Third class	2				
4. Fourth class	5				
5. Fifth class	1				
6. Sixth class	1				
LANGUAGE & GRAMMAR					
1. First class (b)					
2. Second class					
3. Third class					
4. Fourth class	4				
5. Fifth class	2				
GEOGRAPHY					
1. First class					
2. Second class	3				
3. Third class	3				
4. Fourth class	1				
U. S. HISTORY					
	2				
VA. HISTORY					
	6				
CIVIL GOVERNMENT					
	1				
PHYSIOLOGY & HYGIENE					
	2				
MORALS AND MANNERS					

Some times oral and sometimes written.
 According to grade: One pupil was placed in:

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

NAMES OF PUPILS DETAINED FROM SCHOOL ON ACCOUNT OF FACTIOUS SPIRIT, OR PREVALENCE OF CONTAGIOUS DISEASES, LACK OF PROPER TEXT-BOOKS, OR IN CONSEQUENCE OF ENFORCEMENT OF DISCIPLINE

NAMES OF PUPILS Days absent CAUSE OF ABSENCE-REMARKS

Form T-No. 2

Charlottesville District
Bedford County

TERM REPORT OF

Miss Marion Rucker
Teacher of Union Hill Public School
(White or Colored)

No. April 8 1915

RECORD FOR TERM

1. Number of months taught 6
2. Number of days taught 120
3. Total enrollment 4 Boys 13 Girls 17
Boys Girls Total
4. Average monthly enrollment 4 10.4 14.64
5. Average daily attendance 2.92 8.15 11.70
6. Sum of Ages 45 244
7. Sum of days on roll 452 1815
8. Sum of days present 354 1222

RECORD FOR CURRENT MONTH (x)

- a. Total enrollment 4 10 14
- b. Average daily attendance 3.00 8.00 11
- c. No. of days taught during month. 28
- d. Monthly salary from public funds. \$ 357.00
- e. Salary from public funds due at this date \$ 49.00

- f. No. of visits by trustees 2
- g. Has teacher received pay for last month? Yes
- h. No. of visits to homes by teachers 12

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 12 day of April, 1915

Marion G. Rucker, Teacher.

Forest-Depot Bedford Co. Va.

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 "Gradation 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 recite 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 +c 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.