

# TERM REPORT

of Pearle Sheppard teacher of Public School, No. 12 Union Hill, in Charlestown School District  
of the County of Bedford, for Term of 1917-1918, ending the 19th day  
of April, 1918 Union Hill

NAMES OF PUPILS	GRADATION STATISTICS (a) See explanation, Page 4																
	Number of miles from schoolhouse	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	
Burton Albert	1/4	15	59	44	9	5	5	5	5	5	5	5	5	5	5	5	
Day Seward	1 1/2	14	102	67	5	5	5	5	5	5	5	5	5	5	5	5	
Leagade George	1 1/2	7	98	98	5	5	5	5	5	5	5	5	5	5	5	5	
Hudson Harold	1 1/2	14	117	93	5	5	5	5	5	5	5	5	5	5	5	5	
Shawmas Carrington	1	13	104	90	5	5	5	5	5	5	5	5	5	5	5	5	
" Clyde	1	9	104	97	5	5	5	5	5	5	5	5	5	5	5	5	
" Newman	1	7	104	92	5	5	5	5	5	5	5	5	5	5	5	5	
Booth Clarence	3/8	8	15	12	5	5	5	5	5	5	5	5	5	5	5	5	
Taylor Garnet	1 1/2	8	61	51	5	5	5	5	5	5	5	5	5	5	5	5	
Booth Betty	1 1/2	13	13	10	5	5	5	5	5	5	5	5	5	5	5	5	
Hudson Bessie	1 1/2	9	140	126	5	5	5	5	5	5	5	5	5	5	5	5	
Hudson Otto	1 1/2	11	140	128	5	5	5	5	5	5	5	5	5	5	5	5	
Hudson Minnie	1 1/2	13	140	122	5	5	5	5	5	5	5	5	5	5	5	5	
Hudson Eva	1 1/2	8	140	78	5	5	5	5	5	5	5	5	5	5	5	5	
Taylor Thelma	1 1/2	12	61	50	5	5	5	5	5	5	5	5	5	5	5	5	
Hudson Hazel	1 1/2	11	104	91	5	5	5	5	5	5	5	5	5	5	5	5	
Burton Crystal	1 1/2	15	4	4	5	5	5	5	5	5	5	5	5	5	5	5	

GENERAL STATISTICS	
SCHOOLHOUSE	
9. Material	Frame Building.
10. What year built?	1900
11. No. of rooms	One.
12. Original cost (c)	Unknown
13. Present value (c)	\$40.
14. Amount spent for improvements this year	\$1.50
15. Present state of repair	Not very good.
16. Is it painted?	Yes.
SCHOOLROOM	
17. Number of days, if any, you have found it impossible to keep children comfortable.	None
18. Why? (d)	
19. No. broken window panes now in room	2
20. Condition of floor	Fairly good
21. Can the doors and windows be securely locked?	No.
22. Condition of stove	Very good
23. Total cost of fuel for your school for session	\$10.
SCHOOL GROUNDS	
24. Size of lot	50x60 ft.
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
29. Condition of same	
30. Patent desks	13 Half Original
31. Condition of same	Not very good.
32. Chairs	1      6.50
33. Tables	
34. Volumes in library	
35. Charts	
36. Wall maps	
37. Globes	
38. Blackboards—No. sq. ft. surface	53 sq. ft. \$5.00
39. Condition of same	Very good
40. Kind of blackboard	Slated
41. Total	\$67.50
42. Value of equipment added this year, \$	
43. Seating capacity of house	20

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?	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?	No	
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	7	October, November, December, January, February, March, April
55. Number of days taught	140	
TEACHER		
56. White or Colored	White	
57. Male or female	Female	
58. Grade of certificate	1st.	
59. Date of certificate	October 11, 1917	
60. By whom granted	R. C. Stearnes	
61. Are you a subscriber to any school journal?	No	
62. How many homes have you visited during the session?	16	
63. How many teachers' meetings have you attended during the year?	1	
64. Are you a member of any teachers' association?	No	
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	Blackstone College	
68. Have you attended a summer institute within the past four years?	No	
69. How many sessions have you taught?	One	
PUPILS		
70. Number pupils studying higher branches		
71. Number pupils supplied with text-books by District		
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 the county during year		
75. Number pupils over 19 years		
76. Number pupils from 18 to 19 (inclusive)		
77. Number pupils from 15 to 17 (inclusive)	1	
78. Number pupils from 10 to 14 (inclusive)	7	
79. Number pupils from 7 to 9 (inclusive)	7	
	Boys	GIRLS
80. Total enrollment	9	7
81. Average monthly enrollment		
82. Average daily attendance	5	4

MISCELLANEOUS

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

BOOKS USED (None omitted)		Total number in pupils' hands
NAME		
87. Spellers	New World 1-8	4
88. Spelling Blanks	—	
89. Method of Reading	—	
90. Primers	Playmates	1
91. Primers (Supplementary)	—	
92. First Readers	Graded Classics	2
93. Second Readers	Graded Classics	3
94. Third Readers	Graded Classics	1
95. Fourth Readers	Graded Classics	
96. Fifth Readers	Common School Book	2
97. Copy Books	Morris's	6
98. Arithmetic	Smith's Primary	
99. Grammars	Emerson & Beecher's	3
100. Geographies	Fryer's	4
101. Histories of Va.	Smith's	2
102. Histories of U. S.	Our Republic	2
103. Physiologies	Ritchie's	1
104. Drawing Books	—	
105. Civil Government	Mc Bain's	
106. Morals	—	
107. Other Branches	Physical Geog.	1
	Dictionary	2

Total amount spent by all of the patrons for text-books during year..... \$ 5.00

TEACHER'S PAY FOR TERM

108. From public funds	\$ 37.50 per month
109. From other sources	
110. Value of board furnished free of cost	\$ 15.00 value
111. Total	\$ 262.48
112. Number of visits to homes of pupils	16

RECORD OF WORK DONE DURING THE TERM (a)

CLASS	No. in class	TEXT-BOOKS USED	PAGE LIMIT	SUGGESTIONS FOR NEXT TERM	REMARKS	
<b>SPELLING</b>						
1. First class	2	Oral	to	Promoted to next year	This information is given in regard to the pupils recalled during the last month.	
2. Second class	1	New World	13 " 56"	" " " "		
3. Third class	3	" "	13 " 92"	" " " "		
<b>READING</b>						
1. First class	1	Dictionary	1 " 25"	" " " "		
2. Second class	3	Playmates Primer	1 " 50"	" " " "		
3. Third class	1	Graded Classics	1 " 190"	" " " "		
4. Fourth class	1	" "	1 " 282"	" " " "		
5. Fifth class	2-2	Elson Grammar	2-2 " 896"	2 Promoted - Other Ref.		
<b>ARITHMETIC</b>						
1. First class (b)	1	Oral	"	Promoted to next year		
2. Second class	3	Oral	"	" " " "		
3. Third class	1	Smith's Primary	1 " 76"	" " " "		
4. Fourth class	1	" "	1 " 247"	Repeat " " "		
5. Fifth class	1	" Advanced	1 " 76"	Repeat		
6. Sixth class	1	" "	99 " 460"	Promoted.		
<b>LANGUAGE &amp; GRAMMAR</b>						
1. First class (b)						
2. Second class						
3. Third class	2	Emerson's Reader	1 " 236"	Promoted / Repeat work.		
4. Fourth class	1	" " " Ad-	1 " 50"	Repeat		
5. Fifth class	2	" " " "	112 " 392"	Promoted to next year.		
<b>GEOGRAPHY</b>						
1. First class						
2. Second class	1	Fryer's	1 " 165"	" " " "		
3. Third class	1	Lyell's Higher	1 " 170"	Repeat work.		
4. Fourth class	1	Murray's Physical	1 " Com	Promoted		
<b>U. S. HISTORY</b>						
	1	Our Republic	1 " 330"	"		
<b>VA. HISTORY</b>						
	1	Smith's	1 " 275"	Repeat		
	1	" "	1 " 107"	"		
<b>CIVIL GOVERNMENT</b>						
<b>PHYSIOLOGY &amp; HYGIENE</b>						
	2	Ritchie's	1 " 35"	Repeat work		
<b>MORALS AND MANNERS</b>						

EXPLANATIONS

(7) 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

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

Days absent

CAUSE OF ABSENCE—REMARKS

Form T—No. 2

Shelburne District

Bedford County

**TERM REPORT**

OF

Miss Pearl Sheppard

Teacher of Union Free Public School  
(White or Colored)

No. 12  
For the term ending April 19 1918.

**RECORD FOR TERM**

1. Number of months taught . . . . . 7
2. Number of days taught . . . . . 140
3. Total enrollment . . . . . 9 Boys 8 Girls 17 Total 26
4. Average monthly enrollment . . . . . 4.14
5. Average daily attendance . . . . . 4.17
6. Sum of Ages . . . . . 90
7. Sum of days on roll . . . . . 845
8. Sum of days present . . . . . 602

**RECORD FOR CURRENT MONTH (x)**

- a. Total enrollment . . . . . 9
- b. Average daily attendance . . . . . 4.17
- c. No. of days taught during month. . . . . 15
- d. Monthly salary from public funds. . . . . \$ 37.50
- e. Salary from public funds due at this date \$ 28.12

- f. No. of visits by trustees . . . . . 0
  - g. Has teacher received pay for last month? Yes
  - h. No. of visits to homes by teachers . . . . . 5
- 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 25 day of April, 1918

Pearl Sheppard, Teacher. Wayne, Virginia, 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 "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 4-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.