

TERM REPORT

Of Mary W. Scott teacher of Public School, No. 9, in Liberty School District
of the County of Bedford, for Term _____, ending the 2 day
of April, 1914.

NAMES OF PUPILS	GRADATION STATISTICS (a) See explanation, Page 4																	GENERAL STATISTICS	
	Number of miles from school house	Age (b)	Days on roll (c)	Days present (d)	Spelling	Reading	Writing	Arithmetic	Grammar	Geography	Hist. of U. S.	Hist. of Va.	Civil Gov.	Phys. & H.	Drawing	Morals			
Girls.																		SCHOOL HOUSE	
Gorges Willie	1/2	11	113	59	4c	4c	3/4	3/4	3/4	4c			3/4					9. Material	Wood
" Lucile	1/2	12	113	64	3/4	4c	3/4	3/4	3/4	3/4			3/4					10. What year built?	
" Annie	1/2	10	113	56	1/2	3/4	1/2	1/2	1/2	3/4			3/4					11. No. of rooms	1
" Lina	1	13	118	61	4c	4c	3/4	3/4	3/4	3/4			3/4					12. Original cost (c)	
" Olive	1	10	120	90	3/4	3/4	3/4	1/2	1/2	3/4			3/4					13. Present value (c)	
" Jewel	1	8	120	75	1/2	1/2	1/2	1/2	1/2									14. Amount spent for improvements this year	45.00
Sibley Kathleen	3	11	120	116	4c	4c	3/4	4c	4c	4c			3/4					15. Present state of repair	Good
Holden Willie	1	14	120	78	4c	4c	3/4	4c	4c	4c			4c					16. Is it painted?	yes
" Fossie	1	12	120	80	3/4	3/4	3/4	3/4	3/4	3/4			3/4					SCHOOLROOM	
Howard Etous	1	16	46	19	4c	4c	3/4	3/4	3/4	3/4			3/4					17. Number of days, if any, you have found it impossible to keep children comfortable.	0
Sandowne Marie	1	13	120	110	4c	4c	3/4	3/4	3/4	3/4			3/4					18. Why? (d)	
Wheatstreet Effie	1/2	18	120	119	4c	4c	3/4	3/4	3/4	4c			4c					19. No. broken window panes now in room.	2
" Sunny	1/2	16	120	120	1/2	3/4	1/2	1/2	1/2									20. Condition of floor	good
Boys.																		21. Can the doors and windows be securely locked?	yes
Sandowne Marie	1	9	120	116	1/2	3/4	1/2	1/2	1/2									22. Condition of stove	Good
" Bryan	1	12	100	90	3/4	4c	3/4	3/4	3/4	3/4			3/4					23. Total cost of fuel for your school for session	25
Sibley Robert	3	11	120	116	3/4	3/4	3/4	3/4	3/4	3/4			3/4					SCHOOL GROUNDS	
" Fred	3	9	120	116	3/4	3/4	3/4	3/4	3/4	3/4			3/4					24. Size of lot	1 acre
" Ralph	3	7	120	110	1/2	1/2	1/2	1/2	1/2									25. Is it enclosed?	no
Sandowne Lucia	1	16	100	91	4c	4c	3/4	3/4	3/4	4c			4c					26. Have you been able to get pupils and parents to aid in improving house and grounds?	yes
Martin Jesse	3	7	110	90	1/2	1/2	1/2	1/2	1/2									27. Have you tried?	yes
Turner Guy	1	7	96	89	1/2	1/2	1/2	1/2	1/2									SCHOOL FURNITURE AND APPARATUS	
Wheatstreet Fred	1/2	9	90	86	1/2	1/2	1/2	1/2	1/2				3/4					Number Value (b)	
Wells, Floyd	3	13	89	116	3/4	4c	3/4	3/4	3/4	3/4								28. Common desks	50
" Hampton	3	11	19	15	1/2	3/4	1/2	1/2	1/2									29. Condition of same	
																		30. Patented desks	2 50
																		31. Condition of same	Good
																		32. Chairs	0
																		33. Tables	1
																		34. Volumes in library	100
																		35. Charts	0
																		36. Wall maps	None only by the children
																		37. Globes	0
																		38. Blackboards—No. sq. ft. surface	3 50
																		39. Condition of same	Good
																		40. Kind of blackboard	
																		41. Total, \$.....	
																		42. Value of equipment added this year, \$.....	
																		43. Seating capacity of house	25 desks

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.

RECORD OF WORK DONE DURING THE TERM (a)

GENERAL STATISTICS—Continued			MISCELLANEOUS	
COURSE OF INSTRUCTION			VISITS—By Whom	NUMBER
44. Have you rigidly enforced the text-book regulations?	yes		83. By State Examiner or Inspector	0
45. Could your pupils readily purchase text-books at State contract prices?	yes		84. By Division Superintendent	0
46. Were indigent pupils supplied with text-books by District Boards when applied for?			85. By Trustees of the District	0
47. Number hours devoted daily to instruction in common school branches	7		86. By Others	They are so numerous could not possibly count them.
48. Number hours devoted daily to instruction in higher branches			BOOKS USED (None omitted)	
49. Have you a graded course of study?	no		NAME	Total number in pupils' hands
50. Have you observed Patron's Day?	yes		87. Spellers	10
51. Have you observed Arbor or Bird Day?	no		88. Spelling Blanks	
52. Have you been able to introduce manual training?	no		89. Method of Reading	
53. If you have had other special studies, name them	none		90. Primers	6
54. Number of months taught	6		91. Primers (Supplementary)	
55. Number of days taught	120		92. First Readers	6
TEACHER			93. Second Readers	5
56. White or colored	white		94. Third Readers	3
57. Male or female	female		95. Fourth Readers	6
58. Grade of certificate	third		96. Fifth Readers	2
59. Date of certificate	June-1913		97. Copy Books	
60. By whom granted	State Board of Education		98. Arithmetics	10
61. Are you a subscriber to any school journal?	no		99. Grammars	10
62. How many homes have you visited during the session?	all		100. Geographies	10
63. How many teachers' meetings have you attended during the year?	2		101. Histories of Va.	8
64. Are you a member of any teachers' association?	no		102. Histories of U. S.	2
65. Have you had any normal school training?	no		103. Physiologies	6
66. Are you a graduate of any high school, college or university?	no		104. Drawing Books	
67. If so, give name			105. Civil Government	
68. Have you attended a summer institute within the past four years?	no		106. Morals	
69. How many sessions have you taught?	2		107. Other Branches	
PUPILS			Total amount spent by all of the patrons for text-books during year (*) \$	
70. Number pupils studying higher branches	0		TEACHER'S PAY FOR TERM	
71. Number pupils supplied with text-books by District	0		108. From public funds	\$180.
72. Have all said text-books been returned to you?			109. From other sources	0
73. Where have you placed them?			110. Value of board, if furnished free of cost	
74. Number pupils who attended some other public school of this county during year?	3		111. Total	
75. Number pupils over 19 years	0		112. Number of visits to homes of pupils	visited all homes.
76. Number pupils from 18 to 19 (inclusive)	1			
77. Number pupils from 15 to 17 (inclusive)	6			
78. Number pupils from 10 to 14 (inclusive)	12			
79. Number pupils from 7 to 9 (inclusive)	6			
80. Total enrollment	Boys 11	Girls 14	TOTAL 25	
81. Average monthly enrollment	1 1/2	2 2/3	4 1/2	
82. Average daily attendance	7 1/2	8 1/2	16 1/2	

CLASS	No. in Class	TEXT-BOOKS USED	PAGE LIMIT	SUGGESTIONS FOR NEXT TERM	REMARKS
SPELLING					
1. First class	5	Sheppee	1 to 112		
2. Second class	8	"	1 "126		
3. Third class	6	"	1 "126		
READING					
1. First class	6	Graded Classics	"	Read through 2,	
2. Second class	2	"	"	" " 3	
3. Third class	0	"	"	" " 2	
4. Fourth class	4	"	"	" " 2	
5. Fifth class	6	" "	1 "100		
ARITHMETIC					
1. First class (b)	6	Subject Power	1 "125		
2. Second class	8	" "	1 "225		
3. Third class	4	" "	30 "360		
4. Fourth class	3	" "	100 "360		
5. Fifth class					
6. Sixth class					
LANGUAGE AND GRAMMAR					
1. First class (b)	5	Hydes	1 "3 part.		
2. Second class	6	"	1 "finished		
3. Third class			"		
4. Fourth class	2	"	1 "Conjugation of Verbs.		
5. Fifth class			"		
GEOGRAPHY					
1. First class	8	Fry's	1 "Africa		
2. Second class	6	"	1 "S.A.		
3. Third class			"		
4. Fourth class			"		
U. S. HISTORY					
	2	See's	1 to finish.		
VA. HISTORY					
	6	Magill's	1 to finish.		
CIVIL GOVERNMENT					
			"		
PHYSIOLOGY AND HYGIENE					
	8	Ritchie's	1 "finish		
MORALS AND MANNERS					

EXPLANATIONS

(a) 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

Days absent

CAUSE OF ABSENCE—REMARKS

Form T—No. 2

District Salisbury County Bedford

TERM REPORT

OF

Mountain School

Teacher of White (White or Colored) Public School

No. 9 For the term ending April 2, 1914

RECORD FOR TERM

1. Number of months taught..... 6
2. Number of days taught..... 120
3. Total enrollment Boys Girls Total
 $\frac{11}{14} - \frac{2}{4} = \frac{9}{10}$
4. Average monthly enrollment... 1.83
5. Average daily attendance..... 1.50
6. Sum of ages..... 112
7. Sum of days on roll..... 1663
8. Sum of days present..... 1077 1930

RECORD FOR CURRENT MONTH (x)

- a. Total enrollment 11 9-20
- b. Average daily attendance..... 11 8-19
- c. No. of days taught during month — 2
- d. Monthly salary from public funds... \$ 33.00
- e. Salary from public funds due at this date \$ 33.00
- f. No. of visits by trustees 0
- g. Has teacher received pay for last month? no
- h. No. of visits to homes by teachers 6

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

Could not send in my report no earlier on account of my mother's illness.

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 6 day of April, 1914

Miss Mary W. Scott, Teacher.

Stone Mountain, Ga., 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 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 to your successor.