

TERM REPORT

Of Mrs. J. A. Hunt, teacher of Public School, No. 5, in Liebow School District
of the County of Bedford, for Term _____, ending the 5th day
of March, 1914

Union

NAMES OF PUPILS	GRADATION STATISTICS (a) See explanation, Page 4				GENERAL STATISTICS												
	Number of miles from school house	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	17
<u>Browning Lewis</u>	1	12	57	29													
<u>Burnette Ernest</u>	1	12	100	67													
<u>Callahan Henry</u>	2	14	40	15													
<u>" Ellis</u>	2	11	100	42													
<u>Foster Robert</u>	1/2	10	94	81													
<u>" " Roy</u>	1	7	93	57													
<u>Mrs. M. M. Helayton</u>	2	15	91	74													
<u>" " Harry</u>	2	13	91	73													
<u>" " Wilmer</u>	2	11	93	62													
<u>" " Stunoff</u>	2	9	94	62													
<u>" " Fred</u>	1	9	100	88													
<u>" " Julian</u>	1	7	100	89													
<u>Parker Harry</u>	2	7	89	77													
<u>Stoff Mack</u>	1/4	13	100	91													
<u>Sublett Maurice</u>	8	14	40	6													
<u>Sublett Russell</u>	3	12	40	6													
<u>Scott Oscar</u>	1	11	40	35													
<u>Ward Kanner</u>	2	10	77	48													
<u>Witt Hilary</u>	1	11	57	55													
<u>W. Co.</u>																	
<u>Burnette Minnie</u>	1	14	100	53													
<u>" " Stella</u>	1	14	100	53													
<u>Broyer Myrtle</u>	2	12	40	6													
<u>" " Minnie</u>	2	14	40	6													
<u>Callahan Annie</u>	2	9	92	51													
<u>Foster Laura</u>	1	8	100	66													
<u>Graham Myrtle</u>	2	12	97	56													
<u>Mrs. M. M. Helayton</u>	2	16	83	71													
<u>Morgan Mary</u>	2	7	50	42													
<u>Call. Louise</u>	2	14	60	54													
<u>Pruitt Alice</u>	2	11	80	54													
<u>Parker Mary</u>	2	14	90	75													
<u>" " Essie</u>	2	12	50	38													
<u>Witt Floyd</u>	1	9	50	57													
<u>Kornell Rebecca</u>	2	8	20	3													

* SCHOOL HOUSE

9. Material Wood

10. What year built? 1899

11. No. of rooms 2

12. Original cost (c) \$500.00

13. Present value (c) \$300.00

14. Amount spent for improvements this year none

15. Present state of repair Bad

16. Is it painted? Yes

SCHOOLROOM

17. Number of days, if any, you have found it impossible to keep children comfortable. -

18. Why? (d) -

19. No. broken window panes now in room. 2

20. Condition of floor Good

21. Can the doors and windows be securely locked? No

22. Condition of stove Good

23. Total cost of fuel for your school for session \$15.00

SCHOOL GROUNDS

24. Size of lot 1 acre

25. Is it enclosed? Yes

26. Have you been able to get pupils and parents to aid in improving house and grounds?

27. Have you tried? -

SCHOOL FURNITURE AND APPARATUS

	Number	Value (b)
28. Common desks	<u>none</u>	<u>-</u>
29. Condition of same	<u>-</u>	<u>9-</u>
30. Patented desks	<u>20</u>	<u>20.00</u>
31. Condition of same	<u>Good</u>	<u>Good</u>
32. Chairs	<u>one</u>	<u>one</u>
33. Tables	<u>one</u>	<u>one</u>
34. Volumes in library	<u>-</u>	<u>-</u>
35. Charts	<u>none</u>	<u>none</u>
36. Wall maps	<u>none</u>	<u>none</u>
37. Globes	<u>none</u>	<u>none</u>
38. Blackboards—No. sq. ft. surface	<u>100</u>	<u>100</u>
39. Condition of same	<u>Bad</u>	<u>Bad</u>
40. Kind of blackboard	<u>Wood</u>	<u>Wood</u>
41. Total, \$.....		
42. Value of equipment added this year, \$....	<u>none</u>	<u>none</u>
43. Seating capacity of house	<u>40</u>	<u>40</u>

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	None
45. Could your pupils readily purchase text-books at State contract prices?	Yes			84. By Division Superintendent	None
46. Were indigent pupils supplied with text-books by District Boards when applied for?	Yes			85. By Trustees of the District	None
47. Number hours devoted daily to instruction in common school branches	6			86. By Others	Several
48. Number hours devoted daily to instruction in higher branches	None			BOOKS USED (None omitted)	
49. Have you a graded course of study?	Yes			87. Spellers	Shuffler 19
50. Have you observed Patron's Day?	Yes			88. Spelling Blanks	Graded Classics 20
51. Have you observed Arbor or Bird Day?	-			89. Method of Reading	Graded Classics 20
52. Have you been able to introduce manual training?	-			90. Primers	
53. If you have had other special studies, name them	-			91. Primers (Supplementary)	Playmatics 3
54. Number of months taught	5-			92. First Readers	
55. Number of days taught	100			93. Second Readers	
TEACHER				94. Third Readers	
56. White or colored	White			95. Fourth Readers	
57. Male or female	Female			96. Fifth Readers	
58. Grade of certificate	Third			97. Copy Books	Keenan's 14
59. Date of certificate	Aug 7-1913			98. Arithmetics	Colandube & Penney 12
60. By whom granted	Board of Examiners			99. Grammars	Keyler's 9
61. Are you a subscriber to any school journal?	No			100. Geographies	Fryer 15-
62. How many homes have you visited during the session?	Several			101. Histories of Va.	Magill's 10
63. How many teachers' meetings have you attended during the year?	None			102. Histories of U. S.	Jonis 5-
64. Are you a member of any teachers' association?	Yes			103. Physiologies	
65. Have you had any normal school training?	Yes			104. Drawing Books	
66. Are you a graduate of any high school, college or university?	No			105. Civil Government	McBain's 5-
67. If so, give name	-			106. Morals	
68. Have you attended a summer institute within the past four years?	Yes			107. Other Branches	
69. How many sessions have you taught?	9			PUPILS	
70. Number pupils studying higher branches	None			70. Number pupils studying higher branches	None
71. Number pupils supplied with text-books by District	None			71. Number pupils supplied with text-books by District	None
72. Have all said text-books been returned to you?	-			72. Have all said text-books been returned to you?	-
73. Where have you placed them?	-			73. Where have you placed them?	-
74. Number pupils who attended some other public school of this county during year?	None			74. Number pupils who attended some other public school of this county during year?	None
75. Number pupils over 19 years	None			75. Number pupils over 19 years	None
76. Number pupils from 18 to 19 (inclusive)	None			76. Number pupils from 18 to 19 (inclusive)	None
77. Number pupils from 15 to 17 (inclusive)	4			77. Number pupils from 15 to 17 (inclusive)	4
78. Number pupils from 10 to 14 (inclusive)	19			78. Number pupils from 10 to 14 (inclusive)	19
79. Number pupils from 7 to 9 (inclusive)	11			79. Number pupils from 7 to 9 (inclusive)	11
Boys Girls TOTAL				Total amount spent by all of the patrons for text-books during year (*) \$10.00	
80. Total enrollment	19	15	34	TEACHER'S PAY FOR TERM	
81. Average monthly enrollment	14.5	12.5	27.6	108. From public funds	\$20.00
82. Average daily attendance	10.27	7.22	12.99	109. From other sources	None
(*) This information is required by special act of Legislature, and is very important.				110. Value of board, if furnished free of cost	_____
REMARKS				111. Total	_____
				112. Number of visits to homes of pupils	Several

CLASS	No. in Class	TEXT-BOOKS USED	PAGE LIMIT	SUGGESTIONS FOR NEXT TERM	REMARKS
SPELLING					
1. First class	5-	Shuffler's	4 to 75		
2. Second class	7		1 " 100		
3. Third class	5-		6 " 34		
READING					
1. First class	2	Graded Classics	7 " 100		
2. Second class	7		2 " 100		
3. Third class	9		3 " 150		
4. Fourth class			"		
5. Fifth class			"		
ARITHMETIC					
1. First class (b)	4		"		
2. Second class	4	Wiley, Duke	7 " 150		
3. Third class	17		3 " 100		
4. Fourth class			1 " 100		
5. Fifth class			"		
6. Sixth class			"		
LANGUAGE AND GRAMMAR					
1. First class (b)	4	Keyler's	1 " 75		
2. Second class	4		4 " 80		
3. Third class	10		6 " 150		
4. Fourth class			"		
5. Fifth class			"		
GEOGRAPHY					
1. First class	4	Fryer	2 " 75		
2. Second class	4		2 " 100		
3. Third class	10		5 " 150		
4. Fourth class			"		
U. S. HISTORY					
	4	Jonis	2 " 150		
VA. HISTORY					
	10	Magill's	1 " 100		
CIVIL GOVERNMENT					
	4	McBain's	4 " 75		
PHYSIOLOGY AND HYGIENE					
MORALS AND MANNERS					

320
318
200
200
200
200
200
200
200
200
1200
630

175
280
175
630

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."

NAMES OF PUPILS	Days absent	CAUSE OF ABSENCE—REMARKS

Form T—No. 2

Lincoln District
Bedford County

TERM REPORT

OF

Mrs. J. C. Hunt
 Teacher of White Public School
 (White or Colored)

No. 6
 For the term ending March 31st 1914

RECORD FOR TERM

1. Number of months taught..... 5
2. Number of days taught..... 100
 Boys Girls Total
3. Total enrollment..... 19 15 34
4. Average monthly enrollment.. 15 12 27
5. Average daily attendance..... 1027 722 1749
6. Sum of ages..... 200 162 367
7. Sum of days on roll..... 1387 1052 2439
8. Sum of days present..... 1027 722 1749

RECORD FOR CURRENT MONTH (x)

- a. Total enrollment..... 11 14 25
- b. Average daily attendance..... 2.8 4.2 14.3
- c. No. of days taught during month — 4
- d. Monthly salary from public funds.... \$ 40.00
- e. Salary from public funds due at this date \$ 5.00

- f. No. of visits by trustees..... 11
- g. Has teacher received pay for last month? Yes
- h. No. of visits to homes by teachers..... 11

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
<u>Callahan, Henry</u>	<u>Chamblissburg</u>	<u>40</u>	<u>13</u>	
<u>" " Ellis</u>	<u>" "</u>	<u>150</u>	<u>42</u>	
<u>Girls</u>				
<u>Callahan, Minnie</u>	<u>Chamblissburg</u>	<u>92</u>	<u>31</u>	
<u>Edg. Louise</u>	<u>" "</u>	<u>60</u>	<u>34</u>	
<u>Truss, Alice</u>	<u>" "</u>	<u>80</u>	<u>34</u>	

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 5th day of March, 1914
Mrs. J. C. Hunt, Teacher. R. F. R. #1 Thornton Ave, 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 to your successor.