

TERM REPORT

Of Elizabeth Mitchell teacher of Public School, No. 7, in Lisbon School District
of the County of Bedford, for Term 1914-15, ending the 19 day
of March, 1915

Union

NAMES OF PUPILS	GRADUATION STATISTICS (a)																
	Number of miles from schoolhouse		Age (b)		Days on roll (b)		Days present (b)		See explanation, Page 4								
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Bowling, Albert	1/2	9	26	4	1	1/4	1/4	1/4	1	1	1	1					
" Lewis	1/2	12	49	19	1/2	1/2	1/2	1/2	1	1	1	1					
Burnett, Ernest	3/4	13	79	61	1/4	1/4	1/4	1/4	1	1	1	1					
Callahan, Ellie	1	12	5	3	1/2	1/2	1/2	1/2	1	1	1	1					
Clingempeel, Roy	1/2	11	96	83	3/4	3/4	3/4	3/4	1	1	1	1					
Foster, Robert	1/2	13	83	60	3/4	3/4	3/4	3/4	1	1	1	1					
Hutchins, Clyde	3/4	14	39	22	3/4	3/4	3/4	3/4	1	1	1	1					
" Junior	1/2	6	111	81	1	1	1	1	1	1	1	1					
McMunaway, Allison	1	6	15	12	1	1	1	1	1	1	1	1					
" Clayton	1 3/4	16	77	53	1/6	1/6	1/6	1/6	1	1	1	1					
" Charles	1 3/4	8	82	45	1	1	1	1	1	1	1	1					
" Fred	1	10	111	91	3/4	3/4	3/4	3/4	1	1	1	1					
" Harry	1 3/4	14	77	54	3/4	3/4	3/4	3/4	1	1	1	1					
" Judson	1	8	111	82	3/4	3/4	3/4	3/4	1	1	1	1					
" Stuart	1 3/4	10	82	65	3/4	3/4	3/4	3/4	1	1	1	1					
" Tim	1 3/4	12	82	61	3/4	3/4	3/4	3/4	1	1	1	1					
Parker, Harry	1 1/2	9	25	16	1	1	1	1	1	1	1	1					
" Wiley	1 1/2	7	25	16	1	1	1	1	1	1	1	1					
Stiff, Mack	1/4	15	39	24	1/6	1/6	1/6	1/6	1	1	1	1					
" Ray	2 1/2	7	78	48	1	1	1	1	1	1	1	1					
Hard, Harman	2	11	76	61	3/4	3/4	3/4	3/4	1	1	1	1					
Hatson, Garvie	3/4	6	96	62	1	1	1	1	1	1	1	1					
Hitt, Dillard	1	12	77	57	3/4	3/4	3/4	3/4	1	1	1	1					
Bowling, Julia	1/2	16	29	20	1/6	1/6	1/6	1/6	1	1	1	1					
Burnett, Stella	3/4	8	94	89	3/8	3/8	3/8	3/8	1	1	1	1					
Callahan, Minnie	1	10	33	25	1/8	1/8	1/8	1/8	1	1	1	1					
Clingempeel, Hazel	1/2	6	76	53	1	1	1	1	1	1	1	1					
" Junia	1/2	8	96	80	3/8	3/8	3/8	3/8	1	1	1	1					
Foster, Laura	3/4	9	38	29	3/8	3/8	3/8	3/8	1	1	1	1					
Graham, Myrtle	1 1/4	13	111	83	3/4	3/4	3/4	3/4	1	1	1	1					
McMunaway, Eunice	1 3/4	17	40	28	1/6	1/6	1/6	1/6	1	1	1	1					
Parker, Jessie	1 1/2	11	25	17	2/8	2/8	2/8	2/8	1	1	1	1					
" Mary	1 1/2	16	25	11	1/6	1/6	1/6	1/6	1	1	1	1					
Weld, Louise	2 1/4	15	79	41	1/6	1/6	1/6	1/6	1	1	1	1					
" Portia	2 3/4	7	39	15	1	1	1	1	1	1	1	1					
Pieas, Aba	2 1/2	12	78	57	1/6	1/6	1/6	1/6	1	1	1	1					
Stiff, Irma	1/8	7	111	111	1/2	1/2	1/2	1/2	1	1	1	1					
Hitt, Floy	1	10	77	57	1/2	1/2	1/2	1/2	1	1	1	1					

GENERAL STATISTICS

SCHOOLHOUSE	
9. Material	Frame
10. What year built?	
11. No. of rooms	2
12. Original cost (c)	
13. Present value (c)	
14. Amount spent for improvements this year	None
15. Present state of repair	Poor
16. Is it painted?	Has once
SCHOOLROOM	
17. Number of days, if any, you have found it impossible to keep children comfortable.	0
18. Why? (d)	
19. No. broken window panes now in room	1
20. Condition of floor	Fair
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	
SCHOOL GROUNDS	
24. Size of lot	
25. Is it enclosed?	Yes
26. Have you been able to get pupils and parents to aid in improving house and grounds?	Yes
27. Have you tried?	
SCHOOL FURNITURE AND APPARATUS	
	Number Value (b)
28. Common desks	
29. Condition of same	
30. Patent desks	16
31. Condition of same	Fair
32. Chairs	1
33. Tables	1
34. Volumes in library	
35. Charts	None
36. Wall maps	"
37. Globes	"
38. Blackboards—No. sq. ft. surface	48 sq. ft.
39. Condition of same	Poor
40. Kind of blackboard	Painted planks
41. Total,	
42. Value of equipment added this year, \$.....	
43. Seating capacity of house	32

NOTE—If the total enrollment exceeds 40 the Division Superintendent will furnish Form T No. 3 for the additional names.
(a) In the column list 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? *None*
- 47. Number hours devoted daily to instruction in common school branches *6*
- 48. Number hours devoted daily to instruction in higher branches
- 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 *5 mo. 3 wks.*

55. Number of days taught *111*

TEACHER

- 56. White or Colored *White*
- 57. Male or female *Female*
- 58. Grade of certificate *State Normal School Certificate*
- 59. Date of certificate *July 1, 1914*
- 60. By whom granted *State Board of Ed.*
- 61. Are you a subscriber to any school journal? *Yes*
- 62. How many homes have you visited during the session? *8*
- 63. How many teachers' meetings have you attended during the year? *One*
- 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? *No.*
- 67. If so, give name
- 68. Have you attended a summer institute within the past four years?
- 69. How many sessions have you taught? *1*

PUPILS

- 70. Number pupils studying higher branches *None*
 - 71. Number pupils supplied with text-books by District *None*
 - 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? *None*
 - 75. Number pupils over 19 years *None*
 - 76. Number pupils from 18 to 19 (inclusive) *"*
 - 77. Number pupils from 15 to 17 (inclusive) *4*
 - 78. Number pupils from 10 to 14 (inclusive) *17*
 - 79. Number pupils from 7 to 9 (inclusive) *17*
- | | Boys | Girls | TOTAL |
|--------------------------------|-------------|-------------|--------------|
| 80. Total enrollment | <i>23</i> | <i>15</i> | <i>38</i> |
| 81. Average monthly enrollment | <i>14.3</i> | <i>9</i> | <i>23.3</i> |
| 82. Average daily attendance | <i>7.37</i> | <i>6.26</i> | <i>16.63</i> |

MISCELLANEOUS

VISITS—By Whom

NUMBER

- 83. By State Examiner or Inspector *None*
- 84. By Division Superintendent *1*
- 85. By Trustees of the District *1*
- 86. By Others *None*

BOOKS USED (None omitted)

	NAME	Total number in pupils' hands
87. Spellers	<i>Shepley Word Study</i>	
88. Spelling Blanks		
89. Method of Reading	<i>Word</i>	
90. Primers	<i>Phonics</i>	
91. Primers (Supplementary)		
92. First Readers	<i>Graded Classics</i>	
93. Second Readers	" "	
94. Third Readers	" "	
95. Fourth Readers	" "	
96. Fifth Readers	" "	
97. Copy Books	<i>Hearne's</i>	
98. Arithmetic	<i>Colson, Duke & Powers</i>	
99. Grammars	<i>Hydes</i>	
100. Geographies	<i>Fry's</i>	
101. Histories of Va.	<i>Magill's</i>	
102. Histories of U. S.	<i>Lee's</i>	
103. Physiologies		
104. Drawing Books		
105. Civil Government		
106. Morals		
107. Other Branches		

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

TEACHER'S PAY FOR TERM

- 108. From public funds *\$ 224.00*
- 109. From other sources
- 110. Value of board, if furnished free of cost
- 111. Total *\$ 224.00*
- 112. Number of visits to homes of pupils *8*

RECORD OF WORK DONE DURING THE TERM (a)

CLASS	No. in class	TEXT-BOOKS USED	PAGE LIMIT	SUGGESTIONS FOR NEXT TERM	REMARKS
SPELLING					
1. First class	<i>4</i>	<i>Shepley Word Study</i>	<i>1 to end</i>		
2. Second class	<i>9</i>	<i>" " " B.F.</i>	<i>1 " end</i>		
3. Third class	<i>5</i>	<i>Dictionary</i>			
READING					
1. First class	<i>6</i>	<i>Phonics</i>	<i>1 " end</i>		
2. Second class	<i>4</i>	<i>Graded Classics</i>	<i>1 " end</i>		
3. Third class	<i>5</i>	<i>" "</i>	<i>1 " end</i>		
4. Fourth class	<i>5</i>	<i>" "</i>	<i>1 " end</i>		
5. Fifth class	<i>9</i>	<i>" "</i>	<i>1 " end</i>		
ARITHMETIC					
1. First class (b)	<i>10</i>	<i>Oral</i>			
2. Second class	<i>5</i>	<i>Oral</i>			
3. Third class	<i>4</i>	<i>Colson, Duke & Powers</i>	<i>1 " 50</i>		
4. Fourth class	<i>5</i>	<i>" " "</i>	<i>1 " end</i>		
5. Fifth class	<i>6</i>	<i>" " Practical 80</i>	<i>" 177</i>		
6. Sixth class	<i>8</i>	<i>" " "</i>	<i>218 300</i>		
LANGUAGE & GRAMMAR					
1. First class (b)	<i>9</i>	<i>Hydes Book I</i>	<i>1 " end</i>		
2. Second class	<i>3</i>	<i>Book II</i>	<i>50 " 250</i>		
3. Third class					
4. Fourth class					
5. Fifth class					
GEOGRAPHY					
1. First class	<i>8</i>	<i>Fry's Book I</i>	<i>1 " end</i>		
2. Second class	<i>5</i>	<i>" " II</i>	<i>1 " end</i>		
3. Third class					
4. Fourth class					
U. S. HISTORY					
	<i>5</i>	<i>Lee's</i>	<i>1 " 377</i>		
VA. HISTORY					
<i>Int Book</i>	<i>4</i>	<i>Magill's</i>	<i>1 " 184</i>		
" "	<i>9</i>	<i>"</i>	<i>1 " 363</i>		
CIVIL GOVERNMENT					
PHYSIOLOGY & HYGIENE					
MORALS AND MANNERS					

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 thereafter 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, 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
Mack Stiff	72	Consequence of enforcement of discipline
LeLyde Lefflerich	72	" " " "

Form T—No. 2
 District _____
 County _____

TERM REPORT

OF

Teacher of _____ Public School
 (White or Colored)
 No. _____
 For the term ending March 17, 1915

RECORD FOR TERM

- Number of months taught 5+3 weeks
- Number of days taught 111
- Total enrollment 23 Boys 15 Girls 38 Total
- Average monthly enrollment 14.3
- Average daily attendance 9.27
- Sum of Ages 241
- Sum of days on roll 1084
- Sum of days present 1549

RECORD FOR CURRENT MONTH (x)

- Total enrollment 4 - 7
- Average daily attendance 2.25
- No. of days taught during month. 15
- Monthly salary from public funds. \$ 40
- Salary from public funds due at this date \$ 30

- No. of visits by trustees _____
- Has teacher received pay for last month? Yes
- No. of visits to homes by teachers _____

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 2 day of April, 1915
Elizabeth Mitchell, Teacher. Bedford, Va., 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.