

GENERAL STATISTICS—Continued

COURSE OF INSTRUCTION		
44. Have you rigidly enforced the text-book regulations?		
45. Could your pupils readily purchase text-books at State contract prices?	no.	
46. Were indigent pupils supplied with text-books by District Boards when applied for?	no.	
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?	no.	
50. Have you observed Patron's Day?	yes.	
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	6	
55. Number of days taught	120	
TEACHER		
Elizabeth Horsley.		
56. White or Colored	white	
57. Male or female	female.	
58. Grade of certificate	H.S.	
59. Date of certificate	July 1st 1915.	
60. By whom granted	R. D. Stearnes.	
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?		
64. Are you a member of any teachers' association?	no	
65. Have you had any normal school training?	no	
66. Are you a graduate of any high school, college or university?	yes.	
67. If so, give name	New London Academy	
68. Have you attended a summer institute within the past four years?	no.	
69. How many sessions have you taught?		
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 this 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)		
78. Number pupils from 10 to 14 (inclusive)	9	
79. Number pupils from 7 to 9 (inclusive)	8	
	Boys	GIRLS TOTAL
80. Total enrollment.....	7	10 17
81. Average monthly enrollment.....	6 1/2	7 4/10 14 6/10
82. Average daily attendance.....	4 3/10	5 4/10 = 10 19/30

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)		
NAME	Total number in pupils' hands	
87. Spellers	Webster's Dictionary 3	
	New-world 5	
88. Spelling Blanks		
89. Method of Reading		
90. Primers	Haliburton 3	
91. Primers (Supplementary)		
92. First Readers	Graded Classics 3	
93. Second Readers	Graded Classics 4	
94. Third Readers	Graded Classics 2	
95. Fourth Readers	Graded Classics 3.	
96. Fifth Readers	" 2	
97. Copy Books	Hammock's 8	
98. Arithmetic	Smith's 6	
99. Grammars	Emmerson's 5	
100. Geographies	Frye's 4	
101. Histories of Va.	Smith's 4	
102. Histories of U. S.	Our Republic 1	
103. Physiologies	Ritchie 2	
104. Drawing Books	Applied Arts 5	
105. Civil Government	Mc Bain's 1	
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	\$ 2 10.
109. From other sources	Board cost me \$12.50 a month.
110. Value of board, if furnished free of cost	
111. Total	\$ 2 10.
112. Number of visits to homes of pupils	12

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	8	New-world	to		
2. Second class	5	"	"		
3. Third class	3	Dictionary	"		
READING					
1. First class	4	Graded Classics 1	End		
2. Second class	2	"	1 " End		
3. Third class	2	"	1 " End		
4. Fourth class	3	"	1 " End		
5. Fifth class	2	"	1 " End		
ARITHMETIC					
1. First class (b)	9	Smith's	1 " 75		
2. Second class	4	"	7 "		
3. Third class			"		
4. Fourth class			"		
5. Fifth class			"		
6. Sixth class			"		
LANGUAGE & GRAMMAR					
1. First class (b)	6		1 " End		
2. Second class	3		1 " middle.		
3. Third class			"		
4. Fourth class			"		
5. Fifth class			"		
GEOGRAPHY					
1. First class	5	Frye's	1 " End		
2. Second class	4	"	1 " End		
3. Third class			"		
4. Fourth class			"		
U. S. HISTORY					
	2	Our Republic	End		
VA. HISTORY					
	6	Smith's	1 End		
CIVIL GOVERNMENT					
	1	Mc Bain's	1 50		
PHYSIOLOGY & HYGIENE					
	3	Ritchie	1 End		
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 detained from school on account of factious spirit, prevalence of contagious diseases, lack of proper text-books, or sequence of enforcement of discipline

NAMES OF PUPILS

Days absent

CAUSE OF ABSENCE—REMARKS

Form T—No. 2

Charlottesville District
Bedford County

TERM REPORT

OF

M. Elizabeth Horsley
Teacher of Union Public School
(White or colored)

No. 13
For the term ending Sept. 28th, 1916

RECORD FOR TERM

1. Number of months taught	<u>6</u>
2. Number of days taught	<u>120</u>
3. Total enrollment	Boys <u>77</u> Girls <u>10</u> Total <u>87</u>
4. Average monthly enrollment	<u>14.5</u>
5. Average daily attendance	<u>5.77</u>
6. Sum of Ages	<u>981.65</u>
7. Sum of days on roll	<u>744</u>
8. Sum of days present	<u>582</u>

RECORD FOR CURRENT MONTH (x)

a. Total enrollment	<u>12</u>
b. Average daily attendance	<u>8.5</u>
c. No. of days taught during month	<u>20</u>
d. Monthly salary from public funds	<u>\$35.00</u>
e. Salary from public funds due at this date	<u>\$25.00</u>

f. No. of visits by trustees
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 _____ day of _____, 191 6

Elizabeth Horsley, Teacher.

Belleve, 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.