

# STATE OF CALIFORNIA. 

## TEACHER'S

Public School Register

Scfiool District,

County of Alameda California.


SACRAMENTO:
W. W. SHANNON, - - - SUPT. STATE PRINTING.
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## INSTRUCTIONS TO TEACHERS.

1. This Register is intended for use during two years or more, and it is of the greatest importance that it should be accurately and carefully kept, and when filled it should be filed with district records in the school library
2. School Property: When you take charge of a school, list all property belonging to the school placed in your charge ; and, 3. General Record: Enter in the General pecord the to the Clerk of the district, taking his receipt therefor.
cord should be made the day the pupil enters the school. Do not enter in this Record the names of pupils whe school year. This during the school year.
designating the grade or yo
3. Dates: After the day of the week, at head of page, place the day of the month. All entries should be made with ink.
4. Programme: Place programme of recitations in Register as soon as the work of the school has been organized.
mind the following instructions.
5. Classification and Grading: At close of the year fill out, accurately, the "Report of Classification and Grading of Pupils." 9. Certificate of Clerk: See that the District Clerk fills out and properly signs "Certificate of Clerk of School District," before elivering to you an order for salary for the last month, to be filed with the County Superintendent.
6. Keep this Book Neatly and Correctly, and, when you retire from the school, deliver it to the Clerk of the district.

Extracts from Sections 1696 and 1700 of the Political Code:
1696. Every teacher in the public schools must:

First-Before assuming charge of a school, file his or her certificate with the Superintendent of Schools; provided, that when any teacher so employed is the holder of a California State Normal School diploma, accompanied by the document of the State Board of or Life Diploma of California, upon presentation thereof to the Superintendent, he shall record the name of said holder in a book provided for that purpose in his office, and the holder of said diploma shall thereupon be absolved from the provisions of this subdivision.
Second-Before taking charge of a school, and one week before closing a term of school, notify the County Superintendent of such fact, naming the day of opening or closing. Boards of Education and Boards of School Trustees must in every case give to the under their charge No Superintendent shall draw any requisition for the last month's salary of any teacher until said teacher has filed with him the notice required by this Third-Enforce the course of study, the use of the legally authorized text-books, and the rules and regulations prescribed for schools.

Fourth-Hold pupils to a strict account for their conduct on the way to or from school, on the playgrounds, or during recess ; suspend, for good cause, any pupil from the school, and report such suspension to the Board of School Trustees or City Board of Education for review. If such action is not sustained by them, the teacher may appeal to the County Superintendent, whose decision hall be final

Fifth-Keep a State School Register, in which shall be left, at the close of the term. a report showing programme of recitations,
 no case draw a requisition in favor of the teacher until the teacher has filed with him a certi
or the provisions of this subdivision have been complied with.
operintendent of Public Inseport to the county Superintendent at the time and in the manner and on the blanks prescribed by the a report to the County Superintendent imm teacher who shall end any school term before the close of the school year, shall make the end of the school year, shall, in his or her annual report, include all statistics for the entire sch mal previous report for a part of the year. The Superintendent of Schools shall in no case draw a requisition for the salary of any eacher for the last month of the school term, until the report required by this subdivision has been filed, and by him approved
Seventh-Make such other reports as may be required by the Superintendent of Public Instruction, County Superintendent,
Board of School Trustees, or City Board of Education.
1700. No warrant must be drawn in favor of any teacher, unless the officer whose duty it is to draw such warrant is satisfied that the teacher has faithfully performed all the duties prescribed in section sixteen hundred and ninety-six.

## SUGGESTIONS.

In order to promote uniformity, the following suggestions are offered:
When a pupil enters school for the inst time during the school year, a capital " $E$ " should be placed in the square for the day ; and when one enters after an absence of five consecutive days, or more, a capital " $R$ " should be placed in the square for the day, ignifying "re-entered."
When a pupil is absent five consecutive days, or more, from sickness, or any other cause, he is to be regarded as having left, and a capital "L" should be placed in the square of the day following the last day that the pupil attended; for example: If the pupil $d$ stand at the end ve should be checked ag to the school five days, with no abse
When pupils leave your school to go to another public school, give them a statement showing the studies pursued and the attainments acquired in each study, and mark them as transferred by placing a capital " T " in the space next the last day that such pupils attended.
When pupils come to your school who have been attending some other public school in this State since the beginning of the urrent school year, that is, since the last day of June, mark them as received by transfer by placing "Tr" in the space representing the day on which they entered. These pupils must not be enrolled in the State Enrollment. The object is to count but one enrollment of a pupil in the public schools during the year.
When a pupil enters school after the month has commenced, the first time for the school year, a black or red line should be rawn against his name from the beginning of the month to the day of entrance; and when a pupil leaves before the close of the month a line should be drawn against his name from the date of leaving to the end of the month. These lines will show o the eye what part of the month a pupil is not regarded as a member of the school.
De sloping line, thus : I. This may be kept in the upper half of the square, leaving the lower half of the square for record of deportment

The most important points to be determined by the Register are as follows:

1. The number of new pupils enrolled.
2. The total number of pupils enrolled.
3. The average daily attendance.
4. The percentage of attendance on the average number belonging.
The whole number of different pupils enrolled during the month wil
for the month. To find the average num column headed "Number of Days Present," to the total days absent, in the column headed "Number of of days' attendance in the the sum by the number of days taught in the month. Example: 380 ( (total days'attendance) +62 (total days'absence) $=442 ; 442 \div-20$ number of days taught $)=22 \frac{1}{10}$, the average number belonging to the school during the month. To find the average daily attendance, divide the total number of days' attendance by the number of days taught in the month. Example: 380 (total days' attendance) divided by $20=19$, average daily attendance. Legal holidays and days during which school may be dismissed for Teachers' Institute are not to be counted as days taught.
To find the percentage of attendance on the average number belonging, divide the total number of days' attendance by the
sum of attendance and absence: $380 \div(380+62)=86$, nearly.
REPORTS.
The annual or term report is easily made out when the monthly reports are properly posted.
New Pupils: Count every pupil as "new" who enters your school for the first time during the school year
e Register, each name being counted only once. Do not count pupils received by transfer from any by counting the names on State, during the same school cour or from ony. Dich school in this the district or room from which they come by transfer. The total of this number constitutes the State Enrollment. In the "Record of Attendance," the pupils can be easily grouped into grades or years, according to the divisions of the course of study, and the teacher will then be able to tell at any time, and to report at the end of the year, the number of pupils in each grade or year. A "Visitors' Record" is provided, and teachers are required to register the names of all persons visiting the school, particularly the names of the County Superintendent and School Trustees. THOMAS J. UCIRIK,

Department Public Instruction.
Superintendent Public Instruction.

## RULES AND REGULATIONS

## PUBLIC SCHOOLS OF CALIFORNIA.

[Adopted by the State Board of Education, in accordance with Subdivision 1 of Section 1521 of the Political Code, and required by law to be enforced in all the Public Schools.]
Section 1. Teachers are required to be present at their respective school-rooms and to open them for the admission of pupils, at fifteen minutes before the time prescribed for commencing scespol, and to observe punctually the hours for the admission of pupils, at
SEc. 2. Unless otherwise provided by special action of Trustees, or Board and closing school. at nine o'clock A. M. and close at four o'clock P. M., with an intermission at noon of of otion, the daily school session shall commence. P. M. There shail be allowed a recess of twenty min, with an intermission at noon of one hour, from twelve o'clock m. to one o'clock
P. twenty minutes in the afternoon session-from two-forty to three oclock. When boys and girls are allowed ocelock-and a recess of minutes shall be allowed for each recess.
SFC. 3. In graded primary schools in which the average age of the pupils is eight years, the daily sessions shall not exceed four
hours a day, exclusive of the intermission at noon, and inclusive of the recess shall be closed at two o'clock p. M. In ungraded schools all children rnecess. If such schools are opened at nine o'clock A. M. they hours' session, or alloww and a half.
SEC. 4. No pupil shall be detained in school during the intermission at noon, and a pupil detained at any recess shall be por school-rooms at recess, une SEC. 5. Principals shall be held responsible for the general manth
and the assistant teachers shall follow their directions, and coöperate with them, not only during schools, and the studies pursued; when the pupils are on the school premises, before and after schoo studies, order, and discipline of their own rooms, under the senoo, and during recesses. Assistants shall be held responsible for the SEc. 6. Teachers the devote their tin direction of the Principals.
and on the pyond on the playgrounds. exert their influence to prevent all quarreling and disagreement all rude pupils going to and returning from school. They shall language, all improper games, and all disrespect to citizens and strancers and noisy behavior in the streets, all vulgar and profane SEC. 8. Teachers shall prescribe such rules for the use of yards
as shall insure their being kept in a neat rand pres Teachers shall be held responsible for any wat of ene condition, and shall examine them as often as may be necessary for SEC. 9. Teachers shall give vigilant attention to the ventilation and temperature and premises,
recess the windows and doors shall be opened for the purpose of changing the atmosphere of of their school-rooms. At each to exercise reasonable supervision over the text-books of the of changing the atmosphere of the room. Teachers are required the pupils, to inspect the same from time to time, and prevent their Src. 10.
解 Smo. 11. Teachers are authorized to require evceuses from sies occur, in the order of their registration.
in all cases of aosence or tardiness, or of dismissal before the close of school, and teachers pupils, either in person or by written note r tardiness.
SEC. 12.
SEC. 12. No pupil shall be allowed to retain connection with any public school, unless furnished with books, slates, and other utensils, guardian shall have been furnished by the belongs; provided, that no pupil shall be excluded for such cause, unless the parent or notice without the pupil's obtaining said eacher with a list of books or articles needed, and one week shall have elapsed after such SEc. 13. Any pupil we teacher shall have certified must be furnished to indigent children by the Trustees, at the expense of who shall in any way cut or otherwise injur pupil applying is unable to purchase such books.
on the school py the school estates, or shall write any profane or obscene languouse, or injure any fences, trees, or outbuildings eacher may suspemises, shall be liable to suspension, expulsion, or other punishment, accordine any obscene pictures or characters emain in any of the pupil temporarily for such offense, and shall notify the Trustees of said action. Puplls shall not offense. The who is made especially responsible provided with improved styles of furniture, except in the presence shall not be allowed to at the expense she seats and desks. All damages done to school property by any of the pupils shall SEc. 14. Trustees, or be held personally responsible
shall be sent home, to be properly school without proper attention having been given to personal cleanliness, or neatness of dress Every school-room shall be provided with a wash basin soall be required to prepare themselves for the school-room before entering. SEC. 15. No pupils affected with with a wash basin, soap and towels.
Sec. 16. The books used and the studies pious disease shall be allowed to remain in any of the public schools.
athorities; and no teacher shall requires pursued shall be such, and such only, as may be authorized and prescribed by the proper the list of books directed and authorized or advise any of the pupils to purchase for use in the schools any book not contained in SEC. 17. It shall the duty of the to be used in the schools by the legallituted authorities
regulations as apply to them, that they may he the schools to read to the pupis, rom time to SEC. 18. In all primary schools. exercises in free calisthenics anding of the rules by which they are governed.
nd for a time not less than from three to five minutes for SEC. 19. The following supplies shall
and fifty-one of the Political Code, on the written requisition of the teacher the provisions of section one thousand six hundred water buckets, tin cups, dustpans, matches, ink, ink bottles of the teacher, viz.: clocks, brooms. dusting brushes, wash basins, , mills, coal buckets or wood boxes, shovels, pokers soap, pens, penholders, pencils, crayon chalk, writing and drawing paper,
SEC. 20. Trustees are required to employ a suitable soap, towels, thermometers, door mats, and scrapers.
sumber provision for supplying the school with water. (See Section 16 and take care of the school house, and they shall make mploy a janitor, as provided for in section sixteen hundred and seventeen subdivision (1) case of the failure of the Trustees to ant shall appoint a janitor, who shall be paid out of the school SEc. 21. It shall be the duty of teachers to report to the County Superintendistrict. (See Section 1543 , Subdivision 12.) the number of pupils in the several divisions of each grade. This report must bent the books used in their schools, together with SEc. 22. The District Clerk, at the close of every term of schol
back of the order for the last month's salary that the term of school, or whenever a teacher resigns for any cause, shall certify on the Sic. 23. In schools of more than one teacher, the Board of School Trustees properly kept
of the teachers as principal of the school, who shat he Board of School Trustees or City Board of Education must designate one rule shall be so construed as to prevent Boards of Trustees and Boardservision of the entire school; provided, that nothing in this two or more schools in one district. to the $\begin{aligned} & \text { ssued } \\ & \text { Board of Education, the person }\end{aligned}$
 gereof; and he shall be given an opportunity for
a flag-staff on every a flag of the United States, and purchase in like manner whatever may When a flag is purchased the school of the flag
weather it will quickly be destroyed. The teacher shou make some provision for properly caring for it. If left exposed to the SEC 26 . Certiferty placed in his care during the school excise the same control over it that it is his dutv to exercise in regard to duplicates of State diplomas of the records of the State Board of Edvcistrict clerk should care for it during vacations accompany the request with a duly verifed upon payment of the legal fee charged for the original issue, provided the that the original document has been destroyed, and setting forth the SEC. 27. The State Board of Educatio
which he is teaching or in which he has tess the applicant is recommended by the Board of Education of the county or city in
which he is teaching or in which he has taught, as evidenced by his affidavity the Board of Education of the county or city in

## RULES FOR PUPILS

1. Every pupil is expected to attend school punctually and regularly; to conform to the regulations of the school, and to obey promptly all the directions of the teacher; to observe good order and propriety of deportment; to be diligent in study, respectful to teachers, and kind and obliging to schoolmates; to refrain entirely from the use of profane and vulgar language, and to be clean and neat in person and clothing.
guardians, assigning good and all cases of absence to bring, on their return to school, an excuse in writing from their parents or 3. All pupils who have fallen behind their grade, by absence or irregularity of attendance, by indolence or inattention, shall be placed in the grade below, at the discretion of the teacher.
2. No pupil shall be permitted to leave school at recess, or at any other time before the regular hour for closing the school, except in case of sickness, or on written request of parent or guardian.
3. Any scholar who shall be absent one week, without giving notice to the teacher, shall lose all claim to his particular desk for he remain

INSTRUCTIONS TO TEACHERS.

1. Teachers will endeavor to make themselves acquainted with parents and guardians, in order to secure their aid and coöperation, and to better understand the temperaments, characteristics, and wants of the children.
2. Teachers shall daily examine the lessons of their various classes and make such special preparation upon them, if necessary, as not to be constantly confined to the text-book, and instruct all their pupils, without partiality, in those branches of school studies which their various classes may be pursuing. In all their intercourse with their scholars, they are required to strive to impress on their minds, both by precept and example, the great importance of continued efforts for improvement in morals and and 3. Teachers should explain each new. know before he is sent to his seat what he is expecter to do at the next recitation, and how it is to be done.
3. Teachers should only use the text-book for occasional reference, and should not permit it to be taken to the recitation to be referred to by the pupils, except in cases of such exercises as absolutely require it. They should assign many questions of their own preparing, involving an application of what the pupils have learned to the business of life.
4. Teachers should endeavor to arouse and fix the attention of the whole class, and to occupy and bring into action as many of the faculties of their pupils as possible. They should never proced with the recitation without the attention of the wholeclass, nor go around the class with the recitation always in the same order or in regular rotation. lively interest in the subject taught; avoid all heavy, plodding movements, all formal routine in teaching, lest the pupil be dull and drowsy, and imbibe the notion that he studies only to recite.

## DISTRICT LIBRARIES AND DUTIES OF TRUSTEES

The Library Fund is deducted from the County School Fund annually apportioned to districts and cities dopted by trustees and of Education must expend this fund in the purchase only of such apparatra, an by the superintenden of Schools upon the order of any Board of Trustees against the Library Fund of any district unless such order is accompanied by an itemized bill, showing the books and apparatus and the price of each, in payment of which the order is drawn, and unless such books and apparatus have been adopted by the County or City Board of Education. All orders of the Trustees and of Boards of Education for books or apparatus must in every case be submitted to the Superintendent of Schools of the county, or city, or city and every book now in their District School Libraries, or that may hereafter be placed in said libraries, to be stamped on the fly-leaf, on the title page, and on each one hundredth page of the book, with the words "Department of Public Instruction, State of California -- County, —— District Library," and the County superintendent is authorized and instructed to procure such stamp for every district in his county, and to pay for the same out of the County school Fund of such district. (See section 1712.)
The Library Fund is sufficient to create the nucleus of a library which, if judiciously chosen and protected, cannot fail to add greatly to the educational resources of the district.
End the library, and a report of the port.
he official School eachers, school.*
Those districts which already have a fair collection will do well to purchase sets of standard authors. As a general rule, however the aim should be to make the library do the greatest good to the greatest number. We advise that the first purchase should be of books of reference only, which are to the scholar what the railroad guide is to the traveler. Next to knowing a thing is knowing libraries.

## Superintendents will cheerfully give any desired assistance to District Trustees in making selections.

## RULES FOR DISTRICT LIBRAFIES.

1. The Librarian appointed by the Trustees shall properly label and number each book in the district library, and keep a catalogue of the same, showing the title and number of each book.
2. The library shall be open for drawing and returning books [here insert such time as may be determined by the Trustees and 3. Every child attending school shall be entitled to the privileges of the library, but when the number of books is insufficient to supply all the pupils, the Librarian shall determine the manner in which books may be drawn
3. No person shall be entitled to two books from the library at the same time, and no family shall draw more than one book while other families wishing books remain unsupplied
4. No person shall retain a book from the library more his own house, under a penalty of fifty cents for each offense. retain it; and no person may draw the same book a second time while any other person wishes to draw it
5. Any person losing or destroying a library book shall pay the cost of such book and a fine of fifty cents ; and any person injuring a book by marking, tearing, or unnecessarily soiling it, shall be liable to a fine of not less than ten cents nor more than the cost of the book, to be determined by the Librarian.
6. Any person refusing or neglecting to pay any penalty or fine shall not be allowed to draw any book from the library
or for membership dues; and all moneys accruing from these sources shall be expended for the purchase or repair of books. library by the payment of an admission fee of one dollar and a monthly membership of twenty-five cents.
7. Any person, resident in the district, who shall pay to the Trustees the sum of ten dollars, shall be entitled to a life membership privilege of the library.
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GENERAL RECORD





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RECORD OF ATTENDANCE AND MONTHLY SUMMARY,

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(See Instructions to Teachers, page 3.)

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(See Instructions to Teachers, page 3.)


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(See Instructions to Teachers, page 3.)


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RECORD OF ATTENDANCE AND MONTHLY SUMMARY,


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(See Instructions to Teachers, page 3.)


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(See Instructions to Teachers, page 3.)



Mission school District, from March 9 , 1908, to April 3,1908 .
(See Instructions to Teachers, page 3.)
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NAMES OF PUPILS.


## RECORD OF ATTENDANCE AND MONTHLY SUMMARY,



Mission school District, from April 6, 1908, to May/ , 1908. .
(See Instructions to Teachers, page 3.)


## RECORD OF ATTENDANCE AND MONTHLY SUMMARY,

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ABSTRACT OF MONTHLY SUMMARIES
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TEACHER'S REPORT

| SUMMARY. | SUMMARY. |
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| Whole number of boys enrolled | Number of journals of education taken by teacher |
| Whole number of girls enrolled. | Attended County Institute |
| Total number of pupils enrolled | Grade and date of teacher's certificate |
| Average number belonging | Number of school visits made by School Truste |
| Average daily attendance. | Number of school visits made by County Superintendent. |
| Total number of days' attendance | Number of volumes in school library at beginning of school year |
| Total number of days' absence. | Number of volumes added during year. |
| Total number of times tardy | Number of volumes lost during year |
| Grade of sthool | Have you kept the School Register as required by law ?..- |
| Number of classes in school | Have you used the prescribed series of text-books exclusively? |
| Date of teacher's taking charge of school | Have you followed the authorized course of study ? |
| Date of closing term or year | Have you complied with the provisions of Section 1673 of the Political Code? |
| Monthly salary of teacher. | Have you complied with the provisions of Section 1667 of the Political Code? |
| Amount of salary received. |  |

For the Tear from
$190 \ldots$, to
190
SUMMARY.

TEACHER'S REPORT
For the Tear from
, 190...., to
190.


For the Tear from
$190 \ldots$ to
$190 \ldots$


PROGRAM.
For Term beginning fammary/9, 1908, and ending. $\qquad$ .1908
sime
$9-9: 15$
$9: 15-9: 35$
$9: 35-9: 50$
$9: 50-10: 10 ~ S u d y$
$10: 10-10: 20$
10:20-10:30
$10: 30-10: 40$
10:40-11:N0
11:00- $11: 25$ Shidydanguage Firdy Mith Anithmetée
$11: 25-11: 50$
$11: 50-12: 00$
18:OO- $1: 00$
$1: 15-1: 20$
$1: 30-2: 00$
$2: 00-2: 20$
$2: 20-2: 4: 0$
2:40-3:00
$3: 00-3: 15$
3:15-3:30

Reedid anits mitio shioly arit.
Memtal crizmitie.
noon Necep.
Surdy adut ang Budyaige

NAMES OF PUPILS IN FOURTH GRADE OR YEAR.


## REPORT OF CLASSIFICATION AND GRADING OF PUPILS

For Year ending ................................................ , 190...

NAMES OF PUPILS IN FOURTH GRADE OR YEAR

## REPORT OF CLASSIFICATION AND GRADING OF PUPILS

For Year ending
190

NAMES OF PUPILS IN FOURTH GRADE OR YEAR.

REPORT OF CLASSIFICATION AND GRADING OF PUPILS

For Year ending $\qquad$ 1908

NAMES OF PUPILS IN FIFTH GRADE OR YEAR.
Amraral, Anna
Chaix, 'Ida $\dot{T}$
Dutra, Jelena
Dutra, Manuel
$\dot{P}$ Fraté, Thaing
Matis' Tontr $\overline{\text { Paseera, Mary ? }}$
Mederios osecf ${ }^{\text {- }}$
Thederios, foepaive?


Rage, Alfire P?
Mankáb ctarles.
Thitfietd, Rrane P.

VISITORS' RECORD.

Sbep " "Eeort.Anueik, Coosuptipseloble
2 ". Falter Degen san Grancieo,
10 ". Ees. DT. Frick, Q. Supt of Schoala.
1908.
meh in Geovketinell, Cortuptofsabores nay 29
A.A. Nintfrich


