(Unidentified author. Apparently an elementary grade supervisor instructor compiling notes for later discussion with a new teacher. Teaching multiple grade levels at once?

Hard red cover, 4”x6”, top bound “Memorandum Book.”)

Music
Hot Lunch

Things we want to do.

Begin a Hot Lunch √
GetBulletin board Tried
Thermometer
First Aid Kit
Help children for winter carnival √

(page)

Jan. 26, 1926

You seemed perfectly at home with music teaching.
I’m glad you’re here. Youre one of the few I’ve had who didn’t sing with them.

Your Manner is very good. The second grade lesson was interesting.
(Problem Method.)

Hereafter take your cleasses up front on those seats, for it makes your group more socialized.

You might have had them tell why we wouldn’t abbreviate, May, June of July.
You should put on your seatwork. Plan seatwork for each of your lessons. The 2\textsuperscript{nd}. Grade was left with nothing to do.

4\textsuperscript{th} Grade. Good questions. Good pictures. Story book idea good.

6\textsuperscript{th} Grade. Getting their list a good policy.

You put over the hot lunch idea very well.

(page)

Where do you get your pictures? They are mighty good for language work.

Did you forget the 2\textsuperscript{nd} and 3\textsuperscript{rd} grades hear the language together? Eskimo Outline for lesson made it more concrete.

You have a good “chatty” attitude toward them. They really think they are giving you information. Third grade seatwork interesting. Franklin likes puzzles.

5\textsuperscript{th}. Dictation helps to put into practice what they have learned in regard to capital. That fixes the right thing in their minds.

The puzzles were a treat to all the children.

High standards for seatwork. Hold them to it. Just be a little more definite in your system of assigning it it. You want them to do what you ask for.

If you can help them to form the habit of staying in their seats unless they have permission to move you will have done a lot. Hold them to it.

Use of clock face good. They have had some work on Roman numerals.
When the 6th grade has finished the work on (quotation) punctuation try many different devices to clinch the work. Then we must have a unit on simple & complete subjects again. They show a lack of knowledge of it on their exam.

3rd. they should have their assignments. Make consequences so annoying that they will come prepared.

4th. Standards for criticism very good. Didn’t Harry have an interesting story even if he didn’t tell what it was. Keep a note of their grammatical errors. Correct them when they are through.

You are certainly on the alert for their mistakes on their papers. Keep it up.

(2 pages)

January 31

Don’t be discouraged at that third grade. You are right, however, in requiring a perfect lesson the second day your lesson was well planned, but the class didn’t react as it should.

The back board will need a new decoration tomorrow. Another type of calendar will do.

Does the 3rd grade know the whole word for which each abbreviation stands? Avenue Ave.

Your standards for written work are not too high. Paul seemed to hate the idea but we’re not catering to him.

The 4th Grade should have that English done absolutely without mistake. They have already corrected the story in the book once. It would be well to give them
an example of your own as a supplement to this work. They will need many examples.

Feb. 1.

I am glad to see that you vary your seatwork. They get tired of using one procedure over and over. They are made responsible when you leave them to read the directions from the board.

2nd Grade. Good picture. Response fair. Might it not have been better to bring out the story of the picture through the conversation you started about the dogs?

2nd & 3rd

Concept of an island. Couldn’t they have gotten out of the idea that an island was a river b telling them at first that people lived there? They should have given you the definition in their words.

Remember a thing is not fixed by one lesson. It must be presented many ways to fix it.

The first grade must be taught a lesson in neatness. Look at the floor.

Preliminaries to 5th dramatization helped to organize the whole thing.

Watch your manner when you scold. Be firm but not unpleasant. These pupils can’t seem to take that in the right spirit.

Don’t let Preston get off with thinking he’s funny. If he can do that and still take his part well we can excuse him, but he can’t do it. Why didn’t he know his part? Don’t let him spoil your lesson.

Feb 2.

Your drill device for the first grade was good. Aren’t you likely to start a bad habit in Anna when you point your finger at the lines in her book to help her
keep the place? If she needs a crutch wouldn’t a slip of paper to place under each line do as well?

2nd grade arithmetic has 100% interest. I wonder if they’d ever noticed the position of the numerals iv v and vi?

Silent reading seatwork on ground hog deserves praise. Follow up questions are very good. Ground hog drawing has fetched your interest and enthusiasm keep you lessons going smoothly.

4th Grade English

Approach good. You got your unnecessary word standard for good, complee sentences well set.

Chance for habit formation.

Watch how they turn the pages of their books.

Why couldn’t they have read the extract which you read?

Your 5th assignment was well planned and well given.

Opening Exercises an incentive for a good composition from the sixth grade.

Feb 3..

Praise to those who remembered your suggestions shows thought in management.

Unnecessary words? “You did better than what you have been doing.”

“You can take and go back and took at the calendar.” On Feb. 12 is Lincoln’s birthday.” Allusion to 12th and 22nd good.

Must we always tell James on which page he shuld read? Can’t we make him sure by having him read silently until he finds the place.
Why do you object to Evelyn’s idea than as island is a “body” of land surrounded by water? She’ll get that definition in Geography later.

When you assign a composition as you did this morning it is well to prepare them by giving a few sentences which will prepare them for what they’re to do.

Reminders to 2nd grade.

(blank page)
Feb 4.

Economy of time in putting on seatwork while other girl was teaching. Your board writing is good.

The entrance after recess was a riot.

They weren’t listening when you asked about the pencil.

Have you decided to use the word family for the 2\textsuperscript{nd} grade spelling words? Their seatwork was well explained.

You started all of them well.

Your knowledge of your plan is quite good. Not many new teachers can sit 8 feet from their plan book.

Did the 2\textsuperscript{nd} grade get the reason for using the word “helper”? sentences with words were very simple yet the kind which would appeal to them most. Manner good.

Necessary individual help to the 4\textsuperscript{th} grade at the board given. When you are helping one pupil see that the others are benefiting by your help to him. William was playing.

You have always an abundance of seatwork. Keep it up!

How do you pronounce valentine?

You might have cautioned them about wasting paper.

The directions must have been well given. They went to work willingly enough and at once.
Feb. 7 I believe I should drop the idea of the helper. Though they got the idea better hey still said “It’s the an family.” (sic) It seems to me that helper is just another confusing term.

You make an excellent start by having your room clean and your standards set before you begin.

2nd grade preliminary spelling drill very good.

Please taste everything before you put it into the custard.

6th arithmetic well explained.

Music.

Substitution of “Valentine’s Day in the morning appealed to them as clever. Individual help good. Response only fair.

See that they keep their records on the attendance and speech errors chart.

Feb 8.

Your last period on Friday will be a Club period. Think through a procedure for that 20 minutes.

You are efficient in use of time.

Today the lunch is making up for the failure yesterday.

Are they clear about the helper idea? You use family in your seatwork and helper in your plan.

Correction of Annies’ grammar quite tactfully done.

Don’t be discouraged. At least don’t let it affect your teaching.

“why doesn’t apples belong here?”
I like your method of handling Alton. Don’t let him evade you. He shouldn’t use the punchers. That’s how the floor gets untidy.

Preston is rapid but careless. You are helping him to correct his mistakes. Your patterns for valentines were neat and original. Their power of suggestion was good.

Valentine. Sometimes you pronounce the n then you go back to the m pronunciation.

When will they make the Valentine box? They want to send these valentines to people in the room.

Feb. 9

“Better than what you have been doing.”

Manner with Anna very good.

Your reminder to Alice about the speech errors chart was thoughtful.

Why don’t you give the 6th grade some seatwork that homework should be done at home.

There will be some valentines which the pupils have made and which they would like to put up. Ask for them.

Work up a lot of interest in the sandtable and you’ll get better results. Louis is a leader in that work.

Did you notice how many were out of their seats?

Don’t let the pupils talk back to you. (Paul.)

6th Assignment left no room for mistakes.

Music
Why didn’t Russell and Oliver sing?
Use of pitch pipe good. They gave up too quickly. Patience.
When you are dusting do you remember the globe?

Feb. 10.

Valentine box and poster deserve much praise. Initiative and extra effort.

Third seatwork especially interesting.

1st drill interested both of them.
I liked your use of the word run. Any method for helping to increase their vocabulary is most helpful.
Why didn’t you skip around some in erasing the words for 2nd spelling? Get some of the middle ones first. wasn’t today the day for “How to Study” Lesson from the book. (Spelling).

Alton needed your watchfulness.

Tables in different forms for the 3rd grade. 4/3, ¾.
That will help them with the higher tables.

Extra seatwork for 2nd grade came at just the right time. They were idle.
Mr. Caruthers—

Introducing of word “run.” What do you do when the bell rings?

When you are in a hurry.

Drill may have been shown by 6  

\[ 6 \times 4 = 24 \]

\[
\begin{array}{c}
  6 \\
  6 \\
  6 \\
  \hline \\
  6 \\
\end{array}
\]

\[ 24 \]

(Do not teach multiplication combinations in order.)

Work harder on making practical problems.

Arithmetic seatwork for fourth grade good  

\[ 1000 = \underline{\quad} \text{100’s} \]

Feb. 11.

Good Comment on quiet entrance. Board writing very good.

Idea of competition for 2\textsuperscript{nd} grade spelling gives them a good start. It would have been better I believe to have them write at their desks. Their positions were too cramped.

Fourth seatwork too hard for them. They’ve not done this sort of thing  

\[ 35 \frac{1}{4} \times 27 \frac{1}{2} \]

Make seatwork of the same type as your lesson.
You are especially efficient in remembering necessary details as to the hot lunch. Keep after James Thompson. He is the only slacker we have.

Be thinking over some activities which we might carry on in our Club period.


“Those who know what today is.” Not those that know.”

Valentine poem very appropriate.

Manner good with lower and upper grades alike. You appear to be talking with them not to them. They are less self conscious and you get better results.

Samuel didn’t say he threw. AHe said “I throwed” Watch for this mistakes in grammar and correct them at the end. He does not talk plainly but he at least must use the right form. “It set there.”

Would a dark shadow be cast by a piece of white paper?

It is well to avoid confusion by allowing only one class to pass up front at a time.

You are teaching the second grade to follow directions.

5th

You check their free speech when you correct them at the beginning of their talks.
Third grade practice in making problems will be helpful. All your seatwork was good.

Showing of scores in second grade spelling an incentive to better work each day.

Show Paul when he comes to class.

Music

Appeal to boys who didn’t sing rather tactful. ??? lighter Valentine song. They were off a little but it’s best not to stop them. It is better to sing again.

People that would like ____.

The girls should not keep their coats on.

Annie H. was a detriment to the song. It went very well.

Valentine.

Feb. 16

Fifth seatwork was very good practice in many types of punctuation and capitalization.

Flash cards for the third grade helped him. He does need more speed. He needs drill in the use of them in simple sentences, dates, addresses – etc. You have given him a way to help himself.
Fourth grade.
Much spontaneity and originality in the story telling. The seatwork was excellent.

Feb. 23
Reading very interesting. Then you show pictures to be sure they all see them.

Seatwork very good. The 5th grade work was especially challenging.

Teach them the correct way of getting paste from a tube. When they squeeze the tube at the top they ruin the possibilities of using that paste till the last.

6th
Brother’s there is used as a possessive adj. You straightened out the idea that subjects and predicates were parts of speech excellently.

Feb/ 25.
I have no adverse criticism. Your work was well planned and carried out each problem has been met with the best possible solution. Your inventiveness and originality have been always to good advantage. Keep the good work up!

The Classroom Teacher, Inc.
Chicago
Editor-in-Chief
Mils B. Hillegas
Colombia University
Reading and Lierature
Grade IV

More emphasis on silent reading without, however entirely neglecting oral reading. The reading of books at home should be encouraged.

Grade V

Emphasis on silent reading. Guidance of home reading. The Mastery of the Mechanics of reading should be well in hand by this time, although steps will doubtless be needed to correct bad reading habits.

Arithmetic

Grade IV

Now becomes the most significant of basic subjects. Emphasis should be upon multiplication and division. Multiplication to 9x9 and application of facts to the multiplication of two place and three place numbers. Along with the simple multiplication facts the converse division facts may well be taught.

Also short division as a process and toward end of the year, long division. Use of measures a in earlier grades. Certain courses include multiplication and long division with three figure multipliers and divisors, but in general two figure numbers are used.

Grade V

Further practice in multiplication and division with increasing attention to problem solving in the applications of arithmetic. Principal emphasis upon common and decimal fractions. Daily reviews of addition, subtraction, multiplication and division facts.

Emphasis upon accuracy and upon checking and proving the computations. Tables of denominate numbers taught so that they will be understood and used as reference. Only the more commonly employed tables are memorized.
Writing

Grade IV

Continued drills with emphasis upon the finer muscular coordinations. Written assignments in connection with language and other subjects. Standards at the close of the year Quality 50 speed 56 letters a minute. Refinement of the child’s writing habit begins.

Geography

Grade IV

Geography of the state or province. This should be concluded by a second view of the world as a whole, printing out the place of the state or province in larger unit.

Grade V

In this grade and in grade VI, geography reaches the peak of its significance. For Grade V the intensive study of North America and South America is recommended, most of the time being given to North America.

History

Grade IV

American explorers: Columbus, Ponce de Leon, Cortez, De Soto, Magellan, Cabot, Drake, Raleigh, Champlain and Hudson.


Grade V

Events connected with the lives of Patrick Henry, Samuel Adams, and Benjamin Franklin as typifying the period immediately preceding the Revolution with lives
of Washington, Franklin, Nathan Hale, Nathaniel Green, Morgan, Marion, Paul James, and Lafayette as typifying the Revolution, Daniel Boone and George Rogers Clark representing the conquest of the West; Washington, Jefferson, Eli Whitney, Lewis and Clark, representing the early years of the Republic; the story of the steam boat, the Erie Canal, the first rail road and the telegraph as illustrating the progress of invention and transportation; events connected with the lives of Houston, David Crockett, Fremont and Kit Carson typifying the early development of the Southwest; of Webster, Clay and Calhoun in connection with the slavery controversy of Lincoln and Lee as outstanding heroes of the Civil War.

Arithmetic (Grade IV)

Large features of first half yr.

Review from a higher standpoint the various operations with whole numbers, including the first steps in long division; the addition and subtraction of easy fractions; and the applications of all this to daily life.

Review addition and subtraction.

Review multiplication and gradually take on more figures.

Teach long division.

Tasks 11, 12, 13, 14 first Addition and subtraction of easy fractions

Relate fractions to measures

Second Half of Grade Four

Reading and writing numbers.

Let children count forward and backward by twos and three’s

Concrete problems in long division

More extensive study in measures (acre, cord, thermometer)

Introduce the work in addition and subtraction by using first the denominator two
\[ \frac{1}{2} = 2\frac{1}{4} \quad 3 \frac{1}{2} = 3\frac{1}{4} \]
\[ \frac{1}{4} = \frac{1}{4} \]
\[ \frac{3}{4} \]

Arithmetic (First half of 5th grade)

Thorough review of operations with whole numbers.

Work needed in addition and subtraction of fractions.

Work needed in the multiplication of fractions with concrete problems.

Work needed in division. Drill for speed in troublesome combinations

\[ 9 \quad 7 \]
\[ 8 \quad 0 \quad \text{etc.} \]

Drill

\[ 3 \times 5 + 1 = \]
\[ 9 \times 6 + 4 = \text{etc.} \]

Second half of Grade V.

Continue work of common fractions, and then to take up decimal fractions and denominate numbers.

Division of fractions, first by a unit fraction and then by any fraction.

Reading and writing decimals keep the work down to three places at the most. Show that \$6.25\ is same as \$6 \ 1/4\ .

Addition and subtraction of decimals.

Multiplying by a decimal

Division by decimals

Denominate numbers should be limited to review and use of ordinary tables of measure.
Lead them to consider three things:

1. Just what is given?
2. Just what are we to find?
3. With what is given how shall we go to work

Art Grade IV

A beginning may be made in the study of industry. A beginning may also be made in the appreciation of a more specific need for art in the home and in all the practical affairs of every day life. The interest in home life may be carried over to community interests.

Topics of "Transportation" and "Industry" have been given prominence in this grade. Excellent opportunity is given here to correlate art with history and geography. The history of transportation includes a study of the Indian canoe, prairie schooner or wagon, the horseback rides, then the stage coach and steam train the automobile and now the airplane.

On the first day of school a drawing lesson may be represented which calls for quick free drawing of anything pupil wishes to sketch. At Christmas time the fourth graders like to draw Santa Claus, his reindeer etc. The illustration of several topics from literature may be continued in this grade.

Figure drawing is also very good.

Painting on colored construction paper.

Drawing familiar scenes from industry.

Drawing of flowers especially for portfolio decorations, blackboard decorations, etc.

Occasional lessons in painting at the easel on a large scale may be offered.

Portfolio for transportation

1. Sails of the world
2. The first steamboats and what came before (Canoes, row boats, & sail boats)
3. Transportation by animals (Dog teams, reindeer, camels, elephants, oxen and horses)
4. Transportation by people (Jinrikisha, Japanese and Indian XXXXXX, chairs in which people are carried up mountains)
5. How men travel on water
6. The thrill of the air
7. Boats that go on rivers.

Wood and cardboard construction. Modeling from plasticxxxx

Picture study
Xxx are square
The Gleaners
The Angelus
Horse fair
Feeding her Birds
The Sheepfold
The Water Carrier
Shoeing the Bay Mare
Guardians of the Flock

Fifth Grade Art
Additional to fourth
Some of the work has been motivated by themes from the National birthdays, colonial life, medieval life and the study of people from other lands. Incidents from the lives of Washington and Lincoln furnish such material.

Arbor day, Flag day, Memorial day and May day fit nicely.

Picture study

Portrait of Washington
Music for Grade IV

Review the melodic vocabulary already learned—

Scale Groups

Do mi sol       do ti la       do la do
Sol mi do       la ti do       do re do
Do sol do       do re mi
Mi sol do       mi re do

September

Review rhythemic problems

Clapping or walking.

Children represent note values on the board after hearing or writing with music.

Drill on half note and half rest. Drill on quarter note and quarter rest.

Work on finding do

Teach barnyard song and America the Beautiful.

October

New rhythemic problem (enter musical notation)

Develop the conception of the beat.
Reading music to be sung will develop rhythm. Do mi ree fa mi sol fa la sol ti
La do to re do
Do la to sol la fa sol mi fa re mi do re to do etc.

November

Reading of simple material with neutral syllables. Learn musical terms.

December

Xmas songs
Learn Rounds
Drill on visualizing wider skips.
Recipe for Paste

1c. flour  1c. of cold water

Mix flour and cold water, and pour into three cups of boiling water stirring constantly. Boil five minutes or until clear. Add a teaspoonful of powdered alum. Put in a glass jar and keep sealed when not using.

(End of notes from the front of the notebook. Beginning at the back page, coming forward, appear to be random notes. Several appear to be tasks that are crossed out – completed?)

1. How long a time shall we have our large units last?
2. What shall I give in No.2?
3. Memory Gem booklet.
4. Were my plans to short?
5. Shall I give all six of the grades seatwork?
6. Shall I stand or sit?
7. Around the world with the children.
8. First Grade Reading
   Lesson Plans for Thursday and Friday.
   Seatwork for all grades
   Opening Exercises
   Memory Gem Booklet
   Eskimo Booklet

Big units. Abb. before Letter-writing?

1. 3rd Grade Language
   Shall I continue Around World with the Children?
2. 2nd Grade Language
   Picture study – What will I include in big unit?

3. 6th Grade
   Just punctuation?
   How long?
   Put abb. Seatwork on bd. For 3d Grade.
   Pictures
   Store room
   Put assign on bd. 4th
   Get white paper.
   Tag bd.

February Calendar
Menue for Hot Lunch
Bulletin Board
Charge of Play ground

Menu
Wednesday – Creamed Potatoes
Thursday – Chocolate Pudding
Friday – Chocolate Pudding Cocoa

Next Week
Monday – Creamed Potatoes
Tuesday – Soup
Wednesday – Dried Beans
Thursday – Hot Stewed Fruit
Friday – Cocoa

Dish-washing committee
Viewing Committee – To stand at shelves to see there is no rushing.
Please tell me, just what I need to work on.

3 qt. milk
1 c.

?Celotex 8 ft.
  2 4 ft. pieces

1. Hot Lunch Poster
   a. Menu
   b. Recipe Booklet
2. Washington Program

1. I don’t understand what 3rd Grade should have.
   Puzzles from 1st Grade
   Cardboard
   White Paper

1. I don’t think, I know, on what things I am supposed to be working in all arithmetic classes.
2. What about seatwork for 5 & 6 grades?
3. Industrial Arts.
   Aims?
   Conduct?
3d-Short Division
   Monday

Fix sheets for word families, et, atch, ink (sic.)

Dishwashing committee (3)
Vegetables for Soup
Pepper & Salt
Serving Committee (1)
Before teaching set up standards of what we are going to do (Have one part of board set aside for people who cannot follow directions)

Tea Towels
Song Chart?
Good Housekeeping Chart.

(following 3 lines crossed out)

Industrial Arts
Upper Grades Thursda.
Decorate with Valentines?

Upper grades. Make Valentines for Decorations
Lower – Fix Sandtable
Songs pupils know
Second Grade Spelling
Club Period
Good-Housekeeping Chart

(drawing of five vertical rectangles – tables?)
How shall I fix? Stuck.

Do we have to use index cards, if so on the average how many shall we use for one plan.
-How shall I manage to see that every child receives a Valentine?
Ceotex 32” by 94”
2(32”X46”)

Paper for first grade number work.
Fix Blue & Red Chart on Board

____________   ___________   _____________
Industrial Arts?
Club?

How shall we arrange Valentine Box?
Pegs – Paste

Have two new words on board “did” and “took” (take?)

First Grade S.U. (Card)

Composition

1. Material collected. Each child bringing in something
2. 2. Organization. (topics and subtopics)
3. Talk from organization working for rich, varied, (Good Standard (fact) fanciful speech. Later the whole thought is given by a child.
4. Written composition maybe a class or individual one.
5. Have 3 or more copied on board and corrected by class.
7. Teacher corrects each with child present.

Correct English

Distinct speech

Loud enough to be heard in pleasing tones

Sincerely-