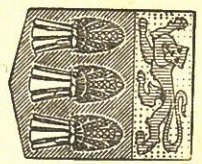


*Room 1*

PROVINCE OF SASKATCHEWAN  
DEPARTMENT OF EDUCATION



DAILY REGISTER  
FOR  
RECORDING THE ATTENDANCE

OF  
PUPILS

S.D. No. .... *Serv. it. A. Uebel* Unit No. ....

FOR THE YEAR BEGINNING JULY 1, 19*52* AND ENDING JUNE 30, 19*53*

SUPPLIED TO SCHOOLS FREE BY THE DEPARTMENT OF EDUCATION

THIS REGISTER IS A RECORD OF THE SCHOOL CAREER OF THE CHILDREN OF THE DISTRICT. MARK IT CAREFULLY AND PRESERVE IT



# TABULATION OF INFORMATION

This form is to be completed by the teacher and delivered to the superintendent at the time of his official visit.

.....S.D. No. ....

**1. ENROLMENT:**

Grade	1	2	3	4	5	6	7	8	9	10	11	12	Total
Boys													
Girls													
Total													

**2. GROUNDS:**

Number of acres .....  
 Level (Yes or No) .....  
 Tidy (Yes or No) .....  
 Fence .....  
 Trees and Shrubs .....  
 Garden (Yes or No) .....

**3. STABLE:** Length.....Width.....

Stalls (No.) .....  
 Adequate .....  
 Clean .....  
 Repairs needed .....

**4. TEACHERAGE:**

Outside paint .....  
 Interior .....  
 Equipment (List on reverse)  
 Repairs needed (On reverse)  
 Furnished .....

**5. SCHOOL HOUSE—Condition of:**

Floors .....  
 Lighting (% of window area to floor area).....  
 Windows .....  
 Doors .....  
 Screen doors .....  
 Screens .....  
 Blinds .....  
 Storm sashes .....  
 Blackboard .....  
 Outside paint .....  
 Inside decorations .....  
 Clothes hooks .....  
 Basement .....

**6. HEATING:**

Type ..... Condition .....  
 Comfort .....  
 Suggestions .....

**7. SANITARY ARRANGEMENTS:**

Type of toilets .....  
 Condition .....  
 Toilet Paper .....  
 Source of drinking water .....  
 Provision for dispensing .....  
 Towels .....  
 Soap .....

**8. GENERAL EQUIPMENT:**

Desks— Type	Size	No.	Condition

Cupboards and Bookcases—  
 Adequate ..... Condition .....  
 Maps: (List on reverse)  
 Number ..... Condition .....  
 Globe:  
 Size ..... Condition .....  
 Fire extinguisher—type .....  
 Date last checked .....  
 Inside flags .....  
 Outside flags .....

Flag pole .....

Rope .....  
 Framed picture of King and Queen .....  
 Other framed pictures (No.) .....  
 Suitability .....  
 Clock ..... Running? .....  
 Blackboard compass .....  
 Blackboard set-square .....  
 Yard rule .....  
 Thermometer .....  
 Pencil sharpener ..... Condition .....  
 Shoe scrapers ..... Door mats .....

**9. JANITOR SERVICES:**

Classroom ..... Toilets .....  
 Scrubbing .....  
 Sweeping .....  
 Annual Cleaning .....

**10. SCIENCE EQUIPMENT:**

Complete for Gr. IX ..... Gr. X.....  
 Gr. XI ..... Gr. XII.....  
 (Add supplementary list of all science equipment)

**11. PLAYGROUND EQUIPMENT:**

Swings ..... Condition .....  
 Teeters ..... Condition .....  
 Horizontal Bars ..... Condition .....  
 Volley ball standards .....  
 Basketball standards .....  
 List small equipment .....

**12. LIBRARY:**

Expenditure during last year .....  
 No. of books for Gr. I ..... Gr. II.....  
 No. of other usable books:  
 Fiction ..... Non-fiction .....  
 Dictionary ..... Condition .....

**13. HOT LUNCH EQUIPMENT:** (List on back)

Operation .....

**14. OTHER EQUIPMENT:**

Projector .....  
 Radio ..... Condition .....  
 Piano ..... Condition .....  
 Last tuned .....  
 Record Player ..... Condition .....  
 Organ ..... Condition .....  
 Sand table .....  
 Reading table for primary pupils .....

**15. OPERATIONAL FEATURES:**

Home & School Club .....  
 Visitors' Days dates .....  
 Junior Red Cross .....  
 Other students' societies .....  
 Opening exercises .....  
 School phone no. .... Boarding place  
 phone no. .... Exchange .....

.....  
 Signature of Teacher



.....  
(Superintendent of Schools) ....., Sask. (Teacher's Post Office Address) (Date) 19.....

This is to notify you that I took charge of the school (or room in the case of graded schools) in the..... S.D. No..... on....., 19..... I hold a VALID ..... class certificate No..... The rate of salary is \$..... The enrolment is ..... A copy of my agreement (has been) (will be) forwarded to the Department of Education. My period of employment extends to ..... 19..... Secretary's name ..... (Signed)

Secretary's address ..... (Teacher's Name in full)  
NOTE.—This certificate must be completed and mailed to the Superintendent of Schools on the first day a teacher is in charge in any term.

-----  
..... (Superintendent of Schools) ..... (Teacher's Post Office Address) (Date) 19.....  
....., Sask.

This is to notify you that I took charge of the school (or room in the case of graded schools) in the..... S.D. No..... on....., 19..... I hold a VALID ..... class certificate No..... The rate of salary is \$..... The enrolment is ..... A copy of my agreement (has been) (will be) forwarded to the Department of Education. My period of employment extends to ..... 19..... Secretary's name ..... (Signed)

Secretary's address ..... (Teacher's Name in full)  
NOTE.—This certificate must be completed and mailed to the Superintendent of Schools on the first day a teacher is in charge in any term.

-----  
..... (Superintendent of Schools) ..... (Teacher's Post Office Address) (Date) 19.....  
....., Sask.

This is to notify you that I took charge of the school (or room in the case of graded schools) in the..... S.D. No..... on....., 19..... I hold a VALID ..... class certificate No..... The rate of salary is \$..... The enrolment is ..... A copy of my agreement (has been) (will be) forwarded to the Department of Education. My period of employment extends to ..... 19..... Secretary's name ..... (Signed)

Secretary's address ..... (Teacher's Name in full)  
NOTE.—This certificate must be completed and mailed to the Superintendent of Schools on the first day a teacher is in charge in any term.

-----  
..... (Superintendent of Schools) ..... (Teacher's Post Office Address) (Date) 19.....  
....., Sask.

This is to notify you that I took charge of the school (or room in the case of graded schools) in the..... S.D. No..... on....., 19..... I hold a VALID ..... class certificate No..... The rate of salary is \$..... The enrolment is ..... A copy of my agreement (has been) (will be) forwarded to the Department of Education. My period of employment extends to ..... 19..... Secretary's name ..... (Signed)

Secretary's address ..... (Teacher's Name in full)  
NOTE.—This certificate must be completed and mailed to the Superintendent of Schools on the first day a teacher is in charge in any term.

### CERTIFICATE REGARDING SCHOOL PROPERTY

.....19.....  
(Date)

I hereby certify that on my departure from this district today I am leaving in the school the school property indicated below:

- (1) The Elementary School Curriculum. (Yes or No) .....
- (2) The Course in Citizenship. (Yes or No) .....
- (3) The regulations of the Department of Education (1944). (Yes or No) .....
- (4) The High School Curriculum and Regulations. (Yes or No) .....
- (5) The Library Record. (Yes or No) .....
- (6) The Record of Science Equipment. (Yes or No) .....
- (7) The School Attendance Act. (Yes or No) .....
- (8) Other school property, forms and circulars mentioned under Instructions to Teachers. (Yes or No) .....

And I further certify that a record of all promotions made by me has been filed with the Secretary of the School Board and with the Superintendent of Schools and also entered in the register.

.....  
(Signature of Teacher)

### CERTIFICATE REGARDING SCHOOL PROPERTY

.....19.....  
(Date)

I hereby certify that on my departure from this district today I am leaving in the school the school property indicated below:

- (1) The Elementary School Curriculum. (Yes or No) .....
- (2) The Course in Citizenship. (Yes or No) .....
- (3) The regulations of the Department of Education (1944). (Yes or No) .....
- (4) The High School Curriculum and Regulations. (Yes or No) .....
- (5) The Library Record. (Yes or No) .....
- (6) The Record of Science Equipment. (Yes or No) .....
- (7) The School Attendance Act. (Yes or No) .....
- (8) Other school property, forms and circulars mentioned under Instructions to Teachers. (Yes or No) .....

And I further certify that a record of all promotions made by me has been filed with the Secretary of the School Board and with the Superintendent of Schools and also entered in the register.

.....  
(Signature of Teacher)



## Regulations Governing Free Textbooks

1. Except as hereinafter provided, the authorized free textbooks supplied by the Department shall be used in all schools. The textbooks supplied are the following:

- |                 |   |
|-----------------|---|
| Grade I.....    | We Come and Go, Pre-Primer.<br>Fun With Dick and Jane.<br>Our New Friends.<br>Bailey Writing, Book 1.   |
| Grade II.....   | Friends and Neighbors.<br>More Friends and Neighbors.<br>Canadian Speller, Grade II.<br>The Pupils' Own Vocabulary Speller, Grade II.<br>Everyday Arithmetic, Grade II. |
| Grade III.....  | Streets and Roads.<br>More Streets and Roads.<br>Everyday Arithmetic, Grade III.<br>Canadian Speller, Grade III.<br>The Pupils' Own Vocabulary Speller, Grade III.      |
| Grade IV.....   | Up and Away.<br>Bailey Writing, Book II.<br>Everyday Arithmetic, Grade IV.<br>Canadian Speller, Grade IV.<br>The Pupils' Own Vocabulary Speller, Grade IV.              |
| Grade V.....    | Wide Open Windows.<br>Everyday Arithmetic, Grade V.<br>Canadian Speller, Grade V.<br>The Pupils' Own Vocabulary Speller, Grade V.                                       |
| Grade VI.....   | All Sails Set.<br>Everyday Arithmetic, Grade VI.<br>Canadian Speller, Grade VI.<br>The Pupils' Own Vocabulary Speller, Grade VI.  |
| Grade VII.....  | Mathematics We Use, Book I.<br>Canadian Speller, Part II.<br>Vitalized English, Grades VII and VIII.<br>Beckoning Trails.   |
| Grade VIII..... | Mathematics We Use, Book II.<br>Jean Val Jean.<br>Life and Literature, Book II.<br>French Storybook Grammar.  |
2. The following readers of the Faith and Freedom series are issued free through the Saskatchewan Book Bureau to Roman Catholic schools upon receipt of a requisition form duly signed by the secretary of the school district and by the teacher:
- This is Our Home—a basal pre-primer;  
This is Our Family—primer;  
These are Our Friends—Grade I;  
These are Our Neighbours—Grade II;  
This is Our Town—Grade III.
3. Application for free textbooks shall be made on the requisition form supplied by the Department for this purpose.
4. All textbooks supplied by the Department shall be the property of the school district and shall be loaned to pupils as required. Texts loaned to pupils shall be returned to the district when pupils complete their grades or leave the school. Pupils shall exercise reasonable care in the use of these texts and shall be responsible for their return to the school.
5. In all schools the teacher shall keep, in the record book supplied by the Department, a record of all books received from the Department and the disposition of the same; and the teacher shall see that all such texts loaned to pupils are returned to the district in accordance with section (4) next preceding.
6. In schools where there is more than one room, the principal shall exercise supervision over the school textbook records and report thereon to the school board at the end of each term.
7. All textbooks supplied by the Department shall be plainly marked with the name and number of the district as follows: "This book is the property of ..... S.D. No. ...."
8. Textbooks deemed unfit for further use shall not be destroyed or removed from the school except by order of the superintendent of schools. The number so disposed of shall be entered in the record and the entry initialed by the superintendent.



**RECORD OF NON-ATTENDING RESIDENT PUPILS**

Name	Give School or other Educational Institution pupil is attending. If not attending any, give reason.	Name	Date and Duration of Visit
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**VISITORS' REGISTER  
Superintendents, School Officials, Nurses, etc.**

LOCATION OF THE SCHOOL: On the N.E. quarter of section 1 township 24 range 4 west of the R Meridian.

**SCHOOL OFFICIALS**

Term ending December 31, 19 52 Term ending June 30, 19.....

Trustees:	(1) Name Address	(1) Name Address
	(2) Name Address	(2) Name Address
	(3) Name Address	(3) Name Address
	(4) Name Address	(4) Name Address
	(5) Name Address	(5) Name Address

Chairman: .....  
Secretary: .....  
Treasurer: Ernesta  
Teacher: (1) Mrs E. M. Shovel  
(Name in full)  
Sask. Certificate: Supervisor Class, No. ....  
(Indicate temporary, interim or permanent)  
Professional training at: Mad Year 1  
Taught last year in: ..... S.D. No. ....  
Length of teaching experience: 3 years  
Present annual rate of salary \$.....  
Commenced duties here on: .....  
Date of last anti-tuberculosis X-ray examination: .....  
Place: .....

Teacher: (2) Name in full Class, No. ....  
(Indicate temporary, interim or permanent)  
Professional training at: ..... Year .....  
Taught last year in: ..... S.D. No. ....  
Length of teaching experience: ..... years  
Present annual rate of salary \$.....  
Commenced duties here on: .....  
Date of last anti-tuberculosis X-ray examination: .....  
Place: .....

Note—The teacher will fill in the information required above.

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103  
1483



## INSTRUCTIONS TO TEACHERS

### General

**QUALIFICATIONS.**—Teachers from outside the Province must not take charge of any school in the Province without first ascertaining the standing to which they are entitled. Communications should be forwarded to the Department of Education, Regina.

**OPENING.**—As soon as school is opened the Superintendent of Schools should be notified.

**AGREEMENT.**—The agreement between the trustees and the teacher shall be prepared in triplicate, and one copy forwarded to the Department of Education as soon as the teacher takes charge. The other copies should be retained by the teacher and the school board respectively. Whenever a change is made in the rate of salary paid to a teacher, a new agreement should be drawn up. The secretary of the board may secure agreement forms from the Department on request.

**CURRICULUM.**—The Elementary School Curriculum and the Regulations governing schools organized under The School Act should be closely followed by the teacher. **The copy of the curriculum provided for each classroom is the property of the school district and must not be taken away by the teacher.**

**TIME-TABLE.**—The teacher shall prepare a time-table and have it placed in a conspicuous position in the school.

**RECORD OF PROGRESS.**—It is essential that the teacher keep an accurate record of the progress of each pupil. This record may be made in an ordinary notebook and when a teacher leaves the school it should be left in the register or with the secretary for the information of the next teacher.

**LIBRARY.**—The school should be provided with a bookcase and with a cupboard with lock and key in which to keep surplus supplies. A complete record of the library books and supplies should be kept by the teacher.

**RECORD OF FREE TEXT BOOKS.**—The Pupils' Account must be kept strictly up to date and the stock Account completed on June 30. The Superintendent will check these records.

**DIFFICULTIES.**—Notes should be made of difficulties encountered by the teacher and these should be referred to the Superintendent on the occasion of his visit.

**PROMOTIONS.**—The promotion of pupils from grade to grade rests with the teacher, subject to the approval of the Superintendent of Schools. The teacher is warned against making promotions without due regard to the standing of the pupils, particularly before leaving a district. All promotions should be entered, with the date, on the pages provided for the "Enrolment and Record of Pupils," and in the "Record of Pupils' Standing for Promotion."

**JUNE TESTS.**—For the convenience of the teacher in making promotions from Grade VIII to Grade IX, from Grade IX to Grade X and from Grade X to Grade XI, in June each year, the Department of Education prepares test papers. Forms for making requisition for these papers are sent to all schools in the Province in December. The lower grades should not be dismissed during the writing of these tests without the prior written approval of the Superintendent.

**DEPARTMENTAL EXAMINATIONS.**—Departmental examinations for Grade XI and Grade XII diplomas are held each year during the latter part of June. Candidates for either of these examinations must make application on the prescribed form to the Department not later than May 1. Forms for this purpose may be obtained from the Department.

**CORRESPONDENCE.**—When corresponding with the Department teachers are asked to write on only one side of the sheet and to refer to only one subject in a letter. For purposes of identification the teacher should sign his name in full as given on the Saskatchewan certificate held, and the class and number of such certificate should be indicated, also the name and number of any school district referred to should be given.

**CHANGE OF TEACHER.**—If a teacher should leave during the term the register must be completed to date of leaving.

**SCHOOL PROPERTY.**—When a teacher leaves for vacation or leaves the district permanently, the School Register and all forms and circulars pertaining to the school and any school property in his possession must be left in the schoolhouse or handed to the secretary for safe-keeping.

### SCHOOL REGISTER

**All teachers are required to read the following carefully before enrolling pupils for the year.**

The register is a record of the school career of the children. Mark it carefully and preserve it.

This register contains sufficient space to provide for the enrolment and attendance of 70 pupils for the twelve months beginning July 1 and ending the following June 30. One register is supplied for each room in operation every year, and if further copies are required an explanation as to the reason should be forwarded to the Department with the request.

All entries should be made in ink. Use a fine pen. Write neatly and legibly.

**The Register must be kept up-to-date in all details.**

**ENROLMENT OF PUPILS.**—Every pupil resident in the district between the ages of 7 and 15, except as provided under "Withdrawals" below, who has not passed the Grade VIII examination shall be counted as enrolled as from the first day the school opens after July 1. Other pupils shall be counted as enrolled upon the first day of their attendance. Use full names. Avoid use of nicknames and initials. In the case of non-resident pupils, indicate after each name the number of the school district to which he belongs.

**CENSUS RETURN.**—As soon as the census return is received it should be checked with the pupils in attendance and the Local Attendance Officer advised immediately of the names of all pupils of compulsory school age not in attendance.

**SPECIAL CASES.**—In rural and village districts a list of all pupils usually resident in the district who are not in attendance shall be entered on the first page with a statement indicating what public, separate or private school they are attending or if not attending any school the reason therefor. See "Enrolment of Pupils" and "Withdrawals".

**RECORD OF PUPILS.**—The teacher should have access to previous registers in order to secure the information required to complete the record of each pupil.

The age and grade, distance from school and date of birth should be carefully checked with the census return when received. This information will be used throughout the year to decide what pupils should be reported for non-attendance.

The age and grade on entering this school, the number of days each pupil attended in each grade, and the date of promotion to the present grade, must be indicated for the guidance of the Superintendent and of the teachers.



WITHDRAWALS.—The name of each pupil enrolled must remain on the register and be counted in the pupil-days enrolment until the name is removed for one of the following causes: (1) the pupil has left the district; (2) he has been transferred to another room in the same district; (3) he is receiving instruction elsewhere; (4) having reached the age of 15 or having passed the Grade VIII examination he has signified his intention to leave school; (5) he has been expelled from school. A pupil shall be counted in the pupil-days enrolment notwithstanding absence because of illness, quarantine or severe weather, etc.

RECORDING ATTENDANCE.—Each month's attendance must be recorded on the two half-pages facing each other as provided for that month. The record of the pupils on the left-hand side of the register shall be on the left-hand page and of the pupils on the right-hand side of the register on the right-hand half-page.

Some simple method of registering the attendance of the pupils and indicating the "lates" and "absentees" should be adopted.

PUPIL-DAYS.—One pupil-day is one pupil for one day. Six pupils for five days would be thirty pupil-days. Half days must be counted as such and not as whole days. Do not use any fractional day other than one-half.

DAYS OPEN.—"Days open" shall include only days on which the school is legally open. Days on which the room is closed for a school fair, teachers' institute or convention, epidemic disease or departmental examinations for Grades XI and XII, should be included in the final reports to the Department in order to claim the grant. The attendance of pupils for such days must not be entered in the school register but a suitable note giving the reason for the room being closed should be placed in the columns for these days. The matter of holidays is dealt with in section 200 of The School Act.

SCHOOL ENROLMENT.—The number of pupils enrolled is the actual number of pupils whose names were counted in the pupil-days enrolment for the period under consideration, e.g., for the month in a monthly return and for the term in a half-yearly return.

AVERAGE ATTENDANCE.—Average attendance is calculated by dividing the pupil-days attendance (actual attendance) by the number of days open. The calculation should be carried forward to two decimal places.

PERCENTAGE OF ATTENDANCE.—Percentage of attendance is calculated by multiplying the pupil-days attendance (actual attendance) by 100 and dividing the result by the pupil-days enrolment (possible attendance). The calculation should be carried forward to two decimal places.

MONTHLY RECORDS.—On the last teaching day of each month the teacher shall calculate and enter all the information required at the bottom of each attendance page and transfer the same to the "Summary of School Attendance" at the middle of the register.

In case any pupil is absent on the last day of the month it might be advisable, in order to avoid unnecessary erasures, to delay the totalling of the pupil-days enrolment until definite information is secured as to whether or not such pupil has withdrawn permanently.

The teacher shall also calculate the number of days each pupil was present during the month, enter the same in the right-hand column and transfer to the "Summary of Pupils' Attendance" opposite each pupil's name on the first or last half-page.

The Local Attendance Officer shall be notified of all pupils not in regular attendance as required by The School Attendance Act.

#### HALF-YEARLY AND YEARLY RECORDS

TERM ENDING DECEMBER 31.—On the last teaching day of the term the teacher shall, after completing the monthly records:

- (a) complete the "Summary of School Attendance" for the term;
- (b) complete the half-yearly return (form 48) and sign the declaration thereon;
- (c) complete the Teachers' Superannuation Fund half yearly statement (form 001);
- (d) complete the statement required for the annual meeting, in accordance with provisions of paragraph 1 of section 74 of The School Act.

NOTE.—It will be necessary to have available the register for the term ending the preceding June 30 in order to secure this information.

TERM ENDING JUNE 30.—On the last teaching day of the term the teacher shall, after completing the monthly records:

- (a) complete the "Summary of School Attendance" for the term and year;
- (b) complete the half-yearly return (form 48) and sign the declaration thereon;
- (c) complete the "Summary of Pupils' Attendance" on the first and last half-pages by calculating the number of days each pupil was in attendance during the year;
- (d) complete the "Attendance by Days" table in the middle of the register from the information available in the "Summary of Pupils' Attendance";
- (e) complete the information required in the fourth and fifth columns of the "Enrolment and Record of Pupils"—age and grade on June 1 or on date of leaving;
- (f) complete and sign the "Annual Return" (form 20);
- (g) complete the School Account for free readers and the Pupils' Account and check carefully;
- (h) complete the Teachers' Superannuation Fund half-yearly statement (form 001);
- (i) where standard examination tests have been given, complete the statement of marks and submit required copies to the secretary and to the superintendent.

SPECIAL HALF-YEARLY RETURNS.—When two or more rooms are in operation in a district combined half-yearly return (form 48) is required and should be prepared by the principal. The necessary information for the junior rooms will be supplied to the principal by the teachers in charge.

SPECIAL YEARLY RETURNS.—When two or more rooms are in operation in a district the information required for the annual meeting and for the completion of the "Annual Return" (form 20) must be SUMMARIZED by the principal. The necessary information will be supplied to the principal by the teachers in charge.

When pupils have been TRANSFERRED from one room to another during the year care must be taken to see that DUPLICATIONS do not occur in calculating the enrolment and days attended by each pupil. If a pupil is registered as attending 90 days in one room and 110 days in another room in the same district, such will be entered as only one pupil enrolled and in the "Attendance by Days" table as one pupil in attendance for 200 days, not as one for 90 days and another for 110 days.



























































