

Dunbar
1952

THE SOUTHERN ASSOCIATION OF COLLEGES AND SECONDARY SCHOOLS

REPORT of the Dunbar High School ^(Public) ~~(Private)~~ School
Located at P. O. Lynchburg State of Virginia
For the year beginning September 1, 1952
Superintendent Dr. Paul M. Murno Principal C. W. Seay

It is suggested that Form A be studied carefully before the application blanks are filled out. The blanks are spaced so that a typewriter, elite type, may be used. When the space provided is inadequate, report the information requested on an additional sheet with each item appropriately numbered. Return filled in blanks to your state chairman by October 15, 1952.

A basic principle of accreditation observed by the Commission on Secondary Schools provides that a school should be evaluated in terms of its function and purposes. (See page 2, Form A.)

A general purpose deemed sound for schools in the southern region is to promote the development of the individual for personal, social, and economic living as a participating member of a democratic society.

The educational purpose as developed on page 4, Form A is: 1. Entirely suitable to this school X
2. Suitable to this school with the following modification(s)

.....
.....
.....

GENERAL INFORMATION

1. Is the school definitely organized as (underscore):
a. A 3-year school (grades 10-11-12)..... b. A 4-year school (grades 9-10-11-12).....
c. A 5-year school (grades 8-9-10-11-12) X..... d. A 6-year school (grades 7-8-9-10-11-12).....

2. Enrollment October 1, 1952.....

	Boys	Girls	Total
7th grade
8th grade	29	32	61
9th grade	96	91	187
10th grade	47	75	122
11th grade	45	46	91
12th grade	41	52	93
Total high school enrollment	258	296	554

3. a. Is the school eligible for membership in the state or regional athletic association?
Yes X No..... If answer is "no," explain.....

b. Is the school a member? Yes.....

c. Are all the school's interscholastic activities completely under the control of the administrative head of the school?
Yes X No..... If answer is "no," explain.....

4. Number of Drop-outs 1951-52
Boys 28 Girls 30 Total 52

5. a. Graduates 1952
Boys 40 Girls 52 Total 92

b. Graduates 1952 who entered:
College Business School Nursing School Vocation or Employment
Boys 13 0 0 20
Girls 18 1 1 8
Total 31 1 1 28

The Commission's accreditation procedures are based upon the assumption that the observance of certain principles of operation is a school's surest means of accomplishing its purpose. The Commission further assumes that the degree to which this purpose is accomplished is determined by the extent to which a school operates in conformity with these principles which are enumerated on the following pages of this report. On pages 5 to 8 of Form A under each principle a number of standards are listed. These standards are considered evidences of the extent to which a school operates in conformity with these principles.

In the following sections of this report the items listed under each principle, when completed, provide information which indicates the school's observance of the standards associated with the principle.

PRINCIPLE A: The school's processes of administration and supervision, the pattern of its program, and the relationships of those engaged in the program should conform to democratic principles.
See Standards, page 5, Form A.

Remarks by State Committee:

1. List the vocation of each member of the local governing board of your school system.
 a. Banker b. Banker c. Minister d. Physician
 e. Housewife f. Housewife g. Pres., Bus. College Business Man
2. How does the governing board secure the assistance of the community in formulating school policies? Delegations
appear before the Board in open session to express their views.
3. Has the board officially approved the statement of objectives and policies of the school? Yes
4. Are accurate minutes kept of each meeting of the board? Yes
5. How is the public informed concerning actions of the board? A newspaper reporter is present at each
regular meeting of the School Board.
6. List the major responsibilities delegated to the principal by the superintendent.
Supervision of personnel, scheduling of classe, recommending personnel
supervision of buildings and grounds, implimenting policies.
7. What provisions are made for students, teachers and parents to participate in the planning and operation of the school program (use separate sheet)?
8. To what extent do groups listed have a voice in making decisions concerning the following (Use 3 point scale—Much, A; Some, B; None, C):

GROUPS	DEVELOPING COURSES OF STUDY	SELECTION OF TEXTBOOKS	ARRANGING SCHOOL'S SCHEDULE	FORMULATING SCHOOL'S OBJECTIVES
Pupils	B	C	B	B
Teachers	A	A	A	A
Dept. Head	A	A	A	A
Principal	A	A	A	A
Supt. or Asst. Supt.	A	A	B	B
Parents	A	C	C	A
Board of Education	A	A	C	A

PRINCIPLE B: The school's program should evolve from the educational needs and aspirations of the people served by the school and shall provide an opportunity for personal growth and achievement.
See Standards, page 5, Form A.

Remarks by State Committee:

1. List the means (surveys, inventories, conferences, diagnostic tests, etc.) used to determine the educational needs of those served by your school.
 - a. Conferences with pupils, parents and teachers.
 - b. Tests, observation, college reports on graduates
 - c. Surveys, questionnaires, and interviews.
2. What educational needs have been revealed by these means?
 - a. Citizenship training, family life training, sex education
 - b. Knowledge of tool subjects, health and physical fitness
 - c. Work skills, worthy use of leisure, self expression, ethical values.
3. Describe the program alterations (made, contemplated) in response to these educational needs.

Addition of vocational program for girls, addition of business department
Addision of art classes, reorganization of extra-curricular program, new building (projected)
4. Attach copy of Program of Studies.
5. What provisions are made for initiating, directing and evaluating special interest activities? The student council issues charters when requirements are met.
6. In what ways does your school describe, record and report pupil growth and accomplishment? On cumulative record in form of folder, anecdotal material may be added.
7. a. What staff member(s) provide(s) guidance services? Principal, Guidance counselor
 b. How much time, free from other activities, is provided for:
 - (1) Group guidance? One period daily
 - (2) Individual guidance? Four periods daily
- c. Is provision made for developing post school records of students? Yes
- d. In what respects is your guidance and counseling service:
 - (1) Satisfactory? Well-qualified person, good public relations
 - (2) Unsatisfactory? No adequate space and facilities
8. Check the areas for which accurate records are kept: a. academic. X.; b. athletic. X.; c. financial. X.; d. guidance. X.; e. pupil. X.; f. staff personnel. X.
9. Are they properly safeguarded? Yes
10. Indicate which of the following duties are performed by the librarian: Acquisition of library materials. X.; instruction in the library's organization. X.; use. X.; and services. X.; planning with teachers the use of the library in the instructional program. X.; others assistance to community which has no library.

PRINCIPLE C: Community resources (agencies, organizations, lay and professional personnel, and physical facilities) shall be analyzed, and the appropriate ones used by the school in the accomplishment of its purpose.
See Standards, page 6, Form A.

Remarks by State Committee:

1. What community resources have been identified, as appropriate for cooperative use by your school and community?

Mobile X ray unit, mental hygiene center, local college auditorium, Juvenile Court, Y.M.C.A., Y.W.C.A., Churches, City Stadium
 2. Indicate which of the community resources listed above:
 - a. Are now in use. All of them.
 - b. Will be used as soon as is practicable. The mobile X ray unit makes an annual visit to the school for the purpose of giving a chest X ray to each pupil. This emphasizes early detection of chest diseases and makes pupils health conscious. It is financed jointly by the Tuberculosis Association and The City Health Dept.
 3. Select one of the resources listed in 2 above which has been of most value to your school and describe the arrangements by which its use has been accomplished. The mobile X ray unit makes an annual visit to the school for the purpose of giving a chest x ray to each nupi. This emphasizes early detection of chest diseases and makes pupils health conscious. It is financed jointly by the Tuberculosis Association and The City Health Dept.
- The school buildings are sometimes used after school hours to X ray adults.

PRINCIPLE D: The school's schedule should take its form from the activities and arrangements necessary to accomplish its purpose.

See Standards, page 6, Form A.

Remarks by State Committee:

1. Supply a copy of your schedule, including the name of each teacher, the classes taught by and other duties assigned to each teacher, the length of class periods, and the number of pupils in each class period.
2. Net length, in minutes, of: class periods...55; laboratory and vocational periods..... (lab. 55
voc. 165)
3. Total number of minutes devoted weekly to: general science..275; other sciences..275; vocational subjects..825.
4. a. Number of days school actually in session last year..180; b. anticipated this year..181...
5. Number of teachers having an unassigned period each day...12
6. Number of pupils carrying: a. 5 units...5....; b. more than 5 units..0....
7. Is time provided in the school program for pupils' recreational and voluntary activities? ..Yes.....
8. How many hours per day is the librarian on duty in the library?6.....
9. List the opportunities provided for school activities during the summer months. Summer school, Band clinic, guidance activities.
.....
.....
10. Describe in detail regulations governing the operation of summer school. Pupils are limited to a maximum of two subjects; two 2½ hour periods per day; repeaters must be recommended by regular teacher; assignments, library work, exam, etc., same as regular session.
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PRINCIPLE E: Personnel should be provided in the amount and quality needed to provide the adult guidance, influence, instruction, and leadership requisite to creating the environment that will accomplish the purpose of the school. Standards 1, 2, 3.

See Standards, page 6, Form A.

Remarks by State Committee:

1. a. Indicate the secretarial, clerical or other non-professional personnel assigned to the following offices and departments of the school:
 - (1) Principal's office.....1....., (2) library.....0....., (3) lunch room...0....., (4) health department.....,
 - (5) maintenance of buildings and grounds.....4....., (6) others
- b. Is the number adequate?..Yes..... If not, explain. In our present building we could not efficiently use more non-professional workers. A new building has been authorized.
.....
.....
2. Total number of high-school teachers, including principal, librarian and counselors.33.....
3. What per cent of the teachers in this school hold degrees from approved colleges? ..99.....
4. How many semester hours of credit in library science has the librarian? ...48.....

QUALIFICATIONS OF SUPERINTENDENT, PRINCIPALS, SUPERVISORS, TEACHERS, LIBRARIANS, AND OTHER PROFESSIONAL PERSONNEL

NAME	Academic Preparation (Names, location of colleges attended, degrees received, etc.)	Professional Preparation (No. semester hours, where, when received)	Academic Specialization (Subject fields qualified to teach)	No. Preparations Daily	Subjects Now Teaching	Teaching Exp.		No. Pupils Taught Daily
						Yrs. This Sch.	Yrs. Oth. Sch.	
Munro, Paul M.	Emery Univ. A.B. '10 Columbia M.A. '23	Sufficient to meet requirements of Ed. D. Degree	English, Sec. Education Administration	0	Supt.	7 10	30	0
Seay, C. W.	Fisk, A.B. '25 Kans. U. SS '34 Columbia A.M. '34 Univ. Chicago '41	----- 10 ----- 9 ----- 32 ----- 3	French Science Education	0	Prin.	20 23	7	0
Cardwell John J.	N. C. State	----- 25	Mathematics Phys. Ed.	3	Math.	2 5	0	91 121
Clark, W. E.	Shaw Univ. B.S. '52	----- 21	Chemistry G. Sci., Soc. Sc. English	3	Chem. G. Sci.	0 3	0	92 101
Davies, J. Paul	Practical and Experienced Auto Mechanic, has had no academic training		Auto Mech.	3	Auto Shop	10 13	0	102 26
Ferguson, Harry S.	Va. Sem. A.B. '29 Va. State A.B. '43 Va. State M.A. '50	----- 20 ----- 6 ----- 10	Sciences Soc. Sciences HISTORY	3	History	7 10	16	115 94
Hamlett Hunter D.	Va. Union Univ. '49 B. S. Va. State M.S. '50 N.Y.U. SS '51	----- 6 ----- 0	Biology GEN. SCIENCE Chemistry	4	Biology G.Sci.	1 4	1	124 117
Johnson, Louis J.	Prairie View '44 Howard University Bachelor of Musis '50	----- 9 ----- 15 -----	Voice Public School Music	3	English Music	1	0	121
Mitchell, John L.	Lincoln A.B. '24 Va. State BSA '52	----- 24 ----- 20	Soc. Sciences Sciences	2 3	Hist. SOC SCI.	25 28	3	99 96
Moultrie, T. D.	J.C. Smith B.A. '46 Atlanta SS N.C. State SS Columbia BSA '55	----- 27 ----- 9 ----- 6 ----- 8	Com. Subj. Soc. Sci. History	4	Com. Subj.	0 3	5	123 92

attended
SS
N.Y.U.

attended
SS
Columbia

QUALIFICATIONS OF SUPERINTENDENT, PRINCIPALS, SUPERVISORS, TEACHERS, LIBRARIANS, AND OTHER PROFESSIONAL PERSONNEL

NAME	Academic Preparation (Names, location of colleges attended, degrees received, etc.)	Professional Preparation (No. semester hours, where, when received)	Academic Specialization (Subject fields qualified to teach)	No. Prepa- rations Daily	Subjects Now Teaching	Teaching Exp.		No. Pupils Taught Daily
						Yrs. This Sch.	Yrs. Oth. Sch.	
2 - Pinn, Carl F.	W. Va. State B.S. '35	----- 20	Phys. Ed. Sciences	1	Phys. Ed.	10 13	7	206 183
3 - Washington, Odell, M.	Va. Union B.A. '42 Ohio St. A.M. '31 N.C. State '40	----- 60	Science English Mathematics	2	Math. Sci.	14 17	13	105 94
Waters, Harry C.	Va. Union B.A. '42 COLUMBIA-MA. '45	----- 9 ----- 12	Soc. Sciences	2	Soc. Sci	3 6	0	88 98
White, Norvell O.	Hampton B.S. '36	----- 20	Ind. Education	3	Wood Shop	27 30	0	96 41
4 - Bowman, Estelle	Va. State College A.B. '52	----- 21	English History	2	English	0	0	96
Cardwell, Willie S.	Va. State '43 '45 N.C. State B.S.	----- 20	Home Economics	3	HOME MAKING Comm. Foods	2 5	0	72 63
Chafin, Elaine L.	N.C. State '48 B. S.	----- 35	Business Ed.	4 3	Comm. Subj.	2 5	0	82 91
Edley, Blance W.	St. Paul '48 B.S.	----- 14	Industrial Ed. Dressmaking	3	Com. Cloth.	3 6	1	84 14
Fain, Susan E. MA ATLANTA-52	Johnson C. Smith 1942 B.S. N. C. State '43	----- 35 ----- 11	Education English Library Science	0	Library	6 9	3	
Ferguson, Yvonne T.	Va. State '44 A.B. Columbia SS '46	----- 29	Sociology English	2	English	5 2	5	111 97

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QUALIFICATIONS OF SUPERINTENDENT, PRINCIPALS, SUPERVISORS, TEACHERS, LIBRARIANS, AND OTHER PROFESSIONAL PERSONNEL

NAME	Academic Preparation (Names, location of colleges attended, degrees received, etc.)	Professional Preparation (No. semester hours, where, when received)	Academic Specialization (Subject fields qualified to teach)	No. Preparations Daily	Subjects Now Teaching	Teaching Exp.		No. Pupils Taught Daily
						Yrs. This Sch.	Yrs. Oth. Sch.	
5 - Goodwyn, Laura R. '52 MA	Va. State '47	----- 27	Fine Arts Ed. English	2	Art	3	3	62
	B. S. Columbia '49 Un. of Wis. '50	----- 8 ----- 108				6		32
Harris, Maggie W.	Va. State '40 B. S.	----- 2	Mathematics English	1 2	Eng.	6 9	4	129 95
JONES Harrison, SHIRLEY H.	Va. State College B.S. '52	----- 25	Phys. Ed. English Soc. Studies	1	Phys. Ed.	0 3	0	268 198
Holmes, Edna E.	Hampton B.S. '37 Ohio State M.A. '45	----- 63	Home Economics Science	4	Home Making	14 17	5	48 69
Irvine, Jeanette E.	Va. State A.B. '38 Howard M.A. '50	----- 20 ----- 10	French English	5	French	3 6	9	107 101
Jordan, Amy P.	Oberlin B.S. '17 Univ. Pa. M.A.	----- 22 ----- 20	Mathematics	5	Math.	28	6	106
Jordan, Elizabeth H.	Howard '26 A.B. Columbia M.A.	----- 20	English History	3	Speech ENG.	9 12	17	101 124
Langhorne, Carolyn P.	Hampton '49 B. S.	----- 15	Home Economics Science	4	Home Making	3	0	52
Lomax, Dorothy D.	Va. Union A.B. '23 Columbia B.S.	----- 20 ----- 12	Latin English	5	Latin ENG	25 28	0	110 115
Obey, Dorothy L.	Va. Union '48 A. B.	----- 23	English	3 2	English	2	1	114
						5		126

attend SS
Wisconsin

attended SS
U. of Va

QUALIFICATIONS OF SUPERINTENDENT, PRINCIPALS, SUPERVISORS, TEACHERS, LIBRARIANS, AND OTHER PROFESSIONAL PERSONNEL

NAME	Academic Preparation (Names, location of colleges attended, degrees received, etc.)	Professional Preparation (No. semester hours, where, when received)	Academic Specialization (Subject fields qualified to teach)	No. Preparations Daily	Subjects Now Teaching	Teaching Exp.		No. Pupils Taught Daily
						Yrs. This Sch.	Yrs. Oth. Sch.	
Seay, Clara M.	Hampton B.S. '35	----- 21	Home Economics	1	Gen. Ed. Sci.	21	3	112 90
	SS '44	----- 6	Sciences					
Webster, Esther G.	Va. State B.S. '38	----- 20	Sciences Mathematics	2	Math.	7	0	101 112
Weeden, Pauline F.	Howard A.B. '26	----- 16	Chemistry	1	Guid.	15	5	44 22
	Columbia M.A. '42	----- 15	English GUIDANCE					
Womack, Fannie S.	Howard A.B. '24	----- 20	Biology	3	Eng. Hist.	26	0	115 114
	Howard M.A. '48		Soc. Sc. HISTORY					

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PRINCIPLE F: The environment provided school personnel, including such factors as the nature and amount of work, opportunities for study and recreation, remuneration, living conditions, and status in the community, should be such as to contribute to the welfare, happiness, and professional growth of staff members.
See Standards, page 7, Form A.

Remarks by State Committee:

	MEN	WOMEN	TOTAL
1. Number teachers teaching daily:			
a. Fewer than five periods	5	4	9
b. Five periods	5	14	19
c. Six periods	2	2	4
d. More than six periods	0	0	0
2. Number teachers teaching weekly:			
a. 750 pupil-periods, or fewer	11	19	30
b. More than 750 pupil-periods	1 (Phys.Ed.)	1 (Phys.Ed.)	2
3. Pupil-teacher ratio, that is, total enrollment divided by the total number of teachers			17.5
4. Number of classes with more than 40 enrolled		0	
5. Number teachers occupied more than 35 school periods per week		0	
6. Number periods superintendent teaches per week		0	
7. Number periods principal teaches per week		0	
8. State the school's practice in regard to assigning teachers extra-class or extra-school day responsibilities associated with study hall, schoolpaper, football, basketball, baseball, student plays, literary societies, dormitory supervision, etc.	<u>In these cases other duties are correspondingly decreased. In some instances extra compensation is given.</u>		
9. What are the provisions for teachers' tenure in your school?	<u>The State has not adopted a tenure law. There is a continuing contract which is optional with each locality. Lynchburg does not elect to use it.</u>		
10. Is a retirement system operative?	<u>Yes</u>		
11. What provision is made for sick leave?	<u>Provided for by State law; 10 days first year, 5 days succeeding years, cumulative to 30 days.</u>		

PRINCIPLE G: The school's physical plant and its operation should meet the needs and safeguard the welfare of those served by it; and should be designed to contribute to the achievement of the school's purpose.
See Standards, page 7, Form A.

Remarks by State Committee:

1. School Grounds		
a. Number of acres <u>2 1/2</u>	b. Is the playground equipment adequate in quantity and suitable in type for an effective program of recreation and physical education? <u>Yes</u>	
c. Are grounds landscaped? <u>Yes</u>	d. Are grounds kept clean and attractive? <u>Yes</u>	
2. School Buildings		
a. Are the buildings suitable in size and design to meet the needs of your present program? <u>No</u>	If the answer is "no," explain. <u>A new building program estimated to cost \$1,500,000.00 has been approved. Final plans and specifications are being drawn now. Actual construction should start before Spring, 1953.</u>	
b. Are the buildings designed to facilitate expansion or adjustment to a changing program? <u>Yes</u>	c. Do the buildings include provision for: pupil lockers? <u>No</u>	custodian's room? <u>Yes</u>
	storage? <u>Yes</u>	space for school supplies? <u>Yes</u>
	safe storage for permanent records? <u>Yes</u>	d. Are suitable provisions made for multiple use of rooms and floor space? <u>No</u>
e. Are the classrooms adequate in number to meet the needs of the school's program? <u>no</u>	suitable in size and design? <u>Yes</u>	f. Is the office of the principal conveniently located? <u>Yes</u>

large enough and suitable in design for this purpose? no g. Number and kinds of additional classrooms needed.
5 science laboratories, 3 commercial rooms, rooms for chorus, band and art.

h. Are suitable laboratory rooms, adequately equipped, provided for: general science? no biology? no chemistry?
no physics? no cooking? yes sewing? yes arts and crafts? no i. Are shops with satisfac-
 tory equipment provided for: woodwork? yes metal work? * industrial arts? * agriculture? *

j. Are rooms of suitable size with proper lighting and ventilation provided for: music? no art? no reading?
no k. Are arrangements adequate for the satisfactory use of audio-visual materials? yes l. Do you have a school
 cafeteria? no Are its equipment and services adequate? no What rating is given the cafeteria by the state or
 city department of health? no m. Do you have a gymnasium? yes Give floor dimensions 44' x 69'

3. Safety and Health Features of the Physical Plant

a. Specify any safety hazards or distracting influences associated with the school's location (railroad tracks, noisy traffic).
School located on corner; one of streets is a truck route with a steep
grade, noise distracting.

b. Are all buildings of more than one story equipped with suitable fire wells or fire escapes and with sufficient number of
 properly located exits? yes c. Are regular fire drills held as part of safety instruction? yes d. Are there first aid
 rooms equipped for taking care of sick or injured students? no e. Do the color schemes, the provision for natural and
 artificial lighting, and the arrangements of desks in the classrooms tend to prevent eye strain and contribute to the comfort
 of the students and efficiency of their work? yes (If answer is "no," underscore items regarded as unsatisfactory.)

f. Do you have an adequate number of suitable and properly located drinking fountains? yes g. Are the toilets suffi-
 cient to meet the needs of the school? yes located in attractive, well-lighted and well-ventilated rooms? yes
 painted in light colors? yes free of writing, markings or other defacements? yes h. Is the building kept clean and
 attractive? yes i. Is the heating system adequate? yes

4. Equipment and Supplies

a. Check the items provided in sufficient quantity and in suitable type for the office of the principal: desks for principal and
 secretarial staff x, typewriter x, adding machine x, filing cabinets x, storage x, cabinets
x, duplicator x, public address system no, electric clock and bell system x, other no

b. Are all classrooms and sections of the school provided with teaching and learning aids needed for effective instruction and
 learning? yes Indicate any deficiencies no

c. Indicate the number of the following kinds of classrooms that are equipped with movable desks and/or chairs: English
2, social studies 0, mathematics 0, foreign languages 0, homemaking 3, agriculture
*, music 0, art 0, other no

d. Check if you have the following: motion picture machines x, satisfactory provision for securing films x, slide pro-
 jector x, growing collection of usable slides x, film strip projector x, a catalogued supply of usable film strips
x, maps and globes adequate in size and quantity for classes in: geography *, history x, social studies no

e. Are the shops equipped with: work benches? x hand tools? x power tools? x adjustable lighting?
no f. Does each classroom have sufficient and suitable cabinet and bulletin board space? no g. What neces-
 sary equipment is needed for your school program? no

5. Library

a. Give dimensions of reading room(s) 20' x 40' b. Is the library readily accessible to all pupils? yes c. Is
 the library equipped with tables and chairs suitable for library purposes? yes d. Number of usable library books in
 each of these classifications: reference 144, general works 18, philosophy 69, religion 50, social sci-
 ences 385, languages 88, science 164, useful arts 215, fine arts 165, literature 723, geography
49, history 158, biography 157, fiction 623 e. Number of daily newspapers 1, weekly news-
 papers 1, periodicals suitable for high-school pupils 42, periodicals suitable for teachers 10 f. Are the

book shelves adequate for present needs and suitable for library use? no g. Do you have: loan desk? yes magazine rack? yes bulletin boards? yes catalog cases? yes typewriter? yes Which of these are inadequate or unsatisfactory? Loan desk h. Is there a satisfactory work room? no

PRINCIPLE H: There shall be evidence of financial support sufficient in amount to promote achievement of the school's purpose. Approved budgetary procedures shall be followed in the administration of the school funds.
See Standards, page 7, Form A.

Remarks by State Committee:

- 1. a. What is the average per pupil financial support available to this school for the current year? \$ 195.43 b. Is this adequate? X
- 2. Are accurate records kept of receipts and disbursements of funds received from or used for such activities as: cafeteria? yes athletic contests? yes Parent-Teacher Association? yes school publications? yes school plays, festivals, or carnivals? yes
- 3. Does the board of control make provision for regular audits of these funds? yes
- 4. a. What salary is paid to the administrative head of this school? \$ 6027.00 b. What amount is provided the administrative head for expenses of travel? \$ As needed c. What is the highest annual salary paid to a teacher? \$ 3940.00 d. What is the lowest salary paid to a teacher? \$ 2187.00 e. What is the average salary of teachers \$ 2970.00 f. What is the average amount which teachers pay per month for board? \$ 60.00
- 5. How many fund raising school activities, exclusive of scheduled athletic contests, were conducted last year? 2
- 6. What per cent of the school's budget is expended for: athletic equipment and supplies? instructional materials for science? *** home economics? *** agriculture? industrial arts? wood and metal shop? ***
- 7. a. Number of pupils enrolled in school last year 554 b. What amount was spent for library materials last year? \$ 700.00 c. What amount is in this year's budget for library materials? \$ 700.00

DEFICIENCIES, SUPERIORITIES AND IMPROVEMENTS

- 1. Standards which this school does not meet satisfactorily at present Principle G. -- We have outgrown our present plant. This is being corrected, however, and we should be ready to enter a completely modern plant in the fall of 1954.
- 2. Areas in which this school shows superiority that should be regarded as compensation for the deficiency or deficiencies listed above Preparation and efficiency of faculty, Vocational shops well equipped and organized, Home Making unit (separate cottage) best in State; In-service training program rates very high, student activity program well-planned and functioning.... Guidance services excellent.
- 3. Basic improvements made since the report was submitted last year

* per pupil cost for 1951-1952. Figures for current year not available. School board budget year from January to December.

** Financed out of receipts

*** Money spent according to needs, financing adequate.

SPECIAL OUT OF CLASS ASSIGNMENTS

Dunbar High School

Lynchburg, Virginia

Mr. John J. Cardwell ----- Assistant coach (football)
Mr. W. E. Clark ----- Assistant Coach (football)
Mr. Louis J. Johnson ----- Director of Chorus
Mr. J. L. Mitchell ----- Faculty manager of Athletics
Mr. T. D. Moultrie ----- Assistant Coach (basketball)
Mr. O. M. Washington ----- In charge of audio-visual aids
Mr. H. C. Waters ----- Head Coach
Miss E. Bowman ----- Sponsor of School Newspaper
Mrs. W. S. Cardwell ----- Preparation of pupil lunch
Miss Elaine Chafin ----- Secretary, Senior annual committee
Mrs. Yvonne Ferguson ----- Sponsor Student Council
Miss Edna E. Holmes ----- Cashier Lunch Room
Mrs. Amy P. Jordan ----- Senior Class Sponsor
Miss E. H. Jordan ----- Dramatics
Mrs. Pauline F. Weeden ----- Guidance

WHAT PROVISIONS ARE MADE FOR STUDENTS, TEACHERS, AND PARENTS
TO PARTICIPATE IN THE PLANNING AND OPERATION OF THE SCHOOL PROGRAM

Every effort is made to secure the participation of pupils, teachers, and parents in both the planning and the execution of school policies. In our school there are:

1. A democratically elected Student Council of 25 members. These students are nominated and elected by their fellow pupils in an annual election which parallels local elections in mechanics and timing, even to the extent of paying poll taxes (1¢). This group not only helps to carry out policies, but can and does initiate suggestions from the entire student body.
2. The P. T. A. is well organized and democratically operated. Many fine suggestions have come from this group.
3. The teachers meetings are of two types, regular and professional. We are proud of the democracy displayed in both types of meetings. There is no authoritarian control. Everybody participates in decisions. This technique is not easy to administer but it pays off in the long run, because people feel more responsible for affairs in which they have a hand than for something handed down to them.
4. There are many occasions when parents, teachers, and pupils will work together in groups and committees to reach joint decisions concerning the welfare of the school and the community.

PER.	9:08 I 10:03	10:05 II 11:00	11:02 III 11:57	12:30 IV 1:25	1:27 V 2:22	2:24 VI 3:19
4B	CHEM. II Clark R 203 17	CIV. II Mitch. R 303 29	PHYS. ED. Pinn-Har. Gym. 38-38		ENG. VIII E. Jor. R 307 24	FRENCH IV Irv. R 304 17
4A	CIV. I Mitch. R 303 28			ENG. VII E. Jor. R 307 27	FRENCH III Irv. R 101 25	CIV. I Mitch. R 303 20
		CHEM. I Clark R 203 25		CIV. I Mitch. R 303 22		ENG. VII E. Jor. R 307 24
3B	H. MAK. VI Holmes H.E.Cot. 14	PHYS. ED. Har. Gym. 49	ENG. VI Bow. R 307 27	U.S.HIST. II H. Ferg. R 302 21		GEOM. II A. Jor. R 204 21
		FRENCH II Irv. R 101 21	BIOL. II Ham. R 203 27	ENG. VI Bow. R 205 25	U.S.HIST. II H. Ferg. R 302 25	
3A	PHYS. ED. Pinn Gym. 40	H. MAK. V Holmes H.E.Cot. 10		ENG. V Obey R 202 23	BIOL. I Ham. R 203 22	U.S.HIST. I H. Ferg. R 302 20
	GEOM. I A. Jor. R 204 17		FRENCH I Irv. R 101 20	U.S.HIST. I Wom. R 201 23	ENG. V Bow. R 303 20	
	S. HAND I Chaf. R 103 18	U.S.HIST. I H. Ferg. R 302 25	TYP. III Chaf. R 103 23	BIOL. I Ham. R 203 28		ENG. V Bow. R 305 24
2B	ENG. IV Obey R 102 24	ALG. IV A. Jor. R 204 21	ART II Good. R D 19		H. MAK. IV Holmes H.E.Cot. 11	TYP. II Moul. R 103 23
	LATIN IV Lom. R 305 22	B. KEEP. II Chaf. R 103 19		PHYS. ED. Pinn-Har. Gym. 39-51	ENG. IV Obey R 306 22	MUSIC II John. R 206 18
2A	N. HIST. H. Ferg. R 302 24	ART I Good. R D 20	ENG. III Obey R 201 24		MUSIC I John. R 206 21	B. KEEP. I Chaf. R 306 22
	ART I Good. R D 23	SPEECH I E. Jor. R 307 26		CHORUS John. Aud. 55	TYP. I Moul. R 103 28	ENG. III Obey R D 21
	ENG. III Y. Ferg. R 206 26	LATIN III Lom. R 305 24	ALG. III A. Jor. R 204 24	TYP. I Moul. R 103 22	PHYS. ED. Pinn-Har. Gym. 39-59	H. MAK. III Holmes H.E.Cot. 13
1B	H. MAK. II Lang. H.E.Cot. 11	E.HIST. II Wom. R 201 22	LATIN I Lom. R 304 22	ENG. II Y. Ferg. R D 21	G.MATH. II Web. R 301 20	
	G. BUS. II Moul. R 304 19		G. SC. II Clark R 305 25		ENG. II Y. Ferg. R D 21	G. SC. II Ham. R 203 25
		ALG. II J. Card. 25	ENG. II Y. Ferg. 29	G. SC. II Clark 25		G.MATH. II Web. 17

PER.	I	II	III	IV	V	VI
1A	E.HIST. I H. Wat. R 301 25	G. SC. I Seay R 202 21	ENG. I D. Wat. R 302 29	G.MATH. I Web. R 301 21	ALG. I A. Jor. R 304 23	H.MAK. I Lang. H.E.Cot. 10
	G. SC. I Seay R 202 29	E.HIST. I H. Wat. R 304 21	G.MATH. I Web. R 301 20	ENG. I D. Wat. R 206 28	LATIN I Lom. R 305 21	G. SC. I Seay R 202 21
	ENG. I D. Wat. R 307 26	H. MAK. I Lang. H.E.Cot. 12	G. SC. I Seay R 202 20	H. MAK. I Lang. H.E.Cot. 14	ENG. I D. Wat. R 204 25	PHYS. ED. Pinn-Har. Gym. 50-71
	ALG. I J. Card. R 306 21	G. MATH. I Web. R 301 23	G. BUS. I Moul. R 303 31	LATIN I Lom. R 305 21	G. SC. I Seay R 202 21	ENG. I D. Wat. R 101 21
8B	EL.SC. II Wash. R 205 20	EL.SC. II Ham. R 102 22	GUID. H. Wat. H.E.Cot. 20	EL. MATH. II J. Card. R 306 23	GUID. Weed. H.E.Cot. 22	EL. ENG. II Wom. R 201 24
	EL. ENG. II Irv. R 101 24	EL. ENG. II John. R 206 27	EL. SC. II Wash. R 205 22	GUID. H. Wat. R 101 22	EL. ENG. II Wom. R 201 19	EL.MATH.II Wash. R 205 19
	EL. ENG.II Wom. R 201 27	EL. SC. II Wash. R 205 22	EL.MATH. II J. Card. R 306 22	GUID. Weed. H.E.Cot. 22	EL.MATH.II Wash. R 205 23	
STUDY HALL	HAMLETT JOHN. WEB. BOWMAN	OBEY MOUL. D. WAT.	H. FERG. E. JOR. WOM.	IRV. A. JOR. SEAY WASH.	CHAFIN MITCH. H. WAT. CLARK	J. CARD. Y. FERG. LOMAX
SHOP SUBJ.	VOCATIONAL AUTO SHOP - DAVIES --- 19 VOCATIONAL WOOD SHOP - WHITE --- 15 COMMERCIAL CLOTHING - EDLEY --- 13 COMMERCIAL FOODS - CARDWELL --- 10			VOCATIONAL AUTO SHOP --- 15 VOCATIONAL WOOD SHOP --- 17 COMMERCIAL CLOTHING --- 15 COMMERCIAL FOODS --- 14		

NOTES ON THE SCHEDULE

- I A tally should be kept of all assignments to classes. Wherever there is more than one section of a subject offered, the home room teacher should divide the pupils desiring that subject equally among these sections. In other words, if there are 25 pupils to be assigned to English I and there are 5 sections of English I offered, 5 pupils should be assigned to each section. If all Teachers follow this general principle there will be a minimum of unbalanced classes.
- II It will be noted that all classes offered at the 4th. period are also offered at some other period in the schedule. This is planned in order to give the Chorus a period of practice each day. THE MEMBERS OF THE CHORUS FROM EACH HOME ROOM MUST BE ASSIGNED THEIR CLASSES FIRST, BEFORE OTHER PUPILS ARE CONSIDERED.
- III Assignments for Physical Education and Study Hall should be written on the schedule cards. There is no Physical Ed. class for girls at the 1st. period, and none for boys at the 2nd. period.
- IV ALL SCHEDULE CARDS SHOULD BE WRITTEN IN INK.

REVISED SEPTEMBER 1950

ACADEMIC	<u>FIRST YEAR</u>	GENERAL	
English	1	English	1
Algebra	1	Mathematics	1
General Science	1	General Science	1
Latin	<u>1</u>	(Choose 1 below)	
Total	4	European History	1
		Home Making	1
		Latin	1
		General Science	<u>1</u>
		Total	4

<u>SECOND YEAR</u>			
English	1	English	1
Algebra	1	(Choose 3 below)	
Latin	1	Algebra	1
(Choose 1 below)		Negro History	$\frac{1}{2}$
Negro History	$\frac{1}{2}$	European History	$\frac{1}{2}$ or 1
European History	$\frac{1}{2}$ or 1	Latin	1
Music	or 1	Radio	$\frac{1}{2}$ or 1
Speech	or 1	Music	or 1
Radio	or 1	Speech	or 1
Biology	1	Home Making	1
Home Making	1	Bookkeeping	1
Art	<u>1</u>	Typing	1
Total	4	Shop	<u>2</u>
		Total	4

<u>THIRD YEAR</u>			
English	1	English	1
U. S. History	1	U. S. History	1
French	1	(Choose 2 below)	
Geometry	<u>1</u>	French	1
Total	4	Geometry	1
		Biology	1
		Music	1
		Speech	1
		Radio	1
		Homemaking	1
		Shorthand	1
		Typing	1
		Shop	<u>2</u>
		Total	4

<u>FOURTH YEAR</u>			
English	1	English	1
Civics	1	Civics	1
French	1	(Choose 2 below)	
Chemistry	<u>1</u>	French	1
Total	4	Chemistry	1
		Art	1
		Homemaking	1
		Shorthand	1
		Office Training	$\frac{1}{2}$
		Commercial Law	$\frac{1}{2}$
		Shop	<u>2</u>
		Total	4

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FIRST YEAR

TRADE SHOP

English	1
Mathematics	1
General Science	1
Homemaking (All girls)	1
Total	4

HOMEMAKING

English	1
Mathematics	1
General Science	1
Home making	1
Total	4

BUSINESS

English	1
General Mathematics ...	1
General Business	1
General Science	1
Total	4

SECOND YEAR

English	1
Auto Shop	2
Clothing Shop	2
Food Shop	2
Wood Shop	2
(Choose 1 below)	
Negro History	1/2
European History . 1/2 or 1	
Algebra	1
Latin	1
Biology	1
Speech	1/2 or 1
Art	1
Total	4

English	1
Homemaking	1
(Choose 2 below)	
Negro History	1/2
European History 1/2 or 1	
Algebra	1
Latin	1
Biology	1
Bookkeeping	1
Typing	1
Total	4

English	1
Bookkeeping	1
Typing	1
(Choose 1 below)	
Negro History	1/2
Algebra	1
European History	1/2
Radio	1
Music	1
Speech	1/2 or 1
Homemaking	1
Art	1
Biology	1
Total	4

THIRD YEAR

English	1
United States History. 1	
Auto Shop	2
Clothing Shop	2
Food Shop	2
Wood Shop	2
Divers. Shop	2
Total	4

English	1
United States History 1	
Homemaking	1
(Choose 1 below)	
European History	1
Latin	1
French	1
Geometry	1
Biology	1
Shorthand	1
Typing	1
Total	4

English	1
U. S. History	1
Shorthand	1
Typing	1
Total	4

FOURTH YEAR

English	1
Civics	1
Auto Shop	2
Clothing Shop	2
Food Shop	2
Wood Shop	2
Divers. Shop	2
Total	4

English	1
Civics	1
Art	1
(Choose 1 below)	
French	1
Latin	1
Chemistry	1
Music	1
Speech	1
Shorthand	1
Office Training	1
Commercial Law	1/2
Total	4

English	1
Civics	1
Shorthand	1
Office Training	1/2
Commercial Law	1/2
Total	4