

D

THE SOUTHERN ASSOCIATION OF COLLEGES AND SECONDARY SCHOOLS

REPORT of the Dunbar High (Public) School
Located at P.O. Lynchburg State of Virginia
For the year beginning September 1, 1958
Superintendent Dr. Paul M. Munro Principal C. W. Seay

It is suggested that Form A be studied carefully before the application blanks are filled out. This report should be the work of the entire faculty and not just that of the principal.

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 purpose. (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, moral, 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 Yes [X] No
2. Suitable to this school with the following modification(s)

GENERAL INFORMATION

- 1. Is the secondary school organized as (check):
a. A 3-year school (grades 10-11-12)
b. A 4-year school (grades 9-10-11-12)
c. A 3-year school (grades 7-8-9)
d. A 5-year school (grades 8-9-10-11-12) [X]
e. A 6-year school (grades 7-8-9-10-11-12)
f. A 2-year school (grades 7-8 or 8-9)

Table with 4 columns: Enrollment of your secondary school October 1, 1958, Boys, Girls, Total. Rows include 7th grade through 12th grade and Total secondary school enrollment.

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

Table with 8 columns: Drop-outs* 1957-58, Preceding Year, Graduates, Number of Graduates Preceding Year Who Entered: College, Business School, Nursing School, Technical School, Senior H. School, Gainfully Employed. Rows for Boys, Girls, Total.

*Drop-outs are defined as those stopping formal schooling the preceding reporting year. Do not include transfers to other schools. Give figures for a calendar year, e-g., October 1-October 1.

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. a. List the vocation of each member of the local governing board of your school system.
- (1) Business (2) Physician (3) Lawyer (4) Housewife
 (5) Business (6) Housewife (7) Business (8) Business

How does the school secure the assistance of its community or constituency in formulating its policies? (Use separate sheet if necessary.) School Board meetings are open to any citizen or group; surveys are made and opinions sought by the Board on policies.

Are accurate minutes kept of each meeting of the board? Yes Are its policies clearly recorded in the minutes? Yes

Has the board officially approved the statement of objectives and policies of the secondary school? Yes

- b. Principle A, Standard 1, sec. b., "The board's policies shall be such as will assure . . ." Give evidence that this standard is being met. School Board policies are written and available to every teacher. Promotion is from within ranks wherever possible. A written salary scale is followed.

- c. List the major responsibilities delegated to the principal by the superintendent. (Private schools may omit):
Organization, scheduling, supervision, discipline, curriculum, reporting, assisting with selection and retention of personnel.

- d. Are all the school's interscholastic activities completely under the control (as defined in the standards) of the administrative head (principal, headmaster) of this school? Yes X No If answer is "no," explain:

2.-3.-4 What provisions are made for students, teachers, and parents to participate in the planning and operation of the school program? (Use separate sheet.)

To what extent do groups listed have a voice in making decisions concerning the following: (Use 3 point scale —Much, X; Some, Y; None, Z.)

GROUPS	DEVELOPING COURSES OF STUDY	SELECTION OF TEXTBOOKS	ARRANGING SCHOOL'S SCHEDULE	FORMULATING SCHOOL'S OBJECTIVES
Pupils	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Teachers	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
Dept. Head	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
Principal	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
Supt. or Asst. Supt.	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
Parents	<u>X</u>	<u>Y</u>	<u>Y</u>	<u>X</u>
Board of Education	<u>X</u>	<u>X</u>	<u>Y</u>	<u>X</u>

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.

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:

(Use separate pages where necessary)

1. a. List the means (surveys, inventories, conferences, diagnostic tests, etc.) used to determine the educational needs of those served by your school. Conferences with parents, teachers, pupils; tests; observation; college reports on graduates; surveys; questionnaires; interviews.
- b. What educational needs have been revealed by these means? Citizenship training; training for family life; sex education; health and physical fitness; vocational skills; use of leisure; self expression, ethical values; fundamental tools of learning.
2. a. Describe the program alterations (made, contemplated) in regard to these educational needs. New courses added -- Physics, Solid Geometry, Trigonometry; Physical Education program revised; rental book system adopted; remedial reading program strengthened.
- b. **Attach copy of Program of Studies in your school.** (Not your schedule.)
3. What provisions are made for initiating, directing, and evaluating special interest activities? The Student Council has general jurisdiction. They issue charters when requirements are met. Every special interest activity has one or more teacher sponsors.
4. a. What staff member(s) provide(s) guidance services? Principal, Ass't. Principal, two Counselors.
- b. How much time, free from other activities, is provided for:
 - (1) Group guidance? 1 period daily
 - (2) Individual guidance? 7 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 persons; cooperation of public
 - (2) Unsatisfactory? None
5. In what ways does your school describe, record and report pupil growth and accomplishment? We use a cumulative record folder which follows pupil for entire time he is enrolled in local schools.
6. a. Check the areas for which accurate records are kept: (1) academic ; (2) athletic (3) financial ; (4) guidance ; (5) pupil ; (6) staff personnel .
- b. Are they properly safeguarded? Yes
7. Indicate which of the following duties are performed by the librarian(s): Acquisition of library materials ; instruction in the library's organization ; use ; and services ; planning with teachers the use of the library in the instructional program ; others Assistance to Community which has no library.

PRINCIPLE C: Community resources (agencies, organization, 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? Health Clinic, Y.M. and Y.W.C.A.s, Churches, Playgrounds, Stadium, Armory, Mental Hygiene Center, Speech Clinic, Virginia Employment Service.
2. Indicate which of the community resources listed above:
 - a. Are now in use All are now in use.
 - b. Will be used as soon as is practicable Most of the City playgrounds are located on school grounds. They are operated in the Summer by the Recreation Department and at other times of the year by the Schools and the Recreation Department jointly.
 - c. Select one of the resources listed in 1 above which has been of most value to your school and describe the arrangements by which its use has been accomplished. The City Stadium is used for all interscholastic football games and Track meets. A modest fee is charged for Rental and Upkeep.

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. a. **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 each pupils in each class period**; and total number taught each day.
- b. Number of minutes devoted weekly to each subject in the following fields: general science...275....; other natural sciences...275....; vocational subjects...825....; academic subjects...275....; physical education...275....; typing...275....
- c. How many hours per day is the librarian available to students?...6.....
2. a. Is time provided in the school program for pupils' recreational (exclusive of physical education) and voluntary activities?...Yes.....
- b. Number of teachers having an unassigned period each day...32.....
- c. Number of pupils in senior high school carrying: 5 units...5....; more than 5 units...0.....
3. Number of days school actually in session last year...181....; Anticipated this year...181.....
4. Describe in detail regulations governing the operation of summer school. (See separate sheet.) Pupils may earn a maximum of one unit; They must be recommended by subject-matter teachers; each subject taught two and one half hours per day for thirty-two days; same standards as regular school.
5. List opportunities provided for school activities during the summer. Physical activities, Band, School Newspaper, Library

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. Degree held by principal (headmaster)...M.A...... Years of experience in education...33.....
2. a. Names of teachers in this school not holding degrees from approved colleges...None.....
- b. Names of teachers not having a minimum of 12 hours of professional study...None.....
3. a. Give the number of secretarial, clerical, or other **non-professional paid personnel** assigned to the following offices and departments of the school: (1) Principal's office...2....; (2) library...; (3) lunch room...4....; (4) health department...1....; (5) maintenance of buildings and grounds...7....; (6) others.....
- b. Give the number of teachers who work in: (1) Principal's office...2....; (2) library...1....
- c. Give the number of students who work in: (1) Principal's office...12....; (2) library...12....
- d. Total number of high-school teachers, including principal, librarian and counselors...37.....
4. How many semester hours of credit in library science has the librarian?...48.....

REVISED SEPTEMBER 1957

ACADEMIC

BUSINESS

FIRST YEAR

English 1
 Algebra, Elementary 1
 General Science 1
 Latin 1

English 1
 Algebra, Elementary 1
 General Business 1
 General Science 1

Total 4

Total 4

SECOND YEAR

English 1
 Algebra, Intermediate 1
 Latin 1

English 1
 Bookkeeping 1
 Typing 1
 Mathematics 1

(Choose 1 below)

World History $\frac{1}{2}$ or 1
 Negro History $\frac{1}{2}$
 Biology 1
 Home Making 1
 Art 1

Total 4

Total 4

THIRD YEAR

A

B

English 1
 U. S. History 1
 Physics 1
 Plane Geometry 1

English 1
 U. S. History 1
 French 1
 Plane Geometry 1

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

Total 4

Total 4

Total 4

FOURTH YEAR

English 1
 Government 1
 Solid Geometry $\frac{1}{2}$
 Trigonometry $\frac{1}{2}$
 Chemistry 1

English 1
 Government 1
 French 1
 Chemistry 1

English 1
 Government 1
 Shorthand 1
 Office Training $\frac{1}{2}$
 Commercial Law $\frac{1}{2}$

Total 4

Total 4

Total 4

REVISED SEPTEMBER 1957

TRADE SHOP

HOMEMAKING

FIRST YEAR

English	1
Mathematics	1
General Science	1
World History (all boys)	1
Homemaking (all girls)	1
Total	4

English	1
Mathematics	1
General Science	1
Homemaking	1
Total	4

SECOND YEAR

English	1
Auto Shop	2
Clothing Shop	2
Wood Shop	2
(Choose 1 below)	
World History	$\frac{1}{2}$ or 1
Negro History	$\frac{1}{2}$
Algebra	1
Latin	1
Biology	1
Art	1
Total	4

English	1
Homemaking	1
(Choose 2 below)	
World History	$\frac{1}{2}$ or $\frac{1}{2}$
Negro History	$\frac{1}{2}$
Algebra	1
Latin	1
Biology	1
Bookkeeping	1
Typing	1
Total	4

THIRD YEAR

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

English	1
United States History	1
Homemaking	1
(Choose 1 below)	
World History	1
Latin	1
French	1
Algebra	1
Geometry	1
Physics	1
Biology	1
Typing	1
Total	4

FOURTH YEAR

English	1
Government	1
Auto Shop	2
Wood Shop	2
Clothing Shop	2
Total	4

English	1
Government	1
Art	1
(Choose 1 below)	
French	1
Latin	1
Physics	1
Chemistry	1
Algebra	1
Office Training	$\frac{1}{2}$
Commercial Law	$\frac{1}{2}$

Total 4

SCHEDULE

DUNBAR HIGH SCHOOL

1958 - 1959

PER.	9:00-9:55 1	9:55-10:50 2	10:50-11:45 3	11:48- Recess 12:25	12:30-1:25 4	1:25-2:20 5	2:20-3:15 6
Grade 12th	1 ENG. IV Jordan R 307 22	FRENCH II Irvine R 306 20	CHEM. I J. Lewis R 203 16		ENG. IV Jordan R 307 22		GOV. I Mitchell R 303 22
	2 GOV. I Mitchell R 303 26	ENG. IV Jordan R 307 22	BUS. MCHS. BUS. LAW E. Watson R 102 22		S.HAND II E. Watson R 101 18	GOV. I Mitchell R 303 22	PHYS. ED. Gym.
	3 CHORUS McCoy Ch. Room 33	GOV. I Mitchell R 303 24			S.GEOM. I TRIG. I Cardwell R 302 15	ENG. IV Jordan R 307 21	CHEM. I Clark R 11 15
Grade 11th	1 U.S.HIST.I H. Ferg. R 301 23	P.GEOM. I Cardwell R 302 21	PHYS. ED. Gym.		FRENCH I Irvine R 305 22		ENG. III H. Watson R 12 20
	2 TYP. II Thorn. R 100 21	S.HAND I E. Watson R 101 18	ENG. III Harris R 204 24		PHYS. ED. Gym.	U.S.HIST.I Womack R 15 20	H.MAK. III Holmes 17 H.E. Cot.
	3 ENG. III Harris R 204 25	U.S.HIST.I Womack R 15 29	PHYSICS I Washington R 4 16			P.GEOM. I Cardwell R 302 22	U.S.HIST.I Womack R 15 23
	4 S.HAND I E. Watson R 101 17	ENG. III Harris R 204 22	U.S.HIST.I Womack R 15 23		ENG. III Harris R 204 29	PHYS. ED. Gym.	TYP. II Thornhill R 100 21
Grade 10th	1 LATIN II Lomax R 14 25	PHYS. ED. Gym.	ENG. II Obey R 305 20		ALG. II Washington R 4 20	BIOL. I J. Lewis R 203 23	ALG. II Cardwell R 302 28
	2 ENG. II Obey R 305 23	BIOL. I J. Lewis R 203 23	ALG. II Cardwell R 302 25		LATIN II Lomax R 14 28	ENG. II H. Watson R 12 26	BIOL. I J. Lewis R 203 22
	3 PHYS. ED. Gym.	W.HIST.II N.HIST. I H. Ferg. R 301 20	TYP. I Robinson R 100 22		B.KEEP. I Thornhill R 206 23	ENG. II Obey R 305 22	ART I Rumper Art Room 21
	4 BAND 45 Russell Band Room	B.KEEP. I Thornhill R 206 25			ENG. II Obey R 305 26	TYP. I Robinson R 100 21	H.MAK. II Holmes 17 H. E. Cot.
SHOP SUBJ.	VOCATIONAL AUTO SHOP ----- 15 VOCATIONAL WOOD SHOP ----- 15 COMMERCIAL CLOTHING SHOP --- 14			Brooks White Edley	VOCATIONAL AUTO SHOP ----- 17 VOCATIONAL WOOD SHOP ----- 19 COMMERCIAL CLOTHING SHOP ----- 18		

SCHEDULE

DUNBAR HIGH SCHOOL

1958 - 1959

PER.	9:00-9:55 1	9:55-10:50 2	10:50-11:45 3	11:48 Recess 12:25	12:30-1:25 4	1:25-2:20 5	2:20-3:15 6
9th Grade	1 ALG. I Washington R 4 29	G.SCI. I G. Lewis R 6 27	ENG. I H. Watson R 12 21		G.MATH. I Person R 2 28	ALG. I Washington R 4 29	LATIN I Lomax R 14 26
	2 E.HIST. I Waters R 15 21	G. SCI. I Clark R 11 27	G.MATH. I Early R 13 28		E.HIST. I Womack R 15 24	ENG. I McCoy R 5 23	ENG. I Obey R 305 20
	3 ENG. I H. Watson R 12 20	ALG. I Washington R 4 29	G.SCI. I Clark R 11 25		G.MATH. I H. Ferg. R 301 28	LATIN I Lomax R 14 27	ENG. I McCoy R 5 20
	4 G.BUS. I Robinson R 103 24	ENG. I H. Watson R 12 22	G.MATH. I H. Ferg. R 301 26		G.SCI. I Clark R 11 26	H.MAK. I Holmes 22 H. E. Cot. 27	G.BUS. I Robinson R 103 27
	5 G.SCI. I J. Lewis R 203 22	ALG. I Early R 13 26			ENG. I McCoy R 5 21	G.SCI. I Clark R 11 26	H.MAK. I Langhorne H. E. Cot. 23
PHYS. ED.	(2) Pinn - 24 Graham - 33	(2) Pinn -- 35 Goins - 37	(3) Pinn -- 40 Goins - 32 Graham 35		(3) Skinner 40 Goins - 27 Graham - 39	(4) Pinn - 33 Skinner 40 Goins - 33 Graham - 40	(4) Pinn - 34 Skinner 40 Goins - 38 Graham - 40
STUDY HALL	Cardwell Irvine Womack	Lomax Obey Robinson	Jordan McCoy Mitchell		Early J. Lewis H. Watson	G. Lewis Thornhill Waters	H. Ferg. Y. Ferg. Washington

PER.	9:00-9:55 1	9:55-10:50 2	10:50-11:45 3	11:48-12:25 Recess 12:25	12:30-1:25 4	1:25-2:20 5	2:20-3:15 6
E I G H T H G R A D E	1 EL. HIST. Weeden R 8 23 EL. H. MAK. Hol. 24 Lang. H. E. Cot. 21	EL. SCI. Skinner R 1	EL. ARITH. Thornhill R 206		PHYS. ED. Gym.	EL. ENG. Y. Ferg. R 10	STUDY HALL
	2 STUDY HALL	EL. HIST. Waters R 8 23 EL. H. MAK. Holmes 20 H. E. Cot.	EL. ENG. Irvine R 306		PHYS. ED. Gym.	EL. ARITH. Person R 2	EL. SCI. Seay R 8
	3 EL. ENG. Y. Ferg. R 10 21	BAND --- 23 CHORUS - 48 STUDY HALL	EL. HIST. Waters R 1 22 EL. H. MAK. Langhorne H. E. Cot.		PHYS. ED. Gym.	EL. SCI. Seay R 8	EL. ARITH. Early R 13
	4 EL. ARITH. Early R 13 24	BAND -- 23 CHORUS - 48 STUDY HALL	EL. ENG. Y. Ferg. R 10 25		EL. HIST. Waters R 6 22 EL. H. MAK. Langhorne H. E. Cot. 23	PHYS. ED. Gym.	EL. SCI. G. Lewis R 6
	5 EL. SCI. G. Lewis R 6 21	BAND -- 23 CHORUS - 48 STUDY HALL	EL. ARITH. Person R 2 21		EL. HIST. Waters R 6 22 EL. H. MAK. Langhorne H. E. Cot. 23	PHYS. ED. Irvine R 306 21	PHYS. ED. Gym.
	6 EL. SCI. Skinner R 1 23	BAND -- 23 CHORUS - 48 STUDY HALL	EL. HIST. Waters R 1 22 EL. H. MAK. Langhorne H. E. Cot.		EL. ENG. Y. Ferg. R 10 23	EL. ARITH. Early R 13 22	PHYS. ED. Gym.
	7 STUDY HALL	EL. HIST. Waters R 8 23 EL. H. MAK. Holmes 20 H. E. Cot.	EL. SCI. G. Lewis R 6 23		EL. ARITH. Robinson R 103 23	PHYS. ED. Gym.	EL. ENG. Irvine R 306 23
	8 EL. HIST. Weeden R 8 23 EL. H. MAK. Hol. 24 Lang. H. E. Cot. 21	EL. ENG. Y. Ferg. R 10 22	STUDY HALL		EL. SCI. Seay R 8 21	PHYS. ED. Gym.	EL. ARITH. Person R 2 21
	9 EL. HIST. Weeden R 8 23 EL. H. MAK. Hol. 24 Lang. H. E. Cot. 21	EL. ARITH. Person R 2 24	EL. ENG. Lomax R 14 24		EL. SCI. G. Lewis R 6 24	STUDY HALL	PHYS. ED. Gym.

SPECIAL ASSIGNMENTS

Dunbar High School

Lynchburg, Virginia

Mr. H. S. Ferguson ----- Chairman, Senior Class Sponsors
Mr. J. L. Mitchell ----- Director of Athletics
Mr. H. C. Waters ----- Head Coach

Mrs. M. W. Harris ----- Sponsor of School Newspaper
Miss E. E. Holmes ----- Evening Class in Homemaking
Miss E. H. Jordan ----- Director of Dramatics
Mrs. C. P. Langhorne ----- Evening Class in Homemaking
Mrs. C. M. Seay ----- Guidance Counsellor
Mrs. E. C. Watson ----- Sponsor of Yearbook
Mrs. P. F. Weeden ----- Ass't. Principal & Coordinator of Guidance

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

NAME	College attended and degree received	No. semester hours 'Professional Education'	Subject fields qualified to teach	Subjects Now Teaching	Teaching Exp.		No. Pupils Taught Daily	Things done last year for professional improvement
					This Sch. Yrs.	Oth. Sch. Yrs.		
Munro, Paul. M.	Columbia Univ. Ed. D.	70	English Sec. Education Administration	Supt.	13	30		Attended State and National Ed. Conferences
Seay, C. W.	Columbia Univ. M. A.	54	French Science Education	Prin.	26	7		Attended State and National Ed. Conferences
Brooks, George N.	St. Paul B. S.	20	Auto Mechanics	Auto Mech.	1	5	96	
Cardwell, John J.	N. C. State B.S. - M.A.	25	Mathematics	Math.	8	0	111	Attended Math. Institute
Clark, Willie E.	Shaw Univ. B. S.	21	G. Science Chemistry	G. Sci. Chem.	6	0	119	Attended Science Insti.
Ferguson, Harry S.	Va. State College M. A.	36	History Mathematics	History Math.	13	16	97	
Lewis, Johnny F.	Talladega A. B.	14	Biol. Chem. G. Sci.	Biol. Chem. G. Sci.	0	1	106	Attended Summer School
Mitchell, J. L.	Va. State College M. A.	44	History Soc. Sci.	History	31	3	94	
Pinn, Carl F.	W. Va. State B. S.	20	Phys. Ed. G. Sci.	Phys. Ed.	16	7	166	
Robinson, Rudolph S.	St. Paul B. S.	18	Business Subjects	Business Subjects	0	0	117	

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 all staff members.

See Standards, page 7, Form A.

Remarks by State Committee:

- | | (LENGTH OF PERIOD) | TOTAL |
|---|--|----------|
| 1. a. Number of teachers teaching daily: | | |
| Fewer than five periods | 55 minutes | 10 |
| Five periods | 55 minutes | 23 |
| Six periods | 55 minutes | 3 (shop) |
| More than six periods | 55 minutes | 0 |
| b. Number teachers teaching weekly: | | |
| 750 pupil-periods, or fewer (academic subjects) | 55 minutes | 33 |
| More than 750 pupil-periods (academic subjects) | 55 minutes | 0 |
| c. Pupil-teacher ratio, that is, total enrollment divided by the total number of teachers (Number given in Principle E, 3d)..... | | 19.33 |
| d. Number of classes with more than 40 enrolled..... | | 0 |
| e. Number of teachers occupied more than 35 school periods per week..... | | 0 |
| f. Number periods superintendent teaches per week..... | | 0 |
| g. Number periods principal teaches per week..... | | 0 |
| h. State the school's practice in regard to assigning teachers extra-class or extra-school day responsibilities associated with study hall, school paper, athletics, student plays, literary societies, dormitory supervision, etc. | It is the practice to correspondingly reduce other duties. In a few cases extra compensation is given. | |
| i. What are the provisions for teachers' tenure in your school or state?..... | None | |
| j. Is a retirement system operative?..... | Yes | |
| k. What provision is made for sick leave?..... | 10 days first year; 5 days added each successive year; if not used, cumulative to maximum of 60 days. | |
| 2. Indicate how the school encourages professional growth of staff members..... | Through regularly scheduled "Professional Faculty Meetings." | |
| 3. Supply list of all faculty members, showing annual salary of each one. | | |

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:

- School Grounds**
 - Number of acres.....15
 - Is the playground equipment adequate in quantity and suitable in type for an effective program of recreation and physical education?.....Yes
 - Are grounds landscaped?.....Yes
 - Are grounds kept clean and attractive?.....Yes
- School Buildings**
 - Are the buildings suitable in size and design to meet the needs of your present program?.....Yes If the answer is "no," explain.....
 - Are the buildings designed to facilitate expansion or adjustment to a changing program?.....Yes
 - Do the buildings include provision for: pupil lockers?.....Yes custodian's room?.....Yes storage?.....Yes space for school supplies?.....Yes safe storage for permanent records?.....Yes
 - Are suitable provisions made for multiple use of rooms and floor space?.....Yes
 - Are the classrooms adequate in number to meet the needs of the school's program?.....Yes suitable in size and design?.....Yes
 - Is the office of the principal conveniently located?.....Yes large enough and suitable in design for this purpose?.....Yes
 - Number and kinds of additional classrooms needed.....None

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

NAME	College attended and degree received	No. semester hours 'Professional Education'	Subject fields qualified to teach	Subjects Now Teaching	Teaching Exp.		No. Pupils Taught Daily	Things done last year for professional improvement
					This Sch. Yrs.	Oth. Sch. Yrs.		
Rumper, Charles A.	Va. State College B. S.	18	Fine Arts	Art	1	0	21	
Russell, Joseph L.	N. C. State College B. A.	20	Music	Band	0	0	68	
Skinner, Eugene W.	Va. Union Univ. B. S.	12	Gen. Science Phys. Ed.	G.Sci. Phys. Ed.	0	0	166	Attended Summer School
Thornhill, Allen F.	Columbia Univ. M. A.	57	Business Subjects	Bus. Subj.	5	3	112	
Washington, Odell M.	Ohio State Univ. M. A.	60	Science Mathematics	Physics Alg.	20	13	123	
Waters, Harry C.	Columbia Univ. M. A.	21	Soc. Science	Soc. Sci.	9	0	88	
Watson, Herbert R.	N. Y. Univ. M. A.	46	English	English	0	6	109	
White, Norvell O.	Hampton Inst. B. S.	20	Ind. Ed.	Wood Shop	33	0	101	
Coleman, Ann M.	Bennett College B. A.	24	Music English	Music English	0	0	145	
Early, Jacqueline H.	Fisk Univ. A. B.	25	Mathematics	Math.	3	3	122	Attended Summer School

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

NAME	College attended and degree received	No. semester hours 'Professional Education'	Subject fields qualified to teach	Subjects Now Teaching	Teaching Exp.		No. Pupils Taught Daily	Things done last year for professional improvement
					This Sch. Yrs.	Oth. Sch. Yrs.		
Edley, Blanche W.	St. Paul B. S.	14	Industrial Ed. Dressmaking	Com. Clothing	9	1	96	Attended Summer School
Fain, Susan E.	Atlanta Univ. M. A.	46	Library Science	Librarian	12	3		
Ferguson, Yvonne T.	Columbia Univ. M. A.	44	English Soc. Sci.	English	8	5	114	
Goins, Margie L.	Hampton Inst. B. S.	24	Biology Phys. Ed.	Phys. Ed.	0	6	167	Attended Summer School
Graham, Dorothy E.	N. C. State B. S.	25	Phys. Ed. Soc. Sci.	Phys. Ed.	1	2	187	
Harris, Maggie W.	Va. State College B. S.	12	English French	Eng.	12	4	100	
Holmes, Edna E.	Ohio State M. A.	63	Home Ec. G. Sci.	Home Making	20	5	83	
Irvine, Jeannette E.	Howard Univ. M. A.	30	French English	French English	9	9	107	
Jordan, Elizabeth H.	Columbia Univ. M. A.	20	English History	English	15	17	87	
Langhorne, Carolyn P.	Hampton Inst. B. S.	17	Home Ec. Biol.	Home Making	8	0	89	Attended Summer school

DUNBAR HIGH SCHOOL

Lynchburg, Virginia

Faculty Salaries

Seay, C. W. ✓	-----	\$ 7500.00
Brooks, George N.	-----	3700.00
Cardwell, John ✓ J.	-----	4555.00
Clark, W. E.	-----	4200.00
Ferguson, Harry S. ✓	-----	4800.00
Lewis, Johnny F.	-----	3400.00
Mitchell, John L.	-----	5040.00
Pinn, Carl F.	-----	4600.00
Robinson, Rudolph S.	-----	3300.00
✓ Rumper, Charles A.	-----	3800.00 ✓
✓ Russell, Joseph L.	-----	4000.00 ✓
Skinner, Eugene W.	-----	3500.00
Thornhill, Allen F.	-----	4400.00
Washington, Odell M.	-----	4800.00
Waters, Harry C.	-----	5520.00
Watson, Herbert R.	-----	4000.00
White, Norvell O.	-----	4600.00
Coleman, Ann M.	-----	3300.00
Early, Jacqueline H.	-----	4000.00
Edley, Blanche W.	-----	4200.00
Fain, Susan E.	-----	4800.00
Ferguson, Yvonne T.	-----	4800.00
Goins, Margie L.	-----	3700.00
Graham, Dorothy E.	-----	3600.00
Harris, Maggie W.	-----	4720.00
Holmes, Edna E.	-----	4800.00
Irvine, Jeannette E.	-----	4800.00
Jordan, Elizabeth H.	-----	4800.00
Langhorne, Carolyn P.	-----	4200.00
Lewis, Gloria H.	-----	3500.00
Lomax, Dorothy D.	-----	4600.00
Obey, Dorothy L.	-----	4200.00
Person, Esther G.	-----	4600.00
Seay, Clara M.	-----	4600.00
Watson, Elaine C.	-----	4400.00
Weeden, Pauline F.	-----	5100.00
Womack, Fannie S.	-----	4800.00

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.).....

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?..... Yes 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 in 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 sufficient to meet the needs of the school?..... Yes located in attractive, well-lighted, and well-ventilated rooms?..... Yes

h. Is the building kept clean and attractive?..... Yes i. Is the heating system adequate?..... Yes

4. a. Are suitable laboratory rooms, adequately equipped, provided for: general science?..... Yes biology?..... Yes chemistry?..... Yes physics..... Yes homemaking?..... Yes arts and crafts?..... Yes

b. Are shops with satisfactory equipment provided for: woodwork?..... Yes metal work?..... Yes industrial arts?..... Yes Auto Shop Yes agriculture? Yes

c. Are rooms of suitable size with proper lighting and ventilation provided for: music?..... Yes art?..... Yes reading?..... Yes d. Are arrangements adequate for the satisfactory use of audio-visual materials?..... Yes

e. Do you have a school cafeteria?..... Yes Are its equipment and services adequate?..... Yes What rating is given the cafeteria by the state or city department of health?..... Good f. Do you have a gymnasium?..... Yes

Give floor dimensions..... 75 x 105

5. Library

a. Give dimensions of reading room(s)..... 60 x 100 b. Is the library readily accessible to all pupils?..... Yes

c. Is the library equipped with tables and chairs suitable for library purposes?..... Yes

6. 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 cabinets..... X....., duplicator..... X....., intercommunication system..... X....., electric clock and bell system..... X....., other..... Mimeograph..... 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.....

c. Indicate the number of the following kinds of classrooms that are equipped with movable desks and/or chairs: English..... All....., social studies..... All....., mathematics..... All....., foreign languages..... All....., homemaking..... All....., agriculture..... All....., music..... All....., art..... All....., other.....

d. Check if you have the following: motion picture machines..... X....., satisfactory provision for securing films..... X....., slide projector..... 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..... X....., history..... X....., social studies..... X..... e. Are the shops equipped with: work benches?..... Yes..... hand tools?..... Yes..... power tools?..... Yes..... adjustable lighting?..... Yes..... f. Does each classroom have sufficient and suitable cabinet and bulletin board space?..... Yes..... g. What necessary equipment is needed for your school program?..... None.....

7-8. a. Number of usable library books in each of these classifications: reference..... 101....., general works..... 231....., philosophy..... 138....., religion..... 137....., social science..... 291....., language..... 75....., natural science..... 377....., useful arts..... 376....., fine arts..... 299....., literature..... 566....., geography..... 180....., history..... 200....., biography..... 100....., fiction..... 700..... Total number of books..... 3771..... b. Number of daily newspapers..... 2..... weekly newspapers..... 2..... periodicals suitable for high school pupils..... 57....., periodicals suitable for teachers..... 10.....

8.

c. Are the bookshelves adequate for present needs and suitable for library use? Yes..... d. Do you have: loan desk? Yes..... magazine rack? Yes..... bulletin boards? Yes? catalog cases? Yes..... typewriter? Yes..... Which of these are inadequate or unsatisfactory? None..... e. Is there a satisfactory work room? Yes.....

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 8, Form A.

Remarks by State Committee:

1. a. What is the average per pupil financial support (current operating expense) available to this school for the current year? \$ 239.00 b. Is this adequate? Yes..... c. What salary is paid to the administrative head (principal, headmaster, etc.) of this school? \$ 7500. d. What amount is provided the administrative head (principal, headmaster, etc.) for expenses of travel? \$ As needed e. What is the average salary of teachers? \$4495. f. What is the range of salaries of teachers? Lowest \$3300. Highest \$5520.

2. a. Are accurate records kept of receipts and disbursements of funds received from, or used for, such activities as: cafeteria? Yes..... athletic contests? Yes..... school publications? Yes..... school plays, festivals, or carnivals? Yes..... others? Yes..... b. Does the board of education, board of trustees, etc., make provision for regular audits of these funds? Yes..... c. List type and amount of all fees (matriculation, incidental, student activity, etc.) charged by school Supply \$1.00 per year; Activity \$1.00 per year; towel \$2.00 per year; Rental books \$5.00 per year.

3. a. How many major fund raising school activities (such as carnivals, plays, tag day, etc.), exclusive of scheduled athletic contests, were conducted last year? 2..... b. What amount of the school's total income was expended last year for: athletic equipment and supplies? \$500. instructional materials for science? \$2000. homemaking? \$700. agriculture?..... industrial arts?..... general shop?..... physical education? \$5000. distributive education?..... commercial? \$2000. trades and industrial education? \$1000.

4. Total number (gross) of pupils enrolled in school last year 625.....; net enrollment at close of school year.....; average attendance last year 547..... b. What amount was spent for library materials last year? \$ 1000...... c. What amount will be spent this year for library materials? \$ 1000.

DEFICIENCIES, SUPERIORITIES, AND IMPROVEMENTS
(Use separate sheet if necessary)

1. Standards which this school does not meet satisfactorily at present.....

2. Areas in which this school shows superiority that should be regarded as compensation for the deficiency or deficiencies listed above.....

3. Basic improvements made since the report was submitted last year (use separate sheet).

(Signed) C. W. Seay....., Principal

(Signed)....., Superintendent