

The Southern Association of Colleges and Secondary Schools

To the Principal or Superintendent:

This blank is spaced for the use of a standard typewriter, and the report should be typewritten, if possible. Please see that every blank is filled with an answer, so that the chairman of the State Committee may know that the call for data or information has not been overlooked or disregarded.

Where "Standards" of the Association are referred to, italics indicate the exact statement of the standard. Statements not in italics are interpretations or explanations of the standards, in accordance with the existing regulations of the Commission on Secondary Schools.

ARTICLE IV, STANDARD H, READS: No school shall be considered unless the regular annual blank furnished for the purpose shall have been filled out and placed on file with the Inspector. New schools must submit evidence of application for membership (e. g., a resolution) by the local board of education or school trustees. These reports must be in the hands of the Chairman of the State Committee by October 15.

ARTICLE X READS: Schools on the Southern List must be in the highest class of schools as officially listed by the proper authorities of the state.

ARTICLE IX READS: All secondary schools that are members of the Association shall pay annual dues of ten dollars, which must accompany this report.

ANNUAL REPORT of the Dunbar High School

Located at P. O. Lynchburg, Virginia Public or Private School?

State of Virginia County of Campbell for the year beginning September 1, 1936

Superintendent Mr. Omer Carmichael Principal Miss Helen D. Urquhart

I. GENERAL ITEMS

1. Was the school "warned" last year? No If so, on what point

2. Has correction been made?

3. ARTICLE IV, STANDARD N: Schools accredited by this Association and desiring to participate in inter-school athletics shall be members of, or shall be eligible for membership in, the State Athletic Association or League or some such Organization.

a. Does institution participate in inter-school athletics? Yes

b. Athletic Association in which school holds membership Not any

c. If not a member, submit statement explaining fully See attached statement

II. ORGANIZATION

ARTICLE IV, STANDARD A: No four-year school shall be accredited which does not require for graduation the completion of a four-year high school course of study embracing sixteen units as defined by this Association.

(In all science courses two double periods a week throughout the year should be devoted to laboratory work, three single periods to classroom work—a minimum of 280 minutes a week. Five 60-minute periods a week gross will satisfy this requirement.)

1. Number of days school actually in session. (a) 1934-35 184 (b) 1935-36 180 (c) 1936-37 180

2. Is the school in the highest class of schools as listed by the State Department of Education? Yes

3. Are attendance and scholarship records accurately kept and fully preserved? Yes

4. Could you furnish from the records in your office all students with a complete transcript of their high school record? Yes

5. Is the school definitely organized as (underscore):

a. A 3-year school (grades 9-10-11) or grades 10-11-12

b. A 4-year school (grades 9-10-11) or (grades 9-10-11-12)

c. A 6-year school (grades 6-7-8-9-10-11) or (grades 7-8-9-10-11-12)

III. HIGH SCHOOL PUPILS (Report enrollment according to organization indicated in Sec. 11-5 above.)

Table with 4 columns: Enrollment Oct. 1st, 1936, Boys, Girls, Total. Rows include 6th through 12th grades and Total High School Enrollment.

2. Pupil-teacher ratio. (Article IV, Standard I.)

All schools whose record shows an excessive number of pupils per teacher, as based on the number enrolled October 1, even though they may technically meet all other requirements, will be rejected.

a. Total number of High School Teachers including Librarian 16

b. Pupil-teacher ratio, that is, total enrollment divided by the total number of teachers 28.3

c. Classes with more than 30 enrolled: 31 to 35 11, 36 to 40 12, More than 40 6

3. Number of pupils carrying 5 units 47

Number of pupils carrying more than 5 units 0

4. Number of extra credit pupils who carry 5 or more units who failed in one or more subjects in 1935-36 7

5. How many of the extra credit pupils rank lower than the upper 25% of their school class? 20

6. Graduates 1936: Boys 15, Girls 27, Total 42

7. Graduates 1936 who entered college this fall: Boys 4, Girls 10, Total 14

8. Percentage of College Failures, 1934-35 Did not receive full reports - those received no failures.

IV. SUPERVISORY OFFICERS

1. Number of periods superintendent teaches per week 0

2. Number of periods principal teaches per week 0

3. Does Superintendent hold a degree from a college? Yes

4. What degree? M.A. What college? Col. U. No

5. Does the principal hold a degree from a college? Yes

6. What degree? Not from H.S. Dept. What college?

7. Is there an assistant principal? Does he hold a degree from a college?

8. What degree? What college?

Association of Colleges and Secondary Schools of the Southern States. Report of Dunbar School.

V. TEACHERS

ARTICLE IV, STANDARD B: The minimum scholastic attainment required of the faculty of any accredited secondary school on the Southern list is, that not less than 75 per cent of the total number of teachers of academic subjects, including the superintendent, the principal, the librarian, teachers of Agriculture and Home Economics, shall hold bachelors' degrees from colleges approved by the Association. Beginning teachers of academic subjects, and of Agriculture and Home Economics, are required to have degrees from colleges approved by the Association and should not teach outside the fields of their college specialization. All beginning teachers and principals shall have had a minimum of twelve (12) semester hours in education. Any person entering a position of administrative or supervisory control of instruction in a secondary school accredited by this association with the scholastic year 1937-38 or thereafter shall hold a Master's or other graduate degree from a college or university belonging to the Southern Association, or some other regional association, shall have had not less than six semester hours of graduate work in education, a minimum of two years of experience in teaching or administration, and shall show evidence of culture and of scholarship in one or more academic fields.

(Teachers should have had professional training or at least one year's experience in teaching. Professional training includes courses in psychology, methods and principles of teaching, history of education, observation and directed teaching, tests and measurements, etc. A "beginning teacher" is one who has not completed a minimum of one school year of regular employment in an organized school. A "semester hour" is the quantity of work normally accomplished in a class which meets one hour per week for a semester. It comprises not less than 15 hours of recitation or lecture work.)

1. What per cent of the teachers in this school hold degrees from standard colleges in accordance with Art. IV., Stand. B.? 77.7
2. Does the school meet requirements relative to the training of beginning teachers and principals? Yes

VI. TEACHING LOAD

ARTICLE IV, STANDARD C: The maximum teaching load of any teacher of academic subjects is 750 pupil-periods per week with not more than six daily recitations. The Commission will require detailed explanation of variations from this rule. In interpreting this standard a double period in laboratory, shop, or two periods of study-room supervision shall be counted as the equivalent of one recitation period.

(No combination of such work should amount to more than thirty-five periods a week for any teacher. The minimum length of a recitation period shall be forty minutes in the clear.)

	Men	Women	Total
1. Number teachers teaching daily:			
a. Fewer than 5 periods	2	2	4
b. Five periods	2	5	7
c. Six periods	2	3	5
d. More than six periods	0	0	0
2. Number teachers teaching weekly:			
a. 750 pupil-periods, or fewer	6	10	16
b. More than 750 pupil-periods	0	0	0
3. Number teachers occupied more than 35 school periods per week	0	0	0

VII. PROGRAM OF STUDIES

Indicate below the number of college entrance units or half units actually given in work of the following subjects—(as Latin 3):

English	4	Latin	4	Greek	0	French	2
German	0	Spanish	0	Algebra	2	Pl. Geom.	1
S. Geom.	1	Biology	1	Physiol.	0	Chem.	1
Physics	0	Gen. Sci.	1	Geog.	0	History	4
Drawing	0	Music	1	Com'l.	0	Man. Arts	2
Home Ec.	2	Agricul.	0	Physical Ed.	1	Other Subjects	

VIII. BUILDINGS AND EQUIPMENT

ARTICLE IV, STANDARD E, READS: The location and construction of the buildings, the lighting, heating and ventilation of the rooms, the nature of the lavatories, corridors, water supply, school furniture, apparatus, and methods of cleaning shall be such as to insure hygienic conditions for both pupils and teachers.

1. For what number of students was the present building designed 600
2. Is the building at present notably overcrowded No
3. Is the building thoroughly safe and hygienic Yes
4. Date constructed 1923 Value when constructed \$110,500.
5. Dates of additions to building -
6. Approximate cost of additions -
7. Number of rooms added -
8. Total cost of building -

ARTICLE IV, STANDARD D. The laboratory facilities shall be adequate for the needs of instruction in the courses taught.

6. Estimated value of school equipment, exclusive of furniture:

a. Manual Arts and Mechanical Drawing	\$1000.00
b. Home Economics	750.00
c. Commercial work	-
d. Agriculture	-
e. General science	300.00
f. Biology (Botany and Zoology)	600.00
g. Physics	-
h. Chemistry	600.00
i. Other sciences combined	-
j. Library (books and equipment)	15000.
k. Maps and charts	200.
l. Other designated kinds of equipment	
1. <u>Office</u>	250.
2.	
m. Total	18,700.

Helen D. Heguehart
Signature of officer responsible for this report.

Do not write in space below.

1. Does the school meet fully Art. IV., Stand. F. _____
Date of last inspection _____ Made by _____
2. State Committee recommends: Accrediting.—Advising.—Warning.—Dropping.

Reasons for warning or dropping _____

Signature of Chairman of State Committee: _____

3. Action taken by Reviewing Committee: Approved _____ Disapproved _____

Chm. Reviewing Com. _____

Final action by the Association approved, rejected.

LIBRARY REPORT

The Southern Association of Colleges and Secondary Schools. Report of Dunbar High School.

Total Enrollment of School 424

IX. LIBRARY

A. Books.

- 1. Number of books reported in 1935 5735
- 2. Number of books added since your last report 291 (21 lost)
- 3. Total number of books 6005
- 4. Allocate the books in your library below:

INCLUDES	OLD	NEW
000-099 General Works (encyclopedias, periodicals, etc.)	<u>127</u>	<u>18</u>
100-199 Philosophy (Includes psychology, right living, etc.)	<u>147</u>	<u>0</u>
200-299 Religion (Includes mythology)	<u>158</u>	<u>4</u>
300-399 Social Sciences (Includes economics, government, law, etc.)	<u>801</u>	<u>35</u>
400-499 Language (Includes dictionaries and grammars.)	<u>28</u>	<u>0</u>
500-599 Science (Includes mathematics, chemistry, physics, etc.)	<u>156</u>	<u>7</u>
600-699 Useful Arts (Includes agriculture, engineering, etc.)	<u>159</u>	<u>4</u>
700-799 Fine Arts (Includes sculpture, painting, music, etc.)	<u>159</u>	<u>13</u>
800-899 Literature (Includes poetry, plays, etc.)	<u>653</u>	<u>12</u>
900-999 History (Includes geography, travel, and biography)	<u>663</u>	<u>18</u>

- 5. Number of desirable books received as gifts 19
Fiction 3208 163

B. Funds.

- 6. Annual appropriation of Board of Education to Library -
- 7. Money contributed by friends, organizations outside the school \$1707 by Jones Memorial Library Asso.
- 8. Money given by student organizations -
- 9. Total amount spent for books since last report \$717.

C. Periodicals.

- 10. Number of daily newspapers 1
- 11. Does your library take the county newspaper? No
- 12. Number of weekly periodicals 2
- 13. Number of monthly magazines 21

D. Librarian.

- 14. Name of Librarian Mrs. Anne Spencer
- 15. Is librarian a graduate of a standard college? No
- 16. Name of school from which librarian received under-graduate degree Va. Seminary & College
- 17. Training of librarian in library science in semester hours -
- 18. Name of school or schools from which librarian received library training Extension course in Louisville, Ky.
- 19. Number of years in library work 12
- 20. Number of years of teaching experience 5
- 21. Number years of library service in this school 12
- 22. Number of periods per day devoted to the school library 6
- 23. Number of periods devoted to teaching None
- 24. Number of lessons in the use of the library given 12 a yr.
for each class

E. Library Room.

- 25. Is the study hall used as the library? No
- 26. Separate classroom No
- 27. Separate room devoted to library? Yes
- 28. Is the school library a part of the public library? Yes
- 29. Any other arrangement? -

F. Organization.

- 30. Is the library catalogued? Yes
- 31. Is an accession record kept? Yes
- 32. Has a shelf-list been made? Yes

G. Equipment.

- 33. Is the library room equipped with tables and chairs? Yes
- 34. Is the shelving space adequate? Yes
- 35. Is the library room equipped with loan desk, magazine rack, bulletin boards, catalogue case, typewriter, etc. Yes

