

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. Please fill the duplicate form and keep it on file. After the form has been filled please look it over carefully and place your signature in the space provided.

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

ANNUAL REPORT of the Dunbar High School School

Located at P. O. Lynchburg Public or ~~Private~~ School?

State of Virginia County of _____ for the year beginning September 1, 1949

Superintendent Dr. Paul M. Munro Principal C. W. Seay

I. GENERAL ITEMS

1. Was the school "warned" last year? Yes If so, on what point Seating capacity of library
Science instruction
Teacher overload (2)
2. Has correction been made? No
3. Date of last inspection _____
4. Inspection made by _____

5. 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. Athletics in all member schools shall be entirely under the control of the principals of those schools. (Any school applying for accreditation and not fully meeting this standard should file with its annual report through the State Committee a full explanation.)

- a. Does institution participate in inter-school athletics? Yes
- b. Athletic Association in which school holds membership Va.
State High School Athletic Association.
- c. Are all athletic contests entirely under the control of the principal? Yes

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. No three-year school shall be accredited which does not require the completion of a three-year high school course of study beyond the work of the junior high school, embracing twelve units as defined by this Association. (These three years in an eleven-grade system shall be the ninth, tenth, and eleventh, and in a twelve-grade system the tenth, eleventh, and twelfth.) Five-year or six-year schools embracing grades 7, 8, 9, 10, 11 and 12 shall conform to the same standards as four-year senior high schools, and the decision of the State Committee shall be final as to whether a school is a bona fide four-year high school or in reality a five- or six-year junior-senior high school combination.

A unit is defined as a year's study in any subject in a secondary school, constituting approximately a quarter of a full year's work. This shall include in the aggregate not less than the equivalent of 120 sixty-minute hours of classroom work, two hours of shop or laboratory work being equivalent to one hour of prepared classroom work. Four unit courses, or the equivalent in fractional unit courses as defined by this Association, shall be considered a normal amount of work carried for credit toward graduation by the average or medium student. More than twenty periods per week should be discouraged. No student who does not rank in the upper 25 per cent shall take more than four academic subjects with the exception of seniors who need a fifth subject for graduation. No student shall take more than five academic subjects. A different practice in the school must be explained to the State Committee.

An academic year shall be not less than 175 days during which the school is actually in session exclusive of holidays.

(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) 1947-48 182 (b) 1948-49 181
2. Number of days anticipated for 1949-50 182
3. Is the school in the highest class of schools as listed by the State Department of Education? Yes
4. Are attendance and scholarship records accurately kept and fully preserved? Yes
5. Could you furnish all students with complete transcripts of their high school records? Yes
6. 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 8-9-10-11) or (grades 9-10-11-12) _____
- c. A 5-year school (grades 8-9-10-11-12) X
- d. 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. II-6 above.)

1. Enrollment Oct. 1st, 1948	Boys	Girls	Total
6th grade			
7th grade			
8th grade	76	118	194
9th grade	80	85	165
10th grade	55	68	123
11th grade	30	27	57
12th grade	28	23	51
Total High School Enrollment	269	321	590

2. Pupil-teacher ratio.

ARTICLE IV, STANDARD I: All schools whose records show 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. The size of classes shall not be such as to impair efficiency of instruction. The maximum number of students in any academic class shall be 40 with a pupil-teacher ratio of not more than 30 as the pupil-teacher ratio for the school.

- a. Total number of High School Teachers including Librarian 26
- b. Pupil-teacher ratio, that is, total enrollment divided by the total number of teachers 22.69
- c. Classes with more than 30 enrolled: 31 to 35 21
36 to 40 5 More than 40 0
3. Number of pupils carrying 5 units 18
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 1948-49 0
5. How many of the extra credit pupils rank lower than the upper 25% of their school class? 0
6. Graduates 1949 Boys 40 Girls 42 Total 82
7. Graduates 1949 who entered college this fall:
Boys 15 Girls 23 Total 38

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? D. Ed. What college? Columbia
5. Does the principal hold a degree from a college? Yes
6. What degree? M. A. What college? Columbia
7. Is there an assistant principal? No Does he hold a degree from a college? _____
8. What degree? _____ What college? _____

The Southern Association of Colleges and Secondary Schools. Report of Dunbar High 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 including the superintendent, the principal, and the librarian, shall hold bachelors' degrees from colleges approved by the Association. Beginning teachers 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 shall have had a minimum of twelve (12) semester hours in education. (In interpreting this standard, exceptions may be made in the case of teachers of specialized, non-academic subjects added to the high school curriculum because of national defense needs.)

Any person entering a position of administrative or supervisory control of instruction in a secondary school accredited by this Association shall hold a Master's or other graduate degree from a college or university belonging to the Southern Association, or to 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.

(This regulation does not apply to a person transferring from one member school to a similar position in another member school provided not over 2 years elapse from the time of leaving the first position to entering the work in the second position. 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 defined as one who has not completed 24 months of teaching in an organized school. Such a person continues in the "beginning teacher" status until the 12 hours of education required above have been completed. 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.? 12
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	4	6
b. Five periods	7	9	16
c. Six periods	2	2	4
d. More than six periods			
2. Number teachers teaching weekly:			
a. 750 pupil-periods, or fewer	11	13	24
b. More than 750 pupil-periods	0	2	2
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	<u>4</u>	Latin	<u>2</u>	Greek		French	<u>2</u>
German		Spanish		Algebra	<u>2</u>	Pl. Geom.	<u>1</u>
S. Geom.		Biology	<u>1</u>	Physiol.		Chem.	<u>1</u>
Physica		Gen. Sci.	<u>1</u>	Geog.		History	<u>4 1/2</u>
Drawing	<u>1</u>	Music	<u>1</u>	Com'l.		Man. Arts	<u>12</u>
Home Ec.	<u>3</u>	Agricul.		Physical Ed.	<u>1</u>	Other Subjects	<u>Radio - 1</u>

VIII. BUILDINGS AND EQUIPMENT

ARTICLE IV, STANDARD E: 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 500
2. Is the building at present notably overcrowded Yes
3. Is the building thoroughly safe and hygienic Yes
4. Date constructed 1923 Value when constructed \$110,500.00
5. Dates of additions to building 1941 - 1949
6. Approximate cost of additions \$100,000.00
7. Number of rooms added 12
8. Total cost of building \$210,500.00

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

Estimated value of school equipment

a. Agriculture	
b. Commercial	
c. Home Economics	\$ 5,000.00
d. Library (books and equipment)	5,000.00
e. Maps and charts	400.00
f. Manual Arts and Mechanical Drawing	3,000.00
g. Science	1,000.00
Biology (Botany and Zoology)	\$200.00
Chemistry	500.00
Physica	
Other sciences combined	300.00
h. Other kinds of equipment	
1. Audio-visual	1,000.00
2.	
i. Total	\$15,400.00

C. W. Deary
Signature of officer responsible for this report.

LIBRARY REPORT

Report of Dunbar High School School

Number of pupils using this library: Elem. _____ H.S. 590 Adult 50 Total 640

High School Enrollment 1948-49 590

X LIBRARY (Sections A, B, C, E, F, G, H cover year 1947-48)

A. BOOKS

1. Number of books reported in 1948 2,845
 2. Number of books added since your last report 120
 3. Number of books lost and discarded since last report 10
 4. Total number of books 2,955
 5. Allocate below the books in your library:

Include:	Total Books Reported 1948	Total Books Added	Total Lost or Discarded
Reference: Ency., Dict., etc.	<u>150</u>		
000-099 General Works	<u>78</u>	<u>2</u>	
100-199 Philosophy	<u>57</u>		
200-299 Religion	<u>346</u>	<u>4</u>	
300-399 Social Sciences	<u>115</u>		
400-499 Languages	<u>322</u>	<u>10</u>	
500-599 Science	<u>94</u>	<u>73</u>	
600-699 Useful Arts	<u>100</u>	<u>1</u>	
700-799 Fine Arts	<u>529</u>		<u>4</u>
800-899 Literature	<u>103</u>		
910-919 Geography and Travel	<u>415</u>		<u>2</u>
900-909, 930-999 History	<u>216</u>		
920-929 Biography	<u>320</u>	<u>30</u>	<u>4</u>
Fiction			
Totals	<u>2,845</u>	<u>120</u>	<u>10</u>

6. Check the book selection aids owned and used regularly:
- | | |
|---|----------|
| Standard Catalog for High School Libraries, Latest edition. | <u>x</u> |
| Children's Catalog, Latest edition. | <u>x</u> |
| Basic Book Collection for High Schools. | <u>x</u> |
| Booklist. | <u>x</u> |

B. PERIODICALS

1. Number of daily newspapers. 2
 2. Does your library take the local newspaper? Yes
 3. Number of periodicals. 51
 4. Does your library take the READER'S GUIDE? Yes
 The ABRIDGED READER'S GUIDE? Yes

C. FUNDS

1. Annual appropriation from local and state boards of education \$500.00
 2. Funds from other sources 100.00
 Total funds available, exclusive of salaries \$600.00
 3. Total amount spent for books and binding \$400.00
 4. Total amount spent for periodicals 110.00
 5. Total amount spent for supplies and miscellaneous 90.00
 6. Total amount spent for audio-visual materials, if in library budget _____
 Total expenditures \$600.00

D. LIBRARY STAFF (Covers Current year)

1. Name of librarian Miss Susan E. Fain
 2. Name of school from which librarian received under-graduate degree Johnson C. Smith University
 3. Training of librarian in library science in semester hours 30

- (Give dates) N. C. State College, 1945
 5. Number of years experience in school work 5
 6. Number of years of library service in this school 3
 7. Is salary of librarian on same schedule as that for teachers? Yes
 8. Number of periods devoted to teaching 0
 (Give above information about each additional librarian on separate sheet)
 9. Number of periods per day devoted to school library 6
 10. Is there a clerical assistant? No
 11. Time clerical assistant devotes to library work _____
 12. Number of student assistants 12
 13. Number of periods student assistants devote to library each day 1
 14. Do teachers aid in room supervision? No How many? _____

E. INSTRUCTION IN THE USE OF THE LIBRARY (Check topic taught and indicate grades in which taught)

- | | | |
|---|----------|----------|
| 1. Introduction to the library | <u>x</u> | <u>8</u> |
| 2. Parts of the book | <u>x</u> | <u>8</u> |
| 3. Classification of library | <u>x</u> | <u>8</u> |
| 4. Use of card catalog | <u>x</u> | <u>8</u> |
| 5. Use of dictionaries | <u>x</u> | <u>8</u> |
| 6. Use of encyclopedias | <u>x</u> | <u>8</u> |
| 7. Use of yearbooks and almanacs | <u>x</u> | <u>8</u> |
| 8. Use of periodicals and periodical indexes | <u>x</u> | <u>8</u> |
| 9. Use of atlases, gazetteers, and maps | <u>x</u> | <u>8</u> |
| 10. Use of special reference books (biographical dictionaries, social science, literature, science) | <u>x</u> | <u>9</u> |
| 11. Use of audio-visual materials | <u>x</u> | <u>9</u> |
| 12. Recreational reading and personal choice | <u>x</u> | <u>9</u> |

F. ORGANIZATION

1. Are library books classified and marked? Yes
 2. Is an accession record kept? Yes
 3. Has a shelf-list been made? Yes
 4. Is there an adequate loan system? Yes
 5. Is the library catalogued? Yes
 6. Are back issues of magazines conveniently accessible? Yes
 7. Is there an organized information and picture file? Yes

G. LIBRARY ROOM

1. Is a separate room provided? Yes
 2. What are the dimensions of the library room? 20 x 40 ft.
 3. Is the library free from use as a study hall? Yes
 4. Is a workroom provided? No
 5. Is running water provided? Yes
 6. Is the library adequately lighted? Yes
 7. Is the library a part of the public library? No
 8. Any other arrangement? No

H. EQUIPMENT

1. Is the library equipped with tables and chairs? Yes
 2. How many pupils may be seated? 36
 3. Is the shelving adequate? No
 4. Is the library equipped with loan desk? Yes, magazine rack or shelves? Yes, bulletin boards? Yes, catalog case? No, type-

The Southern Association of Colleges and Secondary Schools. Report of Dunbar High School
 TRAINING OF HIGH SCHOOL TEACHERS, SUPERVISORS, PRINCIPALS, SUPERINTENDENTS AND LIBRARIANS
 (Place a cross before the name of each beginning teacher and a circle before the name of the Librarian)

NAME	ACADEMIC PREPARATION Names and Locations of Colleges attended, with degrees received. Give Dates.*	PROFESSIONAL TRAINING Extent in Semester Hours When and where received	ACADEMIC SPECIALIZATION Major and Minor Subjects Pursued in College	Subjects now teaching	Teaching Experience**		Teaching Load	
					a.	b.	a.	b.
					Yrs. in this school	Yrs. in other schools	No. of daily recitations	No. pupils taught daily
Paul M. Munro First Name Last Name	Emery Univ. A.B. '10 Columbia M.A. '23 Columbia Ed.D. '41	Sufficient to meet requirements of Ed.D Degree	English Sec. Education Administration	Supt.	4	30	0	0
Clarence W. Seay First Name Last Name	Fisk A.B. '25 Kans. U. SS '34 Columbia A.M. '34 Univ. Chicago '41	----- 10 ----- 9 ----- 32 ----- 3	French Science Education	Prin.	17	7	0	0
Robert L. Alexander First Name Last Name	Va. State B. S.	----- 34	Music	Music Soc. Sc.	2	0	4	125
Thomas A. Entzminger First Name Last Name	Va. State B. S. '46	----- 20	Sciences English	Chem. Gen. Sc.	1	0	5	120
Harry S. Ferguson First Name Last Name	Va. Sem. A.B. '29 Va. State A.B. '43	----- 20 ----- 6	Sciences Soc. Sciences	History Math.	4	16	5	145
John L. Mitchell First Name Last Name	Lincoln A.B. '24 Va. State SS	----- 24 ----- 20	Soc. Sciences Science	Soc. Sc.	22	3	5	140
David C. Moore First Name Last Name	W. Va. State Mus. B. 1936	----- 21	Music English	English Band	1	11	4	120
Odel M. Washington First Name Last Name	Va. Union B.S. '25 Ohio St. A.M. '31 N.C. State '38, '40	----- 60	Science English Mathematics	Math. Gen. Sc.	11	13	5	140
Harry C. Waters First Name Last Name	Va. Union '42 B.A. Columbia U. '48 M.A.	----- 9 ----- 12	Soc. Sciences	Soc. Sci.	x	0	5	148
Maggie W. Harris First Name Last Name	Va. State Col. 1940 B. S.	----- 25	Mathematics English	English	3	4	4	142

*Academic Teachers without degrees are expected to submit credentials in accordance with Article IV, Standard B.

**Mark X in column a. if a "beginning" teacher (see definition of "beginning" teacher, Article IV, Standard B)

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 (Place a cross before the name of each beginning teacher and a circle before the name of the Librarian)

NAME	ACADEMIC PREPARATION Names and Locations of Colleges attended, with degrees received. Give Dates.*	PROFESSIONAL TRAINING Extent in Semester Hours When and where received	ACADEMIC SPECIALIZATION Major and Minor Subjects Pursued in College	Subjects now teaching	Teaching Experience**		Teaching Load	
					a.	b.	a.	b.
					Yrs. in this school	Yrs. in other schools	No. of daily recitations	No. pupils taught daily
Amy P. First Name Jordan Last Name	Oberlin B.S. '17 Univ. Pa. M.A.	----- 22 ----- 20	Mathematics French	Math.				
					25	6	5	141
Elizabeth H. First Name Jordan Last Name	Howard A.B. '26 Columbia M. A. '35	----- 20	English History	English				
					6	17	4	130
Dorothy D. First Name Lomax Last Name	Va. Union A.B. '23 Columbia B. S. '32	----- 20 ----- 12	Latin English	Latin				
					22	0	5	140
Clara M. First Name Seay Last Name	Hampton B. S. '35 SS '44	----- 21 ----- 6	Home Economics Sciences	Science				
					18	3	5	145
Yvonne R. First Name Thornhill Last Name	Va. State '44 A.B. Columbia SS '46	----- 29 ----- 6	Sociology English	English				
					x	5	5	166
Esther G. First Name Webster Last Name	Va. State B. S. '38	----- 20	Sciences Mathematics	Math.				
					4	0	5	161
Pauline F. First Name Weeden Last Name	Howard A.B. '26 Columbia M. A. '42	----- 16 ----- 15	Chemistry English History	Guidance Speech Voc. Civ.				
					12	5	3	91
Fannie S. First Name Womack Last Name	Howard A.B. '24	----- 20	Biology	English Soc. Sc.				
					23	0	5	146
J. Paul First Name Davies Last Name	Practical and experienced auto mechanic, has had no academic training		Auto Mech.	Auto Shop				
					7	0	6	29
First Name								
Last Name								

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**Mark X in column a. if a "beginning" teacher (see definition of "beginning" teacher, Article IV, Standard B)

