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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, a. Graduates Preceding Year, b. 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 X; (2) athletic X; (3) financial X; (4) guidance X; (5) pupil X; (6) staff personnel X.
- b. Are they properly safeguarded? Yes
7. Indicate which of the following duties are performed by the librarian(s): 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, 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...1....
- 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
 (Choose 1 below)
 World History 1/2 or 1
 Negro History 1/2
 Biology 1
 Home Making 1
 Art 1

English 1
 Bookkeeping 1
 Typing 1
 Mathematics 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 1/2
 Trigonometry 1/2
 Chemistry 1

English 1
 Government 1
 French 1
 Chemistry 1

English 1
 Government 1
 Shorthand 1
 Office Training 1/2
 Commercial Law 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

