

NEGRO

PRINCIPAL'S OR HEAD TEACHER'S REPORT  
(First Page)

MAY - 7 1936  
Pupil Services

Loudoun County  
County or City

Loudoun County Training  
Name of School

Archie H. Lucan  
Name of Principal or Head Teacher

June 2, 1939  
Date of Report

Number of elementary teachers supervised 3      Number of secondary teachers supervised 1

Number of hours principal or head teacher teaches daily 5

Prorated Salaries for Calculating Costs Per Pupil

When principals or teachers (including librarians and teachers of agriculture, home economics, music, etc.) devote as much as one-fourth of their time to each of two or more of the four schools listed below, their salaries should be prorated according to the time devoted to the assigned work. Specific instructions are given below for three typical cases. When applicable these and any other similar cases should be worked out by the principal and the results recorded as an integral part of this report in the spaces provided below. When a teacher is working under two or more principals each principal will prorate that portion of the teacher's salary carried in his budget.

1	2	3	4	5	6
Instructional Personnel Assigned to Two or More Schools	Portion of Salary Prorated to:				TOTAL
	Elementary School	Secondary School	Summer School	Part-time and Evening Schools	
1. Principal or Head Teacher <sup>1</sup>		/			
2. Agriculture Teacher <sup>2</sup>					
3. Librarian <sup>3</sup>					
4.					
5.					
6.					
7.					
8.					
8.					
9.					
10.					
11.					
12.					
Totals					

<sup>1</sup>The principal or head teacher whose time is divided between elementary and secondary schools shall first prorate his total salary to the elementary and secondary schools according to the portion of a six-hour day he devotes to scheduled classroom teaching in those schools and then assign one-half of the remainder of his salary (if any) to the elementary school and the other half to the secondary school.

<sup>2</sup>One-fourth of the agriculture teacher's salary is to be assigned to summer work (column 4, above). The remaining three-fourths is to be prorated to elementary and secondary schools according to the portion of a six-hour day he devotes to scheduled classroom teaching in these schools. The remainder of his salary (if any) is to be assigned to part-time and evening schools.

<sup>3</sup>The salary of the librarian whose time is divided between elementary and secondary schools shall be prorated as is the salary of the principal or head teacher described in note 1.

AGE GRADE DISTRIBUTION  
 Loudoun County <sup>FOR</sup> Training School

SHEET

1938-39

AGES	GRADES												TOTALS
	1	2	3	4	5	6	7	8	9	10	11	12	
Under 5													
5													
6	5												5
7	10	1		1									12
8	8	5		1	1								15
9	3	10	2	2									17
10	2	3		1	4								10
11		5	1		2								8
12			2	2	6								10
13			2	2	2			1					7
14				3	5	1		9	2				20
15					4	4	2	6	4	4			24
16					1		3	1	7	5	1		18
17						1	4	1	1	3			10
18						1	4	1	1	3	2		12
19							1			1	6		8
20 and over											1		1
TOTALS	28	24	7	12	25	7	14	19	15	16	10		177
NUMBER PROMOTED	14	16	5	11	22	7	14	12	9	16	10		136

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Table 11—Distribution of High School<sup>1</sup> Graduates by Ages

1	2	3	4	5	6	7	8	9	10
Ages <sup>2</sup>	White			Negro			White and Negro		
	M	F	T	M	F	T	M	F	T
14 or Less									
15									
16					1	1			
17									
18				1	1	2			
19				1	5	6			
20									
Over 20				1		1			
Total				3	7	10			

<sup>1</sup>Include only graduates who have completed four years of high school work.

<sup>2</sup>Determine pupil age as of last birthday on or prior to September 1 last.

Table 12—Number of Pre-school and School Census Children by Ages

1	2	3	4	5	6	7	8	9	10
Age in Years <sup>1</sup>	White			Negro			White and Negro		
	M	F	T	M	F	T	M	F	T
Less Than 1 Year									
1									
2									
3									
4									
5									
6	5	7	12						
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
Total	5	7	12						

<sup>1</sup>Determine pupil age as of last birthday on or prior to September 1 last.

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Table 6b Negro—Distribution of Attendance Data in Regular Day Schools by Type of School with Length of Term

1 Type of School	2 Average <sup>1</sup> Days Taught	3 Original Entries									12 Re-entries All R's			15 Withdrawals All W's		
		4 E <sub>1</sub>			5 E <sub>2</sub>			6 All E's			13 M	14 F	16 T	17 M	18 F	19 T
		7 M	8 F	9 T	10 M	11 F	12 T	13 M	14 F	15 T						
		10 M	11 F	12 T	13 M	14 F	15 T	16 M	17 F	18 T						
a. Kindergarten	177															
b. Elementary	177	64	58	122				64	58	122	14	7	21	20	13	33
c. Secondary	177	24	37	61				24	37	61				4	3	7
d. Total (a+b+c)*	177	88	95	183				88	95	183	14	7	21	24	16	40

Table 6b Negro—Continued

1 Type of School	18 Membership			21 Aggregate Days Attendance			24 Aggregate Days Membership			27 Average <sup>3</sup> Daily Attendance	28 Average <sup>3</sup> Daily Member- ship	29 Per Cent of At- tend- ance <sup>4</sup>
	19 M	20 F	22 T	21 M	22 F	23 T	24 M	25 F	26 T			
	18 M	19 F	20 T	21 M	22 F	23 T	24 M	25 F	26 T			
a. Kindergarten												
b. Elementary	58	52	110	8466	8239	16965	10643	9119	19162	94.2	108.2	88
c. Secondary	28	34	54	3495	5613	9108	3854	6256	10110	51.4	56.5	90
d. Total (a+b+c)*	78	86	164	12161	13852	26073	13897	15375	29272			

<sup>1</sup>Total days taught by all full-time teachers divided by the number of full-time teachers.

<sup>2</sup>Total aggregate days attended divided by average days taught.

<sup>3</sup>Total aggregate days membership divided by average days taught.

<sup>4</sup>Aggregate days attendance divided by aggregate days membership.

\*Does not apply to columns 2, 27, 28 and 29.

Note: Check Membership. Membership = (All E's + All R's) - All W's.

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Table 7—Miscellaneous Items

1. Libraries: (See Item 15 of Teacher's Term Report, page 48 of the Register)

1 Item	2 Room Libraries			5 Central Libraries			8 Room and Central Libraries		
	White	Negro	Total	White	Negro	Total	White	Negro	Total
	a. Number volumes beginning of year		441						
b. Number volumes end of year		408							
c. Number books read by pupils during year		158							
d. Total amount spent for libraries during year		\$52	49						
e. Total value of libraries		\$328	00						

2. Parent-Teacher Associations: (See Item 16 of Teacher's Term Report, page 48 of the Register)

1 Item	2 One-Teacher Schools Only			5 Schools with Two or More Teachers			8 All Schools		
	White	Negro	Total	White	Negro	Total	White	Negro	Total
	a. Number of associations		1			1			
b. Number of meetings		5			5				
c. Number of members		20			20				
d. Amount of money raised not reported in Teacher's Cash Record		\$28	00		\$68	00			
e. Amount money not expended and not reported in Teacher's Cash Record		\$32	00		\$32	00			

3. Summary of Local School Accounts: Money Raised and Money Not Expended (Balance on hand):

1 Fund	2 Amount Raised			5 Amount Not Expended		
	White	Negro	Total	White	Negro	Total
	a. Parent-Teacher Associations		\$68	00		\$32
b. Teacher (from Teacher's Cash Record)		\$543	60		\$14	24
c. Other Funds		\$14	12		\$714	12
d. Total		\$1325	72		\$760	36

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Table 9—Physical Inspection

1 Item	2		3		4		5		6		7	
	White				Negro				White and Negro			
	No. Defects		No. Corrections		No. Defects		No. Corrections		No. Defects		No. Corrections	
Eyes					18		3					
Ears					3		2					
Throat					4		1					
Teeth					123		65					
Weight					23		6					
Speech					1							
Crippled												
Vaccination												
Diphtheria Immunization												
One or More Defects or Corrections					173		87					

5-Point Attainment:

Number of 5-Pointers

Minimum		31	
High			
Gold			
Total		31	

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Table 10b—Negro—Distribution of Public School Teacher and Pupil Personnel by Type of School and Type of Instruction

1 Type of Instruction	2 Summer Day Schools						3 Part-time and Continuation Schools or Classes								
	4 Number Teachers			5 Number Pupils			6 Number Teachers			7 Number Pupils					
	8 M	9 F	10 T	11 M	12 F	13 T	14 M	15 F	16 T	17 M	18 F	19 T			
1. Elementary															
2. Secondary—Non-Vocational <sup>1</sup>															
3. Secondary—Vocational <sup>2</sup>															
4. Total (1+2+3)															
5. Agriculture <sup>3</sup>															
6. Commerce															
7. Home Economics															
8. Trade & Industry															
9. Other Vocational															

Table 10b—Negro—(continued)

1 Type of Instruction	2 Night and Evening Adult Schools or Adult Classes						3 Regular Day Schools or Classes								
	4 Number Teachers			5 Number Pupils			6 Number Teachers			7 Number Pupils					
	8 M	9 F	10 T	11 M	12 F	13 T	14 M	15 F	16 T	17 M	18 F	19 T			
1. Elementary															
2. Secondary—Non-Vocational <sup>1</sup>															
3. Secondary—Vocational <sup>2</sup>															
4. Total (1+2+3)															
5. Agriculture <sup>3</sup>															
6. Commerce															
7. Home Economics															
8. Trade & Industry															
9. Other Vocational															

10.1b—Total No. Teachers Counting Each Individual Only Once: Male 2, Female 3, Total 5  
 10.2b—Total No. Teachers (Reported under 10.1b) Teaching Elementary Pupils Only: Male 1, Female 2, Total 3  
 10.3b—Total No. Teachers (Reported under 10.1b) Teaching Secondary Pupils Only: Male 1, Female 1, Total 2  
 10.4b—Total No. Teachers (Reported under 10.1b) Teaching both Elementary and Secondary Pupils: Male \_\_\_\_\_, Female \_\_\_\_\_, Total \_\_\_\_\_  
 10.5b—Total No. Teachers (Reported under 10.1b) Contracted for Part-time Service: Male \_\_\_\_\_, Female \_\_\_\_\_, Total \_\_\_\_\_

<sup>1</sup> Persons not teaching or enrolled in any vocational class.  
<sup>2</sup> Persons teaching or enrolled in any vocational class (Count each individual only once). If there is a question as to whether or not a class is "vocational," the Division Superintendent shall decide.  
<sup>3</sup> The same pupil may be listed in more than one subject, hence Items 5-9 (incl.) may carry duplicates. Enrollment in courses carrying these titles are to be reported here, although there may be a question as to the vocational nature of the instruction.