

Outstanding  
Thoroughness  
Success  
Reports -  
Tests

HANDBOOK FOR TEACHERS

1950-51

DOUGLASS HIGH SCHOOL

LEESBURG, VIRGINIA

U. L. OLIVER  
PRINCIPAL.

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Douglass High School

Leesburg, Virginia

August 28, 1950

Dear Co-Worker:


A hearty welcome"

I sincerely hope that your vacation has afforded you the rejuvenating rest which you so richly deserved, and has so fortified you physically, mentally, and emotionally that you are returning to Douglass High with an irreplaceable determination to make a maximum contribution not only to the boys and girls of this school, but also to the community in which we labor.

On the pages which follow, I have attempted to outline, much of the pertinent information for which you must know about the organization and operation of our school.

As in the past, I shall be happy to assist you in the adjustment of your problems.

Yours for a great school year,



U. L. Oliver  
Principal

## HOME ROOM SPONSORSHIPS

The value of the individual teacher to this all important service of guidance will show forth most plainly in the capacity of homeroom counselor, since it is the home room counselor of each student group whose duty it is to gather all the threads of influence and weave them consistently into the fabric of character. This is by far the teacher's most important task, even as it is the most difficult.

The home-room counselor must be able to be to each of her student groups an intellectual guide and stimulus, and adviser in the choice of clubs, school courses, and electives, an upholder of the aims and ideals of the school, an inspirational force in strengthening moral fiber.

Home room assignments for the 1950 - 51 school session follow:

<u>Grade</u>	<u>Section</u>	<u>Counselor</u>	<u>Home Room Number</u>
8th	1	Mrs. M. J. Oliver	Shop Annex
9th	1	Miss M. P. Martin	1
10th	1	Miss B. E. Sewell	2
11th	1	Mr. G. E. Barrett	3
12th	1	Miss C. A. Bell	Library or Auditorium
Unassigned		Mrs. Ruth Craven	4
Unassigned		Mr. I. J. Daniel	Shop

## ORGANIZATION

Mr. O. L. Emerick, Superintendent of Schools  
Mr. Caleb Gibson, Director of Instruction

U. L. Oliver, Principal - History

Mr. G. E. Barrett, Guidance counselor  
Boys Coach

Miss C. A. Bell, Librarian, Music  
Social Studies

Mrs. Ruth M. Craven, Home Economics

Mr. I. J. Daniel, Director of Athletics  
Shop

Miss M. P. Martin, Commercial Subjects -  
English - Faculty Secretary

Mrs. M. J. Oliver, 8th Grade, French

Miss B. E. Sewell, Mathematics  
School Treasurer

Mrs. Alice Cady, Visiting Teacher

Mrs. Marion J. Sands, Elementary Supervisor

Mrs. Mildred C. Simms, Secretary to the Principal

Mr. Charles Thornton, Custodian of Building

CLASS SCHEDULE 1950 - 1951

Period	Time	Miss Bell	Mr. Barrett	Mrs. Craven	Mr. Daniel	Mrs. Oliver	Miss Martin	Miss Sewell	U. L. Oliver
Devotion	9:00 9:10	12th Grade Library	11th Grade Room 3	Room 4 Home Room	Shop Shop Annex	8th Grade Shop Annex	9th Grade Room 1	10th Grade Room 2	
1	9:10 9:55	Library	Science 8th Room 3	Home Ec. I 9th Rm.4	Shop I-9th Shop	French 11th Rm. 1	English 12th Stage	Algebra I-10 Rm. 2	Office
2	9:55 10:40	English 10A Shop Annex	Biology 10-2 Room 3	Home Ec. I 9th Rm.4	Shop I-9th Shop	French II-12th Shop Annex	Typing 11th Room 1	Math 8th Room 2	Supervision
3	10:40 11:25	English 9th Room 1	Biology 10-1 Room 3	Home Ec. 11B Room 4	Super. Study Part of 11 & 12 Aud.	English 8th Shop Annex	English 10B Stage	Algebra II Jr. & Sr. Room 2	Supervision
4	11:25 12:00	Glee Club	Basketball (Days to be decided later)	N.H.A.	Basketball	Newspaper All students not participating will go to Study Hall	Student Council	Dramatic Club	Office
LUNCH	12:00 12:35		LUNCH	-----				LUNCH	
5	12:35 1:15	Civics 9th Aud.	Science 9th Room 3	Home Ec. 11B Room 4	Shop III-11th Shop	French 10th Room 2	Typing 12th Room 1	Reading Shop Annex	Office
6	1:15 2:00	Govt. 12th Library	Guidance Office	Home Ec. 10th Room 4	Shop II-10th Shop	Personality 8th Shop Annex	Shorthand 12th Room 1	Math 9th Rm. 2	U. S. History 11th Rm.3
7	2:00 2:45	Library	Super. Study 9 & 12th Room 3	Home Ec. 10th Room 4	Shop 10th Shop	Art 8th Shop Annex	English 11th Room 1	Office	Supervision
8	2:45 3:20	Library	Physical Education - Monday, Wednesday, Friday Boys - Mr. Barrett, Mr. Daniels			-	* Health Education - Tuesday, Thursday * ALL STUDENTS Girls to be organized with the women teachers		



## A STATEMENT OF SCHOOL POLICY

"Our grand business is not to see what lies dimly at a distance but to do what lies clearly at hand" \_\_\_ (Carlyle). The best protection of group interests and welfare against the tyranny of selfish, thoughtless, undisciplined individual behavior is the establishment, and execution of a clear cut statement of governing policy.

### (School Hours)

1. The official hours of operation of this school are 9:00 A.M. to 3:20 P.M.; however: (Teachers are asked to sign in the office upon arrival)

(a) All teachers are required to be present and in home rooms, at or before 8:40 A.M. At the end of the school day, all teachers will remain at point of assignment or accessibility until 3:35 P.M. daily.

(b) Busses are scheduled to arrive sufficiently early to permit devotions and roll call to begin at 9, and end at 9:10.

(c) Home room teachers must require all pupils enrolled to report upon arrival in the morning and prior to departure at 3:20.

### (Duration of Periods)

2. Class and guidance periods are of 45 minutes duration. All pupils are to be kept busy under the supervision of the teacher to whom assigned for the entire period.

### (Official Passes)

3. No pupil is to be excused by any teacher without providing him with either an official pass, or a written, signed excuse; likewise, teachers who find it necessary to leave class must return within a reasonable period of time. There are no "free" periods.

### (Discipline)

4. Each teacher will be held primarily responsible for the disciplinary control of all pupils assigned to the class. Only cases of extremely serious behavior mal-adjustment should be referred to the office of the principal. Complete, detailed histories of chronic cases should be submitted, in writing to the principal for referral to the guidance counselor.

5. There is to be no such place as "out!" If a pupil becomes offensive in class and cannot be corrected by methods involving his retention in the room: either bring him or send him to the office accompanied by a written, signed note stating the reason for his expulsion from your class.

Again this year we will use the detention room as a means of punishment for minor misbehavior. (Example) chewing, unnecessary noise, being tardy to class, disobedience, failure to bring in assignments, cutting class. The number of days pupils are to be detained will of course depend on the offense and general attitude of the student. If a student goes to the detention room for ten days in any one month he will be automatically sent home for 5 days.

Please watch the bulletin board in the office for your assignment to keep the detention room and other supervisory duties.

### (Reports)

6. Reports, minutes, messages, requests, etc., are to be made in writing signed by the sender and submitted on time.

### (Leaving Grounds)

7. We shall manifest every effort to offer for sale, to our pupils, foods, ice cream, candy, pencils, paper, thus making it unnecessary for any pupil to leave the grounds for such during his daily stay at school. Hence, no pupil is to be permitted by you to leave the grounds between 8:40 and 3:15 P.M., without the written signed permission of the principal. It is your responsibility to aid in preventing infractions.

### (Movement of Lines)

8. Quiet, orderly movement in the auditorium and in class room is indicative of the caliber of cultural training to which our pupils are exposed. Each teacher is responsible for instilling this virtue in our pupils. In addition every teacher will stand in the auditorium, just outside their class room door during the changing of classes and actively exert influence over the orderly movements of pupils.

### (Excusing Pupils)

9. At all times other than during the changing of classes, pupils who are outside of class room will be required to have in their possession an official pass, or written excuse, hence, no pupil should be permitted by the teacher to leave a room if no pass is issued. Each teacher should have two wooden passes.

### (Substitutes)

10. In case of illness, please notify me as soon as possible to enable me to secure a substitute. (Complete details will be found in the regulations put out by the School Board)

### (Faculty Meetings)

11. Regular meetings once monthly. Time and place to be decided by staff. Special meeting when needed.

### (Approval of Excuses)

12. All pupils excused from school class or activity must be approved by the principal.

## A PROPOSED PHILOSOPHY AND OBJECTIVES

### FOR TEACHERS, PUPILS, AND PATRONS OF DOUGLASS HIGH SCHOOL

Philosophy - We, the teachers, pupils, and patrons of the Douglass High School believe that:

Education is a continuous process which has its beginning prior to the birth of the individual and ends only with death; it is nurtured and given impetus through its several agents; parents, family, schools, teachers, associates, occupations, community resources and others; and has for its prime objectives the facilitation of adjustment of the individual to himself and to others in his social area, the development of leadership ability, the fostering of good citizenship, and the making of a worth while contribution to his community, state, nation, and the world. Douglass High School is an important social agency which has for one of its primary functions the dissemination of valid information and the provision of educational experiences which will stimulate the growth and development of its pupils, prepare them to live a happy, productive life, improve the cultural level of the people of its community, and perpetuate through exemplary patterns of behavior, the fundamental concepts of democracy.

#### Objectives:

As coordinators at Douglass High our objectives for this year of operation are:

1. To study individually, the pupils who have been entrusted to our professional custody in an endeavor to discover their basic needs;
2. To cooperatively plan a long range, comprehensive program which will best serve the discovered needs of individual pupils.
3. To maintain a program of guidance which will assist pupils in solving their problems, adjusting themselves in life situations, and in making wise, intelligent selections, of elective subjects and vocational careers.
4. To foster professional growth through a continuing program of well planned in service training which will provide opportunities for studying how learning takes place, and the growth and development of children.
5. To provide and develop, if possible, an appreciation on the part of the student for an enriched, vitalized program of out-of-class activities which will assure opportunities for participation by all pupils, and increase their social, cultural, religious, and physical awareness.
6. To exploit opportunities for the extension of curricular services into the field of adult education within the community when needs for such can be established.
7. To unhesitatingly solicit and utilize the services of representative individuals within the community in planning cooperatively, the policies and offerings of our school.
8. To prepare pupils for worthy, healthful, home membership; community leadership and citizenship; and for happy, productive living in our democratic society.
9. To disseminate to the pupils their parents, and to lay people of the community, intelligent information pertaining to the curricula policies and long range objectives of Douglass High School.
10. To maintain a position of wholesome influence for improved democratic living in our community.

#### Long Range Plans

1. To solicit and utilize all available resources of our community in cooperative planning.
2. To retain flexibility in our curricula so as to adequately provide for basic changes in the discovered needs of our pupils and community.
3. To continually evaluate pupil progress through use of objective tests; and the effectiveness of our school program through the application of the evaluative criteria.
4. To integrate in all phases of the school program, reading comprehension and speech improvement in all subjects, activities, playground, and valid information about our school; its philosophy and objectives.
5. To rentlessly advocate:
  - (a) More participation by boys and girls in music and fine arts.
  - (b) The evaluation of Douglass High by a State Department of Education Committee.
  - (c) The continued enlargement of the offerings, facilities and instruction in our school.
6. To encourage professional growth through a continuing cooperatively planned program of in service training.

## FERTINENT FACTS ABOUT OUR SCHOOL

**Accreditation:** Douglass High during the past year has been accredited by the Virginia State Department of Education.

### Out of Class Activities

Pupils are provided opportunities for membership in:

1. The Student Council
2. The Tri-State Athletic Union  
(Basketball, softball, baseball)
3. Intra-mural Sports
4. Dramatics
5. Music
6. Health and Safety Organisation
7. School Newspaper

Others to be decided by you and the pupils:

### The Marking System

The marking system of this school is as follows:

A, 95 - 100; B, 88 - 94; C 81 - 87; D, 75 - 80; F, Failure;  
I, Incomplete. The passing grade is D, and an average of C is required for recommendation to college.

### Requirements For Graduation

Sixteen units plus Physical and Health Education are required for graduation. Quality points are derived by use of the arbitrary code:

A = 4; B = 3; C = 2; D = 1; F = 0

The sixteen units required for graduation are as follows:

English 4 units  
Mathematics 1 unit  
Science 1 unit  
U.S. History 1 unit  
Govt. or Civics 1 unit  
P. E. & Health - 4 years

#### Electives

French  
Home Economics  
Industrial Arts  
Chemistry  
Biology  
Geometry  
Algebra I & II  
Commercial Subjects  
World History

It is recommended that pupils planning to attend college after graduation. Take French I and II, Geometry and Algebra II also Biology and Chemistry. (Their final schedule to be worked out with your guidance after consultation with them)

The guidance counselor and I will assist you in any way possible.

(No Carnegie units are given for work completed in the eighth grade.)

The following subjects will be offered to the eighth grade.

English  
Reading  
Personality Adjustment  $\frac{1}{2}$  Semester  
Civics  $\frac{1}{2}$  Semester  
General Science  
Physical and Health Education

(This is an exploratory grade and you may supplement the above subjects with any of the fine arts, like music, arts and crafts, home making and general knowledge.)



## HELPFUL SUGGESTIONS

### In Class room

1. Know; understand and be able to interpret with clarity and simplicity, the subject matter which you are assigned to teach.

2. Know your pupils. Refer frequently to their cumulative records. Employ sound guidance techniques in gaining additional information which will enhance your understanding of their individual problems.

3. Thoughtfully and consistently plan the work for each day's lesson. Bring out the relationships between problems and strive to make each lesson a meaningful experience in the life of each pupil. Never enslave yourself either to your notes or your text book. Pupils have confidence in the teacher who impresses them as "knowing" the subject.

4. Be ever vigilant in regard to the correctness of your own oral and written grammar. Remember that pupils frequently accept the teacher as "the living example." Regardless of the area in which you are teaching. Use every opportunity to correct your own and your pupils grammatical errors.

5. Avoid the daily stereotyped question and answer approach. Vary your procedure and plan so as to encourage pupil participation in units through research and reports. Devices of this nature will motivate and retain pupil interest and profit.

6. As certain from the librarian and teacher in charge the inventory and availability of helpful, related resource materials which will enrich your units, such as: audio-visual aids, illustrative materials, references, magazines, pamphlets, and significant articles.

7. Evaluate the work of pupils at frequent intervals, both during and at the end of each unit. Indicate errors on test papers with colored pencil, then after each test, go over the papers with the class and explain the correct answers.

8. Class periods are of 45 minute duration, plan your work and budget your time so that your pupils will be profitably engaged during the entire period.

9. The activity period or 1 period before lunch is not a "rest" period for teachers or pupils. Stay in your room and assist your pupils: to do otherwise will reflect itself in your professional rating.

10. Finally, it is to be remembered that you are obligated to instill in your pupils neatness, pride, and school loyalty. Strive always to teach by example. Get into each class on time and stay for the entire period; keep your blackboards clean, bulletin boards current and attractive, chairs neatly arranged, floor clean, ventilation and light adequate and attempt to make your room as attractive as possible. "Your room reflects your character."

Library - 1. Prior to the introduction of a new unit in any class, familiarize yourself with the resources available in the library.

2. Acquaint the librarian with the topic you are discussing so that she can assemble material which will assist you.

3. Plan your work so as to afford pupils, with your constant guidance, an opportunity to gain experience in research and the proper use of library materials, and also to instill in them the desire to read with comprehension.

Personal: 1. Cultivate a sense of humor and use it wisely.  
2. Be cooperative to such an extent that it will be recognized by your associates and other.

3. Dress appropriately at all times.

4. Be professional and ethical in all your contacts.

### Audio-Visual

Aids - Frequently, the achievement of many "slow-learning pupils in a class can be brought up to the average by supplementing the regular class room activities with concrete illustrations. In this connection, audio-visual aids are a welcome asset.

1. Choose the aid, keeping in mind the definite purpose it can serve.

2. Pre-view the aid before using.

3. Condition the minds of your pupils for the aid before it is used.

4. As a follow-up require pupils to write or in some way evaluate the aid and tell what it meant to them.

5. Have your visual aids planned, placed and ready to use when the class comes in.

6. Remember, that films, slides, recordings, and other aids are available from the Virginia State Bureau of Teaching materials - written request to the teacher in charge of audio-visual aids - will facilitate acquisition of same.

## SUGGESTED LESSON PLAN FORM

Successful teaching requires careful and thoughtful planning on the part of the teacher in terms of the discovered needs of the pupils involved. Since each teacher at Douglass will, during the 1950-51 session, be required to have some form of daily, weekly, or unit lesson plans, the following is offered only as a suggested outline to be modified as you see fit.:

Name \_\_\_\_\_

Grade \_\_\_\_\_

### I. Aims and objectives

A. Teacher aims

B. Pupil aims

## ORGANIZATIONS FOR 1950 - 51

### The Advisory Council

"The present problem of the school and home is how to impart to the children of today not only the ancient moralities but also the new capacities and motives they are sure to need:

The chief duty of the council will be to discuss problems and decide solutions, work with the principal on the total school program.

Meetings will be called from time to time to formulate general policies.

### "Personnel"

U. L. Oliver

Mrs. Ruth M. Crvaen

Miss C. A. Bell

One student from the senior class (to be elected)

One student from the junior class (to be elected)

President of the County Wide League

One other parent to be elected

### The Finance Committee

Douglass High School operates on a plan of centralized banking, whereby all monies received and expended by any and all groups must be handled by the general treasurer.

1. The appointment of Miss Bernice E. Sewell as school treasurer, who receives all funds, issues the official receipt, writes all checks, prepares money for deposit in the bank. These funds are deposited in the Loudoun National Bank, with drawals are made by check, counter signed by the principal and treasurer. Only upon receipt of a request in writing by the organization desiring the money, signed by the president of the organization or class, also bearing the signature of the sponsor.

2. Please do not request a check or money from the treasurer, or do not ask to deposit money at any other time than the one period per day designated by the principal for the treasurer to be in the office to perform this duty (except in case of emergency) (This enables the treasurer to keep all funds in order.) Please do not request a blank check from your fund signed by the treasurer. Ask for a definite amount, and if there is a balance - the treasurer will redeposit to your account.

3. Around the 5th of each month the treasurer will give you a statement of your account.

The chief duty of course is to account for all monies raised in the school.

This committee is also requested to keep a balance budget for the general fund, and to make plans for raising money for this fund.

### Personnel

Miss Bernice Sewell

Mr. I. J. Daniel

Mr. G. E. Barrett

### The Food Committee

1. The preparing or seeing to the preparing of foods for sale.
2. The collection and accounting of funds.
3. The selling of foods at lunch.

Mrs. Ruth Craven  
Student Assistants

SPONSORS OF DRAMATIC CLUB AND PROGRAM  
COMMITTEE

"Recreation is not being idle; it is easing the wearied part by change of occupation".

The following is a suggested list of activities which might stimulate the thinking of the committee:

1. Pupil Talent Shows
2. Plays and Dramatic presentations which emanate from classroom and out-of class activities.
3. Programs involving local adult and non-enrolled youth talent: Plays, talent shows, baby contests, choir contests.
4. Game nights
5. College Choirs, dance groups, bands.
6. Community Sings.

SPONSORS: Miss Bernice Sewell  
Mrs. Ruth Craven

THE GUIDANCE COUNSELOR

"That man may safely venture on his way, who is so guided that he cannot stray"-(Scott)

The highly specialized work of the guidance counselor though it cannot be definitely categorized, will concern itself primarily with:

1. Assisting new pupils in becoming oriented and adjusted at Douglass-
  - (a) Create within them a "feeling of belonging" through explaining school policy, advising them about the proper selection of out-of class activities, etc.
  - (b) Survey them through the use of questionnaire for the purpose of obtaining vital background information which will project individual needs, desires, abilities, potentialities, etc.
2. Assisting pupils with their educational problems:
  - (a) Selection and election of subjects
  - (b) Maladjustments and subject difficulties.
  - (c) Higher education after graduation.
3. Assisting pupils with their social problems.
4. Assisting pupils with problems of leisure and recreation.
5. Assisting pupils with their home and community problems.
6. Assisting pupils with their vocational problems.
7. Advising teachers about such findings as will assist them in better understanding pupils and in vitalizing and improving instruction.

It should be clearly understood that the work of the Counselor will in no way replace or substitute for the responsibility of the homeroom and classroom teachers, on the contrary because of the technical attributes of its personnel, it will supplement and concern itself with problems which have been discovered and studied by the teacher and which because of the need for more intense analysis and study, have been referred by the teacher to the Counselor.

Mr. George E. Barrett, Counselor

### The Student Council and School Patrol

The student council affords the student an opportunity for actual training and experience in citizenship. The council affords a real opportunity for leadership and service in the maintenance of school property. The building and grounds committee, the student patrol and bus patrol.

The council is expected to assist in raising money for the general fund which will be used for necessary school expenses.

Committee: Miss Mildred Martin  
Mr. I. J. Daniel.

### The Publicity Committee and School Newspaper

"Public opinion, or public sentiment is able to sustain or to pull down any law of the commonwealth" (Simmons)

The liaison between Douglass High and its public is the role which this committee performs. The committee disseminates information relative to: School policy, Curriculum organization, activities of classes, clubs and organizations, coming events, individual and group accomplishments and other news worthy items. Its media of communication are: 1. The school newspaper, 2. Posters. 3. Radio. 4. Letters to churches, schools, clubs 5. Daily and weekly newspapers 6. Others.

Personnel: Mrs. M. J. Oliver  
Miss M. P. Martin

### Selling of Ice Cream and Nabs

Mr. I. J. Daniels and Student Assistants.

### THE BULLETIN BOARD COMMITTEE

This committee presents to the eyes of those who enter Douglass a condensed graphic picture of current, view-worthy items which will increase the intelligence of the readers.

A. The direct responsibility of the committee is the maintenance of the bulletin board in the auditorium. A small section is to be reserved for administrative documents and official notices, while, (2) The rest of the board will carry current news items, pictures, exhibits, drawings, etc of special significance and interest.

1. This committee should train and supervise pupils in the making of attractive borders, designs, etc.

2. Any notices other than administrative notices put out by the principal should be approved by this committee before being placed on the bulletin board in the auditorium.

Committee: Miss Bernice Sewell  
Miss Mildred Martin.

To avoid conflicts all dates for any event must first be approved by the principal. A master calendar of events scheduled will be found in the office.

## THE ASSEMBLY COMMITTEE

Some of the most important training to which pupils are exposed is that which is given outside of the classroom.

Regular assemblies of approximately twenty five minutes duration will be held weekly on Friday mornings. The very important duty of this committee is to:

1. Make long range plans for the presentation of interesting informative mass assembly programs which will afford to our pupils worthwhile learning experiences.
2. Make all necessary contacts with outside individuals and groups who are to appear on any program. (Provide hospitality during his or their stay on the grounds). No funds are available for fees.
3. Give advance notice to teachers, pupils or other school groups relative to request for their services or contributions on specific programs.
4. Take advantage of every opportunity to inject into assembly programs information pertaining to our theme "OUR SCHOOL: ITS PHILOSOPHY AND OBJECTIVES.
5. Manifest every effort to have a worthwhile program prepared and ready to present on time every Friday, supervise the orderly entrance, seating, behavior and dismissal of pupils at all assemblies.

The following are a few suggested program possibilities:

1. Utilizing pupil, teacher and or group talent.
  2. Informative speeches
  3. Special observance and holiday programs
  4. Group singing
  5. Class or Departmental plays and skits
  6. Special club ceremonies or observances
  7. Panel discussions on our theme and others.
- A. Utilizing outside individual and or group talent.
1. Speeches on pre-determined topics by school or college teachers or students, ministers, parents or P.T. A. representatives, Physicians or Nurses, specialized industrial workers, County government officials or School Board Members, State Department of Education representatives, Military personnel, etc.

This committee may be further subdivided as deemed wise and expedient, and feel free to solicit the assistance of all members of the staff.

A tentative program should be planned for at least one semester in advance and posted in the principals office.

Committee: Mrs. Ruth Craven, Chairman  
Miss C. A. Bell  
Mrs. M. J. Oliver

## THE AUDIO-VISUAL EDUCATION COMMITTEE

Audio -Visual aids will serve as a means of enriching your total program.

1. Request in writing to the teacher in charge the film or aid you desire, stating name of film, date desired, page film is listed in catalogue put out by the State Department of Education, (this should be done at least three weeks in advance of the date you desire the film) You should be notified after confirmation of order the date film is scheduled to arrive.

2. Please pre-view all films before showing to your class
3. A good time to do this is at 3:15 on the day before you show the film.

Committee:

Mrs. M. J. Oliver  
Student assistants.

## The Athletic Committee

The Athletic Committee is created for the primary purpose of determining and effectuating a wholesome program of out-of-class physical activity which will provide pupils with an opportunity to develop and utilize their possessed skills in supervised competition with other pupils.

Activities to be promoted by this committee will, therefore, fall into two major categories; intra-mural and inter-scholastic.

1. To make long range plans covering the types, number of contests, frequency and scheduling of activities.
2. To confer with the principal relative to "open dates" for home contests.
3. To provide non-discriminated opportunity to all pupils to compete for membership on varsity squads.
4. To determine and execute ways and means for financing the total cost of the athletic program.
5. To encourage and require the cultivation of desirable human relations, ethics and loyal school spirit through the consistent practices of good sportsmanship.
6. To enlist the continued support of pupils through the organization of an athletic association in which they may not only hold membership and office, but also exercise self expression in determining governing policies.
7. To give frequent, wide publicity to the plans, schedules, activities and exploits of individuals and groups participating in athletics at Douglass.
8. To submit all proposed contracts and agreements to the principal, in writing; prior to the consummation of any deal. This applies to transactions involving finances as well as scheduling.
9. To serve the body of control for all organized athletics at Douglass.

Mr. I. J. Daniel, Athletic Director  
and Chairman  
Mr. G. E. Barrett, Boys Coach  
Miss B. E. Sewell

## COMMENCEMENT 1951

Commencement 1951, will represent the formal culmination of thirty-six weeks of development, throughout the school, of our suggested theme for the year, "Our School: Its Philosophy and Objectives."

The responsibility and authority for planning and executing the Commencement week program of activities is vested specifically in the Commencement Committee whose personnel is as follows: Miss C. A. Bell, Chairman  
Mrs. Ruth Craven,  
Mrs. M. J. Oliver,  
President of Senior Class  
One other member of Sr. Class

### A Few Suggestions:

1. Organize the committee and begin planning for June in September.
  2. Sub-divide the committee delegating responsibility and authority to sub-chairman as follows:
    - (a) Caps and gowns, rings and invitations
    - (b) Year book, programs and publicity
    - (c) Student speakers and speeches
    - (d) Senior programs and class night
    - (e) Marching, seating, dressing, decorations and building arrangements.
    - (f) Music, baccalaureate speaker and etc.
  3. Arrange to have a meeting of the total committee at least once each month so as to keep each member informed as to proposals, and transactions.
  4. Secure group approval on all matters of major importance before submitting same to the principal for final consideration.
  5. Give generous opportunity to pupil representatives to participate in discussions and to vote on procedures.
  6. Give helpful guidance to pupils in selecting subjects, writing, and rehearsing speeches, but encourage them to use their own initiative, imagination and mental powers in giving voice to their own abilities and attainments.
- The committee is asked to adhere to the following:
1. The final approval of the principal must be obtained before any contracts or agreements involving outside interests are entered upon.
  2. All monies received and expended must be handed through the central banking system of the school.
  3. The entire faculty is obligated to cooperate with the committee in bringing to successful fruition its program.



PROCEDURE FOR THE FIRST DAY OF SCHOOL  
SEPTEMBER 6, 1950

1. All students will report to the auditorium at the ringing of the bell (9:0'clock) for a general opening assembly.

- (a) Invocation
  - (b) Welcome remarks
  - (c) Introduction and remarks by staff
  - (d) Announcements
- General instructions for registering

2. At the end of this period, students and teachers will go to their assigned homerooms for registration/

Please do the following: 1. Have students make out in ink two copies of their class schedule and registration card, send one copy of each to the office give the student the other, Counsel students on proper selection of subjects.

2. Class schedule and book list to be put on blackboard in each homeroom.

3. Trial run of schedule -approximately 15 minutes each period.

4. Dismissal 12:00

5. Short staff meeting (12:05-12:20) To discuss any problems relative to the first day. (Room 1)

TEXTBOOK PROCEDURE

All textbooks orders are to be made in duplicate by each teacher ordering books and turned in to the principal, each time you desire books. All money for books must be turned in to Miss Sewell, you should keep a record of this. All orders will be consolidated by the principal and your copy for books given back to you along with books received for your record.

EACH TEACHER IS RESPONSIBLE TO SEE THAT ALL NECESSARY BOOKS ARE PURCHASED FOR THEIR HOMEROOM STUDENTS. SETTLEMENT MUST BE MADE TO MISS EMERICK BEFORE SEPTEMBER 30th.

THE VIRGINIA TEACHER'S REGISTER

The register which you will be given is designed to provide uniform record keeping in your homeroom. The combined totals of entries in all registers should at all times, reflect the true status of the school as a whole.

1. Be accurate, a record of all pupils who enter school on September 6th or on any other day must be kept.

2. Do not withdraw any student until a careful investigation of the case has been made and your findings reported to the principal who will give a final decision on the student.

3. Your monthly report will be due in the office on the last teaching day of each month. Please bring your register with your report.

4. I will be very happy to assist you with your report.

5. The adding machine and typewriter is available for your use in the office .

6. Please keep your register at school.