

VIRGINIA STATE DEPARTMENT OF EDUCATION  
**FINAL ANNUAL HIGH SCHOOL REPORT**

Douglass High School Session 1954-1955 Date of Closing June 7, 1955  
Loudoun County or City Post Office Leesburg Race Negro

**HIGH SCHOOL ENROLLMENT FOR THE YEAR**  
 (E<sup>1</sup> + E<sup>2</sup> + R<sup>3</sup> + R<sup>2</sup>)

Do not write in this space		Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Total	Number Graduated	Post Graduates
	Status this year	Boys	31	20	12	25	11	99	0
Status next year	Girls	42	18	24	23	22	129	0	0
	Total	73	38	36	48	33	228	0	0

**ELEMENTARY ENROLLMENT FOR THE YEAR**  
 (E<sup>1</sup> + E<sup>2</sup> + R<sup>3</sup> + R<sup>2</sup>)

1st to 4th Grades, inclusive: Boys 0 Girls 0 Total 0  
 5th to 7th Grades, inclusive: Boys 0 Girls 0 Total 0

1. Actual number days taught in High School Department 180
2. Actual number days taught in Elementary Grades 0
3. Aggregate days on roll in High School Department 39,000
4. Aggregate days in attendance High School Department 36,399
5. Per cent in average daily attendance in High School Department 93  
 (Divide Item 4 by Item 3)
6. Number in average daily attendance in High School Department 207
7. Number in average daily attendance in Elementary Grades -
8. Per capita cost instruction High School Department \$ 160.89  
 (Divide by Item 6 the total High School salaries, including salary of the principal, prorated according to instructions on sixth page of principal's annual report to the Superintendent)
9. Per capita cost instruction Elementary Grades -  
 (Divide by Item 7 the total annual salaries of Elementary teachers determined on the basis of the same instructions as those for Item 8)
10. Pupils withdrawn from this High School..... No. 18 Per Cent 7.0  
 (Total of a + b + c + d)
  - a. Pupils transferred to another school in this system..... No. 3 Per Cent 1.3
  - b. Pupils transferred to another school in the State..... No. 2 Per Cent 0.9
  - c. Pupils transferred to a school in another State..... No. 0 Per Cent 0
  - d. Pupils dropped out and not entering another school..... No. 2 Per Cent 0.9
11. Number pupils received from another public High School in the same county or city (R<sup>2</sup>'s) 0
12. Number pupils received from another public High School in the State but outside the county or city (R<sup>3</sup>'s) 4
13. Number of subject failures in High School Department 15
14. Per cent subject failures in High School Department 1.3  
 (Divide Item 13 by sum of enrollments in the various subjects offered)
15. Amount spent during the year for books, periodicals, supplies, binding, and other materials for the High School library \$155.24
16. Annual salary of High School principal \$4,252
17. Number of months principal employed 9
18. Adult Education: 0 Number of classes 0 Total enrollment 0

STATEMENT OF ACCOMPLISHMENTS

1. Indicate progress made in achieving the plans projected in the Preliminary Annual High School Report.
  - a. School committees have evaluated the school using the Evaluative criteria.
  - b. A special speech teacher has worked with pupils who have defective speech.
  - c. The faculty has made a study of the various study guides as they apply to our school program.
  - d. Pupils in the eighth grade have had a special course in reading.
  - e. Teachers have discussed language arts at various grade levels to understand the strong and weak points in our teaching procedure and techniques to establish continuity in the English classes.
  
2. Show progress made during the year in meeting accrediting standards, and report plans for meeting all standards.
  1. Every available effort is being made to employ qualified teachers and to assign them to subjects in their particular fields.

Stephen M. Snyder  
Signature of Principal

June 8, 1955  
Date

Examined and approved by: Ch. Emerich  
Signature of Division Superintendent

June 20, 1955  
Date

VIRGINIA STATE DEPARTMENT OF EDUCATION

Annual Library Report for Junior and Senior High and Elementary Schools, Session 1955-1956

School Douglas High School City or County Loudoun Race negro  
 Enrollment: Elementary \_\_\_\_\_ High School 225 Total \_\_\_\_\_

(Please give data for elementary and high schools separately. Give data for junior high and combined schools in "High School" column. Answer "Yes" or "No" unless question requires other information.)

NOTE: This report is to be prepared and signed by the regularly employed school librarian who is a faculty member, not by an assistant. If the school has no professionally trained librarian, this report is to be prepared by the school principal.

	ELEM. SCHOOL	HIGH SCHOOL		ADULT	ELEM. SCHOOL	HIGH SCHOOL
<b>LIBRARY STAFF:</b>			<b>SERVICE:</b>			
Does librarian have Collegiate Professional Certificate endorsed for Library Science?.....		<u>yes</u>	Number books circulated:			
Name School of Library Science attended.....		<u>W. State College</u>	(Count each book each time it is circulated)			
Annual salary of librarian or teacher-librarian.....		<u>\$2,580</u>	Fiction .....			<u>616</u>
Number months librarian is employed.....		<u>9</u>	Non-fiction .....	<u>43</u>		<u>421</u>
Number periods librarian in library daily.....		<u>3</u>	Total .....	<u>43</u>		<u>1037</u>
Number volunteer pupil assistants .....		<u>5</u>	Number of members in library club .....			<u>23</u>
Subjects taught by teacher-librarian:			Is the library used during the summer vacation? .....			<u>no</u>
<u>Government, History,</u>			Does the school have an organized program of library instruction? .....			<u>partly</u>
<u>Health + Physical</u>			Number of pupils who have had this instruction in use of library .....			<u>70</u>
<u>Education.</u>			Approximate No. pupils who use the library daily .....			<u>100</u>
<b>FINANCES:</b>	ELEM. SCHOOL	HIGH SCHOOL	Approximate No. of teachers who use the library daily .....			<u>5</u>
(State exact amount for each item)			<b>ROOMS AND EQUIPMENT:</b>			
<b>Library Receipts:</b>			(Refer to <i>School Planning Manual</i> Section 2211) .....			
Balance on hand beginning of year.....	\$	<u>\$21.38</u>	Separate library room .....			<u>yes</u>
From State Public School Library Fund .....	\$	<u>\$80.00</u>	Library used as a study hall .....			<u>yes</u>
From local school board appropriations .....	\$	<u>\$30.00</u>	Size of reading room .....			
From other sources (Itemize):			Sufficient adjustable shelving .....			<u>yes</u>
_____	\$	<u>10.00</u>	Bulletin board .....			<u>yes</u>
_____	\$	<u>48.32</u>	Magazine rack .....			<u>yes</u>
Total library receipts (Add above items).....	\$	<u>\$189.62</u>	Newspaper rack .....			<u>yes</u>
<b>Library Expenditures:</b>			Vertical file case .....			<u>yes</u>
Amount spent <i>per pupil</i> for books .....	\$	<u>\$.53</u>	Card catalog case .....			<u>no</u>
Amount spent <i>per pupil</i> for magazines .....	\$	<u>\$.16</u>	Librarian's desk .....			<u>yes</u>
Amount spent <i>per pupil</i> for Audio-visual materials .....	\$	<u>—</u>	Librarian's workroom .....			<u>yes</u>
			Conference room for library use only .....			<u>no</u>

	ELEM. SCHOOL	HIGH SCHOOL		ELEM. SCHOOL	HIGH SCHOOL
ORGANIZATION:			BOOKS:		
Up-to-date accession record (Shelf list may serve this purpose)		yes			
Books classified by Dewey-Decimal system...		yes	Number volumes last annual report .....		1041
Card loan system .....		yes			
Card shelf list .....		yes	Number volumes added .....		219
Card catalog (Dictionary catalog—contains author, title, and subject cards arranged alphabetically.) .....		no	Number volumes lost and discarded .....		25
Is record of pupil's individual reading kept?...		no	Total number volumes now in library .....		1235
Organized pamphlet and picture file .....		partly			
Organized vocational guidance file .....		"			
Was a complete inventory of books taken this school year? .....		yes			

1. List below anything that you have done in your library which you think might be helpful to other librarians.

- A. Started a Cataloging & Classification 3x5 Card file on decisions on methods to use in cataloging & classification of books & materials.
- B. Due to shortage of books, a book may be checked out for 5 days only so as to give others an opportunity to use the books.
- C. A manual of library operations was started to establish routine & matters of policy for the library.

2. In what way can the State Supervisor of School Libraries help you with your library problems either now or in the future?

---



---



---

3. Describe briefly how pupils are instructed in using the library:

Library instructions are given in the library by the librarian. Instructions are integrated with English classes. Stress on the 8th grade.

(Use additional pages if necessary.)

Jacqueline Y. Harris Librarian

Stephen D. Sydnor Principal

O. L. Emerich Division Superintendent

LIST OF GRADUATES FOR THE YEAR 1955  
DOUGLASS High School

Boys	Age	Girls	Age
Norman K. Brooks	18	Mary A. Anderson	18
Charles E. Carpenter	20	Silvia E. K. Brown	17
James E. Daniel	16	Rose M. Bushrod	19
Alvin W. Dodson	18	Lucy A. Ferrell	17
James O. Gormes	20	Beatriz A. Furr	17
Nathan N. Jackson	17	Omega F. Furr	18
William W. Russell	19	Helen L. Grigsby	17
Reginald L. Simms	19	Barbara A. Hall	17
Curtis A. Smith	18	Elaine C. Hall	16
James W. Smith	18	Lula M. Harris	17
Thomas E. Thompson	18	Peggy E. Jones	18
		Sonja E. Jones	18
		Joyce B. Ramey	19
		Nancy A. Reid	18
		Inez J. Russ	18
		Thelma V. Simms	18
		Catherine V. Standish	17
		Mattie E. Thompson	18
		Pauline B. Trammell	18
		Peggy J. Trammell	17
		Christella M. Turner	20
		Irene E. Walker	19

(Use back of this sheet, if necessary)