

COMMONWEALTH OF VIRGINIA  
STATE BOARD OF EDUCATION  
Richmond 16

*file Reports HS.*

May 2, 1956

Mr. O. L. Emerick, Superintendent  
Loudoun County Schools  
Leesburg, Virginia

Dear Mr. Emerick:

Enclosed herewith you will find copies of check lists of deficiencies revealed by a review of the Preliminary Annual Reports for the following high schools in your local school division:

Douglass  
Loudoun County

The principal of each high school in your division is being furnished a duplicate copy of the check list for his school. The Final Annual Reports which will be submitted for your high schools at the close of this year should show progress in correcting existing deficiencies or should include projected plans for improvement.

Sincerely yours,



Woodrow W. Wilkerson  
Supervisor of Secondary Education

WWW/pd

Encls.

## CHECK LIST FOR REVIEW OF PRELIMINARY ANNUAL REPORT

School DouglassDivision Leesburg Loudoun Co.

An analysis of the Preliminary Annual Report has been made. Those standards which are not being met are checked below. It is indicated under item No. 43 wherein the Preliminary Annual Report is incomplete.

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1. (1) - There shall be in writing a statement of the school's philosophy or a statement of educational objectives. (p. 9)
2. (3) - The scope of offering shall provide for a minimum of thirty units during the last four years. In order to meet this standard, additional units are needed by 1955-56 as follows: 2 academic,     fine arts,     practical arts.
3. (4) - All four-, five-, or six-year high schools shall require for graduation sixteen units earned during the last four years. Senior high schools shall require for graduation twelve units earned during the last three years.
4. (5) - The eight prescribed units shall be required of all pupils for graduation.
5. (6) - Health and physical education shall be scheduled for all pupils except those who, during the last two years of high school, are exempt on the basis of individual needs.
6. (9) - Provision shall be made for each pupil to receive required instruction in the use of library materials.
7. (10) - Organized guidance services shall be provided.
8. (11) - An appropriate activity program shall be carried on under the direct supervision of the school.
9. (13) - The school term shall provide for a minimum of 180 days of instruction.
10. (14) - Fifteen periods per week is the maximum which the principal shall teach.
11. (17) - The pupil-teacher ratio shall not exceed 25 to 1.
12. (18) - No teacher of departmentalized classes in academic subject fields shall teach more than 750 pupil periods per week.
- (a)  teachers are teaching more than 750 pupil periods per week.
13. (20) - Clerical assistance necessary for an effective program of instruction, administration, and supervision shall be provided. (p. 16)
14. (21) - The appropriateness of the load for an individual pupil should be determined through guidance in relation to his needs and abilities. When a pupil is permitted to carry more than four units, exclusive of health and physical education, it is desirable that consideration be given to selecting the additional work from the fields of fine arts or practical arts. In no instance, however, may a pupil carry more than five units, exclusive of health and physical education.
15. (22) - The schedule shall provide for a minimum of five hours for the school day exclusive of time allowed for lunch periods.
16. (23) - The minimum length of any recitation period shall be forty-five minutes.
17. (24) - A minimum of 275 minutes of class time per week shall be required of any class designated as a laboratory class.
18. (25) - The library shall provide for a shelf list    , a card catalogue    , an adequate loan system    , an accurate accession record    .
19. (26) - Library books shall be classified, marked, and properly shelved.
20. (27) - The library shall be open to pupils throughout the entire school day.
21. (29) - One period per day for each 100 pupils or major fraction thereof shall be provided for counseling and related activities. (effective 1953-54).
22. (30) - Permanent and cumulative records shall be kept for each pupil.

- \_\_\_ 23. (31)- There shall be a sound system of budgeting, accounting, and auditing of all school funds.
- x 24. (32)- There shall be a basic collection of 500 well-selected books and not less than five per pupil, exclusive of duplicates, Government documents, and textbooks. Short 320
- \_\_\_ 25. (33)- There shall be fifteen or more carefully-selected periodicals.
- \_\_\_ 26. (34)- The library shall have an unabridged dictionary \_\_\_, an encyclopedia\_\_\_, one copy of a daily newspaper\_\_\_.
- x 27. (35)- There shall be an adequate appropriation for the purchase of books, periodicals, supplies, binding, and other materials for the library. (p. 19) Short \$30.65
- \_\_\_ 28. (36)- A separate room shall be provided.
- x 29. (37)- The library shall be adequately equipped. (p. 20)
- \_\_\_ 30. (38)- All persons assigned time for guidance activities shall be provided a private space for work during the time assigned. (Effective in 1953-54).
- \_\_\_ 31. (39)- Occupational, educational, and personal adjustment information shall be available.
- \_\_\_ 32. (40)- A current file of information on post-high school training opportunities shall be maintained.
- \_\_\_ 33. (41)- Adequately equipped science laboratories shall be provided. (p. 20)
- x 34. (42)- Adequate facilities and equipment shall be provided for instruction offered in: home economics\_\_\_, agriculture\_\_\_, business education\_\_\_, industrial arts\_\_\_, trades\_\_\_, art\_\_\_, music x.
- \_\_\_ 35. (43)- The principal's office shall be adequate from the standpoint of size and equipment.
- x 36. (44)- The facilities and equipment for health and physical education shall be suitable to the needs of the school.
- \_\_\_ 37. (46)- All professional staff members shall be properly certificated.
- x 38. (48)- Instructional staff members shall be assigned only those subjects which they are certified to teach.
- x (a) 2 classroom teachers are teaching subjects not authorized on certificates.  
(See footnote for names of teachers and subjects)
- \_\_\_ (49)- (b) Librarian shall be certificated in library science.
- \_\_\_ 39. (28)- The library of a school enrolling more than 200 pupils shall be under the direction of a full-time librarian.
- \_\_\_ 40. (28)- The teacher-librarian of a school enrolling less than 200 pupils shall devote at least one-half of the school day to the library.
- \_\_\_ 41. (51)- Those charged with the direction of guidance services shall be qualified by training and/or experience for this assignment.
- \_\_\_ 42. (53)- A definite program of supervision shall be in evidence.
- x 43. Preliminary Report is incomplete in the following major respects:  
(a) Information not provided for items \_\_\_\_\_  
(b) Type of certificate not shown for \_\_\_ teachers  
(c) Date certificate expires not reported for \_\_\_ teachers  
(d) Subjects authorized to teach not reported for \_\_\_ teachers  
(e) Subjects taught not reported for \_\_\_ teachers  
(f) \_\_\_\_\_  
(g) \_\_\_\_\_

FOOTNOTE: Miss Jacquelin Harris - History  
Mrs. Allean Watkins - History

CHECK LIST FOR REVIEW OF PRELIMINARY ANNUAL REPORT

School LOUDOUN Division LOUDOUN COUNTY

An analysis of the Preliminary Annual Report has been made. Those standards which are not being met are checked below. It is indicated under item No. 43 wherein the Preliminary Annual Report is incomplete.

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  - (g) \_\_\_\_\_

FOOTNOTE:

P. L. Baumgardner - Math  
Katherine Bridges - Librarian ✓  
Alice K. Campbell - Ec. Geog., Geog.  
Theodore Caras - Public Speaking  
Roy Fry - General Science  
Thomas H. Kane - Physics

James M. Racey - Driver Education  
Alice Ramsburg - Math  
Cecil C. Short - Agri.  
G. E. Welsh - Phy. Education  
Alice K. Stokla - Librarian