

Reports 115

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

Douglass High School Session 1955-1956 Date of Opening September 6  
Date of Closing \_\_\_\_\_  
Leesburg City or County Post Office Leesburg Race Negro

**HIGH SCHOOL ENROLLMENT**

Do not write in this space		Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Total	Post Graduate (Do not include in total)
Status this year	Boys	24	28	16	10	19	97	0
Status next year	Girls	42	30	14	17	23	126	0
	Total	66	58	30	27	42	223	0

Enrollment in elementary grades of this school: Grade 1 \_\_\_\_\_, 2 \_\_\_\_\_, 3 \_\_\_\_\_, 4 \_\_\_\_\_, 5 \_\_\_\_\_, 6 \_\_\_\_\_, 7 \_\_\_\_\_, Total \_\_\_\_\_

Number of last session's graduates going to college: Boys \_\_\_\_\_ Girls \_\_\_\_\_ Total \_\_\_\_\_

Number of last session's graduates going to trade schools: Boys \_\_\_\_\_ Girls \_\_\_\_\_ Total \_\_\_\_\_

Number of last session's graduates going to business schools: Boys \_\_\_\_\_ Girls \_\_\_\_\_ Total \_\_\_\_\_

*Instructions:* It is suggested that in completing this form the principal and his staff refer to the bulletin, *Standards for the Accrediting of Secondary Schools*. In this bulletin a brief discussion of each standard is presented which is designed to give general guidance and direction. The questions which follow are arranged to correspond generally to the order in which the standards are discussed.

Answer each question "yes" or "no" except when quantitative data are requested.

**PHILOSOPHY AND OBJECTIVES**

*There shall be in writing a statement of the school's philosophy or a statement of educational objectives which shall be in harmony with the ideals of American democracy and consistent with the needs of the pupil population and the community which the school serves.*

- Has such a statement been formulated for this school? Yes
- Is this statement critically and continuously reexamined in the light of the needs of the pupils and the community? Yes

**SCOPE OF OFFERING**

- How many units are offered during the present session in grades 8-11 or 9-12? academic Sixteen fine arts two practical arts ten total twenty-eight
- How many units are required for graduation? 16
- Are the eight prescribed units required of all pupils for graduation? Yes
- Is health and physical education scheduled daily for all pupils except certain pupils who, during the last two years of high school, are exempt on the basis of individual needs? Yes
- Does the scheduled program in health and physical education provide: 72-108 class hours of health instruction? Yes 72-108 class hours of physical education instruction? Yes
- Does the scheduled program in health instruction include 30-36 hours of classroom instruction in Driver Education? No Grade in which offered? None
- Is provision made for each pupil to receive required instruction in the use of the library materials? Yes
- Are organized guidance services provided? Yes
- Is an appropriate pupil activity program carried on under the direct supervision of the school? Yes

**ORGANIZATION AND ADMINISTRATION**

- What is the pattern of organization of which this school is a unit? (Example: 7-4, 7-5, 6-3-3) 7-5
- Does the school term provide for a minimum of 180 days of classroom instruction? Yes
- How many periods per week does the principal teach? 0

15. How many professional staff members are employed full time in the high school department? men 6 women 6
16. How many professional staff members are employed part time in the high school department? men 0 women 0
17. What is the pupil-teacher ratio in this school? elementary school \_\_\_\_\_ high school 19
- \*Divide enrollment by number of professional staff members using appropriate fractions for part-time personnel.
18. Are any teachers of academic subjects teaching more than 750 pupil-periods per week? No  
If so, how many? \_\_\_\_\_
19. Is it the policy of the school to adjust the teaching load of those teachers who are assigned major responsibilities in connection with extra-class activities? Yes
20. How many periods is clerical assistance provided daily? 2
21. How many pupils are enrolled for: five units? 29 more than five units? 0
22. What is the length of the school day exclusive of time allowed for lunch periods? 5.5 hours
23. How long are the class periods? 55 minutes
24. How many minutes are devoted weekly to: general science? 275 biology? 275  
chemistry 275 physics? 0
25. Does the organization of the library provide for: a shelf list? Yes a card catalogue? No  
an adequate loan system? Yes an accurate accession record? Yes
26. Are library books classified, marked, and properly shelved? Yes
27. Is the library open to the pupils throughout the entire school day? Yes
28. How much of the school day does the library devote to high school library service? 3 periods
29. How many periods per day are provided for counseling and related activities? 2  
a. Are these periods designated as counseling periods on the daily schedule of this report? Yes
30. Are permanent and cumulative records kept for each pupil and in such form that they can be conveniently used? Yes
31. Is there in use a sound system of budgeting, accounting, and auditing of all school funds? Yes

#### FACILITIES AND EQUIPMENT

32. How many usable library books are classified for high school use? 1295
33. How many carefully selected periodicals are provided for the use of high school pupils? 18
34. Is there provided in the library: an unabridged dictionary? Yes an encyclopedia? Yes one copy of a daily newspaper? Yes
35. What appropriation has been made for the purchasing during the year of books, periodicals, supplies, binding, and other materials for the high school library? \$ 150.00
36. Is a separate library room provided? Yes
37. Is the library adequately equipped to meet the needs of the instructional program? No
38. Is private space available to each staff member during the time assigned counseling responsibilities? Yes
39. Is occupational, educational, and personal adjustment information available? Yes
40. Does the school maintain a current file of information on post-high school training opportunities? Yes
41. Are adequately equipped laboratories provided to meet the needs of instruction in all science courses offered? Yes
42. Are adequate facilities and equipment provided for instruction offered in: home economics? Yes  
agriculture? - business education? - industrial arts? No trades? -  
art? - music? No Distributive education? \_\_\_\_\_
43. Is the principal's office adequate from standpoint of size and equipment? Yes
44. Are the facilities adequate for an effective program of health and physical education? No
45. Is the equipment adequate for an effective program of health and physical education? No

#### THE SCHOOL STAFF

46. Are all members of the professional staff qualified by proper certification? Yes
47. Has the principal completed courses on the graduate level in administration and in supervision? Yes
48. Are members of the instructional staff assigned only those subjects which they are certificated to teach? Yes
49. Is the librarian certificated in library science? Yes
50. How many semester hours in library science has the librarian completed? 30
51. Are those charged with the direction of the guidance services qualified by training and/or experience for this assignment? Yes
52. What is the average annual salary of the high school teachers? (Omit salary of principal) \$2,889.89
53. Is a cooperatively planned program of supervision in effect in this school? Yes







12:00-12:30

12:30- 1:25

1:25- 2:20

2:20- 3:15

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Total Pupil  
Periods

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Pupil Activity  
Program


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Adult  
Classes

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Teachers'  
Names 

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Time of  
Periods

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9:15-10:15

10:10-11:05

11:05-12:00

12:00-12:30

12:30- 1:25

1:25- 2:20

2:20- 3:15

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Total Pupil  
Periods

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Pupil Activity  
Program

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Adult  
Classes

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VIRGINIA STATE DEPARTMENT OF EDUCATION

PROGRAM OF STUDIES OF Douglas HIGH SCHOOL

Instructions: Fill in each blank for each course in which pupils are enrolled during the current year and list textbooks used. Indicated by a star (\*) in Column 1 those subjects which are required of all pupils.

1	2	3	4	5	6	7	8	9
Subjects Offered (Attach supplemental pages if additional space is needed)	Grade or Grades Offered	No. of Weeks in Course	No. of Periods per Week	Length of Period	Number of Sections	Total No. in All Sections	Unit Value	Basic Textbook* Used
<b>ACADEMIC</b>								
<b>ENGLISH</b>								
8	8	36	5	55	2	66	0	English in Action: World of People
9	9	"	"	"	2	58	1	English in Action: Adv. in Reading
10	10	"	"	"	1	32	1	" " " :Adv. in Appreciation
11	11	"	"	"	1	30	1	" " " : American Lit.
12	12	"	"	"	2	42	1	" " " : English Lit.
Journalism								
Public Speaking								
Dramatic Arts								
<b>MATHEMATICS</b>								
Mathematics 8 *	8	36	5	55	2	66	XXX	Refresher Arithmetic, Stein
General Mathematics	9	"	"	"	2	58	1	Making Math. Work, Nelson-Grime
Algebra (first course)	10	"	"	"	1	15	1	A First Course in Algebra, Hart
Algebra (second course)								
Plane Geometry	11-12	"	"	"	1	17	1	Modern School Geometry, Schorling
Solid Geometry								
Trigonometry								
Consumer Math.	12	"	"	"	1	28	1	Economics Mathematics, Lennes
<b>SCIENCE</b>								
Science 8 *	8	18	5	55	1	22	XXX	Enjoying Modern Science, Smith
General Science	9	"	"	"	1	34	1	Using Modern Science, Smith
Biology	10	"	"	"	1	30	1	Elements of Biology, Smallwood
Chemistry	12	"	"	"	1	13	1	New World of Chemistry, Jaffe
Physics								
<b>SOCIAL STUDIES</b>								
Social Studies 8 *	8	36	5	55	2	66	XXX	Your Country's Story, Tiegs
Civics	9	"	"	"	1	26	1	Your Life as a Citizen, Tiegs
World History	10	"	"	"	1	19	1	A History of the World, Magennis
Va. & U. S. History	11	"	"	"	1	29	1	The United States, Muzzey
Va. & U. S. Government	12	"	"	"	2	41	1	The People Government, Paquin
Social Problems								
Economics								
Geography								
<b>FOREIGN LANGUAGES</b>								
Latin (first course)								
Latin (second course)								
French (first course)								
French (second course)	11-12	36	5	55	1	11	1	Le Francais, Book II, Ernst
Spanish (first course)								
Spanish (second course)								

\*Space opposite this course should be used only for the eighth grade of a 12 year school system.

1	2	3	4	5	6	7	8	9	
Subjects Offered (Attach supplemental pages if additional spaces is needed)	Grade or Grades Offered	No. of Weeks in Course	No. of Periods per Week	Length of Period	Number of Sections	Total No. in All Sections	Unit Value	Total Units Acquirable in Four Years	Basic Textbooks Used

**THE VISUAL ARTS AND MUSIC**

**THE VISUAL ARTS**

Art 8*							XXX	XXX	
Art 1									
Art 2									
Art 3									
Art 4									

**MUSIC**

Music 8*	8	36	5	55	1	20	XXX	XXX	No Basic Textbook
Chorus (Unselected)									
Boys' Glee Club									
Girls' Glee Club									
Concert Choir (Selected)									
Band	9-12	36	5	55	1	25	1	2	No Basic Textbook
Orchestra									
General Music (9 - 12)	9-12	"	"	"	2	30	1	2	No Basic Textbook

**OTHER COURSES**

**PRACTICAL ARTS**

**INDUSTRIAL ARTS**

Shop 8 *	8	36	5	55	1	10	XXX	XXX	No Basic Textbook
General Shop a	9-12	"	"	"	3	32	1	3	No Basic Textbook
Unit Shops b									
Woodwork									
General Metal Work									
Machine Shop c									
Auto Mechanics c									
Electricity c									
Mechanical Drawing									

**DAY TRADES c**

Auto Mechanics									
Carpentry									
Electricity c									
Machine Shop c									
Bricklaying									
Cosmetology									

**AGRICULTURE d**

Agri. (8th Grade) *									
Voc. Agri. (first course)							XXX		
Voc. Agri. (second course)									
Voc. Agri. (third course)									
Voc. Agri. (fourth course)									

- a General Shop—Instruction offered in two or more areas.
- b Unit Shop—Instruction offered in a single area.
- c Each course taught in the school shop for three hours a day by an instructor who has had 6 years of experience in his trade.



**VIRGINIA STATE DEPARTMENT OF EDUCATION**  
**PROGRAM OF STUDIES OF** Douglass **HIGH SCHOOL**

1	2	3	4	5	6	7	8	9
Subjects Offered (Attach supplemental pages if additional space is needed)	Grade or Grades Offered	No. of Weeks in Course	No. of Periods per Week	Length of Period	Number of Sections	Total No. in All Sections	Unit Value	Basic Textbooks Used
<b>HOME ECONOMICS e</b>								
Home Ec. (8th Grade) *	8	18	5	55	1	13	XXX	No Basic Textbook
Voc. Home Ec. (first year)	9	"	"	"	1	13	1 1/2	" " "
Voc. Home Ec. (second year)	10	"	"	"	1	20	1 1/2	" " "
Voc. Home Ec. (third year)	11	"	"	"	1	13	1 1/2	" " "
Voc. Home Ec. (fourth year)								
General Home Ec.								
<b>BUSINESS EDUCATION</b>								
Business (8th Grade) *							XXX	
General Business								
Business Mathematics								
Typing (first course)	11	18	5	55	2	33	1	20 Century Typing - 6th Edition
Typing (second course)	12	"	"	"	1	16	1	" " " " "
Shorthand (first course)	12	"	"	"	1	18	1	Simplified Shorthand - Gregg
Shorthand (Transcription)								
Bookkeeping (first course)								
Bookkeeping (second course)								
Clerical Practice								
Voc. Office Training f								
<b>DIVERSIFIED OCCUPATIONS f</b>								
<b>DISTRIBUTIVE EDUCATION f</b>								
Distributive Education I								
Distributive Education II								
<b>OTHER COURSES</b>								
<b>HEALTH AND PHYSICAL EDUCATION</b>								
Grade 8	8	36	5	55	3	66	XXX	Good Health for Better Living
Grade 9	9	"	"	"	2	56	1	Health in Your Daily Living
Grade 10	10	"	"	"	1	30	1	" " " " "
Grade 11	11-12	"	"	"	2	47	1	Family Living
Grade 12								

- d. How many hours are required during the year in supervised farm practices? first course \_\_\_\_\_ second course \_\_\_\_\_ third course \_\_\_\_\_ fourth course \_\_\_\_\_
- e. What are the requirements on home projects for each year in homemaking? First year? 3 projects Second Year? 3 projects Third Year? 3 projects Fourth Year? 3 projects
- f. How many hours of work experience are required per week in: Vocational Office Training? \_\_\_\_\_ Diversified Occupations? \_\_\_\_\_ Distributive Education? \_\_\_\_\_

Subjects offered last session which are not offered this session:

Subjects	Units
French I	1
Algebra II	1
_____	_____
_____	_____

Subjects expected to be offered next session which are not being offered this session:

Subjects	Units
Trigonometry	1
Band II	1
_____	_____
_____	_____

# PLANS FOR THE DEVELOPMENT OF THE SCHOOL

What are the long-range plans for the improvement of the school?

1. Adequate physical plant to meet the needs of the pupils.
2. Increase the offering of the school, academic and Fine Arts.
3. Make provision for Adult Education.
4. A more diversified vocational offering.

List problems on which special attention of the staff will be focused during the year. What plans does the staff have for working on these problems?

1. How can we better know those we teach?
2. How can we improve our school spirit?
3. How can we develop continuity in the various subject fields in our school?
4. Improving reading in our school?

The following plans have been suggested for working on the above problems:

1. Faculty Meetings
2. Work Shops
3. Use of Standard Tests results
4. P. T. A. Study groups

Stephen M. Snyder  
Signature of Principal

10-12-55  
Date

Examined and approved by: A. B. Emerich  
Signature of Division Superintendent

10-18-55  
Date