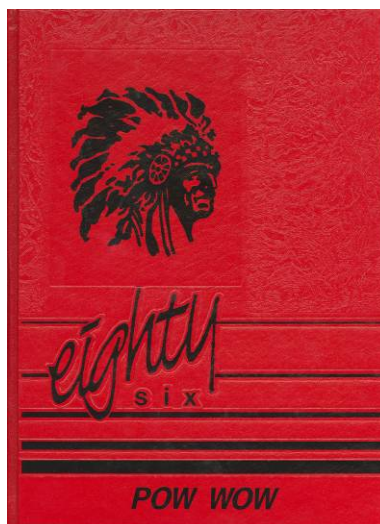


**Guide to the  
University Schools Collection  
1923-1987**

14.5 linear feet

2006.016



**Abstract**

A compilation of materials regarding the University High School, University Junior High School, and the University Elementary School that were operated by Southeast Missouri State University from 1896-1987.

Processed by: Tricia Bayer, October 2007

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## Descriptive Overview

**Provenance:** Donated to the Special Collections and Archives by Southeast Missouri State University at an unknown date.

**Citation:** University Schools Collection, Special Collections and Archives, Southeast Missouri State University.

**Restrictions:** University High School Transcripts are restricted by the privacy act and unavailable for public use. For information about obtaining a copy of your transcript please contact the archivist.

**Related Collections:** Glenn House Collection, Series 1, Subseries e: Schools

### Historical Note

The establishment of the Third District Normal School was part of a national movement in the United States, which proposed to have all teachers professionally trained. Originally Missouri only established two schools, at Kirksville and Warrensburg, but lawmakers soon realized more schools were needed and establish the Third District Normal School in Southeast Missouri in 1873.

University President John Sephus McGhee established the University Schools on June 15, 1896 in order to allow prospective teachers to put their learning experience into practice. As the university developed its curriculum and extra-curricular activities so did the University Schools. In 1903, the Normal School began to expand into several different buildings, which allowed the university schools to expand class sizes. The University Schools lasted until the 1986-1987 school year, when it was closed permanently due to high costs.

### Scope and Content Note

Included in this collection are programs, scrapbooks, publications, manuals, photographs, reports, and other documents pertaining to the University High School, the University Junior High School, and the University Elementary School. The majority of the collection pertains to the high school, with dates ranging from 1923 to 1987. The junior high school records are the second largest series, with dates ranging from 1934 to 1980. The elementary school records date from 1965 to 1987. Additionally, there are records of the student teachers that applied and taught from 1938-1940.

**Rules or Conventions:** Finding Aid prepared using DACS

## Series Descriptions

### Series I: University High School

#### **Subseries 1: Programs**

Contains programs from various high school events such as commencements, holidays, clubs, and sporting events.

#### **Subseries 2: Guides, Handbooks, And Manuals**

Contains student handbooks and teacher's guides and handbooks.

#### **Subseries 3: Publications**

Contains high school student publications, particularly by the Neihardt Club.

#### **Subseries 4: Miscellaneous**

Contains graduate lists, class rosters, scrapbooks, record books, photographs, and other various materials related to the high school.

### Series II: University Junior High School

Includes the annual reports, applications for the training school, term class reports, newsletters called *Junior Highlights*, and class rosters.

### Series III: University Elementary School

Includes Christmas programs, handbooks, class rosters, photographs, scrapbooks, and ephemera.

### Series IV: Student Teachers

Includes record books on all student teachers from 1938-1940, teacher applications, classroom assignments, and other similar materials.

### Series V: Ephemera

Includes newspaper clippings, parents and teachers association letters, photographs, memorandums, letters to parents, and school calendars.

### Series VI: Yearbooks

Editions of the University High School yearbook, the Pow-Wow, dating from 1932-1986.

### Series VII: Transcripts

University High School Transcripts are restricted by the privacy act and unavailable for public use. For information about obtaining a copy of your transcript please contact the archivist.

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## Container List

|                 |   |                                |
|-----------------|---|--------------------------------|
| <b>Series I</b> | <b>High School</b>  |                                |
| <b>Box 1157</b> | <b>Subseries 1: Programs</b>  |                                |
| Folder 016      | Commencement Programs   | 1925, 1931, 1933               |
| Folder 017      | Commencement Programs   | 1943-1949                      |
| Folder 018      | Commencement Programs   | 1950-1959                      |
| Folder 019      | Commencement Programs   | 1960-1968                      |
| Folder 020      | Commencement Programs   | 1975-1978                      |
| Folder 021      | Commencement Programs   | 1980-1986                      |
| Folder 022      | Open House Programs   | 1965-1967                      |
| <br>            |   |                                |
| <b>Box 2613</b> |   |                                |
| Folder 006      | Christmas (Holiday) Tournament Programs   | 1947-1951                      |
| Folder 007      | Christmas (Holiday) Tournament Programs   | 1952-1956                      |
| Folder 010      | Christmas (Holiday) Tournament Program  | 1969, 1978-1985                |
| Folder 009      | Basketball Tournament Programs  | 1956 Feb 25-29<br>1956 Mar 1-3 |
| Folder 011      | Student Council Programs  | 1961-1962, 1982                |
| Folder 013      | National Honors Society Programs  | 1979, 1985-1987                |
| Folder 016      | Awards Programs   | 1977-1982;<br>1985,1986        |
| <br>            |   |                                |
| <b>Box 1157</b> |   |                                |
| Folder 31       | "No! No! A Million Times No!" Play Advertisement  | undated                        |
| <br>            |   |                                |
| <b>Box 1157</b> | <b>Subseries 2: Guides, Handbooks, and Manuals</b>  |                                |
| Folder 025      | Student Handbooks   | 1977-1979                      |
| Folder 026      | Student Handbooks   | 1982-1986                      |
| Folder 027      | Course Offerings Handbooks  | Undated                        |
| <br>            |   |                                |
| <b>Box 2613</b> |   |                                |
| Folder 008      | Teachers Manual   | 1951                           |
| Folder 020      | Communications Curriculum Guide   | Undated                        |
| Folder 021      | Fine Arts Curriculum Guide  | Undated                        |
| Folder 022      | Health and Physical Education Curriculum Guide  | Undated                        |
| Folder 023      | Mathematics Curriculum Guide  | Undated                        |
| Folder 024      | Practical Arts Curriculum Guide   | Undated                        |
| <br>            |   |                                |
| <b>Box 1157</b> | <b>Subseries 3: Publications</b>  |                                |
| Folder 029      | "The Smoke Signal" Newsletter   | 1983                           |
| <br>            |   |                                |
| <b>Box 2613</b> |   |                                |
| Folder 004      | "The Torch" Booklet By The Neihardt Club. Contains Student Poetry and Short Stories                             | 1936-1937                      |
| Folder 005      | "Tomahawk" Magazine By The Neihardt Club. Contains Student Poetry, Short Stories, Book Reviews, And School News | 1943 Feb                       |
| <br>            |   |                                |
| <b>Box 2613</b> | <b>Subseries 4: Miscellaneous</b>   |                                |
| Folder 001      | Graduate Lists  | 1923-1947                      |
| Folder 002      | Graduate Lists  | 1937-1939                      |

|                   |   |                         |
|-------------------|---|-------------------------|
| <b>Series I</b>   | <b>High School</b>  |                         |
| <b>Box 2613</b>   | <b>Subseries 4: Miscellaneous</b>   |                         |
| Folder 003        | Graduate Lists  | 1942-1947               |
| Folder 012        | Newspaper Clippings   | 1974 and 1986           |
| Folder 017        | Photographs- Men. 2 ½"x4" (14)  | circa 1980's            |
| Folder 018        | Photographs- Women. 2 ½"x4" (23)  | circa 1980's            |
| Folder 019        | Kimberly Dawn Summer's Diploma  | 1985 May 24             |
| Folder 020        | Junior Class Minutes  | 1944-1951               |
| <b>Box 1157</b>   |   |                         |
| Folder 023        | Class Rosters   | 1976-1980               |
| Folder 024        | Class Rosters   | 1982                    |
| Folder 014        | National Honors Society Annual Chapter Report   | 1981                    |
| Folder 015        | National Honors Society Papers  | Undated                 |
| Folder 028        | "Pow Wow" Scrapbook (31 pages)  | 1982                    |
| <b>Box 1159</b>   |   |                         |
| Item 003          | "College High School Student Council" Secretary Record Book                           | 1968-1977               |
| Item 004          | "College High School Student Council" Secretary Record Book                           | 1977-1979               |
| Item 005          | "College High School Student Council" Secretary Record Book                           | 1979                    |
| <b>Series II</b>  | <b>University Junior High School</b>  |                         |
| <b>Box 1158</b>   |   |                         |
| Folder 002        | Annual Report   | 1935-1936               |
| Folder 003        | Annual Report   | 1936-1937               |
| Folder 004        | Annual Report   | 1397-1938               |
| Folder 005        | Annual Report   | 1938-1939               |
| Folder 006        | Annual Report   | 1939-1940               |
| Folder 007        | Reports and Records   | 1940-1941               |
| Folder 008        | Class Rosters   | 1976-1980               |
| Folder 009        | Class Rosters   | Undated                 |
| <b>Series III</b> | <b>University Elementary School</b>   |                         |
| <b>Box 1157</b>   |   |                         |
| Folder 010        | Class Rosters   | 1976-1977               |
| Folder 011        | Class Rosters   | Undated                 |
| Folder 006        | Christmas Programs  | 1965 Dec 16             |
| Folder 008        | Spring Concert Programs   | 1973, 1987              |
| Folder 009        | PTA Handbooks   | 1975-1980               |
| Folder 012        | PTA Handbooks   | 1980-1981,<br>1985-1987 |
| Folder 013        | Photographs, 2 <sup>nd</sup> Grade Class. 7"x5" (3)                                   | 1985-1987               |
| Folder 015        | Autograph Collage of Unknown Class  | circa 1986              |
| Folder 014        | 4 <sup>th</sup> Grade Picture Book (photocopied) created for the teacher by the class | circa 1986              |
| <b>Series IV</b>  | <b>Student Teachers</b>   |                         |
| <b>Box 1158</b>   |   |                         |
| Folder 010        | Record Books  | 1938                    |
| Folder 011        | Record Books  | 1939 Spring             |
| Folder 012        | Record Books  | 1939 Summer             |

**Series IV Student Teachers**

**Box 1158**

|            |              |             |
|------------|--------------|-------------|
| Folder 013 | Record Books | 1939 Fall   |
| Folder 014 | Record Books | 1939-1940   |
| Folder 015 | Record Books | 1940 Spring |
| Folder 016 | Record Books | 1940 Summer |

**Series V Ephemera**

**Box 1157**

|            |  |           |
|------------|--|-----------|
| Folder 001 | Faculty Handbook   | 1981      |
| Folder 002 | Media Centers Handbook                                   | Undated   |
| Folder 003 | Administrative Committee Minutes                         | 1985-1986 |
| Folder 030 | Reports on University Schools and University High School | 1978      |
| Folder 004 | Photographs  | Undated   |
| Item 001   | Art Building. 5"x7" (1)                                  |           |
| Item 002   | Crisp Hall. 5"x7" (1)                                    |           |
| Item 003   | Scully Building. 5"x7" (1)                               |           |

**Box 1793**

|               |   |            |
|---------------|---|------------|
| Item 007      | Ribbon White lettering, "Let the Spirit Live", "UES 1897-1987"                            | 1987       |
| Items 008-013 | Button: Cartoon Indian, "1897-1986" "U. High You Betcha!"; " '86-'87 Let the Spirit Live" | 1986, 1987 |

**Box 1159**

|          |  |           |
|----------|--|-----------|
| Item 001 | University Schools Scrapbook. Contains Clippings, Photographs, Memorandums, Programs, and Parent Letters   | 1972-1979 |
| Item 002 | Elementary and Middle School Scrapbook. Contains Clippings, Photographs, Programs, and PTA Meeting Minutes | 1980      |

**Series VI Yearbooks**

Pow-Wows

1932-1986