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BIENNIAL REPORT

— OF THE —

BOARD OF DIRECTORS

— OF THE —

West Virginia Reform School

— FOR THE —

FISCAL YEARS ENDING SEPTEMBER 30, 1895—1896.



CHARLESTON.  
MOSES W. DONNALLY, PUBLIC PRINTER.  
1897.



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**Governor of the State,**  
HONORABLE WILLIAM A. MACCORKLE.

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**Board of Directors Appointed by the Governor.**

HON. WM. G. WORLEY,	<i>President,</i>
Kingwood, Preston Co., W. Va.	
COL. J. A. MILLER,	Wheeling, Ohio Co., W. Va.
CAPTAIN RUFUS HAYMOND,	Cherry Camp, Harrison Co., W. Va.
J. S. PAYNE, ESQ.,	Charleston, Kanawha Co., W. Va.
*HON. J. A. SHEPHERD,	Logan C. H., Logan Co., W. Va.
J. HOP WOODS, ESQ.,	<i>Secretary,</i>
Philippi, Barbour Co., W. Va.	

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**Executive Committee.**

Until July, 1896.

J. A. MILLER, J. HOP. WOODS AND WM. G. WORLEY.

Until October, 1896.

J. HOP. WOODS, RUFUS HAYMOND AND J. S. PAYNE.

Until January, 1897.

J. S. PAYNE, J. A. MILLER AND RUFUS HAYMOND.

Until April, 1897.

RUFUS HAYMOND, WM. G. WORLEY AND J. S. PAYNE.

\*Resigned.

## Officers and Employees of the School.

Superintendent.....	HON. D. W. SHAW.
Stenographer.....	Harry H. Byrer.
Matron.....	Mrs. D. W. Shaw.
Principal of Schools.....	N. F. Kendall.
First Assistant.....	L. E. Bennett.
Second Assistant.....	Chas. H. Betts.
Superintendent Colored Department.....	J. J. Woodward.
Tailor.....	C. E. Thomas.
Shoemaker.....	Chas. H. Betts.
Baker.....	J. A. Pickett.
Farmer.....	W. R. Corbin.
Teamster.....	D. O. Alltop.
Night Watchman.....	S. W. Tutt.
Superintendent Laundry.....	C. E. Banner.
Seamstress.....	Miss Hattie Kern.
Cook.....	Miss Mattie Talbot.

### Schedule of Daily Duties.

Officers on duty rise at.....	5:00 A. M.
Boys rise at.....	5:30 A. M.
Breakfast.....	6:30 A. M.
Play.....	7:00 A. M.
Roll call.....	8:15 A. M.
Devotional exercises.....	8:30 A. M.
School work, white boys.....	8:45 A. M.
Dinner.....	12:00 M.
Afternoon shop boys detailed.....	1:00 P. M.
School work, colored boys.....	1:00 P. M.
Shops close at.....	5:30 P. M.
Farm work closes.....	5:30 P. M.
Supper.....	6:00 P. M.
Drill.....	6:30 P. M.
Reading room opens.....	7:15 P. M.
Boys retire.....	8:00 P. M.

#### SUNDAYS.

Sunday-school for white and colored boys..... 9:00 A. M.  
 Services nearly every Sunday by ministers of different denominations.

## Biennial Report of the Board of Directors.

To the Honorable WILLIAM A. MACCORKLE,  
*Governor of the State of West Virginia:*

The Board of Directors of The West Virginia Reform School have the honor to herewith submit their report of the operations of said school for the fiscal years ending September 30th, 1895, and September 30th, 1896.

For details of the operations of the school for these years, attention is particularly called to the reports following, of the Superintendent and other officers of the school. The numerous suggestions and recommendations in the Superintendent's report for the betterment of the school, and the amendment in the law suggested, are specially called attention to. They are imperative. It will not be amiss in submitting this report, when the school is now upon a substantial basis, to submit some remarks concerning the history of the school, its opening, progress and present condition.

The act creating the school was adopted by the Legislature of 1889, and was afterwards amended by the Legislature of 1893, the fact as amended being herewith submitted as a part of this report.

An institution of this kind was then an experiment in this State. Nothing of the kind had ever been in operation, and the result was that boys of tender age—boys who had fallen into vicious habits which subsequently led to the commission of crime, were incarcerated in the penitentiary. The disgrace consequent upon such imprisonment was often the cause of a boy's total retrogression. He became impressed with the idea that having been once imprisoned there was no future for him, and he must during the residue of his life be, as a matter of course, a degraded man. The Legislature saw the folly of this system, and after many fruitless efforts at last passed a law which is the foundation of the present institution. Under that law it was opened for the reception of inmates on the 20th day of June, 1890, and although the buildings which were then at the disposal of the Board of Directors, appointed under the law for the government of the school, consisted wholly of a dismantled court-house and jail at the site of the institution, as located by the commission appointed by the Governor under the law, for the purpose, and a tract of about 130 acres of land, it began its operations with one inmate on the 21st day of July, 1890. It required the almost constant attention of the Board of Directors

and of the Executive Committee created out of the Board, which met monthly, to place the premises in condition for tolerable existence. Under the fostering care of the Legislature and considerate appropriations, however, the institution began to assume shape, until now it is an established concern. Rigid attention to details was given, not only by its first Superintendent, but also by its present Superintendent; and the exactions and tireless vigilance required of both entitle them to favorable notice and commendation. Not only is this true, but the same is true without exception of every officer and employee of the school from its beginning up to this time. Great care has been exercised by the Board of Directors in the selection of the employees in order that their lives and example might serve as a model to the boys under their charge. No inattention to duty, no personal misbehavior, no excess of temper, no inappropriate deportment are tolerated in any officer or employee in the institution.

Under the rules and regulations of the school, monthly written reports of the heads of departments are required to be submitted by them to the Superintendent, who submits the same with his own monthly report to the Executive Committee at its monthly meetings, which are held on the second Tuesday in each month. In addition to this, quarterly reports are required to be made by the Superintendent and by the Executive Committee to the Board of Directors which meets on the second Tuesday in January, April, July and October. At these quarterly meetings of the Board the complete operations of the school for the preceding quarter are investigated, criticised and comprehended.

Drafts are drawn upon the Auditor of the State by the Board only for the funds appropriated for the school, in favor of the treasurer of the school. He is a person wholly disconnected with the school and under bond for the faithful performance of his duties as treasurer. We append hereto, as part hereof, his biennial report, following the said biennial report of the Department. Drafts are drawn upon him by the Board only in favor of the Superintendent for sums sufficient to carry on the operations of the school for the following quarter. Under the rules and regulations of the school no money is otherwise authorized to be drawn, either from the State Treasury or from the treasurer of the school. The Superintendent is authorized to pay out money only upon bills and accounts previously examined, audited and authorized by the Executive Committee, as entered upon its minutes. This rule is not departed from except in small current expenses which cannot be foreseen and provided for, and authorized, before the same are paid; but in all such instances the same, at the regular monthly meeting of the Executive Committee, are audited and ratified. The Superintendent pays out no money except upon his checks, which, in addition to the receipts taken by him for bills paid, serve as vouchers for the verification of his payments and in the settlement of his accounts.

The Board has thought it the better plan to authorize the con-



traction and auditing of bills before the same are paid, in all cases where the same is possible, rather than permit, as is done in some institutions, debts to be contracted by the institution and the same to be afterwards formally ratified by the Board. This plan, it is thought, is less liable to lead to excesses in the amount and character of the purchases than the other plan, and results in the Board of Directors knowing before hand in all cases what is to be purchased.

It is a matter of congratulation to the Board that it is able to report that this school has served a most useful and humane purpose. Up to the date of this report the consecutive number of inmates has been 323. Of this number, after an attendance at the school of from 1½ to 4 years, there have been, as substantially reformed and honorably discharged, 140 boys; and as having made a creditable record and entitled to be dismissed upon parole or released upon "Tickets of Leave," 31 boys. The apparent discrepancy between these figures and ones found in the Report of the Superintendent is one to different data, and dates of reckoning. As will be seen by reference to a copy of the by laws and regulations of the school appended as part of this Report, these tickets of leave authorize the re-arrest or re-instatement of boys thus released, upon satisfactory evidence that they have relapsed into their former incorrigible or vicious habits, or been guilty of any lapse from honor authorizing their re-commitment to the school.

It has been a source of great satisfaction to the Board to observe that many boys by it honorably discharged, are now engaged in honorable and lucrative employment, and that the instances are comparatively rare where a boy completely falls again into his old habits of viciousness and crime. When we consider the environment and unfavorable surroundings, and often the inherited traits of evil which cause boys to be subjects of this institution, and think how easily and rapidly when subjected to proper influences they become good subjects, it is a matter of regret that an institution of this kind was not long ago established. Nearly every State in the Union has one or more such institutions for both sexes, and for white and black, and has had for years. Our institution, although but six years old, in material progress and in the complete reformation of boys committed to it, compares favorably with the best of them. Our appropriations have never been sufficient, nor made with a view to establishing, as has been done in many institutions in other States, industries which would ultimately tend to make the institution self-sustaining, and teach useful permanent occupations to the boys. Being in its infancy, appropriations have only been made with a view to placing the institution upon its feet and providing for the employment of the boys temporarily when not engaged in school. Our industries consist only of a tailor-shop, where the boys, under a competent instructor, are taught to make the uniforms and clothes worn by the boys in the institution; a shoemaker shop, under a competent instructor, where the shoes worn by the boys are made; a small printing establishment, under an efficient

foreman, where type-setting and printing are taught; and farming under a practical farmer, where farming is carried on. Such of the boys as are of proper age are detailed for employment in one or the other of these industries in the afternoons, and are taught as in the ordinary free school in the forenoons. All boys while in charge either in the industries or in school are under a constant state of oversight and training. No special burden is imposed upon them in either, and many of them make rapid progress in both. As they progress in deportment and in these occupations, after being at the school for one year, upon recommendation of the Superintendent they are entitled to be released upon "tickets of leave," or after being at the School 18 months, upon like recommendation, are entitled to be honorably discharged. In either case the Board has thought proper to furnish them with transportation to their homes, and a respectable outfit. It is but just to the boys, and creditable to the School when a boy is discharged upon "ticket of leave" he is required, or the person to whom he is committed is required, to make a general report of his location, employment and conduct to the Superintendent once every six months. This rule is generally obeyed, and the Superintendent is thus kept in touch with, and receives information of the behavior of the boy.

In respect to our schools we think we may safely and properly say that they have been well taught, and conducted upon a high grade. The progress made by the boys is in many cases remarkable. The *personnel* of the officers is without question, either in point of personal fitness, perfect behavior or special adaptation to the work. Absolute obedience, deportment and discipline are enforced, not rigidly but firmly. The boys are all uniformed, understand the regulations of the school perfectly, assume a manly and erect carriage, are taught habits of politeness to officers and superiors, and conduct themselves generally in a manner very gratifying to the Board. For delinquencies slight punishments are inflicted, but no severe punishment of any kind is tolerated, and anything unusual in this respect is required to be, and is reported to the Board. It has been the aim of the management to teach the boys that there is a better state and life for them; that by the observance of the rules and regulations their lives here may be made pleasant and profitable, and that they may at last go out with a certificate under the hand and sealed authority of the Board that they have made a good record and are entitled to credit. It has been the constant endeavor of the Board to rob the institution of penal features; to eliminate as much as possible the idea that it is a place of correction or punishment, but, on the contrary, that it is a school of morals, letters and industry. To this end no walls or enclosures confine the boys. A sense of honor, a request for strict conformity to the regulations, and the assurance that violation brings punishment are generally sufficient to induce the boys to stay within limits. However, instances sometimes occur where boys wilfully run away; but with the aid of the telegraph, the telephone, the alertness of police officials in the neighboring

towns, and the immediate advertisement with a reward for their capture, the result, as a rule, is their return to the school within a few days after their departure. There have been but few instances where escaped boys have entirely eluded us, and in some of these it was not a matter of regret, as the presence of the boys was more pernicious to discipline than their absence. The total number under the present superintendent has been three; and under the former, six.

There are some things in the present law which we venture to suggest should be changed, and there are also some things which impose improperly extraordinary burdens upon the administration of the school, and cost in its maintenance. Under the law boys may be committed for crimes committed, for viciousness, for incorrigibility, or for lack of parental care, and no minimum age is provided in either case. It will be seen at once that if the school is conducted simply as a reformatory institution, it cannot very well at the same time, under the appropriations made for it, be carried on as an infirmary and eleemosynary institution; and that to permit boys to be sent here during any age of infancy, is in many cases to make it a nursery for which use it is clear it is wholly unadapted. If small children are sent here they require the personal attention of persons who belong to a nursery. If all the incorrigible and neglected children of the State are sent here we will soon be taking care of all the indigent children who properly belong in county poor houses. To avoid this the Board has been compelled to arbitrarily adopt a by law of questionable authority, placing the minimum age of admission at EIGHT years, and of refusing at times to receive boys committed solely for incorrigibility. We call special attention to these matters in order that they may be specially considered.

There is another feature of the law which imposes special burdens upon the institution and appropriations, and that is that both white and colored boys are sent to the institution, and under the law are required to be kept *separate*. No criticism is intended in this observation, either upon the law or the propriety of the distinction, but it is mentioned for the purpose of calling attention to the fact that it practically creates two schools in one institution requiring double duty, duplicate apartments, separate service and additional expense, and ought to be taken into consideration when appropriations are made by the Legislature for the School. This provision of the law is regarded as mandatory, and we have endeavored to carry out both its spirit and its letter. It practically requires separately a superintendent for the colored boys, a matron for them, dormitories for them, schools for them, school-rooms for them, meals for them, play grounds for them—in short a different school for them. This is a matter of great inconvenience considering our lack of buildings, employees and appropriations. We venture to suggest that appropriations commensurate with this purpose ought to be made, or two separate institutions ought to be in fact created; or if the Legislature should conclude to establish a Reform School

for girls the present law might be so amended as to create and establish upon the present plant, with such additional acquisition of adjacent property as might be deemed advisable and authorized to be purchased by the Board, a general Reform School for both sexes and for white and black. This, it is suggested, might under the experience and observation of the Board, be very properly and advantageously done without entailing any special cost to the State, or change in the administrative policy of the present institution.

The number of colored boys has been limited. The number of females would likewise be limited, whether of white or black—the necessity for the school being created almost altogether by the excess of white male inmates; and the whole as we think, could be combined under this plan in one institution, with but a small expense compared with the cost of a wholly new institution at a different place

In the general conduct of the administration of the school we invite criticism, and it is most gratifying to announce that a report made by a special commission appointed by the last Legislature, which visited the institution during the session, found and reported it to be under excellent condition and management. We beg leave to incorporate in this report the language of that committee as follows :

*“To the Legislature of West Virginia :*

Your Joint Committee appointed under a joint resolution of the House of Delegates and Senate, to visit and inspect the Reform School of West Virginia, beg leave to submit the following report :

Your committee visited the Reform School of Pruntytown, on Tuesday, February 13th, 1895, and inspected the buildings, work-houses, dormitories, bakery, dining rooms, printing office, and grounds surrounding the buildings.

The main building is now undergoing extensive repairs, and is not fit for occupancy, but will be soon, and when completed will make a very large and commodious building. The third story of this building is to be used as the dormitory, and the other two stories for school rooms, chapel, printing office, &c.

We were informed by the Superintendent that the principal part of the brick used in the building were made by the boys of the school, that they carried the brick and mortar for the brick layers, and aided very materially in the construction of said building, and in lessening the expense.

The building will require an expenditure of from \$1,500 to \$2000 to complete it, and when finished will be a credit to the State.

Your committee reports the buildings kept clean, the boys well clothed and well fed. The boys do their own washing and ironing, are taught the trade of tailoring, and make their own clothing. They are taught the boot and shoe trade, and are taught printing, and edit a paper of their own.

A great work is being done in reclaiming and rescuing boys from utter ruin, and teaching them some useful trade, in educating

them, and sending them out to the world to be useful men and a blessing to society. The value of the work done in the Reform School cannot be over estimated. The Board of Directors have been saving and economical in their administration of the affairs of this Institution, and it is the sense of this committee that in no institution in the State has the money appropriated been expended to better advantage, nor where it will yield greater returns to the people, and the committee recommends as liberal appropriations to the support and perfection of this institution as the finances of the State will permit.

We want to say in addition that the present Superintendent is efficient, a christian man, kind to the boys, and has their respect and confidence.

Your committee further reports that one of the most serious difficulties confronting the Board of Directors is the sanitary regulations of the institution, with the present condition of drainage, bath rooms, and water closets.

Your committee recommends that the appropriations asked for by the Board and Superintendent in their last report be made.

Your committee recommends that some action be taken by the Legislature to exclude boys sentenced to the school who have inherent infectious diseases.

W. G. YOUNG, On the part of the Senate,  
JESSE T. STURM, and A. B. CLARK, On the part of the House.

*Joint Committee.*

We also beg leave to submit, as an accompanying document, the biennial report of the Superintendent, which sets forth fully and in detail the operations of the school, with an inventory of its products, its needs, health, moral condition and management, together with a detailed and itemized account of its expenses and the expenses of the Board of Directors, and a roster containing the name, age, offense, date of reception and county of the boys committed to the school; and also a table containing the name, age, date and residence of the boys released—to the consideration of which we invite especial attention.

We also append herewith as part of this report a roster of The Board of Directors, The Executive Committee, together with the dates and terms of their service thereon, the officers and employees of the school; also a copy of the by-laws, rules and regulations governing the school, as hereinbefore stated, special orders made by the Board regarding the same, and blank forms adopted and provided by the Board and in use for the commitment and discharge of boys; and in conclusion respectfully submit the following detailed estimate of appropriations necessary for the support of the school for the next two years with some observations upon the purpose and needs of the appropriations, viz:

## Appropriations for 1897.

For general expenses .....	\$ 15,000 00
For salaries of officers .....	5,500 00
For expense Board of Directors .....	800 00
For transportation of inmates .....	250 00
To build engine house .....	1,000 00
To begin erection of machinery building .....	1,000 00
To establish electric plant to light grounds & buildings .....	1,000 00
To establish steam laundry .....	1,000 00
To complete barn in process of erection .....	500 00
For painting buildings, repairs, etc .....	500 00
For grading grounds .....	250 00
To pay expenses burning brick kiln .....	500 00
To begin erection of main building for offices, quarters of Superintendent etc .....	5,000 00
General contingent expenses .....	200 00
Total .....	\$ 32,500 00

## Appropriations for 1898.

For general expenses .....	\$ 15,000 00
For salaries of officers .....	5,500 00
For expenses Board of Directors .....	800 00
For transportation of inmates .....	250 00
To complete erection of machinery building .....	1,500 00
To complete erection of main building for offices, quarters of Superintendent, etc .....	5,000 00
For general contingent expenses .....	200 00
Total .....	\$ 28,250 00

The foregoing estimate of needed appropriations is based upon what we conceive to be the absolute necessity of the institution, and with a view to proper economy in its administration.

The general expenses are slightly in excess of previous appropriations, but not more than are sufficient, with the increased number of inmates, to meet the requirements of the school. The estimate of the salaries of officers is based upon the cost of the present force, which cannot, in our judgment, without detriment to the service, be decreased, and may have to be enlarged.

The estimate for expenses of the Board of Directors is based upon actual expenses for the previous years, as shown by the Superintendent's Report, in the tabulated statement of expenses.

For the transportation of inmates it is only half of what it was for the previous year, this expense not being so great as anticipated.

The engine house becomes a necessity for the reason that the present main building which contains the dormitories, dining-room and school rooms for the white boys, and the Superintendent's

office is heated by steam, and the engines being in the basement are a constant source of annoyance and danger. They ought to be removed and housed in a separate building some distance from the main buildings, and being so sheltered will furnish power to operate the electric plant asked for, and the machine building, contemplated. These two latter in the present condition of the institution seem necessary, the first for the purpose of lighting the grounds and buildings as a protection against fire and to prevent escapes, and the latter to furnish skilled labor to the inmates.

A steam laundry, operated by machinery, has also become a necessity, as the washing for the officers, employees, and of the table linen and dormitories has become an immense job and entails some actual expense upon the school, both of which could be avoided by the use of a steam laundry and fixtures. The present inefficient temporary process could then be dispensed with together with the labor imposed by it.

A barn being an absolute necessity for the care of the crops, and shelter of implements and stock, here, will, in order to complete the same, cost the amount estimated, in excess of previous appropriations for that purpose.

The present main building is the old Court House re-modeled, and has never since been painted. Without paint it presents an unsightly appearance and deteriorates for the want of it. In addition there is other painting that ought to be done to preserve the buildings, and the estimate made, and appropriation asked for are not more than sufficient for that purpose. If the institution is ever to assume form and comeliness with a view to adaptation and convenience, a substantial building must be erected in addition to the ones now in existence, which are crowded to excess in every department. It is absolutely necessary that this be done, as there is no suitable place as a residence for the Superintendent, officers and employees, and for the offices and stores of the institution. The present buildings are crowded and there are between 25 and 50 boys present in excess of the capacity of the present buildings, with the number constantly increasing. If all the boys committed are received from this time on, the building will soon be filled to overflowing, and just and meritorious cases afterwards arising must of necessity be rejected. We call special attention to this subject, as without it, it is impossible to properly conserve the best interests of the institution and so systematize and arrange its affairs as to make it altogether creditable to the State, and to carry out the real objects and purposes of the school. It must be remembered that the law provides for the reception of boys into the school convicted in the courts of the United States for the district of West Virginia, as well as in the State courts, and of boys for "*temporary restraint and discipline*" under special contract for their "support and maintenance." This is a source of considerable revenue to the school now, and in time will be quite an income. For the former class of boys we get 40 cents per day for each boy, and for the latter \$10.00 per month. In anticipation of the erection of this

building it will be necessary to properly grade the grounds at the estimated cost mentioned, and to burn a brick-kiln to supply the brick for the same. This, of course, we will do with our own labor largely, as indeed, all the labor in and about the institution is done, when it can be done, but nevertheless some expense, not less than the amount estimated for that purpose, will be entailed upon us.

We feel that in asking these appropriations we are doing a good service to the State and to its neglected youth, who without the fostering care of the State must ultimately become criminals at great expense and injury to the Commonwealth.

The appropriations for 1898 are confined to sums sufficient to actually support the institution and complete the buildings and plans proposed.

Of the appropriations made on behalf of this school by the Legislature of 1895, the whole of it will be exhausted at the date of this report, which is the close of the fiscal year 1896, and in order to meet current expenses until the next appropriation is available, we will be compelled after the first day of October, as the statute in such case provides, to anticipate the appropriations on that account to be made by the Legislature of 1897, and to draw upon the same the amount, probably of \$3,000.00. The amount of money in the Superintendent's hands on that day, as will be seen by his report, being \$167.69, and the amount in our treasury subject to our draft being \$3,263 28. These two sums are sufficient to carry on the operations of the school for the quarter next ensuing,—the general quarterly expenses being between \$4,500.00 and \$5,000.00.

We take special pleasure in calling attention to the fact that this institution has never returned a deficit to be appropriated for by the Legislature, and that we have lived strictly within the appropriations made for us; that the actual cost per capita of each inmate is but 20 cents per diem, as compared with an old and liberally fostered institution of great reputation in an adjoining State where the cost per capita is 38 cents per diem. Our boys are well fed on substantial and wholesome food, are well and warmly clad and kept thoroughly policed, so that we in no way suffer by the comparison.

The health of our boys has also been excellent. No epidemic has ever visited us; but few slight injuries have occurred, and only one death within the six years of our history, and that was of a boy who had already been actually and honorably discharged, but who was still at the School.

Upon the whole we feel that we have just cause for congratulation both to the Governor and the Legislature, for the considerate attention which they have given this institution; to its officers who have well and faithfully performed their duties, and to the State that so many of its future citizens have been reclaimed, educated,



taught useful occupations, and attained to nobler ideas of citizenship.

Respectfully submitted,

W. G. WORLEY,

*President of the Board of Directors.*

J. HOP. WOODS, *Secretary.*

Pruntytown, W. Va., September 30, 1896.

### Biennial Report of the Superintendent.

*To the Board of Directors of the West Virginia Reform School:*

GENTLEMEN: I have the honor to submit the following report for the biennial period ending September 30, 1896.

#### FINANCIAL STATEMENT.

Balance in my hands September 30, 1894 .....	\$ 2,193 72	
Drafts from Board of Directors for year ending September 30, 1895 .....	28,204 95	
Total .....	\$ 30,398 67	
Expended for year ending September 30, 1895 .....	28,754 90	
Balance in my hands October 1, 1895 .....		1,643 77
Drafts from Board of Directors for year ending September 30, 1896 .....		17,700 00
Total .....	\$ 19,343 77	
Expended for year ending September 30, 1896 .....		19,176 08
Balance in my hands September 30, 1896 .....	\$ 157 69	

#### EXPENSES PER CAPITA.

Actual current expenses for two years .....	\$ 26,929 60
Actual current expenses per month .....	1,122 06
Average per capita per year for 115 boys .....	117 08
Average per capita per month for 115 boys .....	9 76

This calculation does not include boarding of official force of 15 persons who board in the school.

Permanent improvements for two years, including out buildings .....	\$ 21,001 88
From total current expenses above stated .....	\$ 26,929 60
Deduct amount paid for salaries of officers and some temporary labor .....	\$ 8,619 41
Per diem and expenses of Board .....	1,648 75
Actual expense of keeping boys, including food, clothing, doctoring, schooling and transportation .....	\$ 16,631 44
Average a month per capita .....	6 03
Average a day per capita .....	20

This calculation takes into account the actual cash outlay, and does not include farm products raised by the school.

Vouchers for all expenditures above named are on file in my

office. I pay no debts with money. All obligations are paid with checks, which in connection with receipted bills account for every cent of money expended, showing the persons to whom and the purposes for which paid.

Below is a classified statement of the expenditures for the said biennial period, viz:

CLASSES.	1895.	1896.	Totals.
Architect.....	\$ 200 00	\$ .....	\$ 200 00
Beef.....	764 59	1,016 35	1,810 94
Bone dust.....	64 75	.....	64 75
Blacksmithing.....	258 18	241 70	499 88
Brick.....	808 05	223 66	1,031 71
Brick work.....	1,897 80	134 20	2,032 00
Carpentry.....	1,676 60	347 25	2,023 85
Doctoring.....	162 55	146 40	248 95
Drugs.....	61 11	62 72	123 83
Dry closet.....	.....	450 00	450 00
Expense of Board.....	925 85	722 00	1,648 75
Fare of boys home.....	209 25	265 35	474 60
Farm expenses.....	51 97	338 58	390 55
Feed.....	471 60	333 55	805 15
Flour.....	442 50	629 95	1,072 45
Freights.....	389 99	146 43	536 42
Furniture.....	502 47	372 75	875 22
Groceries.....	1,895 94	1,624 35	3,520 29
Hardware.....	474 87	568 43	1,043 30
Hauling.....	399 35	.....	399 35
Heater.....	1,589 65	.....	1,589 65
Ice.....	67 86	10 74	78 60
Insurance.....	37 50	120 00	157 50
Incidentals.....	695 64	898 04	1,593 68
Land.....	200 00	.....	200 00
Lamp oil.....	40 65	116 36	157 01
Laundry.....	181 16	245 16	426 32
Lime and cement.....	670 07	120 25	790 32
Live stock.....	.....	202 50	202 50
Literature.....	123 81	182 83	306 67
Lumber.....	2,849 96	597 49	3,447 45
Orders of Board.....	165 25	100 00	265 25
Paint.....	443 87	.....	443 87
Painting.....	506 04	.....	506 04
Plastering.....	568 00	.....	568 00
Plumbing.....	.....	371 51	371 51
Produce.....	583 61	483 14	1,066 75
Printing office supplies.....	.....	104 15	104 15
Release suits.....	197 24	.....	197 24
Rewards.....	125 00	117 50	242 50
Roofing.....	659 67	.....	659 67
Salaries.....	4,105 15	4,519 26	8,624 41
Sand.....	38 55	.....	38 55
Shoe shop supplies.....	225 81	344 91	570 72
Stamps.....	66 00	82 00	148 00
Stone work.....	644 47	386 38	1,030 85
Tailor shop supplies.....	1,387 93	1,497 95	2,885 88
Telephone rental.....	60 00	60 00	120 00
Telephone, private.....	.....	80 00	80 00
Temporary labor.....	642 61	881 34	1,523 95
Tableware.....	20 00	.....	20 00
Tiling.....	186 95	.....	186 95
Treasurer's salary.....	75 00	.....	75 00
Total.....	\$ 28,754 90	\$ 19,176 08	\$ 47,930 98

(See other tables here appended.)

On the 30th day of September, 1894, the population of the school was 102, and the highest consecutive number was 209. Since that date 122 boys have been received and 95 have been discharged or

released on "Ticket of Leave," leaving, at present, 129 boys in the school.

The work of wrecking, enlarging and reconstructing our main building, mentioned in last biennial report, was not completed until the summer of 1895. This caused a period of discomfort, privation and confusion; but out of the chaos there has arisen a stately edifice, the house of the wise man, literally founded on a rock, a monument to your wisdom and the humanity of the people of West Virginia.

It is not necessary for me to say that the auspices are more favorable than they were two years ago. The increased comfort of the boys and the greatly improved facilities for school work, as well as for shop work, are already bearing the fruit of contentment and good order and we are now able to throw around the boys most of the influences of a well ordered home.

The school is divided into four departments, viz: Primary, Intermediate and Advanced for the white boys, and one separate school for the colored boys. The course studied embraces orthography, reading, penmanship, writing, arithmetic, geography, English lessons, physiology, history and civil government; so a boy may receive a fair English education here and be fitted for any ordinary business.

All the surplus energies of the school for the last two years, beyond the ordinary routine work, have been expended in making home comfortable, viz: a good kitchen and dining room outfit; a comfortable and well regulated dormitory with good sanitary arrangements; a laundry department in which, though the washing is done by hand, yet it is done effectually and by the boys themselves, the water being heated by steam, thus doing away with the expense and trouble of supplying fuel for a special furnace; a lavatory and bathroom where boys wash hands and faces, every boy being furnished flowing water as it comes from the living fountain on the hill, and where all take a plunge or spray bath every Saturday afternoon in water warmed by steam, with a clothing room adjacent, so that every boy may receive his own clean clothing promptly after bathing. Two large boilers afford steam heat for the main building, and for two 40-gallon steam kettles, in which most of the cooking for the white boys is done. A large range is also used in their kitchen. The colored boys' department is heated by the "Acron Hot Air Blast System." Their cooking is done on a good range. There is an ice house that preserves ice perfectly; a dry closet, a granary capable of holding 2,500 bushels of corn and 1,000 bushels of small grain, with plenty of surplus room. A barn 40 by 50 feet is projected and will be built as soon as possible; the appropriation of \$1,000.00 by the Legislature has been reserved intact for that purpose. Also a library has been established and a large and most comfortable reading room, well lighted, affords the boys a great deal of happiness and benefit. Besides, the grounds around the main building have been graded and grass sown, and extensive brick and stone walks have been laid. Other improve-

ments too numerous to be mentioned here have been made in the way of touching up and beautifying both buildings and grounds. A great part of this has been done by the boys themselves. Special attention has been paid to order and cleanliness with a view, not only to proper training and culture of the boys, but also to the preservation of good health in the institution.

Special attention has been given to farming the past year. Vegetables have been raised in abundance. These have enabled us to supply the table bountifully with palatable and wholesome food. The farmer reports the following as the product of his department the past year, viz :

- 4000 bushels of ears of corn.
- 875 bushels Irish potatoes.
- 250 bushels green beans.
- 200 bushels oats.
- 125 bushels tomatoes.
- 95 bushels sweet potatoes.
- 75 bushels onions.
- 50 bushels navy beans.
- 25 bushels "black eyed" peas.
- 25 bushels beets.
- 4000 roasting ears.
- 3000 heads cabbage.
- A large quantity of lettuce.
- 50 doz. radishes.
- 2½ bushels mango pepper .

We have topped and bladed our corn; have our mows filled with blades; and a great quantity of top fodder which is all stacked. The school rented 60 acres of fertile land on which most of the above products were produced. For this it pays a rental of \$225.00 a year. This is certainly a profitable lease.

### Needs.

Given a good farm and plenty of shop room and tools, the school can be made nearly or quite self-supporting as far as food is concerned. With good management and strict economy, the present farm of the school might sustain a family of six or eight persons, but it would afford no luxuries; then it cannot support the school nor approximate it. More and better land is needed. I would suggest that you ask for an appropriation sufficiently large to purchase a good farm and erect a shop building in which the boys might work in cold and rough weather at the manufacturing of something that might be exchanged for supplies that are now purchased out of the regular appropriation. It is economy to afford the school the means of supporting itself.

Some changes in the law are needed. Our system of releasing boys is not giving satisfaction. Many of our boys have no homes or friends capable of being "friends indeed." This is why the boys are here. When they are discharged they go back to face the same

difficulties; and frequently, because they have nobody to look after them, they fall back into their old habits. The school should be made a guardian for all boys until they reach the age of 21 years. None should be finally discharged under this age. All should be paroled when they are thought to deserve it, and be put on their good behavior until of age, subject to re arrest and return to the school for any violation of the parole.

The minimum age of admission into the school should be fixed in the statute. Frequently boys are sent here small enough to require nurses. Most of these have been refused admittance, but in some cases very small boys have been received, because the evidence furnished indicated them to be over eight years of age, the minimum fixed by you. Because the statute is silent on this point it has been held by some that the school should be compelled to receive any boy however young that might be sent here. Now, the right to send a boy here one year younger than the minimum fixed by the Board of Directors, implies the right to send an infant. This would obviously overthrow the purposes for which the institution was established, making the name *Reform* school a pseudonym and converting the institution into a foundling asylum. Again, boys are occasionally afflicted with loathsome, incurable infectious diseases, thereby menacing all the other inmates and without hope of benefit, becoming a burden on the school and seriously crippling its usefulness. This should be stopped or the school should be furnished a hospital to be kept by a physician and a nurse so that all diseased boys may so isolated and properly cared for. Anything short of this is almost criminal. At present we have no regular physician, no hospital and no suitable sick-room, and all boys of a color are kept together.

Unfortunately the main building stands on a narrow lot, which while it joins the farm in the rear is bounded on three sides by streets. The town is not incorporated. If the premises of the school should be trespassed upon by a lawless element the present means of redress would be so slow as to be almost powerless. I recommend you therefore to ask that the law be so amended as to give the official force of the institution police power to arrest, incarcerate and bring before a magistrate any trespasser upon the grounds of the school.

A large number of the inmates have been committed here by the courts under conviction of felony. These boys are generally large and in some cases their appearance would justify the suspicion that they are over 16 years of age. Some of these boys are so criminal that there can be no grounds for hope of their reformation. Worse than this their influence over the better class of boys is morally very damaging. Frequently such boys abscond and the expense of recapturing them is considerable. I recommend that the school be graded so as to separate the criminal boys from those well disposed, and that the statute be so amended as to allow the transfer of the hopelessly depraved and rebellious boy already convicted of felony to the penitentiary. This can not properly be considered

an imposition on the penitentiary for the school greatly lightens the demands upon that institution.

### Health of the School.

The health of the school has been extremely good. It has never been afflicted with epidemic diseases. There is probably not a more healthful location in the State. Really there has never been a death in the school; one unfortunate boy, Harry Heburn, of Wheeling, died here of typhoid-pneumonia in the spring of 1895. He had earned his release and had been granted the same by the Board the week before his death.

### Moral Condition and Management.

A few boys have come from good homes, and are here because they have been spoiled by the excessive kindness of loving parents or have been caught in bad company; but the evidence at hand in the large majority of cases shows a deficiency in home training,—dissipated fathers, depraved mothers, separations and divorces, desertion, absence from home on the part of parents while at labor for a livelihood and the consequent neglect of the children, step parents or no parents at all. These conditions in the aggregate furnish a nursery fully capable of supplying at all times to this school a population equal to its capacity.

Once here, the question is how to manage them. Corporal punishment is made a last resort. The aim is to develop the conscience and put a boy on his honor. As much liberty is granted him as his behavior will permit. As a man that has no ear for music is not able to tell one tune from another or a chord from a discord, so some boys seem to have no sense of honor; but as a capacity for music may be developed by continued practice, so moral principles may be implanted by teaching and cultivated by exercising the boy's mind continuously along proper lines. From the time a boy arrives here, therefore, the aim is to develop his physical, mental, social and moral powers so as to afford him a "sound mind in a sound body" and bestow upon him such social and moral qualities as will render him a good neighbor, and an intelligent and patriotic citizen. The school is conducted, therefore, on the family plan. Besides the school exercises, boys work in the tailor shop, shoe shop, printing office, bakery, kitchens, dormitories, laundry, at stone work, at cleaning rooms and halls, sweeping pavements, on the farm, driving teams.

Boys must have some play, otherwise they would become dull, so the different departments have their moments of rest and play and occasionally the whole school are turned out for a period of recreation. A careless observer might conclude that these boys spend much idle time, but it is not the case. If all the people outside would work and study as faithfully as these boys on an average, the country would be better off than it is.

We have lengthy Sunday-school exercises every Sunday. Besides, all go to church in our own building, when we can get a preacher. The ministers of the various denominations have been very kind to us. They have sacrificed their own comfort and much needed rest and come to us with words of kind admonition and messages of Christian love and charity, essential to the unfolding and developing of the boys' social and moral natures which are generally perfect in original endowment, but in many cases dwarfed by lack of nourishment. For these favors I am truly thankful and renew the invitation to all ministers of all denominations to come and preach to the boys the commonly accepted truths of Christianity. There is nothing with which to pay for these services. I can only point to the "Well done" vouchsafed to those that visit and minister "Even to the least of these."

Now, in conclusion, permit me to thank you for your kind forbearance, your wise direction and your constant willingness to sustain me in all emergencies. I trust that, however imperfect may have been my services, you have never had cause to question the honesty of my motives; and I hope that in the future, I shall be able to fulfill the measure of your wishes. May our labors here be acceptable to God. To have been useful instruments in His hands for lifting a portion of fallen or falling humanity to a higher life will add to the sweetness of the rest we hope to attain when time and its labors shall end.

Very respectfully,

D. W. SHAW, Sup't.

Boys received within biennial period ending September 30, 1896.

Name.	Age.	No.	Offense.	Date of Reception.	County.
Jay Harris.....	12	210	Incorrigibility .....	October 1, 1894	Harrison.
Willie Harris.....	10	211	Incorrigibility .....	1,	Harrison.
Lewis B. Peters.....	12	212	Incorrigibility .....	6,	Marion.
Andrew Hayes.....	14	213	Misdemeanor .....	19,	Monongalia.
Newton Dennis.....	13	214	Incorrigibility .....	21,	Wood.
Hayes Cottrill.....	15	215	Felony.....	November 1,	Ritchie.
Albert Peck.....	16	216	Felony.....	9,	Kanawha.
Jey O. Nutter.....	13	81	Returned.....	16,	Barbour.
Homer Duncan, colored.....	15	217	Misdemeanor.....	January 10, 1895	Preston.
P. M. Blackwell.....	12	218	Felony.....	19,	Summers.
M. W. Moore.....	15	219	Misdemeanor.....	February 2,	Marion.
John Sprouse.....	15	220	Felony.....	19,	Gilmer.
Virgil Allen.....	14	221	Felony.....	28,	Kanawha.
Titlow Whale, colored.....	14	222	Misdemeanor.....	28,	Kanawha.
Grover C. Nutter.....	9	223	Incorrigibility .....	March 13,	Barbour.
Claud Nutter.....	15	224	Misdemeanor.....	April 19,	Barbour.
Clarence Guinn.....	10	225	Incorrigibility .....	20,	Harrison.
Simeon T. Davis.....	12	226	Misdemeanor.....	24,	Randolph.
Jesse F. Davis.....	9	227	Misdemeanor.....	24,	Randolph.
John Goodson.....	14	228	Vagrancy.....	27,	Fayette.
Kenneth Faircliff.....	10	229	Incorrigibility .....	27,	Marion.
James F. Armstrong.....	15	230	Incorrigibility .....	29,	Summers.
George Butler.....	12	231	Incorrigibility .....	May 3,	Ohio.
Ami Baker.....	14	232	Incorrigibility and vagrancy .....	4,	Preston.
Ralph Tilton, colored.....	11	233	Incorrigibility .....	6,	Ohio.
Elijah C. Reed.....	15	234	Incorrigibility and viciousness .....	7,	Upshur.
Jasper Brewster.....	16	235	Felony.....	1,	Mingo.
Mathias Mason.....	16	236	Misdemeanor.....	10,	Lincoln.
Wm. F. Palmer.....	15	237	Incorrigibility .....	12,	Kanawha.
Hurt Davis.....	16	238	Incorrigibility and viciousness .....	17,	Randolph.
Harry Wilhelm.....	12	239	Incorrigibility .....	19,	Ohio.
James Bailey.....	15	240	Felony.....	19,	Monroe.
Ezra Richards.....	15	241	Felony.....	26,	Jacks'n (Fed)
William Miller.....	15	242	Incorrigibility and theft.....	July 3,	Brooke.
Norville Hopkins.....	15	243	Incorrigibility and viciousness .....	7,	Kanawha.
Charles Wilson.....	14	244	Incorrigibility .....	15,	Hancock.
Andrew Uphold.....	14	245	Misdemeanor.....	16,	Preston.
Addison Prentice.....	11	246	Incorrigibility .....	25,	Marion.
Willie Hall.....	15	66	Returned.....	25,	Preston.
Emmett Sayer.....	11	247	Incorrigibility .....	30,	Taylor.
Thomas Tucker.....	16	248	Petit larceny.....	August 1,	Cabell.
Willie Thompson.....	16	249	Incorrigibility and vagrancy .....	7,	Kanawha.
Truman Shaver.....	16	250	Incorrigibility and viciousness .....	9,	Marion.
James Oldaker.....	11	251	Incorrigibility .....	12,	Putnam.
Albert N. Henry.....	13	252	Incorrigibility .....	12,	Tucker.
Samuel E. Whisner.....	10	253	Incorrigibility .....	13,	Morgan.
Charles Cummins.....	10	254	Incorrigibility .....	16,	Lincoln.
Ssmuel H. Dove.....	16	255	Incorrigibility and viciousness .....	22,	Summers.
Wm. E. Dove.....	15	256	Incorrigibility and viciousness .....	22,	Summers.
George Jones, colored.....	14	257	Felony.....	September 6,	Harrison.
George Buckley.....	10	258	Incorrigibility .....	11,	Wood.
Charles Fury.....	13	259	Vagrancy.....	11,	Marion.
Albert Nedlin.....	13	260	Felony.....	18,	Summers.
Earnest James.....	13	123	Returned.....	20,	Taylor.
Earnest Shingleton.....	16	261	Felony.....	26,	Wood.
Bud Hilton.....	16	262	Felony.....	26,	Wood.
George Eddy.....	15	263	Felony.....	26,	Wood.
Milo Byard.....	15	264	Felony.....	October 9,	Wetzel.
Charles Berdine.....	15	265	Felony.....	9,	Wetzel.
Joshua Berdine.....	13	266	Felony.....	9,	Wetzel.
Frank Shay.....	13	267	Vagrancy.....	18,	Monongalia.
George Eichelberger.....	15	268	Felony.....	November 5,	Fayette.
Charles L. Maupin.....	9	269	Incorrigibility .....	7,	Marshall.
larsen Green.....	16	49	Returned.....	9,	Taylor.



Boys received within biennial period ending September 30, 1896.

Name.	Age.	No.	Offense.	Date of Reception.	County.
Don Jones, colored.....	13	270	Incorrigibility .....	November, 12, 1895	Marion.
Earnest Mayer.....	17	121	Returned .....	14,	Kanawha.
Homer Ransel, colored.....	15	271	Incorrigibility and viciousness .....	18,	Harrison.
Other Fisher.....	15	272	Incorrigibility and viciousness .....	26,	Summers.
Samuel Armstrong.....	14	273	Incorrigibility .....	26,	Summers.
Porter Early, colored.....	15	274	Felony .....	28,	Greenbrier.
Willie Garner, colored.....	12	100	Returned .....	December 10,	Ohio.
Herald Palmer.....	14	275	Incorrigibility .....	23,	Kanawha.
Harry D. Payne.....	17	207	Returned .....	23,	Kanawha.
Cleveland Scott.....	12	276	Incorrigibility .....	January 7, 1896	Doddridge.
Edward Hunt, colored.....	15	277	Felony .....	14,	Kanawha.
Jas. R. Mazeen.....	13	278	Incorrigibility .....	23,	Cabell.
Ernest Wise.....	15	279	Incorrigibility and vagrancy .....	23,	Barbour.
James Criss.....	15	280	Incorrigibility .....	February 3,	Harrison.
Emery O. Reamer.....	13	281	Incorrigibility .....	6,	Harrison.
Chas. Buckley.....	12	282	Incorrigibility .....	10,	Wood.
Willie Barbee.....	16	283	Incorrigibility .....	23,	Summers.
Theo. Withrow.....	16	284	Felony .....	26,	Summers.
Guy Frantz.....	14	285	Incorrigibility .....	27,	Ohio.
Luther Roberts.....	16	286	Felony .....	March 10,	Putnam.
Peter Bridgman.....	16	287	Felony .....	10,	Putnam.
Wm. R. Deal.....	12	288	Incorrigibility .....	13,	Cabell.
Frank Grimm.....	15	289	Vagrancy .....	16,	Wood.
Chas. Manly.....	10	290	Incorrigibility .....	16,	Tucker.
Gay Wright.....	15	291	Felony .....	April 4,	Roane.
Alpha Woodward.....	15	292	Incorrigibility .....	6,	Preston.
Willie S. Myers.....	11	293	Incorrigibility and viciousness .....	11,	Ohio.
Jas. Wilfong.....	13	294	Larceny .....	21,	Tucker.
John Gilboy.....	10	295	Incorrigibility .....	28,	Ohio.
Romey Reamer.....	18	82	Returned .....		Harrison.
Andrew J. Light.....	12	293	Incorrigibility .....	May 2,	Cabell.
Geo. H. Tucker.....	10	297	Incorrigibility .....	2,	Cabell.
John Martin.....	15	298	Felony .....	7,	Mercer.
Bert Forbes.....	15	299	Felony .....	13,	Kanawha.
Jason Tyree.....	15	300	Felony .....	13,	Kanawha.
Dump Hill, colored.....	15	301	Felony .....	13,	Kanawha.
Eck Dangerfield, colored.....	12	302	Incorrigibility .....	14,	Greenbrier.
John Walker, colored.....	16	303	Felony .....	15,	Mineral.
Lee Dunbrack.....	16	304	Felony .....	19,	Randolph.
Cletus A. Nutter.....	8	305	Incorrigibility .....	27,	Barbour.
John Allen.....	16	308	Felony .....	June 18,	Monroe.
Jas. Mickens, col.....	11	307	Incorrigibility .....	23,	Taylor.
Geo. C. Gilhart.....	11	308	Incorrigibility .....	25,	Taylor.
Archie Mansfield.....	13	309	Incorrigibility .....	July 1,	Cabell.
Wm. Carter, colored.....	15	310	Incorrigibility and viciousness.....	3,	Brooke.
Andrew C. Bowman.....	15	311	Larceny.....	14,	Preston.
J. Louis Keenan.....	12	312	Incorrigibility .....	14,	Cabell.
Frank Johnson.....	11	313	Incorrigibility .....	31,	Wayne.
Geo. Hudson.....	15	314	Incorrigibility .....	August 1,	Doddridge.
Howard B. Lynch.....	13	315	Incorrigibility .....	4,	Summers.
Guy V. Smith.....	13	316	Larceny.....	7,	Cabell.
Jas. Ringer.....	13	317	Incorrigibility and theft.....	17,	Preston.
Harry Hanly.....	14	318	Incorrigibility .....	September 9,	Mason.
Gus Hanly.....	9	319	Incorrigibility .....	9,	Mason.
John H. Taylor.....	15	320	Incorrigibility .....	16,	Cabell.
Perry Boswell.....	15	321	Incorrigibility and theft.....	21,	Jackson.
Chas. F. Roby.....	12	322	Incorrigibility .....	24,	Marshall.
Robert Moran.....	13	323	Incorrigibility .....	30,	Taylor.

Total number of boys received, 122.

## Boys released within biennial period ending September 30, 1896.

Name.	Age	No.	How Released.	Date of Release.	County.
Thomas Lucas.....	15	117	Hon. discharged..	November 13, 1894	Harrison.
Hiram A. Lucas.....	14	118	Hon. discharged..	13,	Harrison.
Enoch Means.....	15	154	Discharged.....	13,	Kanawha.
Thos. Tucker.....	12	65	Hon. discharged..	December 11,	Wood.
Peter Izo.....	16	38	Hon. discharged..	11,	Harrison.
Floyd Pyles.....	15	62	H. n. discharged..	11,	Cabell.
Elmer Still.....	18	72	Hon. discharged..	January 8, 1895	Kanawha.
Oliver Rhodes.....	17	173	Hon. discharged..	February 12,	Jackson.
Thos. W. Poling.....	15	61	Hon. discharged..	April 9,	Barbour.
Larry Davis, colored.	19	70	Hon. discharged..	9,	Wood.
Art Hilliard.....	18	126	Hon. discharged..	9,	Grant.
Chas. Wild.....	17	127	Hon. discharged..	9,	Berkeley.
Chas. Smith, colored.	18	131	Hon. discharged..	9,	Kanawha.
Lee Trent, colored.....	18	136	Hon. discharged..	9,	J. Person.
Milton McMasters.....	14	142	Hon. discharged..	9,	Ohio.
Alfred Johnson.....	19	74	Discharged.....	9,	Wood.
Willie Harris, colored.	11	211	Discharged.....	9,	Harrison.
Michael Sweeney.....	14	163	Discharged.....	9,	Ohio.
Neptune O'Hara.....	17	152	Ticket of leave.....	9,	Wood.
Harry Heburn.....	16	167	Ticket of leave.....	9,	Ohio.
(Died April 16, 1895)					
John B. Murphy.....	18	150	Ticket of leave.....	9,	Taylor.
Nash Greenleaf.....	17	174	Ticket of leave.....	9,	Jackson.
John Simms.....	15	184	Ticket of leave.....	9,	Lewis.
George Manear.....	17	187	Ticket of leave.....	9,	Preston.
Myrvin Frazier.....	15	176	Ticket of leave.....	9,	Putnam.
Ernest James, colored.	13	123	Ticket of leave.....	9,	Taylor.
George Hildebrand.....	19	28	Ticket of leave.....	May 14,	Ohio.
(Discharged finally Sept. 10, '95)					
Meigs Davis.....	16	191	Ticket of leave.....	14,	Harrison.
Harry Beasley.....	13	69	Ticket of leave.....	14,	Kanawha.
Henry Mitchell, colored.	16	151	Hon. discharged..	14,	Kanawha.
Hiram Lambert.....	16	193	Hon. discharged..	14,	McDowell.
Preston Dawson.....	12	149	Hon. discharged..	June 11,	Lewis.
Frank Grimm.....	15	152	Hon. discharged..	11,	Wood.
Mathias Mason.....	17	236	Sent to asylum.....	11,	Lincoln.
Richard Francis.....	13	80	Bound out.....	July.....	Ohio.
Clyde Davis.....	16	138	Hon. discharged..	August 13,	Pleasants.
James Champ.....	17	129	Hon. discharged..	13,	Harrison.
Clarence Fury.....	15	79	Hon. discharged..	13,	Marion.
Bernard Hoover.....	16	192	Ticket of leave.....	13,	Harrison.
Harry D. Payne.....	15	207	Ticket of leave.....	22,	Kanawha.
Max Valker.....	16	179	Hon. discharged..	September 10,	Ohio.
W. H. Murphy.....	21	194	Discharged.....	10,	Harrison.
Albert Williams.....	14	209	Ticket of leave.....	18,	Braxton.
Romey Reamer.....	17	82	Bound to J. W. Holt	18,	Harrison.
David L. Richardson.....	14	122	Rel's'd to guardian	August 20,	Ohio.
Earl Richardson.....	12	137	Rel's'd to guardian	20,	Ohio.
Ed. Ashby.....	14	204	Ticket of leave.....	October 8,	Taylor.
L. Worthy Stuttler.....	17	156	Hon. discharged..	8,	Doddridge.
Peter Valker.....	14	180	Hon. discharged..	8,	Ohio.
Ernest Hepsley.....	16	161	Hon. discharged..	8,	Berkeley.
Delbert N. Stuttler.....	15	157	Hon. discharged..	December 10,	Doddridge.
Jay Lively.....	16	169	Hon. discharged..	10,	Calhouu.
George Jones.....	13	147	Hon. discharged..	10,	Cabell.
Dock Messman.....	14	153	Hon. discharged..	10,	Taylor.
George Burchard.....	16	105	Hon. discharged..	10,	Wirt.
John Dorsey, colored.	14	177	Hon. discharged..	10,	Wood.
Earl Newsom, colored.	15	181	Hon. discharged..	10,	Ohio.
Adam Allen, colored.	15	52	Discharged.....	10,	Morgan.
Enzor Protzman, colored.	17	58	Discharged.....	10,	Monongalia.
Eugene Williams, colored.	15	96	Discharged.....	10,	Greenbrier.
Holmes Johnson, colored.	15	99	Discharged.....	10,	Jefferson.
Charles S. Lewis, colored.	16	189	Discharged.....	10,	Greenbrier.
Luther Allen, colored.	15	190	Discharged.....	10,	Greenbrier.
William Kenney.....	16	165	Ticket of leave.....	10,	Hancock.
Samuel Moore.....	16	208	Ticket of leave.....	10,	Tyer.
John Quill.....	12	39	Ticket of leave.....	10,	Marion.
Homer Duncan, colored.	16	217	Ticket of leave.....	January 14, 1896	Preston.
Hayes Cottrill.....	17	215	Ticket of leave.....	February 11,	Ritchie.
Mathias Mason.....	17	236	Discharged.....	11,	Lincoln.
James C. Madera.....	18	9	Hon. discharged..	March 10,	Taylor.

Boys released within biennial period ending September 30, 1896.—  
*Continued.*

Name.	Age.	No.	How Released.	Date of Release.	County.
Willie Ulm.....	14	166	Hon. discharged...	March 10, 1896	Upshur.
Charles Rose, colored.....	19	129	Pard'n'd by Pres't	10,	U. S. Court.
Joseph Deeme.....	18	109	Hon. discharged...	April 14,	Wood.
George Price.....	16	163	Hon. discharged...	14,	Fayette.
Ernest Mayer.....	17	124	Hon. discharged...	14,	Kanawha.
John R. R. Berry.....	17	155	Hon. discharged...	May 12,	Ohio.
Clarence Barnes, colored.....	12	198	Hon. discharged...	12,	Ohio.
Charles Hunt, colored.....	13	154	Hon. discharged...	12,	Ohio.
Alph. Hunt, colored.....	14	159	Hon. discharged...	12,	Ohio.
Fred Brosz.....	19	135	Hon. discharged...	June 9,	Wetzel.
Harry Beasley.....	13	69	Hon. discharged...	July 14,	Kanawha.
Willie Hall.....	15	66	Hon. discharged...	14,	Wood.
Archie Richards.....	13	104	Hon. discharged...	11,	Monongalia.
Guy Frantz.....	13	285	Discharged.	14,	Ohio.
Robert Singledecker.....	17	203	Hon. discharged...	August 15,	Taylor.
Andrew Hayes.....	15	213	Hon. discharged...	18,	Monongalia.
Charles Dorsey, colored.....	18	178	Hon. discharged...	18,	Wood.
Cleotho Tutt, colored.....	11	199	Hon. discharged...	18,	Ohio.
Jay Harris, colored.....	14	210	Hon. discharged...	18,	Harrison.
Louis B. Peters.....	13	212	Hon. discharged...	September 8,	Taylor.
Ernest James, colored.....	13	123	Hon. discharged...	8,	Taylor.
Jasper Brewster.....	18	235	Discharged.....	8,	Mingo.
Milton Wetzel.....	15	146	Hon. discharged...	8,	Marshall.
Clinton Samples.....	15	87	Hon. discharged...	8,	Kanawha.
Henry Hill, colored.....	15	301	Released.....	8,	Kanawha.

**Statement of the Account of Charles R. Durbin,  
Treasurer West Virginia Reform School from  
September 30, 1894, to September 30, 1895.**

1894.		RECEIPTS.	
Sept.	30, To balance.....	\$	6,089 43
Oct.	4, To amount received from Superintendent.....		87 67
Oct.	27, To amount received from Auditor, general expense balance for 1893 and 1894.....		4,210 62
Oct.	31, To amount received from Superintendent.....		31 55
Oct.	27, To amount received on account appropriation fund for 1895.....		1,000 00
Dec.	12, To amount received from Superintendent.....		7 55
1894.		DISBURSEMENTS.	
Oct.	12, By amount on order Board of Directors, No. 39, payable to Superintendent.....		\$5,000 00
1895.		RECEIPTS.	
Jan.	8, To amount received from Superintendent.....	\$	88 75
Jan.	12, To amount received from Auditor.....		6,000 00
March	15, To amount received from Superintendent.....		95 50
April	9, To amount U. S. Marshal check from Superintendent.....		90 00
April	12, To amount received from Auditor.....		5,000 00
April	12, To amount received from Superintendent T. J. Hugus, check.....		50 00
May	14, To amount received from Superintendent.....		15 60
May	23, To amount received from Superintendent, T. J. Hugus, check.....		150 00
June	10, To amount received from Superintendent.....		7 84
July	8, To amount received from Superintendent.....		83 90
July	22, To amount received from Auditor.....		5,400 00
August	19, To amount received from Superintendent, T. J. Hugus, check.....		50 00
August	19, To amount received from Superintendent.....		4 75
Sept.	26, To amount received from A Zeck.....		45 00
Oct.	11, To amount received from Auditor.....		500 00
Oct.	11, To amount received from Auditor out of appropriation for '95.....		4,500 00
Nov.	15, To amount received from Superintendent.....		6 50
Dec.	6, To amount received from Superintendent.....		15 95
1895.		DISBURSEMENTS.	
Jan.	11, By amount on order No. 40, of Board of Directors, payable to Superintendent.....	\$	3,000 00
Jan.	11, By amount on order No. 41, of Board of Directors, payable to Superintendent.....		9,515 57
April	9, By amount on order No. 42, of Board of Directors, payable to Superintendent.....		1,500 00
July	9, By amount on order No. 43, of Board of Directors, payable to Superintendent.....		7,125 4
July	9, By amount on order No. 44, of Board of Directors, payable to Superintendent.....		2,048 9
Oct.	8, By amount on order No. 45, Board of Directors, payable to Superintendent.....		5,000 0
1896.		RECEIPTS.	
Jan.	11, To amount received from Superintendent.....	\$	14 40
Jan.	15, To amount received from Auditor.....		4,000 00
Jan.	21, To amount received from Superintendent.....		108 00
March	12, To amount received from Superintendent.....		6 65
April	17, To amount received from Auditor.....		5,000 00
April	24, To amount received from Superintendent.....		61 10
May	8, To amount received from Superintendent.....		164 45
June	8, To amount received from Superintendent.....		11 82
July	7, To amount received from Superintendent.....		132 05

## REFORM SCHOOL.

27

July	15, To amount received from Auditor.....	6,100 00	
August	8, To amount received from Superintendent.....	24 15	
		\$ 20,963 28	
	September 30, to balance.....	3,263 28	

1896

### DISBURSEMENTS.

Jan.	15, By amount on order No. 46, Board of Directors, payable to Superintendent.....	\$ 4,000 00	
April	15, By amount on order No. 47, Board of Directors, payable to Superintendent.....	4,000 00	
July	14, By amount on order No. 48, Board of Directors, payable to Superintendent.....	4,700 00	
Sept. 30,	By balance.....	\$ 3 263 28	
		\$ 20,963 28	

## Statute Creating the West Virginia Reform School.

[Passed February 11th, 1889, and as amended February the 16th, 1893, and now in force.]

1. An institution to be called "The West Virginia Reform School," is hereby established, and shall hereafter be carried on in a suitable building or buildings for the purpose, to be erected by the State at such locality as may be selected in accordance with this act. This institution shall be under the control of a board of directors hereinafter provided for.

2. The board of directors shall be composed of six members, and not more than four of them of the same political party. The governor shall nominate, and by and with the advice and consent of the senate, appoint said directors. The first board of directors so appointed shall be divided into three classes, equal in number, being two in each class. Those in first class shall hold their office for two years, those in the second for four years, and those in the third class for six years; and in every second year after the appointment of the first board of directors, the governor shall nominate, and by and with the advice and consent of senate, appoint two directors, instead of those whose terms will expire in that year, and the term of such two directors shall commence on the first day of April of the year of their appointment and continue six years. The governor may, in like manner, fill any vacancy that may occur in the board, and any one appointed a director by him during the recess of the senate shall hold the office until the next session of the senate thereafter. No more than two of said board of directors, and not more than one of any class, shall be residents of the county in which the institution is located.

3. The board of directors shall biennially choose one of their body to be president of the board, and in his absence shall choose a president *pro tempore*. A majority shall constitute a quorum, but the board may in its discretion designate business, of a nature by it to be specified, which may be transacted by a stated number of directors less than a quorum.

4. The board of directors shall make such by-laws, ordinances, rules and regulations relative to the management, government, in-

struction, discipline, training, employment and disposition of the minors in the reform school, not contrary to law, as they may deem proper, and shall appoint such officers, agents and servants as they may deem necessary to transact the business and carry on the operation of said reform school, and may designate their duties.

5. The board of directors shall make an annual report to the governor of all their transactions, of the number of minors received by them into said reform school, the disposition which shall be made of such minors, by instructing or employing them therein or by binding them out as apprentices; the receipts and expenditures of said board of directors, and generally all such facts and particulars as may tend to exhibit the effect, whether beneficial or otherwise, of said reform school.

6. The manner of receiving inmates into the West Virginia Reform School shall be in either of the following modes, namely: First, Male minors under the age of sixteen years may be committed a justice of the peace of any of the counties of the State, on complaint and due proof made to him by the parent, guardian or next friend of such minor, that by reason of incorrigible or vicious conduct, such minor has rendered his control beyond the power of such parent, guardian or next friend, and made it manifestly requisite that from regard for the morals and future welfare of such minor and the peace and order of society, he should be placed in the West Virginia Reform School. Second. Male minors under the age of sixteen years may be committed by the authority aforesaid, when complaint and due proof have been made that such minor is a proper subject for said reform school by reason of vagrancy or of incorrigible or vicious conduct, and that from the moral depravity or otherwise of the parent, guardian or next friend in whose custody such minor may be such parent, guardian or next friend is, incapable or unwilling to exercise proper care and discipline over such incorrigible or vicious minor. Third. Such male minors under the age of sixteen years as their parents, guardian or next friend may desire to place therein for temporary restraint and discipline, where parents, guardian or next friend shall agree and contract with the board of directors for their support and maintenance. And fourth. Male minors committed by the several courts of the State, as provided by section seven of this chapter.

7. Whenever any male minor, under the age of sixteen years, shall be convicted in any of the courts of this State of felony or of a misdemeanor, punishable by imprisonment, the judge of said court in his discretion, and with reference to the character of the reform school as a place of reform and not of punishment, instead of sentencing said minor to be confined in the penitentiary or county jail, may order him to be removed to and confined in the said reform school, to remain until he shall have arrived at the age of twenty-one years, unless sooner discharged or bound as an apprentice by the Board of Directors, but no such boy shall be retained in said Reform School after the Superintendent shall

have reported him, and he has been found by the Board or its Executive Committee, to be fully reformed. Male minors under sixteen years of age, convicted in any of the courts of the United States for the district of West Virginia, of any offense punishable by imprisonment, may also be received into said Reform School upon such regulations, and such terms as to their maintenance and support, as may be prescribed by the Board of Directors, and assented to by the proper authorities of the United States. And in all cases, before any minor is transferred to said Reform School, due notice shall be given to the Superintendent and an answer received from him that there is room in the Reform School for such minor.

8. It shall be the duty of the justice of the peace when committing a minor to said Reform School under the first and second clauses of section six of this chapter in addition to the commitment, to annex to said commitment the names and residences of the different witnesses examined before him, and the substance of the testimony given by them respectively, on which the adjudication was found.

9. In all proceedings before justices of the peace for commitment of minors to the said Reform School under the first and second clauses of section six of this chapter, the justice shall appoint some discreet and disinterested person guardian *ad litem* for such minor, whose duty it shall be to represent the interest of said minor and see that no injustice is done him; and the guardian *ad litem* or said minor shall have the right to demand a jury of twelve men to try the truth of the charges made against said minor and said jury shall be selected and said trial shall be conducted in the same manner as is provided by law for the trial of criminal cases before justices by juries. And said guardian *ad litem* or said minor shall have the same right of appeal from any final decision rendered against said minor in any such proceedings, whether upon a trial by jury or otherwise as is allowed by law in other criminal cases tried before justices.

10 The West Virginia Reform School shall be exclusively charged with the reformation and care of male minors, but white and colored inmates shall be kept separate.

11. The board of directors shall have power to bind out male children committed to their care, with the consent of such children, as apprentices during their minority to such persons and place; whether in or out of the State, and to learn some proper trade and employment as in the judgment of said board will be most conducive to the reformation and future benefit and advantage of such children, and the indentures by which said children shall be bound, shall contain the covenants and provisions prescribed by chapter eighty-one of the code of West Virginia, relating to master and apprentices, and all the provisions of said chapter shall apply to apprentices bound under the section, so far as applicable.

12. A commission consisting of the state superintendent of free

schools, and one member from each congressional district of the State to be appointed by the governor shall within four months after this act becomes in force as a law, select such locality as it may deem best as the site for the West Virginia Reform School, and procure a good title to such site, and report their action to the governor as soon as such selection is made and title procured. And as soon as practicable after said report is made to the governor, the "board of directors" herein provided for, shall contract for and cause to be constructed on the said site, such building or buildings as may be needed in carrying out the provisions of this act. *Provided*, That the sum to be expended for said site and for constructing said buildings, shall at no time exceed the appropriation for said purpose.

13. The sum of five thousand dollars to be paid out of the state fund for the fiscal year ending September 30, 1889, and five thousand dollars to be paid out of the state fund for the fiscal year ending September 30, 1890, is hereby appropriated out of any money in the treasury not otherwise appropriated, to be used in procuring said site for said reform school, and in providing suitable buildings and accommodations for the same and in carrying on said reform school when established; and the reasonable expenses of the commissioners herein provided for, selecting a site for the said reform school shall be allowed and paid out of said money hereby appropriated.

14. Every boy sent to the reform school shall remain until he is twenty-one years of age, unless sooner discharged, or bound as an apprentice by the board of directors; but no boy shall be retained after he has been reported by the superintendent and found by the board or executive committee to be fully reformed.

15. If any person shall entice or attempt to entice away from any reform school any boy legally committed to the same, or shall aid or abet any boy to escape from said reform school, or shall harbor, conceal, or aid in harboring or concealing any boy who shall have escaped therefrom, such person shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be fined not less ten, nor more than one hundred dollars; and the superintendent, or any of his assistants, or any one authorized in writing by him, or any sheriff, constable, policeman or other peace officer, shall have power, and it is hereby made his duty, to arrest any boy, when in his power to do so who shall have escaped from said school and return him thereto.

16. Justices and constables and juries shall have the same fees in the proceeding or the commitment of boys to the reform school as are allowed by law for similar services in other criminal cases, and such fees shall be audited by the county court of the county, and paid out of the county treasury. For transporting a boy to the reform school, the officer having him in charge shall be allowed five cents for each mile of necessary travel, either in going or returning; and said costs of transportation in case the boy has been convicted of a felony shall be paid out of the state treasury in the



same manner that other criminal charges are paid out of said treasury; and in case the boy has been convicted of a misdemeanor, or been committed by a justice, said cost of transportation shall be paid out of the treasury of the county, from which said boy is committed, in the same manner that other criminal charges are paid out of the treasuries of the counties.

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## By-Laws, Rules and Regulations of the West Virginia Reform School.

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### CHAPTER I.

#### OBJECT OF SCHOOL.

Sec. 1. The Reform School is established for one purpose, to wit: the reformation of the inmates detained therein.

#### INSTRUCTION.

Sec. 2. The means to be employed are instruction and labor under thorough discipline, accompanied by rewards and punishments, as may be deserved by the inmates.

Sec. 3. The instruction will embrace mental and physical culture, teaching and preparing the inmates, while in the institution, how to live after they leave it.

#### LABOR.

Sec. 4. The labor shall be such as suits the capacity and age of the inmates respectively. The inmates shall be made to feel that they are taught to labor so that they may acquire regular habits, a love of industry, and aversion to idleness, and thus be fitted to gain a livelihood when they shall go out into the world.

#### DISCIPLINE.

Sec. 5. The discipline shall be that of the family, the school, the work-shop, and the farm. The inmates are to be watched over and treated as pupils, and not guarded as prisoners or criminals, and there shall be no more restraint than shall be necessary to develop in them good qualities and repress bad qualities. Self instruction, self-desire to labor, and self-government shall be inculcated as the best culture as well as the most effective discipline.

Sec. 6. Every effort of the inmates towards self-improvement shall be encouraged and suitably rewarded.

Instruction shall be given in the following branches:—Orthography, Reading, Writing, Arithmetic, Geography, Grammar, History and Civil Government. The School Year shall be divided into four terms as follows:

Beginning on the first Monday in August, there shall be two terms of ten weeks each, in immediate succession. The third term shall begin the first Monday in January and continue thirteen weeks, and be followed by the fourth term of thirteen weeks, without vacation. The School is divided into three grades, first, second and third. The First Grade includes all scholars that have reached or completed the Fifth Reader. The Second Grade includes those who have reached the Second Reader and have not completed the Fourth. The Third Grade comprises all that have not reached the Second Reader. Promotions will be made at the beginning of each term, when pupils shall have completed the studies of their grade and made an average of at least seven on a scale of nine. All grades are based on a term of two years' service; but no boy shall be entitled to an honorable discharge from the School until he shall have completed the course of study herein defined, except as the Board of Directors under the recommendation of the Superintendent, may otherwise order, in any particular case. Scholarship and Deportment shall be kept separately on a scale of nine. No boy shall be released unless his average is 7 for two years, except as above stated; but if at the end of eighteen months after he shall have entered the second grade, the average of his scholarship and deportment be 8, he shall be entitled to an honorable discharge.

#### SYSTEM OF MARKING.

Perfect Deportment and perfect Recitations will entitle a boy to nine merits a day, or sixty-three a week, merits to be determined by averaging grading for deportment and recitations. Demerits will be charged to boys for violation of rules as follows: Willful destruction of property 45, Fighting 18, Quarreling 9, Profanity 18, Disobedience 63, Falsehood 18, Idleness 9, Obscenity 27, Disrespect to an officer 18, Resisting an officer 126, Filthiness 18, Theft 63, Untidiness 9, Talking or making disorder when rules require silence 9, Picking a lock or house-breaking 126, Running away 999, Enticing or aiding another boy to run away 405, Using or furnishing tobacco to others 63, Talking from school grounds to persons on street 9, Special cases not named above will be disposed of by the Supt. and demerits will be charged in proportion to the offense.

## CHAPTER II.

### MEETING OF THE BOARD OF DIRECTORS.

Sec. 1. The Board of Directors shall hold its regular meetings on the second Tuesday of the months of January, April, July and October, of each year, at 9 o'clock A. M.

## SPECIAL MEETINGS.

Sec. 2. Special meetings of the Boards of Directors may be called at any time by the President, or by the Executive Committee by sending notice thereof by mail to each member of the Board at least ten days prior to the time appointed for the meeting.

## ANNUAL REPORT OF SUPERINTENDENT TO BOARD.

Sec. 3. At the regular meeting of the Board held in October the Superintendent shall submit his annual report to the Board of all his transactions as such Superintendent, for the preceeding year ending September 30th, showing the receipts and expenditures of money by him, the number of inmates received, and discharged, or apprenticed, all escapes, and generally the disposition made of the inmates of the School, the instruction given and the method of employing them and generally all such facts and particulars as will exhibit the condition and working of the School. He shall also in his said report make such recommendations and suggestions as he may think proper for the improvement and future government and conduct of the School.

## ANNUAL REPORT OF BOARD OF DIRECTORS.

Sec. 4. The annual report of the Board of Directors to the Governor shall be prepared by the President and submitted to and approved by the Board at the regular meeting in the month of October.

## MEETINGS OF BOARD, WHERE HELD.

Sec. 5. The regular meetings of the Board of Directors shall be held at the School Building at Pruntytown, West Virginia.

## OFFICERS AND REGULAR EMPLOYEES, HOW APPOINTED.

Sec. 6. All the officers and regular employees of the Reform School shall be appointed by the Superintendent, subject to the approval of the Board of Directors. All appointments made by him while the Board is not in session shall be reported by him to the Board at its next meeting for approval or rejection. He shall also have the right to employ such temporary and occasional help as may be necessary.

## SUSPENSION, REMOVAL AND DISMISSAL BY SUPERINTENDENT.

Sec. 7. The Superintendent shall have the power to suspend, remove, or dismiss any of the officers or regular employees whenever in his judgment it is proper and is demanded by the good of the School. But he is expected to use his power with discretion and

not hastily, and only for good reason, and he shall report all such suspensions, removals and dismissals to the Board at the next regular meeting with his reasons therefor. The Board shall also have the power to suspend, remove or dismiss any of the said officers or employees at any time without the concurrence of the Superintendent.

#### SECRETARY, DUTIES OF.

Sec. 8. The Secretary shall be elected by the Board of Directors from among its own members. He shall keep an accurate record of all the proceedings of the Board of Directors.

The record of the proceedings of each meeting shall be read to the Board at the next meeting, and when approved by the Board shall be signed by the President and attested by the Secretary. The Secretary shall perform such other clerical duties as may be required by the Board.

#### TREASURER.

Sec. 9. The Treasurer shall be elected by the Board of Directors, for the term of two years or until his successors shall be duly elected and qualified. He shall give bond conditioned for the faithful performance of his duties and for accounting for and paying over all money that may come into his hands by virtue of his office, in the penalty of Ten Thousand Dollars with security to be approved by the President and Secretary.

Sec. 10. It shall be the duty of the Treasurer safely to keep all moneys of the Board and to disburse the same only upon the order of the Board, attested by the President and Secretary. He shall draw from the State Treasury the money appropriated for the use of the School upon the requisition of the Board attested by the President and Secretary.

He shall make report to the Board at each regular meeting thereof of all receipts and disbursements itemized; and shall make a similar report for the year at the regular meeting of the Board in October. He shall make such other reports as may be required by the Board.

#### EXECUTIVE COMMITTEE, POWERS AND DUTIES OF, AND TERM OF, ETC.

Sec. 11. There shall be an Executive Committee consisting of three members of the Board of Directors to be designated by the President and to serve in the following manner: Of the first three members of said Committee, one shall serve three, one six and one nine months, and as the term of each expires he shall be succeeded by another member of the Board of Directors, to serve for nine months, so that all the members of the Board shall serve on said committee in regular rotation according to the designation made by the President; and the President shall make said designation at

the regular meeting in the month of July, in the year 1890, and at the regular meeting in the month of April, in each year thereafter.

Sec. 12. The Executive Committee shall attend to the general operations and government of the School according to the by-laws, rules and regulations, and in concert with the Superintendent, provide for employing the inmates in farming and gardening, and also in such mechanical and other pursuits as may be directed by the Board of Directors.

Said Committee shall also advise and act with the Superintendent in purchasing live stock, wagons, vehicles, agricultural and other implements and machinery, and material to be worked up by the inmates and in disposing of such personal property and products as may be proper. They shall also supervise the erection of such buildings and improvements that may be ordered by the Board and the making of such permanent repairs and alterations as may be authorized by the Board. And they shall have general charge and control of the property of the School. All accounts and claims against the School shall be submitted to the Executive Committee, and they shall approve all that they find correct and order them to be paid by the Superintendent. All commitments of boys to the School and contracts with parents or guardians, shall be submitted by the Superintendent to the Executive Committee at its next meeting after they are made.

Said committee shall personally examine all boys who have reached the "honor" and "discharge" grades and shall have power to order discharge of such boys as may be found entitled to be discharged under the rules, and also to release such boys on "ticket of leave" according to the provisions of the by-laws and rules as they may think proper.

They shall also attend to the apprenticing of such boys as may consent to be apprenticed; but no boy shall be apprenticed without the consent of his parents or guardian, if he has any, and they can be communicated with.

#### EXECUTIVE COMMITTEE, REPORT TO BOARD.

Sec. 13. The Executive Committee shall make a full and accurate report in writing of all its transactions to the Board of Directors at each regular meeting of the Board together with such suggestions and recommendations as they may think proper.

#### "TICKETS OF LEAVE."

Sec. 14. The Executive Committee may, when they deem advisable, release to parents, guardians, or next friend, any boy who by his good conduct and moral improvement, and after a residence of at least one year at the School, shall be deemed worthy of said release, upon a "Ticket of Leave" or permission to leave the School, conditional upon said parent, guardian or next friend and said boy giving a formal pledge under his, her or their signature to make

report to the Superintendent at least once in every six months, of the residence, employment and conduct of said boy so released until he shall have arrived at the age of twenty-one years, it being distinctly understood that until the completion of such age the Board of Directors claim under the law the right to the custody of such boy, with all the control conferred on them by the original commitment, and further that such control may be exercised as against any boy so released by his re-arrest and confinement from any violation of this special release on the part of such parents, guardian or next friend, or by any misconduct, or for any cause deemed just by the Board on the part of such boy. And further, that nothing contained in the foregoing provision shall deprive the Board or the Executive Committee of the power to withdraw at their discretion such ticket of leave.

#### AGE OF ADMISSION OF BOYS.

Sec. 15. No boy shall be received into the School who is under eight or over sixteen years of age. And no boy shall be received under contract with his parents or guardian for a less period than one year.

#### TERM OF CONFINEMENT.

Sec. 16. Every boy sent to the Reform School, except those taken under contract with parents or guardians, shall remain there until he is twenty-one years of age, unless sooner discharged, or released on ticket of leave, or bound as an apprentice to some proper person, but no boy shall be retained after he shall have gained his honors and been reported by the Superintendent to be fully reformed.

#### WHEN DISCHARGED AND HOW PROVIDED FOR.

Sec. 17. When a boy shall be discharged upon having gained his honors, he shall be entitled to receive a new suit of clothes and a sufficient sum of money to pay his transportation to the place from which he was committed and such additional sum as the Executive Committee shall determine is proper in each case.

#### UNIFORM OF, AT SCHOOL, KIND OF.

Sec. 18. The boys shall all be provided with comfortable clothing at the expense of the school. The outer clothing shall be a gray uniform, trimmed with red, and brass buttons. The Executive Committee shall, in concert with the Superintendent provide the said clothing.

#### TIME OF MEETING OF EXECUTIVE COMMITTEE.

Sec. 19. The Executive Committee shall meet regularly at the

School at Pruntytown, on the second Tuesday of every month during the year, at 9 o'clock A. M.

### CHAPTER III.

#### DUTIES OF OFFICERS.

##### SUPERINTENDENT.

Sec. 1. The Superintendent shall reside at the School, and shall devote all of his time to the interests of the institution. He shall be the superior officer of the School, have general charge of the inmates and the business of the institution, and shall see that the officers and employees are punctual and faithful in the discharge of their duties, that good order and discipline are maintained, and that the by-laws, rules and regulations are observed. He shall keep accurate and detailed accounts of all moneys received and paid out by him, and of all purchases made and articles sold, and he shall present to the Board of Directors at each regular meeting a clear record and report of the business transacted since the last meeting. He shall make regular monthly statements of the business of the School in detail and under appropriate headings which statements shall be submitted to the Executive Committee at its regular meetings each month.

##### POWER OF APPOINTMENT BY SUPERINTENDENT.

Sec. 2. Whenever authorized by the Board of Directors the Superintendent may appoint, subject to the approval of the board as provided in section 6, of chapter 11, of these by-laws, one or more subordinate officers, who shall be of good moral character and habits, and qualified to teach the ordinary English branches. Such officers shall have charge of such of the boys at such times, and shall give them such instructions as may be required by the Superintendent.

They shall strive to inspire the boys with a desire for knowledge, and shall endeavor by precept and example to impress upon their minds the importance of good order, self-government and purity of body and mind.

They shall be responsible for the general discipline and conduct of the boys while in their charge.

They shall go to the fields or shops with the boys when required by the Superintendent, to perform such work as may be designated by the Superintendent, and generally they shall perform such other duties as the Superintendent may require.

##### REVIEW OF SCHOOL, RECORD OF CONDUCT.

Sec. 3. The Superintendent shall each evening review the conduct of the boys in the School, at which time a record of the con-

duct of each boy shall be made in a book kept for that purpose. This book shall be kept and used as a means of (determining) the standing of each boy.

#### DUTIES OF MATRON.

Sec. 4. The Matron shall have general charge and supervision, under the Superintendent, of all the domestic arrangements of the School, including the kitchen, laundry, dormitories, and the clothing of the boys. She shall see that there is no unnecessary waste or extravagance in the kitchen department, that a sufficient quantity of good wholesome, well cooked food is furnished for the tables for each meal, and served in a careful manner. She shall also see that the clothing of the boys is kept in a tidy and neat condition, and that the sick receive proper attention.

Sec. 5. The other employees of the School shall perform such duties as are required by the by-laws or as the Superintendent may direct.

#### RESIGNATIONS, HOW TENDERED AND ACCEPTED, AND ABSENCE WITHOUT LEAVE.

Sec. 6. Resignations of officers and regular employees shall be tendered in writing, and shall not take effect until thirty days after they are tendered, except with the consent of the Board or the Executive Committee.

Should any officer or regular employee leave abruptly and without such consent, he shall forfeit any compensation due him at the time.

#### OFFICERS TO BE AT POSTS OF DUTY.

Sec. 7. It shall be the duty of all officers and assistants to remain constantly at the institution, unless leave of absence be granted by the Superintendent, and no leave shall be granted for more than a few days unless authorized by the Board of Directors or the Executive Committee.

#### DUTIES OF SUBORDINATE OFFICERS TO AID SUPERINTENDENT.

Sec. 8. All subordinate officers in addition to their specific duties shall aid the Superintendent in preserving order and discipline among the inmates, in guarding against escapes, and generally in maintaining the rules and discipline of the School.

#### SUPERINTENDENT TO HAVE CHARGE OF GROUNDS.

Sec. 9. The Superintendent shall have charge of the grounds and buildings belonging to the School, and shall see that they are not trespassed upon, invaded or entered by any one, except by per-



sons having business at the School, or persons desiring to visit the School. And all Visitors shall go to the Superintendent's office for permission to be shown through the institutions and shall always be conducted through the same by an officer or employee of the School.

## CHAPTER IV.

### GENERAL REGULATIONS.

#### PUNISHMENTS.

Sec. 1. Punishment shall never be imposed under the excitement of the moment. It may be inflicted by the deprivation of amusements or recreation; by withholding some favorite article of food, or by substituting bread and water for the regular meal, by loss of rank or standing in the class, by the performance of some irksome duty, by solitary confinement for a limited period, or in extreme cases, by the infliction of moderate corporal punishment.

In all cases care should be taken to impress the delinquents with the conviction that the object in administering punishment is to subdue their vicious passion, to promote their welfare individually, to secure the good of the institution, and at the same time to convince them beyond a doubt that discipline and good order will be maintained at all hazards. For all minor offenses and indiscretions gentle admonition and reproof should be adopted; but any officer or assistant having charge of boys may use all judicious force necessary to repress any violent or obstinate resistance to his orders, and in all such cases the offender shall be confined in the lock-up, or otherwise secured, and the fact reported to the Superintendent, who shall cause to be kept a record of all corporal punishments and cases of solitary confinement, and submit the same to the Executive Committee at each regular meeting.

#### ESCAPES.

Sec. 2. In cases of attempt at escape, it shall be the duty of those employed in the institution, under the direction of the Superintendent, to assist in their recapture, and they shall have full power to use any and all proper means necessary to retake such fugitives.

Should recapture fail, then the Superintendent may place the proper process in the hands of some constable or police officer, and offer a suitable reward, not to exceed \$25, for the capture of the boy, upon the approval of the president. Any attempt to escape may wipe out all merit marks due such fugitive, and he may, when recaptured be degraded to class eight, and he shall also be liable to such punishment as the Superintendent may direct, which may extend to solitary confinement for one week.

Sec. 3. Visitors shall at all reasonable hours be welcomed to the Reform School under such regulations as the Board may prescribe and on such days as the Superintendent may direct. And officers and employees of the institution who may have visitors in charge, will not allow them to stroll over the grounds or through the buildings unattended; nor to converse with the inmates, unless by special permission of the Superintendent. Parents or friends of the inmates of the institution will be permitted to visit the boys on Visiting Days, between the hours of 12 M. and 3 P. M. The clothing of the inmates shall be comfortable, according to the season, and shall be well made and mended as often as needed. And it shall be the duty of the Superintendent to make weekly inspections, in order to note the conditions of the clothing. All cases of sickness or severe indisposition of boys shall be reported to the Superintendent that medicine or medical aid may be supplied.

#### DEVOTIONAL EXERCISE.

Sec. 4. All persons employed at the institution shall attend to the daily devotional exercises when practicable, and shall also attend all religious exercises on the Sabbath, unless excused by the Superintendent.

#### SUNDAY VISITORS.

Sec. 5. No visitors will be received on Sunday other than those who may wish to attend the regular chapel service, and it is expected that such persons will not remain upon the premises after these exercises have been concluded, unless by special invitation of a member of the Board of Directors or of the Superintendent.

#### REGULATION AGAINST GAMBLING OR CARD PLAYING.

Sec. 6. No species of gambling or card playing will be permitted in or about the building, nor will spirituous liquor of any kind be kept or used by any officer or employee except by order of the attending physician; neither will smoking be allowed, either on the grounds or in the presence of inmates.

#### SIGNALS FOR MEALS AND RETIRING.

Sec. 7. Signals for meals and all others given in the time schedule will be carefully noted and promptly observed by all employed at the institution. No officer will retire for the night until assured that everything is quiet and orderly throughout the institution.

Sec. 8. Officers and employees, when on duty, will avoid conversation with each other, except on official business, giving their whole time and attention to the work in hand and all public expressions of opinions or discussions about the affairs of the school, or of personal grievance, will be avoided.

The same care should be observed also in speaking of the escapes or capture of inmates, so that no information of this kind be given them, either directly or indirectly, from official source.

Officers and employees are not allowed to read books or papers while on duty, and during business hours, and when one only is in charge of a detail, special vigilance is enjoined that inmates may be kept well together, and under no circumstances permitted to stray out of sight or hearing. All who may have charge of labor details will give special attention as the work progresses, see that boys are properly employed, and that the tools in use are handled with care and returned to their places when no longer required.

#### SUPERINTENDENT TO VISIT INMATES IN LOCK-UP.

Sec. 9. The Superintendent shall visit, daily, inmates temporarily confined in the lock up and see that they are supplied at regular intervals with such food and other requisites as are usual in ordinary discipline in these apartments or as may be directed in special cases by the Superintendent.

#### VISITS OF PERSONS TO OFFICERS AND EMPLOYEES.

Sec. 10. Officers will be careful when extending invitations to personal friends to visit them at the institution that they are not made of too frequent occurrence. It will be understood also that such visitors will be received only after consulting the Superintendent.

#### DUTIES OF OFFICERS TO BOYS UNDER THEIR CHARGE.

11. Officers or employees having charge of inmates during play hours will see that a kindly spirit is preserved among them. They must not be permitted to use violence toward each other, or to willfully injure their clothing or to mark or deface the buildings, fixtures or furniture.

Officers should be frank and candid in all their dealings with inmates entrusted to their care. Always ready to hear their respectful complaints, giving them sympathy and encouragement in all their childish difficulties, whenever necessary patiently investigate all cases of disputes and misdemeanors, and use every means possible to arrive at conclusions just and equitable.

#### REGULATIONS AGAINST MONEY AND TOBACCO.

Sec. 12. Money or tobacco will not be allowed or furnished the inmates, nor shall articles of any kind be given to or purchased for them, or messages be carried to and from their friends without permission from the Superintendent, and under no pretext whatever, will they be permitted to leave the premises unless in the care of some responsible person, and under the same authority.

## EMPLOYMENT AND HOURS OF PLAY OF BOYS.

Sec. 13. Every inmate of the school will be required, when in health, to employ a portion of each day at some kind of manual labor, and none will be excused or detained from school sessions or chapel service without permission from the Superintendent. Under proper restrictions, innocent games and amusements may be indulged in by inmates during regular hours for play and recreation, but the use of profane or indecent language, or the reading of immoral books and papers and all other disorderly conduct are strictly prohibited and this rule will apply to and be obligatory upon all persons connected with the institution.

Every inmate shall be under continuous care of some responsible person, unless otherwise ordered, and their safe keeping will depend upon such person until returned to their proper place or entrusted to the care of another person duly authorized to receive and take charge of them. All persons who have charge of house details are especially enjoined as to the requirements of this rule.

## COMPLAINT, AND DUTIES OF SUPERINTENDENT IN RESPECT TO.

Sec. 14. All complaints should be made in person or in writing to the Superintendent, who will always give them respectful attention; and when made in writing, if so requested, he will refer them officially to the Executive Committee for final action. It is expected that all employed in the institution will conform their actions to the spirit as well as to the letter of the Rules and Regulations, and hold themselves in readiness at all times for any emergency, and by constant acts of accommodation, by firmness and kindness, aid, not only in sustaining the general management, but in advancing the well being and reformation of the boys.

**Regulations Adopted by the Board, in Addition to the  
By-Laws, In Respect to the School and Premises.**

## MONEYS.

All moneys appropriated by the State and available for the School shall be drawn from the State Treasury by the Treasurer of the Board upon the requisition of the Board addressed to the Auditor of the State, and attested by the President and Secretary of the Board in such sums as it may from time to time designate. (Ordered Jan. 2, 1890.)

The Treasurer of the Board shall safely keep all moneys and disburse the same only upon the order of the Board signed by the President and Secretary and shall keep an accurate account of his receipts and expenditures, and shall make an annual report of the same to the Board at its first meeting after the 30th day of September of each year for the fiscal year ending with that day at such other time as the Board may direct. (Order Jan. 2, 1890.)

## USE OF SCHOOL PROPERTY.

Ordered that the public property in charge of the Superintendent and the premises be used only in accordance with rules and regulations prescribed by the Superintendent under the order of the Executive Committee and the Board of Directors. (Order June 13th 1893) Ex. Com.)

## COST TO BOYS ADMITTED UNDER CONTRACT.

Where any boy under the act establishing this school is committed to the same under the order or upon the motion or application of any person other than a Court of Record as a Court having authority to punish or commit for a felony or misdemeanor (other than a Justice of the Peace or inferior tribunal having like jurisdiction) charge of \$10 00 per month shall be made, collected and accounted for by the Superintendent under such regulations as shall be hereafter prescribed. (Order May 15, 1890.)

## BILLS CONTRACTED.

Ordered that no bills be received by the Superintendent unless the same are fully itemized as to quantity, quality and price, and the Executive Committee shall approve no bills unless so made out. No bills except telegraph bills, postage bills, personal expenses, the monthly pay-roll, the actual expenses of bringing boys to the school who are committed by Justices and the like, shall be paid until approved by the Executive Committee. (Order Jan. 14, 1891.)

## PHYSICIANS

It shall be duty of the Superintendent hereafter when he shall deem it necessary to call in aid the services of a physician or physicians, who shall report for duty and be assigned to service only upon the order of the Superintendent, and for any service rendered an account shall be presented to the Executive Committee at its regular monthly meetings. (Order Jan. 12, 1892.)

## VISIT TO BOYS.

Persons visiting boys in the school cannot remain in the school over night and the Superintendent is authorized to designate one or two days during the week upon which visitors will be received between certain hours to be designated. And visitors are not to be received except in accordance with said regulations. (Ordered April 12, 1892.)

## NIGHT WATCHMAN.

Ordered that a night watchman be appointed———who shall go on duty at——o'clock P. M. each day and continue on duty until——o'clock A. M.; said watchman shall go to the dormitories in the Davidson Building when the boys go there to retire and remain constantly therein until —— o'clock A. M. or later until he is satisfied that all the boys are asleep, and he shall during such time move continuously from one dormitory to another, and preserve order and prevent escapes and any bad conduct among the boys. After ——o'clock he shall occasionally leave said dormitories and visit other portions of the said building and the other buildings of the school as he may think proper; but he shall go through said dormitories in the Davidson buildings at least once every half hour during the night and shall remain awake during the whole time he is on duty: and he shall discharge such other duties as shall be required of him by the Superintendent during the time he is on duty. (Ordered April 11, 1893.)

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**Special Notice for the Public by the Superintendent.**

The following points taken from the By-Laws, Rules and Regulations governing the West Virginia Reform School are of special importance to all who contemplate visiting the institution:

1. The Superintendent shall have charge of the grounds and buildings belonging to the school, and shall see that they are not trespassed upon, invaded or entered by any one except by persons having business at the school or persons desiring to visit the school. And all visitors shall go to the Superintendent's office for permission to be shown through the institution and shall always be conducted through the same by an officer or employee of the school.

2. Visitors will be received on Wednesdays and Saturdays of each week between the hours of 1:00 and 6:00 o'clock P. M.

3. Officers having visitors in charge will not permit them to stroll over the grounds or through the buildings unattended nor converse with the inmates except by special permission. Parents are requested not to visit their boys oftener than once a month and to make that visit on the first Saturday if possible.

4. No visitor will be entertained in the institution over night except those visiting officers or employees and no visitors will be received on Sunday except as above mentioned and those desiring to attend Sunday or other religious exercises.

5. Inasmuch as a few parents have abused our confidence in them

by furnishing tobacco and other things to the boys we have been compelled in order to treat all alike to adopt the following regulations:

(a). Parents must visit boys at the time set apart for such visits and talk in the presence of the officer in charge.

(b). Parents or friends to present the boys with candy, peanuts, cakes, or anything similar may do so through the officer in charge, but in no case shall money or tobacco be furnished them.

(c). Boys will not be permitted to go out of the institution with their parents or friends unless by special permission of the Superintendent and attended by an officer of the school.

D. W. SHAW, *Superintendent.*

### Reward for Escapes.

A reward of \$5.00 will be paid for the arrest of any boy thought to be attempting to escape from the school found outside of the premises, or on the lower end of the farm without a pass signed by an officer in the school or in charge of some one in authority.

And citizens are hereby authorized to arrest without warrant or other process and return a "run-away" boy to the school.

D. W. SHAW, *Superintendent.*

### Forms to be Used by Justices, in Committing Boys to the West Virginia Reform School.

[Justices are requested to observe these forms and substantially follow them upon paper of uniform size, or upon printed blanks furnished by the school upon application, in the arrest and commitment of boys to be sent to the Institution. The originals should be retained by the Justice, with a proper entry of the proceedings upon his docket as in other cases, and certified copies of the same and of said entry forwarded to the school with the person in custody of the boy for commitment, who will receipt for both, which receipt should be filed as a return in the Justice's office. This will make the proceedings regular and complete both at the Justice's office and at the Reform School.]

#### COMPLAINT.

The State of West Virginia.

In.....County; in.....District.

.....  
 (the parent, guardian or next friend as the case may be) this day makes complaint and information on oath before me in said Dis-

trict that..... is (*son, ward or other person as the case may be*) of the age of.... years (*not under eight nor over sixteen*) has (*here state the offense*) or is incorrigible or vicious and has rendered his control beyond the power of (*parent, guardian or next friend*), and make it manifestly requisite that from regard for his morals and future welfare and the peace and order of society that he should be placed in the West Virginia Reform School;

Or is a proper subject for the West Virginia Reform School by reason of vagrancy or incorrigible or vicious conduct, and that from the moral depravity (*or otherwise as the case may be*) of the (*parent guardian or next friend in whose custody he may be*) such (*parent, guardian or next friend, as the case may be*) is incapable or unwilling (*as the case may be*) to exercise proper care and discipline over him.

Given under my hand this.....day of .....189 .  
 .....J. P.

WARRANT OF ARREST.

The State of West Virginia,

In..... County, in..... District:

Whereas..... of said county and district, has this day made complaint and information on oath that..... (*son, ward, or other person, as the case may be*) of the age of.... years, has (*here state the offense*) or is incorrigible or vicious and has rendered his control beyond the power of (*parent, guardian or next friend*) and made it manifestly requisite that from regard for his morals and future welfare, and the peace and order of society, that he should be placed in the West Virginia Reform School;

Or is a proper subject for the West Virginia Reform School by reason of vagrancy or incorrigible conduct, and that from the moral depravity (*or otherwise, as the case may be*) of the (*parent, guardian or next friend, in whose custody he may be*) such (*parent, guardian or next friend, as the case may be*) is incapable or unwilling (*as the case may be*) to exercise proper care and discipline over him.

These are therefore to command you in the name of said State forthwith to apprehend the said..... and bring him before me or some other Justice of said county to answer said complaint and to be further dealt with according to law.

Given under my hand this....day of .....189...  
 .....J. P.

EVIDENCE.

*In Re.*

Complaint of.....  
 vs. (For an offense or complaint).....  
 The State of West Virginia,



In.....County; in.....District.

I,....., a Justice in and for said County and District, certify that the following persons of lawful age after being duly sworn, testified as follows upon said complaint..... a witness testified as follows:

.....a witness testified as follows:

.....a witness testified as follows:

.....a witness testified as follows:

And....., before the said evidence was heard by me, having been appointed guardian *ad litem* for said....., to represent his interests herein and see that no injustice was done him, and the said guardian not having demanded a jury of twelve men to try the truth of the charges against said....., after hearing the said evidence I am of opinion that the said....., should be, and accordingly order that he be, committed to the West Virginia Reform School, to be therein confined and dealt with according to law and the rules and regulations governing said school; but this order shall not be carried into effect until the officer to whom my warrant for the execution thereof shall be directed, applies to and receives information from the Superintendent of said school that there is room therein for said....., at which time the same shall be carried into execution, and the said..... in the meantime shall be held in custody.

Given under my hand this.....day.....189..  
.....J. P.

The State of West Virginia,

.....County; in.....District.

In re,

Complaint of.....

vs. (Upon an offense or Complaint.)

To....., a constable of said County (*or..... a special constable hereby appointed for the purpose.*)

You are hereby commanded in the name of said State forthwith to deliver to the Superietendent of the West Virginia Reform School, at Pruntytown, in Taylor county, in said State (upon receipt of information from said Superintendent that there is room for him).....and the certified copy of the record of this cause, thereto committed by me upon an order entered in said cause on the.....day of.....189., and until then keep him in custody and make return how you have executed this writ before me within....days thereafter.

Given under my hand this.....day of.....189..

.....J. P.  
 The above writ was this day executed by the undersigned.....  
 .....delivering to the undersigned..... the  
 said.....and the said record at said Re-  
 form School this.....day of.....189..  
 .....Constable of.....County.  
 .....Supt.  
 W. Va. Reform School.

**Transcript From the Justice's Docket.**

The State of West Virginia,  
 In.....County; in.....District.

*In re,*  
 Complaint of.....  
*vs.* (Upon an offense or complaint.)

Complaint on oath before me by.....against  
 .....dated the.....day  
 of.....189.. Warrant issued.....day of.....189..  
 to.....Constable of.....County,  
 for the arrest of said..... Returned exe-  
 cuted on the.... day of.....189., with said.....  
 .....in custody.

On same day said.....present.....  
 was appointed his guardian *ad litem* to protect his interest herein,  
 he being....years of age, and to see that no injustice is done him.  
 Said guardian not demanding a jury to try the truth of the charges  
 made against said.....by said complaint I heard the  
 evidence of.....,  
 .....and.....  
 witnesses of lawful age sworn to testify, and after hearing the evi-  
 dence, ordered the said.....(together with a copy  
 of the record of this cause), to be committed to the Superintend-  
 ent of the West Virginia Reform School upon receipt of informa-  
 tion that there is room for him there, to be therein confined and  
 dealt with according to law, and the rules and regulations of said  
 school, and I issued my order of commitment thereto, directed to  
 .....Constable of said County.

Given under my hand this.....day of.....189..  
 .....J. P.

**TAXATION OF COSTS OF COMPLAINANT.**

Justice's costs.....	\$.....
Constable's costs.....	\$.....
Witness.....days and.....miles	\$.....
Witness.....days and.....miles	\$.....

Witness.....days and...miles \$.....  
 Witness.....days and...miles \$.....  
 Total costs.....\$.....

I certify that the above is a true copy and transcript of the record and proceedings of said cause as the same appear in my office.

Given under my hand this....day of.....189...  
 .....J. P.

TICKET OF LEAVE.

☐ [Any boy who, by his good conduct and moral improvement, has resided in the school at least one year, may be released upon a "ticket of leave" to his parent, guardian or next friend, when the Executive Committee deem it advisable upon application for the same.

The parent, guardian or next friend, when such release has been determined upon, must sign and return to the Superintendent the following pledge, upon receipt of which the boy will be furnished with a suitable outfit and cost of transportation to his home]:  
 .....W. Va., 189...

Application having been heretofore made by me, the undersigned parent, guardian or next friend, (as the case may be) of....., to the Executive Committee of the West Virginia Reform School for a "ticket of leave" for said.....which leave was granted, we hereby pledge ourselves to make a report to the Superintendent of said school, at least once in every six months, of the residence, employment and conduct of said.....until he shall arrive at the age of twenty-one years, it being distinctly understood by us that until the completion of such age the Board of Directors of said school have the right, when they shall claim it, to the custody of said....., with all the control conferred on it by his original commitment, and then such control may be exercised by his re-arrest and confinement for any violation of this release on my part, or by any misconduct or for any cause deemed just by the Board on the part of such boy, and that nothing herein contained shall deprive the said Board or said Committee of the power to withdraw at their discretion this "Ticket of Leave."

Witness my hand this....day of.....189...

.....  
 .....

