

Hearing ---Screening of grades two through seven-- Sept.1955

*file*  
*Supervisor*

	grade	no. checked		grade	no. checked
Aldie-	7	10	Lovettsville-	7	8
	6	10		6	2
	5	4		5	7
	4	4		4	7
	3	6		3	2
	2	8		2	5
				2	6
Arcola--	7	16			
	4	11	Lucketts	6,7	0
	3	13		4,5	1
	2	12		2,3	7
Ashburn --	7	7			
	6	10	Middleburg-		
	5	4		7	7
	4	6		6	2
	3	6		5	5
	2	9		4	4
Bluemont--	5	2		3	6
	4	1		2	8
	3	4			
	2	2	Purcellville	7	4
Hamilton	6,7	4		6	4
	5,6	5		5	5
	4	2		4	6
	3	3		3	8
	2	4		2	11
Hillsboro	6,7	4	Round Hill--	7	2
	4,5	6		6	3
	2,3	10		5	6
				4	4
Lincoln--	7	3		3	4
	6	4	Sterling-	2	6
	5	1			
	3,4	10		X 5	4
	2,3	21		4	7
				3	4
				2	8
Leesburg---	7	18			
	6	22	Waterford----	7	3
	5	18		6	4
	4	14		5	1
	3	18		4	0
	2	43		3	5
				2	2

Due July 1, 1955

*file Supervision*

JUNE SUPERVISORY REPORT

Division Loudoun County

Supervisor Caleb J. Gibson

Director of Instruction

Problem on which major emphasis has been placed during the year. Guidance in the Loudoun County High School and the expanded Douglass High School.

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1. What progress has been achieved in solving this problem?
  - a. Studied the philosophy of good high school guidance principles with teachers. Teachers began to see that the guidance comes from the teachers and home rooms to the guidance counselors instead of coming from the guidance counselors to the teachers and home rooms.
  - b. Teachers began to see the value of the guidance counselors as a service rather than doing all of the counseling.
  - c. State and county testing program results were studied and used more to try to understand the individual child.
  - d. More interest on the part of the teachers has been shown to try to fit the school work to the child's need rather than make the child fit the school work.
  - e. Much interest has been shown concerning the value of knowing more about child growth and development.
  - f. Many teachers have been interested more and more in studying the cumulative records.
2. Describe briefly some things that you have done which have proved most helpful in bringing about this progress?
  - a. Attended faculty meetings.
  - b. Provided workshops.
  - c. Individual conferences with teachers.
  - d. Had State resource people to visit, attend workshops, and sit in on conferences.
  - e. Studied some of the problems at the principal's conferences.
  - f. Teacher in-service courses have been given in the county during the 1954-55 session of school from George Washington University, Wash., D.C.
  - g. Sat in on teacher student conferences.
  - h. Distributed resource materials to teachers.

(OVER)



3. What resources have you found most valuable in working toward the solution of this problem?
  - a. Consultants from the State Department and other resource people.
  - b. State bulletins.
  - c. Free materials from the different companies.
  
4. In what way or to what extent will the progress made give direction to your supervisory plans for next year?
  - a. The progress made this past session has given a good basis for further study and practices of good high school guidance to meet the individual needs of the students.
  - b. More curriculum study will be done during the next session to endeavor to meet the local needs of students as well as the community.
  - c. We hope to be able to offer more courses in the high schools.
  - d. More study of the child's cumulative record will be encouraged so that the teacher will better know the child and can meet their needs.
  - e. Standard test results will be studied so as to meet the child's needs.

*W. E. Emrick*  
*for Sup.*

SUPERVISORY REPORT - 1955-56  
Part I - Division-Wide Data

Part I is a summary report of certain data from the entire division. Members of the supervisory staff will prepare this report jointly and submit only one report from the division.

**Loudoun County**  
School Division

**Caleb J. Gibson, Director of Instruction**  
Name of Person Submitting Report

A. PLANS FOR IN-SERVICE EDUCATION FOR 1955-56

1. Conferences and Workshops. (State time and nature of conference)

<u>Type</u>	<u>Length of Time</u>	<u>Topics or Problems Emphasized</u>
Preschool	<u>1 Day</u>	<u>Orientation of Teachers</u>
Mid-Year	<u>2 Days</u>	<u>October and February Study of Gifted Children</u>
Post-School	_____	_____

Orientation of new teachers (Give brief description)  
**Individual conferences and the general workshop**

2. Supervisory Staff Meetings  
(If two or more supervisors and/or visiting teachers are employed, are regular staff meetings held? Explain nature.)  
**Supervisors, Director of Instruction, Visiting Teacher and the Superintendent meet twice per month and discuss and plan work to be done.**
3. What Study Groups, if any, are held under supervisory leadership?  
(State briefly nature, participation, and frequency of meetings.)  
**1. Reporting to parents**  
**2. Social Studies Guides for elementary school**

4. Will any extension courses be held in the division? Yes - 3  
(State types of courses)

**Human Relations in the Classroom - George Washington University**  
**Reading - University of Virginia**  
**Science - University of Virginia**  
**Art - No Credit.**

5. If other types of in-service activities are contemplated, explain briefly.

B. PLANS FOR DEVELOPMENT OF MATERIALS, 1955-56

(When materials are completed, please send one copy to Miss Elizabeth Henson, Supervisor of Elementary Education, State Department of Education.)

Curriculum Materials (List areas and nature.)

**Social Studies Guides in the Elementary School**

Bulletins for Parents (Describe nature of content)

C. DIVISION OF SUPERVISORY RESPONSIBILITY

In instances where there are two or more supervisors, upon what basis are responsibilities determined? (For example, by geographic areas, by grades, by size of schools, or other.)

**Caleb J. Gibson, Director of Instruction - White and Negro High School,**


**Mrs. Ruth Shulke, Elementary Supervisor - White and Negro Elementary Schools.**

D. SUPERVISORY EMPHASES FOR 1955-56

What is the basic problem (or problems) within the division in curriculum and instruction to which the director of instruction and supervisors will direct their attention this year? (The June Report will reflect the progress made and the ways in which individual supervisors and the director of instruction have worked on the problem during the year.)

**Mrs. Shulke, Elementary <sup>Supervisor</sup> is in her first year of Supervision, therefore she will observe and try to find out what is needed etc.**

**Due to the large turn over of teachers and principals we will try to be of service to all in every way possible.**



**Caleb J. Gibson, Director of Instruction**  
Signature of Supervisor

DUE OCTOBER 10

SUPERVISORY REPORT - October 1955  
Part II - Individual Data

(To be completed by all supervisors, including directors of instruction)

Division Loudoun County Supervisor Caleb J. Gibson, Director of Instruction

I Supervisor - Teacher - School Ratio:

	<u>White</u>	<u>Negro</u>	<u>Total</u>
A. Number of schools in which you supervise directly:			
High Schools	<u>1</u>	<u>1</u>	<u>2</u>
Junior High Schools	<u>    </u>	<u>    </u>	<u>    </u>
Combined High and Elementary	<u>    </u>	<u>    </u>	<u>    </u>
Elementary Schools	<u>    </u>	<u>    </u>	<u>    </u>
Number having nonteaching principals	<u>1</u>	<u>1</u>	<u>2</u>
B. Number of classroom teachers with whom you work directly:			
High School	<u>47</u>	<u>11</u>	<u>58</u>
Elementary	<u>    </u>	<u>    </u>	<u>    </u>
Number of new teachers	<u>12</u>	<u>4</u>	<u>16</u>

II Professional Growth Activities:

A. Did you attend summer school during the past summer? No. I did take two courses from the Extension Division of George Washington University. Teaching of Reading 3 semester hours and Teaching of Elementary Science 3 semester hours. This work was done in 1954-55 session.

B. Did you do any college teaching during the past summer? No

If so, where? \_\_\_\_\_

C. Did you participate in any workshops during the past summer? No

If so, please complete the following:

<u>Type</u>	<u>Where Held</u>	<u>What Topic</u>
Local _____	_____	_____
State _____	_____	_____
Out-of-State _____	_____	_____

D. List any extensive travel during the summer None



COMMONWEALTH OF VIRGINIA  
STATE BOARD OF EDUCATION  
Richmond 16

SUITS. MEMO NO. 3131

April 1, 1955

TO: Division Superintendents  
FROM: R. Claude Graham, Director of Instruction  
SUBJECT: Conference of Consulting Teachers

The first Conference of Consulting Teachers was held at Madison College on June 10, 1954. A copy of a report of the conference was sent you on August 12, 1954. The purpose of the conference was to discuss the role of consulting teachers in art, music, speech, and health and physical education; to explore problems common to these teachers and to reach a better understanding of the most effective ways in which these teachers might work. Those who attended the conference considered it extremely worthwhile and they requested a similar conference this year.

We have decided to hold a second conference this year. Since consulting teachers work with administrators, supervisors and teachers, we believe it will contribute to the effectiveness of the conference to have members from each category of workers attend and share in the conference. Therefore, we are inviting you and members of your administrative, supervisory and teaching staffs to attend this conference.

The conference for white personnel will be held at Longwood College, beginning at 2:00 p. m., June 6 and closing at 12:00 noon on June 8. The conference for Negro personnel will be held at Virginia Union University, beginning at 2:00 p. m., June 8 and closing at 12:00 noon on June 10.

An invitation to attend the conference will go to supervisors and consulting teachers of art, music, speech and health and physical education next week. It will contain details about costs, room reservations and general information about the conference.

I repeat that we shall be pleased to have a "team" from your division attend this conference.

RCG/eah



DUE JULY 1, 1956

PART III - ANNUAL SUPERVISORY REPORT  
Individual Report

(Each supervisor, including the director of instruction, will submit this report individually.)

LOUDOUN COUNTY  
Division

Caleb J. Gibson  
Supervisor or Director of Instruction

PROBLEM RECEIVING MAJOR EMPHASIS DURING THE YEAR:

(State here the problem which was given on "Part I - Division-wide Data" submitted on October 10, 1955)

Preschool 1 Day Orientation of Teachers  
Mid-Year 2 Days November and February-Study of the Gifted Children  
Orientation of New Teachers: Individual conferences and general workshops

A. Progress made in solving this problem:

1. Wednesday, August 31st general meeting with Superintendent
2. a. A.M. with white teachers in Loudoun County High School  
b. P.M. " negro " " Douglass High School
2. August 31st Elementary Supervisor had workshop with white teachers in A.M. and negro teachers in P.M.
3. Director of Instruction had workshop, A.M. with negro high school teachers and P.M. with white high school teachers
4. September 1st teachers met at their school to plan with principal
5. September 2nd teacher met at their school so parents could have conferences with them
6. Workshops during school session
  - a. November-White teachers: Gifted children, used consultant
  - b. November-Negro teachers: Gifted children, used consultant
  - c. February-White teachers: " " " "
  - d. March - Negro " " " "
  - e. Definite children's information was compiled and a study was made.

B. Things you personally have done to bring about this progress:

1. Gathered resource materials and placed in the hands of teachers
2. Secured consultants and provided time for conferences with teachers
3. Individual conferences with teachers answering questions and explaining the program and policies
4. Encouraged teachers to work in groups to help solve some of their problems as well as to make recommendations that would encourage better teaching procedures

(OVER




C. Greatest difficulty encountered:

1. Lack of funds to provide needed teaching materials for teachers
2. Due to close scheduling time it has been hard to find time to have proper conferences with teachers
3. Some teachers have a poor philosophy due to lack of professional training and this makes many problems in understanding the their duties to their school and individual children

D. List kinds of assistance which teachers requested from you during the year:

1. Helping to find resource materials
2. Explaining standard test results
3. Grouping children with in the class so the child can be taught on his or her level
4. Planning over all lesson plans for the year and daily lesson plans
5. Helping find suitable and reasonable places for teachers to live
6. Helping teachers ro plan so there will not be so many subject failures
7. Endeavoring to help have a better understanding between teachers and the administrators
8. Helping teachers to be more professional not only among themselves but to the public
9. Helping teachers plan in-service courses offered by the different Universities
10. Helping teachers with good class routine

  
Signature