

COMMONWEALTH OF VIRGINIA
STATE BOARD OF EDUCATION
Richmond 16

Report of Principal Employed Twelve Months

1948 - 1949

Name of Principal J. Lupton Simpson School Lincoln High Address Lincoln, Va

Date on which Principal began summer work June 4-8, 1948

1. A review of plans for the summer work of principals employed on a year-round basis indicates that many activities have been planned within the major areas listed below. *Please give quantitative and qualitative data showing what has been done through the summer program in the following areas:

- A. Providing Services for Pupils, for example, supervising and providing extended school activities, supervising school personnel employed for more than nine months, contacting or visiting pupils and homes, and keeping regular office hours for advising with pupils, veterans, and parents, and preparing transcripts.

I devoted much time to the supervision of the care and maintenance of the campus of the school, trying to impress those who looked at the school through the window of an automobile; conducted conferences with twenty-three students, two veterans and four parents; bought materials, selected colors, prepared schedule, and supervised the painting of washrooms, three classrooms, cafeteria and office of building; maintained office hours from 8 to 12 A. M. six days per week; executed forty-nine transcripts; carried on regular routine of office correspondence; evaluated the educational experiences of two veterans and ordered diplomas and planned a better schedule relative to the distribution of audio-visual material.

- B. Providing Services for the Community and Enriching School-Community Relationships, for example, supervising and providing library service, supervising community canneries, speaking to civic clubs, preparing articles for the newspapers, planning and advising with community agencies for recreation programs for youth, and working with Parent-Teacher Association.

I reviewed with care the grades that had been transferred from class books to periodic average sheets, summary sheets, and permanent records. I have found that this procedure is essential due to the pressure under which all teachers must work during the last days of school. This, alone, is a long, tedious job.

I worked diligently over the scholastic records of eighth grade pupils who come to us from five feeder schools, making certain comparisons. I worked over these eighth grade records to see how many mistakes we had made in grouping pupils--very few indeed.

*Principals of combined schools will please indicate the activities which have been carried on for the secondary and/or elementary pupils. Use additional sheets if necessary.

- C. Working Preparation for the 1948-49 School Session, for example, conferring frequently with superintendent or supervisor, making master schedule, planning program of studies, developing or extending a child study program and systematic guidance program, making follow-up study of graduates and drop-outs, and planning for improvement in professional staff meetings.

I prepared in detail the master schedule of the school program-- duties, physical education, glee club, football, lunch, etc. I carried out on paper the activities of the Guidance Counselor and the guidance committee. I reviewed cards of drop-outs and visited or corresponded with 80% of the students that I felt could profit by returning to school. I am confronted often with "big money" and, in many cases, easy work.

- D. Working in Other Areas - (Report accomplishments which do not clearly fall in any one of the foregoing major areas.)

I assisted the Superintendent of Schools, Mr. O. L. Emerick, in setting-up facilities and schedules relative to transporting groups of Loudoun County school children to Williamsburg to see "The Common Glory". I was helpful, I believe, to the superintendent in securing the services of two janitors, three bus drivers and one teacher. I made it a point to keep in close touch with Mr. Emerick, Superintendent of Schools, with the desire to be of service whenever possible.

2. What improvements are anticipated in the total school program for 1948-49 as a result of the contributions of the summer work.

As far as I am concerned, it would be utterly impossible to operate a school with any degree of success without an opportunity to plan, plan, and plan. Preparation with purpose is the foundation of achievement. With or without pay this work would have to go on.

3. Give evidences of improvements to which the summer program has already contributed.

Evidences? We are prepared to go to work the first day of the school session.

4. Ways in which the summer program for this school can be extended and improved next year.

I do not know, at this time, how the program for this school can be extended and improved, but I do know that the summer program as set up is absolutely necessary.

O. L. Emerick
Division Superintendent

Oct. 12, 1948
Date

J. Lupton Simpson
Principal

Lincoln
Address for Mail