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SUMMER WORK
LINCOLN HIGH SCHOOL
Lincoln, Virginia
1953-54.

J. Lupton Simpson, Principal

1. Carried on office routine
 - (a) Correspondence--replied to 127 pieces of mail.
 - (b) Prepared and sent 26 letters of recommendation.
 - (c) Executed 69 transcripts
 - (d) Evaluated scholastic work of 6 former students in this school and secured high school equivalency certificates from the State Department of Education.
 - (e) Filled-out 4 questionnaires.
2. Maintained school campus. Kept in excellent condition
3. I contacted 5 students who dropped out of school last year and visited the homes of 6 others, trying to see what we could do to help iron out difficulties.
4. I worked out and set up the administrative forms used in the operation of the school:
 - (a) Schedules
 - (b) Teacher assignments
 - (c) Activities
 - (d) Pupil assignments.
5. I made preparations for and supervised repairs to interior painting of school building.
6. I spent ^{Much time} ~~one month~~ in the procedure of having the school building prepared for the opening of school. This is quite an operation.

7. I spent much time (15 hours) working with our program of Physical and Health Education. The program lacks motivation and purpose.
8. I evaluated the abilities, attitudes, skills, achievements of students entering this school from our feeder schools, thinking about classifications, curriculums, etc.
9. I conducted 22 conferences; 9 with patrons, 11 with students and 2 with members of civic groups.
10. I planned and organized in detail our program of studies:
 - (a) Schedules
 - (b) Teacher duties and assignments
 - (c) Worked with guidance counselor relative to the grouping of students.
 - (d) Conferred and corresponded with teachers relative to sponsorships, clubs, classes, physical education classes health classes, etc.
11. I did what I could to assist the Superintendent of Schools, Mr. O. L. Emerick, and the Director of Instruction, Mr. Caleb Gibson.
12. I prepared Rules and Regulations Sheets used in the operation of the school.
13. I ordered depleted materials and equipment for physical and Health programs.
14. I spent some time and more thought on trying to discover teaching procedures that might in some way inspire, stir-up, shake-up, some of our students. I can report nothing new or of much importance. It is a problem, men, it is a problem.

15. I added information to our recent graduates records: colleges, grades, progress, fields of work, comments from deans, counselors, presidents, etc.