

SUMMER PROGRAM OF WORK OF

J. Lupton Simpson, Principal,

LINCOLN HIGH SCHOOL, Lincoln, Virginia.

1949-50

1. Supervision of care of the school campus, repairs to school plant, painting of classrooms and wash-rooms.
2. Maintenance of regular office hours, 8-12 A. M., six days a week.
3. Conduct conferences with parents, veterans, and students.
4. Carry on regular office correspondence. This routine job increases from year to year.
5. Evaluate educational credits of veterans and advise relative to issuing diplomas, or continuation in school.
6. Execute transcripts, letters of recommendation, etc.
7. Assist the Superintendent of Schools in any way that I can in securing teachers, bus drivers, janitors, etc.
8. Assist the Guidance Counselor in preparing the master schedule of classes, programs, clubs, other activities, and the schedule of each individual student entering this school from feeder schools.
9. Carrying on a detailed study of drop-outs; visitation of drop-outs and parents.
10. The preparation of plans to implement induction program of new teachers--motivation policies, philosophy, guidance procedures, schedules, duties, standards, etc.
11. Evaluating the work of 8th Grade students, relative to various feeder schools.

### Summer Program-2

12. Checking grades transferred from periodic average sheets. Comprehensive summary sheets, to permanent records.
13. Revision of the Rules and Regulations of the Lincoln High School.
14. Prepare plans for a pre-school induction activity for boys and girls entering this school from feeder schools.
15. The preparation of orders for laboratory supplies and supplies necessary for the opening of school.
16. Evaluation of battery tests grades administered during the year in order to plan remedial procedures. Testing programs are sponsored by the Superintendent's office and this school, and are of invaluable assistance to us.
17. Detailed planning of the entire school program for the session 1950-51.
18. The preparation of a rough outline of a school handbook for students and parents, preparatory to editing next school session.