

## EDWIN WASHINGTON PROJECT

### 4.1 Circulars 1955 – 1956

High points only - not all circulars

May 28, 1956 School lunch and Milk program

May 17, 1956 Handling Welfare children in foster home, including kids from the District of Columbia. .  
Also painting of schools.

April 17, 1956 Band Music instruction and costs.'

April 17, 1956 Library Orders for White and Colored School.

April 17, 1956 Interior painting needs

April 3<sup>rd</sup>, 1956 Middleburg Community Center (whites only it appeared)

March 12, 1956 Apple Blossum Festival

October 25, 1955 Gifted Children discussed

October 24, 1955 Gifted children discussed.

September 23, 1955 Vaccinations

September 14, 1955 Discusses Art classes and George Washington classes

August 26, 1955 Virginia History and the Constitution (need to study this to see if the references are to segregation,

COUNTY SCHOOL BOARD  
Of Loudoun County  
Leesburg, Virginia

May 28, 1956

*enc. to teachers  
school lunch*

To Principals:

I am enclosing for each of you who have had the regular School Lunch Program four copies of H. E. 11A. You will please fill completely and return to me three copies of this and let it come in at the end of the school year.

Be sure to write the name of your school without putting the word elementary or graded after it; but in case of the high school, write it as Loudoun County High or Douglass High.

For those of you who have had the Special Milk Program, there are enclosed four copies of Form H. E. 23. You will please fill three and send to me. If any of you who have the School Lunch but not the Special Milk Program wish to apply for the milk program for next year, please ask for the forms.

Very sincerely yours,

*O. L. Emerick*

O. L. Emerick  
Division Superintendent

OLE:mlt

Enclosures



SPECIAL REPORT FOR EACH TEACHER

LOUDOUN COUNTY SCHOOLS

1955-56

1. Total number of days absent from school. . . . . \_\_\_\_\_
- a. Illness of self or family. . . . . \_\_\_\_\_
  - b. Personal reasons other than in (a.) . . . . . \_\_\_\_\_
  - c. Attending school or educational meetings. . . . . \_\_\_\_\_
  - d. Trips with pupils other than (e).. . . . . \_\_\_\_\_
  - e. Programs or practice at Middleburg Community Center. . . . . \_\_\_\_\_
  - f. Other absence if any. . . . . \_\_\_\_\_
- Explain \_\_\_\_\_

2. Total number of separate days pupils were absent from school in group  
composing all or part of class. . . . . \_\_\_\_\_
- a. List all trips below including Middleburg Community Center programs  
and athletic games if part of school day was lost. Give month of year.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- b. In case of athletic games played during school how many times and for  
how long each time were all your pupils excused to attend home games?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- c. List all educational trips of pupils arranged on Saturday.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

School \_\_\_\_\_ Teacher \_\_\_\_\_

Date \_\_\_\_\_  
5-17-56



COUNTY SCHOOL BOARD  
Of Loudoun County  
Leesburg, Virginia

May 17, 1956

To All Principals:

The following reports are due at the end of the school year, or some of them may be sent in sooner.

- A. From each teacher.
  1. Monthly report on regular form.
  2. Teachers' term report--one copy only.
  3. Schedule of Daily Work for 1956-57. (Elementary only)
  4. Special report on school trips, etc. See form enclosed.
- B. From each principal of elementary school - Includes one-room teachers except item 1.
  1. Annual report of elementary principal--forms are sent separately or enclosed.-- send one copy - keep one, one is your work sheet.
  2. Report on repairs - 1 copy - (was due May 14, 1956).
- C. From each principal of high school.
  1. Record of each high school graduate - request forms.
  2. Secondary principal's term report--forms are sent separately or enclosed. Send one copy, keep one, one is work sheet.
  3. Final annual high school and library reports--send two copies--forms sent later.

Please caution all teachers to list names of all pupils in school at any time during the year on page 3 of term report and show code entry number in column 3 or 4 for each pupil. (See illustration on page 4 in register.)

Teachers should show promotions and retentions as suggested in register, and mark in red pencil S.S. in case summer make-up work is recommended. Note that enrollment on term report does not include any R's except R3. On page 51 (term report) put W1, etc., after name of each pupil withdrawn. Age grade distribution table includes only E1 and E2 pupils. The total for grades 1-4, 5-7, and 8-12 should agree with figures in line 4, page 1 of report.

All teachers handling any school funds as a room fund except textbook should show on term report under cash record. Principals should compile under Summary of Local Accounts, D-Other. Test scores are not necessary. Physical inspection should be reported.

Note that monthly attendance reports and lunch claims are to be made for May and June combined. Inventory of food is due at end of year.

Monthly reports and substitute blanks should come to us promptly within 2 days.

Very sincerely yours,

*O. L. Emerick*

O. L. Emerick  
Division Superintendent

COUNTY SCHOOL BOARD  
Of Loudoun County  
Leesburg, Virginia

*one to each*

May 17, 1956

To Principals:

It is very important that we have records of all welfare children who were placed in foster homes in Loudoun County.

At the bottom of this letter you will find listed the names of children and grades in which they were enrolled in the period of September through December 1955. These are wards of the District of Columbia Welfare Board.

We wish now to have the enclosed form filled if you have children listed below. If you had any wards of the District of Columbia Welfare Board enter your school since the first of January, these should be reported also.

Please also note a form for reporting wards of any welfare board of any political sub-division in the State of Virginia. If more than one form is needed, please rule off a sheet of paper.

I should like to have a copy at the end of this school year, in the case of wards of political sub-divisions of Virginia, whether you have anyone or not and I think it well that you make a report in the case of District of Columbia wards whether you have anyone or not.

Please ask bus drivers whose final destination is your school to report through you before their next pay check is due showing their present schedule. A new form is enclosed or sent separately to you for each driver.

The school board has allotted \_\_\_\_\_ for painting at your school. Please let me know whether you wish to and can arrange to have this work done or do you wish me to arrange for the expenditure.

A letter about end of the year reports is enclosed.

Very sincerely yours,

*O. L. Emerick*

O. L. Emerick  
Division Superintendent

OLE:mlt

Enclosure

COUNTY SCHOOL BOARD  
Of Loudoun County  
Leesburg, Virginia

April 17, 1956

*also to  
teacher*

To: Principals (Excluding schools NOW having Band Instruction)  
From: O. L. Emerick  
Subject: Survey of Demand for Band Music

The School Board has requested me to secure information relating to the present need or demand for instruction in band music in elementary schools.

We desire to know how many pupils in your school would purchase band instruments and enroll in the class if it were available once a week.

Please impress upon parents that the instruments are expensive and most of them would have to be owned individually. The average cost would be about \$80 for rebuilt instruments and \$125 for new ones.

This letter does not mean that this service will be available next year, but it seems very desirable to secure the information now.

Please give me a report on this not later than May 7.

mlt



COUNTY SCHOOL BOARD  
Of Loudoun County  
Leesburg, Virginia

*circ.  
Teachers*

April 17, 1956

To All Principals

From: O. L. Emerick

Subject: Library orders 1956-57

For this session 1956-57 library units are allocated as shown below. Each unit is \$60.00. Your school is expected to donate \$5.00 for each unit, or at that rate for less than a full unit.

Library lists and order blanks can be secured at the office after April 23.

These orders should be made out and sent to us so that they can be forwarded to the State Office during the summer.

<u>White</u>	<u>Units</u>	<u>Colored</u>	<u>Units</u>
Aldie	2	Banneker	2
Arcola	2	Carver	2
Ashburn	2	Douglass H. S.	2 1/2
Bluemont	1/2	Douglass Elem.	2
Hamilton	1	Ashburn	1/3
Hillsboro	1	Mt. Gap	1/3
Leesburg	5	Waterford	1/3
Lincoln	2	Bull Run	1/2
Lovettsville	3	Willisville	1/2
Lucketts	1	County	<u>1/2</u>
Middleburg	2		
Purcellville	3	Total	11
Round Hill	2		
Sterling	1		
Waterford	1		
Loudoun Co. H. S.	10		
County	<u>1/2</u>		
Total	39		

COUNTY SCHOOL BOARD  
 Of Loudoun County  
 Leesburg, Virginia

April 17, 1956

*enc.  
 Director*

To: Principals

Subject: Survey of Interior Painting Needs

From: O. L. Emerick

Funds are available this year for interior painting. Naturally this will be done during the summer months. Wherever possible it is our wish to be able to allocate a fixed sum and have some one in the area have the work done.

Please give information below:

	<u>Request for Interior Painting</u>		Oil or Water Paint Used
	<u>Number</u>	<u>Date Painted Last</u>	
Classrooms	_____	_____	_____
Auditorium	_____	_____	_____
Halls	_____	_____	_____
Office	_____	_____	_____
Kitchen	_____	_____	_____
Toilets	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

How much if any has been spent from your own local funds in  
 1954-55? \_\_\_\_\_ 1955-56? \_\_\_\_\_ What areas were painted in  
 1954-55? \_\_\_\_\_ 1955-56? \_\_\_\_\_  
 \_\_\_\_\_ If some funds are allocated, can some one at  
 your school have this work done? \_\_\_\_\_

It will be necessary that all areas be inspected before the funds are allocated. Please make your reply by April 30.



COUNTY SCHOOL BOARD  
Of Loudoun County  
Leesburg, Virginia

April 3, 1956

To: Principals - White Schools

Subject: 5th Grade Program at Middleburg Community Center

From: O. L. Emerick

Time: Program will start at 10:15 a.m. on Thursday, April 12, 1956

Place: Middleburg Community Center

Transportation Arrangements

Principals of schools starred will please contact bus drivers and report to me number of bus and driver with whom you made definite arrangements. The school board furnishes busses without mileage charge but does not pay drivers. They have heretofore made no charge. A few extra trips are expected of them.

<u>Schools</u>		<u>Stop at Rest Room Both or Either Trip if Required</u>
*Lovettsville	Bus No. 10, 20, or 38	Aldie School
Waterford	Picked up by Lovettsville bus	
*Hillsboro	Bus No. 9	Middleburg School
Lincoln	Bus No. 9	
*Purcellville	Bus No. 31	Middleburg School
Hamilton	Bus No. 31	
*Round Hill	Bus No. 19	Middleburg School
Bluemont	Bus No. 19	
*Sterling	Bus No. 4	Aldie School
Ashburn	Bus No. 4	
*Aldie	Bus No. 22	
Middleburg	Bus No. 22 (Second trip)	
*Leesburg	Bus No. 28	Aldie School
*Lucketts	Bus No. 1 or principal take children	Middleburg Center

Bus drivers will all approach Center from rear, unload near front entrance and go around block to park at rear. Drive in same direction to load pupils.

COUNTY SCHOOL BOARD  
Of Loudoun County  
Leesburg, Virginia

*circ  
leesburg*

April 3, 1956

To: Principals - White Schools

Subject: Orientation Day for 7th Grade Pupils

From: O. L. Emerick

Time: Tuesday, April 17, 1956 - hours below.

All seventh grade pupils are invited to visit the Loudoun County High School on the above date according to schedule below.

Principals whose school names are starred \* will please arrange with driver of one of the busses indicated. Drivers have not been paid heretofore for these trips. No mileage charge is required.

All busses will unload at west end and load at east end of buildings.

Guides will meet you at the door.

Group 1--Arrive at 9:40 a.m.

Tour building first, go to auditorium at 10:40, eat lunch in cafeteria at 11:35 and then go home (about 12 noon).

\*Leesburg--Bus 28

\*Lincoln and Hamilton--Bus 21

\*Lucketts--Bus 1

Group 2--Arrive at 10:40 a.m.

Go directly to auditorium, tour building at 11:35 to 12:30, eat lunch at 12:30 to 1:00, go home at 1:00 p.m.

\*Lovettsville and Waterford--Bus 10, 20, or 38

\*Ashburn--Bus 8 or 42

\*Aldie and Middleburg--Bus 5

Group 3--Arrive at 10:40 a.m.

Go directly to auditorium, wait in auditorium for lunch at 12:00, tour building at 12:30 p.m., go home at 1:30 p.m.

\*Arcola--Bus 3 or 7

\*Hillsboro & Purcellville (11 pupils)--Bus 9

\*Round Hill & Purcellville--Bus No. 19

COUNTY SCHOOL BOARD  
Of Loudoun County  
Leesburg, Virginia

April 3, 1956

To: Principals - White Schools

Subject: Principals' Conference

From: O. L. Emerick

Through understanding with Mr. Robinson, the next principals' conference will be held in the cafeteria at the Loudoun County High School on Tuesday, April 10, at 4 P. M. (Coffee hour a little earlier if you are there.)

All 8th grade teachers are being invited and also all 7th grade teachers including those on part time.

The main topic will be the 8th grade program at Loudoun County High School.

Mrs. Mary Kephart will be in charge of this phase of the program.



COUNTY SCHOOL BOARD  
Of Loudoun County  
Leesburg, Virginia

March 21, 1956

To Teacher Addressed:

Your certificate expires on June 30, 1956,  
and is enclosed.

The usual requirement for renewing a certificate  
is six semester hours of college credit and reading  
five books on the Teacher's Reading Course. These  
are books that are available at this office for loan.  
If you have eight semester hours of credit, you are  
not required to read books.

There are exceptions to this requirement for  
renewal, and you may have been notified about this  
when your certificate was issued in case any different  
rule will prevail.

Your certificate should be returned through  
me for renewal.

Very sincerely yours,

*O. L. Emerick*

O. L. Emerick  
Division Superintendent

OLE:mlt

Enclosure

*are*

COUNTY SCHOOL BOARD  
Of Loudoun County  
Leesburg, Virginia

February 27, 1956

March 20, 1956

*circ. letter*

COUNTY SCHOOL BOARD  
Of Loudoun County  
Leesburg, Virginia

To Principals:

Please mark present on March 19 pupils who were present on March 16 or 20. Any pupils taking the Williamsburg trip are to be counted as present.

To Principals:

Please let your teachers know that the regular reading course examination for renewal of certificates will be given at this office on April 14, 1956 at 9:00 a.m. to 3 p.m. and I should be notified by April 2 by any teacher who desires to take this examination.

*Festival date (probably Friday, but could children present who were present on any other day? This is in order to make 100 days)*

Very sincerely yours,

O. L. Emerick  
Division Superintendent

OLE:mlt

O. L. Emerick  
Division Superintendent

OLE:mlt

OLE:mlt

att.

COUNTY SCHOOL BOARD  
Of Loudoun County  
Leesburg, Virginia

March 12, 1956

To Principals:

Schools are to be open on Tuesday and Wednesday, April 3 and 4, and close on June 6 instead of June 5.

7039

Schools are to be closed on the 2nd day of the Apple Blossom Festival date (probably Friday, April 27) as shown in the calendar, but count children present who were present the day before or after. This is in order to make 180 days.)

Very sincerely yours,

O. L. Emerick  
Division Superintendent

OLE:mlt

To Principals: Please let us know by the 5th of March what teachers, if any, in your faculty should not be reappointed for what year. If you have a teacher who you think should have the appointment delayed for a month or so, please indicate that also.

The 27th of February was the date set by which all teachers were requested to indicate their wishes about reappointment for next year. I have not heard from many of them. It would be in order and perhaps helpful if you would talk to your teachers about this matter; and if they intend to apply, request that they do so at once.

Very sincerely yours,

O. L. Emerick  
Division Superintendent

OLE:mlt



*ure*

COUNTY SCHOOL BOARD  
Of Loudoun County  
Leesburg, Virginia

February 27, 1956

To Principals:

Please let me know by the 5th of March what teachers, if any, in your faculty should not be reappointed for next year. If you have a teacher who you think should have the appointment delayed for a month or so, please indicate that also.

The 27th of February was the date set by which all teachers were requested to indicate their wishes about reappointment for next year. I have not heard from many of them. It would be in order and perhaps helpful if you would talk to your teachers about this matter; and if they intend to apply, request that they do so at once.

Very sincerely yours,

O. L. Emerick  
Division Superintendent

OLE:mlt



COUNTY SCHOOL BOARD  
Of Loudoun County  
Leesburg, Virginia

January 12, 1956

*acc.*

*acc.  
princ.  
ad.*

To All Employees

Appointments for the school year 1956-57 will be made on the  
dates in

Principal  
Teachers  
Administrative

COUNTY SCHOOL BOARD  
Of Loudoun County  
Leesburg, Virginia  
February 1, 1956

weeks  
your

continue  
me

s

To Principal Addressed:

I have not heard from you in reference to next year. It was  
requested that your wish be made known by January 30, 1956. We  
should hear from you promptly.

Very sincerely yours,

O. L. Emerick  
Division Superintendent

*O. L. Emerick*  
O. L. Emerick  
Division Superintendent

OLE:mlt



COUNTY SCHOOL BOARD  
Of Loudoun County  
Leesburg, Virginia

January 12, 1956

*circ.  
princ.  
sch. bd.  
trans.  
jan.*

To All Employees:

Appointments for the school year 1956-57 will be made on the dates indicated below.

Principals, supervisors, and visiting teacher-- -February 13, 1956  
Teachers- - - - -March 12, 1956  
All other employees- - - - -May 14, 1956

It is important that I be advised in writing not later than two weeks before the date for appointment what your wish is in relation to your reappointment to your present or a new position.

I shall be glad to discuss any individual problems with any of you.

If any of you should definitely decide that you do not wish to continue with us next year, it will be very helpful for you to advise me as early as your decision has been made.

Salaries will not be known until after the Board of Supervisors shall have acted on our request for an appropriation.

Principals will please distribute a copy of this letter to clerks, janitors, teachers, and student bus drivers. A copy is being mailed directly to all adult bus drivers.

Very sincerely yours,

*O. L. Emerick*

O. L. Emerick  
Division Superintendent

OLE:mlt



COUNTY SCHOOL BOARD  
Of Loudoun County  
Leesburg, Virginia

November 28, 1955

To Principals:

Mrs. Schulke, Mr. Gibson, and I think it would be helpful for us to discuss the two topics listed below at your next Principals' Conference on December 6 at 4 P. M. unless you would wish to substitute some other topic or topics.

1. An evaluation of the program given at the Community Center on November 22, 1955 by the 7th grade pupils.
2. Should 7th grade pupils use the old geography text "World View" the second semester for a part or all of the time or should we undertake to teach Virginia according to the state program without a textbook for all or part of the time or should we purchase the Chamber of Commerce publication on Virginia at \$2 per copy?

Note that the State Board of Education is undertaking to have a textbook on Virginia prepared. It might be well for you to check among pupils to ascertain if they could find used copies of "World View" in sufficient quantity for the entire class.

Very sincerely yours,



O. L. Emerick  
Division Superintendent

OLE:mlt

Enclosure

Loudoun County School Board  
Leesburg, Va.  
November 28, 1955

To: Teachers of grades 1, 2, 3  
From: Mrs. Ruth D. Schulke  
Subject: Checkup on progress in these grades

Since our workshops are being devoted to the study of gifted children, we think a few meetings during the term to compare problems and progress will be helpful. Two meetings have been scheduled. Please attend the one that is more convenient for you.

Hamilton- December 5 at 3:30

Leesburg- December 7 at 3:30 P.M.

Hamilton Teachers will be hostesses

Leesburg teachers will be hostesses

Leaders---

Miss Emma Clemens  
Mrs. Dorothy Hill  
Mrs. Elva Seay

Leaders--

Mrs. Marion Luck  
Mrs. Olga McGavack  
Mrs. Marion Simpson

Try to be ready to

1. Give your progress in each area briefly,
2. Decide on how you would like to handle phonics workbooks for the next term, possibly through bookroom,
3. Give your reaction to possible changes in the primary report card, and suggestions for changes,
4. Bring in new materials and ideas to pass along to other teachers,
5. List enrichment materials you would like to have but can not afford.

Meetings are to close promptly at 5 P.M.



COUNTY SCHOOL BOARD  
Of Loudoun County  
Leesburg, Virginia

October 25, 1955

*Teachers*  
GIFTED CHILDREN

To Teachers:

During the week of October 31 two outstanding specialists in the field of youth development will be working in the Loudoun and Fauquier County

*Schools. The Community Center Educational Project has made it possible for*  
*Dr. Robert F. DeHaan and Dr. Jack Kough, Assistant Professors of Human*  
*Development at the University of Chicago and community consultants of the*  
*Quincy, Illinois, Youth Development Commission, to come to this area. Dr.*  
*Kough was a navy officer during the war, and was formerly director of the*  
*Community Rehabilitation Project in Salina, Kansas. Later he was a lecturer*  
*at the Institute for Educational Leadership in Kyoto, Japan. He was also*  
*Assistant Professor of Education at McPherson College, McPherson, Kansas.*  
*His specialty is concerned with the education of gifted children.*

COUNTY SCHOOL BOARD  
Of Loudoun County  
Leesburg, Virginia

October 25, 1955

*Teachers*  
GIFTED CHILDREN

To Teachers:

During the week of October 31 two outstanding specialists in the field of youth development will be working in the Loudoun and Fauquier County Schools. The Community Center Educational Project has made it possible for Dr. Robert F. DeHaan and Dr. Jack Kough, Assistant Professors of Human Development at the University of Chicago and community consultants of the Quincy, Illinois, Youth Development Commission, to come to this area. Dr. Kough was a navy officer during the war, and was formerly director of the Community Rehabilitation Project in Salina, Kansas. Later he was a lecturer at the Institute for Educational Leadership in Kyoto, Japan. He was also Assistant Professor of Education at McPherson College, McPherson, Kansas. His specialty is concerned with the emotional adjustment of children.

Dr. DeHaan is formerly a member of the staff of the Human Dynamics Laboratory of the University of Chicago. He was also consultant to the Portland, Oregon, Public Schools' Gifted Child Project and Chairman of the Gifted Child Committee of the Illinois State Association for the education of exceptional children. His specialty is in the field of the education of gifted children.

Both Drs. DeHaan and Kough are now working with the Quincy, Illinois, Youth Development Project, which is a ten year experimental program begun in 1951 to help the community discover children in need of help and to provide ways and means of helping them.

The Youth Development Project grew out of previous research by the University of Chicago in which children were carefully studied during their various periods of growth. Professor Robert J. Havighurst, originator of the project, became convinced more help must be given to children in order for them to develop their talents and to reduce unhappiness and delinquency. The Youth Development Project is one of the most outstanding efforts in the country designed to assist children in their growth into happy and constructive adults. During their time with the Youth Development Project, Drs. Kough and DeHaan have developed a Teachers Guidance Handbook designed to help educators in the early recognition of children in need of special assistance and to offer practical suggestions as to what the classroom teacher may do for such children.

Drs. DeHaan and Kough will be working with individual schools during part of the week, but on Saturday will hold a workshop at the Community Center beginning at 10 A. M. This will be a general session which will cover a number of the aspects of the education of both gifted children and children who have maladjustments. It is anticipated that this session will end about 12 noon.

In the afternoon a special group workshop will be held in two sections. One section under Dr. DeHaan will consider specific problems in the area of gifted children; and the group under Dr. Kough will consider the problems faced by the classroom teacher in working with maladjusted children. These small group workshops will begin at 1 o'clock. It is anticipated that they will last about two hours.

Because some of the teachers may wish to stay over for this workshop and bring a lunch rather than eat in one of the restaurants, the Community Center will serve coffee during the noon hour for all teachers who plan to stay over.

The morning meeting is one of the required extra days. The afternoon meeting can be counted as a makeup for one of the special 8 days on duty. Refer to calendar of workshop meetings for 1955-56.

O. L. Emerick  
Division Superintendent

OLE:mlt



COUNTY SCHOOL BOARD  
Of Loudoun County  
Leesburg, Virginia

October 24, 1955

*Circ. to*

To Principals:

A problem sometimes arises over a suggestion that a pupil be promoted or transferred from one grade to another during the school year. You will please be guided by the statement below.

No pupil will be promoted, demoted, or transferred from one grade to another during the school year unless a written request shall have been made to the Superintendent of Schools and the promotion, demotion, or transfer approved by him in writing. Because the promotion, demotion, or transfer would be a reversal of the decision made at the end of the preceding school year, it can not be expected that many such changes would be made during the year.

The supervisor of schools and director of instruction would be consulted by you or me before a decision is made.

To White Principals Only

Your next principals' meeting will be held on Tuesday, November 8, 1955, at 4 P. M.; and I am sending you this notice after consulting your chairman, Mr. Frank Robinson.

Very sincerely yours,

*O. L. Emerick*

O. L. Emerick  
Division Superintendent

OLE:mlt

See Enclosures

COUNTY SCHOOL BOARD  
Of Loudoun County  
Leesburg, Virginia

October 25, 1955

To Teachers:

During the week of October 31 two outstanding specialists in the field of youth development will be working in the Loudoun and Fauquier County Schools. The Community Center Educational Project has made it possible for Dr. Robert F. DeHaan and Dr. Jack Kough, Assistant Professors of Human Development at the University of Chicago and community consultants of the Quincy, Illinois, Youth Development Commission, to come to this area. Dr. Kough was a navy officer during the war, and was formerly director of the Community Rehabilitation Project in Salina, Kansas. Later he was a lecturer at the Institute for Educational Leadership in Kyoto, Japan. He was also Assistant Professor of Education at McPherson College, McPherson, Kansas. His specialty is concerned with the emotional adjustment of children.

Dr. DeHaan is formerly a member of the staff of the Human Dynamics Laboratory of the University of Chicago. He was also consultant to the Portland, Oregon, Public Schools' Gifted Child Project and Chairman of the Gifted Child Committee of the Illinois State Association for the education of exceptional children. His specialty is in the field of the education of gifted children.

Both Drs. DeHaan and Kough are now working with the Quincy, Illinois, Youth Development Project, which is a ten year experimental program begun



COUNTY SCHOOL BOARD  
Of Loudoun County  
Leesburg, Virginia

October 25, 1955

To Teachers:

During the week of October 31 two outstanding specialists in the field of youth development will be working in the Loudoun and Fauquier County Schools. The Community Center Educational Project has made it possible for Dr. Robert F. DeHaan and Dr. Jack Kough, Assistant Professors of Human Development at the University of Chicago and community consultants of the Quincy, Illinois, Youth Development Commission, to come to this area. Dr. Kough was a navy officer during the war, and was formerly director of the Community Rehabilitation Project in Salina, Kansas. Later he was a lecturer at the Institute for Educational Leadership in Kyoto, Japan. He was also Assistant Professor of Education at McPherson College, McPherson, Kansas. His specialty is concerned with the emotional adjustment of children.

Dr. DeHaan is formerly a member of the staff of the Human Dynamics Laboratory of the University of Chicago. He was also consultant to the Portland, Oregon, Public Schools' Gifted Child Project and Chairman of the Gifted Child Committee of the Illinois State Association for the education of exceptional children. His specialty is in the field of the education of gifted children.

Both Drs. DeHaan and Kough are now working with the Quincy, Illinois, Youth Development Project, which is a ten year experimental program begun in 1951 to help the community discover children in need of help and to provide ways and means of helping them.

The Youth Development Project grew out of previous research by the University of Chicago in which children were carefully studied during their various periods of growth. Professor Robert J. Havighurst, originator of the project, became convinced more help must be given to children in order for them to develop their talents and to reduce unhappiness and delinquency. The Youth Development Project is one of the most outstanding efforts in the country designed to assist children in their growth into happy and constructive adults. During their time with the Youth Development Project, Drs. Kough and DeHaan have developed a Teachers Guidance Handbook designed to help educators in the early recognition of children in need of special assistance and to offer practical suggestions as to what the classroom teacher may do for such children.

Drs. DeHaan and Kough will be working with individual schools during part of the week, but on Saturday will hold a workshop at the Community Center beginning at 10 A. M. This will be a general session which will cover a number of the aspects of the education of both gifted children and children who have maladjustments. It is anticipated that this session will end about 12 noon.

In the afternoon a special group workshop will be held in two sections. One section under Dr. DeHaan will consider specific problems in the area of gifted children; and the group under Dr. Kough will consider the problems faced by the classroom teacher in working with maladjusted children. These small group workshops will begin at 1 o'clock. It is anticipated that they will last about two hours.

Because some of the teachers may wish to stay over for this workshop and bring a lunch rather than eat in one of the restaurants, the Community Center will serve coffee during the noon hour for all teachers who plan to stay over.

The morning meeting is one of the required extra days. The afternoon meeting can be counted as a makeup for one of the special 8 days on duty. Refer to calendar of workshop meetings for 1955-56.

O. L. Emerick  
Division Superintendent

OLE:mlt



COUNTY SCHOOL BOARD  
Of Loudoun County  
Leesburg, Virginia

September 23, 1955

*circ to  
Teachers*

To Principals:

Subjects: Vaccination and soap

Please observe this rule in connection with vaccination:

Pupils under 7 years of age at the opening of school cannot attend school this year unless they were vaccinated before the opening day. I shall consider exceptions upon request of the principal if based on extenuating circumstances, such as persons who recently moved into the County, especially from another state, and persons who can furnish a doctor's statement that the child's parents requested him to vaccinate the child before the polio season and for some reason the doctor thought it should not be done at that time.

Please keep in mind our rule which has prevailed for a long time that children under 7 at the opening date of school must enter at or near the opening of school. You are to interpret near the opening date of school until and unless a more specific rule is made.

We have \$400 available to assist with the purchase of soap and soap dispensers. You may charge expenditures for these items to us not to exceed an amount equal to \$.08 times your enrolment reported on the first Thursday of school. (Example--Enrolment 180--\$.08 x 180=\$14.40)

Very sincerely yours,

*O. L. Emerick*

O. L. Emerick  
Division Superintendent

OLE:mlt

COUNTY SCHOOL BOARD  
Of Loudoun County  
Leesburg, Virginia

September 14, 1955

*Case 67,*

To Principals:

Please check with your teachers and bring the information needed from your schools concerning the following to the Principals' Conference Monday, September 19 at 7:30.

1. How many Phonovisual Workbooks do you want ordered of each, the Consonants for grade one and Vowels for grade two?
2. How many readiness tests do you want, if your first grade teacher has not picked them up already?
3. Bring in requests for in-service courses which George Washington University offered at our meeting on August 31.
4. Bring cumulative records which should go to other schools and pass them along.
5. Have you checked with your first grade teachers to see that vaccination rulings are being carried out? Bring in any questions.
6. What do you think of this? Mrs. Dolores Phillips will offer free a series of sessions on art scheduled about twice a month to help us with finger painting, ceramics, etc., during the term. The time, place, and more definite plans would be made by the teachers in the group. This would not carry college credit. She will be paid by the Old Dominion Foundation.
7. Please distribute school bus schedule forms to drivers whose routes end at your school and have them sent to me as early as possible. We have a number of problems to work out that depend on this information.

Very sincerely yours,

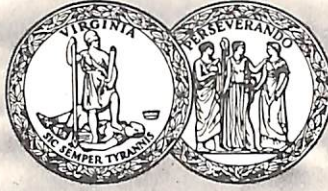
*O. L. Emerick*

O. L. Emerick  
Division Superintendent

OLE:mlt



# COMMONWEALTH OF VIRGINIA



MADISON COLLEGE  
HARRISONBURG, VIRGINIA

*file  
case to teachers*

September 6, 1955

Mr. O. L. Emerick, Superintendent  
Loudoun County Schools  
Leesburg, Virginia

Dear Oscar:

We are most anxious that each one of our 1955 graduates receive a letter from Madison College about the time they begin their work for the year. Attached herewith is a copy of the letter we are sending to them.

We are enclosing these letters in stamped, addressed envelopes with the hope that you will complete the addresses for us since we are not certain of their post office locations.

We hope very much that you will derive much satisfaction as you work with these young teachers this year. Please be assured of our desire to assist them, in any way that we can, to become better teachers.

Thank you for this assistance.

Sincerely,

*Rich*

R. C. Haydon  
Director of Field Services  
and Placement

RCH/jmw  
Enclosures

# COMMONWEALTH OF VIRGINIA



MADISON COLLEGE  
HARRISONBURG, VIRGINIA

September 6, 1955

This is a very important period for you and your 1955 classmates who are teaching for the first time this session. It is also a most important period for Madison College, and we want you to know that the college has a keen interest in your welfare and happiness as you undertake the work for which you have prepared yourself.

We also want you to know that we have a definite interest in your satisfactory adjustment to your new position and in your success as a teacher.

During the first semester I shall endeavor to see each of you personally on your jobs. I shall probably go to the counties and cities which employ the greatest number of our graduates first, but hope to get around to all before the end of the semester.

In the meantime, I shall be most happy to hear from you concerning any matter on which you may need assistance.

As you work with your group of children, your school faculty, and the people in your community, we shall appreciate it if you will do some evaluating in regard to the following:

1. In what areas has your teacher education work at Madison College helped you most?
2. Are there areas in which you have received little or no assistance?

We should like for you to be perfectly frank in making your evaluation of courses and activities at Madison College in relation to your teaching responsibilities. Before the end of the present session, we hope that you will be able to give us some helpful answers to the above questions.

It would be most helpful if we had the address at which you receive your mail. I will appreciate it if you will send it to me as soon as convenient.

Hoping that you get off to a most successful start for the year and looking forward to seeing you before too long, I am

Sincerely,

R. C. Haydon  
Director of Field Services and Placement

COUNTY SCHOOL BOARD  
Of Loudoun County  
Leesburg, Virginia

September 14, 1955

To Principals:

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Very sincerely yours,

*O. L. Emerick*

O. L. Emerick  
Division Superintendent

OLE:mlt



circ to Teachers

August 26, 1955

TO: Teachers  
FROM: O. L. Emerick, Division Superintendent  
SUBJECT: Social Studies in High School and Grade  
8 Geography - History

State Laws Governing Instructional Phases of Virginia's Public School System are as follows:

Section 22-234. Study of documents of Virginia history and United States Constitution. In preparing the course of study in civics and history in both the elementary and high school grades, the State Board shall give the Declaration of American Independence, the Virginia Statute of Religious Freedom, the Virginia Bill of Rights and section fifty-eight of the Constitution of Virginia, which subjects shall be carefully read and studied, in accordance with the State course of study, which course of study shall require written examinations as to each of the last four mentioned great documents of Virginia's history at the end of the term in which the course is given. An outline shall likewise be given of the Constitution of the United States and the general principles of the Constitution shall be carefully explained. (1928, p. 1217; 1932, p. 536; 1936, p. 510; 1938, p. 375; Michie Code 1942, Section 688.)

GRADE 8 GEOGRAPHY AND HISTORY FOR LOUDOUN COUNTY

1. Loudoun County Government, Geography and History are to be taught the 6th six weeks. Emphasis should be included on the Virginia Constitution in accordance with the above mentioned Section 22-234.
2. The entire year will be listed as Grade 8 Geography and History.

GRADE 9 AND 12 CIVICS

Reteach subjects required by Section 22-234 of the Code as quoted above.

**COUNTY SCHOOL BOARD  
OF LOUDOUN COUNTY**

J. T. HIRST, PURCELLVILLE  
E. F. MARSHALL, ALDIE  
SHIRLEY MYERS, LEESBURG

LEESBURG, VIRGINIA

O. L. EMERICK, DIVISION SUPERINTENDENT  
MISS RUTH M. EMERICK, CLERK

JAMES W. ASHTON, MIDDLEBURG  
D. N. MYERS, WATERFORD  
CHAIRMAN

July 29, 1955

**TO TEACHERS:**

The schools of Loudoun County will open on Tuesday, September 6, 1955 with a session from 9:00 a.m. to 12:00 m.

All white teachers will meet in the Loudoun County High School and all colored teachers in the Douglass High School on Wednesday, August 31 from 9 a.m. to 4 p.m.

Teachers will report to their respective school buildings on Thursday and Friday, September 1 and 2 at 8:30 a.m.

Contracts and other forms will be signed at the office on August 31 or September 1 or 2. Teachers new in the county this session will please bring your social security card.

Please send me your certificate as early as possible unless it is already on file here.

I am requesting the extension of all emergency licenses and local permits heretofore issued to cover next year. They will be on file here.

Salary payments will be made as heretofore by deposit in a Loudoun County bank.

Very sincerely yours,

*O. L. Emerick*

O. L. Emerick  
Division Superintendent

OLE:mlt