

**MADISON COLLEGE
HARRISONBURG, VIRGINIA**

OFFICE OF THE CURRICULUM COUNSELOR

M.

November 4, 1941

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

Dear Mr. Emerick:

A few days ago you received a letter signed jointly by Mr. Lancaster and Dr. Duke which indicated that your division is being placed in the Madison College Counseling area. If it meets with your approval, I should like to call at your office on Monday, November 10 at 1:00 P. M. to discuss with you the objectives and types of service that will be emphasized during this year.

You, of course, will understand that a visit to your division does not obligate you in any way to accept the counseling service. It is the policy of the State Department and Madison College to offer services to schools which request it.

Very truly yours,

Alfred K. Eagle
Alfred K. Eagle

AKE:emm

M

November 5, 1941

Mr. Alfred K. Eagle
Madison College
Harrisonburg, Va.

Dear Sir:

I shall look for you at the office at one o'clock on Monday, November 10, in accordance with your recent letter. We shall be happy to have you spend as much time in this county during the year as you may have to spare.

Very sincerely yours,

C. L. Emerick
Division Superintendent

OLE:KAH

MADISON COLLEGE
HARRISONBURG, VIRGINIA

February 13, 1943

OFFICE OF THE CURRICULUM COUNSELOR

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

Dear Mr. Emerick:

Mr. Alfred K. Eagle, who has been high school counselor at Madison College for the past three years, has resigned to accept the position of director of instruction in Augusta County. I have taken over the work of Mr. Eagle and want you to know that it will be a real pleasure to me to serve you and the Loudoun schools in any way you may desire.

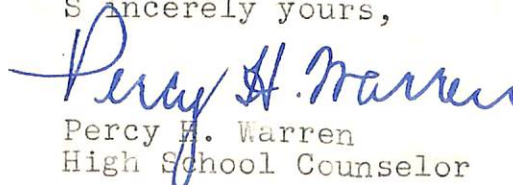
At the suggestion of Mr. Dabney S. Lancaster the high school counselors are visiting the high schools in their respective areas for the purpose of following up the meetings that were held in the divisions relative to Virginia's part in the national wartime program. If it meets with your approval, I shall visit the schools in your division according to the plan indicated below:

March 16	-----	Leesburg	
March 17	-----	Purcettville	
March 18	-----	Lovettsville	A. M.
March 18	-----	Ashburn	P. M.
March 19	-----	Aldie	

While visiting the schools I hope to get as complete a picture of their organization for the wartime program as can be obtained in a short time. In each school I should like to have a conference with the principal, visit some classrooms, and observe the physical education period.

I should be very happy to have you accompany me on my visits to the schools.

Sincerely yours,


Percy H. Warren
High School Counselor

PHW/ke

February 15, 1943

Mr. Percy H. Warren
Harrisonburg, Va.

Dear Mr. Warren:

I shall be glad to have you visit the high schools of this county on the dates you indicate in your letter of February 13. I doubt if I shall be able to spend much time with you in any of them, but I shall be glad to do so if possible.

Very sincerely yours

Division Superintendent

MADISON COLLEGE
HARRISONBURG, VIRGINIA

March 22, 1943

OFFICE OF THE CURRICULUM COUNSELOR

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

Dear Mr. Emerick:

I want to thank you for the opportunity you gave me to visit the schools in your division concerning Virginia's wartime program in education. Your principals were most kind and cooperative and I am very grateful for the courtesies which they extended me.

I regret that you were not in when I called to see you. However, I hope to be able to get back to Loudoun soon, and I am looking forward to seeing you at that time.

With all good wishes, I am

Sincerely yours,


Percy H. Warren
High School Counselor

PHW/ke

**MADISON COLLEGE
HARRISONBURG, VIRGINIA**

October 30, 1943

OFFICE OF THE CURRICULUM COUNSELOR

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

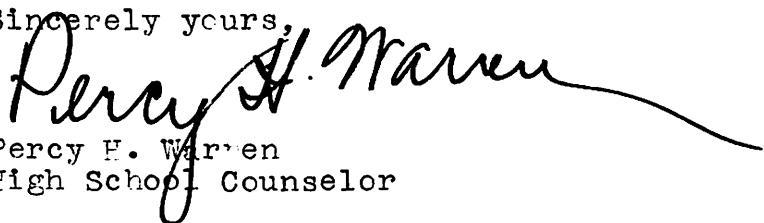
Dear Mr. Emerick:

If it meets with your approval, I should like to visit the schools in Loudon according to the schedule indicated below:

November 10 -- Leesburg
November 11 -- Lincoln a.m.
November 11 -- Lovettsville p.m.
November 12 -- Ashburn a.m.
November 12 -- Aldie p.m.

With best wishes, I am

Sincerely yours,


Percy H. Warren
High School Counselor

PIW/ke

November 1, 1943

Mr. Percy H. Warren
Office of the Curriculum Counselor
Madison College
Harrisonburg, Virginia

Dear Mr. Warren:

It will be satisfactory for you to visit schools in Loudoun County on the dates indicated in your letter of recent date.

Very sincerely yours,

O. L. Emerick
Division Superintendent

OLE:MA

file - H.S. Completion exp.

Miss Charlotte,

The following girls should try for the
Virginia State certificate:

Ann Matthiessen
Joan Metzger
Molly Richardson
Joan Exnicios
Shirley Foerderer
Charlene Wrightsman

O. W. H.

H.S. Completion

May 1, 1948

To:

Charles Harce
J. Lupton Simpson
Robert A. Myers
L. A. Womaldorph
Phillip Alexander

Mr. Wilbur S. Pence, high school counselor of Northern Virginia, will be at the School Board Office at 4 o'clock on Tuesday, May 7, to discuss our 8th grade Orientation course with us. I should like for high school principals and teachers who might teach 8th grade Orientation next session to attend. Will you bring with you a copy of the grades which your 8th graders made on all subjects at mid-year, and also come prepared to state about how many of your 8th graders will probably be retained this session?

Very sincerely yours,

O. L. Harick

Division Superintendent

OH:LC

Leesburg High School

Program of Summer Work - 1946

1. Working on Registration forms for 1946 -47.
(We register all pupils tentatively before school closes. Each registration form will be marked over and checked with permanent records. Specific suggestions were made for the coming session.)
2. A map showing the location of all high school patrons, bus routes, stops, etc. will be prepared.
3. Visitation of homes.
4. Assisting in the direction of the Summer Recreation Program.
5. Supervision of summer school.
6. Reorganizing the laboratory.
7. Cleaning out and revising the filing system.
8. Answering correspondence.
9. Conferences with pupils patrons and teachers.
10. Supervising repairs to school plant and maintenance of grounds.
11. Checking athletic equipment and providing for repair and storage of same.
12. Numerous other duties which can not be anticipated.

CHAS. S. MONROE
Principal

May 21, 1946

Mr. Woodrow W. Wilkerson
State Department of Education
Richmond, Virginia

Dear Mr. Wilkerson:

I inclose program of work for Lincoln and
Leesburg principals during the summer of 1946.

Very sincerely yours,

O. L. Emerick
Division Superintendent

OLE:LC

Inc.

Leesburg High School /

61

Program of ^{work} Summer Plans - 1946

1. Working on Registration forms for 1946 - 1947.
(We register all pupils tentatively before school closes. Each registration form will be marked over and checked with permanent records. Specific suggestions were made for the coming session.)
2. A map showing the location of all high school patrons will be prepared.
3. ^{bus routes, stops, etc.} Visitation of ~~houses.~~ *homes*
4. Assisting in the direction of the Summer Recreation Program.
5. Supervision of summer school.
6. Reorganizing the laboratory.
7. Cleaning out and revising the filing system.
8. Answering correspondence, ~~conferences with pupils, patrons and teachers.~~
9. *Conferences with pupils, patrons & teachers*
10. Supervising ~~the plant~~ ^{repairs to School plant} and maintenance of grounds
11. Checking ~~over~~ athletic equipment, and providing for repair and storage of same.
12. Numerous other duties which can not be anticipated.

Chas. S. Monroe
Principal,

Lincoln H.S.

Lincoln High School
~~Summer Plan~~ Program of Summer Work 1946

1. Complete comprehensive study of graduates of the school during the past twenty years. *started last year*
2. Visit the guidance clinic in Richmond. Conferences with Mr. Fred O. Wygol, Director.
3. Visitation of homes.
4. Supervise improvements on the interior of building.
5. Work on schedules for year 1946-1947.
6. Work out better program for Audio-Visual Education in the school.
7. Set up organization and procedures of student government (limited.)
8. Conferences at school with patrons and pupils.
9. Work out instructional procedures for a group of Eighth grade boys and girls.
10. Attend civic group meetings.
11. Prepare a map indicating homes of students, roads, bus routes, bus stops, distances of students from bus routes, etc.
12. Look after school campus.
13. Conferences with Mr. Wilbur Pence at Harrisonburg, Va. relative to improving school procedures.
14. Study records of incoming Eighth graders,
15. *work on files.*
16. ~~Conferences with~~

Lincoln High School
Program of Summer Work - 1946

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15. Work on files.

J. LUPTON SIMPSON
Principal

*file
H.S. Supervisor*

High School Counseling Program
Madison College Area

Objectives

General:

1. To assist division superintendents, high school principals, directors of instruction, supervisors, teachers, pupils, and parents in the improvement of their school programs
2. To promote a closer relationship between the high schools and the teacher-training institutions in improving both in-service and pre-service teacher education

Specific:

1. To encourage the high school principal and staff to
 - a. formulate an educational philosophy which shall promote the principles and spirit of American democracy
 - b. make the philosophy specific in a statement of objectives which shall give direction to the school program
 - c. develop a core curriculum which shall provide for the interests, needs, and abilities of all types of pupils and a system of electives which shall grow out of the special interests and needs of the groups
 - d. study the process by which pupils develop understandings, abilities to do, desirable attitudes, worthy ideals, and intelligent participation in general life activities
 - e. continuously evaluate both the progress and quality of learning by every means available
 - f. develop a system of record keeping that will serve as a basis for the guidance of pupils
 - g. improve ways of reporting pupil progress to parents
 - h. study with the elementary school personnel the problems of articulation in order to help make "education a continuous process" from the kindergarten through high school
 - i. enlist the active participation of pupils and parents in the improvement of the school program
 - j. stimulate pupils to accept the responsibility for improving the appearance of classrooms and school grounds
 - k. provide for adequate library service to supply the needs for cultural and recreational reading as well as for reference and research

1. build up the instructional materials in the classroom so that pupils may develop the habit of using a variety of source materials in solving their problems
 - m. make use of all available audio-visual education materials and source materials in the community, including human resources
 - n. improve professionally through membership in professional organizations, reading, summer study and travel, some experimentation in the classroom, and a reasonable amount of participation in community life
2. To help the principal and his staff develop satisfactory ways of moving in the direction of these goals

Types of service:

1. Cooperate with the division superintendents of the area in the improvement of high school instructional programs, by working with
 - a. the high school supervisor
 - b. the elementary supervisor
 - c. special supervisors
 - d. high school principals in group meetings
 - e. the principal and teachers of any high school which request help
 - f. any teacher, or teachers, who are interested in developing a core curriculum program
 - g. any teacher who is interested in improving practices in subjects which are required of all pupils
 - h. parent-teacher groups
2. Arrange for special services to principals and teachers from Madison College, by securing
 - a. assistance from the entire personnel concerned with directed teaching
 - b. assistance from specialists in the other departments of the College
3. Keep the departments of the College in touch with developments in high schools of the State which may have implications for teacher education
4. Assist in summer workshops or in college classes designed to meet the needs of administrators and teachers in service
5. Supply instructional information and materials to schools from
 - a. the Counselor's office
 - b. the College depository of audio-visual education materials-- films, film-strips, Kodachrome slides