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### Horace Mann Scrapbook June 1951

Horace Mann School, Kansas State Teachers College

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H O R A C E

M A N N

JUNE 1951

June 4 and 5, Monday and Tuesday  
Enrollment of college students.

June 6, Wednesday.  
8:30 to 10:00 a.m. enroll children for summer school  
10:00 - Rehearsal of Cantata

June 7, Thursday  
1. 8:00 to 12:00 noon - Meet student teachers.  
2. 1:00 to 3:00 p.m. - Rehearsal of Cantata  
3. Second presentation of operetta, 7:30 p.m.

June 8, Friday  
8:00 a.m. to 12:00 noon, testing of new summer school pupils or  
any other organization program you wish.

June 11, Monday  
9:00 to 12:00 noon, regular work for children begins in the laboratory  
school, special classes in the afternoon.

July 5, 1951

Dear Parents:

We are holding an Air Age Education Conference on the campus Wednesday, Thursday, and Friday, July 18, 19, and 20.

During this conference there will be three Bonanza Planes from Wichita here on Thursday, July 19. The children and parents will be permitted to reserve rides on these planes if they wish to do so. The price per flight is \$2.00 per person.

The first flight will start at 2:30 p.m. at the airport. Each child who rides on the plane must be accompanied by an adult. Once the tickets are purchased money can not be refunded unless the whole flight is canceled. You will be responsible for taking your child to and from the airport.

Accompanying this letter is an attached sheet that will be necessary for you to sign before we can schedule you and your child to a flight. Please return this signed slip accompanied with the money before the close of school Monday, July 16 as we can not accept reservations after that time.

This flight is arranged by the National Aeronautics Commission and will be under their sponsorship. We believe that this will be an educational flight for your children. Every precaution will be taken to make it a safe one and we know that it is one that they will enjoy. We appreciate your cooperation.

Sincerely,

Jane M. Carroll  
Director of Laboratory School

HORACE MANN LABORATORY SCHOOL  
KANSAS STATE TEACHERS COLLEGE

We understand the arrangements for making the flight at the airport.  
We believe that the necessary precautions and plans for the care and  
supervision of the children during the flight will be taken. Beyond  
this we will not hold the school or those supervising the trip res-  
ponsible. We give our consent for our child or children to go on the  
trip. We enclose the money for the ticket or tickets ordered.

---

Parents signature

Names of Child and Adult.

SCHEDULE  
Summer 1951

June 6 to June 8, Inclusive.....	The Child.....	Carroll.....	3 days
June 11 to June 15, Inclusive.....	Kindergarten.....	Peck.....	5 days
June 18 to June 22, Inclusive.....	Penmanship.....	Kittle.....	5 days
June 25 to June 29, Inclusive.....	Reading.....	Williams.....	5 days
July 2 to July 6, Inclusive.....	Reading.....	Cross.....	4 days
July 9 to July 13, Inclusive.....	Spelling & Language.....	Carnagey.....	5 days
July 16 to July 20, Inclusive.....	Arithmetic.....	Hughes.....	5 days
July 23 to July 27, Inclusive.....	Social Science.....	Rinehart.....	5 days
July 30 to August 3, Inclusive.....	The Child.....	Fleischaker..	5 days

This is the schedule which will be used if it meets with your approval. As you see, each of you is scheduled for one week only. If a large group of persons enroll in Course 21, we will need to have other divisions and teach probably two or three weeks. This we will not know until enrollment day. If you have any objections to the schedule, please talk with me concerning it.

You will need to give an examination during the week you are teaching as there is no final examination schedule for the summer time.

Please plan to change classes Friday afternoon at 1:30 each week beginning with the first Friday.

**NEW TERM AT HORACE MANN**

Summer Session for Grade Pupils to Begin June 11.

Horace Mann summer school for both children previously enrolled in the school and those who attended other grade schools during the year will begin regular classes at 9 a. m. Monday, June 11, it was announced today by Miss Jane Carroll, professor of education and director of the laboratory school.

The morning work, continuing until noon, will consist of classes while the afternoons will be given over to swimming, crafts, art and orchestra. Afternoon classes, all of which will be taken by choice, will be under supervision.

Children who have not attended the winter session will be enrolled at the school Wednesday, June 6 from 8 a. m. to 10 a. m. These children will come to the school for the first period Friday, June 8 from 8 a. m. to noon.

All children, both those who are enrolled for the summer session only and those who have been in regular attendance during the year, will meet for the first class sessions Monday, June 11 at 9 a. m.

Regular students of Horace Mann have previously been given the opportunity to enroll in the classes and afternoon activities. Letters were sent to parents some time ago informing them of the plans for the summer and asking for registrations through the mail.

Miss Carroll pointed out in the letter the advantages of enrolling a child in summer school. Among these are regular work hours, remedial work to overcome weak spots, limits forgetting of class work over the summer, prepares the child for better work in the following grade and gives the child a sound, beneficial program through the summer months.

In addition to the types of afternoon activities mentioned before, there will also be classes in Spanish for older pupils. Children wanting to go to Bible schools or scout camps will be excused from classes to attend.

Children enrolled in the summer school will be given a permit to swim in the College pool twice a week. This period will be closely supervised. Playgrounds at the school will be supervised both morning and afternoon. Trips and excursions will be planned for all grades during the summer.

Fees for the morning classes and the afternoon activities are small.

June 6, 1951

Dear Parents:

Horace Mann Operetta practice will be tomorrow morning at 9:00 a.m. There will be no practice in the afternoon.

The Operetta will be presented again Thursday, tomorrow, 7:30 p.m. We hope you will plan to be with us. There is no charge for this performance.

Sincerely,

Jane M. Carroll  
Professor of Education  
Director of Laboratory School

**Horace Mann Will Present Operetta  
Tonight With Cast of 400 Although  
Original Score Prepared for Just 24**

That pianist down front, playing the music for "The Enchanted Tree," the operetta featured in the musical being presented by Horace Mann school at 7:30 tonight in Carney hall auditorium, shouldn't have much trouble with the score. He and his wife wrote it.

It's the story of a little girl with a vivid imagination whose dream takes shape in the form of firefly fairies, acorn fairies, tree elves, daddy frog-legs dancers, and a cricket band. What's more, there are flowers that speak, even a moon-flower fairy queen, and all are alive around the little girl's enchanted tree in her garden.

Markwood Holmes, music instructor at the College and his wife, Leone, whipped up the fantasy about a year ago for the St. Peter's Episcopal church school. They presented it with a cast of 24. "I guess it was because none of the children fluffed their lines," Mr. Holmes asserted, but after the play, we were asked for the script and it was produced in Fort Scott by the Eugene

Ware elementary school with 100 in the cast.

"That was exactly 76 more players than we had used in our production," Mr. Holmes said, "and the spectacle must have been attractive. Anyway, at the request of Louise Burton, a director at the Nelson Art Gallery in Kansas City, the Fort Scott cast went to Kansas City and "The Enchanted Tree" was given last May 12 on the Saturday afternoon program at the gallery."

Horace Mann training school first presented the musical which includes "The Enchanted Tree" at the College on May 16, with 350 students and a production crew of 82. The other part of the musical is an action chorale called "Putting on Airs." The presentation tonight will have the same students that participated in the earlier showing. Asked about his plans for the publication of the "score" Mr. Holmes stated that they had already printed a few copies on the duplicating machine at the College. "Leone and I haven't decided what

else to do with it yet, but we have had quite a few inquiries from school supervisors and directors over the state," Mr. Holmes said. "There's just one thing that worries me, though, Mr. Holmes asserted. "We started out with a cast of 24. Then Fort Scott used 100 members. Now Horace Mann is producing it with a cast of nearly 400."

"When I hear of someone presenting it with a cast of thousands," Mr. Holmes said, "I think maybe its getting just a little out of hand."

Dear Faculty Member:

Please announce to your classes today and tomorrow the following:

A repeat performance of the Horace Mann Operetta

THE ENCHANTED TREL will be presented, Thursday, Tomorrow,

June 7th - 7:30 p.m. - College Auditorium

Activity Ticket will admit you

We hope you will plan to see the operetta. It is gay and colorful.

Jane M. Carroll

June 8, 1951

Dear Supervisor:

Dr. Black would like a demonstration for the Modern School Workshop Thursday, June 14, 9:20 a.m. There will be about seven extra persons in your room at that time. This demonstration can be the work you have planned as the workshop participants are anxious to see regular classroom work. I should like you to tell me something of what the demonstration will be in order that I might give them some idea of what to look for.

I will speak to the group a few minutes Thursday morning telling them our plans for the summer and something of what each of you are planning to do in order that they may better understand your plans. If you have any questions please talk with me concerning this program.

Jane M. Carroll

June 8, 1951

Dear Supervisor:

Miss Vida Biddle is taking the course Problems in Education. She is working on a problem entitled, "Growth of Children in the Horace Mann Laboratory School." She would like the opportunity of taking pictures of children in the different grades at different times this summer. She will talk with you concerning her plans. I hope it will be possible for her to work out this problem.

Jane M. Carroll

June 11, 1951

Dear Supervisor:

- I. There will be a staff meeting tonight at 3:30 p.m. in my office.
- II. Jean is leaving us Wednesday. Would you like to contribute money for a gift?
- III. Are you interested in going together to buy a gift for Bill Black?
- IV. I should like all teachers and observers to meet with me Wednesday at 3:23 in the auditorium.

Jane M. Carroll

June 11, 1951

Dear Supervisor:

I. The orchestra children are to go to the Music Hall auditorium where Mrs. Fowler will meet them.

II. The Spanish children are to meet in the music room in Horace Mann.

Jane M. Carroll

June 11, 1951

June 11, 1951

Dear Supervisor:

Please have the enrollment cards of children in school today in my office by 1:00 p.m. The Registrar is requiring them this afternoon and we will need to check them.

Jane M. Carroll

ENROLLMENT

Summer Session - 1951

As of June 11, 1951

Kindergarten.....	58
First Grade.....	42
Second Grade.....	33
Third Grade.....	42
Fourth Grade.....	43
Fifth Grade.....	28
Sixth Grade.....	22
Total	268

June 12, 1951

Dear Supervisor:

Please have as many children as possible check with the doctor between 1:00 and 1:30 this afternoon in the nurse's office, Carney Hall. Also have your teachers check the ones who are examined by the doctor and by Evelyn Triplett for skin difficulties. The skin may be checked any time between 1:00 and 3:30 in the nurse's office.

Jane M. Carroll

June 12, 1951

Dear Supervisor:

Dr. Black feels that we should excuse persons for trips and excursions during the summer session as well as the winter session. Therefore, the students who wish to go with Miss Fleischaker Friday will be excused.

Jane M. Carroll



June 13, 1951

Dear Supervisor:

Please follow the plan for assemblies which we have used in the past: Excuse all teachers and observers for assembly programs whenever possible.

Jane M. Carroll

June 13, 1951

Dear Supervisor:

1. Please have all teachers and observers meet in the auditorium tonight at 3:20.

2. Please talk with me today about your demonstration tomorrow. Since all persons are to be dismissed for the college assembly tomorrow the visitors from the workshop will be in your room promptly at 9:00 a.m. in order that they may be dismissed in time for the assembly program.

Jane M. Carroll

June 14, 1951

Dear Parents:

In order that the children may have a heart check before they enter the pool for swimming we should like them to be in the kindergarten at 1:00 p.m. today.

Jane M. Carroll  
Professor of Education  
Director of Laboratory School

June 14, 1951

Dear Supervisor:

Please try to dismiss your children each day at 11:55. It seems there are quite a number of persons who have to ride together, and it is essential that we get all the children out as nearly the same time as possible.

Jane M. Carroll

June 18, 1951

Dear Supervisor:

The gift for Bill and Helen Lou came to \$1.13. Please pay that money to Mary Lou in the office.

Jane M. Carroll

June 19, 1951

Dear Dr. Black:

Practice In Supervision	225		
Guidance of Children	224	99	
Language Arts Workshop	80	208	308
Student Teachers	124		
Elementary School Administration	62	260	
Childrens Literature	52	48	

Jane M. Carroll

### Children Learn Foreign Language Best Through Daily Conversation

BY ANGELO PATRI.

THE fluent use of a foreign language is a great accomplishment, because it opens a rich field of culture to its possessor. This nation is a mixture of peoples with varied cultures, all of which are precious contributions to our own, and if our school children will master at least one language beyond their own English they will add not only to their own powers of thought and expression but also to the strength of their country. Language is the only means people have of communicating with others. If the language cannot be understood there can be no communication. There is more to language than its words and its grammar: Accent, inflection, idiom and implication. To make an idea clear to another one must use language complete with its overtones of meaning and feeling; this is something grammar alone cannot do.

School children often become discouraged with a foreign tongue because of the way it is taught. When stress is laid first on structure and the grammar of the language, American children dislike it with all their hearts. But they will try to talk the new language if they are allowed to and if their mistakes are accepted cheerfully, and as cheerfully corrected. Talking the language is the first step and the easiest to take.

If the teacher of French will speak only French to the pupils, no matter whether they understand at the time or not, they will begin, at least, to hear the language. Hearing a language is not always easy even for those who have good ears. Those ears have to be trained before the tongue can curl around the words and utter them correctly. And how proud a child is when he can answer the teacher in her language and she smiles and answers back to express her satisfaction in his progress.

After talking comes reading. The two soon go along together if the reading is done on the level of the pupil's ability to talk and understand. The junior high school pupil who reads anything at all in English will be quite happy to read a foreign story at the 2-year elementary level. When he succeeds, he is as pleased as if he had read a chapter of Caesar in the original.

After talking and reading, comes writing. Don't start with original compositions in this field but be content with reproduction even when it is the exact words of the book. This is hard work for the beginner, so make the steps easy. Pupils well taught in this way will take

the grammar of the language later on in high school and college. But let use of the tongue come first.

(Released by the Bell Syndicate, Inc.)

June 22, 1951

Dear Supervisor:

As you know the Education-Psychology picnic is Friday, June 29 at the College Lake. The tickets are 50¢. Mr. Wright would like to know the number going by Monday noon. Please purchase tickets from Mary Lou in the office. There is no tax.

Jane M. Carroll

seeing tour. According to Miss Velda Williams, first grade supervisor in charge of the trip, this will be the first train ride for many of the group.

#### PUPILS PLAN RAIL TRIP.

Horace Mann Youngsters Will Visit Joplin Friday.

Forty youngsters from the Horace Mann training school first grade will go on a travel-tour to Joplin Friday aboard a Kansas City Southern train. The youngsters, accompanied by 18 student teachers, will leave at noon and return by 5 p. m. Various plants and interesting places will be visited on a sight-

#### CONFERENCE ENDS FRIDAY

International Understanding Workshop Being Held at College.

Dr. Frank E. Sorenson, chairman of the department of education at the University of Nebraska, Lincoln, was principal speaker at the Monday and Tuesday sessions of the fourth annual workshop on international understanding and cooperation now underway at the College.

Dr. Sorenson, internationally known geographer, gave four lectures: "World as it Appears Today," "The Conflict of Man to Man,"

"Education for International Understanding," and "Problems in Germany."

This morning, Victor Klotz, superintendent of schools at Coffeyville, lectured on "The Organization of Total Resources of the School for International Understanding."

At 1:30 o'clock this afternoon, Mrs. Hazel Greene, elementary school principal at Iola, lectured on "Core Curriculum."

The last two day's activities of the conference, which closes Friday, will be taken up by discussion groups who will evaluate the work-

shop activities that have been carried on during the conference. Conference Director Dr. Jane Carroll is also director of the Horace Mann laboratory school.

June 22, 1951

Dear Supervisor:

The tentative date set for the Horace Mann Picnic is Tuesday, July 10 at 5:30 p.m. at the west shelter house at the college lake. We should like all of you to assist with the planning and serving of the picnic. Mrs. Peck will take over chairmanship. I am asking Miss Fowler to take charge of the singing, and President Hughes to bring the greeting, and Dr. Frank Sorenson from University of Nebraska to speak to the group. Do you have any other suggestions for the program?

Jane M. Carroll

June 27, 1951

Dear Supervisor:

Word has just come that Dr. Black's father died at 1:00 a.m. The Education-Psychology Department is sending flowers and will tell us later the amount we each owe.

The funeral is tomorrow at 2:30 p.m. in the Galena Chapel. I am planning to go down and if any of you wish to go with me, I will be glad to take you. If you all plan to go we will make arrangements for a second car.

Jane M. Carroll

June 29, 1951

Dear Supervisor:

Please be sure that the letters you write to parents are made out in duplicate. See that one is placed in the folder for filing and the other sent to the parents. I find, in looking through the folders, that some of the children who were in school last year do not have letters in their folders. Also, see that the letter in the folder is signed by you.

Will you please go through the files in my office and take out the folders of the children who have been in attendance here the year or summer before. Thank you.

Jane M. Carroll

June 29, 1951

Dear Supervisor:

Attached is the "Please" program. Since I will be away after July 20 Miss Carnagey has kindly consented to accept the responsibility of checking in reports. You may turn them in to Mary Lou and she will see that Miss Carnagey has them unless you wish to check directly with Miss Carnagey.

The letter form Writing a Letter suggestion and a sample letter are attached.

Jane M. Carroll

June 29, 1951

Dear Parents:

I am sorry to inform you that one of the children in the second grade has scarletina. This little girl was in school Thursday and took ill Thursday night. She may not have exposed the other children but we feel that you should know of conditions in order that you may watch your children carefully at home as we are trying to do in school.

Sincerely,

Jane M. Carroll  
Professor of Education  
Director of Laboratory School

July 6, 1951

Dear Supervisor:

Please talk with your children about the new backstops which have been placed upon the playground. It will ruin them if the children climb on them and I have been told they are doing so. Please explain why we have them and how very expensive they are and how difficult to get.

Jane M. Carroll

July 9, 1951

Dear Supervisor:

There will be a general meeting of all teachers and observers Wednesday at 3:20 p.m. in the auditorium. Mr. Wolfer, 5th and 6th grade teacher in Germany, and Mr. Witte, a secondary school teacher in the same country, will talk to the group.

They may be in your rooms this week visiting at different times.

Jane M. Carroll

July 17, 1951

Dear Supervisor

If you have any pictures you wish taken tomorrow or Thursday at the 10:00 period, please talk with me about them. Mr. Caldwell is willing to take the pictures.

Jane M. Carroll

July 17, 1951

Dear Supervisor

Miss Jack from Air Age Education Conference will meet with all of the student teachers, observers, and Practice In Supervision persons 3:20 p.m. Wednesday, tomorrow, in the Horace Mann Auditorium where the Air Age Exhibit will be set up.

Feel free to take your children into the Exhibit any period of the day you can arrange with Miss Jack to do so.

Jane M. Carroll

## Two Workshops Are Popular

Large Enrollments This Week For  
College Programs.

An exceptionally large enrollment in two workshops in elementary education currently in progress at the College was announced yesterday by Dr. Jane M. Carroll, supervisor of the Horace Mann laboratory school and director of the conference.

Leader for the various sessions of the language arts conference in progress is Miss Ethel J. Graff, educational consultant of D. C. Heath & Co., Chicago. She is a member of the board of directors of the Association of Childhood Education. Eighty persons are enrolled in the language arts workshop, Dr. Carroll said.

A penmanship workshop also is in progress under the leadership of Miss Ruth Kittle, author of the series of penmanship books currently being used in Kansas schools. Thirty persons are enrolled in the group, which is also under Dr. Carroll's direction.

Five workshops are now in progress at the College concerning the fields of junior colleges, family life education, English communication, language arts and penmanship.

Six workshops recently completed were in the fields of vocational education, business education, guidance, the modern school, life adjustment, and the teaching of art.

Beginning next Monday, the College will hold its annual book week, sponsored jointly by the College and the Kansas Bookmen's Assn. All major publishers of text books and other educational aids will have materials on display during the week. Particular attention will be given to state-adopted texts. Director of the book week will be Dr. Eugene Dawson.

On Wednesday, June 25, the 31st annual rural life conference will begin under the direction of Dr. William A. Black and Prof. E. E. Stonecipher. Leader for the conference will be Dr. Maurice F. Sea, of the University of Kentucky.

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PLEASE READ CAREFULLY  
Summer 1951

- July 7, Saturday-----Supply list for children in your grade in office.
- July 26, Thursday-----Open House in the afternoon. Swimming demonstrations at regular periods in College Pool.
- July 27, Friday-----Open house for Kindergarten to grade six inclusive. 9:00 a.m. to 12:00 noon regular class activities; 1:30-2:00 p.m. art exhibit in Industrial Arts Building; 2:00-3:00 p.m. Orchestral Instrument demonstration in Horace Mann Auditorium.
- July 30, Monday-----1. List of children promoted and retained, complete list for last semester and this. Place the summer students (not own children) in one group. Please give to Miss Carnagey.
2. Complete permanent record sheets for each child and file in this office. Be sure your name and the grade to which the child is promoted or retained are on the sheet. Also, the record of the achievement tests given during the year and immunizations. Summer record is to be written in red ink just below or above last nine weeks report. Give to Miss Carnagey.
3. Report cards given out using blank furnished you, also make out promotion blanks on the regular report cards for the children whose promotion depended on the summer school work. Call in the spring term report cards, to do this. Be sure date is on.
- July 30, Monday-----Last morning of regular school work for children. Parties if you wish.
- July 31, Tuesday to  
August 3, Friday-----1. Conferences with Observers and Teachers until classes are officially dismissed. Dean Dawson says dismissal is to be on Friday at 4:00 p.m. or close of class Friday. Please keep teachers and observers busy each day, but need not keep them full number of hours.
2. Progress sheets in office. (Miss Carnagey)
3. Teachers and observers cards made out and filed in this office. (Miss Carnagey)
4. Placement bureau cards in this office. (Miss Carnagey)
5. Miscellaneous fund report. (Miss Carnagey)
6. All other reports in by 5:00 p.m.:--College Class grades,--teachers and classes. (Miss Carnagey)
7. Teachers and observers should be excused for Convocation, Thursday at 10:00. (if there is a Convocation)
- <sup>10 Monday</sup>  
September 14, Friday--Enrollment of Horace Mann Children.

July, 1951

Dear Parents:

The Horace Mann Laboratory School will hold Open House for all parents and friends Thursday, July 26 in the afternoon and ~~Friday~~, July 27 the entire day. The schedule will be as follows:

Thursday, July 26<sup>3:45</sup>  
2:00 p.m. to ~~4:30~~ p.m. Swimming Demonstration at the regular periods for the children in the College Pool.

~~Monday~~  
Friday, July 27

9:00 a.m. to 12:00 noon Regular Classroom Activities  
1:00 p.m. to 2:00 p.m. ~~Art Exhibit in Industrial Arts Building~~  
2:00 p.m. to 3:00 p.m. Orchestral Instrument Demonstration in Music Hall Auditorium.  
3:00 p.m. to 4:00 p.m. ~~Spanish Class Demonstration, Horace Mann Auditorium~~

We hope you will plan to come to the Open House Program. You are cordially invited.

\* ~~Tuesday~~  
Monday, July 30 will be the last morning for regular class work activities, for the children, this means the last day of school for the summer session. We have enjoyed having your child with us this summer, and have appreciated the splendid cooperation during the years and look forward to the same hearty cooperation in the future.

Best Wishes to you for a fine August vacation. We shall hope to see your children in September. The date for registration is Friday, September 14 from 8:00 a.m. to 10:00 a.m.

Sincerely,

Jane M. Carroll  
Professor of Education  
Director of Laboratory School

JMC:mlw

September 10, 1951

Dear Parents:

The Horace Mann Laboratory School will operate one-half day Tuesday through Thursday. School will be in session a full day beginning Friday, September 14. This schedule is necessary to permit supervisors to assist in registration of college students.

Sincerely,

Dr. Jack V. Hall  
Director of Horace Mann School

September 10, 1951

Dear Parents:

The Horace Mann Laboratory School will operate one-half day Tuesday through Thursday. School will be in session a full day beginning Friday, September 14. This schedule is necessary to permit supervisors to assist in registration of college students.

Sincerely,

Dr. Jack V. Hall  
Director of Horace Mann School

September 11, 1951

Dear Supervisor:

There seems to be some misunderstanding concerning the purchase and rental of books for the Horace Mann children at the College Book Store. Children may either rent or purchase books to be used at the Horace Mann School at the College Book Store. Please make this announcement to the children.

Sincerely,

Dr. Jack V. Hall

No. 2

September 11, 1951

*Scrap for*

Dear Supervisor:

Would you announce to your children that Mrs. Kirkendoll has lost a wrist watch of the following description: it is a Gruen Precision watch, rose gold, with engraving on the back and set with 4 diamonds and 6 rubies. The name Doris and 1945 appear on the back. If your children know anything about this watch, please let us know in the office.

Sincerely,

Dr. Jack V. Hall

No. 3

September 14, 1951

*Scrap Book*

Dear Supervisor:

Reference: HOT LUNCH PROGRAM

Our hot lunch program will begin Wednesday, September 19. We will charge 20¢ per child per day as in the past to begin with. However, it may be necessary to raise this amount to 25¢ for the second semester because of rising food costs.

Although, the supervisors and student teachers paid 20¢ per meal in the past, Miss Marriott has informed me that the State Department has requested that this amount be raised to 30¢.

We will handle traffic, seating arrangements, and management in the lunch room in the same manner as last year.

Sincerely,

Dr. Jack V. Hall

September 13, 1951

Dear Parents:

The College Cafeteria will not be open to serve Horace Mann school for at least another week. During this time would you arrange for your child to bring a lunch from home. We would prefer that your child eat here rather than to eat at any store nearby.

Sincerely,

Dr. Jack V. Hall  
Associate Professor of Education  
Director of Horace Mann School

JVH:mlw

Enrollment of Fall Term  
As of September 13, 1951

Kindergarten-----	53
First Grade-----	51
Second Grade-----	41
Third Grade-----	37
Fourth Grade-----	43
Fifth Grade-----	35
Sixth Grade-----	24
Total-----	284

*Scrap Book*

LOCKER ASSIGNMENTS

<u>GRADE</u>	<u>LOCKERS</u>
Second-----	1 to 6 inclusive
Music-----	7 to 12 inclusive
Physical Ed.-----	7 to 12 inclusive
Art-----	" " " "
Office Girls-----	13
Kindergarten-----	14 to 19 inclusive
First-----	20 to 25 inclusive
Library-----	26
Third-----	27 to 32 inclusive
Fourth-----	33 to 38 inclusive
Fifth-----	39 to 44 inclusive
Sixth-----	45 to 50 inclusive

Please notice the schedule above. The supervisor will assign a locker to you. Each student is to place his wraps and books in the locker assigned to him. The Work Room is for study and lesson preparation. Please do not leave your wraps or books in the work room or on top of the lockers.

The cabinets may be locked with a padlock. If you wish to lock your cabinet, you will need to purchase a padlock.

Jane M. Carroll

No. 5

September 17, 1951

Dear Supervisor:

The college nurse will be at Horace Mann from 9:00 a.m. to 10:00 a.m. daily. As in the past she will be available in her office for referrals during the balance of the school day.

Sincerely,

Dr. Jack V. Hall

No16

September 17, 1951

Dear Supervisor:

Because of the committee meetings scheduled for this afternoon which will acquire the attendance of all supervisors there will be no staff meeting for the Horace Mann supervisors. I will give you notice in advance when our next staff meeting will occur.

Sincerely,

Dr. Jack V. Hall



No. 7

September 17, 1951

Dear Supervisor:

We are required to submit an attendance report on the 7th day of enrollment by the City Board of Education. Please have the information in the office by 9:00 a.m. tomorrow morning. In order that Mary Lou may complete this report tomorrow would you kindly supply us with the following information:

Teacher	Grade	White		Colored		Total
		Boys	Girls	Boys	Girls	

Sincerely,

Dr. Jack V. Hall

No. 8

September 18, 1951

Scrap Book

Dear Supervisor:

Please submit the names of all children in your room who have previously gone to Pittsburgh City Schools so we may get the permanent records from the Board of Education.

Sincerely,

Dr. Jack V. Hall

September 18, 1951

Dear Parents:

The north side of Cleveland street facing the Horace Mann School is a no parking zone for the safety of our children. It has been called to our attention that a few parents have parked in this zone.

Our hot lunch program begins Wednesday, September 19. The price for each lunch for this semester at least will be 20¢.

Orchestra will begin on Wednesday, September 19 also.

A valuable ladies wrist watch has been lost in or near the Horace Mann School. It is a Gruen Precision watch, rose gold with engraving on the back and set with 4 diamonds and 6 rubies. The name Doris and 1945 appear on the back.

A liberal cash reward will be given to the finder or to anyone who gives a lead resulting in the recovery of the watch.

Sincerely,

Dr. Jack V. Hall  
Associate Professor of Education  
Director of Horace Mann School

JVH:mlw

## RECREATION FOOTBALL LEAGUE

WHAT: Flag Football

WHEN: September 22 to October 27  
Teams will play on Saturday mornings, starting at 10:00

WHERE: Senior High Football Field

EQUIPMENT: The Recreation Department will furnish balls and jerseys for teams. Spikes are not allowed

LEAGUES: Leagues will be organized for 5th and 6th grade boys. A double round-robin tournament will be conducted.

AWARDS: Awards will be presented to each team that has won the most games in its league.



5TH AND 6TH GRADE BOYS WISHING TO PLAY ON TEAMS SHOULD REPORT TO THE SENIOR HIGH FOOTBALL FIELD AT 10:00 A. M. SATURDAY SEPTEMBER 22ND

### Rules of Flag Football

1. Seven men team.
2. Each player must have a flag hanging from his belt with at least two feet showing.
3. A player is declared down when the flag is removed from his belt.
4. Offensive formation must consist of four linemen and three backfield men.
5. All linemen are eligible to receive a pass.
6. A first down will prevail when the offensive team has advanced the ball 10 yards or more.
7. No spiked shoes allowed.
8. Blocking:
  - a. Shoulder block only.
  - b. Player cannot leave his feet.
9. All other rules will apply to regular football rules.

No. 4

September 14, 1951

Dear Supervisor:

### Library

Library schedule as worked out between you and Miss Burg is as follows:

Miss Fleischaker	Grade 6	9:00 - 10:00
Miss Rinehart	Grade 5	11:00 - 12:00
Miss Murray	Grade 4	1:30 - 2:00
Mrs. Cross	Grade 3	3:00 - 3:30
Miss Carnegie	Grade 2	2:30 - 3:00
Miss Williams	Grade 1	2:00 - 2:30
Mrs. Peck	Kindergarten	10:45 - 11:00

### Art

Since no one was employed to take Mr. Keeney's place we will not have an art supervisor in the building this year. Therefore each supervisor will teach her own art. I will attempt, in so far as possible, to assign student teachers who are interested in art to each grade to assist you.

### Orchestra and Music

Orchestra for grades 4-5-6 will be held from 1:00 p.m. to 2:00 p.m.

Sincerely,

Dr. Jack V. Hall

No. 9

September 20, 1951

Dear Supervisor:

We will have our next staff meeting at 3:30 p.m. Monday, September 24. I should like to discuss the following with you:

- (1) Open House for parents
- (2) Organization of a Safety Patrol
- (3) Student Teaching
- (4) Early and Later Elementary Education
- (5) Building maintenance

"In your spare time would you consider the preceding items in order that our meeting will proceed as rapidly as possible?"

Sincerely,

Dr. Jack V. Hall

No. 10

September 20, 1951

Dear Supervisor:

Please have in office by 3:00 p.m. this afternoon all permanent records of children not attending Horace Mann this year so I may send them to the Board of Education.

Sincerely,

Dr. Jack V. Hall

*Scrap Book.*

September 25, 1951

Dear Parents:

The enclosed literature explains our (Crusade For Freedom) drive. Should you desire your child to contribute to this worthwhile project, he may contribute any amount from 1¢ up. We would like to wind up this drive by Friday, September 28.

Sincerely,

Dr. Jack V. Hall  
Associate Professor of Education  
Director of Horace Mann School

JVH:mlw

Help Truth fight Communism...

Join the  
**Crusade**  
for  
**Freedom**



**RADIO**  
FREE EUROPE  
FREE ASIA

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Associate Professor of Education  
Director of Horace Mann School

JVH:mlw



Like the "V" for Victory, the World Freedom Bell has become the symbol of resistance to world tyranny. To the enslaved peoples it means HOPE. Inscribed on its rim are Abraham Lincoln's words, "THAT THIS WORLD, UNDER GOD, SHALL HAVE A NEW BIRTH OF FREEDOM." 400,000 Berliners took part in its dedication on United Nations Day, October 24, 1950. More than 100,000 risked the trip from the Soviet sector to be present!

Each day, at noon, the Freedom Bell sends its voice across the Soviet zone, reminding all who hear it that there are millions of Americans who have not forgotten them—millions of Americans who believe in personal liberty as a God-given right for all men everywhere.

The sound of the Freedom Bell has become Radio Free Europe's distinctive signal. At the end of each program four notes of the Bell are heard, with the words: "That was the Freedom Bell to remind you that you are listening to Radio Free Europe."

In seeking your support for the 1951 Crusade, General Clay asks: "Shall our children and grandchildren be crushed by Communist tyranny, or shall we pass on to them their rightful heritage of freedom?"

The responsibility rests upon each of us. Act now. Enroll in the 1951 Crusade for Freedom.

## YOU can help Truth fight Communism

The Crusade for Freedom is the American people's challenge to world Communism. It offers each one of us, as individual citizens, the opportunity to strike a blow for freedom—to add our voice to the voices of Truth piercing the Iron Curtain. It says to the Communists:—"You tell your lies and we'll tell the Truth, and the Truth will win."

Every day, hour after hour, the hard-hitting transmitters of Radio Free Europe pierce the Iron Curtain, sending hope to the enslaved peoples... speaking Communist lies with the Truth... and undermining the influence of the Red rulers.

In launching the Crusade for Freedom last fall, General Eisenhower said, "Radio Free Europe has the simplest, clearest charter in the world: 'Tell the Truth.'" General Lucius Clay, leader of the Berlin Airlift, is directing the Crusade for Freedom. Your contribution, great or small, will help him expand Radio Free Europe into a network of freedom stations."

### The results:

- 16 million Americans responded to the appeal.
- Their support made possible the World Freedom Bell, erected in Berlin as a permanent symbol of free men's determination to resist aggression.
- Their contributions of \$1,317,000 gave Radio Free Europe the most powerful transmitter in the free world.

Built in record time, this giant 135,000-watt, medium-wave station—Radio Free Europe, Munich—went on the air May 1, 1951, beamed exclusively to Czechoslovakia in direct competition with Kremlin-controlled Radio Prague and Radio Bratislava. In the words of General Clay, "it is a tough-slugging weapon in the struggle for freedom."

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Sincerely,

disappeared persons. It sends messages from escapees. It spikes Red propaganda lies. It spreads news the Soviets try hard to suppress. For example, a recent program gave the citizens of Lednické Rovne, in Czechoslovakia, the name and description of the Communist agent directly responsible for the murder of their parish priest.

Other broadcasts bring the captive peoples their own music, literature, history and religion — all banned by the Soviet dictators.

Radio Free Europe first began broadcasting July 4, 1950, from a small short-wave transmitter in the Frankfurt area of Western Germany. On its programs Czech exiles speak to Czechs, Poles speak to Poles, Hungarians speak to Hungarians, etc. The broadcasts are entirely in terms of the interests of the imprisoned peoples . . . designed to keep alive their hope of freedom, and encourage resistance to Communism.

**"In the battle for Truth, you and I have a definite part to play through the Crusade for Freedom."**

DWIGHT D. EISENHOWER

### 1951 Crusade Goals

More freedom-stations are badly needed to overcome the enormous propaganda might of the Kremlin. You now have the opportunity—through the 1951 *Crusade for Freedom*—to provide at least two more powerful transmitters for Radio Free Europe and to establish a freedom-station in Asia to stop the spread of Communism in the Far East. This year's goals: 25 million *Crusade* members and \$3½ million in contributions.

**"The basier we can keep the Bolsheviks in their own backyards, the less chance of their starting trouble anywhere else."**

AMBASSADOR JOSEPH C. GREW

### Proof of effectiveness

1. The Soviets immediately tried to jam the new transmitter, but without much success.
2. They threatened all of the station's German personnel with execution by hanging, when Russia "liberates" Western Europe.
3. On May 21 the Czech Communist government issued an official note of protest to our Government demanding that Radio Free Europe be taken off the air. (The United States replied by reminding the Red rulers that freedom of speech is a fundamental of our American democracy.)
4. Hundreds of letters of appreciation from listeners behind the Iron Curtain have been secretly delivered to Radio Free Europe in Munich.
5. Escapees from behind the Iron Curtain report a tremendous interest in the broadcasts.

**"I hope all Americans will dedicate themselves to this critical struggle for men's minds."**

HARRY S. TRUMAN

### Kinds of Programs

As an independent, citizen-supported station, Radio Free Europe hits hard. It sows suspicion and confusion among the Communists. It identifies quislings and informers by name. It reports on

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The *Crusade for Freedom* is the American people's challenge to world Communism. It offers each one of us, as individual citizens, the opportunity to strike a blow for freedom—to add our voice to the voices of Truth piercing the Iron Curtain. It says to the Communists:—"You tell your lies and we'll tell the Truth, and the Truth will win."

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No. 11

September 26, 1951

Scrap Book

Dear Supervisor:

Could you remind your children not to use the office telephone except for urgent calls and then only with your permission? Many of the calls the children have been making have been of an unnecessary nature; such as asking mother whether or not they can visit with another child or stay for Brownies, play football, etc. I am sure that a little planning at home in the morning before coming to school will be all that is necessary.

Sincerely,

Dr. Jack V. Hall

No. 12

September 29, 1951

Scrap Book

Dear Supervisor:

Several of the visiting students from other countries have brought interesting educational materials with them which they are very happy to show and discuss with you. At present, Mr. Bal of Belgium has several pictures that were made by children of his country on display on the bulletin boards in the lower hall. I am sure your children are happy to see this display, and I hope that you will see fit to invite to your room Mr. Bal and other students who in the future will display their materials to discuss their collection with the children.

It has been gratifying to observe the manner in which each of you have permitted these students to participate as well as observe in your rooms.

Sincerely,

Dr. Jack V. Hall

No. 13

October 1, 1951

Dear Supervisor:

Beginning this morning we have a new janitor, Mr. Parsons, who is taking Mr. Crescent's place here at Horace Mann. Naturally, we are most anxious that he make an excellent beginning. Would you assist me in outlining his daily tasks to this extent: jot down any reasonable custodial jobs you feel should be emphasized. If you don't have time to write these down, would you make it a point to tell me verbally the tasks which will improve our building maintenance?

Sincerely,

Dr. Jack V. Hall

No. 14

October 8, 1951

Dear Supervisor:

We will have staff meeting this afternoon at 3:30 p.m. The following probably should be discussed: (1) Children's float for Homecoming Parade (2) first parent meeting (3) Coordination of demonstrations for the methods class (4) Future Teachers Association (5) Dr. Stratmeyer's visit. (Please announce to your student teachers that conferences will not be held Tuesday because of Dr. Stratmeyers visit.) (6) Transportation to Topeka.

Sincerely,

Dr. Jack V. Hall

October 8, 1951

Dear Parents:

There will be no school Friday, October 12 since the Horace Mann Staff will be in attendance at a meeting on Elementary Education in Topeka Friday and Saturday, October 12 and 13.

Sincerely,

Dr. Jack V. Hall  
Associate Professor of Education  
Director of Horace Mann School

No. 15

October 10, 1951

Dear Supervisor:

Mr. Bevan, Superintendent of the Pittsburg City Schools, has asked that each supervisor write a brief progress report for each child transferring from Horace Mann to the city schools. If you have not already written a progress report for transferees, will you please do so and send it to this office?

Sincerely,

Dr. Jack V. Hall

No. 16

October 8, 1951

Dear Supervisor:

If you made a call on the Horace Mann telephone to Independence in September, will you please notify the office? Staff meeting at 10:30 today.

Sincerely,

Dr. Jack V. Hall

No. 17

October 16, 1951

Dear Supervisor:

Dr. Black has delegated the responsibility of planning the first Education-Psychology Departmental pot-luck supper to the Horace Mann staff. Mrs. Peck will serve as chairman for our planning. It is to be held at 5:30 p.m. the evening of Saturday, October 27 in the Horace Mann auditorium. Dr. Black and Mr. Wright will assist us.

Our first assembly will be held Wednesday, October 17 at 10:00 a.m. in the auditorium. Mr. John Pryor will install our boy and girl Safety Patrol at this time. Please have the children seated by 10:00 sharp.

If you have not already turned in a progress sheet on any children that have transferred to another school in the city, please do so by Friday.

Sincerely,

Dr. Jack V. Hall

No. 18

October 18, 1951

Dear Supervisor:

Children who will ride on the float will meet at the Horace Mann School at 8:30 a.m. Saturday morning, October 20. Mrs. Peck, Miss Rinehart and Dr. Hall will provide transportation for the children from Horace Mann school to 8th and Miles where the parade will assemble at 9:00 a.m.

The boy and girl patrol will be placed in operation beginning Tuesday morning, October 23.

Would it be possible for each child in your room to make an interesting invitation to mother for the Tea to be held Tuesday, October 23 at 3:30 p.m.? We would be happy to write an accompanying statement from the office. These notices should go out by Friday afternoon.

Yours for a happy Homecoming!

Sincerely,

Dr. Jack V. Hall

The following rules shall be memorized and thoroughly understood by the school safety patrolmen before he is given an assignment, for patrol duty. He must practice these rules if he expects others to obey his directions:

1. Cross streets at intersections only, Never in the middle of the block.
2. Never cross diagonally at an intersection. Keep within the crosswalk.
3. Where signal lights are used -- stop for the red light -- walk with the green.
4. Walk on the sidewalk. If there is no sidewalk, walk on the left side of the road, facing approaching traffic, especially on rural highways.
5. When in groups on highway, walk in single file or not more than two abreast.
6. Before crossing the street look first to the left and then to the right. Look out for drivers making right turns.
7. Do not play games along the street or highway, ~~while at school or going to and from school.~~
8. Do not roller skate in the street or on the highway.
9. Do not heedlessly run into the street or on the highway.
10. Do not "hitch" onto trolley cars, wagons, or automobiles.
11. Do not run into the street or highway from behind parked automobiles or moving vehicles.
12. Do not hold an umbrella in a manner that it will obstruct your view of the road.
13. When riding a bicycle on the street or highway keep close to the right side of the road.
14. Do not "Beg" or accept a ride from strangers along the highway.
15. If on the highways after dark, carry a white handkerchief, or wear a white arm band on the left arm.
16. Look both ways before proceeding across railroad tracks, especially if a train has passed -- there may be another train coming. When disc or light is swinging or lights are flashing stop clear of all tracks and look for approaching train.
17. ~~Observe all warning signs.~~

#### The Oath of the School Safety Patrol

"I promise faithfully that as a member of the School Safety Patrol of my school I will at all times do all in my power to protect all members of my school and other child pedestrians when they are crossing the street at my post, to guide my own conduct toward automobile traffic so as to set a proper example to all other children in my school, and to guard myself from accidents while on duty."

\*\*\*\*\*

#### GENERAL RULES OF A PATROL MEMBER

1. He must report to his post on time and remain the prescribed period, or until properly relieved.
2. He must perform his duties as outlined, and must not exceed his authority.
3. He must, at least, wear his patrol belt while on duty. Additional equipment and uniform clothing is encouraged for the purpose of identification and protection.
4. He must conduct himself as a gentleman while on duty.
5. He must attend strictly to his task and must not permit his attention to be diverted while on duty by any unnecessary conversation or by any games or amusements.



No. 19

October 18, 1951

Dear Supervisor:

Enclosed is a note which Dr. Black and I propose to send to the members of the Education-Psychology Department concerning observations at Horace Mann for the present school year. Would you read it carefully and indicate any additions or deletions which you feel are needed? I would welcome these suggestions if you would bring them to the office on or before staff meeting time Monday, October 22 so that we may send this letter to the Education-Psychology staff.

Sincerely,

Dr. Jack V. Hall

Sincerely,

Dr. Jack V. Hall

No. 20

October 22, 1951

Dear Supervisor:

There will be a staff meeting at 3:30 sharp. Let's all try to be here on time in order that the meeting will not be too long.

The Six Weeks Attendance Reports are now due. There were 29 days of school in this past six weeks period. The report forms are enclosed.

I would like to take this opportunity to thank all the supervisors, student teachers, and children who contributed to the success of our Homecoming float. I personally thought it was superior. However, I was not one of the judges!

Sincerely,

Dr. Jack V. Hall

October 24, 1951

MEMBERS OF EDUCATION AND PSYCHOLOGY DEPARTMENT:

You are cordially invited to attend a potluck supper for Education and Psychology Department members, wives or husbands at 5:00 p.m. Saturday, October 27, in the Horace Mann auditorium. Please bring a plate, knife, fork and spoon. The committee will notify you concerning what to bring.

Sincerely,

Chairman  
Potluck Supper Committee

mlw

No. 21

October 29, 1951

Dear Supervisor:

There will be a brief staff meeting from 3:30 p.m. until 4:00 p.m. this afternoon since Dr. Black has called an Education-Psychology staff meeting at 4:00 p.m. The following items should receive attention:

- (1) Halloween Parade
- (2) Parent conferences
- (3) Transportation to Independence

Mr. Sugathapala has kindly consented to exhibit some of his children's pictures in Miss Carnagey's southeast second grade room. This exhibit will be there today and tomorrow only. Please arrange for your children to see the exhibit anytime today or tomorrow with the exception of the 9:00 a.m. and 1:00 p.m. hours. I am sure you will agree that your time will be well spent.

Members of the Boy and Girl Safety Patrol have reported that some children are jay walking. Would you bring this to your children's attention?

Sincerely,

Dr. Jack V. Hall

Instructors of the Education-Psychology Department:

As you know, one of the functions of the Horace Mann Laboratory School is to assist you in translating your aims and objectives in Education and Psychology into action with children. The supervisors and I welcome your visitations under the following conditions:

- (1) Make an appointment for your observation in my office
- (2) Notify the supervisors and this office at least three days before coming for the observation
- (3) Invite the supervisors to assist you in setting the purposes for the demonstration and to follow up the demonstration with an evaluation.

I would welcome the opportunity to speak with you personally concerning your plans for observations during the present school year.

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Members of the Boy and Girl Safety Patrol have reported that some children are jay walking. Would you bring this to your children's attention?

Sincerely,

Dr. Jack V. Hall

WINDOW DRAWING CONTEST

The Pittsburg Recreation Department, with the cooperation of the merchants on Broadway, is sponsoring a Halloween Window-Drawing contest. The store-owners offer the use of their windows to the youngsters, whether singularly or in groups, for drawing a Halloween picture - or any subject for that matter - thereby, giving the youngsters the fun of marking windows, yet marking them with an artistic decoration rather than soaping windows for vandalistic purposes.

Rules for contestants:

- (1) One or more children may work on a window. Water colors may be secured from the Recreation Office and only water paints may be used on the windows.
- (2) Children must sign for a window and reserve it. No painting will be done until Tuesday, October 30th. Reserve windows by calling the Recreation Office, phone 7007.
- (3) Final judging will be on the night of October 31st. The drawings must be completed by 7:30 p. m. of that night.
- (4) Prizes will be awarded for the three best windows in each of the following groups: Senior, Junior and Midget with further classification as to group entries or single entries. Two or more individuals will be classified as a group entry.

Suggestions to Entries:

- (1) Make reservations early. To make reservations call Recreation Office (7007) and identify your group and a window or group of windows will be assigned to you.
- (2) Outline a sketch of your entry. Seek aid from your home room teacher, parents, Recreation Office, or anyone else.
- (3) Start decorating window assigned to you early. Final judging will begin at 7:30 p. m. on October 31st. Do not start painting designs until Tuesday, October 30th.
- (4) Don't forget -- Paints will be furnished by Recreation Department and if you use your own be sure and use water paints only.
- (5) Be sure to identify your drawing by placing name of individual or name of group and division doing painting in right hand corner. That is, you should identify your drawing by your name or the name of the group and whether you are in the Senior (Sr. High age), Junior (Jr. High age) or Midget (Grade School age) Division. Paintings not properly identified will not be judged.

October 25, 1951

Dear Parents:

Our annual Horace Mann Halloween Parade will be held Wednesday, October 31, at 1:15 p.m. The children may come in any type costume they choose to wear.

Parents are cordially invited to be with us. Room parties for the children will follow the parade. If the weather is favorable, the parade will be around the Oval on the campus; if not, in the Horace Mann auditorium and building.

Sincerely,

Dr. Jack V. Hall  
Associate Professor of Education  
Director of Horace Mann School

JVH:mlw

October 26, 1951

Dear Parents:

The State Teachers Meeting will be held <sup>at the college</sup> ~~on~~ Independence Thursday and Friday, November 1<sup>st</sup> and 2<sup>nd</sup>. The members of the Horace Mann Staff will be in attendance at this meeting. Therefore, the children will be ~~dismissed~~ <sup>not be in school</sup> Wednesday afternoon, ~~October 31~~ <sup>Thursday</sup> and will return for regular work Monday, November 5<sup>th</sup> at 9:00 a.m. <sup>Friday</sup>

We trust you will have a pleasant two days vacation. <sup>- Lunch money for 3 days</sup>

Sincerely,

Dr. Jack V. Hall  
Associate Professor of Education  
Director, Horace Mann School

JVH:mlw

November 3, 1951

TO MEMBERS OF THE EDUCATION-PSYCHOLOGY DEPARTMENT:

As you know, one of the functions of the Horace Mann Laboratory School is to assist you in translating your aims and objectives in education and psychology into action with children. The supervisors and I welcome your visitations under the following conditions:

- (1) Make an appointment for your observation in my office.
- (2) Notify the supervisors and this office at least three days before coming for the observation.
- (3) Invite the supervisors to assist you in setting the purposes for the demonstration and to follow up the visitation with an evaluation.
- (4) The supervisors prefer that the instructors be present during all demonstrations.

I would welcome the opportunity to speak with you concerning your plans for observations during the present school year.

Sincerely,

Dr. Jack V. Hall  
Director of Horace Mann School

JVH:mlw

No. 22

November 5, 1951

There will be a staff meeting Wednesday, November 7 to discuss the use of our Horace Mann Library and the development of a professional library here in our school. Mr. Bartolini and Miss Berg are going to be with us for this meeting. Would you come prepared to question them concerning how we can make the best use of our library services?

Reports to parents should go out Wednesday, November 14. You may pick up your cards at your earliest convenience. Would you notify me as to the time you have scheduled to conference your room parents?

There will be no staff meeting today since the President will hold a staff meeting.

Sincerely,

Dr. Jack V. Hall

No. 23

November 5, 1951

Dear Supervisor:

Since the bad weather has set in it is more necessary than ever for the children to cross at the regular crossings provided for them. Some children have been observed jay walking this morning. Will you please bring this to your children's attention immediately?

Sincerely,

Dr. Jack V. Hall

No. 24

November 6, 1951

Dear Supervisor:

As before, the snowball area will be restricted to the playground north of the Horace Mann building. If your children choose to throw snowballs under teacher supervision in this restricted area it will be all right. However, please insist that the children do not throw snowballs in any other area near the building.

Apparently, during the bad weather, some children have been eating lunch at places other than the cafeteria or home. Would you remind them again that they should eat only at home or at the cafeteria?

Sincerely,

Dr. Jack V. Hall

No. 25

November 8, 1951

Dear Supervisor:

1. "Open House" for parents will be Friday, November 16 from 7:00 to 9:00 p.m. Would you arrange to have one student teacher from each grade to assist at the serving table, if you have more than one student teacher?

2. Before "Open House" night please talk with your children concerning the following:

A. Direction of Parents--

First, each child is to take his parents to his own room and introduce them to the supervisor, and to the student teachers. Next, he may show his parents his room and books, and tell them of the work he is doing.

Second, he is to take his parents on a tour of the building, including library, Music Room and other rooms, if they and he wish, and introduce them to:

Mrs. Fowler and other members of the Music staff in Music room  
Miss Clark and her student teachers in the auditorium  
Mrs. Laidler, Nurse, in Clinic Room  
Other supervisors

Third, each child may take his parents to my office and introduce them to me.

Fourth, he is to take his parents to the punch bowl and see that they are served. He may also be served one cup of punch.

Fifth, he is to stay with his parents throughout the evening.

B. A child is not to come to "Open House" unless accompanied by a parent or close relative unless given special permission.

C. Please have visitors sign guest book in your room.

Sincerely,

Dr. Jack V. Hall

No. 26

November 8, 1951

Dear Supervisor:

Several dogs have been following the children to school. As you know, the dogs can be a nuisance on the playground. Would you remind the children to keep their pets at home? We would rather not call the dog catcher to take their pets away. However, if the dogs continue to come to school, it will be necessary to call him.

Assemblies are an important adjunct to the social and educational lives of our children. An excellent source of assembly programs stems from culminating activities in each grade. I appreciate the fact that it is sometime difficult to state far in advance the exact time when a program can be given. Therefore, rather than assign specific dates on which each supervisor is expected to present a program, would you notify me when you feel your room will have a program that your children would be willing to share with the other children.

Would the intermediate grade supervisors consider possible changes in the form of the reports to parents as you write the nine weeks report on children's progress? We will soon be revising the present form of our report cards.

Sincerely,

Dr. Jack V. Hall

No. 27

November 12, 1951

*Scary Book*

Dear Supervisor:

There will be a staff meeting at 3:30 p.m. this afternoon. We should discuss the following points:

- (1) Evaluation of Early and Later Elementary Education students
- (2) Student-teacher conferences
- (3) Preparation for Open House
- (4) Supervision of playground before school an at noon
- (5) Participation in World Friendship Drive

The annual visitation of the Kansas City Philharmonic Orchestra will be Wednesday, November 14. The program for children will begin at 2:15 p.m. The admission price for children will be 55¢. The teacher or student teacher accompanying the children will be admitted free. Please collect the children's money ahead of time and present the money at the door. I will check Wednesday noon with you to get an approximate count of the number of children who will be in attendance.

Sincerely,

Dr. Jack V. Hall

No. 28

November 12, 1951

Dear Supervisor:

There will be an assembly tomorrow morning at 10:00 a.m. sharp in the Auditorium to acquaint the children with the different instruments of an orchestra. Mrs. Fowler will be in charge.

Sincerely,

Dr. Jack V. Hall

No. 29

November 14, 1951

Dear Supervisor:

There will be a short staff meeting at 10:30 a.m. today.

Sincerely,

Dr. Jack V. Hall

November 12, 1951

Dear Parents:

The Kansas City Symphony Orchestra will present a program for the children Wednesday, November 14 at 2:15 p.m. The admission price for children is 55¢.

If you wish your child to attend with the supervisor and other children, please send the money with him Wednesday.

Sincerely,

Dr. Jack V. Hall  
Associate Professor of Education  
Director of Horace Mann School

JVH:mlw

HORACE MANN LABORATORY SCHOOL  
KANSAS STATE TEACHERS COLLEGE  
Pittsburg, Kansas

November 12, 1951

Dear Parents:

This week, November <sup>9</sup>12 through <sup>13</sup>16 is known throughout the United States as American Education Week. During this week parents all over the nation are urged to visit and study their schools. We hope you will plan to visit your child's school sometime during this week. We shall be glad to see you any or every day.

In order that the fathers, as well as the mothers, may have an opportunity to visit our school, we are planning "open house" for all parents Friday, November 16 from 7:00 to 9:00 p.m. Supervisors and student teachers will be in their rooms to visit with you. Your child will be your guide through the building. We hope you will feel free to come and go as you wish. We urge you to plan to be here for at least a part of the evening.

Please plan to spend some time with us during this week, November 12 to 16. As you know, we are seeking to give your child the very best opportunities for a well-balanced education. We need your help and encouragement.

Sincerely,

Dr. Jack V. Hall  
Associate Professor of Education  
Director of Horace Mann School

JVH:mlw

HORACE MANN SAFETY PATROL ENLISTS

PARENT COOPERATION

Parents, Principal, teachers and children met in Grade 6, Horace Mann Laboratory School of the Kansas State Teachers College to discuss the safety patrol. The parents had been raising some questions which we felt needed to be considered for the welfare of everyone concerned. The members serving this week presented a dramatization of how the patrol functions. Others explained how the organization was set up, such as:

1. Why do the Patrol members remain on duty for 2 weeks as a 1 period unit?

It was necessary for us to work out a half-day program because:

- a-Many children have orchestra or music lessons at the 8:00 o'clock hour
- b-Many children felt they would like either the 8:00 a.m. or 1:00 p.m. period for play
- c-Bad weather conditions would not be so hard to take if there were shorter periods and more workers.

2. Must people stop at "stop" or "school" signs?

Yes, indeed. It is a City ordinance as well as a State Law.

3. Should people stop when patrol members are standing at the corners where there are no signs?

Yes, It is a safety measure and patrol members would not be at these corners if they were not local junctions. It is better to stop than take a chance of injuring a child!

A question period followed and the children answered the many inquiries. The parents made some very good suggestions which everyone felt were worth trying out.

No. 29

November 19, 1951

Dear Supervisor:

There will be no staff meeting tonight because of committee meetings.

Sincerely,

Jack V. Hall, Principal

No. 30

Dear Supervisor:

There will be a staff meeting at 3:30 this afternoon.

Sincerely,

J. V. H.

December 7, 1951

No. 31

Dear Supervisor:

There will be a very short staff meeting at 10:30 this morning.

Sincerely,

J. V. H.



# LEBER FOOD MARKET

GROCERIES - MEATS  
AND GENERAL MERCHANDISE

1111 SO. ELM

Pittsburg, Kans.

Mr. *Horace Mann School*

Address

PHONE 110

ACCOUNT  
FORWARDED

1	<i>Geo. Sunny Cal</i>	<i>10 80</i>
2		
3	<i>Tobacco</i>	<i>7 70</i>
4		
5		<i>1 800</i>
6		
7		
8		
9		
10		
11		
12		
13		
14	<b>31</b>	
15		

ALL BILLS MUST BE PAID IN FULL THE FIRST OF EACH MONTH

September 10, 1951

Dear Parents:

Registration of kindergarten children will take place Monday and Tuesday from 9:00 a.m. until 12:00 noon.

You will be notified as to the group your child has been assigned.

For the balance of the week the program will be as follows: Wednesday from 9:00 a.m. until 11:30 a.m. the morning group only will be in attendance. Thursday from 9:00 a.m. until 11:30 a.m. the afternoon group will be in attendance only. Friday will be our first regular session for both a.m. and p.m. groups.

Mrs. Ethel Peck  
Kindergarten Supervisor

Dr. Jack V. Hall  
Director of Horace Mann School

JVH:mlw

December 8, 1951

Dear Parents:

We are having a Christmas assembly program to honor the visiting educators from other lands. Since these educators have participated in the Horace Mann School activities and given much of their time and effort to enrich the education of our children, it has been suggested that parents, children, supervisors and student teachers contribute toward the purchase of a Christmas gift for each of the twenty-one educators.

If you wish to participate in this project, please have your child bring his money to the supervisor by Wednesday morning, December 12.

Sincerely,

Dr. Jack V. Hall  
Associate Professor of Education  
Director of Horace Mann School

December 10, 1951

Dear Dr. Carroll:

You are cordially invited to attend the Horace Mann first grade assembly program Wednesday, December 12 at 11:00 a.m. in honor of the educators from other countries.

Sincerely,

Dr. Jack V. Hall

December 10, 1951

Dear Dr. Black:

You are cordially invited to attend the Horace Mann first grade assembly program Wednesday, December 12, 11:00 a.m. in honor of the educators from other countries.

We would also be honored by your presence at our Christmas assembly Tuesday, December 18, 11:00 a. m.

Sincerely,

Dr. Jack V. Hall

Listen to "Stories for Children" at 4:00 p. m. Friday over KSEK.

Story this week: "The Christmas Anna Angel"; dramatization of the book is done by four College High students.

December 10, 1951

No. 32

Dear Supervisor:

There will be a brief staff meeting at 10:30 - Tuesday - December 11.

Dr. Tracy of the placement office is anxious to secure a list of the elementary student teachers who plan to begin teaching in September, 1952. Would you please turn in to the office a list of the 60 hour people and a list of the degree people who plan to begin their teaching career next September.

Sincerely,

J. V. H.

JVH:ljd

December 11, 1951

Dear Parents:

The first grade will present an assembly "Christmas in Many Lands" under the direction of Miss Williams and her student teachers Wednesday, December 12 at 11:00 a. m. in the Horace Mann Auditorium. Educators from abroad will be our guests. The first grade would be honored by your presence.

Sincerely,

Dr. Jack V. Hall  
Associate Professor of Education  
Director of Horace Mann School

December 11, 1951

Dear Supervisor:

For sociometric purposes would you read the following directions to your children to choose the three (3) children who will give the gifts to the foreign educators. "Write the names of three (3) children whom you would choose to have present the gifts to the foreign educators". (The children in grades - kindergarten - first and second will of necessity have to dictate their choices to the supervisors and student teachers, who in turn will write them down).

Will you turn the slips of paper with the childrens written choices in to the office in order that we may make a sociograms of childrens friendships.

Sincerely,

J. V. H.

December 12, 1951

Dear Parents:

The kindergarten children will have their Christmas party Wednesday morning, December 19 at 10:00 a. m. Would you like to come? There will be no exchange of gifts in kindergarten.

Sincerely,

Mrs. Peck  
Kindergarten Supervisor

December 13, 1951

No. 34

Dear Supervisor:

The annual Christmas Tea for the student teachers of the Horace Mann School will be held Tuesday, December 18 at 3:30 p. m. at the regularly scheduled conference time.

Mrs. Peck will act as chairman.

Will you please make this announcement to your student teachers so they can plan accordingly.

Sincerely,

J. V. H.

JVH:ljd

December 13, 1951

Dear Parents:

This letter contains two important announcements.

1. A Christmas Sing will be presented under the direction of Mrs. Edwina Fowler and student teachers of the music school Tuesday, December 18 at 11:00 a. m. Children in every grade will participate in this program. Both morning and afternoon kindergarten groups will be in session Tuesday morning in order that both groups can participate in the Christmas Sing. Won't you join us to share the Christmas program with us?
2. The Horace Mann Laboratory School will be dismissed for the Christmas vacation Wednesday, December 19, 1951 after the Christmas parties in the afternoon with the exception of the morning and afternoon kindergarten groups which will meet together for the morning session and will be dismissed at noon. School work will be resumed Wednesday, January 2, 1952 at 9:00 a. m.

The Horace Mann Staff wish each of you a Happy Holiday Season.

Sincerely,

Dr. Jack V. Hall  
Associate Professor of Education  
Director of Horace Mann School

JVH:ljd

December 15, 1951

No. 35

Dear Supervisor:

There will be a meeting of all grades in the auditorium for seating arrangements and general rehearsal Monday, December 17, 10:00 a. m.

Sincerely,

Mrs. Edwina Fowler  
Music Director

Dr. Jack V. Hall

December 18, 1951

No. 36

Dear Supervisor:

Please compliment your children for their generous contributions in making the gifts for our visiting educators possible. The prorated amount for each staff member connected with our school is \$1.25.

Sincerely,

Dr. J. V. H.

December 17, 1951

Dear Parents:

The Salvation Army is again acting as a "Clearing House" for providing Christmas baskets for the needy of our city. We have been ask, as in the past, to have children bring a small contribution for this purpose. They are asking that we contribute money rather than merchandise. Would you like your child to contribute? Please have them bring their money by Wednesday morning, December 19.

Sincerely,

Dr. Jack V. Hall  
Associate Professor of Education  
Director of Horace Mann School

January 2, 1952

No. 37

Dear Supervisor:

There will be a short assembly this morning at 11:00 a. m. to discuss with the children their responsibilities for the care and maintenance of our school and playgrounds. If you have any particular remarks you would like me to bring to the attention of the children, please notify me by 10:30 this morning.

There will be a staff meeting at 3:30 this afternoon.

Sincerely,

J. V. H.

## MOVING PICTURES

Mr. Caldwell

Shooting Schedule - Horace Mann Movie			
Hour	Wednesday	Thursday	Friday
8:00	Williams-pre-opening	<del>Library-pre-opening</del> office 8:30-9:30	Library - pre-opening
9:00	Williams	Peck - 9:30-10:30	Nurse - 9:00-9:30 Rinehart(9:30-10:30) Rinehart(9:30-10:30)
10:00	Cross 10:30 - Phys. ED. -		<del>Phys. Ed. - 10:30</del>
11:00			
12:00		Lunch Room	Playground - 12:30
1:00	Carnagey	Music	Fleischaker
2:00		Hughes	office
3:00			

Movie in color - any color added will help.

If later period is desirable for culminating phase of unit, we can arrange.

Mr. Caldwell