

Grand Rapids History & Special Collections

Archives

GRAND RAPIDS PUBLIC LIBRARY

Finding Aid for the Loretta Ortt Papers

Collection # 003

November 2007 version

Abstract

The Loretta Ortt (1909-1993) papers contain documents related to Ortt's years as teacher and principal in the Grand Rapids Public Schools. The bulk of the collection consists of curriculum planning and development files for the elementary grades, as well as items on the philosophy of education. The collection spans the years 1936 to 1975, and includes one folder of newspaper clippings about Grand Rapids schools from 1950 to 1963 as well as 46 photos, some of which are groups of unidentified students. Also included is an Ortt family genealogy.

Collection #: 003

Accession #: 1983.002

Donor: Loretta Ortt, 1983.

Span dates: 1936-1975.

Processor: William Cunningham and Martha Bloem, September 1988.

Inventory 9/99, Andrea Stadt.

Updates & revisions, 2001-2002, R. Mayne.

Size: 3 cu.ft.

Related Materials

See the Proceedings of the Board of Education of the Grand Rapids Public Schools, for information on the winners of annual Loretta Ortt Community Service Award.

Coll. 280. Porcupine Mountains State Park : a Progress Report, has Loretta Ortt's ownership stamp on it. This item was transferred from the Vertical Files to Coll. 280, 12/5/2001.

Box Summary

<u>Box No.</u>	<u>Description of Contents</u>	<u>Box Description</u>
1	genealogy/curriculum	standard
2	curriculum	standard
3	curriculum	standard
4	curriculum	standard
5	curriculum	standard
6	policies/reports/publications	standard
7	pubs/ss teaching materials	standard
8	clippings/misc/studies & reports	standard

### Scope and Content

The collection contains teaching materials used by Loretta Ortt during her years as teacher and principal in the Grand Rapids elementary schools. Also in the collection are documents on philosophy of teaching, planning and evaluation, and administrative policies and procedures. There are newspaper clippings about Grand Rapids schools from 1950 to 1963 and unidentified photos of students. Ortt family genealogy is also part of the collection, covering the period 1812-1978.

### Biography

Loretta Ortt was born December 27, 1909, the daughter of Charles H. and Maud (nee Clark) Ortt of Grand Rapids. Ortt lived her entire life in West Michigan. She attended Burton Elementary School and South High School. From 1928 to 1930 she was a student at Grand Rapids Junior College.

During the mid-1930s Ortt attended Western Michigan University and graduated with a teaching certificate. She taught in Covert, Michigan for a year and a half, and then returned to Grand Rapids to teach at Oakdale Elementary School, where she remained for thirteen and half years.

In 1949 she became principal of Hall Elementary School. Ortt held this position for eighteen years. Ortt also worked as coordinator for Instructional Media for all of Grand Rapids for seven years, and for twenty summers was on staff of Central Michigan University. Loretta Ortt retired in 1976, and died in 1993, a decade after her donation of her collection.

Series Description

**I. Genealogy, ca 1812-1978.**

The series consists of the Ortt family genealogy.

**II. Curriculum, 1936-1974, n.d.**

This series contains information for an elementary teacher on a broad range of subjects, Science, Art, Social Studies, Arithmetics etc.

**III. Administrative Policies and Procedures, 1949-1975, n.d.**

Contains documents dealing with the rules and regulations of the Grand Rapids School District including job descriptions, administrative policy on discipline, the role of religion, and miscellaneous procedure documents.

**IV. Studies and Reports, 1949-1975.**

Consists of studies and reports on topics such as instructional media and racial imbalance. Also in this series is a report written by Ortt on instructional television.

**V. Grand Rapids Board of Education Publications, 1948-1974.**

This series contains the monthly publication "Your Grand Rapids Schools". Its purpose was to keep all employees in the school system informed of other departments' activities. It was a vehicle for exchanging information with the system. Also included are miscellaneous publications prepared by the Board of Education for parents introducing them to the schools and explaining different aspects of the Grand Rapids Public Schools.

**VI. Social Studies Teaching Materials, ca 1917-1971, n.d.**

This series contains instructional materials for teaching Michigan, Grand Rapids, and general Social Studies to the elementary grades.

**VII. Newspaper and Magazine Clippings, 1939-1965, n.d.**

The clippings are from Grand Rapids newspapers, dealing with general education topics in the Grand Rapids area schools. The magazine articles are about Grand Rapids from education periodicals.

**VIII. Miscellaneous Papers, 1939-1974, n.d.**

This series contains pamphlets, reports, letters, and memorabilia that Ortt collected during her years in the Grand Rapids School system.

**IX. Studies and Reports, 1972.**

The series consists of one report compiled by the Task Force on Elementary Education. It is a report on the elementary grades of the Grand Rapids Public Schools. The report's prime focus was programs that affect the education of children ages four to twelve.

**X. Photographs, n.d.**

Unidentified photos of elementary students, teachers, and a school nurse. Also contains one folder of handicapped students.

Contents

<u>Box</u>	<u>Folder</u>	<u>Description</u>
<b>Series I. Genealogy, ca. 1812-1978</b>		
1	1	Ortt family genealogy, ca 1812-1978.
<b>Series II. Curriculum, 1939-1968, n.d.</b>		
1	2-3	Arithmetic Grade 2, 1939, Grades 3-6, 1940, Grades 1-2, 1945, K-6, 1962.
1	4	Art, K-6, 1963.
1	5	Character Education, 1939.
1	6	Civil Defense, 1955.
1	7	Dance, 1923, n.d.
1	8	Economic Education, Elementary, 1965.
1	9	Educational Film Catalog, 1970-74.
1	10	English, Grades 10-12, 1955.
1	11	Fire Safety, 1946.
2	1	Grand Rapids Community Resources for Field Trips, 1941, 1947, 1968, 1972, n.d.
2	2	Health and Physical Education Grades 1-6, 1944, n.d.
2	3-4	Independent Work Activities, Primary Grades 1930s, 1952.
2	5	Language Arts, K-6, 1960.
2	6	Misc. Material 1931-1974.
2	7	Museum Programs--Kent Scientific and Grand Rapids Public Museums, 1932, 1952.
2	8	Nature Study, Elementary Grades, 1935, 1945, n.d.
3	1	Oral Language Guide, Primary Grades, 1968.
3	2	Philosophy of Teaching, Grades K-6, 1943
3	3	Physical Education, K-6, 1944, 1956.
3	4	Planning and Evaluation Grades 3-6, 1943.
3	5	Reading, K-6, 1945, 1955, n.d.
3	6	Reporting School Progress 1931, 1954, 1955.
3	7	Science, K-6, 1936.
	8	Science, Elementary, 1958.
3	9	Science, Elementary, 1961.

**Series II. Curriculum, 1939-1968, n.d.**

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|---|-----|--|
| 4 | 1   | Science, Grades 7-8, 1966.   |
| 4 | 2   | Science Resources, 1968.   |
| 4 | 3   | Social Studies, Grades K-2, 1936.  |
| 4 | 4   | Social Studies, K-6, 1954, n.d.  |
| 4 | 5   | Social Studies, K-6, 1964.   |
| 4 | 6   | Speech Improvement, Young Children, 1942-43.   |
| 4 | 7   | Spelling, Grade 2, 1940, Grades 3-6, 1948.   |
| 4 | 8   | Stories, Factual, Grade 2, n.d.  |
| 4 | 9   | Television Instruction, 1964-65.   |
| 5 | 1   | Writing, ca 1938.  |
| 5 | 2-3 | Creative and Appreciative (Nature, Literature, Oral and Written Expression, Fine Art, Practical Art, Drama, Music) Early Elementary, 1933, 1944, n.d. Later Elementary, 1944, n.d. |
| 5 | 4   | Social Studies, Health and Safety, Nature and Science, Early Elementary, 1943.   |
| 5 | 5   | Social Studies, Science and Health, Early Elementary, 1943.  |
| 5 | 6   | Problem Solving in Social Studies, Science and Health, Grades 3-6, 1943.   |
| 5 | 7   | Skills and Techniques in Reading, Language, Spelling, Handwriting and Arithmetic, Later Elementary, 1944.  |

**Series III. Administrative Policies and Procedures, 1949-1975, n.d.**

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|---|---|---|
| 6 | 1 | Proposed Rules and Regulations of the Grand Rapids Board of Education, n.d.         |
| 6 | 2 | Minutes and by-laws of the Administrative Council, 1949-1956.                       |
| 6 | 3 | Job Description and Organizational Chart, 1971.                                     |
| 6 | 4 | Discipline in the Grand Rapids Public Schools, 1959-1963.                           |
| 6 | 5 | Role of Religion in Public Elementary Schools, n.d.                                 |
| 6 | 6 | Handbook for Elementary Principals, Handbook for Teachers New to Grand Rapids, n.d. |
| 6 | 7 | Miscellaneous Material 1952-1975.   |

**Series IV. Studies and Reports, 1949-1975**

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|---|---|---------------------------------|
| 6 | 8 | Studies and Reports, 1949-1975. |
|---|---|---------------------------------|

**Series V. Grand Rapids Board of Education Publications, 1948-1974.**

- 6 9 Grand Rapids Board of Education "Your Grand Rapids Public Schools", 1966-67.
- 7 1 Miscellaneous Publications, 1948-1973.
- 7 2 Miscellaneous Publications, 1954-1974.

**Series VI. Social Studies Teaching Materials, 1940-1971, n.d.**

- 7 3 Michigan, 1950, 1963, 1966, n.d.
- 7 4 Michigan, 1952-53, n.d.
- 7 5 Grand Rapids, ca 1917-1963.
- 7 6 Grand Rapids, 1968-1970.
- 7 7 Grand Rapids, 1971.
- 7 8 General, 1940-41, n.d.

**Series VII. Newspaper and Magazine Clippings, 1939-1965, n.d.**

- 8 1 Clippings, 1950-1963, n.d.  
The Grand Rapids Press: 12-4-57, 12-23-57, 12-8-57, 3-29-56, 12-28-56, 12-31-56, 8-31-55, 9-3-55, 1-18-54, 9-5-53, 10-14-53, 11-19-53, 11-30-57, 12-12-57, 1-24-57, 12-6-57, 6-3-57, 2-9-57, 3-20-57, 5-16-57, 1-7-58, 1-3-58, 1-6-58, 4-11-58, 4-8-58, 9-30-58, 12-4-57, 8-5-62, 7-29-62, 1-27-63, 2-8-57.  
The Grand Rapids Herald: 6-8-54, 9-15-57, 1-31-59, 9-13-57.  
Unknown: 11-29-57, 12-10-57.

**Series VIII. Miscellaneous Papers, 1939-1974, n.d.**

- 8 2 Miscellaneous Papers, 1939-1965, n.d.
- 8 3 Miscellaneous Papers, 1966-1974, n.d.

**Series IX. Studies and Reports, 1972.**

- 8 4 Elementary Education, 1972: Report to the Board of Education by the Task Force on Elementary Education.

**Series X. Photographs, n.d.**

- 8 5 Handicapped Students, n.d. (9 photos, 9/99)
- 8 6 Students, n.d. (18 photos, 9/99)
- 8 7 Student Handcrafts, n.d. (10 photos, 9/99)
- 8 8 Students Outside of School, n.d. (3 photos, 9/99)
- 8 9 Students Playing, n.d. (4 photos, 9/99)
- 8 10 Teachers, n.d. (1 photo, 9/99)
- 8 11 School Nurse, n.d. (1 photo, 9/99)