

Finding aid for the Loretta Ortt papers Collection 003

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Describing Archives: A Content Standard

Grand Rapids Public Library, Grand Rapids History and Special Collections Department

September 1988

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Summary Information

Repository	Grand Rapids Public Library, Grand Rapids History and Special Collections Department
Creator	Ortt, Loretta, 1909-1993
Title	Loretta Ortt papers
Date [inclusive]	1936-1975
Extent	5.0 Linear feet 8 boxes
Language	English
Abstract	<p>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.</p>

Biographical/Historical note

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.

Scope and Contents note

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.

Administrative Information

Publication Information

Grand Rapids Public Library, Grand Rapids History and Special Collections Department September 1988

Immediate Source of Acquisition note

Accession Number: 1983.002; Donor: Loretta Ortt, 1983

Related Materials

Related Archival Materials note

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.

Controlled Access Headings

Corporate Name(s)

- Grand Rapids Public Schools (Grand Rapids, Mich.).

Geographic Name(s)

- Grand Rapids (Mich.) -- History

Subject(s)

- Education -- Curricula
- Education -- Michigan -- Grand Rapids -- History
- Teachers -- Michigan -- Grand Rapids

Series I. Genealogy

Collection Inventory

Series I. Genealogy ca. 1812-1978

Scope and Contents note

The series consists of the Ortt family genealogy.

	Box	Folder
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Ortt family genealogy ca 1812-1978.	1	1
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Series II. Curriculum 1939-1968, n.d.

Scope and Contents note

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

	Box	Folder
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Arithmetic Grade 2, 1939, Grades 3-6, 1940, Grades 1-2, 1945, K-6, 1962.	1	2-3
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Art, K-6 1963	1	4
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Character Education 1939	1	5
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Civil Defense 1955	1	6
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Series II. Curriculum

Dance 1923, n.d.	1	7
Economic Education, Elementary 1965	1	8
Educational Film Catalog 1970-74	1	9
English, Grades 10-12 1955	1	10
Fire Safety 1946	1	11
Grand Rapids Community Resources for Field Trips 1941, 1947, 1968, 1972, n.d.	2	1
Health and Physical Education Grades 1-6 1944, n.d.	2	2
Independent Work Activities, Primary Grades 1930s, 1952	2	3-4
Language Arts, K-6 1960	2	5
Misc. Material 1931-1974	2	6
Museum Programs--Kent Scientific and Grand Rapids Public Museums 1932, 1952	2	7
Nature Study, Elementary Grades 1935, 1945, n.d.	2	8
Oral Language Guide, Primary Grades 1968	3	1

Series II. Curriculum

Philosophy of Teaching, Grades K-6 1943	3	2
Physical Education, K-6, 1944 1956	3	3
Planning and Evaluation Grades 3-6 1943	3	4
Reading, K-6 1945, 1955, n.d.	3	5
Reporting School Progress 1931, 1954, 1955	3	6
Science, K-6 1936	3	7
Science, Elementary 1958	3	8
Science, Elementary 1961	3	9
Science, Grades 7-8 1966	4	1
Science Resources 1968	4	2
Social Studies, Grades K-2 1936	4	3
Social Studies, K-6 1954, n.d.	4	4
Social Studies, K-6 1964	4	5
Speech Improvement, Young Children 1942-43	4	6

Series III. Administrative Policies and Procedures

Spelling, Grade 2, 1940, Grades 3-6 1948	4	7
Stories, Factual, Grade 2, n.d.	4	8
Television Instruction 1964-65	4	9
Writing ca 1938	5	1
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	2-3
Social Studies, Health and Safety, Nature and Science, Early Elementary 1943	5	4
Social Studies, Science and Health, Early Elementary 1943	5	5
Problem Solving in Social Studies, Science and Health, Grades 3-6 1943	5	6
Skills and Techniques in Reading, Language, Spelling, Handwriting and Arithmetic, Later Elementary 1944	5	7

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

Series IV. Studies and Reports

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.

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

Series IV. Studies and Reports 1949-1975**Scope and Contents note**

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.

Box **Folder**

Series V. Grand Rapids Board of Education Publications

Studies and Reports 1949-1975	6	8
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Series V. Grand Rapids Board of Education Publications 1948-1974

Scope and Contents note

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.

	Box	Folder
Grand Rapids Board of Education "Your Grand Rapids Public Schools" 1966-67	6	9

Miscellaneous Publications 1948-1973	7	1
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Miscellaneous Publications 1954-1974	7	2
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Series VI. Social Studies Teaching Materials 1940-1971, n.d.

Scope and Contents note

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

	Box	Folder
Michigan 1950, 1963, 1966, n.d.	7	3

Series VII. Newspaper and Magazine Clippings

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

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

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.

	Box	Folder
Clippings 1950-1963, n.d.	8	1

Series VIII. Miscellaneous Papers 1939-1974, n.d.**Scope and Contents note**

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

	Box	Folder
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Series IX. Studies and Reports

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

Series IX. Studies and Reports 1972**Scope and Contents note**

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.

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

Series X. Photographs, n.d.**Scope and Contents note**

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

	Box	Folder
Handicapped Students, n.d. (9 photos, 9/99)	8	5
Students, n.d. (18 photos, 9/99)	8	6
Student Handcrafts, n.d. (10 photos, 9/99)	8	7

Series X. Photographs, n.d.

Students Outside of School, n.d. (3 photos, 9/99)	8	8
Students Playing, n.d. (4 photos, 9/99)	8	9
Teachers, n.d. (1 photo, 9/99)	8	10
School Nurse, n.d. (1 photo, 9/99)	8	11