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Finding aid for the Loretta Ortt papers Collection 003

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Grand Rapids History Center

Grand Rapids Public Library

111 Library Street NE

Grand Rapids, Michigan 49503

Business Number: 616-988-5497

localhis@grpl.org

URL: <https://www.grpl.org/history/>

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Summary Information

Repository:	Grand Rapids History Center
Creator:	Ortt, Loretta
Title:	Loretta Ortt papers
ID:	Collection 003
Date [inclusive]:	1936-1975
Physical Description:	5 Linear Feet 8 boxes
Language of the Material:	English .
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.

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Biographical / Historical

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.

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Scope and Contents

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.

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Administrative Information

Publication Statement

Grand Rapids History Center

Grand Rapids Public Library
111 Library Street NE
Grand Rapids, Michigan 49503
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URL: <https://www.grpl.org/history/>

Immediate Source of Acquisition

Accession Number: 1983.002; Donor: Loretta Ortt, 1983

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Related Materials

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.

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Controlled Access Headings

- Education -- Curricula
- Education -- Michigan -- Grand Rapids -- History
- Teachers -- Michigan -- Grand Rapids
- Grand Rapids (Mich.) -- History
- Grand Rapids Public Schools (Grand Rapids, Mich.)

Collection Inventory

Series I. Genealogy, ca. 1812-1978

Scope and Contents

The series consists of the Ortt family genealogy.

Title/Description	Instances	
Ortt family genealogy, ca 1812-1978.	Box 1	Folder 1

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

Scope and Contents

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

Title/Description	Instances	
Arithmetic Grade 2, 1939, Grades 3-6, 1940, Grades 1-2, 1945, K-6, 1962.	Box 1	Folder 2-3
Art, K-6, 1963	Box 1	Folder 4
Character Education, 1939	Box 1	Folder 5
Civil Defense, 1955	Box 1	Folder 6
Dance, 1923, n.d.	Box 1	Folder 7
Economic Education, Elementary, 1965	Box 1	Folder 8
Educational Film Catalog, 1970-74	Box 1	Folder 9
English, Grades 10-12, 1955	Box 1	Folder 10
Fire Safety, 1946	Box 1	Folder 11
Grand Rapids Community Resources for Field Trips, 1941, 1947, 1968, 1972, n.d.	Box 2	Folder 1
Health and Physical Education Grades 1-6, 1944, n.d.	Box 2	Folder 2
Independent Work Activities, Primary Grades, 1930s, 1952	Box 2	Folder 3-4
Language Arts, K-6, 1960	Box 2	Folder 5
Misc. Material, 1931-1974	Box 2	Folder 6
Museum Programs--Kent Scientific and Grand Rapids Public Museums, 1932, 1952	Box 2	Folder 7
Nature Study, Elementary Grades, 1935, 1945, n.d.	Box 2	Folder 8
Oral Language Guide, Primary Grades, 1968	Box 3	Folder 1
Philosophy of Teaching, Grades K-6, 1943	Box 3	Folder 2
Physical Education, K-6, 1944, 1956	Box 3	Folder 3
Planning and Evaluation Grades 3-6, 1943	Box 3	Folder 4
Reading, K-6, 1945, 1955, n.d.	Box 3	Folder 5
Reporting School Progress, 1931, 1954, 1955	Box 3	Folder 6
Science, K-6, 1936	Box 3	Folder 7
Science, Elementary, 1958	Box 3	Folder 8
Science, Elementary, 1961	Box 3	Folder 9
Science, Grades 7-8, 1966	Box 4	Folder 1
Science Resources, 1968	Box 4	Folder 2

Social Studies, Grades K-2, 1936	Box 4	Folder 3
Social Studies, K-6, 1954, n.d.	Box 4	Folder 4
Social Studies, K-6, 1964	Box 4	Folder 5
Speech Improvement, Young Children, 1942-43	Box 4	Folder 6
Spelling, Grade 2, 1940, Grades 3-6, 1948	Box 4	Folder 7
Stories, Factual, Grade 2, n.d.	Box 4	Folder 8
Television Instruction, 1964-65	Box 4	Folder 9
Writing, ca 1938	Box 5	Folder 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.	Box 5	Folder 2-3
Social Studies, Health and Safety, Nature and Science, Early Elementary, 1943	Box 5	Folder 4
Social Studies, Science and Health, Early Elementary, 1943	Box 5	Folder 5
Problem Solving in Social Studies, Science and Health, Grades 3-6, 1943	Box 5	Folder 6
Skills and Techniques in Reading, Language, Spelling, Handwriting and Arithmetic, Later Elementary, 1944	Box 5	Folder 7

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

Scope and Contents

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.

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

Miscellaneous Material, 1952-1975

Box 6

Folder 7

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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.

Title/Description	Instances	
Studies and Reports, 1949-1975	Box 6	Folder 8

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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.

Title/Description	Instances	
Grand Rapids Board of Education "Your Grand Rapids Public Schools", 1966-67	Box 6	Folder 9
Miscellaneous Publications, 1948-1973	Box 7	Folder 1
Miscellaneous Publications, 1954-1974	Box 7	Folder 2

[^ Return to Table of Contents](#)**Series VI. Social Studies Teaching Materials, 1940-1971, n.d.****Scope and Contents**

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

Title/Description	Instances	
Michigan, 1950, 1963, 1966, n.d.	Box 7	Folder 3
Michigan, 1952-53, n.d.	Box 7	Folder 4
Grand Rapids, ca 1917-1963	Box 7	Folder 5

Grand Rapids, 1968-1970	Box 7	Folder 6
Grand Rapids, 1971	Box 7	Folder 7
General, 1940-41, n.d.	Box 7	Folder 8

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

Scope and Contents

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.

Title/Description	Instances	
Clippings, 1950-1963, n.d.	Box 8	Folder 1

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

Scope and Contents

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

Title/Description	Instances	
Miscellaneous Papers, 1939-1965, n.d.	Box 8	Folder 2
Miscellaneous Papers, 1966-1974, n.d.	Box 8	Folder 3

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Series IX. Studies and Reports, 1972

Scope and Contents

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.

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

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

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

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

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