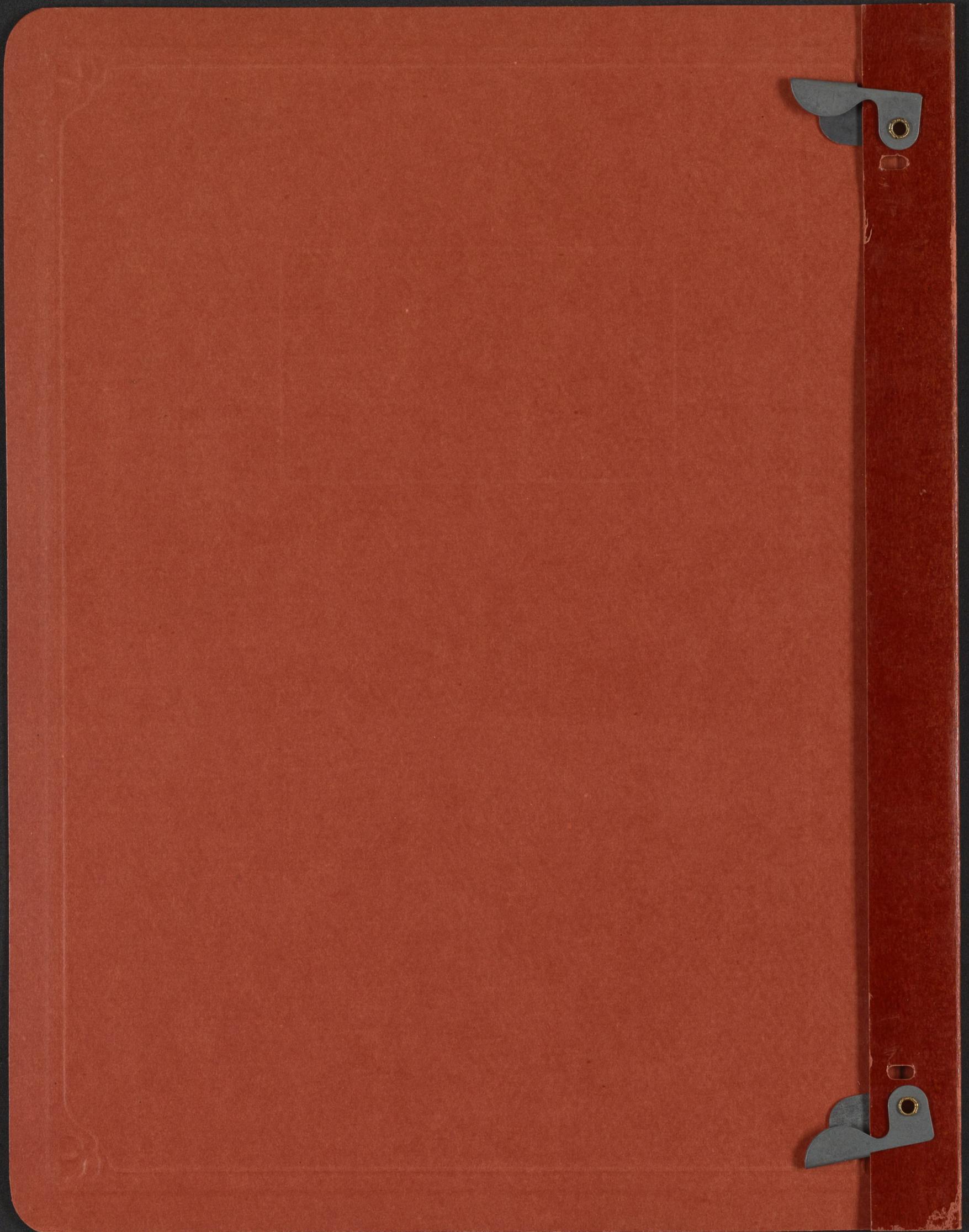


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TEACHERS' HANDBOOK
March, 1944



The Story Behind...

America has truly been the world's melting pot, and the last tide of immigration brought the people of the Orient to the Pacific shores of the New World, seeking the land of refuge and opportunity. These people settled in the "golden state" of California, and their adopted land rewarded their toil and frugality and sacrifice with rich abundance. Within a single generation the Japanese immigrants had built up businesses and farms, services and professions, and had determined with parental fervor that their children should not sacrifice as they had. So to the "nisei", the American-born children, fell a double heritage - their parental training and a future filled with the opportunity that is America.

Then on a fateful Sunday in December came news that stunned the Pacific Coast population. War: between America and the homeland of their parents. Within forty-eight hours federal law enforcement officials had taken into custody all those against whom there was any suspicion of undesirable connection with the Japanese government. Despite this prompt action, war in the Pacific fanned the smoldering embers of race hatred and of economic self-interest which have characterized those who settled the state of California. Military strategy, and the necessity to protect a minority group combined to force "evacuation", the literal movement of one hundred thousand people. All those who lived in the vast metropolitan region around the Bay of San Francisco were moved inland to the desertland of Central Utah, and here, in a relocation project called "Topaz" the War Relocation Authority began the task of assisting a weary people to gather the courage to pioneer again. This meant that they should go even further on, to "relocate" in the Middle West and East where prejudice against Orientals was little known and where an assimilation into the real America could begin.

The War Relocation Authority, created by the President in March, 1942 as an office of Emergency Management agency, has recently been moved into the Department of the Interior of which Harold L. Ickes is the Secretary. R. Dillon S. Iyer is Director of the Authority and under his guidance are ten centers: two in California, two in Arizona, one in Idaho, one in Utah, one in Colorado, one in Wyoming, and two in Arkansas. The Authority is subject to the rules and regulations of over-all federal agencies, such as the Civil Service Commission and the Comptroller General. Within the strict framework of the Authority the evacuees have governed themselves. An elected city council, a judicial commission, and resident administrative workers carry out the traditional functions of a typical American municipality. The Authority organization consists of a Project Director, a Deputy, and two Assistants. The Assistants are in charge of Project Operations and Community Management. Education is considered a function in Community Management, and within the Community Education Section are: Community Activities, Adult Education, High School, Elementary School, and Pre-School.

The Topaz City High School is a combined junior-senior high school of approximately one thousand students. The school is maintained on a semester basis graduating students at the half year, and its credits are officially recognized by the Department of Education of the State of Utah. These thousand students come from a variety of schools in California, although several hundred transferees from the Tule Lake Project are from northern California, Oregon, and Washington.

The faculty of the Topaz High School has the problem of teaching under extremely adverse psychological circumstances caused by the very facts of: evacuation, the isolation of project life, the inevitable conflict between an immigrant group and its children. In addition we have the typical problems of any high school in wartime, such as boys expecting momentary army induction, the imminent draft of men teachers and the subsequent personnel turnover.

But the young people of Topaz are as ambitious and visionary as any youth, and their eyes are on relocation and life once more in the "outside" world. To serve their various needs to the best of our specialized individual and collective ability - to help them ready themselves for the perilous days of postwar reconstruction - to put into their hands the weapons of physical, mental, and spiritual strength: these are our aims.

Physical Facilities

The Campus

The Topaz High School campus is on Block 32, overflowing to buildings on the project plaza. The Gymnasium-Auditorium, the Industrial Arts building, and the under-construction Science Building are on the plaza. These new buildings are all that the War Production Board will permit to be constructed; therefore it is imperative that the barrack buildings in Block 32 be cared for properly.

Fire Extinguishers

It is expected that a fire extinguisher, filled, is available in each classroom. Teachers should report the absence of these to the principal's office, and should see that students do not play with extinguishers. The very real danger should a fire start is obvious.

Furniture and equipment

The tables and chairs in use in classrooms were constructed at the projects from the material available at the time. Their construction is temporary and weak, but adequate. Students should refrain from leaning or tipping in the chairs, and from placing their feet on them. A good preventive measure is for the teacher to wield her own hammer on the chairs every other week. The tools can be obtained from the Industrial Arts department or supply room. Furniture actually broken will be repaired by the Industrial Arts department; notify the assistant in the principal's office. Broken furniture should be removed immediately to prevent further breakage and to keep the classroom looking neat. Classrooms are swept and dusted daily by the janitorial staff, and mopped weekly. Teachers should talk with the janitors assigned to request that mops, brooms, and waste matter not be left in classrooms; there is a storeroom for such items. The janitorial staff is also responsible for starting the classroom stoves. Special services, such as window washing, and new light bulbs are requested through the principal's office.

Repairs and maintenance

All repairs and maintenance is to be taken care of by the janitorial staff. The janitor may make minor repairs himself. Major repairs are made by the Maintenance and Operations Unit but requested by the head janitor. Teachers should call the attention of the building janitor to needs in this respect.

Faculty facilities

For the convenience of the faculty only there are two rooms. The Faculty Library, for study and reading (quiet, please, and no smoking!) is in the A room of the Library Building, Barrack Nine. In the Administration Building, Barrack Ten, Room C is for faculty lounging, talking, gossiping, announcements, mail, and so forth. There should not be students in these rooms and student conferences and meetings should be held elsewhere.

Offices

Other offices are located as follows: Librarian, 9 D; Guidance Officer 7F; Stage-crow 10 F; Bookroom and Supplies 10 E; Registrar and Duplicating 10 D; Administration Staff 10 B; Principal's Office 10 A. There is always a telephone available in the Principal's Office. Student Body Office and publications 9 F.

Special School facilities

Arrangements for any use of school facilities beyond regularly scheduled use must be made with the Vice Principal except special cases noted below -

1. Auditorium & Dining Hall - An Auditorium manager has charge of scheduling the use of these two buildings.
2. Kitchen - All request to use the dining hall kitchen must receive the approval of the home economics department head or foods teacher. Groups using this facility must have a responsible adult in attendance. No use of the kitchen will be permitted other than under the direction of the foods teacher during class hours.

Supervision of special activities

For the members of the faculty who are advisors to extra-curricular activities there are other routine details. For the use of rooms on evenings and weekends permission must be secured from the Principal's office. There is a permit form to be made out and signed by the adult assuming responsibility; internal security is to be notified and the fire department consulted if paper decorations are used or exits blocked in any way. The date and place of the activity will then be placed on the Master Calender in the Principal's Office. For special lighting, the public address system, the use of records, the technicians in the Stage Office, 10 F, should be consulted.

Project Regulations

To operate without friction within such a small project requires cooperation from all employees. The following are project wide regulations except where stipulated otherwise:

Staff hours

All staff members are expected to put in forty-eight hours per week except resident staff whose week consists of forty-four hours. Staff members are to be on the campus at the beginning of the project work day and remain on the campus during all working hours until one hour before the close of the regular work day. This concession of one hour is made for no other project personnel except teachers and is recognition for extra hours spent at home. Care should be taken not to abuse this privilege. Leaving the campus during working hours is permitted only for recognized official business purposes. In all cases the principal's office should be notified when any one leaves the campus during working hours so that he can be located if necessary. The same regulation applies to Saturday as other days and special care should be exercised for notification when you leave the campus on this day.

Time sheet

All employees of the High School are to sign in and out on the time sheets placed on the Bulletin Board between C and D in Barrack Ten. These are checked daily by a timekeeper; a time summary is made daily, signed by the principal and submitted to the Personnel Office. Appointive faculty are further asked to keep personal time sheets which are signed by the principal and submitted to the Finance Office before semi-monthly checks are issued. Checks are usually issued on the 17th and 2nd of each month; these are issued by the US Treasury in Salt Lake City. To keep the roll-in strictly accurate each individual is to sign himself and not sign in other individuals.

Leaves

Under the rules of the Civil Service Commissions appointive faculty are eligible to the following types of leave: sick, annual, compensatory, and without-pay. The latter is unusual, is a privilege not a right, and must be approved by superiors before granted. Annual leave will be granted after approval of the principal and superintendent and Personnel Office; the request, in triplicate, must be submitted and approved before the individual takes the leave. Sick leave, countersigned by principal and superintendent, is to be submitted to the Personnel Office within forty-eight hours after return to duty. After the third day of illness the request must be signed by the physician in attendance.

Administration order #13 compensatory leave is only granted for special service. The request for compensatory time must be filled out and approved by the Project Director before the time is actually put in by the individual.

Resident faculty may accumulate compensatory time and take it off with the approval of the principal. Residents in relocation centers do not receive annual leave; the same sick leave rules apply as for appointive personnel.

Resident passes

Requests for passes for residents must reach the Internal Security Office thirty-six hours ahead of departure time. These can be obtained from the principal's office. Due to ration restrictions on gasoline the WRA will not provide transportation for private groups to go into Delta or on outings. However, there is no limit on passes if private transportation can be obtained.

Appointive staff mail and transportation

Appointive faculty should know that all mail is dispersed from the Mail and Files office in Administration Building A. Transportation into Delta via the regular daily carrier requires a reservation twenty-four hours ahead of departure time. A special carrier goes into Delta on Wednesday and Saturday nights; reservations on this can be made in the Administrative Dining Hall. Requests for passes, room, meals, for guests should be cleared through the Personnel Office

Smoking

Smoking on the school campus is forbidden to safety and students alike. This is in accordance with the school law of Utah and California along with nearly all of the states and territories. The necessity of staff adherence is absolutely essential (if you can't go from morning till noon take a walk to a neighboring block during your free period.)

Supplies

Supplies and equipment are issued from the supply room in 10-B. Issues are made only to teachers or on signed requests of teachers. Every one is responsible for whatever he or she signs out of the supply room.

Requisitions for additional supplies or equipment to be purchased originate with the department heads, and signed by the principal, processed by the procurement unit, signed by the superintendent and sent to the warehouse for filling or to procurement for purchase.

Books, etc. are charged to individual students although teachers are asked to assist in the handling of such items. Sets of books issued to be kept in class rooms are charged to the teacher of the classes using them.

Changes

Alterations in, additions to, or deletion from this handbook may be made at any time by the principal of the school to be effective on the date of publication or such date as may be stipulated in the published announcement. Changes are also subject to alterations in project, N.R.A. or Civil service policy and procedures.

Teaching Load

As far as possible a standard appointive teacher's load shall be considered as:

Five classes meeting daily and a homeroom period meeting daily or a weekly program of twenty five class period and five homeroom periods.

A standard resident teacher's load shall be considered to be four classes meeting daily and a homeroom period meeting daily or a weekly load twenty class periods and five homeroom periods except that certified or classified teachers receiving \$19 should be assigned, as per administrative instructions, an equivalent load as that of an appointive staff teacher.

Variations in this schedule, however, are necessary in the case of supervisory personnel or others carrying additional assignments.

The unavailability of teaching staff has made strict adherence to this schedule impossible up to date and exceptions can probably be expected to continue.

Supervision of Student Activities

All student activities require faculty supervision. Consequently, faculty members may expect to be asked to assume the advisorship of some student group or organization. Faculty initiative in expanding and enriching the activity program will be a distinct contribution to the life of the school.

All announcements of meetings of student groups must be countersigned by the faculty advisor for the group. These announcements must be made in the bulletin one day ahead of the scheduled time of the meeting in order to avoid conflicts.

Bulletin

The bulletin is a duplicated daily which is distributed to all homerooms. It carries announcements, statements of school policy, special messages of various kinds. It is read in the homeroom period to students and in effect in the communication organ of the school. If you do not have a homeroom assignment a copy of the bulletin is placed for your convenience on the bulletin board in the entrance to 10-CD.

Eligibility Rules

Regulations for student participation in school activities are as follows:

1. Students under 19 years of age.
2. Regularly enrolled
3. 4 units or more
4. Not more than one D and no F.
5. An unsatisfactory from more than one teacher
6. Post-graduate students are not eligible to enter into a competitive high school activity.

Proposed change

All students credit shall be reduced because of absence for any reason as follows: Credit shall be reduced ten per cent for each ten periods absent except that work may be made up for absences for legitimate reasons as outlined above. Certification of made-up work must be made by the teacher to the registrar's office. Under no circumstances shall credit be given for making up work lost through unexcused absences although teachers should consider such work in assigning achievement grades. Three times tardy to any class shall be considered equal to one unexcused absence.

Reports

Another routine detail is the whole matter of reports. Monthly attendance report blanks are left in the boxes in the 10 C room and are to be returned to the Registrar in 109. Each month teachers are asked to report to department heads as to special class work, outstanding students, problems encountered, etc. On this basis the department head submits a monthly narrative report to the principal; this in turn goes to the superintendent; in turn again to the Assistant Project Director in charge of Community Management and finally to the Project Director for his quarterly report to Washington D. C. Occasionally other reports are necessary for specific purposes and should be submitted promptly.

Grades and Report Cards

Report cards are issued for mid-term and semester grades. Academic grades are A through F and Incomplete. The character trait grades are three: Excellent, Satisfactory and Unsatisfactory. Needless to say "Excellent" should only be ascribed to those students who have been definitely outstanding in that particular trait. The report cards are returned to school with the signature of a parent. Teachers are requested to have sufficient evidence in their official roll books to justify the academic grades; the books are collected at the end of the year by the Registrar and sent ultimately to Washington D.C. to become a part of the historical documentation of the IIA.

In addition to information on report card it will be valuable for teachers to submit other information about students for inclusion in the personnel files. This is especially true of gifted students who have made significant contributions. All such material should be of such a nature as to assist future teachers or advisors.

Teacher Absences and Substitutes

Teachers should have immediately available and up to date their roll books, seating charts, and assignments or lesson plans for a substitute in case of absence. The vice principal is in charge of assigning substitutes and cooperation with him is imperative to keep classes from being disrupted in the absence of the regular teacher. This is, of course, a matter of individual teacher responsibility, and professional competence is judged by attention to details such as this.

All teachers may expect to be called upon to substitute in classes where necessary. All teachers are asked to have on file with the vice principal a duplicate copy of his roll and seating chart.

In a more special assignment each teacher assigned to a homeroom group is the principal source of guidance and counseling for the students in that group. This counseling should cover vocational and educational planning, personal and group problems of all kinds, assistance in carrying out necessary functions of the school or activities of the student body, class, or club organizations. The homeroom is the unit of student organization and teachers should encourage students in this group to participate actively.

Homeroom attendance is the source of official attendance reports and absentees are to be reported daily to the vice principal.

Homeroom advisors are to participate in and assist the program of the Director of Vocational Guidance.

It is during the homeroom period that most student body, class, or student committee meetings are held. Students are to report for roll call before being excused to attend necessary meetings.

All teachers in their function as counselors should pay particular attention to the development of character, personality, and the acquisition of correct attitudes and habits on the part of all students.

Checking Attendance - Excuses

Perhaps the most important routine detail is the matter of checking daily attendance in every classroom. This is a requirement of all teachers and most essential to the development and maintenance of proper school morale.

Excuses are required of all students for any absence. Except in cases of illness or emergency excuses should be brought before the student is absent. All others cases shall be considered unexcused absences. These excuses should be signed by each teacher as presented, collected by the last teacher and turned in daily to the vice principal. These are mailed to the parent periodically for acknowledgement.

Any activity requiring students from other classes should be scheduled for homeroom period or after school. When it is necessary to request that students be excused from another teacher's class prior arrangements with the other teachers involved must be made.

Reports of classroom attendance shall be made by each teacher to the registrar monthly or whenever called for by the vice principal. In all cases forms for this purpose shall be provided.

In cases of a student's absence for three consecutive days or frequent absence report must be made by the classroom teacher to the homeroom teacher of the student who should determine the cause of absence and consult parents whenever advisable and take (for consideration).

Present regulations call for the lowering of the achievement grade one full letter for each three unexcused absences. Three unexcused tardies are equivalent to one unexcused absence.

Suggestions regarding school policy and procedures should originate in departmental meetings. These in turn should be reported at department head meetings with recommendations. Except in special cases in which the principal must make decisions school policy etc. will be determined finally in the department head meeting. All problems involving curriculum, policy, procedures, teaching methods etc. should be taken by the teacher directly to the department head first.

4. Refer the case to the school principal. Only in very unusual cases should any student be referred to the principal until the other steps mentioned have been followed.

In cases requiring discipline action arising from incidents outside the classroom a report should be made to the homeroom teacher of the student involved. This report should preferably be made personally or can be sent in writing through the registrar's office (10-D). Information as to which home room the student belongs can be obtained also from this office. The name of the student in question will be necessary. In case student refuses to report his name he should be brought personally to the principal's office.

Note: If teachers need the assistance of an interpreter in making home visits or in contacting parents there are several resident members of the faculty.

Student Load - Credits

Students are permitted to register for a maximum of three units per semester. A unit of credit is given for the satisfactory completion of the work in any class which meets for one period per day five days per week for eighteen weeks or an equivalent length of time. No distinction is made regarding the type of class except that in some vocational classes which require laboratory or shop work beyond two periods per day a maximum credit for two periods will be allowed.

All students are required to take an English and a Social Studies class during each semester of attendance.

All students are required to take physical education, unless excused on the basis of a doctor's certificate of inability, during each semester of attendance.

Students with free periods during the day are required to be in attendance at the Library or Study Hall except that students taking late afternoon or evening classes may be excused from the first morning period, the period just before lunch, the period just after lunch or the last regular period providing they are otherwise in attendance for at least six periods.

Attendance at study hall is compulsory on the above basis and roll is to be kept and absences reported.

Guidance

Every teacher should consider himself as a counselor of the students in his classes. In order to function effectively in this role a measure of confidence on the part of the students must be developed.

School Procedures and Regulations

Discipline

A group only arrives at self-discipline when it has been treated by the teacher in charge in a mature, stable, and consistent fashion. A teacher who is slipshod one day and stern the next can never expect to train adolescents to function "on their own". The teacher who looks and acts like a responsible adult, who is friendly and pleasant and likes the students, but who is firm and consistent, who knows her subject matter, and keeps up to date in use of best teaching procedure does not have discipline troubles. She follows the school policy - such as cooperating on the homeroom program; such as holding classes until the bell actually rings; and when there is need for disciplinary action it is private, speedy, justified.

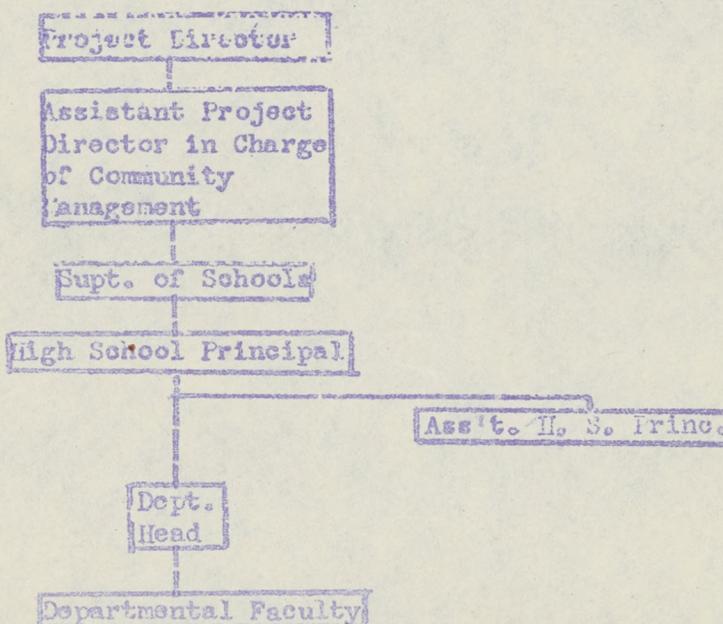
Steps to be taken

Teachers are primarily responsible for the discipline in their own classrooms and must assume responsibility also for that in all parts of the school campus. The following steps are suggested for the handling of problem cases:

1. Counsel with the student involved personally.
2. Contact the parents of the student and solicit their help.
3. Report the case to the home room teacher for assistance and further counseling.

Line of Responsibility and Supervision

The accompanying organization chart indicates the line of responsibility within the school and its relationship to project administration.



Teaching Aids

Available to all faculty are the resources of the Faculty Library, which includes professional books, sample books, professional magazines, and various educational references. Also housed in the Faculty Library is the Picture File, now containing over 500 pictures; these are indexed and revolve as library material. The attractiveness of the classroom and the use of visual material and bulletin board display is one index to professional competence. Any faculty member may request films by doing so through his department head; the complete file of film catalogues.

Social

For social pleasure and occasional professional action the High School Faculty participates in two organizations: The Faculty Club, limited to employees of the high school, and the Topaz Teachers Association which comprises all teachers on the project.

Professional Affiliation

The professional worker not only keeps up-to-date in his field but is actively supporting and participating with the organized groups of his profession. It is expected that appointive staff members are affiliated with the National Education Association and with the national professional organization of teachers in their respective fields. Resident teachers are encouraged to do so whenever possible.

Professional Ethics

Teachers should become familiar with the Code of Ethics of the National Education Association and make all possible efforts to use the code in personal conduct.

Observation

Ideas, suggestions and considerable personal growth can be achieved by visiting the classrooms of other teachers, particularly the more competent. When the opportunity presents itself this is to be encouraged. Teachers should also be observant of the daily life around them. Many clues to success can be found close at hand in this way. Learn to know the community and participate in its activities. Become acquainted with the people who live in it. Topaz offers an opportunity in this respect which few teachers will ever have the chance of enjoying.

Professional Reading

Many of the more valuable periodical and some excellent professional books are available in the Faculty Library. They are there for the personal benefit of the school staff.

Library

The High School Library is a valuable teaching aid, and an adequate library has been slowly and carefully accumulated. There are now available 3800 books, 3 sets of Encyclopedias, 3 newspapers, and a wide variety of magazines, both general and specialized. Also in the library is a pamphlet file, the general magazine "stack" is in the 9-E office; books may be put on the reserve shelf by arrangement with the librarians. The library has a staff of four, and requests adherence to the

following rules: Only five students from a given class will be admitted at one time, although arrangements may be made ahead of time for entire classes; the Library Admit slips should carry the full signature of the teacher; teachers should call for the Leave Slip from the library as a check on their students; students are not to use the Library on Saturday mornings; the Library is closed Sundays and evenings unless there is a real student demand. The librarian is available for talks in classrooms whenever teachers request this service.

As a Matter of Professional Pride

Topaz High School offers to any teacher an opportunity for tremendous professional growth. The school situation is novel, the problems while similar are not identical with other localities. Teachers with the capacity for ideas particularly with respect to methods and curriculum content are encouraged to make them known and to use them. Ingenuity is at a premium. Teachers are expected to keep up to date professionally through reading, consultation with each other and seniors application to the problems at hand. Teachers are expected to be sufficiently open-minded to criticize and be criticized on a high professional plane. Cooperation with the rest of the staff and with the students is one of the most essential requisites to success here.

Communication of Ideas

As teachers, the faculty of the Topaz High School might well be aware of the problem of communicating the ideals, ideas, and procedures of the IPA and the educational system of the projects, to each other. Every teacher should read the Topaz Times, and copies are left in teachers' boxes. Occasionally memos and instructions are distributed through the mail. Notices and policy changes are posted on the faculty bulletin board. Within the school there are three channels for communication: the "Jam-blin's", school annual, which is an expression of student opinion which will interest faculty; the "Jam-bler", school paper, issued each week and the homeroom bulletin. This bulletin is delivered to all homerooms; announcements should be submitted to the Vice Principal a day ahead of printing. Student meeting announcements must be countersigned by the faculty advisor to the group. All students may express their opinion to the Jam-bler by leaving their comments in the Jam-bler box in the Library, 9 C. Teachers should leave interesting items of any kind in the Jam-bler box in 10 C.

Meetings

All staff members except office, library, supply room and janitorial staffs are required as part of their assignment to be in attendance at regular faculty meetings, departmental meetings, meetings of student groups to which they are assigned and others called by the principal, vice principal, director of vocational guidance, or director of cadet teaching. This applies to resident and appointive staff alike unless specifically excused by the person in charge of the meeting.

Minutes of all meetings must be kept and four copies sent to the office of the principal.

The exchange of ideas and discussion of common problems is provided for through department and general faculty meetings. Department meetings are called at the discretion of the department head; the latter part of Saturday morning is usually convenient for all the faculty. The department heads in turn meet with the principal on Tuesday afternoons and give him any problems and ideas. He in turn meets at an Education Staff meeting once a week in the office of the Superintendent; the entire Community Management division meets once a week, and all heads meet on Saturday mornings with the Project Director. General faculty meetings are held early Saturday morning. As now planned one meeting a month will be a general business meeting, one a demonstration of pupil activity, and two will be devoted to outside speakers or activities of unusual interest. Attendance at these meetings on Saturday is compulsory; teachers tardy or absent are required to submit annual leave for the time missed.

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