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ADULT EDUCATION DEPARTMENT
TEACHERS' MANUAL

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Study This Manual
Re-read It Occasionally
You Will Be Held Responsible
For All The Information In It

Keep It
In Good Condition
So That It May Be Passed On
When You Have No Further Need Of It

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Revised
January--1943

TEACHERS' MANUAL

I. INFORMATION AND INSTRUCTIONS FOR TEACHERS

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WAR RELOCATION AUTHORITY

Tule Lake Project Public Schools

ADULT EDUCATION DEPARTMENT

TEACHERS' MANUAL

I. INFORMATION AND INSTRUCTIONS FOR TEACHERS

1. GETTING ON THE PAYROLL: Take the REQUEST FOR ASSIGNMENT which you received at the Administration Building to the Placement Office (1208) at once. Exchange it for your ASSIGNMENT TO WORK. Not until this has been done are you on the payroll.

Begin work promptly after receiving your ASSIGNMENT TO WORK. Do not begin until the ASSIGNMENT has been received.

2. CLASSIFICATION FOR CASH ALLOWANCES: The two cash allowance ratings for teachers in the Adult Education Department are:

B . . . Assistant Teacher	\$16
C . . . Adult Education Teacher	\$19

"Assistant Teacher" does not necessarily mean that the person so classified is an assistant to some other teacher. He or she may have a class of his or her own. The term "Assistant" is used in the same sense as in the collegiate title "Assistant Professor".

The "B" rating is the prevailing rate.

The first requirement for the "C" rating is ability to understand and speak English easily. (See Section 10, below.)

The "C" rating is for complex or responsible positions requiring considerable professional or occupational training, or experience of such scope and character as to be equivalent to such training; and for supervisory positions carrying considerable responsibility for the work of others.

In interpreting these requirements the department makes every effort, when employing, to be not only fair but liberal. If you are inclined to think your own rating too low, remember that our hospital surgeons and dentists, for example, receive no more than the "C" rating. Compare with theirs your training, experience and the responsibility which your assignment places on you.

Teachers given the "B" rating should not feel that they have lost any prestige. It sometimes happens that a person otherwise well qualified misses the "C" rating on some technicality, or because of insufficient command of English. In the latter case, every effort should be made to acquire facility in English--not only for the purpose of reclassification to the "C" rating, but because English is the language of this country. You owe it to your students and yourself to use it whenever possible.

3. PART-TIME WORK AND COMPENSATION: Persons working less than 160 hours or 20 eight-hour days a month are considered on a part-time working schedule. Cash allowances in such cases are as follows:

For the "B" rating70¢/day
For the "C" rating80¢/day

Persons working more than 160 hours or 20 eight-hour days a month, but less than 44 hours a week, are on a full-time work basis. For each eight hours less than the 44-hour week worked by such persons, 1/30 is deducted from their monthly cash allowance.

4. THE WORK WEEK: The work week for colonist employees is 44 hours in length. The old 190-hour month no longer holds. Put in 44 hours each week, regardless of the number of hours to which that adds up for any calendar month.

Keep track of any overtime you put in. Record it, with the reason for it, on your WEEKLY REPORT* for that week. "Banked time" so reported in advance can be used to take time off with pay.

Such time off should be arranged for with me in advance. It should not interfere with your class schedule. It should come out of your preparation time except in such special cases as an important day (like New Year's) not allowed as a regular Project holiday, but suitable for a school holiday.

Advance notice of Project holidays will be sent you by circular letter.

5. TIMEKEEPING: Timekeeping in the Adult Education Department is handled on an "automatic timesheet"--that is, a timesheet filed daily by the head of the department for all department employees. This arrangement was made to save teachers the inconvenience of going to some central location to sign in and out each day.

The fact that I am signing for you makes me personally answerable for your time. This places certain obligations on you:

- 1) the obligation to report to me or have reported on the first day of absence any absence from your work,

*See Section 11, 4), below; and Sample #2

2) the need to report immediately your return to work.

Failure to report absence on the first day of absence may result in your being required to sign in and out personally on a daily timesheet.

Failure to report return to work will keep you in absentee status for payroll purposes, thereby costing you part of your month's cash allowance.

Failure to report to work, without previous arrangement with the department, costs the employee his pay for the unauthorized absence; and makes him liable to either a penalty of three days' pay, or discharge, or both.

In case of illness, a sick leave with pay will be allowed if a doctor's certificate covering the absence period is secured by the absentee.

6. TEACHERS' SCHEDULES: Each teacher's working time is divided into preparation and teaching time.

Preparation time should be used for preparing lesson plans and teaching materials; making teaching aids (samples for clothing classes, picture files and flashcards for English classes, etc.); writing up records and reports; organizing extra-curricular activities (commencement programs, holiday programs, class get-togethers, etc.); cooperating with other departments in joint community activity programs; and professional reading and study.

Except by special arrangement with me, 22 hours per week should be spent in teaching, the other 22 hours in preparation. If your subject is such that you need preparation time more than equal in amount to your teaching time, I shall be glad to make a suitable adjustment for you.

New teachers will be given opportunity to review their subjects, assemble teaching materials and draw up their teaching outlines before undertaking the full 22-hour teaching program. It is expected, however, that as soon as possible each teacher will increase his or her teaching time to the full requirement.

English teachers will spend their first two weeks observing, studying the direct method of language teaching, and assisting other teachers.

There are some subjects which, though well worth offering, interest too few people to provide the teacher with a full teaching schedule. Teachers of such subjects are sometimes borrowed by the Adult Education Department from some other employment to give just one or two courses. Teachers retained on the Adult Education payroll but carrying only partial teaching programs are given additional, related, work within the department.

7. SCHEDULE CHANGES: Schedules can be and should be changed to meet changing conditions and demands. However, no teacher should make any schedule change, of either time or location, without previous arrangement with me.

8. PROMOTE YOUR COURSES: In the nature of things the teacher is generally responsible for building up and maintaining classes enough to keep his program full. If your subject offering is one (like Business English) which should attract a larger response, but does not, use the various resources open to you to stimulate interest. These include announcements in the TULEAN DISPATCH, bulletin board notices in mess halls and other public places, posters, and the cooperation of the Adult Education Advisory Committee.*

Newspaper copy and posters should have the advance approval of the Adult Education Department head.

If your efforts at arousing or maintaining interest in your classes seem unsuccessful, talk over your problems with me and let me help if I can.

9. ADULT EDUCATION ADVISORY COMMITTEE: The Adult Education Advisory Committee has a representative in each block, selected because of special qualifications to stimulate interest and encourage people to attend Adult Education classes. It can be one of your most valuable allies in building a strong program.

A revised directory of the Advisory Committee is attached. Keep it. Use it by calling on the representatives of the blocks in which you need help.

10. ENGLISH IS THE LANGUAGE OF INSTRUCTION: Instruction given in the Japanese language has been expressly prohibited on all WRA Projects by the War Department. This is a precautionary measure considered necessary because of the possibility that a very small minority of evacuees might use the Japanese language as a screen for subversive activities. Since the prohibition has been set up we must observe it.

This does not mean that a teacher may not give an occasional explanation in Japanese, when a student is incapable of grasping the idea presented in English. Just how often such Japanese language explanations are made, and how lengthy they are, will be left to the teacher's good judgment. Please be careful about this. Bad judgment is sometimes mistaken for bad faith.

Language is learned the more readily when it is tied up with demonstration and activity--as in our Clothing classes.

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*See Section 9, below, and Advisory Committee Directory, attached.

STUDY THIS MANUAL--KEEP IT--RE-READ IT OCCASIONALLY

Help your students to understand this, and encourage them to benefit from every English-learning opportunity.

It will be very much to their advantage, when relocated, to be able to use the language of the country readily. Make every class a class in English for your students.

The only exception to the prohibition against instruction in Japanese is that of the Japanese Language classes set up to give preliminary training to prospective recruits for the intelligence services of the United States armed forces.

11. RECORDS AND REPORTS REQUIRED OF EVERY TEACHER: In order to keep teachers' time, thought and energy, as free as possible in the interests of unhurried and creative teaching, the department has held recordkeeping and reports at a minimum. However, it is essential that a few records be kept, and faithfully. These concern student enrollment, attendance and teacher programs.

The forms for reporting have been kept as simple and brief as possible. A sample of each is attached to this instruction manual, so that there can be no misunderstanding about the information to be filled in.

Be sure that you fill in your reports accordingly, and that you fill in each blank on each report.

It is an important part of your working assignment to keep these records accurately and to file them regularly and promptly.

1) Registration Slips

A REGISTRATION SLIP (Sample #1, attached) should be made out for every student in each one of your classes. This should be done when the student enters the class.

Each blank should be filled in if an entirely new class is being organized and a new schedule must be worked out for it to suit the needs of the enrollees. If the class days and hours have already been set, enrollees need not fill in the information asked for in the last two inquiries on the REGISTRATION SLIP.

If the student is unable to fill in his or her own REGISTRATION SLIP, the teacher should do it or should ask some qualified student to do so. Teachers are responsible for seeing that all blank spaces on the forms are clearly filled in as required.

Do not hold these REGISTRATION SLIPS. Transfer the information from them to your own enrollment sheets, and pass the slips on to me promptly.

Be sure that when the slips reach me they are dated and marked with the days and hours at which the class meets. When sending in occasional slips, please mark each one with date of registration and class time. When turning in a set of slips for an entire new class, please clip all together, date the sheaf and mark on it the class schedule.

2 Teachers' Enrollment Lists

Keep an accurate list of all students enrolled in each of your classes. This list should be kept up to date by

- a) prompt addition of the names of all new students,
- b) removal of names of all students absent for a week running.

The names of dropped students should be replaced on the enrollment list as new students, should they later return to classes.

3) Teachers' Attendance Rolls

Take your attendance at every class. You need not handle this detail yourself. Have an attendance committee check up for you and turn in a dated attendance sheet for each class meeting.

The sheet should be prepared in advance. It should be circulated for the signatures of those present. If some of those in the class cannot sign in English, one of your attendance committee members should sign for them. You can then enter "present" and "absent" marks on your attendance roll in a few minutes at any convenient time.

Another way to keep attendance is to have a member of your attendance committee mark your attendance roll for you directly, in class.

Use the method best for you. Remember that you are responsible for keeping accurate attendance records, up-to-date at all times.

4) Weekly Reports

Turn in a separate WEEKLY REPORT (Sample #2, attached) for every one of your classes on every MONDAY for the preceding week. This is a combination enrollment and attendance report, and may also contain other information that you would like me to have--such as need of sewing machine repair, something of interest about your class, etc.

Two of the entries which should always read the same but should never be omitted are:

- a) the date on which the class began,
- b) the initial enrollment, which means the enrollment at the opening meeting of the class.

Enrollees absenting themselves from class for one week should be dropped from the enrollment. If they return they should be listed as new enrollees.

STUDY THIS MANUAL--KEEP IT--RE-READ IT OCCASIONALLY

please be sure to

- a) turn in your WEEKLY REPORTS each Monday,
- b) turn in a separate WEEKLY REPORT for each one of your classes,
- c) fill in all blanks,
- d) follow Sample #2 when filling in.

Teachers who are assisting other teachers need not file WEEKLY REPORTS. Their enrollment and attendance will be included in the reports filed by the teachers whom they are helping. On each such report the teacher in charge should list the names of all assistants.

For your convenience, WEEKLY REPORTS will be picked up every Monday at classrooms or from coordinating teachers. If by any chance you are overlooked in this collection, address your WEEKLY REPORT to me at the Administration Building, and drop it into the nearest Block Manager's mailbox.

5) Teachers' Program Sheets

Every teacher is responsible for keeping on file with me at all times an up-to-date PROGRAM SHEET (Sample #3, attached). This shows the teaching schedule and the number of teaching hours. It is not intended to include preparation hours. In parenthesis, following the description of the class, the approximate attendance appears. Teachers who are assisting other teachers should star their names on their PROGRAM SHEETS, and in a footnote at the bottom of the sheet report: "Assisting _____."

If you are carrying less than a 22-hour teaching load and doing other work to make up the difference in time, indicate on your PROGRAM SHEET the nature of the supplemental activity and the number of hours allotted to it. If you have regular times for this supplemental work, make entries in the corresponding squares. Otherwise, indicate at the bottom of the sheet the nature of the work and the fact that it is done at irregular times.

Show the total of your supplemental work hours below the total of your teaching hours.

Whenever you have a program change of time or location please send me a revised PROGRAM SHEET.

Supply of Forms

Forms for registration and report purposes should be secured from the following sources:

Clothing Teachers	Mary Sakai (5106-E)	2408
Commercial Teachers	Pearl Masuda (916-E)	4508
English Teachers	Ruby Sakoda (2519-C)	2608
Other Teachers	Yoneko Yoshimoto	Adm. Bldg.

Remember

The few records and reports for which you are held responsible are important to the department, the Project and the national offices. They are the basis of regular reports made to Washington, which must conform to Washington requirements.

The keeping of accurate reports is an important part of your duty as an Adult Education instructor. Your accuracy and punctuality in performing this phase of your assignment is part of the basis of your periodical ratings under the Merit System.

12. WORK RECORD AND MERIT SYSTEM:

Every worker on the Project is rated at regular intervals on the quality and quantity of work done and on general comportment. The rating sheets become part of the colonist's permanent work and character record. On the basis of this record promotions may be made and special opportunities given; or terminations may be requested.

Every effort is made to secure fair evaluations. To this end rating committees are appointed at rating time, which comes every two months, or oftener when the Merit Board requests. These committees are not standing committees. They are rotating, giving various workers, in their turn, responsibility for evaluating their fellow workers.

If you are asked to serve on a rating committee, please accept the responsibility cheerfully, and do your best to rate your fellow workers justly.

13. COORDINATING & SUPERVISING TEACHERS:

It is the duty of the coordinating teachers* to help our larger teaching departments function efficiently and smoothly.

They issue such teaching materials and supplies as the Project is able to furnish, and keep records of such issues.

They are mainly responsible for drafting revised class schedules.

They are available to help with teaching problems.

In the case of the English classes, Miss Sakoda has definite teacher-training and supervisory, as well as coordinating, responsibilities.

*See Directory, Page 11.

Since the coordinating teachers confer with me at intervals, other teachers should transmit through them most matters for my attention. This is in the interest of time-saving for everyone. Teachers are always welcome, however, to talk things over with me personally when they feel a need to do so.

14. APPOINTMENTS AT OFFICE: All teachers and coordinating teachers wishing to see me should secure appointments in advance, by telephoning from Block Managers' offices. There is a great deal of administrative work which must be carried on for the department. Unexpected interruptions, often at inopportune times, make it extremely difficult to accomplish these duties. ✓

Your cooperation in relieving office pressure will expedite the fulfillment of many teaching program needs.

15. IMPORTANCE OF PUTTING MATTERS IN WRITING: I shall be very grateful if you will put in writing, dated and signed, any matters for my attention. A great variety of details is referred to the office. It is especially difficult to bear in mind those presented only verbally, since prompt results are often impossible under Project conditions. ✓

16. KEYS:

It is extremely important that we keep our buildings and equipment under lock and key. Teachers share with Block Managers and janitors responsibility in this matter.

Block Managers are under instructions to issue Adult Education keys only to persons specified by me.

Teachers are requested to take locks with them into buildings. Do not leave them hanging on the hasps while buildings are in use. Two locks so left disappeared recently within a single week.

When leaving a building, please lock up carefully and return the key to the Block Manager at once.

17. PURCHASE & RE-SALE TO STUDENTS:

It is often a great help to teachers and students for teachers to purchase, for re-sale to students, supplies or equipment which the Project is unable to furnish. In every such case a receipted bill should be shown to the student purchasers, and then sent to me for record purposes.

As teachers may want to keep a file of their receipted bills, these will be returned to them at intervals or on request.

18. ADULT EDUCATION BUILDINGS:

Several Community Services buildings have been officially allotted for Adult Education purposes exclusively. Authorization

for use of such buildings can be given only by the head of the Adult Education Department.

No colonist, in or out of the Adult Education Department, has authority to use or assign use of any portion of any Adult Education Building without previous specific authorization by me.

No partition, construction or alteration of any sort may be made in any Adult Education Building by or by order of any colonist in or out of the Adult Education Department, without specific authorization by the Adult Education Department head who in turn has no authority in the matter except after clearance with the Chief of the Community Services Division who must first clear with the Project Engineer.

Every Adult Education teacher shares responsibility for reporting to the Department head, immediately on discovery, any unauthorized use of or construction in any Adult Education Building; or any unauthorized interference of any sort with Adult Education activities in any such building.

19. CARE AND INVENTORY OF PROJECT PROPERTY:

One of the major problems of this and other departments is protection of Project property. In order to reduce losses to a minimum, and to discover damage promptly, the Adult Education Department keeps a running inventory, checked weekly, of all equipment and non-expendable materials.

Norman Koyana is in charge of this work. Please report to him promptly any damage to, loss of, or unauthorized borrowing or transfer of any government property or materials supplied for your use; or of any property or materials which you or your students have provided for yourselves.

No colonist, in or out of the Adult Education Department, has authority to move any equipment from any one of our buildings to any other building without advance authorization from me. All transfers of property, whether for permanent or temporary use, must be made through the constituted channels.

To simplify inventorying of sewing machines and the ordering of parts for their repair, a heavy shipping tag bearing the serial and type numbers has been wired to every machine. Please be sure that none of these identification tags are damaged or removed from any of the sewing machines assigned for your use.

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STUDY THIS MANUAL--KEEP IT--RE-READ IT OCCASIONALLY

W A R R E L O C A T I O N A U T H O R I T Y
 T U L E L A K E P R O J E C T P U B L I C S C H O O L S
 A D U L T E D U C A T I O N D E P A R T M E N T
 * * * * *

SUPERVISORY STAFF

Philmer A. Sample General Supervisor & Teacher
 David G. Reid Woodworking Supervisor & Teacher

COORDINATING TEACHERS

Tsuyuko Fukumitsu . . Tulean Sewing School (Headquarters 2408)
 *Ruby Sakoda English Department (Headquarters 2608)
 *Also has teacher-training & supervisory responsibilities

OFFICE AND FIELD STAFF

Department Secretary Yoneko Yoshimoto
 Inventory & Records Norman Koyama
 Lesson Illustrator Masayoshi Matsuda

ADULT EDUCATION BUILDINGS

<u>WARD</u>	<u>BUILDING</u>
1	1508
2	2608
3	2408
4	1008
5	(4308 4508 4808-A
6	(4908 5108-A
7	(7208 7308-A
Warehouse	316

Marion Francis
 (Mrs) Marion Francis
 Acting Night School Director

Sample #1

WAR RELOCATION AUTHORITY
Tule Lake Project Public Schools
Adult Education Department

Course Clothing Adv. Date Jan. 4, 1943
Class Schedule MTWTF 8:30-11:30 AM Location 2408 Teacher Mrs. Kataoka
Name of Student (Mrs.) Florence Mikami Address 2513-A
How much instruction have you had in this subject? 1 yr. J.C., & at home
How much experience have you had in this subject? Have made family clothes
Why do you want to take this subject? Vocational training
Time preferred: Morning Afternoon _____ Evening _____
How many days (or nights) a week could you come to class? 5

INDICATE SPECIAL INTERESTS ON REVERSE SIDE OF THIS SHEET

Sample #2

WAR RELOCATION AUTHORITY
Tule Lake Project Public Schools
Adult Education Department

Teacher's Weekly Report

Week of Jan. 11-16, 1943

(Due every Monday morning for the preceding week)

Subject Clothing Adv. Days TTT Hrs. 8²⁰ - 11¹⁵ Teacher M. Matsuhashi
Location 1008 Class Began 1-4-43 Address 1006-005
Initial Enrollment (Male) - (Female) 51 (Total) 51
Present Enrollment (Male) - (Female) 55 (Total) 55

ATTENDANCE

	M	T	W	Th	F	S	Total	Average
Morning		55		54		55	164	$54\frac{2}{3} = 55$
Afternoon								
Evening								

Remarks: Singer treadle #FB5112 needs repair (over) Hours Taught 8 $\frac{1}{2}$

Sample #3

TEACHER: Alice Kaya

SUBJECT: Clothing

ADDRESS: 2018-E

DATE: 1-4-43

(Assistant: Doris Matsunami)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
MORNING						<u>3/6:</u> 8:30-12:00 Inventorying
AFTERNOON	<u>1008:</u> 1:30-4:30 Adv. Drftg. (30)	<u>3/6:</u> 3-4:30 Inventorying	<u>1008:</u> 1:30-4:30 Adv. Drftg. (30)	<u>3/6:</u> 3-4:30 Inventorying	<u>1008:</u> 1:30-4:30 Adv. Drftg. (30)	<u>3/6:</u> 2-4 Inventorying
EVENING	<u>1008:</u> 7-9 Beginning (25) + Tailoring (18)		<u>1008:</u> 7-9 Beginning (25) + Tailoring (18)		<u>1008:</u> 7-9 Beginning (25) + Tailoring (18)	

Inventorying, 316 } $8\frac{1}{2}$ hours scheduled
 $5\frac{1}{2}$ hours by arrangement

TEACHING HOURS: 15
 Supplemental work hours: 14

PERSONNEL DIRECTORY

ADULT EDUCATION DEPARTMENT

TEACHING AND OFFICE STAFF

<u>NAME</u>	<u>ADDRESS</u>	<u>SUBJECT</u>
Akitsuki, Tetsuko	2904-B	English
Arima, Mary	7204-E	Clothing
Date, Yuriko	3315-D	Clothing
Fujioka, Yuriko	1003-B	Clothing
Fukumitsu, Tsuyuko	3407-A	Clothing
Fukuye, Emiko	1019-D	Clothing
Hayashi, Chizuko	2905-C	Commercial
Hayashi, George F.	5602-E	English
Higaki, Asako	2904-A	English
Ishino, Henry T.	602-AB	Cooperative Education
Ito, Miyoko	2904-C	English
Kajitani, Kuma	5017-D	Clothing
Kataoka, Tamotsu	2715-C	Clothing
Kawachi, George Y.	5606-C	Woodworking
Kaya, Alice	2018-E	Clothing
Kitahara, Momoye	4815-D	Commercial
Kitazumi, Edward	704-A	Cooperative Education
Kiyono, Yoshiko	1714-AB	English
Kondo, Yukie	2004-C	Clothing
Koyama, Norman	4502-C	Sociology
Kurahara, Florence	4013-A	Clothing
Masuda, Pearl	916-C	Commercial
Matsuda, Masayoshi	4016-C	Mathematics
Matsunami, Doris	1006-AB	Clothing
Matsunami, Masako	1006-AB	Clothing
Nishida, Frank	802-B	English
Nishikawa, Kimiko	2901-D	Clothing
Ochikubo, Bernice	1919-B	Clothing
Ohmura, Shigeto	4207-A	Cooperative Education
Okamoto, Kazumi	2214-C	English
Okano, Janet	1806-D	English
Okano, Niki	1806-D	Clothing
Otsuka, James	7105-B	English
Saiki, Sono	5117-A	Clothing
Sakai, Fusayo	3618-B	Clothing
Sakai, Mary	5106-E	Clothing
Sakamoto, Joseph	2515-C	Cooperative Education
Sakoda, James	2519-C	Psychology
Sakoda, Ruby	2519-C	English
Sato, Chiyo	3415-B	Clothing
Serizawa, Rose	7311-A	English
Shibata, Taka	2603-A	Clothing

ADULT EDUCATION DEPARTMENT

TEACHING AND OFFICE STAFF

Shigekawa, Chieko	602-B	English
Shinosaki, Chieko	3014-C	Clothing
Shintani, Mitsuo	1807-A	Woodworking
Sumihiro, Rui	1115-A	Clothing
Suwa, Masae	3918-E	Clothing
Takasugi, Kingo	7112-E	Engineering
Takasugi, Misao	5716-AB	Clothing
Tanabe, Shigeo	2816-C	Family Life
Toriumi, Shin	2704-A	Clothing
Tsuda, Alice	3015-C	Clothing
Tsukuno, Alice	7014-F	Clothing
Wada, William	1418-C	Woodworking
Yabe, Penelope	2817-C	Clothing
Yagi, Doris	2502-B	Clothing
Yoshimoto, Yoneko	7005-C	Secretary

MAINTENANCE STAFF

<u>NAME</u>	<u>ADDRESS</u>	<u>SERVICING</u>
Hotsuka, Ginzo	4801-E	4308, 4808
Ito, Kanekichi	2604-A	2608
<i>S. Fukuda</i> Kawatake, Nobutaro	517-D 4016 D	316
Makiyama, Wataru	7306-DE	7208
Matsunami, Kanichi	1006-AB	1008, 7108
Morita, Koshichi	6705-BC	7308
Nobira, Kenichi	2202-A	2408
Watanabe, Orikiichi	4916-B	4908, 5108
Nakamura, Nobujiro	4305-C	All Sewing Machines

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ADULT EDUCATION ADVISORY COMMITTEE

<u>BLOCK NO.</u>	<u>NAME</u>	<u>ADDRESS</u>
4		
5	Miss Hanna Uyeno	519-C
6	Miss Mikiye Hayashi	618-C
7	Milton M. Honda, D.D.S.	704-B
8	Mr. Hitoshi Tanaka	803-C
9	Mr. Harry Iida, 917-C.	917-C
10	Miss Sumiko Nakagawa	1018-E
11	Mr. Jack N. Takahashi	1107-C
12	Mr. Kenneth Yasuda	1201-C
13	Mr. Kumaharu Okamoto	1318-A
14	Mrs. Masao Tanaka	1405-C
15	Mrs. Paul Abe	1503-A
16	Mrs. Kazue Hasegawa	1616-AB
17	Miss Yoshiko Kiyono	1714-AB
18	Mr. Philip Okano	1818-F
19	Mrs. Yonosuke Sasaki	1905-AB
20	Mr. Hayato Yasuda	2007-C
21	Miss Joice Kawamoto	2104-C
22	Mr. Sunao Nishio	2201-A
23	Mrs. Yumiko Eto	2303-B
24	Mr. William Inouye	2407-C
25	Mr. Sachihiko Yamamoto	2518-A
26	Mrs. Tsuneko Yamamoto	2615-C
27	Mr. Niro Sunada	2714-B
28	Harold Nakamura	2817-A
29	Mr. Tokuichi Kajita	2901-B
30	Mr. Tokushi Ichikawa	3013-A
31	Mr. Frank F. Hyosaka	3118-A
32	Mr. Arthur Morimitsu	3201-D
33	Rev. Isamu Nakamura	3317-C
34	Mr. George Kawata	3402-C
35		
36	Miss Haruko Oshima	3605-BC
37	Mr. Bob Sawada	3703-C
38	May Nakatogawa	3801-AB
39	Mr. Kamenosuke Teranishi	3919-B
40	Mr. Jim Masayoshi Matsuda	4016-C

ADULT EDUCATION ADVISORY COMMITTEE

<u>BLOCK NO.</u>	<u>NAME</u>	<u>ADDRESS</u>
41	David Takagishi4116-C
42	Mrs. Sada Murayama4206-E
43	Mr. Komazo Wada4317-E
44	Mr. Norio Yazuki4414-E
45	Mrs. Rose Yamasaki4504-B
46	Mr. Ed. Hayashi4613-D
47	Mrs. Chiharu Goda4714-F
48	Mr. Frank Nakamura4813-C
49	Mr. Frank Watanabe4907-D
50	Mrs. Koko Matsuda5017-C
51	Mr. Kenichiro Yasuda5115-B
52	Miss Kimi Maekawa5204-EF
53	Mr. Utaro Shimasaki5317-E
54	Mr. Hesuke Yoshimura5415-F
56	Miss Mitsue Shiraishi5617-F
57	Mr. Gizo Kosai5711-F
58	Mr. Akio Suekawa5806-C
59	Mr. Kay Yamaguchi5903-C
67	Dr. Matsusaburo Kuki6713-E
68	Mr. George Mukai6815-E
69	Mr. Chester Ogi6917-F
60	Mr. Min Terada7003-E
71	Mr. Jimmy Momoi7116-C
72	Rev. Isaac Inouye7203-A
73	Mr. Frank Matsumoto7303-E
74	Mr. Yukio Fujioka7406-AB

WAR RELOCATION AUTHORITY
Tule Lake Project Public Schools
Adult Education Department

A D U L T E D U C A T I O N C L A S S E S

<u>Subject</u>	<u>Place</u>	<u>Time</u>	<u>Teacher</u>
<u>Automotive Repair</u>	4508	MW 7-9 p.m.	James W. Davis
<u>Clothing</u>	1008	MWF 8:30-11:30 a.m. TTS 1:30-4:30 p.m. TT 7-9 p.m.	Yukie Kondo
		TTS 8:30-11:30 a.m. MWF 1:30-4:30 p.m.	Masako Matsunami Florence Kurahara Niki Okano
		MW 7-10 p.m.	Masako Matsunami Alice Kaya Florence Kurahara Doris Matsunami Niki Okano
	2408	MTWTF 9-11:15 a.m. 2-4:15 p.m.	Tamotsu Kataoka Yuriko Fujioka Bernice Ochikubo Fusayo Sakai Rui Sumihiro
		MTWTF 9-11:15 a.m. 7-9:15 p.m.	Alice Tsuda Chieko Shinosaki
	4308	MTWTF 9-11:15 a.m. 2-4:15 p.m.	Sono Saiki Kuma Kajitani Kimiko Nishikawa Misao Takasugi
MTWTF 9-11:15 a.m. 2-4:15 p.m.		Doris Yagi	
5108	MWF 9-11:15 a.m. TT 2-4:15 p.m.	Tsuyuko Fukumitsu	
	MTWTF 9-11:15 a.m. 2-4:15 p.m.	Shin Toriumi Emiko Fukuye Taka Shibata Masae Suwa	

A D U L T E D U C A T I O N C L A S S E S

<u>Subject</u>	<u>Place</u>	<u>Time</u>	<u>Teacher</u>	
<u>Clothing (Cont.)</u>	7208	MWF 8:30-11:30 a.m.	Yuriko Date	
		TTS 1:30-4:00 p.m.		
		TWT 7-9 p.m.		
			MTWTF 9-11:15 a.m.	Mary H. Sakai
			2-4:15 p.m.	
			MTWT 8:30-11:30 a.m.	Chiyo Sato
		1:30-4:30 p.m.		
		MTWT 8:30-11:30 a.m.	Penelope Yabe	
		1:30-4:30 p.m.		
	7308	MTWTF 9-11:15 a.m.	Mary Arima	
		2-4:15 p.m.		
		MTWTF 9-11:15 a.m.	Alice Tsukuno	
		2-4:15 p.m.		
<u>Commercial Subjects</u>	4508			
Shorthand		MTWTF 8:45-10:45 a.m.	Pearl Masuda	
		1:30-4:30 p.m.		
Typing		MTWTF 8:45-10:45 a.m.	Momoye Kitahara	
		1:30-4:30 p.m.		
Business English		MTWTF 10:45-11:45 a.m.	Philmer A. Sample	
		3:30-4:30 p.m.		
Bookkeeping		MTWTF 4:30-5:15 p.m.	Philmer A. Sample	
<u>Economics</u>	4908	MWF 7:30-9 p.m.	Norman Koyama	
<u>Engineering</u>				
Fundamentals	2608	MTh 7-9 p.m.	Kingo Takasugi	
Strength of Materials	4508	WF 7-9 p.m.	Kingo Takasugi	

A D U L T E D U C A T I O N C L A S S E S

<u>Subject</u>	<u>Place</u>	<u>Time</u>	<u>Teacher</u>
<u>English</u>			
Issei; Low Begin.	1008	TTS 9-11 a.m.	Rose Serizawa
Issei; Begin.		TTF 1-3 p.m.	Frank Nishida
Issei; High Begin.		MWF 9-11 a.m.	Rose Serizawa
Kibei; Intermediate		MTWTF 1:30-3:30 p.m.	Chiyeko Shigekawa
		TTF 7-9 p.m.	Chiyeko Shigekawa
Issei; Low Begin.	2608	TTS 1-3 p.m.	Tetsuko Akitsuki
Issei; High Begin.		MWF 9-11 a.m.	Kazumi Okamoto
		MWF 1-3 p.m.	Tetsuko Akitsuki
		MWF 2-4 p.m.	Ruby Sakoda
		TTS 3-5 p.m.	Asako Higaki
Issei; Intermediate		TTS 9-11 a.m.	Yoshiko Kiyono
Kibei; Begin.		MTWTF 3-5 p.m.	Janet Okano
Kibei; High Int.		MTWTF 9-11 a.m.	Miyoko Ito
Issei & Kibei, Adv.		TT 7-9 p.m.	Yoshiko Kiyono
Issei; High Begin.	4808	TTS 1-3 p.m.	Ruby Sakoda.
Kibei; Begin.		MTWTF 9-11 a.m.	Janet Okano
Kibei; High Inter.		MTWTF 3-5 p.m.	George Hayashi
Issei; Low Begin.	4908	TTS 9-11 a.m.	George Hayashi
		MWF 1-3 p.m.	Miyoko Ito
Issei; High Begin.		MWF 9-11 a.m.	Asako Higaki
		TTS 9-11 a.m.	Tetsuko Akitsuki
		MWF 3-5 p.m.	Asako Higaki
Issei; Inter.		TTS 2-4 p.m.	Yoshiko Kiyono
Issei; Low Begin.	7108	MWF 7-9 p.m.	Rose Serizawa
<u>House Planning</u>	2120	F 7-9 p.m.	Harry Katsuyama
	4008	M 7-9 p.m.	Harry Katsuyama
<u>Mathematics</u>			
Advanced Algebra	4808	MW 7-10 p.m.	Masayoshi Matsudo
Analytical Geometry		TF 7-10 p.m.	Masayoshi Matsudo
<u>Modern Marriage</u>	4308	T 7-9 p.m.	Rev. Shigeo Tanab
<u>Psychology, Elem.</u>	2408	S 2-4 p.m.	James Sakoda