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Dr. Carter

MANZANAR SECONDARY SCHOOL
MANZANAR SECONDARY SCHOOL
Manzanar, California

July 3, 1944

MEMO TO: EDUCATION STAFF, SECONDARY AND UP
SUBJECT: 5TH WAR LOAN DRIVE

You may be interested in the following information:

1. The 5th War Loan Drive closes July 8.
2. The Quota for the above staff is \$4,913.23.
3. The amount so far pledged or purchased is \$1,162.50 which is 55% of the total.
4. The number of employees so far not subscribing their quota is 22 or 69%.
5. You are, according to the records, among these 22.
6. If you plan on subscribing or increasing your pledge will you do so by July 8 so that we may count it in on the 5th War Loan Drive.
7. While subscriptions will be received after the 8th as they will on any day of the year still we are to make our 100% if possible by July 8. If you prefer you may subscribe direct with Mr. Winchester or at the high school office.

Rollin C. Fox
Principal

MANZANAR SECONDARY SCHOOL
Manzanar, California

January 24, 1945

MEMO TO ALL TEACHERS:

During the two days of examinations on Thursday and Friday we will follow this procedure:

Homerooms will meet as usual on both days

No students are to be dismissed before the end of any examination period.

All students will report to study hall if they have no class or examination during any period EXCEPT that those who ordinarily have studyhall the 7th period need not come to school on FRIDAY AFTERNOON. On Friday afternoon students who have studyhall and who are not to report to school are not to be marked absent. Absences for all other times are to be reported as usual.

Make-Up Exams are to be given to students who are absent on account of illness or other approved reason. A different exam from that given the rest of the class is to be used for this make-up. Any teachers wishing an office O.K. for any student who is to take a make-up should request this at the office.

Rollin C. Fox
Principal

✓ Dr. Carter
E.B.J.

MANZANAR SECONDARY SCHOOL
September 28, 1944
Manzanar, Calif.

SHOP HAZARDS FOR WHICH THE INSTRUCTOR SHOULD BE ON THE ALERT

1. Lumber not properly stored might cause an injury.
2. Properties should not project from storage space.
3. Slippery floors can cause falls that may result in injury.
4. Inflammable liquids that are not stored in metal cabinets are a definite fire hazard.
5. See that fire extinguishers are located in convenient places.
6. See that all students know the fire drill signal and directions for leaving the room in case of the signal.
7. Containers for all inflammable materials should be labeled, air tight, and in good condition.
8. Matches should be stored in a fire proof container.
9. Tools should be stored in the racks so that sharp edges and points are protected.
10. Materials should not be allowed to accumulate in drawers, storage spaces or under benches.
11. Adequate containers must be provided for scrap materials.
12. See that all machine belts are guarded.
13. Enforce all safety rules.
14. The shop instructor should promote a safety Bulletin Board. On this Bulletin Board may be placed posters, slogans, newspaper clippings, mottos, pictures of interest from magazines, and other sources. This material may be most effective in safety instruction.

MANZANAR SECONDARY SCHOOL
Manzanar, Calif.

September 20, 1944

GENERAL SHOP RULES

1. Coats, sweaters and other outer garments should be removed before starting work. Sleeves should be rolled above the elbows. Ties should be tucked in or removed.
2. Running is not permitted in the shop.
3. Horseplay will not be tolerated.
4. Report all accidents to the instructor immediately.
5. Be careful in removing stock from storage.
6. Long pieces of material should be carried by two persons.
7. Vises should be closed when not in use.
8. All projects must be stored in a designated place.
9. Do not move heavy objects without permission.
10. Keep the floor free of scrap material.
11. Put all rags and cloths containing oil or paint in safety metal containers.
12. Hands must be dry when plugging in electrical appliances.
13. Before plugging in an electrical appliance the switch should be turned off.
14. Do not use any electrical appliance if the cord is not in good condition.
15. Do not stand in a damp place or touch a metal pipe when plugging in an electrical appliance.
16. Never go away and leave an appliance connected.
17. Keep the aisles clear.
18. Never lay a board containing nails on the floor.
19. Arrange tools at the work station safely.
20. Select the correct tool for the job.
21. Tools which are not in good working conditions should not be used but should be reported to the instructor.
22. Tools and materials cannot be thrown around.

MANZANAR SECONDARY SCHOOL
Manzanar, Calif.

September 20, 1944

SPECIAL RULES FOR MACHINE TOOLS

1. Only the operator is permitted to start or stop his machine.
2. Never clean or oil a machine while it is in motion.
3. Never go away and leave a machine running.
4. Stand clear when turning on the power.
5. Remove any outer garments that might be engaged in any part of the machine, before starting operations.
6. Always stop the machine to make adjustments.
7. Stay out of the safety zone.
8. Do not talk to student operating machine.
9. Only one student is allowed in a safety zone while the machine is in operation.
10. Do not use any machine that is not in good working order.
11. All machines requiring guards must have same in place when machine is being used.
12. Close observance of these rules and regulations will prevent accidents and promote greater skills.

SPECIAL RULES FOR HAND TOOLS

1. Do not use tools with mushroomed ends.
2. Carry edge and sharp pointed tools with the cutting edges down.
3. Do not put tools with sharp points or edges in a pocket.
4. Never use a tool with a loose head or broken handle.

MANZANAR HIGH SCHOOL
MATERIAL LOANED RECEIPT

I have today received the following property to be used in my school work, which I agree to return when called for in as good condition as when I received it, reasonable wear and use excepted. Failing to do so, I shall pay any cost due to damage or loss.

QUANTITY	ARTICLE	NO.	CONDITION

Address Ide.No. Date

Pupil's Signature Parent's Signature

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Dr. Carter

MANZANAR SECONDARY SCHOOL
Manzanar, Calif.

May 26, 1944

NOTICE No. 7

MEMO TO: TO HIGH SCHOOL STUDENTS
SUBJECT: HOMEROOM ANNOUNCEMENTS

There are 2 matters deserving of homeroom attention this morning. They are:

1. The Police Dept. inform us that high school students are trespassing on the auditorium site and are molesting property there used in the construction process. We have been asked to REQUEST ALL STUDENTS AND OTHERS TO STAY AWAY FROM THE AUDITORIUM SITE. During noon hour this situation has been worst.

If we are to get the auditorium completed for school use it is IMPORTANT THAT STUDENTS KEEP AWAY FROM THE CONSTRUCTION AREA and give the carpenters a free hand in completing the building. We are sure that our students will live up to this request.

2. The baseball game. School will be dismissed at the end of the 6th period at 2:35 so that students may attend the game to begin soon after.

The regular players may be dismissed at 2:15 to limber up for playing. Only the players are to be dismissed early.

Let's make everybody proud of our school and our teams by:

1. Using only good language. No rough talk.
2. Being 100% good sports, win or lose. It's the fun that counts most.
3. Respect the umpire. To do otherwise is a mark of the kind of person that Manzanar High School does not care to have in its midst.

EVERYBODY TURN OUT. CHEER GOOD PLAYS. MAKE THE GAME A HUGE SUCCESS.

Rollin C. Fox
Principal

*Dr. Carter
showed Mrs. Adams
some information*

MANZANAR SECONDARY SCHOOL
Manzanar, Calif.

June 1, 1944

BULLETIN No. 9

TO HOMEROOMS: Girls' Meeting for all high school girls will be held 5:30 in Mess 7 - Study Hall, today (Thursday) to hear a discussion on youth problems on the outside and how they are being met. The speaker will be Mrs. William Chambers, Japanese Evacuee Project Secretary of the YWCA National Board. This meeting is sponsored by the local YWCA.

High School Operetta - come one come all!

Matinee for children under 13. Thursday, June 15 at 2 p.m. in the new Community Auditorium. All children must be accompanied by their regular teacher or by their parent. Admission price 5¢. No tickets sold in advance for the matinee.

Evening performance for those 13 and over (no younger children will be admitted). June 16 at 8 p.m. Admission 25¢ for evacuee residents, 50 cents for appointed personnel. Ticket will be on sale shortly

High School Commencement - will be held on Sunday evening, June 18 in the Community Auditorium at 8 p.m.

Ninth grade graduation program will take place Saturday evening, June 10 in Mess 2. Only ninth graders invited.

The High School Annual will soon be ready for distribution to those who have ordered and paid for copies. Students wishing to secure autographs should do so before and after school and at time when classes are not in session. Let us not interrupt the work of any class by asking them for autographs. You will be notified by the Annual staff when the copies are ready and how to get them.

TO TEACHERS: Meeting for ALL teachers today 4 p.m. in 7-7-1.

Rollin C. Fox
Principal

A SOCIAL PLAN FOR MINORITY GROUPS

(An Excerpt from a Letter of O. D. Richardson)

A minority group, racial or religious, never gets quite fair treatment. Unfair treatment causes hatred, and hatred causes more unfair treatment. This condition is dangerous to the United States for it is the negation of our religion and our democratic principles. It is dangerous to any minority for history is full of examples of minority groups who became "untouchables." But until a minority group decides to break the fatal circle with an intelligent plan, and find leaders who can persuade their people to follow that plan, there can be no remedy. Equality cannot be given or legislated. It must be won, and won by some careful plan, well conceived, and followed vigorously for at least a generation.

Axiom: People will trust you and accept you, in time, if you conform to the folk-pattern: that group of customs which make the Americans Americans, the Chinese Chinese, the Russians Russians, the Romans Romans. These customs often seem odd, but there is always a good reason for them in the life of that particular people.

Don'ts for Racial Minorities:

1. You must decide which of the customs of a country are merely a passing fashion, and which are the roots of its character. No one can become an American (though lots have tried) by learning to jitter-bug, drive a car, to neck in quiet lanes, drink ice cream sodas, heat a house with an automatic gas furnace or get a divorce.
2. You cannot become an American by imitating the habits of people who are not respected by the best of the Americans.
3. America has quite a reputation in Europe and Asia as a place where people are care only for making money. Some immigrants imagine they are fitting into the life of this country when they come here just to make money. They soon find that people who come here just to make money are very much disliked. America is something you must belong to, not something you purchase. People who try to make money without "belonging" soon find that other people make it hard for them to make money, and treat them with hostility. Sometimes the immigrant calls this racial discrimination. It is not racial discrimination. It will happen in any country and in any group where people get the idea that a stranger wants to share the best they have without being one of them, and by that I mean acting as they act, suffering when they suffer, giving when they give.
4. Do not earn your money here and plan to spend it abroad.
5. Live in as good a house as the older Americans who make what you do. If you live in a shack or hovel, the Americans will argue that you are trying to reduce the standard of living, or that you are not sub-human and do not want to live decently, or that you are not living in America at all, but are saving your money to spend abroad in some foreign land. They will not like you for any of these.
6. Do not put off learning English.
7. Do not throw away your money, especially on cheap goods.

8. Never lose respect for the people of your ancestry and the things they have accomplished. The Americans have no use for people who act ashamed of their parentage, and who try to become Americans in six months. They believe that such persons are either dishonest or too shallow to be a credit to any nation. Becoming an American is a gradual, slow process. We are proud of our ancestors, and do not respect those who are not proud of theirs. We think too well of ourselves to believe that any person can become one of us by learning a few wise-cracks, sneering at his forbears, and buying a new suit of clothes.
9. As immigrants and the children of immigrants you will often live in poor districts, and the members of the majority race you meet will frequently be persons who are not very much respected by their own people. The failures of one race are always those who most resent a different race. You must make your friends among the better-educated and more successful people of the majority race.
10. Never act ashamed of your own people, or try to escape their problems by deserting them.
11. Study the successful Americans carefully, and find out what makes one American popular with other Americans. Then try to win good-will in the same manner.
12. If people are rude to you, and try to make it hard for you to make a living, keep your head. Remember what you want: fair treatment. You can never gain it by feeling sorry for yourself, or planning for the time when you can be rude and hateful back again.
13. The more you learn about America, its land, peoples, history, songs, books, heroes, the less of a stranger you will feel in it. True, many Americans do not know much of these things. Could you expect to be successful in any country by imitating the least successful of its peoples?
14. Never cover hurt feeling with a loud, contemptuous manner.

December 19, 1942

ESSENTIAL UNDERSTANDINGS AS A BASIS FOR THE
RE-OPENING OF SCHOOL

ATTENDANCE:

Compulsory attendance is necessary for all pupils up to sixteen years of age. Pupils between the ages of fourteen and sixteen will be granted work permits outside of school hours, or at the discretion of high school authorities. Young people over sixteen years of age will attend high school on a purely voluntary basis. All children expecting ^{to} ~~taking~~ ~~of~~ school work must report for classes on the day school ~~is~~ officially opened unless they are ill and able to produce a doctor's note before re-entering. Those who attempt to straggle back to school at their own leisure or inclination will be denied permission to attend;

TARDINESS AND ABSENCE:

All children must report to their classes on time. The many common excuses offered for tardiness will not be accepted. The only excuse which will be accepted for absence from school will be personal illness or death in the immediate family. Provisions for pay days, clothing, etc., will be made by camp authorities so that no excuse for such activities will be honored.

Basic Understandings for Reopening School
December 19, 1942

OBEDIENCE:

All pupils must be active in their school work and not sit in class with a detached sulking attitude. They must do serious school work with the definite idea of earning a creditable citizenship record. Class disturbances, heckling and smart cracks will not be tolerated at any time. Individual pupils must accept the school program most feasible for that particular student. No pupils are to manifest evidences of lingering tension over recent disturbances.

COURTESY:

There must not be any more indignities to teachers, for example the following samples taken from many:

1. Pushing teachers out the door. (Mrs. McConnell)
2. Writing on the walls of the latrines and buildings. (Miss Bell and Mrs. Stump)
3. Writing insulting remarks on the blackboards. (Miss Moen)
4. Locking teachers and classes in their rooms. (Fowler, Stump, Hayes)
5. Letting air out of tires. (Chester)
6. Cursing in general and teachers in particular. (Building 17 - 15 and Mr. Smeltzer)

Basic Understandings for Re-Opening School
December 19, 1942

7. Writing in the dust on cars, actually permanently marring the finish. (Simpson and Fowler)
8. Hiding pencil sharpeners and other equipment.
9. Any pranks designed to upset school.

NON-SCHOOL GROUP OF STUDENTS:

Non-school groups must stay away from the school area. They will not be permitted to wander in and around the school buildings, or to heckle, disturb and ridicule students and teachers from across the street. Police will be on call, if needed, to stop such incidents.

BLOCK MANAGERS:

Block managers must not make decisions concerning the opening or closing of school or as to whether the pupils should attend class.

HOUSING:

Housing needs must be attended to before school can be opened. Proper workmen must be made available to perform the necessities in housing reported in the principal's report of December 16th.

MANZANAR SECONDARY SCHOOL
Manzanar, California

January 19, 1944

*Dr. Carter have
Do you have suggestions?
Power suggestion
re: test*

TO: ALL HIGH SCHOOL TEACHERS
SUBJECT: MID-YEAR EXAMINATIONS

(This is a preliminary draft of communication to teachers on the mid year examinations)

WHY EXAMS?

With the close of the present semester we shall be in need of uniform practices for mid-year examinations in subjects that terminate as well as in subjects that will continue for the rest of the school year. The reasons for testing will doubtless be covered in the professional meeting on the 29th.

TIME

Testing periods will be 1½ hours long.

ORDER OF TESTS

The same order as prevails in daily classes will hold.

DAYS

February 2		February 4	
P.M. 1:10 - 2:40	Per. 1 class	A.M. 8:40 - 10:10	Per. 5 class
		10:20 - 11:50	Per. 6 class
February 3			
A.M. 8:40 - 10:10	Per. 2 class	P.M. 1:10 - 2:40	Per. 7 class
10:20 - 11:50	Per. 3 class		
P.M. 1:10 - 2:40	Per. 4 class		

ROOMS

The regular classrooms will be used but teachers may take their students to a vacant room where there are tablet arm chairs or student tables, and they may mix their class with a neighboring one for the purpose of having students taking a test sit in alternate seats.

SUPERVISION

Supervising teachers are to give their full time to supervising the giving of the test and are not to correct papers or divert their attention.

TEST QUESTIONS

I wish to see a rough draft of all examination questions for many reasons. These should be handed in as soon as ready and

NOT LATER THAN Friday, January 28. In general we should have BOTH objective and essay type except when the latter is not desirable. Then two sections in a certain subject take the test on the same half day it will be possible to use the same set of questions. For other sections it will not be difficult to alter a master test so as to provide for these sections meeting on different half days. It is hoped that teachers may be able to duplicate their tests so as to give a copy to each student.

Copies of test papers should not be left in teachers' rooms or where students are likely to see them in advance of the examination.

Tests should sample the semester's work.

MARKING

Following each test question should be the designation for its grading -- that is, how much credit is allowed. The examination mark will be separate from the 18 weeks mark and will be recorded as such. Our comparative marks are as follows:

A	very superior	90 - 100 per cent	
B	good	80 - 89	
C	average	70 - 79	
D	barely passing	60 - 69	(not recommended for college)
F	failing	below	

ENGLISH COMPOSITION

The test of a knowledge of English grammar is in its use. In all English classes 7 - 12 will teachers set aside a regular period in advance of the examination when a composition can be written by each student that will constitute part of the English examination. We shall decide in joint meeting of all English teachers next week how much this composition will count in the sum total for English.

This is a preliminary plan. Teachers will be given an opportunity to discuss it at 3:45 p.m. Tuesday, January 25 in 7-7-1 when all teachers are asked to come for a brief meeting. This meeting is to take precedence over any other school duties.

Rollin C. Fox
Principal

(ARTEN)

EFFICIENCY RATING ELEMENTS

9. Accuracy of judgments or decisions

Responsible for correctness of courses of actions; correctness of interpretations made; fitness of action taken; soundness of suggestions; soundness of interpretations, recommendations; foresight in changing conditions and probable events; logic, reasoning and analysis; recognizing and weighing factors involved; extent to which judgments are adjusted, reversed, and reviewed.

10. Effectiveness in presenting ideas and facts

(An underscored item)

Expressing ideas in writing and orally; creating and keeping interest; fitting language to different objectives and circumstances; choice and use of words; exclusion of irrelevant matter; development of subject to its conclusion; emphasis, mannerisms.

11. Industry

Applying time, interest and energy to duties where employee is not under close supervision; concentrating on work; getting down to work and working steadily; spending time but not working; visiting and gossiping with others; wasting own and their time; taking care of personal business or occupying self with matters not part of duties.

14. Ability to organize work

Discretion in planning work; putting first things first; orderliness; giving proper proportion of time to each matter to get desired results; coordinating work activity with that of others; adjusting activities to circumstances and to facilities.

15. Effectiveness in meeting and dealing with others

Making personal contacts within and outside the unit; manner in approaching; meeting and working with others; self control; tact; poise; acceptance of employee by others; personal appearance and hygiene; accomplishing objectives of contacts; creating confidence; respect; avoiding conflict, coordinating viewpoints; quieting antagonisms.

18. Resourcefulness

Solving problems particularly new ones where precedents are not available; devising ways and means in solving problems or meeting situations; applying imagination and ingenuity; applying principles or methods to new uses; making use of what is available; having ideas when one will not work get another; fertility of ideas.

19. Dependability

Doing work that is relied upon, carrying responsibility or trust; assurance that work will be carried out; things will not be forgotten; keeping appointments; being where supposed to be; readiness and availability to perform duties; keeping promises; knowing what information to give and when; sobriety, devotion to duty, loyalty to organization, honesty; building up confidence.

No. of elements used 7

No. underscored as most important 3

Rating basis: Excellent - all underlined elements marked plus and no element a minus
Very good - Majority of underlined marked plus, none marked minus
Good - all underlined at least adequate, and minus compensated by plus. OR majority of underlined adequate and minus marks OVERCOMPENSATED by plus.
Fair - majority underlined adequate and minus NOT compensated by plus.
Unsatisfactory - majority of underlined marked minus.

Carlin

MANZANAR SECONDARY SCHOOL
Manzanar, California

credential no. _____

March 26, 1945

MEMO TO: Teachers

SUBJECT: Renewal of Teaching Credentials

Teaching credentials expiring in California by June 1945, are to be renewed before that time. The State Dept. advises as follows:

Each applicant for the renewal of a regular credential should submit the following to Joel A. Burkman, Secretary, Commission of Credentials, State Department of Education, Sacramento 14, California.

1. A letter requesting renewal (No form is provided for this purpose).
2. The renewal fee of three dollars in the form of postal money order or certified check (Please do not submit currency or personal check).
3. Official verification of completion in California of the requirement of a course or of an examination on the Constitution of the United States, unless the present credential bears a stamped notation showing that this requirement has been met.
4. A letter from the employing power, or from another responsible person having immediate knowledge of the facts, verifying that the applicant has completed a minimum of five months of full-time educational work during the five-year period immediately preceding the expiration date of the credential now held, or an official transcript of record showing that the applicant has completed at least six semester hours of upper division or graduate work in an accredited educational institution during the five-year period immediately preceding the date of expiration of the credential.

Rollin C. Fox
Principal

Carlin
St. B.

MANZANAR SECONDARY SCHOOL
MANZANAR, CALIFORNIA

October 11, 1944

NOTICE TO ALL TEACHERS:

SUBJECT: Fire Drill

We shall have a fire drill tomorrow morning, Thursday, probably during the 4th period. The attached instructions must be carried out exactly if our fire drills are to be successful.

Toward the close of the 6th period, we shall have another fire drill when the Fire Department will be on hand to see how well it is carried out. Following the fire drill the Fire Department will give a demonstration east of the auditorium for the entire Student Body. Students are to go to this demonstration directly following the afternoon fire drill. There will be no 7th period class.

Rollin C. Fox, Principal

FIRE
REGULATIONS

MANZANAR SECONDARY SCHOOL
Manzanar, California
October 11, 1944

FIRE
REGULATIONS

FIRE DRILL REGULATIONS

- Signal: The signal for fire drill will be three long blasts on the school siren repeated three times.
- Monitors: In each class there are to be appointed two monitors whose duty will be to see that the doors are opened before the class attempts to leave the room.
- Messengers: Two messengers likewise will be selected in each class, one of whom, in case of actual fire, will go immediately to the school custodian's office and the other to the high school office to report the location of any fire.
- Order of Passing: Students will leave each classroom in double file and in an orderly manner and will walk with their classroom teacher to the place given below and will stay as a group with their teachers:

Students in the classrooms in buildings 1, 2, 3, 4, 5,
8, 9, 10, 11, and 12
will go directly to the area EAST of Block 7, across the
street toward the main highway.

Students in the classrooms in buildings 6, 7,
13, 14, 15, 16, 19, 20,
Auditorium
will go directly to the area WEST of the auditorium in the
tennis court area. There is to be no scuffing on the courts.

No one is to be allowed in the square where the auditorium is.

When the all clear signal, a single long blast on the school siren is sounded, the students will return in an orderly fashion to their classrooms in double file.

- Fire Extinguishers: Students are not to use fire extinguishers. This responsibility will remain with the teachers and the other school employees.

IN CASE OF
ACTUAL FIRE

and if it would be dangerous to students to go the places indicated, then teachers are to direct the students to all go TOWARD THE DIRECTION OF THE WIND IS COMING FROM.

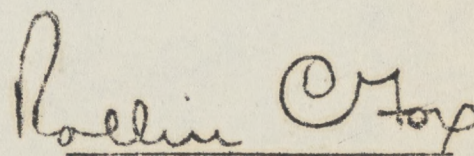
REMEMBER!!

Fire is a serious business -- follow directions exactly

Walk -- do not run

Stay together as a class

Keep with your teacher


Rollin C. Fox, Principal

FIRE
REGULATIONS

MANZANAR SECONDARY SCHOOL
Manzanar, California
October 11, 1944

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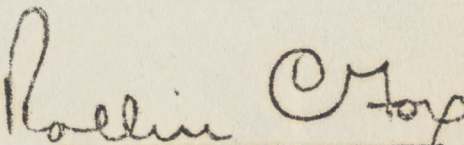
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Stay together as a class

Keep with your teacher


Rollin C. Fox, Principal

MANZANAR SECONDARY SCHOOL
MANZANAR, CALIFORNIA

January 17, 1945

MEMORANDUM TO: ALL TEACHERS

SUBJECT: Assembly

The assembly this week will be held on Thursday. There are to be two assembly groups-Junior High (7-9) and Senior High (10-12) separately. These will be for student election campaign speeches under the direction of the student councils.

Time: students will report to their homerooms at end of 5th period and WAIT FOR THE ASSEMBLY SIGNAL (three long blasts on the bell). They will then proceed in an orderly manner to assembly.

Seating arrangements will be as follows:

Senior high: grade 12 will sit front center
grade 11 homerooms will sit right in back of them
in order - Mrs. Nail, Mr. Abel, Mr. Rogers.
grade 10 homerooms will follow in order -
Miss Smith, Mrs. Davalle, Mrs. Rude.

Junior high: each homeroom is to sit together. Teachers may select any part of the study hall. It will be necessary for some students to stand (boys are to give their seats to girls)

Further instructions will be given in the assembly. Teachers should consider that the assemblies and voting may run over into period 7.

May we ask teachers to go over with their homeroom students the correct procedure in going to the assembly, where to sit, and conduct in assembly. We have had some very ragged procedure in this regard lately.

Rollin C. Fox,
Principal

MANZANAR SECONDARY SCHOOL
MANZANAR, CALIFORNIA

January 17, 1945

TEACHERS BULLETIN NO. 17

Mid-year Exams will be given as agreed upon and as follows:

Period 1 class	Thursday, January 25	8:40-10:00
2		10:05-11:25 (classes dismissed for a.m.)
3		1:00-2:20
4		2:25-3:45 (classes dismissed for the day)
5	Friday, January 26	8:40-10:00
6		10:05-11:25 (classes dismissed for a.m.)
7		1:00-2:20 (classes dismissed for the day)

This gives an overall total of 80 minutes for the complete test set up in each class. With the time necessary for giving out the tests, giving directions, and taking up the papers there will not be much more than one hour for each test.

File copies of tests are requested to be filed in the office after the close of the testing period.

Marks will be compiled on the same basis as stated in the October 19, 1944 bulletin to teachers (copy on office bulletin board)

for this closing period (6 weeks in length) . . . a class mark consisting of all work done during this 6 week period.

for the semester (18 weeks in length) . . . a mid year test mark in the left hand column on the class marks sheets under Semester Final, and a semester final in the right hand column made up by counting each 6 week mark and the final examination as equal. That is each of these four marks will count as one fourth of the semester final grade.

In subjects like shop, homemaking, art, auto mechanics, physical education, the evaluation of the students' performance or project is to be given weighted consideration as heretofore.

It may be given only when a student has been ill or in the course for less than half the time. It is not to be given for non-performance.

Recording of marks is to be done on report cards in 1-13-3. The cards are not to be taken from there. Marks will be needed on both report cards and class work sheets by Wednesday, January 31.

For purposes of uniformity we are making available to students through classroom teachers paper for use in mid year exams. This is on the bench in the office. Please select the kind you want by the room. There are several kinds and sizes. More is available.

The making of new student schedules will take place tomorrow and Friday in classrooms. Special instructions will be issued.

Classes will begin February 1. This means that classes will not meet on January 29, 30, and 31.

Dr. Carter

MANZANAR SECONDARY SCHOOL
MANZANAR, CALIFORNIA

October 27, 1944

TEACHERS BULLETIN NO. 11

INYO COUNTY--Dates, November 1-3 at Lone Pine High School. The program is posted on the bulletin board. Attendance at this institute is expected of all appointed teachers not only in Manzanar but in Inyo County as part of their teaching program. It is unfortunate that the evacuee teachers also will not be able to attend. While there are always many things about an institute program that fail to interest all teachers all the time, still there is much that is helpful for those who seek this helpfulness. Manzanar High School will not be in session these three days. We will prepare a list of available transportation for those who do not have cars.

No lesson plans need be handed in for the two day teaching week, October 30 and 31.

MOVIE FILMS--We are now prepared for showing educational movies. So that all teachers interested may have an opportunity to consider the whole procedure of ordering and using films to the best advantage, we will have a brief meeting on Thursday, November 9 in 7-4-4 at 3:45 of teachers interested in films.

In the mean time teachers who would like to order some films now may hand me their lists for consideration on the temporary form provided.

STAFF MEETING --With regard to the staff meeting yesterday: (1) May I ask any teachers who have franked envelopes or stickers to turn them in at the high school office. (2) No member of the high school staff is to drive any WRA vehicle charged to education unless such driver has a WRA driving license. (3) We will prepare a list of available transportation for teachers who wish to go to Lone Pine to vote on election day, November 7. Due to teaching duties necessitating our being on the job until 3:35, we shall arrange to use the time after the close of school for going to the polls.

- A BIT OF SPICE
1. If you wish any strips put over your blackboard for use in hanging up maps will you speak to Mr. Shiota about them?
 2. Students are getting in the habit of sitting on the arms of tablet arm chairs. This is causing the arms to loosen. Will you ask students to sit in the chairs, use the arms for a working surface, and keep their feet on the floor--not on the chairs.
 3. We still find many 7th and 8th grade students particularly, in the study halls with nothing to do. Is it not possible for classroom teachers of these students to check on the completion of assignments in such a way as to insure these students being busy during their study periods?
 4. We plan to have a classroom key for every teacher as soon as the blank key stock arrives. There appears to be a growing need for teachers who have keys to lock their classroom doors at noon. On the other hand, it becomes necessary for teachers to inform students that they are not to hang around school during the noon hour but to go home to their own blocks for the noon period and to return to school in the afternoon before 1 o'clock.
 5. All boys who are interested in playing on any of the high school athletic squads should be counselled to give careful attention to their studies and school program so as not to lose their privilege of being on the squad.

TEACHER -- In addition to the meeting arranged for Thursday, November 9 on movie
MEETINGS films, I am asking all teachers of English including Mr. Greenlee to
meet on Wednesday, November 8 in 7-7-4 at 3:45 to talk over our speech
program and the follow up on the program. I am also asking Mr. Dykes to meet with
the science teachers as may be most convenient to discuss the overall plans and co-
ordination of the science program.

Rollin C. Fox
Principal

MANZANAR SECONDARY SCHOOL
Manzanar, California

November 6, 1944

BULLETIN No. 12

GUIDANCE RESPONSIBILITIES (Will teachers please make known to their homerooms and to students in class and otherwise as occasion requires the contents of this notice?)

Effective today there will be a refinement of the responsibilities for guidance as given below. The purposes of this are in part:
1) to assist teachers in developing a guidance program and follow up,
2) to centralize responsibility for various grade levels of students and for each student individually, 3) to reduce the number of students heretofore supervised by the principal or assistant principal, and 4) to give each student a single person in addition to his homeroom and class teachers to whom he may go when necessary for overall guidance assistance and final decisions.

Homeroom teachers and class teachers are not relieved of any guidance responsibility; on the other hand, they are urged to assume more of it by working more closely with the student and with the supervisors named below.

In addition to their homeroom teacher and class teachers, students will consult with:

Grades 7, 8, & 9	Miss Potts	High School Office, 1-13-4 except periods 2 and 5
Grades 10 & 11	Mrs. Oltmans	Guidance office, 1-13-4 except periods 1, 2, 3 & 4
Grade 12	Mr. Fox	High School Office, 1-13-4 except period 3

(The best way for students to see any one of the above persons is to make an appointment through the person on duty in the appropriate office.)

in matters of:

Student programs	(selection of course of study, type of diploma and subjects; dropping subjects or changing courses or subjects; and the like)
Scholarship	(adjustment, evaluation, etc.)
School adjustment	(general behavior, getting along with others--either students or teachers--extra curricular activities, etc.)
Part time employment	(work experience students for school credit will continue to see Mrs. Rude)

In matters requiring immediate attention -- admission to class because of tardiness (if it does not become habitual), being excused from school, misconduct, and other emergencies, the case will be referred to the office as heretofore.

Teachers are asked to hand in to the supervisor named above the appropriate "Guidance Report" form filled out for students who have been or are the subject of special attention on their part so that this form may be examined and made a part of the record for future use.

Matters having to do with a post high school educational program--the selection of a college or trade school, requirements for admission, etc., and the course to be taken up there--should be cleared with the appropriate guidance supervisor and then in turn taken up with Miss Suzuki in Adult Education office, 7-7-1, usually between the hours of 8:30-12 a.m. or by appointment.

We are hopeful that this arrangement will be of mutual aid to students, teachers, and the high school in general. It will take a little time to get under way, but with the help of all of us there should be steady progress for betterment.

Rollin C. Fox
Principal

Dr. Carter

MANZANAR SECONDARY SCHOOL
Manzanar, California

November 29, 1944

Teachers Bulletin No. 15

12 week
period

The 12 week period closes on Friday, December 8. In keeping with our practice, the mark for this 6 week period is to be a composite of the class mark, the periodic testing, the projects, a test covering the work of the 6 week period, and the like. The mark is to be an accurate evaluation of the achievement of the student for the 6 week period.

Marks are to be entered on the class marks sheets and on the report cards not later than Tuesday night, December 12. The report cards will be given out at the end of the day on December 13.

Arrival of
teachers

Teachers are reminded that the school day for them begins at 8 o'clock when all teachers are to be in their respective rooms preparatory to the arrival of students. In the afternoon teachers are to be in their respective rooms at 1 o'clock.

Heat on
Saturday

Teachers who would like to have their rooms heated REGULARLY on Saturday morning are asked to fill in the attached and turn it in at the office. As it is the custodians do not know whether or not to heat particular rooms.

Homerooms

The homeroom period is to begin promptly on time in an orderly and systematically fashion. Many students complain that they do not have quiet conditions in the homeroom conducive to study. Even though the homeroom period is short, still it should be conducted so that the students get constructive benefits in study, procedures, planning, and other worthwhile attributes. It appears that many of our homerooms have degenerated into conversational sessions that rob conscientious students of time for worthwhile endeavor.

May we ask each homeroom teacher to conduct her homeroom each morning for the benefit of each student in the room.

Rollin C. Fox
Principal

center

MANZANAR SECONDARY SCHOOL
MANZANAR, CALIFORNIA

December 14, 1944

TEACHERS BULLETIN NO. 16

FOOTBALL GAME --- This Friday, Juniors vs Seniors. Sixth period classes will meet during time of fifth period, and seventh period classes during time of sixth period. Classes dismissed at 2:45.

ASSEMBLY --- None this week

CHRISTMAS DOINGS- By request of the Student Council, classroom parties may be held for those classes wishing them during the time of their regular class on Friday, December 22 and on no other day. In place of regular 6th and 7th period classes on Friday next week, we will have an assembly consisting of the Christmas musical program now being rehearsal.

In the evening the same Musical program will be given in the auditorium for adults. Admission by tickets obtained at Block Managers offices. Students will not be admitted to the evening program.

CHRISTMAS VACATION-Classes will be dismissed after the Christmas assembly on December 22 and will be resumed on the morning of January 8.

LET US GIVE OUR ATTENTION TO NEED FOR CORRECTION OF THE FOLLOWING:

SCHOOL FURNITURE - The tablet arm chairs are not constructed to hold students sitting on the arms. Let us stop this practice at once. Broken chairs will necessarily be replaced by common folding chairs.

SCHOOL BOOKS --- Many students are marking up school books issued to them. Teachers are directed to inspect all textbooks to see that there are no markings in them and to report any cases of flagrant misuse of such books and especially the instances of indecent writings and drawings.

EATING ON SCHOOL
GROUNDS

Ice cream cups, candy papers, apple cores, and the like are being thrown about the school grounds and rooms with recklessness. Teachers are authorized to instruct students that articles of food are not to be brought to rooms or on to the school grounds except as part of an approved party or program under the direction of a teacher.

DANCE PRACTICES - Some of these are resulting in damage to furniture and annoyance to others after school class hours. We will provide Mess 2 for these dance practices. Teachers are to cancel on the spot any dance practice that does not proceed orderly.

Rollin C. Fox
Principal