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COPY

Poston II School

PRINCIPAL'S OFFICE BULLETIN #1

September 9, 1943

TO: All teachers, assistants and staff members.

Teacher's Use of Working Time, Sept. 8 - 18

According to the motion passed in faculty meeting Tuesday, it is expected that all teachers will contribute their morning hours to work on the new buildings insofar as they are physically able and when not required to attend morning meetings and other duties. Obviously each teacher must exercise judgement in this regard.

In order that there will be no misunderstanding, please note the following procedure:

1. The school timekeeping clerk will check attendance at the new school buildings daily between 8:00 and 11:30.
2. Persons not on duty at the new school must report to the principal the reasons therefor and the nature of the work being done elsewhere.
3. Attendance will be checked and reported in all afternoon meetings. Absentees must have good reason if they wish to be considered on duty with pay. The individual teacher or assistant is responsible for taking the initiative in this matter. Please do not assume that your absence is understood clairvoyantly.

Schedule of Meetings Beginning Thursday

- 2:00 p.m. Elementary teachers only in the principal's office. Assistants will report at 2:00 also, for conference after the meeting.
- 2:30 p.m. Elementary teachers and assistants in conferences.
- 5:00 p.m. Jr. and Sr. High School Core Studies teachers, (Grades 7 to 12) will meet in the principal's office.
- 2:00 p.m. Physical education teachers will meet to choose a chairman and to make plans for the year.
- 2:00 p.m. All other teachers will work on their own plans.

Note: In the case of all meetings not attended by the principal, a brief, written summary is desired by the principal, in order to improve general understanding.

Identification Picture for Appointed Personnel

Please note the following memorandum from Dr. Harris:

"All appointed personnel on the school staff are requested to report to the project photographic laboratory at the east end of the departure station building in Poston I sometime between 8:00 a.m. and 5:00 p.m. on Tuesday, September 14. Identification pictures will be taken at this time for use on employee passes. This requirement applies to all appointed personnel including principals, director, and supervisors. Please urge all the members of your staff to report on the date set."

Note: Teachers will please make their own arrangement for transportation. If regular bus service is used, it would be wise to arrange for it the previous day. Otherwise some crowding may result.

Poston II School

PRINCIPAL'S OFFICE BULLETIN #2

COPY

September 20, 1943

To: All Teachers:

Attendance Reports:

All elementary and all secondary "registration teachers" shown on the attached list are requested to turn in a written report of attendance for the grade on the first day of school by noon Monday, September 20. Primary and elementary grades children may be dismissed after attendance record, if not needed or if rooms are not suitable for use.

Work Assignments:

After checking attendance on the grade list, all secondary "registration teachers" will please assign students in blocks of 10 to report to the teachers and rooms listed on the schedule provided. Please keep records.

All classroom teachers, elementary and secondary, will please record the names of students who report to them for work. Please be prepared to make a report on the quality and amount of work done. As soon as the classroom and table cleaning is finished, classroom teachers will please write a "release" for the students and send them back to their registration teacher.

Completing Registration - Secondary Division:

After receipt of written releases from classroom teachers secondary "registration teachers" may permit students with complete program to make a copy of their program of classes for use on the first day of regular classes, which will be Tuesday unless announcement is made to the contrary.

Students with incomplete programs should be instructed to report to all regular classes on his program, and advised to wait a day or so before choosing another elective subject.

There will be no changes in programs by either students or teachers unless a mistake in registration has occurred which can be corrected by the registration teachers. All other requests for change must be referred to the registrar Mr. Aihara, for written approval. Teachers may make recommendations and submit the registration sheet and the program card to the office. This control is a necessary check.

Students and pupils who will later move to Tule Lake are expected to attend school regularly until near departure time. Please notify all such persons.

September 20, 1943

Faculty Meeting:

There will be an elementary staff meeting at 3:00 p.m. Wednesday in the School Library. All teachers and assistants should attend.

There will be a secondary division staff meeting Tuesday afternoon at 3:00 in the School Library. All teachers and assistants should attend and raise problems and questions that may help to perfect the organization of the school as a whole.

All teachers should plan to attend meetings on Saturday mornings. The exact time, place and nature of the meetings will be announced later. It seems most probably that this time can very profitably be used for curriculum planning and study.

s/ Dallas C. McLaren
Principal, Poston II School

COPY

October 7, 1943

To all teachers:

U. S. Mail:

It has recently come to my attention that arrangement has been made for the local post office to deliver teachers' personal mail to the school office presumably for distribution to the teachers' mail boxes. While this type of service may be much desired, it will impose added duties and responsibilities upon the dwindling office staff in delivering and collecting personal mail in what is actually a place of business. I therefore suggest that the postmaster be requested to deliver all Block 200 mail directly to that block. Mail might then be distributed at the mess hall as is done in Camp I.

Official school mail will be delivered to Block 210 and later to the new school campus as requested several weeks ago. It would seem that personal mail should be delivered to the residential area and that steps be taken to effect this plan at the earliest possible date. All interested teachers are requested to sign the petition on the office counter if they wish to have their personal mail delivered to Block 200 by the postmaster.

PRINCIPAL'S OFFICE BULLETIN #4

December 9, 1943

To all secondary division teachers and assistants:

Secondary Division Staff Meeting:

There will be a secondary division staff meeting at 10:00 a.m. Saturday morning, December 11, 1943, in room 21. (Mrs. Harris' room) All secondary division teachers and assistant teachers are requested to attend.

To all teachers:

Teacher Personnel Record Form WRA-283:

Copies of Form WRA-283, Teacher Personnel Record, have been received from Washington through Dr. Harris' office. Each teacher is requested to fill in two copies indicating the division of the school, local address, the center, age, and all other data as completely as possible and hand both copies to the principal not later than Saturday morning, December 11. Following are quotations from the letter of Mr. John H. Province, Chief, Community Management Division:

"It is good educational administrative practice for the school to have for handy reference a record of the educational background and experience, and likewise a place to record data on the ability of the teacher to do the job to which he or she is assigned."

* * * *

"It is not intended that an active current file of this information be maintained in the Washington Office. It may later prove desirable to have near the close of WRA a file of such data to serve as a basis for recommending teachers to other schools for employment."

To all teachers and employees of Poston II School:

Leaves of Absence, Hours of Duty, and Attendance Procedure: for Teachers and Employees of Poston II School:

All teachers and school employees are requested to review the regulations covering hours of duty, leaves of absence, and to note especially the attendance procedures outlined below. Appointed personnel are requested to re-read closely Administrative Circular #1 dated September 29, 1943 signed by Dr. Harris. One quotation from that circular applicable to all teachers is as follows:

"It seems reasonable to expect that teachers will be at the school before the exact opening hour in the morning and will remain after school closed in the afternoon until all work which can be performed conveniently at the school plant is completed. Also, all teachers will be expected to attend all meetings and conferences relating to their work."

In the Poston II School the following attendance regulations for teachers and employees are effective at once:

1. Each individual will sign "in" at his respective office before the first class convenes; and, in no cases, no later than 8:30. This means that the secondary office will be opened before 8:30 and all teachers be present on or before 8:30. It is important

that tardiness not be encouraged by the teachers. If there is a need for change in the time schedule, this need should be expressed. The same general comment applies to tardiness at 1:00 p.m., and length of the lunch hour. The school day will be lengthened if necessary.

2. Employees who find it necessary to be absent from duties must report that fact to their immediate supervisors and to the principal in advance if possible. In case of illness, message must be sent not later than 8:30 a.m. of the day of absence. In making such report of illness, please indicate probable number of days of absence, whenever possible. If this is not possible, report absence each day and indicate the probable date of return. Failure to make such advance arrangements or daily reports will result in leave without pay for the day or days involved. Timekeeping records are kept up-to-date by the school office staff, and a report on teacher's attendance is made daily at 8:30 to the principal.

X-ray Program:

An announcement was made in the faculty meeting of the X-ray program now being conducted by the Department of Public Health here in Boston. The following schedule has been arranged by Miss Ruth Crawford, P.H.N.:

Elementary Division staff:	8:30 a.m.	December 11, 1943
Secondary Division staff:	8:30 a.m.	December 18, 1943
Pre-school Division staff:	1:00 p.m.	December 27, 1943

Other employees such as library staff, janitors, and office staff will be assigned a date by Mr. Ikeda, vice-principal. Each employee must fill out an X-ray Department form showing name, age, address, part to be examined (chest), etc. Hand this form to the principal not later than 4:00 p.m. Friday afternoon, December 10.

Transportation will be arranged by the Unit II Clinic. Teachers and employees are to report to the clinic at the hour indicated above. The teachers will be interested to know that there is no charge for the X-ray because the Department of Public Health considers chest X-ray as part of the School Health Program.

All teachers are hereby informed that the X-ray program will include students of this school in a schedule beginning December 23. Details regarding this schedule will be sent out later.

The following are some "reasons why" chest X-ray is desirable for anyone: (this is quoted from the National Tuberculosis Association.)

"REASONS WHY you want a chest X-ray

If it shows that you have a healthy chest, that is good news.
If it shows that you have already fought a round with tuberculosis germs and have won, that is good news.
If it shows that you have tuberculosis in the early symptomless stage, that is good news too, because when tuberculosis is found early the chances for complete recovery are excellent provided treatment is started at once."

Teachers are urged to use the "Tuberculosis References" prepared by Miss Manning and Mrs. Yasui at the request of Miss Crawford. If the X-ray program is going to be successful there must be great deal of study and understanding prior to the actual X-ray

To all teachers:

U.S. Mail Delivery:

The handling of U.S. Mail has been a task that the school office staff should not be expected to perform. It would seem that there has been ample time for other delivery arrangements to be made.

Therefore, effective Monday, December 13, there will be no personal mail received at the school offices on either campus. Only official school mail will be received. The postmaster has been requested to discontinue sending personal mail to the school offices.

It is to be hoped that better arrangements may soon be made by the residents of Block 200.

(sgd) Dallas C. McLaren
Principal, Poston II School

Poston II School
Principal's Office Bulletin #5

To all teachers:

December 20, 1943

Activities During Pupil Vacation:

All teachers who expect to leave the project are requested to notify the principal not later than Tuesday noon, December 21. Appointed teachers will be expected to use their working hours daily from Dec. 23 to January 1 inclusive with the possible exception of December 25 and January 1 if announcement is made by the project director. Each teacher will be expected to proceed with summarizing of work and records to date, and in planning for the remaining portion of the year. Teachers may work individually or in groups of related interest if desired. Teachers should always stand ready to do substitute teaching in Poston I or Poston III if called upon. Some time can be given to visiting schools in other camps provided arrangements are made in advance with the principal of the school to be visited. It is expected that teachers will sign the Daily Register as usual; otherwise they will not receive credit for the day. Announcement was made in this regard a few days ago.

Monthly Allocation of Classroom Supplies and Paper:

The attention of all secondary teachers is directed to posted sheets on the office bulletin board showing monthly allocation of general classroom supplies on hand. Each teacher is requested to observe the requirement of the lists before requisitioning for the following month. Your cooperation will be appreciated. Similar lists will be prepared for the elementary division.

Principal's Absence from Poston:

During my absence from Poston the following persons will be in charge:

Mr. George K. Ikeda, assistant principal, in general charge of the school, assisted by:
Mr. George Aihara, registrar, in charge of student attendance and personnel records.
Miss Barbara Tomihiro, Principal's secretary, in charge of office records, communication, and schedules, assisted by Miss Satsuki Sukekane and Miss Kiyoko Imoto.
Mr. George Higashioka, business manager.

All teachers and students are asked to work in cooperation with these persons as heretofore.

The period of my absence will be from December 22 to January 4 inclusive.

(sgd.) Dallas C. McLaren
Principal

To all teachers:

All sets of textbooks and library books checked out to classrooms should not be exchanged among teachers without first notifying the school library. Otherwise, teachers will be charged for lost books for which they may not be responsible.

(sgd.) Sue Kobayashi
Librarian

PRINCIPAL'S OFFICE BULLETIN#16

December 22, 1943

Textbook Examination Procedure:

A number of examination copies of textbooks has been received by the principal. The following procedure has been approved by the Book Committee:

1. Requests for publishers to send examination copies should be made by teachers to the school principal. Stating the subject, grade level, and vocabulary difficulty of books desired.
2. Upon receipt of examination copies the requesting teacher will be notified and the book or books charged out to her by the school librarian. If the book is to be retained permanently, the librarian will process the book as a part of the Textbook Reference Shelf.
3. Within two weeks the requesting teacher should turn in to the principal's office a written review of the book and a recommendation as to its best use.
4. A report to the publisher will be sent following inspection of the book by all concerned.
5. A copy of the book review will be placed within the book and the book will be placed on the Textbook Reference Shelf.

S/ Dallas C. McLaren

Poston II School

PRINCIPAL'S OFFICE BULLETIN #7

January 27, 1944

End of the Semester Plans and Instructions:

The first semester ends Friday, January 28, and the second semester begins Monday, January 31. Please note the following:

Reports to Parents

Student Progress Report:

Student Progress Reports have been printed in duplicate by the Poston I Printing Shop, and are being distributed to the core studies teachers in sufficient quantity for all the students. (Sample attached for the information of all other teachers.) This Student Progress Report will be summarized by the core studies teachers, as was done last year, based upon the classroom teacher's report.

Classroom Teacher Report:

Classroom Teacher Report will be mimeographed for the use of all teachers to rate all students in their classes on achievement in the subject and in the various personal traits listed. Teachers are required to rate achievement in the subject according to the explanation of marks on the back of the Student Progress Report. (Note the error in printing. The heading should be "Explanation of Marks", not "Remarks".) [Classroom teachers are not required to rate every student in every personal trait. However, they are urged to make a rating wherever they have sufficient evidence. If there is not sufficient evidence for rating, do not leave the space blank but draw a diagonal line across the space.] [Core studies teachers will record all the ratings on personal traits and ~~record~~ on both the original and the duplicate copies of the Student Progress Report. Do not try to average these ratings.]

Schedule of Dates:

Classroom Teacher Reports will be due in the hands of the core studies teachers not later than 8:00 a.m. Tuesday, February 1. Student Progress Reports will be distributed by the core studies teachers on Thursday, February 3.

Procedure:

(1) Classroom Teacher Report (mimeographed) should be filled in each and every class on Thursday and Friday this week. Students should print name, grade, room number, name of the core studies teacher, and the name of the subject; and hand the slip back to the classroom teacher.

(2) Classroom teachers will complete subject and personal traits ratings, sorting out report slips according to core studies teachers and turn in same to the core studies teachers personally or place them in the proper teacher's office mail box.

(3) Core Studies teachers will assemble all report slips for each student and transcribe the data to the printed Student Progress Report, making an original and one carbon copy. Under no circumstances will erasure be permitted on the Student Progress Report or the Classroom Teacher Report, or the permanent record. If necessary to make ^a correction, draw a single line through the symbol, insert the correction above or in the margin. There are not enough extra copies for many errors in transcription.

③

Core Studies teacher may permit students to print their names, grades, room number, and subjects on both Student Progress Report and Classroom Teacher Report. Accuracy is important here. However, the teacher must personally insert the marks and ratings, preferably using the carbon sheet. The original white copy will be distributed to the students on ~~Thursday, February 3,~~ ^{Tuesday, April 4,} during core studies class periods. The duplicate (buff copy) will be sent to the registrar in the high school office together with original Classroom Teacher Report slips not later than ~~Thursday, February 3,~~ ^{Tuesday, April 4,}

(4) Students should be instructed to secure a parent's or legal guardian's signature, and to return the report to the core studies teacher on ~~Friday, February 4,~~ ^{Wednesday, April 5,} ~~it should be kept in a neat condition.~~ Students with soiled or missing report sheets should be charged 5 cents for a new sheet, obtainable at the office.

Terminology:

It is desirable that all teachers observe the same terminology on Classroom Teacher Reports and Student Progress Reports. Please use very few abbreviations. This is important because the report is addressed to the parents. The report should therefore be clear and meaningful. Of course, it is expected that students will confer with their parents and help to interpret the report.

Parents should be encouraged to make appointments for conferences with teachers and the school principal regarding the progress of their children.

Meaning of Marks and Ratings:

All teachers should understand that the mark or rating assigned represents the status of or the present point in the progress of the student. The mark or rating is not an average of marks accumulated since September 20. It is rather an indication of present status. This is an important departure from the common practice of trying to reach a mythical average. The absurdity of such a procedure is revealed in a situation such as the following: An algebra student was an "A" student in September but is now barely "C". It would be absurd to rate him "B", which would be definitely mis-leading to him at this time. A "C" rating is the only one that describes his status at the present time. If in March or June he is again in the "A" bracket, he should be so rated.

Please note that no + or - qualifications are permitted. Do not use these symbols. We have only a 5 point scale, A, B, C, D, and F.

CLASSROOM TEACHER REPORT
1943-1944

STUDENT'S last name First Middle

GRADE: ROOM:

C.S. TEACHER:

Underscore one: (First)(Mid)(Second) Sem.

Days Absent

Subject: Mark:

Rating In:

Health.	
Industry.	
Initiative.	
Pride in Appearance . .	
Respect for Others. . .	
Dependability	
Resourcefulness	
Use of English.	

Signed: (Teacher)

Poston II School
PRINCIPAL'S OFFICE BULLETIN #8

January 28, 1944

To all teachers:

The Subject of Parent's Permission Blanks

If there has been any misunderstanding regarding the use of Parent's Permission blanks for school functions such as socials, excursions, etc., the matter should be cleared at once.

These blanks were used last year for the first time by the senior class in connection with their "ditch day" picnic at the river. They were intended as both a courteous notice to the parents that it was a school-approved activity, and a business-like notice to the school that the parents had received the information and would not hold the school liable in case of accident.

The use of Parent's Permission blanks seems to be sound procedure for the following reasons:

- 1) First generation parents are quite apt to be "by-passed" by some second generation offspring. Considerable concern has been expressed both here in Poston and over the nation regarding tendencies to disregard parent's advice and wishes. The blank may help young persons to focus in better perspective their relationship and responsibilities to parents and guardians.
- 2) If there is any objection or protest, this must be sent "up the line" to the origin of the order where the matter can be reviewed.
- 3) Under no circumstances, short of an emergency, may anyone countermand or nullify the instructions except the official who originated the order, or his superior officer. Any other course of action would constitute insubordination in any organization.
- 4) The democratic process does not pre-empt the giving of orders. However, the channels must be kept open for the lodging of protests and constructive suggestions that may be agreed upon by all parties concerned, in this instance, parents, pupils, teachers, and other school authorities.

PRINCIPAL'S OFFICE BULLETIN #9

February 3, 1944

All Secondary Teachers:

Hunt High School Offerings

Please note the copy of "Course Offerings" of Hunt High School, Minidoka, Idaho, and also the recapitulation showing teaching assignments of teachers in that school. The data are on the office bulletin board.

All Appointed Personnel

State of Arizona Income Tax Representative

The state income tax representative will be in Unit II today from 3:00 - 5:00 p.m. to assist appointed personnel in preparing returns.

The representative will be in the Legal Dept. office Unit II, Administration Bldg. B. (Adjacent to the Clinic Bldg.)

Sgd. Dallas C. McLaren
Principal

Poston II School

PRINCIPAL'S OFFICE BULLETIN #10

February 17, 1944

To all teachers: (secondary)

The following boys may be released at 2:15 during 7th period on Thursday, February 17, in order to go to Poston I to play basketball:

Yano Okamoto	Ted Kato
Yoshimi Kobara	Kats Shiba
Henry Inagi	Joe Tsuboi
Sus Hayashi	Tosh Toyota
Taro Yokoyama	Ray Irino
Haruo Fujitsuho	

Special Schedule for Thursday, February 17.

Period

1	8:15 - 9:00
2	9:00 - 9:40
Recess	9:40 - 9:50
3	9:50 - 10:30
4	10:30 - 11:10
5	11:10 - 11:50
Lunch	
6	1:00 - 1:50
7	1:50 - 2:40
	3:00 - Basketball game

(sgd.) Dallas C. McLaren
Principal

Mrs. McLaren

Poston II School
PRINCIPAL'S OFFICE BULLETIN #11

February 21, 1944

To all teachers:

Poston School Code:

The attention of all teachers is hereby directed to the Poston School Code which was published and distributed early in January. Careful reading of Section 1, Compulsory Attendance, will indicate that children may be excused from compulsory attendance only after due process of law. It would therefore be presumed that no teacher has a right to exclude a child from class until authorized to do so by the school principal, Superintendent of Schools (Director of Education), and the Youth Counseling Board or the Judicial Commission of the unit. There have been a few instances in the past few weeks where teachers have informed pupils that they are excluded from classes. Such a procedure is entirely out of order unless authorized after proper consultation with the principal. Any teacher who takes the law into his or her hand is a law violator and is subjecting herself to a serious charge of insubordination. Such a record could be easily avoided by proper reporting and consultation well in advance of a situation that would call for drastic action.

Section IV Liability of Parents: All teachers will please call to the attention of all students the contents of this paragraph regarding damage to school property. All teachers are requested to report at once all evidence of damage to school property whether or not done with malicious or criminal intent. Students guilty of such conduct are liable to suspension or expulsion from school upon complaint of the Education Administrative Council which is composed of the school principals and the Superintendent of Schools. Section II and III of the school Code are in effect and should be re-read and explained to all students. Thus far we have had very little trouble with truant children, but there are other types of cases that should be reported upon more frequently, possibly with a view to recommending release from the school and entry into full-time employment. It should be explained to all students that attendance is compulsory provided that certain conditions are observed by the students and their parents. Any student who chooses not to observe the rules or regulations, whether written or unwritten, is therefore holding himself liable to suspension or expulsion from the school. Students must understand their responsibilities and obligations to the school organization of which they are a part. This is an important phase of *Citizenship* training and character building.

Responsibility for Government Property ✓

The attention of all teachers is directed to the mimeographed letter dated January 3, 1944 issued by W. Wade Head, Project Director, in which policies and procedure were described in responsibilities of government property. This letter should be re-read until thoroughly understood and the contents should be adapted to the students of your classroom in order that they will understand their responsibility toward government property provided for their use.

Special attention is called to the necessity of reporting "any accident or improper conduct where personnel or Government equipment is involved". Such report must be made "up the line" until the Washington office has been notified. This is a sensible business-like procedure designed to protect the individual and the American government.

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Damage to Adobe Brick Walls:

The attention of all students and teachers is directed to an increasingly noticeable amount of damage to both the interior and exterior adobe brick walls at the high school plant. This damage is caused chiefly by careless movement of furniture such as tables and chairs, by placing tables and chairs too near the walls and by thoughtless leaning against walls with one foot on the floor and one foot propped against the walls. All of this damage can be prevented by a more thoughtful and considerate use of our buildings.

Teachers' Requests for Duplicating Written Materials:

In order to avoid apparent confusion and in order to keep a record of paper used, all teachers are notified that proper procedure for requesting materials to be duplicated by the office clerical staff is as follows:

- 1) Use the printed Request for Duplication form, a supply of which is being placed in your mailboxes.
- 2) Give complete information on both the form and on the copy submitted for duplication.
- 3) Submit your request, together with copy, to the principal for approval. This may seem unnecessary but in case of test materials and copyrighted materials especially, and in order to make certain that we are conserving paper some one must be in the position to review all such requests.
- 4) Be certain to allow at least 48 hours after your request has been approved.

(Sgd.) Dallas C. McLaren, Principal

Poston II School
Teachers' Check List

Date: Feb 25 1944

My signature below indicates that I have attended to the following:

Subject: Principal's Bulletin #11

X Secondary Division

<u>Rm.</u>	<u>Name</u>	<u>Initial</u>
36	Miss Asami	
29	Miss Banning	<u>E.B.</u>
28	Miss Coats	<u>E.B.</u>
17	Mrs. Courage	<u>MBC</u>
24	Mrs. Decker	<u>N.D.</u>
29	Miss Embree	
25	Miss Endo	
26	Mr. Nakazaki	<u>A.D.</u>
	Miss Etow	<u>A.D.</u>
	Mr. Inagi	<u>A.D.</u>
27	Miss Ferris	<u>M.F.</u>
23	Mrs. Hall	<u>M.H.</u>
21	Mrs. Harris	<u>R.H.</u>
39	Mr. T. Ikeda	
39	Mr. Hatakeda	
	Mr. Nishimura	
38	Mr. Kedani	
15	Mr. Kanagawa	<u>K.K.</u>
37	Mrs. Kerber	<u>V.S.K.</u>
30	Mrs. Michael	<u>R.M.</u>
14	Miss Nevil	<u>L.M.</u>
24	Mrs. Robertson	<u>X (K.)</u>
19	Miss Smith	
13	Miss Tsamura	<u>S.M.T.</u>
	Mr. Ikeda	
18	Mr. Wells	<u>L.W.</u>
22	Miss Wrenchey	<u>X (W.)</u>
16	Mr. Yamashita	
35	Mrs. Yasui	

Elementary Division

<u>Rm.</u>	<u>Name</u>	<u>Initial</u>
9-B	Miss Blakely	
10-A,B	Miss Cooper	
	Miss Sukekane	
	Miss Sakoda	
9-C,D	Mrs. Evans	
	Miss Matsumoto	
	Miss Kimoto	
8-A,B	Mrs. Fox	
	Miss Tanaka	
9-A	Mrs. Gota	
10-C,D	Miss Hunt	
	Miss Iwakire	
	Miss Ohno	
8-D	Mr. Teraji	
11-A,B	Miss Nichols	
	Miss Iwasa	
	Miss Yoshizumi	

Pre-school Division

Miss Lind	
School Library	<u>S.K.</u>

POSTON II SCHOOL

PRINCIPAL'S OFFICE BULLETIN # 11

February 24, 1944

To all secondary teachers;

Homework Assignments:

All teachers are requested to make a brief report of the approximate number of minutes per week that an average student is expected to use in home study in each of the subjects taught. It is recognized that certain subjects call for little or no homework or outside preparation. This survey is intended to show whether or not students are expected to do a sufficient amount of homework outside of class time. Many students seem not to be occupied during studyroom periods. This may be partly due to the nature of their assignments. Teachers are asked to report as accurately as possible and to turn in their reports not later than ~~Friday~~ *Sat.* February 26, to the high school office.

Unnecessary Noises:

In any institution there are certain unavoidable sounds associated with that institution. We expect the hum of machines in the factory. There is often a low, barely audible "hum of industry" in a well organized classroom. However both factory managers and institutional heads are aware to the effects of unnecessary noise upon the working conditions and the efficiency of the employees, students and staff workers. There have been scientific studies made to indicate the effect of harsh noises upon the worker's ability to concentrate on the job at hand.

In our school it is quite noticeable that we have unnecessary noises emanating from chairs being dragged on the concrete floor, slamming doors, and not infrequently a boisterous conduct within the four walls of the classroom. It seems obvious that concentrated mental effort could hardly proceed and grow amidst such conditions, nor can the school become accredited with respect to "the general intellectual and moral tone of a school....".

Concrete suggestions are simple:

1. Teach your pupils to lift their chairs when necessary to move them. This can be done even when arising from a sitting position provided both hands are used. Let us make it a rule that chairs are not to slide on the floor.
 2. Teach your pupils to close the door carefully with their own hands and not to leave this action to any chance wind that may be blowing by. This will reduce noise and at the same time save wear and tear on door and hinges.
- over*

February 24, 1944

3. Teach your pupils the discourtesy of distracting others who are attempting to concentrate or of interrupting others who are speaking, especially the discourtesy and the bad impression created by everyone talking at once.

The foregoing items seem sufficiently important to call to your attention in this bulletin. Please find time to discuss this matter in each and every one of your classrooms, always with the attempt to help pupils to grow into more polite and refined human beings.

(sgd.) Dallas C. McLaren
Principal

Poston II School
PRINCIPAL'S OFFICE BULLETIN #12

March 28, 1944

To all Secondary Division teachers:

Student Progress Reports, Mid-Semester:

Rating time is here again. The third quarter of nine weeks ends Friday, March 31. Please therefore note the following paragraphs adapted from the Principal's Office Bulletin #7 of January 27, 1944.

Schedule of dates:

Classroom Teacher Reports will be due in the hands of the core studies teachers not later than 10:00 Saturday morning, April 1.

Student Progress Reports will be distributed to students in core studies classes on Monday, April 3. Students will be expected to return these reports to core studies teachers on April 4 and 5, signed by a parent or guardian.

Procedure:

1) Classroom Teacher Report slips (mimeographed) should be filled in each and every class on Thursday and Friday this week. Students should print name, grade, room number, name of the core studies teacher, and the name of the subject; and hand the slip back to the classroom teacher.

2) Classroom teachers will complete subject and personal traits ratings, sorting out report slips according to core studies teachers and turn in same to the core studies teachers personally or place them in the proper teacher's office mail box.

Classroom teachers are not required to rate every student in every personal trait. However, they are urged to make a rating wherever they have sufficient evidence. If there is not sufficient evidence for rating, do not leave the space blank but draw a diagonal line across the space.

3) Core Studies teachers will assemble all report slips for each student and transcribe the data to the printed Student Progress Report, making an original and one carbon copy. Under no circumstances will erasure be permitted on the Student Progress Report or the Classroom Teacher Report, or the permanent record. If necessary to make a correction, draw a single line through the symbol, insert the correction above or in the margin. There are not enough extra copies for many errors in transcription.

Core studies teachers will record all the ratings on personal traits on both the original and the duplicate copies of the Student Progress Report. Do not try to average these ratings.

Poston II School
PRINCIPAL'S OFFICE BULLETIN #12

March 28, 1944

Core studies teacher may permit students to print their names, grades, room number, and subjects on both Student Progress Report and Classroom Teacher's Report. Accuracy is important here. However, the teacher must personally insert the marks and ratings, preferably using the carbon sheet. The original white copy will be distributed to the students on Monday, April 3, during core studies class periods. The duplicate (buff copy) will be sent to the high school office together with original Classroom Teacher Report slips not later than Monday, April 3.

4) Students should be instructed to secure a parent's or legal guardian's signature, and to return the report to the core studies teacher on April 4 and 5, Tuesday and Wednesday. Students should be reminded that this is an official report and that it should be kept in a neat condition. Students with soiled or missing report sheets should be charged 5 cents for a new sheet obtainable at the office.

Terminology:

It is desirable that all teachers observe the same terminology on Classroom Teacher Reports and Student Progress Reports. Please use very few abbreviations. This is important because the report is addressed to the parents. The report should therefore be clear and meaningful. Of course, it is expected that students will confer with their parents and help to interpret the report.

Parents should be encouraged to make appointments for conferences with teachers and the school principal regarding the progress of their children.

Meaning of Marks and Ratings:

All teachers should understand that the mark or rating assigned represents the status of or the present point in the progress of the student. The mark or rating is not an average of marks accumulated since September 20. It is rather an indication of present status. This is an important departure from the common practice of trying to reach a mythical average. The absurdity of such a procedure is revealed in a situation such as the following: An Algebra student was an "A" student in September but is now barely "C". It would be absurd to rate him "B", which would be definitely misleading to him at this time. A "C" rating is the only one that describes his status at the present time. If in March or June he is again the "A" bracket, he should be so rated.

Please note that no + or - qualifications are permitted. Do not use these symbols. We have only a 5 point scale: A, B, C, D, and F.

National Honor Society Faculty Council Meeting:

There will be an important meeting of the N.H.S. Faculty Council members at 9:00 Saturday, April 1, in room 17. All members are asked to be present in order to assist in selecting new N. H. S. members.

POSTON II SCHOOL

PRINCIPAL'S OFFICE BULLETIN # 13

March 31, 1944

To all teachers:

Mid-Semester Reports--Change in Schedule

Please note the following changes in time schedule:

1. Classroom Teacher Reports are due in the hands of the core studies teachers on Wednesday, April 5.
2. Student Progress Reports will be distributed to students on Monday, April 10.

Special letters to parents may be prepared for typing at any time after April 5. All such letters should be sent to the principal's office for typing and distribution to parents.

Use of Class Record Books:

There is a noticeable laxity in the use of Class Record Books. Please note that this is a book of original entry, and therefore it must be complete and accurate.

Please be sure that this record is always complete as to dates and periods covered, dates of work assigned, "Subject", "Six Weeks Ending" etc.

Use the regular marking scheme of A, B, C, D, F and the regular attendance marks found on the Classroom Attendance Record. The latter should be kept for each class separately, but if desired teachers may also keep the record in the Class Record Book.

Notice to All National Honor Society Faculty Council Members:

On account of the unusually busy season, the meeting called for 9:00 Saturday morning will have to be postponed until next week.
Watch for further notice.

(sgd.) Dallas C. McLaren

(over)

Please announce to 4th period students.

There will be a Student Body Assembly (grades 7-12) this afternoon at 1:45 p.m. The assembly location will be in front of the school stage. 5th period class instructors are requested to bring their respective class students to the location. All students are requested to stay inside the limited space between the doors of Rooms 18 and 20. This is to prevent unnecessary spreading of the assembly group. All students are requested to refrain from staying inside the library or any other school buildings.

The meeting procedure will be similar to that of the last Student Body Assembly. ~~procedure will be similar~~

However, to keep the various class periods on an equal basis, all students are requested to return their chairs to their respective 5th period classes and then proceed to their 6th period classes.

Brief reports will be given at the beginning of the assembly. The rest of the period will be turned over to the Sophomores for entertainment.

(sgd.) Mike Shiratsuki
Student Body Vice Pres.

NEW BOOKS AT THE LIBRARY

REFERENCE

Thompson
Webster

Hurt
Mallory
Allen

The Outline of Science
Webster's New International Dictionary of
the English Language
The 1939 College Blue Book
Political Handbook of the World
Allen's Synonyms and Antonyms

NON-FICTION

Davis
Boissier
Brown
MacConnell
Lennes
Bullard
Janzen-
Robert
Haas
National Resources

Committee
Henry and Seeley
U.S. Infantry Ass'n.

South American Handbook
Cicero and his Friends
We Hold These Truths
New Schools for a New Culture
College Algebra
One-Act Plays for High Schools
Everyday Terms in Economics
Robert's Rules of Order
The American Empire
Our Cities Their Role in the National
Economy

How to Organize and Conduct a Meeting
Our Armed Forces

FICTION

Stockton

Buccaneers and Pirates of Our Coasts

PRINCIPAL'S OFFICE BULLETIN #14

April 5, 1944

Curriculum Reports:

For a long while it has seemed apparent that we in this school should be more systematic in recording and reporting the content of the curriculum at each grade level or in each subject. The parents, the War Relocation Authority, the Department of Interior, and perhaps the public in general as well as the educators of this school system should be interested in the record of what is being taught to the boys and girls of Poston. It seems that the next three days would be a very desirable time in which to prepare summaries from September to date. This would relieve some of the pressure upon teacher time about June 9th.

Therefore I am requesting that all teachers prepare a summary embodying significant detail on each of the points indicated below. While I do not wish to regiment the nature of the reports, it seems necessary that some general pattern of reporting should be followed by all. In my judgment the curriculum report should show for each subject the following:

- a) The objectives sought.
- b) The objectives attained or in process of attainment, and to what degree.
- c) The learning experiences, activities, unit studies, and the organization of materials required for the attainment of one or more objectives sought.
- d) The teacher's evaluation of the effectiveness of the learning experiences and activities outlined in "c" above, including suggestions for improving tentative curriculum outlines wherever such have been developed here in Poston.

The reports should be prepared for each subject or class taught in high school, and for each of the various subjects or areas of learning in the elementary school. In both the elementary and secondary curriculum reports, it is hoped that all phases of child growth and learning will be covered including character, social development, physical growth as well as academic achievement.

These reports are very much desired by April 12th. In case it is impossible for individuals to meet this deadline, please indicate by memorandum the latest date of completion.

Changes in Faculty Meeting:

The secondary school teachers are asked to meet at 1:00 Friday afternoon in Room 14 instead of 10:00 Saturday morning on account of a track meet that is expected to be run on Saturday morning.

Family Welfare Orientation Program:

The attention of all teachers is directed to the high school and elementary office bulletin boards where an outline of FAMILY WELFARE ORIENTATION PROGRAM is posted. Inasmuch as teachers will have no classes the next three mornings, it is possible that some will be interested in attending the meetings in Camp I. In case teachers are interested they should send a memorandum indicating the days and hours of their attendance in the meeting.

PRINCIPAL'S OFFICE BULLETIN #15

April 12, 1944

To all teachers:

Report of Needed Repairs

Please submit to the office, if not already turned in, all needed repairs in your room or building. Please specify as exactly as possible the location and job to be done. Use the Job and Maintenance Request form recently distributed. Submit each request on separate sheet.

If in order, these requests will be sent to Mr. Ferris, Construction Department Foreman for Unit II. Teachers are asked to report on the job done, or to make a second request in case of no action within two weeks.

Please announce to all Core Studies Students:

Educational films scheduled for tomorrow will not be shown because of break down of projector.

New Books available

Alsop & McBride	She's Off to College
Maule	The Road to Anywhere
Carlson	Basketball the American Game
Cromwell	Championship Technique in Track
Hulock	Child Development
Gillis & Benet	Poems for Modern Youth
Harbin	The Fun Encyclopedia
Davis	Science Picture Parade
Lynde	Science Experiences with Ten-cent Store Equipment
Fish	The Boy's Book of Verses
Duncan	The World of Insects

FICTION

Means	Teresita of the Valley
Allee	Off to Philadelphia
Allee	A House of Her Own
Allee	Judith Lankester
Allee	The Great Tradition

REFERENCE

Orpen	The Outline of Art
Mawson	Roget's Thesaurus of the English Language in Dictionary Form
Thomson	The Outline of Science

Poston II School
PRINCIPAL'S OFFICE BULLETIN #16

April 19, 1944

To all teachers and school employees:

Key and Lock Records:

A great many keys and padlocks have been lost or made useless in this school through lack of a good system.

A comprehensive key record is now being established by the Property Clerk, Mr. George Higashioka. This includes a receipt for each key (and padlock) in the care of each employee. Please therefore be prepared to sign a receipt for each key now under your control. The receipt will be returned to the employee in exchange for the key or keys at the conclusion of official duties in the school or on the project. Your prompt cooperation will be appreciated.

New Books:

Reference:

Goode

Goode's School Atlas

Non-fiction:

Miller

Butterful

Miller

Butterfly and Moth Book

Maugard-Best

A Method for Creative Design

Barstow

Famous Sculpture

Hahn

Soong Sisters

Hindus

Green Worlds

Howard

Our American Music

Sullivan

Our Times:

The Turn of the Century

American Finding Herself

Pre-War America

The War Begins 1909-1914

Over Here 1914-1918

The Twenties

Schauffler

The Days We Celebrate., Lincoln's Birthday, Memorial Day, Flag Day, Independence Day, Armistice Day, Columbus Day.

The Days We Celebrate., Mothers Day, Music Week.

Graduation Day, Fathers Day, Halloween Book Week.

The Days We Celebrate., Christmas, St. Valentine's Day, St. Patrick's Day, Easter.

The Days We Celebrate: Celebration for Festivals

(over)

Fiction:

Nathan	They Went on Together
Sayers	The Omnibus of Crime
Fleming	Talking Drums
Gulbrandsen	Beyond Sing The Wood
French	Great Sea Stories

Pamphlets:

The Ballet Hunter
Our Second Chance by Charlotte Mahon
American Farmers and the United Nations Conference on Food and Agriculture
Life for Wildlife - A Teacher's Aid for Use in Conjunction with the Radio
Series, Life for Wildlife.
Transcriptions for Victory - (catalogue)
Radio Scripts for Victory

PRINCIPAL'S OFFICE BULLETIN #17

April 20, 1944

Keys for High School Rooms:

Since the announcement about receipts for keys, it has been learned that extra keys will be secured by Mr. Popkin provided we turn in to him the duplicate keys to be used as samples. Therefore, all teachers and employees of the school are requested to observe the following until further notice:

- 1) Hand your key to the high school office clerk, Miss Imoto, this afternoon before leaving the campus without fail.
- 2) Secure your room key from the high school office clerk daily between 8:00 and 8:15 for use throughout the day.
- 3) All keys must be turned in to the office daily until further notice at 5:00 in order that keys will be available for adult evening classes, for janitor's use if necessary, and for emergencies.
- 4) If, after we secure three keys for each room, any teacher wishes to carry a key continuously, a receipt for the same will be required. A temporary receipt will be placed on the key board in the office for each and every key removed from the board by any person for any other than continuous possession and use.

Need for Study Room Tables:

All teachers are urged to carefully check their requirements for 28" or 29" tables and to report not later than Friday noon to the high school office the number of tables that can be transferred to the big study room, room 13-14. There is an urgent need for study room tables.

Need for School Janitors:

All teachers are asked to hand in the names of reliable and industrious boys whom they recommend to be school janitors. Also please urge the recommended boys to apply to the principal for a part-time job. A serious effort is being made to organize the school janitor work on a real vocational training basis, and to improve the service for students and teachers.

Poston II School
PRINCIPAL'S OFFICE BULLETIN #13

April 21, 1944

To all secondary teachers:

April 25 and April 27, Biology class field trip.

The Biology class of period 2, Miss Nevil, teacher, has been given permission to go on an all day field trip Tuesday, April 25, providing they meet the following condition:

1. Submit a detail plan showing purpose, place to be visited, advance arrangement and all other pertinent information.
2. Secure Parent's Permission Blank.
3. Secure from each teacher a written approval on Request for Leaving Class form and also class assignment in advance for classes that would be missed.
4. Submit a report on the field trip within 48 hrs.

The following 4th period Biology students and teacher, Miss Nevil, has been given permission to go on an all day field trip on April 27, providing they meet the condition specified above.

2nd Period Biology Students:

George Doi	Chizu Kaneno	George Ohno	Marie Tange
Masae Furuike	Setsuko Kawashiri	Sueo Sakamoto	Emy Yamaguchi
Sadako Furuike	Akira Kiyohara	George Soda	May Yamaoka
Toshie Ichikawa	Jimmy Kojima	Kiyoshi Soda	Margie Yanagisako
Shigeru Imoto	Tommy Matsui	Chiyoko Sonoda	June Yasukawa
Yoshio Iwasa	Kay Muragishi	Kiku Sukekane	Takeo Ichikawa
Tamiko Kamo	Tad Nakagawa	Takuji Tanaka-	

4th period Biology Students:

Terry Asami	Joe Kawamura	Tommy Nanamura	Yuriko Yamamoto
Shigeru Etow	Kiyoko Kitamura	Ruth Ogawa	Flora Yamaoka
Setsuko Hada	Tom Kojima	Teruo Sonoda	Mary Yamashita
Ruriko Harada	Mitsuye Menda	Itsuko Taniguchi	George Yoneda
Hiroko Hasegawa	Helen Morimune	Tazuko Watari	
Orden Ichinaga	Shizue Muragishi	Jim Yaji	
Fusako Imoto	Lois Nakashima	Nancy Yamamoto	

Sgd. Dallas C. McLaren
Principal

Poston II School

PRINCIPAL'S BULLETIN #17

May 23, 1944

To all teachers:

Policy on Lost Textbooks:

In agreement with WRA policy regarding government property as announced several months ago, it should be understood by all that the individual user of property is responsible for the return of the same, and also the group of persons using such property wherever no one person can be identified as the responsible person. This applies to textbooks, library books, and all school property. Final Student Progress Reports to Parents will be withheld by teachers for each individual who has not met his responsibility such as returning books and property, paying assessments, library fines, etc. Classroom teachers have the responsibility of notifying the core studies teachers to withhold the final report.

While it is recognized that in all school there will be some loss, the purpose of the foregoing policy is to reduce such loss and to conserve useable textbooks for pupils in succeeding years. The money collected from assessments and fines will not cover the cost of replacing books. However the money will be used to replace a part of total books lost.

Textbook Reports:

Textbook Report forms are being distributed to all teachers by the school librarian. Teachers are asked to report the information requested on all textbooks including condition, and to proceed at once to collect the amounts due from individual, he must either produce the book or pay the assessed value of the book. It is estimated that the "life" of the average textbook is approximately four years. The assessed values will be computed as follows by the library staff:

1 year old	- - - - -	75%
2 years old	- - - - -	50%
3 " "	- - - - -	25%
4 " or more	- - - - -	10%
Donated "discards"	- - - - -	10cents

Schedule for Returning Textbooks:

All textbooks checked out to the senior core studies classrooms must be returned to the textbook room on Friday, June 2, from 2:00 - 5:00 p.m. All other classrooms will return textbooks on Thursday, June 8, during regular class periods. Teachers will re-check the Textbook Report sheet at that time, and withhold final student reports if necessary.

Library Books:

All circulating school library books, magazines, and pamphlets now checked out from the library must be returned on or before Friday, May 26. After that date, inventory will be taken and no book, magazine, or pamphlet will be checked out, although books may be used for reading or reference in the library until further notice.

(OVER)

Repair of Worn Books

The library staff intends to repair torn pages and worn books wherever possible during the summer. In order to expedite this work, teachers are asked to insert a strip of paper about 1"x6" at each point where repair is necessary. A small supply of paper strips is being placed in each teacher's box.

May 26, 1944

Report of Faculty Scholarship Fund Committee:

Mr. K. Magawa *Mr. Wells*
Mrs. Kuba *Mrs. Robertson* *Mrs. Conway*
PTA *Comm. Council*

At a meeting of the Faculty Scholarship Fund Committee on Wednesday of this week, the following main agreements were reached.

I Qualifying conditions to be met by student applicants:

- Financial need
- Scholastic ability and promise of success in college.
- Seriousness of purpose, objectives and plans.

It was agreed that in general items 9 to 14 of the National Japanese American Student Relocation Council Student Questionnaires should guide the committee in making the choice. These items are:

- What are your goals and plans for life work?
- Do you want to continue your education? Yes ___ No ___ Now ___ Undecided ___
- Have you any clear college or university preference? Yes ___ No ___
- Please indicate funds available
 If so, list in order of preference.
 If no specific preference what kind of college?
 In what field do you wish to major? Minor?
- Please indicate funds available for your education:
- Would you be willing to work for part of your expenses at College?
- Do you know of one or more persons who might be willing to provide scholarship or loan funds to enable you to continue your education?
 Name: Address:

II Methods of Selection:

- Applications for scholarship must be made on the NJASRC Student Questionnaires form referred to above accompanied by a formal application blank signed by the student and parent or guardian.
- The committee will rate all applicants on the conditions indicated in "I" above and rank the applicants in order.

III Amount of money needed:

There seems to be a general agreement that a sum of \$500 would be highly desirable for awarding scholarships. This will make it possible to assist several students with part of their expenses either by determining the fixed amount such as five \$100 scholarships or by permitting the committee to determine relative needs and to grant varying amounts accordingly.

The Unit II Community Council has indicated that \$250 has been authorized for scholarship and honor pin purposes. The Student Council on Thursday afternoon of this week authorized \$100 to be used for scholarship, thus making a total of \$350 in sight. This leaves \$150 to be raised by other means. The committee agreed to put a collection box in each of the school office and also in the Personnel Mess Hall.

The matter of Honor Society membership pins has not been finally settled. Because the Community Council indicated that their \$250 contribution could be used for scholarship and Honor Society pins as was done last school year, there has been a tendency to proceed on the assumption that Honor Society membership pins should be purchased and presented to the members. However, there is some argument as for members paying for at least half of the cost of the pins as is being done with Quill and Scroll Society members.

The final decision on this question may depend upon the amount of money collected in excess of \$500 goal and upon the decision of the Honor Society regarding one-half payment. There is also the possibility that PTA may wish to assume some responsibility for Honor Society pins. *Yes in PTA meeting decided*

To sum up the foregoing, it would seem that we need to raise \$150 plus \$90 for Honor Society pins or one-half the latter amount if the student members pay one-half the cost.

Faculty Tea for Class of 1944:

Several teachers have suggested that the faculty sponsor a Tea for the graduates on Friday, June 2. This seems to me to be a very commendable activity. Because the time is short it is necessary that action be taken at once. I am therefore presuming that the proposed Tea will have the approval of at least a considerable number of the faculty members. I am therefore taking the liberty of appointing Mrs. Courage as the general chairman to be assisted by Mrs. Kerbel for decoration; Mrs. Decker for food; Miss Joan Smith, program; Mrs. Harris, reception. Others will be called upon for donation or assistance or both.

For the information of all teachers the sum of \$3.84 was sent to this school last fall as a rebate on the summer school teachers' sociability fund. This money is available if the committee or the teachers generally approve its use.

May 29, 1944

To all Secondary Division Teachers.

Examination Schedule:

After careful consideration the following instructions and schedule seem most desirable for all concerned, especially in view of the need for securing necessary pre-registration data from students of grade 7 to 12. Also, it is realized that most elective classes are composed of both seniors and underclassmen, thus making our test more efficient and time-saving for the teacher.

Instructions:

1. All teachers who expect to give final unit tests must observe the schedule below, this week or give tests next week.
2. Tests must be constructed and phrased to measure the degree of attainment or progress made by the pupil toward recognized objectives with subject. There is no other useful purpose for giving tests.
3. Unless otherwise stated all tests must be confined to the limits of the class period.
4. All students will attend all classes as usual except as noted in the schedule.

Examination Schedule

Monday, May 29 --

Co-op. American History Test for all Juniors during regular class periods.

Tuesday, May 30 --

Biology, Gen. Science, Physiology, Latin, Spanish.

Wednesday, May 31 --

Commercial classes, Mathematics classes.

Thursday, June 1 --

All Core studies classes, grades 7 - 12.

Note: All juniors will report to 1st pd. rooms at 8:15 and then to the study room (13-14) at 8:30 for final examinations. All other students will report to regular classrooms. All study room students will report to room 19 during periods 1 to 4, on Friday. All juniors will report to regular classes as soon as they have finished and have been excused from the examination room.

Friday, June 2 --

Standardized Algebra test for 1st year Algebra students after assembly in room 13 & 14.

Miscellaneous test and make-up tests.

Note: Period I will be used for an assembly. See School Calendar and School Bulletin.

Sgt. Dallas C. McLaren
Principal

PRINCIPAL'S OFFICE BULLETIN # 20

May 29, 1944

Student Progress Reports, Secondary Division.

Schedule:

Classroom Teachers Reports for seniors are due in the hands of senior core studies teachers not later than Friday, p.m., June 2.

Classroom Teacher Reports for 7th to 11th grade students are due in the hands of the proper core studies teacher not later than Monday p.m., June 5.

Distribution of Student Progress Reports:

The office copy (buff) is due not later than Wednesday, June 7.
Senior copies are due on Sat. June 3.

The original copy (white) will be distributed to students on Friday, June 9, during core studies class periods, and not before.

Procedure in Handling above Two forms.

See Principal's Bulletin # 12 dated March 28, 1944.

Exception: Students will not need to secure a parent's signature on this final report.

Marking System:

All teachers will please note that the marking system is on a 5-point scale: A - Superior; B - Above Average; C - Average; D - Below Average; F - Failure; Inc. - Incomplete. There will be no plus or minus markings given.

Note: There should be very few "Inc." marks. However, if the student's work is not complete due to some good reason such as illness, such a mark may be given, provided that a special report in writing is sent to the office, attached to the office copy, stating the reason and outlining the work that needs to be completed before a final ~~work~~ ^{mark} can be assigned. This is important. Include a copy of the test to be given whenever necessary.

Sgd. Dallas C. McLaren
Principal

June 2, 1944

To all teachers:

Inventory of Property:

An inventory of all equipment and supplies must be submitted by each teacher and employee responsible for government property. This inventory will be due in the Principal's office on Wednesday, June 7. These inventories will be checked before the actual departure dates of employees.

The inventory forms have been prepared by the Property Clerk and are for use in reporting two types of property, namely expendable such as chalk, and non-expendable including both major and minor equipment items such as HEATER, hammer, etc.

All data should be reported except unit cost unless this is known. Rooms such as science, homemaking, shop, commercial, having special equipment and supplies will use one or more blank forms for this purpose. Regular classroom teachers who need additional blank sheets for other items should request them from the Property Clerk.

Please note the following:

Property Number:

Indicate property number if any. Numbers are indicated on the back or the bottom of the tables or chairs. List all property numbers on the reverse side of the inventory sheet in case there are many items of the same precise category.

Item and Description:

Give a complete description. Indicate size especially where size is important in distinguishing the items.

Quantity and Unit:

Report in dozens wherever in order, otherwise indicate "each" or "only" in the unit column.

Condition:

Indicate by "A", "B", "C" the condition of the item or items. If the condition varies within the category, indicate the number of condition A, the number of condition B, number of condition C. Thus, 12 units could be reported: A-4, B-4, C-4.

(OVER)

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To all appointed teachers:

Please note the following:

"MEMO TO: Dr. Harkis

SUBJECT: Leave Without Pay

Several of the teachers at this Center have come to this office requesting a grant of leave without pay during the summer recess of the Poston Schools.

For your information, the authorization of leave without pay is a matter of Administrative discretion and employees cannot demand it as a right. Accordingly, if the services of employees under your department can be spared without detriment to the operations of your program, up to and including 30 consecutive days of leave without pay may be approved by you in the same manner as other leave via Form OEM-8, application for leave. Leave without pay should be applied for in advance the same as for any other leave.

Requests for leave without pay exceeding 30 days but not exceeding 90 days must be submitted to the Project Director on Form OEM-28, "Request for Personnel Action", for prior approval and stating the reasons for such leave.

Leave without pay shall not be granted until all accumulated and current accrued leave has been exhausted.

It is requested that this matter of leave without pay be brought to the attention of your respective Principals in Camps I, II, and III for their information and guidance.

/s/ L.M. Johnson
Assistant Personnel Officer