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MINIDOKA ELEMENTARY SCHOOLS
Hunt, Idaho

Bulletin #1

Office of the Principal
October 20, 1942

I. General information to teachers

A. Individual differences

1. Each teacher will make a serious attempt to pay particular attention to individual differences on all levels. Special attention should be paid to seating arrangement and seating adjustment as soon as that is possible.
2. Physical inspections should be made frequently enough to insure protection of the health of each individual in the room.
3. Assignment should be made with sufficient leeway to make it possible for slower students to succeed as well as the faster workers. You may find it desirable to make minimum and maximum assignments. It may be well to give what is called "extra work" for faster workers, or something of that sort to stimulate the best use of time. Homework should be cut to a minimum for those children who are in school all day.
4. Individual folders have been ordered for the records of each child. Those will be set up in the offices as soon as they arrive. Letters have been written asking for past records of all children. Those will be made available as soon as they arrive.
5. It would be most interesting during these early stages to keep samples of children's work including art work, written work, which gives an indication as to the kind of adjustment that is being made, problems which the child faces, etc. We would appreciate a collection of such material, properly labeled, for our office files.

B. Daily time schedules

As soon as your daily time schedule has been worked out, we should like to have 3 copies for office files. All reports which are handed to this office should be on uniform paper (typing paper or paper the same size) with this heading:

MINIDOKA PROJECT SCHOOLS

Building _____

Grade _____

Teacher _____

Date _____

C. Office bulletin boards

Teachers are encouraged to watch this bulletin board daily for notices, announcements, and general information. A new bulletin will be

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posted each Monday morning. It will be necessary to read this before the beginning of the week.

D. Teachers' mail boxes

As soon as the carpenters are available, mail boxes will be built in the outer office for each of you where notices, supplies, announcements, mail, etc. will be placed for you. You will want to watch these closely.

E. Teachers' rest rooms

A teachers' rest room is being provided adjacent to the offices in each recreation hall. These will be made available as soon as possible for the use and comfort of each teacher. Children's rest room and a health room are to be set up in these locations:

Block 10: Health room.....10-6-E
 Children's rest room.....10-10-A

Block 32: Health room.....32-12-B
 Children's rest room.....32-12-A

II. Specific information for teachers

A. First day of school

1. 2 Personal Cards should be filled in for every child in the room at your earliest convenience and arranged alphabetically by last names. One set is to be filed in this office, and one set for your desk.

2. School-room arrangement

Every possible attempt should be made to have your school room as attractive as possible for the opening weeks of school. An attempt should be made to use children's work as soon as available. Exhibits, collections, etc. should be encouraged as soon as it seems advisable in your room.

3. Rest periods

Frequent rest periods should be provided for children of all ages, not only during the opening days of school, but each day thereafter, inasmuch as the benches do not fit the children and their backs tire quickly.

They should be allowed to move about often, to stretch and rest.

4. Play periods

The following schedule was agreed upon by teachers in the Workshop for play periods:

Organized Play

Kindergarten.....9:45 - 10:00
Gr. 1 and 210:00- 10:15
Gr. 3 and 410:15- 10:30
Gr. 5 and 610:30- 10:45

Free Play

Kindergarten.....	2:00-2:15
Gr. 1 and 2	2:15-2:30
Gr. 3 and 4	2:30-2:45
Gr. 5 and 6	2:45-3:00

5. Attendance records

On a daily attendance record blanks which have been provided, attendance should be checked twice daily. In each square is space for 5 days. Boys should be kept on one sheet, girls on another. As soon as the office is set up and organized, these are to be sent to the office about 9:15 or 9:20 a.m. and 1:15 or 1:20 p.m. daily. This makes it possible for your secretary to check attendance. It also makes it possible for your registers or yearly attendance records to be kept neatly.

6. Enrollment

Will you send the total enrollment in your room to the office by the end of the morning session Monday. This should include boys____, girls____, total_____.

B. Name and address sheets

On the name and address sheets which have been provided the children in your room should be arranged in strictly alphabetical order by last names and 3 copies made. These are for use in the offices and by P. T. A. workers.

C. Textbooks

In as much as the new textbooks have not been ordered as yet, teachers are encouraged to use the supplementary material which has been donated and to have material rex-o-graphed. This period without books should be extremely valuable both to teachers and children. It should encourage us to teach children rather than subject matter. The teacher with initiative will not find the lack of textbooks a particular handicap. Copies of "My Weekly Reader" have been ordered to fill in for these first few weeks. Since we could afford only 40 copies of each you will be asked to share them with other teachers. After your class has used them, then will you kindly pass them on to teachers of the same grade level. All tests, puzzles, etc. on the back of these readers should be filled in on an extra sheet of paper.

D. Writing

It was agreed during the Workshop that manuscript writing would be used in Gr. 1, 2, and possibly 3, depending upon which method has been used with the children formerly. If manuscript is used in Gr. 3, then transition to cursive has been decided will be made toward the end of Gr. e. If cursive has been used formerly by Gr. 3 children, they will continue to use it this year. Rice system of writing was adopted for use in the other grades.

MINIDOKA ELEMENTARY SCHOOLS
Hunt, Idaho

Office of the Principal
Oct. 23, 1942

Bulletin #2

An attempt should be made to complete the adjustments in enrollment this week. All possible data should be gathered regarding each child, including former report cards, health record if available, chronological age, your judgment of his maturity, social habits, etc. This material should be on hand for a conference with me as early in the week as possible, so that a more or less permanent enrollment can be determined by Friday of this week. As soon as records from the former schools have arrived, they will be made available to you.

Lesson plans should be made in advance henceforth, preferably a week or longer in advance. If these are in a conspicuous place in your desk, they can be inspected during class visitation. I shall be happy to consult with you and help in any way possible regarding these plans. The material in the office is for your use. Please feel free to take it at any time. If the material is not there when you need it, make known your wants and we will try to get it for you.

The newspaper My Weekly Reader is to be shared by more than one room. Inasmuch as 40 copies of each edition was ordered, it will be necessary to share it with all rooms on that grade level in both buildings. Will you be responsible for seeing that they are passed on? It might facilitate this exchange if a home room teacher clipped a paper to one volume saying which class have used it.

We have been asked by Mr. George Okada, Recreation Director under Community Services, to cooperate in planning a children's part for Hallowe'en. Let us make a serious attempt to develop attitudes toward Hallowe'en which are wholesome. It should be a time for fun and gaiety rather than for destruction. It is our belief that if ample opportunity is offered for fun, destruction will be minimized. The following committee has volunteered to work with Mr. Okada in planning such a party:

- | | |
|-----------------|----------------------|
| 1. Miss Queen | 6. Mr. Ukita |
| 2. Miss Sifton | 7. Miss Hultcrantz |
| 3. Miss Yorozu | 8. Miss C. Shimizu |
| 4. Miss Koontz | 9. Miss S. Tanaka |
| 5. Miss Riikola | 10. Miss S. Kajikawa |

Unless instructed otherwise the Faculty Meeting will be held Saturday morning, October 31st, at 9:00 a.m. in Recreation Hall 23.

As soon as any good suggestions for the name of your school have been suggested, we will decide by vote. There should be some suggestions from every room. Could you give the matter some attention this week?

MINIDOKA ELEMENTARY SCHOOLS
Hunt, Idaho

Bulletin #3

Office of the Principal
October 31, 1942

You will note the memorandum to Mr. Stafford from Mrs. Lucy W. Adams, regarding handicapped children, which is posted on the bulletin board. This memorandum asks for a list of handicapped children stating the name, age, description of handicap, statement as to previous schooling, and grade attained. This is to include all children between the ages of 5 and 18 for whom special teaching should be provided. Let us include in this category any child who has a physical handicap which interferes with normal classroom participation. This would include visual handicaps which cannot be corrected by glasses, the hard of hearing child, any orthopedic defect or heart ailment. If you do not have a sufficiently accurate description of the cases in your room which you feel should be listed, will you arrange a conference with me and we will endeavor to get a written statement from the parents regarding former medical attention. If no such record is available, we will attempt to have the children examined here so that medical description of the defect can be stated. Inasmuch as Mrs. Adams' memorandum does not designate between mental and physical handicaps, let us include those children who seem to be extreme cases of mental retardation. Could we have this report completed by not later than Friday of this week? You will remember that Bulletin #1 stated that all reports, requisitions, etc. to this office should be on uniform paper with the heading which was indicated there.

There are many books and supplied in both offices which should be used by the teachers. Please feel free to come and get them at any time and utilize them. There are maps of Idaho and much sample book material which can be used by the teachers, and we hope that this will be kept circulating at all times.

Care must be taken not to issue transfers to another building without a conference with both Mr. Pomeroy and me. While it is our policy to make every possible individual adjustment, this block assignment was made in a manner which seems most fair to all concerned. Exceptions to this division are apt to cause difficulty. Will you check your students carefully to see that only those from the blocks assigned are enrolled in your room.

Two pianos for each building are expected soon. In order that they may be utilized by the greatest number of people they are being placed temporarily in the health room and in the teachers' rest room. You will perhaps wish to work out a building schedule for the use of these pianos in order to avoid interference and waste of time. If this location does not prove satisfactory, please feel free to indicate the desired change.

As soon as your daily programs or time schedules are available, we should like to have them filed in the office.

Some excellent suggestions have been contributed from one room for the name of the school building. As soon as your room has a sufficient number in mind, we will take a school vote on those which seem most desirable. We hope you can stimulate interest and get these buildings named soon.

Unless you are informed otherwise, there will be a Faculty Meeting on Saturday morning at nine o'clock in Recreation Hall 23.

MINIDOKA ELEMENTARY SCHOOL
Hunt, Idaho
Nov. 7, 1942

Office of the Principal

Bulletin #4

These supplies which have been received will be distributed as rapidly as the requisitions have been checked and supplies accounted for. Will you use the requisition book which was provided for that purpose? Will you hand the book in with both copies. When the requisition has been filled and one copy filed in the office files, the requisition book with the duplicate and the supplies will be returned to you. You will find that many essentials are not included in this preliminary order. Will you give that matter careful consideration and get a requisition for 3 months for essential materials not covered in this order. It is expected that supply orders will go through faster in the future. Among the supplies is a hectograph set for each teacher. You will now hectograph copies for classroom use instead of requesting rex-o-graphed copies. Fountain pen ink has been purchased for teacher's use. If you will bring your bottle to the office, it will be filled. Care should be taken in the use of all these supplies which are issued to you. They are getting more and more difficult to get due to market and transportation conditions. As economical use of supplies as possible should be encouraged by teachers.

Individual mail boxes for each teacher are being built for both offices. Your name will be attached. All mail, memoranda, and small supplies will be placed there for you. You will want to check these boxes often. This will minimize classroom disruptions and will be a great time-saver for the secretaries.

Your attention is called to the memorandum from Mr. Stafford regarding delivery of mail, which is posted on the office bulletin board. Will you each read that notice carefully.

In your notes will you make a change in block allocations. Due to overcrowded conditions in 4th grade in Block 10, children in Block 15 are transferred to Block 32. The overcrowded condition makes this allocation necessary for 4th grade. Blocks 1 to 14 attend 10-6-E; Blocks 15 to 30 attend 32-8-B; and blocks 31 to 44 attend 32-8-E.

MINIDOKA ELEMENTARY SCHOOL

Hunt, Idaho

Nov. 14, 1942

Office of the Principal

Bulletin #5

We are very proud of the progress which is being made in both schools. We find children settling down and work going along in a commendable manner for the most part. As supplies come in, your task will become much easier, but let us take care to avoid depending too much upon textbooks. Let us remember at all times that we are teaching children and not books or lessons. In a few rooms children are still wearing wraps during school hours, and in a very few, children are still talking aloud during recitation period as well as study period. Let us concentrate upon these things and develop a businesslike attitude toward school work at all times. Teachers' voices affect children as much as any other one thing. Will you remember to lower your voice and speak distinctly. You will remember during Workshop that we agreed to supervise all play periods. This means that at least one teacher is with a group at all times. During organized play periods in the mornings it would probably be advisable to discuss the game to be played before you leave the room. During free play periods in the afternoon, even though children play the games of their own choosing, at least one teacher is to be present at all times. Washrooms and toilet periods are likewise to be supervised.

You will note the schedule for Stanford Achievement Tests to be given beginning this week. It will take approximately a full day to test one group of children. If changes need to be made, this program will be fairly flexible.

A few essential supplies have not as yet been ordered. Will you keep an accumulative list of materials and equipment which you know are not on the order at the present time and as soon as you feel that you have a fairly complete list, turn it in to the Office. Please use the form requested in an earlier bulletin for such requisitions.

Definite information regarding the next Faculty Meeting will be issued in a memorandum later in the week. As soon as the committee which volunteered to investigate the teacher transportation problem brings the survey time, I will schedule a conference with Mr. Best and see what can be done. This survey should include the points of destination, the distance involved, time schedule, and the number of teachers concerned.

Several lists of fine suggestions have been contributed for names for the two schools. This list will be compiled by buildings this week, and if you feel that they are ready, we will have the children vote upon them to choose a name for each building. If you still have names from your room, will you get the list to us early this week.

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The attendance report need be made only monthly at this time. The second one will be due November 27th.

We regret the shortage of manila folders for individual files. The Procurement Office has informed us that an extremely large order is on its way, from which we may draw. Until that time could you not use the Columbia Clasp Envelopes for children's records? When a sufficient number of manila folders are here, these envelopes may be used by the individual child to keep his belongings together. There was some question, also, about the 5 x 8 lines index cards which were distributed this week. These are distributed to comply with your request for a card on which to write information regarding each child. If you do not have a sufficient number of these cards for your classroom, there are more in the office. These could be used for running accounts or any little records, health records (until we have our health records developed), a record of home calls, or any information which you feel is worthwhile about an individual child.

Transcripts will be distributed early this week. Will you place these in the child's folder and take great care that none be lost.

Excess textbooks in your room may be stored in the office if you prefer.

MINIDOKA PROJECT SCHOOLS
Hunt, Idaho

Office of the Principal
November 21, 1942

Bulletin # 6

The testing program will go ahead this week as scheduled. It will greatly facilitate this matter if teachers have pencils sharpened, seats arranged so that the greatest distance possible is allowed between children's work, and you are all ready to go at the time scheduled. In Gr. 4, 5, and 6 a whole day is required to complete the test. In Gr. 3 and time is less.

You will note in the bulletin from Mr. Pomeroy's office that we have only one day's holiday for Thanksgiving. School will be in session Friday, and a Faculty Meeting will be held on Saturday. The place and time will be announced later.

Teachers are encouraged to use the library as much as possible. As soon as seating accommodations have been arranged, you will want to plan regular leisure time reading periods in the library, I am sure. Until that time please feel free to take your class to the library to check out books during the school hours. Your guidance and counseling there will contribute greatly to development of good library habits.

The monthly attendance report will be due Friday, Nov. 27th, by 5 o'clock. Forms may be secured from the office for this report. Any report whatsoever will be handed in in ink or typewritten, never in pencil.

A list of names which have been suggested for the two schools will reach you this week. If you feel that you have exhausted all possibilities in your room, will you vote upon the names suggested, and will try to arrive on a decision.

Mr. Cole reports that some elementary school furniture has been shipped to us from Tule Lake Furniture Factory. Since it left there on Nov. 10th, it should be arriving right away. This consists of table desks and chairs for children and chairs for teachers. This furniture is being shipped "knocked down" and will be assembled here. After it is assembled, it is to be stained, lacquered, and a coat of preservative applied. Therefore, it will be some little time before the furniture is in your room, but we felt that the knowledge that it was on its way might enliven your spirits somewhat. You may rest assured that we will get it to you at the very first possible moment.

There has been a considerable number of questions as to whether Teachers' Assistants were expected to report on Saturday mornings. Those four hours are a part of everyone's working

week and regardless of whether there is a Faculty Meeting or not, there is always work to be done. .Therefore, everyone, both home room teachers and assistants, reports for Saturday morning duty unless previously excused.

MINIDOKA PROJECT SCHOOLS

Hunt, Idaho
Nov. 28, 1942

Office of the Principal

Bulletin #7

Teachers are encouraged to watch your mail boxes in the office closely.

Not all teachers have turned in your circulatory letters to parents which we asked for two weeks ago. We are eager to have all the returns from these letters for a report. If yours have not been turned in, will you do so immediately.

In order to keep your attendance records straight, a capital "H" should be placed in the space which stands for Thursday, Thanksgiving Day. That week's report for every child will show the "H" thus + This will show that only 19 days were taught in November
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Will teachers of Grades 4,5, and 6 hand in all Boy Scout Cards to the Office by Monday noon.

On the forms used for the requisition of books will each of you indicate which professional magazines you feel would be most worthwhile for our professional library. Please consider the matter seriously, from the point of view of usability for the greatest number.

Inasmuch as teachers of Kindergarten and Grade 1 are the only ones who do not have standardized tests to score, you are asked to offer your assistance to teachers of double rooms in your building. We will discuss graphs, test data, etc. at a faculty meeting soon.

Dr. Neher, Mrs. Evans, and Miss Yamaguchi will meet with all elementary teachers, teachers' assistants, and nursery school teachers on Tuesday, December 1st, at 3:30 in the office in Block 32 to discuss and plan a school health program. Please come prepared with questions, suggestions, and problems.

Since everything else is being furnished for the children, they will be asked to buy their own notebooks in the grades where they are desirable and necessary. We have ordered a few to supply those needy families who might find it impossible to furnish them.

MINIDOKA NURSERY SCHOOLS

Hunt, Idaho
May 17, 1943

Office of the Principal

Nursery Bulletin #7

We have not had recent communication from Miss Dirksen so the exact date of her arrival is not known at this time. You will be notified when she is expected.

At the staff meeting for all nursery school teachers, Wednesday, May 19 at 1:45 in Stafford School office, Miss Fitzsimons, new Curriculum Director, will be presented, and you will have an opportunity to ask specific questions and to discuss any matter with her.

We are glad to see that some of you are getting your leaves to go to Twin Falls. We hope these trips prove highly satisfactory, and that you all have an opportunity in the very near future.

Mildred E. Bennett
Elementary Principal

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MINIDOKA PROJECT SCHOOLS

Hunt, Idaho

December 7, 1942

Mr. Townsend

Chief of Comm. Services

Office of the Principal

Bulletin #8

The teachers are to remember that snowballing is not to be allowed on the school grounds, but rather that the children are to be taught good snow games, how to play in the snow and enjoy it otherwise. Snowballing is to be left for after school-hours on Saturdays and Sundays. Teachers should point out the danger to eyesight and other organs as well as danger to colonists living in room adjoining school rooms; then the danger to our windows might be pointed out. Children should be reasonable in complying with this request; and teachers can probably manage so that the children will come to the conclusion that there are many ways to enjoy the snow without snowballing on the school grounds. Many children particularly in the lower grades are seen playing in the road and across the road. Due to icy conditions, a driver is unable to control his car at all times, therefore, we feel that it is extremely dangerous for children to play anywhere near the roads at this time. Drivers have reported that it is almost impossible to miss the children. Will all teachers please be responsible for finding other areas in which to play? We hope to organize a Patrol Squad soon to help in the care of children at intersections and on the road, going to and from school.

Please remember to hand in the names of all orthopedic cases by noon Monday. Will you indicate the child's address, age, and slight description of the handicap?

Teachers are to write out your recommendations for textbooks in the areas which have not previously been decided upon and hand these requests to one member of the textbook committee before Saturday. These requests will be acted upon at the faculty meeting Saturday morning.

We have been asked to prepare a list of rooms wherein blackboards are needed. We have listed the two vacant fifth grade rooms and the teachers' rest rooms. Are there other rooms where additional blackboards are needed or desired? If so, would you get that information to me as soon as possible?

Teachers are encouraged to take as much time as is necessary and desirable for the learning of Christmas Carols. You are also encouraged to bring as much of the Christmas spirits into the class rooms as is possible. Let's make this one of the happiest Christmas seasons for the children.

MINIDOKA PROJECT SCHOOLS
Hunt, Idaho
December 14, 1943

Bulletin # 9

Office of the Principal

Teachers are urged to take time out on Monday to discuss the safety of children on the streets. They must be cautioned about playing in the streets, about walking on the left-hand side of the road when going to and from school, and observing proper caution when crossing streets. It should be pointed out that when the roads are icy, a driver cannot control his car as he would like to and that children's lives are endangered unless they proceed cautiously.

Meeting for the school patrol squad are scheduled in the teacher's rest room at 10:00 A. M. Wednesday, December 16, in block 32 and 2:00 P. M. on the same day in block 10. Men teachers are urged to meet with the squad. Such an organization should be of tremendous value in promoting the safety of the children.

Schedule for meeting to consider evaluation and reporting are as follows:

Teachers of Kindergarten, grades 1, 2, and 3 meet in Miss Senda's room in block 10.

Teachers of grades 4, 5, and 6 are to meet in Mrs. Kleinkopf's room block 10.

Classes should be excused to allow sufficient time to start the meeting at 3:30, the reason for early dismissal should be explained to the children where they are old enough to understand. Each section is to elect its chairman.

Mr. Begelow, Reports Officer, has asked to use our files early this week to copy accounts of children's work, children's reaction, and children's adjustments. Will you please send any material which he would find useful or interesting to the office at your earliest convenience?

You will remember that requests for textbooks in the five remaining areas are to be submitted to the textbook committee at the earliest possible moment.

The schedule, as proposed by the committee for Christmas Carols, will be posted on this bulletin board.

A high school teacher has requested the words and the music for the Christmas Carol, "Wind Through the Olive Trees". Will any one who has this, please loan it to her until a copy can be made? If you turn it into the office, we will see that she gets it.

You are to be commended upon your success in fostering the Christmas spirit in your room. Many of your rooms are extremely attractive and the atmosphere reflects happiness.

MINIDOKA NURSERY SCHOOLS
Hunt, Idaho
May 31, 1943

Office of the Principal

Nursery Bulletin #9

We believe that teachers have all returned to their own home base, beginning Monday, May 31. We hope that it will not be necessary to transfer you again. The Nursery School Staff will meet, Wednesday, June 2, at 1:45 p.m., in Stafford School office. You are asked to bring problems, questions, and to come prepared to discuss the material distributed last time by Miss Fitzsimons.

Your requisitions for the coming three months have been compiled and turned in.

We have been asked to warn children and parents about going to the canal and playing along irrigation ditches. Both have been forbidden by the W. R. A. officials, and offenders will be severely punished. These drastic measures are necessary for the protection of life within the Project.

Monthly attendance reports are due at the earliest possible moment.

Mildred E. Bennett
Elementary Principal

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MINIDOKA NURSERY SCHOOLS

Hunt, Idaho
June 7, 1943

Office of the Principal

Nursery Bulletin #10

You will all be delighted to hear that Miss Katherine Dirkeen, supervisor of nursery schools, arrived here, Saturday, from Redfield, South Dakota. The tea which you planned at her honor will be held in the Stafford School office, Monday, 2:00 p.m.. This will give you a fine opportunity to meet and chat with her.

Since Nursery School 26 is most contrally located, it has been agreed that that is, probably, the most desirable place for Miss Dirkson's headquarters. Office furniture will be moved in for her, Monday.

The memo was meet to Mr. Pomeroy's office regarding your volunteered committee to help him in the office this week. Miss Hoshide and Miss Ohno, who had planned to go on Monday, will not go now because of the tea but can make arrangement with him on Monday, as to the most appropriate time for him to get caught up once more in his office work. You will find working with him a joy and will be glad you have offered your services.

Since six of you expressed an intention to relocated by the end of the summer, will you keep your car to the ground for possibilities for new teachers who might be trained while you are still here. Miss Dirkson will appreciate having you submit their names and any information which you have.

We discussed the problem of other activivies being held in your recreation halls with Mr. Townsend on Saturday. He pointed that, so long as we insist upon having a piano in each nursery school that we must share the room with other activities. There are so few pianos on the Project that this is absolutely essential. We did agree to look inot the matter of funeral arrangements; to try to have those shifted to another recreation hall and will do what he can about the knitting classes. We feel these two problem the most urgent.

Eildred E. Bennett
Elementary Principal

MINIDOKA PROJECT SCHOOLS
Hunt, Idaho
Dec. 24, 1942

Bulletin #11

Office of the Principal

The dental survey will begin Monday, Dec. 28th, in the Health Room at 1:30 as scheduled in the memorandum which came to you last week. The clinic will be continued Wednesday and Friday of this week and will be held on those three days every week hereafter until all school children have been surveyed.

Any classes wishing to express their appreciation for the puppet show might write a letter addressed to the Minidoka Dramatics Club in care of Mr. Bob Coombs, High School. We hope several letters will be sent because this committee put forth great effort to share this grand experience with us.

We feel that the time has come when our P. T. A. should be organized. A member from the Idaho Congress of Parents and Teachers has volunteered to assist us in the organization. Will you be giving the matter your serious consideration and come to the next Faculty Meeting prepared to offer suggestions for its functioning. Any ideas which you have for the first meeting or for programs thereafter will be greatly appreciated. We hope to make this the organization of greatest significance on the Project.

Your monthly attendance report will be due Thursday, Dec. 31st, by 3:00 p.m. We find that when the reports do not come in until 5:00, a few are always late and it is impossible for us to get our office report in on time. Will you please see that this is in by 3:00 Pm. There will be 23 days taught this month.

At the Faculty Meeting on Saturday we will discuss the matter of textbook choices. There was so little agreement as to series in the recommendations which came in to the Committee that they found it absolutely impossible to place an order without further discussion. There would be a definite value in adopting one series of books in a given field. Please bring any sample copies which you might have of the books recommended for your grade and any others which you consider superior. Specific books will be discussed and we will hope to arrive at an agreement so that our order can be placed immediately thereafter. Further plans will be made at this meeting for the development of report cards. Unless otherwise notified, the meeting will start promptly at 9:00 a.m. in Miss Queen's room, 104-E.

MINIDOKA PROJECT SCHOOLS

Hunt, Idaho
Jan, 4, 1943

Office of the Principal

Bulletin # 12

The Patrol Squad has now been organized for each building and schedules will be typed and posted as soon as possible. Children on Patrol duty are not to be counted tardy. Kindergarten, first grade, and second grade teachers are urged to take a minimum of patrolmen's time. They should be encouraged to get back to the classroom as soon as possible, after discharging their duty. Rain capes are being made for these children by the Community Sewing Project. Same Brown belts are to be made also. We hope every teacher will not only give this squad 100% cooperation but will request that her children do likewise.

The Dental Clinic will be held in the health room in Huntville School Monday at 1:30 p.m. and Wednesday at 9:30 a.m. Teachers are requested to have the blanks filled in and send each child's with him when he comes to the clinic.

We have been informed that Snellen Eye-charts have been secured at the hospital. We will ask the new Public Health Nurse, Miss Cona who arrived Wednesday of last week to demonstrate the use of these and will begin to examine eyes in each classroom as soon as possible.

The Elementary Schools are charged with the following athletic equipment from the WRA Supplies:

5	volleyballs
2	leather volleyballs
5	soccer balls

We have been requested to turn all these in to the office in the Stafford School by the 4th of January. Will you please see that we have yours by January 3rd?

The Macmillan display of sample textbooks is to be returned in the near future. Will you please return all such books to this office immediately.

Material has now arrived for the administration of the Binet Intelligence test. It is our plan to give every child in the first grade an intelligence test as soon as possible and then any other children for which you desire one for any reason. Cases which seem to be most critical or for which you especially wish the I. Q. will be scheduled at the earliest possible moment.

This office extends to you heartiest New Year's greeting and best wishes for the coming year.

MINIDOKA PROJECT SCHOOLS
Hunt, Idaho
Jan. 11, 1943

Bulletin #13

Office of the Principal

As textbooks are issued to individual children, you will want to keep a careful record of the serial number issued to each child. Children and teachers will be responsible for books issued in your room. To facilitate the keeping of these records, we are ordering a Laurel Loan Book for each of you. This book is so set up that your record-keeping will be a very easy task. Until they arrive we would recommend that you keep a careful copy in your teacher's notebook, if you issue books to individual children.

Mr. Robert Coombs, Speech Specialist, will be available for special speech work with our children. As soon as your Speech Correction list is complete, we will attempt to organize either individual work or class work for him in each building. If you need additional blanks from his office on which to record speech defects, they are available.

In each building there are few cases missed by the dental survey. Those will be scheduled with the nearest day nursery school. Children from Huntville school will be inspected with those in the nursery school in Block 4; and those in Stafford School will be inspected with the nursery school children in Block 36.

Teachers should now have a schedule worked out for remedial class in your room. This will be necessary for the slowest readers, a few cases for number work, and a few for spelling and phonetics. When your schedule and plan has been worked out, we should like you to arrange a conference with us to discuss your plans. Will you bring to this conference Stanford Achievement Test results for your remedial cases?

When an inventory was taken of the WRA athletic equipment charged out to us, we find that we were short one leather volley ball and one rubber volley ball. Unless these are found, I will be held accountable for them.. Will you make sure that any and all athletic equipment in your room is reported to the secretary? Will you put forth every effort to help find these missing balls?

MINIDOKA PROJECT SCHOOLS

Hunt, Idaho
Jan. 15, 1943

Bulletin #14

Office of the Principal

A crowbar has been hung on one end of the office in each school area. We believe that if this is struck with a stone hammer that it will serve as a school bell. It will be rung at 8:55 and then the tardy bell at 9:00. It will be rung again at 1:10 and the tardy bell at 1:15. We hope that this will reduce our tardy marks to a minimum.

The Personnel Office now calls daily to ask for a report on Caucasian teachers' attendance. Will you be sure that the office is notified if you are to be absent at any time. We must give the reason for your absence when this call is made.

Any teacher who is ready to give a demonstration lesson for Mr. Kleinkopf's Teacher Training Class is encouraged to report to the Principals Office.

Your attention is called to the memorandum posted here from Mr. Townsend regarding the Community Art Department.

Miss Haug would like to borrow the sample copy of "Tunes and Harmonies , World of Music Series," for Sixth Grade. If you have this book or know of its whereabouts, will you kindly see that Miss Haug gets it.

All excursions or visitations should be reported in advance to the Principal's Office. In other words, the whereabouts of you and your class should be known at all times.

MINIDOKA PROJECT SCHOOLS
Hunt, Idaho
Jan. 25, 1943

Mr. Light
High School Principal
File

Office of the Principal

Bulletin #15

The attendance report for January will be due by 3:00 p. m. Friday, January 29th. There have been twenty days taught this month. Will you please have your report in on time, since the secretary must compile the building report by five o'clock?

Stanford Achievement Test graphs should be completed and handed in by Wednesday, January 27th. Will you make sure that each page has a complete heading which gives the form, the date, the grade, etc.? Since all the sheets are to be separated they will be meaningless unless properly labeled. Graphs for Gates' Primary Reading Tests should be completed and handed in by February 1st.

There will be a demonstration in the teaching of reading by Miss Smith in 32 - 2 - AB on Monday at 10:45. This has been planned for the teachers' assistants in Block 32. Demonstrations for teachers' assistants in Block 10 will be given in that building. This will minimize the walking distance. We hope other teachers will volunteer for demonstrations soon.

MINIDOKA PROJECT SCHOOLS

Hunt, Idaho
Jan. 30, 1943

Bulletin #16

Office of the Principal

We are happy to report that the patrol service has been running much more smoothly since reorganizing. We hope that all teachers will cooperate with every part of the activity, will make suggestions, and will report neglect of duty. This should be an all-school activity supported by everyone.

Conferences should be scheduled this week to continue the discussion of the exceptional children in your room. The conference to date have been most satisfactory. Teachers have come with individual folders up to date, with their work outlined, and their questions listed. Much has been covered in a short time. If your conference has not been scheduled, will you see that it is done as soon as possible.

In a combined staff meeting Saturday, February 6th, at eleven 1'clock Miss Cone, Public Health Nurse, will begin a discussion of our school health program as related to community health. Will you come prepared with questions. You will be notified later this week regarding the place of meeting and whether there will be an elementary meeting preceding the general meeting.

NIDOKA PROJECT SCHOOLS

Hunt, Idaho

Feb. 5, 1943

Office of the Principal

Bulletin #17

We have received this past week 33 more cartons of used books as a donation from a California library. As soon as possible we will get these books stamped, cataloged, and ready for use. They are now in the Stafford storeroom but will be divided between the 2 buildings when they are ready for circulation.

Tickets for the free movies have now been printed by the Community Enterprises and are ready for distribution. These are to be filled in by the classroom teacher. We are advising that in addition to filling the name and the other information necessary that you also write in the upper right-hand corner the age and grade of the child. Thus: Age 10, Gr. 4. Will you be sure to collect the old ticket, if at all possible, before you issue the new one. The old tickets should be torn up and disposed of completely. We think it will be well to talk a little bit of honesty in the use of these tickets. Let us urge again that children take good care of them, and let us issue new ones only rarely. There is a definite value in learning to take care of these.

The Foreman of the Truck Drivers approached me Friday in the Administrative Office and asked whether we would cooperate by asking our boys not to throw snowballs at trucks. He said the greatest offenders were in the Stafford School, and he judged the boys to be 5th and 6th graders. After last week's escapades I could, of course, not deny that our boys do throw snowballs. We are placing the direct responsibility on the classroom teacher and requesting your earnest cooperation. We have sent a memorandum to the High School asking that their students be requested to avoid tantalizing our children by throwing snowballs at them. We, of course, have no control over high-school students, but we do over our own and must exert some. There was a window broken on the bus last week, and there is bound to be someone hurt seriously unless this is stopped.

Teachers who have not scheduled conferences regarding exceptional children are encouraged to do so either through me or through the secretary this week.

As an experiment in encouraging and developing more activities in community music, we are working with Mrs. Hara and the other music leaders in an experiment. We believe that children love to sing and that concert and group singing ought to be practiced more widely. Mrs. Hara and her leaders are eager to work with us in developing a community children's choir. We believe that this should start on a small scale and grow gradually. She has asked that the first experiment be made with Grades 3 and 4 from the Stafford School Friday, Feb. 12th. The children from Grades 3 and 4 are to meet in Recreation Hall 34 at 3:00 p.m. and spend the remaining 45 minutes in music activities. Other grades will be met in both schools from time to time. We hope this has the kind of results which we anticipate. Teachers are encouraged to sit with the children, and perhaps a few words about group attitudes and behavior would be well before you go. Mrs. Hara is as eager as we are to en-

courage light, heady tones rather than shouting or singing too lustily. If these matters are discussed before you go, it will help make the meeting more successful.

you
Report cards which have completed are now in the hands of Mr. Pomeroy and Mr. Townsend. As soon as we have their approval, we will have them mimeographed and ready for use. The date when they should go home will be act accordingly.

The elementary staff will meet Saturday morning. The time and place will be announced later.

MINIDOKA PROJECT SCHOOLS

Hunt, Idaho
Feb. 15, 1943

Office of the Principal

Bulletin #18

Teachers are requested to begin the examinations of eyes with the Snellen charts which are now available at the earliest possible moments. You will, of course, be sure to record all you findins on the children's health record. Physical inspection should be made daily particularly during this epidemic of pink-eye. Any child who is sent home should be reported to the office and that report in turn will be sent to Miss Cona.

Teachers who have not yet held their conferences regarding their exceptional children are encouraged to do so early this week.

Individual Binet Tests are now being given for first grade children and will be extended to the questionable cases in your rooms. Group intelligence tests have not as yet arrived but will be given as soon as they do.

Teacher s attention is called to the play-ground supervision schedulê posted on the bulletin board. It is important that this schedule be followed closely.

We do not have your lists for play-ground equipment as yet. If we do not turn the lists in early the supply may be distributed before our request goes in.

MINIDOKA PROJECT SCHOOLS
Hunt, Idaho
Feb. 22, 1943

Mr. Townsend
Chief of Comm.
Services

Office of the Principal

Bulletin # 19

In the few cases where there is not a teacher's assistant, teachers who have an assistant should share their helper with the teachers who have none. Policy for the future in supplying an assistant for every teacher will be determined soon. Until such time as it has been worked out, will you kindly share your assistant wherever possible, so that teacher-loads are equalized to the greatest extent possible?

We recognized that most of you have already had fire drills within your own rooms. You have, of course, talked with the children regarding fire control, fire prevention, and what to do in case of a fire. We feel that the children are ready now for an all-school-fire drill. Plans for that will be worked out with the fire chief this week. You will be given specific direction as to where your room should go, how far from buildings, etc., and will be forewarned about this first one. After that fire drills will be held periodically from now on.

Teachers have had sufficient time now in most cases to have well-organized units underway. Since we all agreed at the workshop and the teachers' meeting following workshop that that was the most desirable and effective method for teaching in the elementary schools, our work should be planned with that idea in mind. We should be guided by our broad over-all curriculum pattern. All rooms, at this time, should show evidences of organization now on a unit basis. We recognize that rooms are small and that space is limited, but wherever possible, building, construction, handcraft, posters, and such activity should be encouraged. We must be careful not to allow our lack of space and facilities to result in a static curriculum. More activity on the part of the children, more experiences, more excursions, (when the weather permits), more dynamic and vital curriculum which is, in part at least, child initiated and child planned is badly needed in our elementary schools. We recognize of course that the teacher is everpresent as a strong leader and a guidance factor, but does it from the background at least at times. These children seemed to need more stimulation for taking a leadership than you may have experienced previously. That presents an even greater challenge to the teachers. There is some excellent work being done now, and we hope that as the year goes on that your room and your children evidence a more and more dynamic curriculum.

By the end of the week, will you all send to this office the name of the unit of work which is being carried on in your room on the blanks from the curriculum adviser's office? Until our curriculum adviser arrives, we will send these now to Mrs. Ruble who has volunteered to help gather materials for

you. This does not mean, of course, that Mrs. Ruble will take the entire responsibility. You will still make frequent trips to the library and investigate every possible source of information and material. Her efforts will simply supplement yours.

Report cards are now ready to be mimeographed and will be placed at your disposal just as soon as possible. The date for sending them home will be agreed upon cooperatively.

You are encouraged now to prepare an additional library list to go in at the earliest possible moment. We find to our dismay that the library order which you placed in November has been somehow lost in the Regional Office. A duplicate copy of that order was rushed to Mr. Pomeroy who will deal directly with our Procurement Office. We regret this additional delay more than we can tell you, but apparently nothing can be done about that now. Will you get a new list in at the earliest possible moment? I am sure that Mrs. Ruble will be glad to consult with you and to loan you her catalogs.

MINIDOKA PROJECT SCHOOLS
Hunt, Idaho
March 1, 1943

Office of the Principal

Bulletin # 20

Most teachers in Stafford school may expect some additional children Monday morning. The Bainbridge Island people were expected to arrive on Friday. We understand that these people are all to be housed from Blocks 21 through 44, therefore, the children will attend Stafford School. This places them in the least crowded rooms. Teachers will of course make every possible effort to see that these children are accepted by the group and made to feel at home and happy as soon as possible. If they do not bring records with them, we will attempt to get them through correspondence.

Mr. Carl Sandoz, Counselor, reports that his office is now equipped to issue stamps for shoes. Teachers will need to make this information known. He also reports that the Appointed Personnel living on the project may get the rationing book # 2 through his office.

If clothing is needed for any children in your room, will you get the list of the clothing and the age of the child to us early this week? There is a generous supply of clothing in the Counselor's office which is to be distributed where needed. Please do not hesitate to ask for what your children seem to need.

Now that there is a newspaper in each school, let us all make a serious effort to have that newspaper represent the whole school. We think it might be a good plan to have a class reporter elected in grades three, four, five, and six who would serve on the staff on the newspaper and would be responsible for getting news items from his room. In grades lower than three, teachers should volunteer contributions either through child reporters or hand in contributions independently. News articles for the next issue should be in not later than Friday, March 5. The reporters from grades three, four, five, and six in Stafford School are asked to meet in the office at 3:15 Friday, March 5th. This activity is, we think of sufficient value to warrant everyone's wholehearted cooperation.

Report cards are to be sent home at noon Friday, March 5th. Again we urge you to take plenty of time to make sure that your children all understand the card and the markings there.

The two Fire Chief, Mr. Yeager and Mr. Vaughn will be visiting the different rooms this week to talk about and carry on a preliminary room fire drill. You will want to have your children prepared for this visit in advance. The schedule is posted on the bulletin board. Plans which we made at the faculty meeting for the evacuation of the rooms should be adhered to

closely. It is exceedingly important that children and teachers realize the seriousness of a fire drill and yet carry one on without confusion or panic. Just as soon as the siren system is available, an all-school drill will be held. Until that time, it is every teacher's responsibility to prepare the children in the room for an orderly, quick drill at any time.

Not all teachers are serving on play-ground duty from 8:30 to 9:00 and 12:45 to 1:15. This is an important assignment and must be taken seriously by all teachers.

MINIDOKA PROJECT SCHOOLS

Hunt, Idaho

March 8, 1943

Office of the Principal

Bulletin # 21

Growth reports are to be distributed before the children go home at noon on Monday. Teachers are urged to take time to discuss these reports with the children. The envelopes which were ordered have not yet arrived. May we suggest that each class have a little lesson in making an envelope and use print paper to make an envelope for his card? May we ask that sixth grade each make an extra envelope and share with kindergarten and first grade? A lesson in proper folding of business letter would fit with this nicely. Each envelope should contain the growth report (intermediate has two parts which should be stapled together), the letter to parents in English and in Japanese. You will recall that we were going to ask that these be returned by Wednesday. Special cases where fathers are interned or mothers are elsewhere, we had agreed to make a duplicate copy so that the child might send it to the absent member of the family.

There is a project-wide committee discussing a cleanup campaign. The schools have been asked, of course, to take an active part in such a campaign. This could be done by way of home room discussions and campaigns, posters, dramatization, etc. Would you please write up your suggestions as to what the school might do in such a campaign, and your reports will be compiled into a group report for Mr. Townsend who is chairman of the project committee.

We understand that the tables and chairs which were made at Tule Lake for our classrooms have been painted and will be ready for use soon. As the truck brings a load of newly painted furniture, we will want to send back unpainted chairs or dining hall tables for the Dining hall in Block 44. We hope that you like the color of this furniture and that you will discuss the care of it with the children! We should like to see a contest carried on between the rooms regarding the care of furniture. Perhaps, judges could be chosen and periodical inspections made. With the new furniture and supply cupboards, your rooms will doubtless be a much more inspirational place in which to work. We hope your teachers' desks will be here before too much longer.

A large sack of flower bulbs (they look like irises) has been donated to us. These will be divided between the schools and we hope will add a touch of beauty as well as provide a good learning experience. It may be necessary for the children to carry water for the time being, but we believe that they will be willing to do this.

In answer to your question at faculty meeting regarding the sale of war saving stamps, we find that in addition to the post office all canteens have stamps for sale.

The coal piles on playgrounds which you reported are to be moved as soon as possible.

From the Physical Education Department, we received four paddles and a net for a table tennis set. There are no balls available. If anyone has balls and wishes to use this set, please let your wants be known. We now have an inflator or a pump for the athletic balls. It will be kept in the office at Stafford School where it may be secured when you wish it. May we urge that only teachers use this since they are almost impossible to replace, that you use extreme care to dampen the needle before it is inserted, and to see that the needle goes in straight.

The Eye and Ear Fun Workbook which we ordered for remedial reading have arrived and will be distributed just as soon as we have the number of remedial people in your room. These will be used in grades two and above. We would recommend that those teachers who have not used them before give them careful study before putting them in the hands of children. Every lesson has been definitely planned and the whole workbook has been setup with the definite purpose in mind. Teachers can get a maximum benefit from their use if they are carefully handled. Children will like to keep their own progress record in such a workbook. You will want to check each lesson carefully and see that directions are followed. We think these are the best on the market for this purpose and hope that they will prove extremely valuable for your classes.

MINIDOKA PROJECT SCHOOLS
Hunt, Idaho
March 8, 1943

MEMORANDUM TO : Placement Section

FROM: Mildred E. Bennett, Elem. Principal

The following girls have been for an interview and seem to meet our qualifications. They are from the new Bainbridge group, and we are eager to have them become a part of our community activities. If this meets with your approval, we should like to have them assigned for these position:

Chiyeiko Oyama, Family No. 020, Address 44-4-C
Kazuko Amatatsu, Family No. 019, Address
44-12-D

Thank you very much.

Mildred E. Bennett
Elementary Principal

MEB:sk

Attachment

WIDOKA PROJECT SCHOOLS

Hunt, Idaho
March 15, 1943

Office of the Principal

Bulletin #22

Names for the new Safety Patrol Squad should be turned into the office by noon monday. It is important that this be taken care of early so that Tad Muraoka has an opportunity to meet with the new squad before he leaves for the army.

Will you be sure to hand in your plans for your schoolroom for next year? This should include plans for lighting, shelves, cupboards, built-ins, and blackboards.

It is now time to be thinking of the gardening projects which are to be undertaken by the various rooms and for plans to be underway because planting season is here. Will you make the list of the seeds and plants needed and get them to the office at the earliest possible moment so that they may be procured for us?

We are glad to see more activity taking place in the rooms lately. The children in turn are reflecting a happier attitude.

Comments from parents on growth reports have been most gratifying. We believe that these have helped to establish the kind of a bond between the home and school for which you have been striving.

MINIDOKA PROJECT SCHOOLS

Hunt, Idaho
March 22, 1943

Office of the Principal

Bulletin #23

Will you please give the new patrol squad all the cooperation, encouragement, and prestige possible in your room. It seems to be necessary particularly in Stafford School to build up attitude toward the patrol. Your cooperation will be greatly appreciated. If you see a squad member with a nice clean belt and insignia, comment on his appearance. Give the patrol people occasional honorable mention in your room. Anything else which you can do to build them up to prove most worth-while.

We would like to see the comments on your growth reports before you file them away. We are making a copy of the most interesting ones. After these are returned to your box, they may be filed in the individual folders.

Your attention is called again to the fact that we are hosts to the School Masters' Club for dinner here at 6:00 p.m. Friday. A large attendance will be highly desirable. Since the visitors have asked to see typical classrooms, we would like to have some of you volunteer to have your school room open for inspection and be there to talk with the visitors after dinner. If you plan to have your room open, will you let us know early this week? The detailed plan for the evening is this:

1. Dinner in administrative dining hall at 6:00
2. A visit to the classrooms during the day-light hours
3. Return to Dining hall for meeting

We hope a goodly number of you will plan to make your room and your own personal services available for this visitation. We will want to remember that people coming in from the outside are as curious about all this as you and I were last fall. Everything which can be done to make their trip worth-while should be planned by the teachers.

Detailed plans for the faculty meeting will be announced later this week.

MINIDOKA PROJECT SCHOOLS
Hunt, Idaho
March 29, 1943

Office of the Principal

Bulletin #24

Word from the national office has been received stating that attendance reports are to be made by the calendar month. Reports for March will be due by 3:00 p.m. Wednesday, March 31.

A committee of interested parents is meeting in the office to discuss the organization of P.T.A. on Thursday, April 1, at 1:30. If you have suggestions or problems to be discussed at that meeting, please send them to the office. They will be most welcome.

A demonstration of primary reading will be held for home-room teachers of Grades 1, 2, and 3 at 1:15 Friday in Miss Riikola's room.

The Open House idea sponsored by some teachers is a splendid way to get parents and other personnel and guests into the classroom. We should like to see more of this done.

A supply of paper towels and paper cups have been received. As soon as you have let your wants be known, these can be distributed.

MINIDOKA PROJECT SCHOOLS
Hunt, Idaho
April 5, 1943

Office of the Principal

Bulletin #25

Additional Red Cross labels were secured for this week for those children whose contributions came in late. Will you come to the office for the number which you need for your room?

Invitations to the meeting for the organization of P.T.A. at Stafford School are to be sent home Monday noon. The meeting is to be held in dining hall 32 at 7:00 P.M. Wednesday, April 7th. Will you be sure to state that an interpreter will be used?

Will the committee on the permanent record forms be ready to report on what has been done to date at the faculty meeting on Saturday? Definite announcement will be made as to place and time later this week.

Miss Fitzsimons, new curriculum director, will be visiting your classrooms in the near future. We are delighted to have her with us and feel sure that she will be already to give you valuable assistance. She will want you to feel free to call upon her at any time.

Just as soon as possible, we will post a list of supplies which had been received recently on the bulletin board in each office so that if the distribution has not been made to suit your needs, you will feel free to make suggestions.

New music, health, science books, and democracy readers will be distributed to you early this week.

MINIDOKA PROJECT SCHOOLS

Hunt, Idaho

April 12, 1943

Office of the Principal

Bulletin #26

The block managers are to be contacted at their meeting Monday afternoon to discuss their proposed help in the election of P. T. A. officers for Stafford School.

There are so many loose rocks on the playground in the areas in front of and adjacent to school rooms, we would recommend that one day this week when the weather is favorable that every child be brought out during the given hour and asked to pick up rocks and have them piled in one place or boxes, and they will be hauled away. Only rocks which help to form the walk should be left. These rocks will create constant hazards to children playing, but would be a small job if the entire school worked on this problem at one time. You will be notified what day seems best for such an arrangement.

Thursday morning at 10:30 the principal will teach a class in reading in Miss Koch's room, 10-6-EF. Teachers or teachers' assistants who wish to attend will be welcome. The intermediate reading demonstration which was promised for home-room teachers will be given at another time.

The music section of Community Activities has volunteered to work with the schools in planning another group-singing session such as was enjoyed by third and fourth grade in Stafford School. This time the fifth and sixth grades from Huntville School will meet at Recreation Hall 8 at 3:30 p.m. for group-singing with some of those Community Activities leaders. They also planned some music appreciation. Teachers will want to be sure that the classes are on time and teachers will want to sit with their students.

Miss Fitzsimons is eager to get fairly detailed outline of the unit of work which is going on in your room at the present time, in order that she may be of help to you. Will you get this information to her at the earliest possible moment?

WINIDOKA PROJECT SCHOOLS
Hunt, Idaho
April 17, 1943

Office of the Principal

Bulletin # 27

Akiko Endo, Chairman of Committee for Outside Contacts, 32-11-E, has requested that we send to her immediately the names of pupils between the ages of 7 and 10 who desire to correspond with Caucasians on the outside. She wishes the information given in this form:

Name	Address	Age	Sex	Grade
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Would you hand the list of any children in your room who might be affected by this request? Hand the list to the office at the earliest possible moment.

Several excursions, outside speakers, and such activities are being planned without contacting the office. Teachers are requested to always discuss such plans in advance with the principal of your respective building. She may be a little help in completing your plans. There may be reasons why that particular time is less desirable and the other, there may be factor of parent consent, etc., therefore it is absolutely essential that such activities be discussed with the principal. This is not the intention to discourage such activities but rather to coordinate the whole school organization.

A few requests for garden seed have been submitted to the office. It may take some little time to secure these, therefore orders should be placed as soon as possible and seeds be planted before the ground dries out too much.

Will you notify the office if you have any number for the program which the adult education group is planning to honor the older people of the camp on Saturday and Sunday? After these lists have been submitted, selections will be made and a sufficient amount of time devoted to rehearsal in order that the elementary schools will be well represented.

The book list which you initialed last week has been distributed to the library in your area. You may now begin to use these books.

At the faculty meeting Saturday morning at 8:15 a. m., room 32-2-C, Miss Wahl will conduct a workshop in the use of finger paint and water color. We will all have an opportunity to "get our fingers in the paint" and should have a good time. Many teachers have requested this type of meeting, and we feel that it will be most helpful. At this meeting the committee on permanent records will be given an opportunity to report.

Mr. Light
HINWIDOKA PROJECT SCHOOLS
Hunt, Idaho
April 23, 1943

Office of the Principal

Bulletin # 28

Until we have a fire alarm system worked out, fire drills will be the responsibility of each home-room teacher. They should be held at least once weekly and practiced for speed and orderliness. No teacher would want to be responsible for injuries or lives lost because of fire drills had been neglected in the room. Children should go all the way to the places assigned each time there is a drill.

You decided at faculty meeting that report card periods should be nine weeks each. Reports will go home next time on May 10th. You may wish to begin putting names, addresses, etc, on early to avoid a last minute rush. I hope we can get as good response on parent comments this time as we had last time.

Community Activities Music Department has notified us that they have a record-player and some records which will be made available for the elementary schools whenever possible. Some of these records are reported as being very fine for music appreciation. Will you please make use of this whenever possible? We need to do much more with music, rhythms, and music appreciation than is being done. This looks like a fine opportunity for the teacher who feels less confident in music than in other lines.

There is quite an epidemic of measles in the community. We will need to watch for symptoms with especial care and exclude all of those who look the least bit suspicious. The symptoms for measles are:

- Cold in the head and watery eyes
- Cough, fever, and rash appears about the fourth day.
- The incubation period is from 10 - 12 days to the first sign.
- The period of contagion is 2 or 3 days before initial sign until catarrhal symptoms disappear (3 - 5th day after rash).

Children from homes where measles are reported should be allowed at the school only with the permission of the hospital authorities.

The Procurement Division has notified us that our order for supplies for the summer quarter is due on May 1st. Will you get this order in at the earliest possible moment to avoid delay in the office? Could we have your requests in not later than Thursday night, April 29th.

George Ishihara, Community Activities Department, has made an urgent request for the cooperation of elementary school children in preserving the new walls in recreation halls all over the project. He states that the surface with which the recreation halls are lined is very fragile and easily broken. He feels that the teachers could do a great deal in instilling pride and proper attitude toward this community property. Your cooperation will be greatly appreciated.

We were very proud of the showing which you made during our recent visit by the State Board of Education. We were very sorry that time prevented a visit to every room. Each grade was visited in one building or the other and the Board of Education seemed to feel that you are doing a fine job. They spoke particularly of the attractiveness of your rooms.

Demonstrations for student teachers are urgently desired. Will you kindly volunteer at the earliest possible moment? for a demonstration lesson? This cooperation with the teacher training program is a part of our obligation and privilege.

We have placed the orders for all garden and grass seeds which you have left in the office. Some seeds have arrived at the agricultural department and will be distributed to us soon.

Your work with gardening and planting seems most worthwhile. We hope that you are making some written record of the progress of these activities for our curriculum library. Mrs. Bauman and Mrs. Kleinkopf have handed in most worth-while units of work. We hope to see more and more of this. It is just the sort of thing which will be meaningful to all of us and particularly to new people coming in. A course of study worked out elsewhere could not possibly be as worth-while as the one which you are working out here now. I hope that we can have a unit on gardening recorded from every room before the summer is over. Right now during your initial planning is the time to begin the record.

We hope to have a report from the State I.E.A. Delegate Meeting in Boise at our next faculty meeting. The time and place will be announced later.

Friday ends this report month. Attendance reports are due by 3:00 p. m. on Friday.

MINIDOKA PROJECT SCHOOLS

Hunt, Idaho

May 1, 1943

Office of the Principal

Bulletin # 29

At the staff meeting last Saturday, the problem of leaves for residents was discussed again. It was definitely agreed that large groups or whole divisions would not be granted leaves, but rather that it would be handled on an individual basis. We have been quite concerned over the fact that some of our resident teachers have not yet been to Twin Falls. We find now that all leaves for the next few weeks will be reserved for those who have not been into town. If there is anyone on the teaching staff who has not ever been to Twin Falls, would you kindly submit your name; then make individual application through Mr. Schafer's office? Arrangements will be made to excuse you from duty for that day, and you will be given as much cooperation as possible in securing a leave. If members of your family, particularly elders, have not gone to Twin Falls and wish to, Would you encourage them to apply directly through Mr. Schafer's office? A truck which will accommodate twenty people will go in daily. Anyone who wishes to pay his own way and go on the commercial bus may do so.

You will be interested to know that Mr. George Townsend has been appointed Assistant Project Director to serve in that capacity when Mr. Phil Schafer leaves for military training.

Eleven children were taken to the Orthopedic Clinic in Twin Falls on Wednesday. Teachers of orthopedic cases will be given a report and a copy of the Doctor's recommendations in the near future.

Tuesday, May 4, has been set aside as Project Clean-up Day. It has been agreed that the afternoon probably would be adequate. Each school will work with the Block Captain in planning the Clean-up Campaign. The entire school will turn out in the afternoon, and some sort of organization will be setup so that the campaign will be handled systematically. Specific instructions will be sent out Monday or Tuesday morning.

At the meeting of the P.T.A. delegates from Stafford School, Friday night, April 30 at 7:30 in the school office, the following officers were elected: President, Rev. Hayashi; Vice-President, Mrs. Terakawa; Secretary, Betty Murakami; Treasurer, Mr. Katada; Publicity Chairman, Mrs. Arai.

The first regular P.T.A. meeting will be held Friday, May 7, Dining Hall 32. A room count will be taken and recognition given to the room having the greatest number of parents represented at this meeting. The committee has planned an interesting program, and we feel that a good start should be made on Friday night. After specific arrangements for the speaker have been made, invitations

may be written in each classroom to be sent home to all parents. These invitations should go home Wednesday noon.

You would all have been extremely proud, if you could have seen our Patrol Squad at the Flag Dedication Ceremony, Friday afternoon. They truly made a splendid showing.

The growth reports are to be sent home Monday, May 10. Will you have them in the office not later than Saturday noon, May 8.

MINIDOKA PROJECT SCHOOLS

Hunt, Idaho

May 8, 1943

Office of the Principal

Bulletin #30

Growth reports should go home Monday, at noon. We urge you again to take sufficient time to discuss these with the children and make sure that every child understands his own report. That will be your best source of understanding the parents. The comments which you are making this time seem much more pertinent. You should get good results from parent comments.

A representative committee from the community has been invited by the Cooperative Enterprises to meet on the subject of movies. This will include a survey of the community movies now being shown and the school movie program. Any suggestions or comments which you would make would be greatly appreciated by this committee.

Since the nine-week period has ended, a new patrol squad should be chosen. Tad Muraoka is very anxious to have this squad organized so that it can meet with him before he leaves for the army. Will teachers who have members now serving on the patrol squad please see that new members are elected and ready to meet with Tad by Tuesday of this week. Will you extend our congratulations and a word of praise to the old patrol squad? It has contributed a splendid service, the attitude has been particularly good and made a splendid showing at the flag dedication services last week. We believe some more retiring children have benefitted greatly by membership on the squad. We hope that more and more of these children will be given opportunities to serve. The aggressive child, even though he may render a better service, does not need the opportunity as much as the more retiring one.

Mr. Sandoz, Community Counselor, reports that they have just received a shipment of lovely new hand-knitted sweaters for children. They are pull-overs, all sizes and assorted colors. They were donated by the American Friends' Society in Philadelphia. If you have a child in your room who seems to need one of these, would you kindly send to this office, the child's name, address, age, and a statement as to whether he is large or small for his age. Mr. Sandoz will check this list and send the sweaters to us for distribution.

Mrs. Ruble, Project librarian, asks us to announce that the loan date for juvenile books checked out this month by the faculty is extended until May 15 but that books may be returned at any time prior to that date. She also announces that the juvenile magazines which you ordered earlier in the year are beginning to come in. They were distributed between

the libraries in Recreation Hall 7 and Recreation 31. The latest issue is to be kept in the library, back issues may be checked out for one week.

Miss Marie Otaka is helping in the school office in Block 10 until a secretary can be secured. The new secretary in Stafford School is Mrs. Sachiko Iwami.

You are to be commended for your cooperation in the community wide Clean-Up Campaign. The appearance of school areas is greatly improved. We hope that this will be a continuing program and that more school pride can be developed in the children.

A committee has been appointed by the Project Director to survey the probabilities and advisability of a community store or a canteen to serve the administrative area. This committee met with representatives from the Community Enterprises last week to discuss the possibilities of opening a small branch of the Cooperative in that area. This could be operated on a small scale now to serve the needs of those people living or working in that area. As families move into the area, the stock could be increased to meet the demands. No action has yet been taken but another meeting will be held in the near future. The committee would benefit by suggestions from you as to supplies which you would like to have them carry, whatever the plan for the store. This list should include those things which you buy regularly and would like to be able to secure on the project.

Mildred E. Bennett
Elementary Principal

MINIDOKA PROJECT SCHOOLS

Hunt, Idaho
May 17, 1943

Office of the Principal

Bulletin #31

We hope to get action early this week on the school gardens. If your plans are all made, we can swing into action immediately, once the ground has been prepared in both areas.

We see some splendid efforts being made toward the development of units of work around gardening. We hope you will record these because they are going to be most worthwhile. Miss Fitzsimons is distributing materials today on the development of units on gardening which we hope will be helpful to you. This may, also, help you in selecting materials and possible activities to record on the cards which she distributed at the last staff meeting. These cards will be collected at the staff meeting, Saturday morning.

In these supplies which came recently, you will be interested to know that a few common pins were received. These must be used very carefully since the supply is limited and the possibility of getting additional ones questionable.

The distribution of the health books in Grades 5 and 6 which was discussed at staff meeting has been rechecked. We find that the distribution in Fifth grades was as even as we can make it. Only 15 copies for each building had been requisitioned. In the Sixth grade, the distribution was evened up, we hope, to the satisfaction of all concerned. We hope you will continue to report this sort of unequal distribution so that we may have the chance to even it up. The Music Hour Song books which you requested from Manzanar, have been received and are being used. This releases some Third grade books which might well be used in Fourth grades or above. Now that carpentry work has been completed, we hope your normal schedule for music classes in the Teachers' Rest Rooms will be resumed, and that you will bring as much music and rhythm as possible into the lives of the children.

There will be a staff meeting, Saturday morning at 8:30 in Block 32. The exact location will be reported later with the name of the chairman of the meeting. We will have further discussion and report from the Cumulative Record committee at that time.

We are happy indeed, to hear that our resident teachers had a trip to Twin Falls on Saturday. We hope that this can happen again.

Mildred E. Bennett
Elementary Principal

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MINIDOKA PROJECT SCHOOLS
Hunt, Idaho
May 24, 1943

Office of the Principal

Bulletin #32

All questionnaires (Bulletin #8 from Mr. Pomeroy's office) should be filled in and sure to suggest any additional activities. We are eager to have as many suggestions from you as possible. The ones listed there are merely suggestive.

You are urged to pay particular attention to the ventilation of your classrooms these days. Air should be changed frequently.

Miss Ruth Hultcrantz is giving a demonstration on poetry appreciation for the student teachers, Monday at 1:30 in her home-room. We are glad so many of these demonstration lessons are being given. They are particularly helpful both to the one planning them and to those who have opportunity to observe.

Will you get the list of comic strips and magazines which your children read into the office, as soon as possible, and they will be compiled and sent Mr. Yasumura of the Cooperatives.

Let us urge you, again, to keep careful records of the work covered in the basic subjects by groups. This is the only way that we can prevent needless duplication and can keep our records straight.

Mildred E. Bennett
Elementary Principal

MEB:si

MINIDOKA PROJECT SCHOOLS

Hunt, Idaho
May 31, 1943

Office of the Principal

Bulletin #33

Huntville teachers are asked to have their list of interested parents into the office by Tuesday. This list will serve as a nucleus from which to begin P.T.A. activities. Stafford School teachers will want to make invitations to parents during Penmanship or Language period and send them home on Wednesday. If you want to do a little extra work on these during Art period and decorate them somewhat, there would be, certainly, no objection. The speaker for the meeting will be Miss Antoinette Cona, Public Health Nurse, who will speak on the health program for Elementary children. The meeting will begin at 7:30 p.m. in Dining Hall 32. The Patrol Squad will be presented at that meeting.

Movie tickets are to be distributed early this week. A new ticket is to be given only as old tickets are turned in. Teachers will want to remember that the Movie Committee has requested that children be cautioned about behavior in the movies and about the possibility of tickets being revoked for repeated, unsatisfactory conduct. New tickets are to be used beginning Thursday of this week.

We asked about the trips to the canal in Staff Meeting, Saturday, and were assured that there is no safe place for children to play on the canal, and were further warned that going to the canal, at all, is absolutely forbidden. W. R. A. has an agreement with the Canal Committee that the banks of the canal are to be patrolled and kept clear at all times. We were warned that residents going outside the boundary lines and going to the canal for any reason will be punished by Internal Security. Let us spend considerable time discussing the importance of staying entirely clear of the canal and of Irrigation ditches within the Project. The schools can do much toward developing a community awareness of W. R. A. regulations and to secure an understanding and cooperation of the residents. We were assured that the shovel work which is to excavate areas was expected in this week. Wading pools in school areas will not be possible, but there are plans for an excavated area at each end of the Project. Children must confine their swimming and wading to those areas.

Teachers who wish to subscribe for copies of the High School Annual, which is to include a pictorial history of Hunt, are to see Gladys Gilbertson in the Administrative Dining Hall, Monday or Tuesday of this week.

We are delighted with the excellent demonstration lessons which are being given at this time. Some very superior work is being shown, and it is of great value. We appreciate the extra effort that this requires and hope that you find it worthwhile, too.

The following notes on Classroom Arrangement might be of interest and value:

*I. Good design--wherever--is a matter of subtraction rather than of addition.

- A. Every once in a while, take everything down, then begin from there.
- B. Put nothing up that has no purpose.
- C. Don't have all walls active.
- D. Whatever we put on walls, let us balance it.
- E. In arranging work, think of the page of a book. Have large resting space and margins for the eyes. Keep the top and two sides even. Let the bottom take care of itself. Group together, and then, leave some space.

II. Label materials. A good stimulating question or statement under a picture or map adds to its value and interest in a classroom.

III. Things that go on a table should always be arranged

- A. Children should learn to help do this.
- B. To arrange a table top, keep things parallel and horizontal with the edges and leave margins.

IV. Avoid intense colors. Keep to one or two predominating colors at a time.

V. The whole room should be an expression of art.

We hope these suggestions might be of interest and help to you.

Monthly attendance reports are due at the earliest possible moment.

Mildred E. Bennett
Elementary Principal

Mr. Light

MINIDOKA PROJECT SCHOOLS
Hunt, Idaho
June 14, 1943

Office of the Principal

Bulletin #34

Flag Day exercises will be held at 10:00 a.m. Monday, June 14 at Huntville School and 2:00 p.m. Monday, June 14 at Stafford School. Parents who are interested should be urged to come, since this is one occasion where there will be room for all of them. Let us make sure that all children realize that the flags were donated to us by our Project volunteers.

The meeting to organize the Huntville P. T. A. will be held Tuesday, June 15 at 7:30 p.m. in Dining Hall 10. Teachers in Huntville School should have invitations to parents written during the Language Arts period on Monday and sent home so that all parents understand that the meeting is open to everyone and that the P. T. A., itself, will be organized at that meeting. This procedure was decided upon by the small advisory group which met last Wednesday. Invitations should indicate that the meeting will be held in both Japanese and English so that elderly people will not be reluctant about attending.

Forms for the disease census which you need to complete your health cards will be mimeographed early this week and ready for you to send home. Stanford Achievement Tests and Gates Reading Tests will be given as soon as possible in your rooms so that you may begin to work on the results. You are urged not to be too much discouraged if the expected amount of growth does not show up on these tests. We must remember that these tests do not measure everything which has been taught and that often, circumstances affect results. These will be given, simply, as a guide and a help in diagnoses. They are not planned as a check on your teaching.

Teachers, whose evaluation conferences have not been held, may arrange those with Miss Fitzsimons at her earliest convenience. A record has been kept of those conferences held and she will just continue with the remaining ones. We feel so fortunate to have her services made available during this interim and know that you are all going to give her the same splendid cooperation, loyalty, and enthusiastic support which this office has enjoyed all year. If any degree of success has been realized, it is due to your efforts and we know that the same fine work will be carried on.

Mildred K. Sennett
Elementary Principal

MINIDOKA PROJECT SCHOOLS
Hunt, Idaho
June 21, 1943

Office of the Principal

Bulletin #35

Health Cards

Hospital authorities state that the item on the health card listed as No. in Family, refers to the total number of members in the household. The number to be reported, then, is the number including father, mother, children, grandparents, and any other persons forming the family group. It seems advisable that all health records be made consistent on this point. Will you please see that your cards are made to agree with the interpretation made by the authorities of the hospital.

Room Group Pictures

Mr. Bigelow says that there is no requirement regarding our having prints made at the Flower Studio in Twin Falls. In view of this fact, Miss Wahl has agreed to take care of the matter of having pictures printed. She will report to you, the amounts to be charged for the enlargements. Upon receipt of this information, please give to Miss Wahl, as soon as possible, the number of prints wanted by the children in your room.

Letters to Parents

A letter explaining the general plan of the summer program is now in process of preparation. This letter will be sent to parents with the letter prepared by the church school group on Wednesday noon of this week. Please see that these letters are given to children on Wednesday in order that responses relative to church school may be made before school closes on Friday.

Stockroom

A large supply of newsprint and other materials has been brought to the stockroom at Stafford School. Some of the wrappings have been broken so the paper has been stacked in loose packs on the shelves. You can, readily, understand that it is important that all persons using the stockroom cooperate in keeping materials in good condition. Will all persons, please see that materials are left in neat order when they leave the room?

P. T. A. Courtesy

Rev. Hayashi resigned from the position of President of the P. T. A. at cabinet meeting held last Friday evening. A committee of P.T.A. members is now making plans for a farewell courtesy to be given in honor of Rev. Hayashi who will soon become a resident of Minneapolis. Further definite

plans will be posted in the office as soon as they have been completed by the committee.

REPORT OF REMEDIAL CASES

THE EXACT NUMBER AND NATURE OF CASES TO BE CONSIDERED IN MAKING PLANS FOR THE REMEDIAL PROGRAM TO BE FOLLOWED IN THE SUMMER SCHOOL MUST BE KNOWN THIS WEEK. ALL TEACHERS WILL PLEASE REPORT TO THE OFFICE THE NAMES OF CHILDREN WHO ARE IN NEED OF SPECIAL WORK IN READING AND ARITHMETIC. PLEASE ACCOMPANY EACH NAME WITH A NOTE EXPLAINING THE PARTICULAR NEEDS OF THE CHILD AS YOU SEE THEM.

Ethel M. Fitzsimons
Acting Elementary Principal

MINIDOKA PROJECT SCHOOLS

Hunt, Idaho
June 26, 1943

Office of the Principal

Bulletin #36

The following list is posted to help you in checking the items which must be attended to today, Friday, June 25.

Fines -- Please collect and turn in to the office, all money collected for book fines. This would, probably, amount to a very small sum.

Text Books -- Please make sure that you check your list of text books with the office. Each teacher is responsible for the number of text books checked to her class when they were received. Since cupboard space is limited, please put all books new this year in the cupboards. Locks will be provided as soon as possible. Other books may be left on the shelves in the classrooms.

Rooms -- Please consult the chart posted on the bulletin board showing classrooms to be used for Church School activities. Teachers now occupying these rooms will please see that shelves are cleared for Church School use. Books not stored in the cupboards can be brought to the stock room. Please see that books are put on stock room shelves according to classifications.

Church School slips -- The Church School workers are very anxious to know the number of children who will be enrolled in their schools. It is important that these slips brought by the children be brought to the office, today, since children will not be here again before the opening of the Church School session. Please place these slips in the envelope marked for your grade. These envelopes will be on the counter in the office until 5:00 p.m. today.

Conferences

Teachers who have not yet had conferences, please make arrangements at the meeting to be held on Saturday Morning.

Meeting

The Saturday morning meeting will be held at 8:30 a.m. in the Teachers' Rest Room at Stafford School. Plans for next week's work will be discussed and outlined.

Ethel M. Fitzsimons
Acting Elementary Principal

MINIDOKA PROJECT SCHOOLS

Hunt, Idaho
July 14, 1943

Office of the Principal

Bulletin #37

School Gardens

Monday morning's gardening and gathering of vegetables proved to be very gratifying. In view of the distances between Stafford School and the warehouse area, it seems advisable that hereafter beginning Wednesday, July 14, all harvested vegetables be taken to the office and reported. A form for reporting date, vegetables harvested, and amount is now posted on the bulletin board. By having each room report harvests on this form, an accurate record of the season's production can be kept. All products brought to the office will be taken at one time to Warehouse 10 where vegetables will be weighed and receipted. Quantities shown on the receipts are to be reported under Amounts on the chart.

Because Huntville School is within walking distance of the warehouse area it seems desirable that each group deliver their own products to Warehouse 10. Quantities shown on their receipts will be reported on the form which will be posted and kept on the bulletin board in the Huntville School office.

Please see that reports are made promptly and accurately as we want to have full credit for our victory gardening efforts this summer.

Lunch Permits

An urgent request has been made through dining halls for the issuing of new lunch permits to children in Stafford School. In order to comply with this request we are asking that a list of names of children holding lunch permits be brought from each room to the office Wednesday morning, July 14. These names will be sent to the Head Steward who will issue new lunch permits which we will distribute as soon as possible.

Employees Hours

New regulations have been announced requiring all employees including student teachers to report for duties at 8 o'clock in the morning and at 1 o'clock in the afternoon.

Junior Patrols

Tad Muraoka informs us that he is soon to go on a work leave which will necessitate his leaving the Junior Patrols

without a leader until early October. Tad has organized the partols so that with the cooperation of teachers their services should be entirely satisfactory. It is hoped that the usual fine spirit manifested by every teachers may be depended upon in the absence of Tad who has been a fine leader.

The original print and negative of the picture taken of patrols on Tuesday of this week will be sent to the respective schools as soon as they are available, for order taking.

Sixth Grade HN S. Orientation

Teachers and children of the sixth grades at Stafford School will meet with high school guidance advisers in the social hall in Block 23 on Wednesday at 9:00 a.m. A schedule of visitation of classes has been arranged for the orientation of the boys and girls who will enter high school in September. The children of sixth grade classes and teachers of Huntville School will visit high school classes and teachers of Huntville School will visit high school classes on Thursday morning. They will meet with high school advisors in the social hall at 9:00 a.m.

Records

Class books All teachers will please keep their class books until the end of the summer term when they will be turned in for checking in the Principals' offices.

Folders Teachers will please make sure that folders and Stanford test booklets belonging to children in the remedial groups are returned to the respective sets of class folders by the end of this week. All folders will be placed in the office files in alphabetical order next Monday. It is important that all folders be in readiness for filling on that date.

Work-covered reports Please keep reports of work covered during the regular school year on hand until called for. A record of summer school activities should be kept for reports which will be made at the close of the present session of school. Both the regular term reports and the summer term reports will be used in the compilation of the annual report for the entire school.

Class Pictures

Miss Wahl is anxious to know the exact number of class prints which she is to order for the respective class groups. Please see that reports are made to her by Wednesday at 4:00 p.m.

Plays and Games.

Miss Queen will be at Stafford School in the afternoon

of Thursday and Friday of this week to pick out recreational materials to be used by teachers and children. He will assist teachers in the planning and direction of games if requests are made in advance.

Stafford P. T. A.

The Stafford P.T. A. meeting will be held on Friday at 7:30 p.m. in Dining Hall 32. The following program has been planned.

Mrs. Terakawa, President, presideing
Miss Betty Murakami, Secretary

1. Kindergarten numbers
2. Accordion number -- Mrs Dorrie Abe
3. Minutes of last meeting
4. Announcements and Reports

P. T. A. Freewell for Reverend Hayashi
Next meeting -- September -- Persons in charge

5. Voting -- Greetings and Wishes -- Miss Bennett
(Secretary instructed to send same)

6. Boy Scout program

Introductions

Mr. Balmforth, speaker -- "cubbing"

Boy Scout Drum and Bugle Corps
Boy Scout Stunts

7. Refreshments

Your cooperation in making this program a success will be greatly appreciated.

Ethel M. Fitzsimons
Acting Elementary Principal

EMF:si

MINIDOKA PROJECT SCHOOLS
Hunt, Idaho
July 22, 1943

Office of the Principal

Bulletin #38

Janitorial Service

The present status of the janitorial services at Huntville and Stafford Schools, effective July 20, is as follows:

Stafford School

2 janitors:

Mr. Akiyama

Mrs. Saito

Mr. Kayahara, general foreman of Blocks 29, 30,
31, 32

Huntville School

1 janitress

Mrs. Ishida

Services: Sweeping and dusting, daily
Scrubbing, Friday or Saturday

No mention of blackboard washing, of fire building, of window washing has been made to date. Teachers will please report janitorial needs upon occasion.

It is easy to recognize that the schools are faced with a situation which necessitates the exercise of tolerance and cooperation on the part of all persons concerned. The spirit manifested by the teachers and pupils in both schools during a period of uncertain adjustment has been commendable indeed. There is no reason for thinking that a less commendable attitude will be maintained.

Secretarial services

In order to avoid an overcrowding of the secretaries' time it seems well that we have requests given to each Principal rather than directly to the secretary. In this way most urgent needs may be attended to first and all ultimately have satisfactory service.

Attendance Records

It will be necessary to submit to Mr. Pomeroy a record of summer attendance at the close of the present term. A check on daily reports reveals that there is some irregularity in the turning in of attendance records. Please see that records are accurate and that they are made promptly. For the benefit of recently arrived staff members it may be well to state that daily attendance reports are due at the office a half hour after classes have convened, for the morning and afternoon sessions respectively.

Gardening Recommendations

Our garden consultants, Toru Ogasawara and Henry Aoyama left the Project for a three months' work leave on Wednesday of this week. Each of the boys left specific recommendations for each grade group with respect to gardening needs. The conscientious, faithful, and efficient services of the boys will be greatly missed. Let us work as diligently as they worked to keep our garden record one of which we can be proud. Mail will reach Toru and Henry at the following address:

c/o Chipman Livestock Co.
Nounan, Idaho

Care of Materials

The incoming of supplies and the fact that many individuals use the stockrooms make necessary the exercise of special care on the part of all school persons in the upkeep of these common-interest rooms.

With keys and locks still lacking in sufficient number to supply all teachers individually it is important that particular attention be given to the care of school property. Please see that valuable materials are placed in safekeeping at the end of each day.

Prospective Exhibit

So many fine pieces of work are being done in the Arts and Crafts classes that we would be lacking in vision not to plan to share outcomes with others. Will all teachers please see that work prepared by pupils is kept for the purpose of becoming a part of school exhibit at the end of the summer term. Miss Wahl has plans whereby all may have a part in the exhibit without undue labor required of anyone.

Professional Attitude

In the planning of the summer modified program it was made clear that schedules and procedures would vary from those followed during the regular school year. However, it was not presumed that in the following of a flexible program there would be reasons for observers to conclude that school is merely a place in which to spend time. Well directed activity whether it be of recreational nature or otherwise requires careful planning and business-like execution. Let us not give observers reason to feel that our program is anything other than a well-justified one.

There is a limited amount of cellophane available for teachers who are interested in mounting specimens of plants, insects, flowers and the like.

Ethel M. Fitzsimons
Acting Elementary Principal

MINIDOKA PROJECT SCHOOLS

Hunt, Idaho

October 4, 1943

duplicate file

Office of the Principal

Bulletin #40

FIRE DRILLS

Fire Chief Ivan Burke and Mr. Gordon Nimmo will be at Stafford School on Wednesday morning of this week and at Huntville School in the afternoon of the same day. These men will talk to groups of children now in charge of teachers who were not members of the staff when the members of the Fire Department talked to school children last school year. The following schedules have been arranged.

Stafford School

Wednesday, Oct. 6, a.m.

Grade 1	Miss Johnson	10:15 a.m.	32-2-CD
Grade 3	Miss Nispel	9:45 a.m.	32-4-CD
Grade 4	Miss Schmidt	9:15 a.m.	32-8-EF
Grade 5	Miss Murakami	10:00 a.m.	32-6-EF

Huntville School

Wednesday, Oct. 6, p.m.

Grade 2	Miss Tanabe	2:30 p.m.	10-2-CD
Grade 5	Mrs. Roth	1:30 p.m.	10-4-AB
Grade 6	Miss Erickson	2:00 p.m.	10-6-CD

It is assumed that in every grade, teachers will work out with the children the exact procedure to be followed when fire drills are held.

When an all-school fire drill is held, the school gong will be sounded.

In order to give children a clear understanding of procedures, it will, probably, be best for each room to have practice drills, before an all-school drill is attempted.

When all groups have a clear understanding and have had experience, Mr. Burke and Mr. Nimmo will come to the school to witness the all-school drill on Friday, October 8.

The following points are important ones to be observed in the planning and directing of fire drills. Teachers will please see that they are observed.

1. Promptness in response to the signal or gong.
2. Immediate closing of windows.
3. Quick, quiet exit without pushing or running.
4. Monitors
 - a. To direct traffic.
 - b. To open and hold fire door.
 - c. To be responsible for fire extinguisher.
5. Clearance to certain open areas.

It seems best that children in rooms AB and CD go to the playground area; those in rooms EF and GH to the walk running close to the laundry room and dining hall. Children should remain in these areas until a signal is given for them to return to classrooms.

Fire extinguishers are not to be taken from their present positions or handled in any way. Firemen advise that one pupil be responsible for knowing how to use the extinguisher in case there is need for it.

Teachers will please make sure that they have made acquaintance with points marked on the Administrative Instruction No. 81 posted near this bulletin. Let us impress the Project Fire Department with the fact that efficient fire drills can be held in the schools.

Ethel M. Fitzsimons
Acting Elementary Principal

MINIDOKA PROJECT SCHOOLS
Hunt, Idaho
July 9, 1943

PRINCIPAL'S BULLETIN

Just to make sure that all items in the annual reports are complete and consistent, the following check list is given for teachers' use:

1. A folder containing the following materials for every child in your class group:
 - a. Health and dental card
 - b. Permanent record card
 - c. Scope and sequence -- major units
 - d. Preliminary enrollment sheet
 - e. Duplicate of last growth reports
 - f. First and second growth reports
(if not requested by child)
 - g. Profile sheet and test records
2. Test booklets and folders for children recommended for remedial work should be separated from other test booklets and folders. Please place these materials in an envelope marked for your grade and found in your box. Please give the envelope to the school secretary when materials have been placed in them. These should be ready not later than Saturday noon.
3. All completed folders other than those of remedial cases may be left on the table in the inner office. They will be filed when all sets have been checked and turned in.
4. Case study write-ups should be in the Principal's office by 5:00 p.m. today.
5. Please make sure that the names of individuals recommended for Binet testing are left with the secretaries today.

It is gratifying to know that teachers are making definite plans for units of class activities to be used in the morning program of the summer school.

The blocking out of the afternoon crafts and recreational program is now underway. We hope to have the entire daily schedule for the modified summer program in mimeographed form ready to be placed in teachers' hands at the meeting which will be held at Stafford School on Saturday at 8:30 a.m.

Mrs. Ruble has expressed her deep gratitude relative to the generous response made by teachers in giving their assistance in the sorting of books in the library in Block 24.

The hearty cooperation which teachers have shown in all undertakings pertaining to the closing of school and the planning of the summer program is deeply appreciated on the part of the Acting Principal. Please accept sincere thanks for your expressions of this fine spirit. Without doubt, Miss Bennett will be highly pleased to learn of the excellent responses made by all of her staff members.

Ethel M. Fitzsimons
Acting Elementary Principal

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