

February 1, 1943

FROM THE OFFICE OF THE SUPERINTENDENT

TO ALL TEACHERS

(Please read carefully since several important Project policies are given)

1. The Education Department with the assistance of the P. T. A. group is planning a Manzanar Education Week beginning February 22. During this week we hope to run a 7-day exhibit at the Visual Education building, showing samples of school work from nursery through the adult education level. There will be certain sections assigned to elementary, high school, and adult, to be organized by the principals of these divisions and their working committees. The exhibits will probably take the form of work samples as well as posters, models, and charts to illustrate objectives, program of work, or to describe verbally opportunities in certain departments.
2. Your principals will notify you when organization is to begin. Meanwhile, each teacher should be thinking about ideas. A school pageant will be developed on the elementary level responsible to Mr. Simpson, Miss Hosford, and Mrs. Nielsen, and on the high school level with Mr. High, Miss Moxley, and Mr. Frizzell.
3. Any who does not want the W. P. A. desk in his classroom should report to his principal and have it removed at once because desks are needed by other departments.
4. There may soon be someone calling on you to collect 10 or 15¢ from all Manzanar appointed personnel to pay for the Christmas greeting ad to the community in the Manzanar Free Press.
5. In an attempt to organize a better system of information, a committee met with Mr. Bob Brown this week and laid plans to organize a Manzanar Rumor Clinic patterned after the clinics that have already been organized in the East. The clinic will have an advisory board and director and will use the existing resources for collection of rumors and information. Teachers are requested to write down rumors and questions that involve rumors and fears which they hear in their classrooms. It is necessary that we find out the rumors and the questions that people in the community are repeating. We want to know the block from which each rumor is springing. These questions should be turned in to Mr. Ferguson, who is appointed temporary director, or to Mr. Roy Takeno of the Manzanar Free Press. No teacher is expected to answer the questions and rumors. The Clinic wants to be very careful that only verified information is given back as an answer to rumors and fears. This is an important contribution that teachers can make and we hope that all will cooperate.
6. Teachers are also asked by the Acting Project Director to document questions, reactions, and attitudes from pupils on the question of the new Army policy which plans for a combat unit of Japanese-American soldiers. According to the announcement, there will very soon be a recruiting committee in Manzanar to enlist volunteers. This volunteer recruitment will also later go into relocation placement in war industries. Mr. Bob Brown particularly is interested in documenting developing attitudes and reactions. Teachers are to write these comments and objective descriptions on note paper and turn them in to their principals.
7. It has also been announced in the Project Staff Meeting that any person coming into Manzanar who wishes to eat at the Personnel Mess Hall and who is not appointed personnel must have a guest card. Only those persons who have a meal card or a guest card issued from the administration building are permitted to eat in the Personnel Mess Hall.

8. The Manzanar Relocation Area contains about 5000 acres. Passes may be obtained to go out into the area, but under no circumstances can escorts take residents out of the area. Mr. Bob Brown also announced that there would be no more trucks assigned for picnics. If a teacher wants to take her class for a hike, she first gets permission from her principal and then proceeds to secure a pass for her group on authorization from the principal. Any teacher who does not thoroughly understand the boundary lines is subjecting her group to immediate arrest.

9. There will be an important general teachers' meeting (appointed personnel) ten o'clock Saturday morning at 7-15. Other meetings will please adjust to this schedule.

10. According to recent interpretation of policy it will be necessary for every person to leave written notice of absence from the project during the working hours of the 6 day week. This is considered important because the project administration wants to be able at any time to locate its personnel.

11. Because of fire or emergencies every teacher should leave her key and address with her room mate or neighbor. Moreover, a teacher who has left the address at which she may be reached while away may at times be used as escort and receive her transportation and per diem for services.

12. Until further notice, our leave policy for week ends requires a written application for annual leave even though over-time hours have accrued during the week days. The accrued hours can be carried over on our own records for the next week. We do not want to create an issue that will force an interpretation of the 8 hour day policy, which may well apply to office work, but does not fit into our school work.

13. The Secondary School reopening has shown a decided improvement in general morale and tone. The teachers deserve much credit for their attractive rooms and carefully planned class reopenings. It is up to each of us to maintain this standard. When disciplinary trouble first arises, do something immediately. Your three psychological principles to keep in mind in handling these disruptions of school order are:

1. Consistency and certainty
2. Immediate action
3. Fairness with an understanding on part of the pupil.

*M. J. Wells*