

IMPORTANT ITEMS FOR YOUR ATTENTION:

ITEM 1.

You have been asked to file your credentials with the County Superintendent's office. There will be a report sent around for each teacher to sign signifying whether or not she has followed these instructions. Filing your credential with a County Superintendent's office is to insure your registration as a teacher in California for this teaching year.

ITEM 2.

New materials are coming into the Visual Education Department daily. We do not feel that teachers are making full use of this resource.

ITEM 3.

There should be weekly visits to the Text-Book Warehouse. New books are constantly coming in. There are sets of books that are excellent material for supplementary use on all levels of instructions.

ITEM 4.

In the Superintendent's office there is a Professional Library set up with professional books, pamphlets, and mimeographed materials. Please feel free at any time to come in and browse through these materials--everything from books on "How to Produce Puppet Plays" to source materials for units can be found here.

ITEM 5.

Please get into the habit of making a record, in a form of a memorandum, of all complaints and disturbances that arise from misuse of our buildings by the recreation department, adult education, neglect on the part of the custodians, and any destruction of property on the part of children. We must have facts and circumstances in writing before we can take any action to correct these difficulties.

ITEM 6.

Again let us encourage the organization of a Manzanar Teachers' Association for the purpose of providing leisure time activities, taking care of certain welfare problems, and for better adjustment in the community.

ITEM 7.

Every teacher should have posted her daily schedule. A substitute teacher should be able to come into any room and get adequate

suggestion from the daily schedule. Every good teacher thinks out and prepares her work at least a week in advance. She will have in it her objectives and what sequence and what she wishes to follow in bringing about certain desired outcomes. Many schools require advance weekly lesson plans. This applies to teachers in both high school and elementary level. If a teacher is ill, she should be able to turn her plans to substitute teachers. We do not wish to make an arbitrary demand for each teacher to submit planned programs in advance, but we do expect each teacher to prepare her work ahead and have it in such form that it can be presented on request.

ITEM 8

As soon as sufficient chairs are distributed, each teacher will be held responsible for an account of her furniture in her room. At no time should there be an exchange of furniture that has been assigned to particular room use without permission from the Property Clerk at the Education Office. Personal furniture assigned for housing use should not be used in the school room. If the property is damaged, each individual is responsible for its replacement.

ITEM 9 Library Service in Study Hall Seven

During the last week the library in Study Hall Seven was set up for the use of the high school students. It consists of reference books, supplementary text-books, fiction and magazines.

The reference material and text-books are to be used during the study hours and the regular library hours from 6:30 to 9:00 every evening, Saturday all day and Sundays from 1:00 to 9:00. None of this material can be issued for home use; it must be used within the study hall.

The fiction and magazines may be used during library hours and may also be checked out for a week's period. The reference books are listed on each side of the hall. Since they were selected by the librarian, the collection may not be complete. If there are other titles in our libraries which should be added, please leave their names with the librarian in the Study Hall and she will place them on reserve here.

Will the teachers examine these lists, make suggestions, and advise the students to take advantage of this new service.

ITEM 10

The order which went out January first was "No holidays for the duration". Before each legal holiday an announcement has been made that any employee who can be spared from work may take annual leave on that day. This will mean that the total of 26 days of annual leave will not be increased by the addition of Thanksgiving or other legal holidays. Members of the education department taking leaves must bring their signed application for leave to the personnel office to make sure that the leave is due them.