

TO PRINCIPALS AND DEPARTMENT HEADS:

DEPARTMENT HEAD'S TEACHING PROGRAM

1. ~~Announcement of Administrative Council Meeting, Saturday, January 2, 10:00 a.m.~~
2. It appears as good educational management, in the Poston situation, to expect Department Heads to teach half-time. There are several in support of this position:

a--We can hardly afford, either from the standpoint of the cost or reduction in potential teaching staff, an administrative organization in which all department heads are doing only supervisory work.

b--Where department heads are teaching they come face to face with the intimate problems of the classroom teacher.

c--Ours in a unique school-community situation: the customary school organization must be adapted to this situation.
3. There is issued with this Circular the revised weekly Statistical report. This form is based on the Indian Office Quarterly Report (Form 5-246, 1942). In order to bring our record up to date you are asked to make this particular report for the period November 30, to January 1, inclusive. The former report should cover the period October 5, to November 27, inclusive. This latter report is now due at this office.
4. Principals and Department Heads should begin making second-semester plans for half-time teaching for the latter.

Miles E. Cary

Miles E. Cary
Director of Education

A. ANNUAL LEAVE

"Annual leave will be allowed at such times as will least interfere with the duties of school personnel." (Manual for the Indian School Service, p. 86)

Teachers are expected to take annual leave when school is not in session. However, in case of death in the family, or dire emergency, they may be granted annual leave at any time at the discretion of the project director.

Twenty-six (26) days of annual leave for each calendar year is allowed exclusive of Sunday. This is the equivalent of two and one-sixth days per month. Persons coming into service on October 1 would thus have accumulated six and one-half days of annual leave from October 1 through December 31. Those six and one-half days of annual leave, if not used in 1942; may be added to twenty-six days of annual leave in 1943, thus giving the person thirty-two and one-half days of annual leave between October 1, 1942 and December 31, 1943. Teachers, who usually have to take most of their annual leave during summer months, are allowed to take leave for the entire calendar year in advance even though it is not earned until December 31. This means that the teacher who takes no leave before December 31, 1942, and none until next summer, would take thirty-two and one-half days next summer providing she continues in service through December 31, 1943. In the event she has used annual leave in advance, the pay for such days must be refunded if she resigns from the service before the amount of leave used is actually earned.

Prior to the war, eight national holidays were excluded in taking annual leave. Since these holidays have been temporarily suspended (except Christmas Day) a decision will have to come from the Chicago Office as to whether or not holidays will have to be charged against annual leave when employees are away from their posts of duty on those days.

Applications for Annual Leave should be filed with the principal on form 1-034 in advance of the date on which the leave is taken. When the applicant returns to duty, he should report to the principal's office. The hour of his return to duty, if this fails to conform with the teachers request for leave, will then be reported to the Director's Office by the principal. He in turn will report the discrepancy to the project personnel office.

B. SICK LEAVE

Government employees are allowed one and one fourth ($1\frac{1}{4}$) days of sick leave per month. If a physician is employed, a certified statement is required from him. If no physician is employed, the employee must certify on the leave slip that he or she was wholly unable to perform official work or to be present at his post of duty, and was confined to his residence during the period for which sick leave is requested. Sick leave accumulates up to 90 days.

C. LEAVE WITHOUT PAY

Leave without pay may be granted to an employee after he has used all annual leave to which he is entitled. All requests for leave without pay should be accompanied by a full explanation as to the necessity for such leave. Leave without pay cannot exceed more than thirty days in any calendar year without special permission from the office of Indian Affairs.

D. EDUCATIONAL LEAVE.

Prior to 1942, members of the Indian School Service were granted an educational leave in accordance with the following acts of Congress:

Provided, That hereafter teachers of The Indian Schools and physicians of the Indian Service may be allowed, in addition to annual leave, educational leave not to exceed thirty days per calendar year, or sixty days in every alternate year, for attendance at educational gatherings, conventions, institutions, or training schools, if the interest of the Service requires, and under such regulations as the Secretary of Interior may prescribe and no additional salary or expense on account of this leave of absence shall be incurred." Act of August 24, 1912 (37 Stat: 519) as amended by the acts of August 24, 1922 (42 Stat. 829) and May 8, 1929 (45 Stat. 493).

"Educational leave is not designed for the benefit of the employee but for the improvement of school and the welfare of the children enrolled All Educational personnel actually giving instruction may be allowed educational leave provided their absence will not seriously interfere with carrying on the work of the institution" ("Manual for the Indian Service", pp. 86-7)

Educational leave does not exclude Sundays and holidays, but is continuous. That is, if thirty days of educational leave is taken beginning July 2, it would extend only through July 31. If a teacher resigns, and has taken educational leave in advance, the pay for the number of days of educational leave which the teacher has taken in excess of the amount she has earned, up to the time of her resignation, must be refunded.

During the year 1942 "educational leave" was suspended except in very special cases. Status of Educational Leave for 1943 is pending a decision from the Office of Indian Aff.

It has been recommended that educational leave be granted to the teachers of Poston sometime during the summer of 1944.

It is suggested that such leave, if granted, could be spent in one of the following ways:

- (1) Workshop dealing with the curriculum for the Poston Schools to be held either at Poston or at some educational center, provided the transportation problem can be solved.
- (2) Attending some standard college or university of the teacher's choice, with the approval of the director.
- (3) Special research in curriculum or some other problem vital to the employee's work. This research to be done at a time and place agreed upon by the director of education and principal.

Attention is called to the following regulation: "Instructors of the Indian Service will not be allowed details to attend non-government summer sessions in addition to educational leave, as such details would in effect extend the amount of leave authorized by Congress." (Manual for Indian School Service, p. 87).

IV. SCHOOL YEAR 1942-43 (180 days)

A. Quarters:

1st Quarter	Oct. 5 -- Dec. 11	(48 days)
2nd Quarter	Dec. 14 -- Feb. 19	(44 days)
3rd Quarter	Feb. 22 -- Apr. 21	(43 days)
4th Quarter	Apr. 26 -- June 28	(45 days)

"The School Year shall consist of 180 school days unless local conditions make this impracticable, in which case approval for a shorter term may be secured from the Indian Office or the Superintendent of Education of the area, on a showing of facts." (Manual for Indian School Service, p. 52)

If we are to operate on the 180-day school year basis in 1942-43, counting from the opening day of school Monday, October 5, and excluding school and official holidays, it will take through Friday, June 27, to make the 180 days.

B. HOLIDAYS

"For the War Emergency Period, holidays normally granted in peace time will be suspended. Upon prior approval of the Director of the War Relocation Authority, local holidays may be observed with the understanding that employees will be charged with annual leave or placed on leave without pay in the absence of available annual leave for the period that they are absent." (I. R. A. Admin. Instruc. #13)

POSTON HOLIDAYS FOR PUPILS

Oct.		Apr. 22-24-- Teachers' Workshop
Oct. 24	-- Fair Day	Dec. 25 -- Legal Holiday
Nov. 26	-- Thanksgiving Day	(for teachers & pupils)
Dec. 21 - 25	-- Christmas Vacation	Jan. 1 -- New Year's

January 9, 1943

A meeting of all Department Heads of Education in the Poston III, II, and I Schools was held January 9, 1943, 10:30 A.M., in the Poston III School Office (Room 8B). Supervisors present were: Mr. and Mrs. Nelson; Doctor Cary; Mrs. Manning; Mr. Vaniman; Mrs. Robertson; Miss Atkinson; Haruo Tashiro; George Takaoka; Supervisor of the Arts and Crafts Department; and the chairman for the afternoon, Mr. Potts.

The purpose of the meeting was to discuss the coordination of classes in the Poston Schools. The agenda was:

1. Tell what one department has done so far in Poston III.
2. What one department can do in relation to other departments.
3. Suggestions that one department would like other departments to do to help that department.

General discussion was held. The Math Department holds conferences every two weeks to discuss general problems, and to study from professional books and magazines for teaching techniques.

The Science Department has some of its superior students give lectures to other classes. Sometimes there are two students, one superior and one average. The average student gives the report, and the superior students answers the questions.

The Commercial Department aims to develop secretarial training more thoroughly next year. They are planning to teach job-hunting, discipline in the office, and prepare students for the future.

The Arts and Crafts Department reported that they are planning to coordinate work with that of other departments.

Department heads and offices must tie up together. Visiting in classrooms was considered as a medium of helping each other. The teachers should invite return visits; it is a matter of working together.

The problem of cutting classes was discussed.

The meeting was adjourned at 12:15 P.M.

10:00 A.M.
January 16, 1943

STAFF MEETING - EDUCATION

The meeting was called to order at 10:00 A.M., Saturday, January 16, 1943, by Dr. Miles E. Cary.

Those present were:	Dr. Cary	Mr. De Silva	Miss Lawton
	Mrs. Robertson	Mr. McLaren	Mr. Sosnowski
	Miss Atkinson	Miss Morrison	Mrs. Nelson
	Dr. Harris	Mr. Nitta	Mr. Taketa
	Mr. Franchi	Mr. Peavey	Mr. Takaoka
	Mr. Nelson	Miss Cushman	Mr. Tashiro
		Miss Jean	

Those absent were:	Miss Breeze	Mr. Ogawa	Miss Manning
	Mr. Vaniman	Mr. Potts	

In response to Dr. Cary's request for old business, the matter of pay for the evacuee teachers was brought up. Dr. Harris reported that he was taking care of the matter.

Mr. Franchi and Mr. Taketa joined the group to report a joint meeting of the Junior Red Cross Council at Camp III. Tentative plans for the participation of all three camps in a Red Cross Bazaar had been made for the latter part of March. It was suggested that the schools might take part and make contributions for display, and that the bazaar should be held during three days and nights; one night for each camp. Poston II's plan is for a pageant depicting the history of the southwest, and also for a water carnival to celebrate the supply of water coming into Poston for irrigation purposes. Poston III plans an indoor talent show with children of high school age participating. An admission fee would be charged for tickets and the money would go for Red Cross work. Poston I plans to show hobbies, mesquite wood carvings, albums, etc. These albums will be sent to other projects in hope of exchanging them for records of their project work. Camp I also plans to show moving pictures of first aid demonstrations, etc. Profits made from the Red Cross Bazaar will be kept in Poston. Part of the funds will be turned over to the schools.

Mr. Taketa reported that there would be a committee meeting of the council on Sunday, two weeks prior to Easter Sunday. Plans were made to use the Adobe Plant for the bazaar and Block 28, Barrack 13. Mr. Taketa will present a plan to the teachers and the P. T. A. Dr. Cary suggested April 30, May 1, and 2 as dates for the bazaar. The committee will be asked to consider this time. There is a question of interference with Easter. The matter of using the Adobe Plant was questioned by Dr. Harris. Dr. Cary then appointed Dr. Harris to work on the matter of housing for the Bazaar. It was felt that there should be a permanent exhibit in each camp and that only the entertainment features should travel back and forth. Mr. McLaren reported that Mrs. Harris is planning a language fiesta or pageant and the Junior Red Cross should consider such plans when making the decision of time, place, etc.

Mr. Taketa announced that "Accident Prevention Week", set for the week of January 24, 1943, will be conducted by the Senior Red Cross. This division will distribute sheets of paper listing accident causes to be checked by children at home. It was suggested that these matters should be discussed at school as well. Miss Morrison was asked to help plan discussions to be used in the classrooms and Dr. Harris was asked to take charge of the program in the core classes. Accident prevention is very pertinent in the light of the accident of January 15, 1943.

Children should be taught to walk on the left hand side of the road, to stop at crossings, and trucks should be required to drive very slowly. Dr. Cary suggested the cooperation of the Red Cross and the schools in working out traffic rules for the three camps.

The problem of the five-point junction in front of the Administration Building was brought up by Miss Lawton. It was suggested that a policeman or an M.P. be stationed at that center. Competition for safety records between truck lines and also the development of a sense of responsibility on the part of the people were suggested by Mr. McLaren and Miss Jean. Miss Jean was invited to work with the Red Cross on the problem of safety with the making of decision for plans to be left up to the committee.

Mr. Nelson announced the showing of films on Arizona for core classes on Tuesday and Saturday evenings.

Dr. Cary requested that the principals from Camps II and III omit kindergarten and nursery school children from statistical reports.

The question of postage for letters sent to other schools, etc., was brought up. Mr. Harris reported that the Red Cross will send letters in bulk from one Red Cross headquarters to another and the Red Cross will take care of the postage. If free material is requested, franked envelopes may be used unless it presses too heavily on the supply. When use is made of these envelopes, two copies of the letter should be filed with Mails and Files. This refers to official letters written by department heads. To send pupils' letters which have been written as part of the program, stamps might be purchased by the child or mail may be handled through the Junior Red Cross. Some of the money made as profit from the Red Cross might be used for this purpose.

The need of a petty cash fund for the purchase of small supplies, etc. was brought to the attention of the group. The Indian Service has no objection to schools raising their own money. Camp II's New Years Bazaar donated some of their money to the schools.

Dr. Cary's office can help in the mimeographing and ditto work. The attention of the group was called to the fact that not all the evaluations of workshop conferences nor all the plans of the work for the year were yet in Dr. Cary's office.

Dr. Cary called attention to the latest copy of the Pamphleteer which deals with education in the war. Mr. McLaren suggested placing a copy in each school.

The question of the gasoline situation was brought up by Mrs. Robertson. Dr. Cary reported that no action had been taken as yet. The question of renting a gas tank by an oil company for the project was referred to Mrs. Robertson.

Dr. Cary suggested that memos which have been sent to the department heads through the principals can soon be sent to the department heads' offices. Some matters might go through directly; others should go through the principals' offices.

It was noticed that some furniture has been marked "for kindergarten only". This furniture should be available to the nursery schools also.

Dr. Cary requested a meeting with all principals immediately after this meeting.

It was reported that funds were allocated for visual aids and also for the professional library.

Appreciation of Mr. Nelson's work was expressed by the group.

Teacher-training tentative program was presented by Miss Morrison. This program will be distributed to the group when revisions have been made.

The question of setting up this program was open for discussion. Miss Cushman suggested adding courses on the teaching of reading for both elementary and secondary levels. The difficulties of holding large group meetings was brought up. The suggestion was made for a minimum limit of six people to a class. Mr. Takaoka went to go on record as definitely approving the offering of courses. Mr. Peavey suggested taking a poll to indicate desire of teachers for special courses. Mr. Peavey moved that the general plan be adopted. This motion was seconded and passed.

The question of the location for the teacher-training program and the number of sessions per week were brought up. A planning committee was chosen to decide upon these problems. Those on the committee to serve with Miss Morrison are Dr. Harris, Miss Helen Aihara and George Takaoka. The need of time for library reading and the advisability of limiting the students' program to one course per day were discussed.

Mr. McLaren suggested the bringing into the program of courses in Economics and Political Science. Dr. Balderston might be of help in this connection. Dr. Cary suggested that the committee should get in touch with Dr. Powell's office. Dr. Cary also suggested that perspectives be sent to teachers to help discover their needs.

The staff meeting was adjourned with the announcement that the group would meet again next week, January 23, 1943, at 10:00 A.M.

Print II
Strawberry

Education
STAFF MEETING

Miss Manning

Camp II

The meeting was called to order by Dr. Cary on Saturday, January 23, 1943 at 10:00 A.M. Those present were:

Dr. Cary	Miss Cushman	Mr. Sosnowski
Dr. Harris	Mr. Potts	Mr. Peavey
Miss Breeze	Mr. McLaren	Mr. Ogawa
Miss Morrison	Miss Lawton	Mr. Nitta
Miss Manning	Mrs. Nelson	Miss Jean
		Mr. Vaniman

Those absent, were:

Mrs. De Silva, Mrs. Robertson, Miss Atkinson

Dr. Cary passed out the minutes of the last meeting and asked if there were questions. Mr. Vaniman asked for further information concerning the teacher training program. Dr. Cary called for a report from Miss Morrison on further developments, but there was nothing new to report.

Dr. Cary reviewed a letter from Dr. Thomas who had received the material on the evacuee teachers' education background. This material had arrived too late for the meeting, but the state college presidents reported interest in our situation and eagerness to help accredit the work of the past summer session. Dr. Cary also reported that plans for the summer program are still underway, and two Indian School sites in Arizona are now being considered.

In response to Dr. Cary's request for old business, Mr. McLaren asked if apprentice teachers would be able to participate in teacher-training program both during the second semester and the coming summer. Dr. Cary answered in the affirmative. Mr. McLaren also wished information on the pay rate for apprentice teachers who are receiving \$16.00 in Camp 2. The salary for such people in Camps 1 and 3 is \$19.00. Dr. Cary suggested that Mr. McLaren adjust this matter in his own camp with Dr. Cary's help if necessary.

Dr. Cary announced that Mr. Potts is preparing a questionnaire in regard to transportation to Parker for teachers. Mr. Sosnowski stated that transportation was being provided for the camps if the groups were able to provide their own driver. He has offered to drive for Camp 1. It was planned the bus should leave Camp 3 on Saturday at 5:30, Camp 2 at 5:45 and Camp 1 at 6:00 P.M. The problem of the driver from Camp 3 to Camp 1 was left unsettled.

The principals have received Red Cross material. Miss Jean reported that the material had been issued before her meeting with the committee. She is concerned about the lack of emphasis on the two chief points of danger--the street and the home--which she suggests should be concentrated upon in the study of safety in the schools of Poston. Many problems included in the safety guide do not pertain to Poston at all. Miss Jean also suggested that a marker to be placed where the child was killed. The committee is planning to put up traffic signs and to include instructions to pedestrians for walking on the correct side of the street.

Dr. Cary recommends that such problems as transportation and school maintenance which includes heating, lighting, etc., be taken care of by general transportation and maintenance departments in each camp. The principal would, therefore, work through his local camp organization in taking care of these matters. In this way

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the education staff would function on more purely educational problems. In regard to the transportation and maintenance problems, Dr. Harris and Miss Breeze will work through Mr. Evans; Mr. Claren will work through Mr. Crawford and Mr. Potts will work through Mr. Burge. In case difficulties are met in securing cooperation, Dr. Cary's office will help by bringing pressure to bear through Mr. Head's office.

Dr. Harris brought out the need of sidewalks along the main highways. It was suggested that Miss Jean use the educational staff for support in helping committee to build policies and secure action on problems. Miss Jean will work with Mr. Taketa on these matters. Mr. Ogawa wished information in regard to whether or not help was being requested from the Police Commission of the City Council.

Dr. Cary suggested that some sort of cooperative evaluation, perhaps including the reaction of teachers, pupils and parents to the work of the first semester, might be valuable at this time. Miss Cushman brought out the point that we have had no beginning measuring stick. We are applying this, at the present time. Hence, we will be in a better position to check progress at the end of the second semester. Dr. Cary mentioned that there are two types of judgments, those which relate to skill for which we have objective tests and those which relate to values. Perhaps we need some criteria for evaluation growth and progress in the latter category. Miss Cushman reminded the group that an evaluation committee, which met during the winter conference, is interested in going on with work begun at that time. Dr. Cary thought it might be possible to secure some data from the teachers now. This material will include a statement of the problems on which children need to be helped and the problems facing the teachers. He reminded the group that we need to face objectives to be sure of unity and a sense of direction in the work. Mr. Potts concurred with Dr. Cary's statement telling the group that in a coordinating committee meeting in Camp three of representative children discussion indicated the lack of certainty on the part of the children as to what they are doing and why. Teachers should be able to give some reactions to a few simple objective questions. Dr. Cary suggested that the meeting next Saturday, January 30, 1943, be devoted to evaluation with Miss Cushman in charge. Attention might be focused on the question "What are the criteria that we should be using in evaluating our work?"

Dr. Cary announced that Mr. Stone Ishimaru will be in charge of the Visual Education Program for all the schools and at all age levels. Mr. Ishimaru will work out of the central office.

Mrs. Nitta will help the teachers to turn in their plans for the year which will be handed over to the Evaluation Committee.

Teachers should be urged to join the National Education Association and the Progressive Education Association. It will be well for each principal to turn in the membership for his school. Miss Breeze announced that the Progressive Education Association meets in St. Louis the last few days of February and the first few days of March. Miss Jean said she would be able to give the group a statement of the aims of the Progressive Education Association issued by that organization.

Mrs. Nelson announced that there are two adult classes in advanced shorthand given during the evening.

Dr. Cary offered the use of his administrative circulars for department heads who wish to convey information to teachers or students.

Mr. Ogawa is to be in charge of Dr. Cary's office during the latter's absence.

Miss Jean brought up the subject of feeble minded children. No plan was made by the administrative staff to handle the situation. Miss Cushman suggested that a special work permit be given to atypical children between the ages of 16 and 18 and a special class be set up to handle the needs of these children. This problem was postponed for action until two weeks from this date, or until February 6. Miss Cushman was requested to bring in a statement of policy to this meeting. Dr. Cary suggested that Dr. Leighton, Dr. Pressman, Dr. Kawaichi, Mr. Kennedy and Miss Tsukao might be invited to meeting with the group that time.

Mr. Peavey wished to know what coordination there would be between the teacher-training program and the adult education program. Miss Morrison reported that no official arrangements have been made because it has not yet been possible to have an appointment with Dr. Powell. However, in an informal talk with Dr. Balderston, tentative plans were made for a completely integrated program.

Dr. Cary requested that the principals work in their own camps on the problem of synchronizing meals with school hours. Mr. Snelson has been working, to some extent, on the problem in Camp 1.

It is planned that the tables in the classrooms shall be refinished in time to place them in the new schools. Mr. Ogawa is now working on the needs for coolers.

Dr. Cary reminded the group that report cards and general reports will be due at the end of the term. Dr. Howard has asked for a theme of our spring conference. Miss Morrison was requested to prepare a memo for the teachers stating a theme.

The problem of high school children neglecting their studies because of too much attention to athletics was mentioned.

Dr. Cary asked the group to consider the reviving of our intercamp education council which met monthly and was made up of community council representatives, the education council and student representatives.

The difficulty of securing the return of education furniture which has been loaned to other departments when the Education Department needs this furniture was discussed. Mr. Ogawa is working on this problem. He reported that school furniture is being returned to the department as soon as the local shops make furniture for the offices which are in need.

The meeting was adjourned until January 30th.