

From the Office of the Superintendent to Classroom Teachers, Jan. 12, 1943

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FROM THE OFFICE OF THE SUPERINTENDENT TO CLASSROOM TEACHERS

LET US REVIEW:

1. All leave slips are submitted to principals; from there they are routed over the Superintendent's desk and to the Administration Personnel office. Return from leave requires a report first to the Principal.
2. Illness must be reported as soon as possible to the principal. A written note is the best means of notification.
3. Get the habit of placing your requests in writing on memorandum form. If possible keep a carbon copy in your own personal files. It helps clear up difficulties that frequently arrive through misunderstanding.
4. Keep in mind that on working days there must be some way of getting in touch with every teacher at any time. Leave a note in your classroom or with your principal or with the person in the adjoining room. When phone calls or messages come in from the Administration during working hours it is embarrassing not to be able to locate a teacher.
5. Principals are supervising principals and not isolated administrators. Please feel free to come in and discuss ideas and plans that you have for making your work more interesting and more adjusted to the needs of your students. Get in the habit of keeping your principals in touch with the type of work you are carrying on. It helps principals to better evaluate and appreciate your work and at the same time prevents mistakes that happen by not keeping in touch with school policy. New teachers especially should take advantage of frequent guidance and assistance.
6. The record of professional hours should be turned in for the past week. It is wise to keep notes on a desk calendar or diary. The forms are not mimeographed because we want to first try out a sample form before making it permanent.
7. Congratulations on the elementary opening. The rooms were attractive, in order and the first day's work was well prepared. The general tone of the entire elementary school population was excellent. A visitor can "feel" the harmony between principals, teachers, and pupils. Most of this favorable change was due to a better physical situation and an increasing solidarity among teachers on elementary standards and aims. By delaying high school opening until buildings are ready and teachers are prepared, the same improvement should result.

8. We expect teachers to look around the community for enrichment for his or her classwork. We hope an attitude of responsibility toward community service can be developed in school children. As you plan these practical community experiences, such as bringing speakers into the classroom or excursions to the hospital, talk over your plan with your principals and allow us to properly secure permission or authorization.