

From the Office of the Superintendent, January 21, 1943

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FROM THE OFFICE OF THE SUPERINTENDENT

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To All Educational Personnel

On the whole the weekly records were adequate. It is requested that the term "professional preparation" be more explicit, such as grading papers, professional reading, gathering materials for classroom, working on attendance records, attending study conferences, working at the visual education building, etc. It is wise to show your community participation because community interest and good teaching go together. However, hours of professional credit cannot be given for church work, ground school, unofficial clubs or group gatherings. Every P.T.A. meeting of course is counted as official participation in community affairs. Always show the total number of hours per week, that includes all hours, even when the total goes above the required 48.

Keep in mind that it does not look well to have your record read "8:00-12:00 school" when you were seen going into the personnel dining hall at one minute to eight. We endorse heartily the study groups on Saturday. Furthermore, we expect the specialized teachers in the fields such as agriculture or the head of the departments such as shop, home economics or art to find that much of their Saturday time must be spent in organizing and preparing materials for use in the departments.

It is essential that these records be filled out honestly because your principal certifies to your 48-hour week with his signature upon your record.

Again we must emphasize that these reports must be in on the Monday morning of every week. If there are individuals who persist in turning in their records late there will have to be some penalty of withholding their check for a period. We must then turn in all of these records at one time, and it is not right that three or four hold back all the records and consequently all of the checks.