



MINIDOKA ★ PROJECT ★ ★ SCHOOLS

HUNT, IDAHO

E L E M E N T A R Y   T E A C H E R S '   H A N D B O O K

MINIDOKA PROJECT SCHOOLS

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WAR RELOCATION CENTER

Hunt, Idaho

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## PHILOSOPHY OF THE ELEMENTARY SCHOOLS

You accepted this position as a teacher in a War Relocation Center fully aware that you were facing an experiment in democracy. Boys and girls who are the testing grounds of this experiment will face you each morning. They wait hopefully for some assurance that those fundamentals which you are explaining are workable principles of democracy necessary for post-war readjustment in a world where minorities have equal rights with majorities. The story you read, your pleasant 'Good-morning', your smile or your frown, your attitude toward the fisticuffs of little boys,--these are evidences of democracy in action. May this challenge serve as an inspiration for your contribution to the war effort.

This handbook was prepared with the hope of assisting teachers in working out with the pupils the principles expressed in the above statement. It is not a finished product. Additions will be necessary from time to time as the situation develops new aspects, and as progress in procedures is effected. Suggestions for the improvement of attitudes and procedures are welcomed at any time. The value of the handbook will be indicated by the thumb marks on the pages.

September 10, 1943

*Nannie Lee Bauman*  
Chairman, Handbook Committee

## INTERPRETATION OF THE CURRICULUM OUTLINE

The committee on curriculum for the year 1942 - 1943 prepared outlines of courses of study for Art, Mathematics, Language Arts and Health and Physical Education. An outline for Elementary Science is being prepared at this time. It is hoped that an outline for the Social Studies can be evolved during the school year, 1943 - 1944. These bulletins are available in the office in each school area.

Concerning the school administration in general the following regulations have been set up:

"The school shall meet state requirements for courses of study and for graduation from elementary school and from high school. Requirements for school attendance shall conform to the laws of the state in which the Project is located.

"Schools shall operate throughout the year, with one month vacation during each year. The school year shall be organized to provide 180 days for classroom and vocational instruction leading toward elementary and high school graduation, and a modified summer program with work opportunities and specialized vocational experience.

Interpretation of the Curriculum Outline -- continued

"The language of instruction in all schools of all types within the center shall be English."

--Administrative Instruction No. 23, August 24, 1942.

"It was explained that for interpretive purposes the Japanese language is permissible."

--Workshop Notes, 1942.

The curriculum design providing for the integration and coordination of the schools in the relocation center is presented on the following page:



S E Q U E N C E : I N T E G R A T I V E T H E M E S

CURRICULUM  
DESIGN  
FOR  
MINIDOKA  
SCHOOLS

TO DEVELOP INDIVIDUALS WHO WILL BRING ABOUT A MORE HARMONIOUS ADJUST-  
MENT OF OUR SOCIO-ECONOMIC PATTERNS, OUR TECHNOLOGICAL PROGRESS, AND  
OUR VALUE SYSTEMS.

SCOPE AREAS

SCOPE: BASIC HUMAN ACTIVITIES

SCOPE AREAS	SCOPE	1	2	3	4	5	6	7	8	9	10	11	12	A
PRODUCTION	Personal Habits													
DISTRIBUTION	Emotional and Physical Control													
CONSUMPTION	Home and Family Life													
MENTAL AND PHYS. HEALTH	School and Neighborhood													
FAMILY	Our Community													
RELATIONSHIPS	Children of other lands and cultures of contrasting Techniques													
LEISURE TIME	Communities from which we come													
SPIRITUAL AND AESTHETIC LIFE	Resources, Producing and marketing in Region and western hemisphere													
EDUCATION	Resources, producing and marketing in Europe, Africa and Antarctic													
COMMUNICATION	How modern Science and invention affect and influence man's living (Emphasis on Asia and Australia)													
TRANSPORTATION	Individual planning for personal, social recreational and civic responsibility													
GOVERNMENT	A Chronological Conception of Human Development													
CONSERVATION	The Community, a Human Invention to Satisfy Needs													
	Within Region and Nation													
	Within World													
	Within the complete Environment of each individual													

Living  
Arrangement  
of  
better  
use  
of  
Human  
Environment  
to  
make  
Scientific  
Techniques  
and  
Inventions  
Using  
Different  
Techniques  
Contrasting  
Communities  
Living  
in the  
Immediate  
Environment

## TEXTBOOKS AND SUPPLIES

### I Textbooks

Textbooks are checked out of the stock room. The secretary checks out book numbers to teachers and the teachers record these numbers in their notebooks. They are responsible for the care of these books until they are returned.

### II Magazines, Papers, Supplementary Texts

These are checked out in the secretary's checking-out system for an indefinite time. They are checked off when returned.

### III Weekly Readers

Weekly Readers are circulated among the grades according to a routing slip which checks on date, teacher, and grade. Approximately two days are allowed in each classroom.

### IV Supplies

The supplies in the stock room are taken out by requisitioning. Each teacher is supplied with a Requisition Book in which each order is recorded in duplicate. One copy is left in the office. In this manner, uses of supplies and amounts of supplies on hand can be determined.

All permanent supplies such as bats, balls, and scissors are checked out from the secretary. When returned, they are checked off the list.

Textbooks and Supplies -- continued

Supplies are ordered in advance for periods of three months. Each teacher may order the supplies which are necessary for conducting the work in her classroom. Catalogs may be obtained from the office to aid in filling in the following form for use when ordering supplies:

MINIDOKA PROJECT SCHOOLS  
 Hunt, Idaho

Name \_\_\_\_\_ Room \_\_\_\_\_

Date \_\_\_\_\_ Grade \_\_\_\_\_

Name of Article	Description (Cat. No.)	Am't. req.	Am't. on Hand	Ship. wt.	Unit Cost	Total Cost	Name of Co.

RECORDS AND REPORTS

I Reports

All reports which are handed to the office should be on uniform paper, typing paper or paper the same size, with this heading:

MINIDOKA PROJECT SCHOOLS  
Hunt, Idaho

Building \_\_\_\_\_ Grade \_\_\_\_\_  
Teacher \_\_\_\_\_ Date \_\_\_\_\_

Any report whatsoever will be handed in in ink or type-written, never in pencil.

II Pupil Attendance

Attendance records for each class are marked twice daily and returned to the box in each office for those sheets by 9:30 a. m. and 2:00 p. m. Boys' attendance record is kept on one sheet, girls' on another. In each square is a space for 5 days. The following diagram shows how to mark the attendance record.

record. 

M	W	T
T		F

, \* means tardy, - means absent in the morning

' means absent in the afternoon. Children's holidays are

marked thus 

+	H
---	---

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## Records and Reports -- continued

Monthly attendance reports are due at 3:00 p. m. on the last school day of each month. After 3 days' absence, pupils are dropped on the fourth day and a D is placed in the proper space. In compiling the monthly attendance report, teachers are urged to follow these directions closely, so that all attendance reports will be uniform.

Any child absent more than 3 days is not to be re-entered in school unless he has a permit from the doctor or nurse saying that he is free from any sickness. These permits may be secured from the Public Health Nurse at the Project Hospital.

Written excuses are required for tardiness and absences. These excuses are kept by teachers for a period of three months in order to determine reasons for absences and tardiness.

### III Pupil Transfers

Care must be taken not to issue transfers to another building without a conference with both the Superintendent and the Principal. It is the policy to make every possible individual adjustment, but assignments are made in a manner which seems most fair to all concerned.

Records and Reports -- continued -- 2

Forms are available in the office for pupil transfer to schools outside the Project.

Transcript forms for pupil transfers to other Projects within the War Relocation Authority are available in the office.

IV New Pupils

New pupils are required to fill in the Preliminary Enrollment Sheets in the office before entering the classrooms.

V Growth Reports

The three elementary pupil growth reports, Kindergarten, Primary, and Intermediate, prepared by teacher committees for use in this situation, proved satisfactory and meaningful.

No negative markings are used. In the right hand column achievement in Subjects and Skills according to ability is measured in terms of satisfactory S, unsatisfactory U, and outstanding O. On the left hand side, evidences of growth in personality are marked by the plus sign, and blanks are left in cases where improvement is needed. Comments should be made on each child's report.

Records and Reports -- continued -- 3

Due to the paper shortage, teachers will keep duplicates of each growth report except the last in their own notebooks. A duplicate copy of the final growth report is kept in the child's individual folder.

Growth reports are sent home on Monday noon following the close of each nine week period. They should be completed as nearly as possible during the ninth week of the report period and turned in to the office in ample time for them to be checked by the Principal and returned to the teachers.

VI Lesson Plans

In order to make certain that the lesson plans would prove useful and helpful to the teacher, it has been decided that each teacher would adopt the form which seemed most effective for her grade level with the following points in common:

1. General aims or objectives for the year
2. Allotment of subject matter for the year keeping in mind the fact that the report periods are nine weeks in length.
3. Organization of each week's plans so that the answers to the following questions can be



Records and Reports -- continued -- 4

easily ascertained by either a supervisor, substitute teacher, or a visitor:

- a. What am I trying to do?
  - b. How am I going to do it?
  - c. Am I doing it?
4. Not more than two pages of the teacher's note book for one day's plans
  5. Plans always in readiness for the week on Monday morning

VII Teachers' Reports on Year's Work

Each teacher will keep her notebook which contains the following:

1. Lesson Plans
2. Work covered by each group
  - a. Including major units of study
  - b. Textbooks studied
  - c. Supplemental books
3. Case studies of problem children

These reports will be checked at the end of the school year.

Records and Reports -- continued -- 5

The pupil's individual folders which are kept on file in the outer office should contain the following at the close of the school year:

1. Physical Record
2. Elementary Pupil Permanent Record
3. Major Units of Study
4. Preliminary Enrollment Sheet
5. Duplicate of last Growth Report
6. Profile Chart and Test Records
7. Specimen of the child's work
8. Case History of special cases which should cover the following points:
  - a. Name, age, date, date of birth, teacher, grade
  - b. Family history, including brothers and sisters
  - c. Physical condition
  - d. Mental ability
  - e. Social and emotional adjustment
  - f. Home Life
  - g. Any past records available
  - h. Any other comments
  - i. Forms for case referrals will be available at the Principal's office

## HEALTH AND SAFETY

### I Health in the Classroom

1. Physical inspections are made daily. The important thing is to observe abnormalities. Be alert and observe at all times early symptoms of communicable diseases. A cold may be a symptom of disease.

When a child is sent home from school a teacher or pupil should accompany him. Send his name, family number, and address to the office. Blanks are in the office for the teacher's convenience.

2. First Aid kits are available for each grade at each school for treating scratches and minor accidents. Forms available in the office are to be filled out for every treatment administered. Accidents requiring medical attention are reported to the offices immediately.
3. Platform scales are available for periodic use in weighing and measuring pupils.
4. Fire drill regulations will be set up as soon as possible after the opening of schools.
5. Teachers should stand away from windows so that children need not face the light.

Health in the Classroom -- continued

6. Special attention should be paid to seating arrangements and adjustment most beneficial to the children.
7. Hats are not worn in the rooms. Wraps should be removed.
8. Information relative to a health room and a childrens' rest room is available through the Principal's office.
9. The Snellen Eye Charts are given at the beginning of each school year, according to the following directions:
  - a. Prepare the youngsters first. Give instructions as to what to do.
  - b. Use a separate card for each eye and separate cards for each pupil. Discard used cards immediately after use. Place card just against the nose.
  - c. Select a place where there is no direct glare between the child and the chart. If there is a glare, cover the windows. Place a mark with chalk 20 feet from the chart.
  - d. Test pupils wearing glasses with and without them. Test each eye separately.

Health in the Classroom -- continued -- 2

- e. The distance from the chart is the numerator, usually 20 feet. The denominator is the number above the last line the pupil is able to read. Indicate the left and the right eye when recording.
- f. When you find a child memorizing the chart, start him on another line or have him read backwards. When a pupil starts to blink, strain, or lean his head forward, he should be stopped.

II Safety

1. Fire drill regulations will be set up as soon as possible after the opening of the schools.
2. Emergency doors are to be used for emergencies only. They are kept clear and are unlocked when school is in session.
3. Snowballing is not permitted at schools. The teaching of some good snow games is recommended. Explain to the children why throwing snowballs is dangerous.
4. It is important that children stay entirely clear of the canal and irrigation ditches within the Project.

### Safety -- continued

There is no safe place for children to play on the canal. W. R. A. has an agreement with the Canal Committee that the banks of the canal are to be patrolled and kept clear at all times. The schools can do much toward developing a community awareness of W. R. A. regulations and to secure an understanding cooperation of the residents.

5. Children should be reminded often that it is dangerous to stand on the teeter-totters.

### III Junior Safety Patrol

Members of the Junior Safety Patrol are chosen every nine weeks from groups of fourth, fifth, and sixth grade boys and girls. Members of the Patrol may be appointed by the Principal or they may be chosen by the pupils themselves with the principal's approval. Weekly meetings are held with the Principal, and the Supervisor of Patrol, under the auspices of the Internal Security Division of the Project.

1. The Junior Safety Patrol attempts:
  - a. To protect the children on the highway and at intersections.
  - b. To give valuable training in leadership, group activities, and in community participation.

Safety -- continued -- 2

c. To educate the children in traffic safety habits.

2. Children are to walk on the left side, completely off the road going to and from school, unless the ground, is too muddy to walk on.
3. Children are to walk by the main road where Patrol officers are on duty going to and from school. They are not to cross in the middle of the road between mess / halls or laundry rooms or on the side road where the recreation halls are located.
4. The children are to walk and cross only at designated school crossings where Patrol officers are on duty with flags.
5. Teachers are urged to build up the work of the Junior Safety Patrol, so that the children will have the proper respect and attitude toward the Patrol officers.

## SERVICES TO AID TEACHERS

### I Services of Trained Specialists Made Available to Teachers

1. A Public Health Nurse may be consulted through the Principal's Office.
2. A Medical Social Worker will give aid in cases requiring both medical and social adjustment.
3. A Community Analyst from his study of the attitudes and reactions of the people in the community is willing to assist the teachers in making adjustments among the children.
4. A Counselor will assist in cases needing help from the Welfare Department.
5. A State Orthopedic Clinic cooperates with War Relocation Authority in providing care for the orthopedic cases.
6. The Director of Health and Physical Education acts as consultant to the teachers in planning exercises and games suitable for their groups.

### II Libraries

The hours in the Juvenile Libraries, located in Blocks 31 and 7, are from 8:00 to 12:00 a.m. and 1:00 to 5:00 p.m. Story Hours will be arranged on Thursdays at the Huntville library, and on Fridays at the Stafford library.

Library periods for each class may be arranged with the



### Libraries -- continued

librarian for the purpose of acquainting the children with the proper use of books and proper library conduct.

Teachers may secure books for classroom use for periods of from one week to one month. If teachers wish to reserve books for class use, forms are available at the libraries.

Other services include a picture and pamphlet collection, and magazines which are being indexed for unit material. Bibliographies for teaching units will be prepared by the librarians for the teachers.

A professional library is maintained in Block 23, barrack 9.

### III Workshop

Workshops are held for the elementary teachers generally the week before school opens. These workshops are for the purpose of:

1. Orienting new teachers
2. Improving instruction through curriculum study and revision
3. Liberalizing teachers' attitudes by principals, supervisors, and teachers sitting in conferences together, working on mutual problems
4. Enriching the area of knowledge of teachers by exchange of experiences

#### IV Parent-Teacher Association

The Parent-Teacher Association has taken seriously its objective to develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental, social, and spiritual education. Each P. T. A. meets once each month at such time as is agreed upon by the membership.

#### V Other Organizations

Idaho State Teachers' Association in which it is expected that each teacher have membership, keeps teachers informed concerning professional attitudes, and provides necessary relationships with other schools in the state.

It is to the professional interest of teachers to maintain membership in the National Education Association.

#### VI Duplication

##### 1. Facilities for duplicating materials are:

- a. Hand hectographs - one for each teacher
- b. Rexograph in the curriculum office in Recreation Hall 25 (Master copies must be prepared three days in advance of need)
- c. Mimeographs - one in each school office

## VII Janitorial Service

Janitorial services fluctuate with labor needs and weather conditions. In general, floors are swept and fires are built once each day.

Keys to school rooms are kept on keyboards in the respective school offices. Duplicate keys are kept by the janitors who care for the rooms.

## MATTERS OF GENERAL DISCIPLINE AND TEACHER-PUPIL RAPPORT

### I Calendar for the School Year

Due to changing conditions within the W. R. A. which may affect the regular routine of the school term, children's holidays and the dates for opening and closing of the school year are announced in accordance with Project needs and policies.

"It is the policy of the W. R. A. not to observe holidays during the War emergency, except for one day at Christmas. Annual or sick leave shall not be charged employees who are absent on a holiday. However all employees will be expected to work unless they have been given an authorized leave of absence covering the day."

--Administrative Notice, May 29, 1943.

### II Daily Time Schedule

The hours of work for teachers are eight hours per day, 8:00 a.m. to 5:00 p.m., six days per week.

### III. Playground Supervision

Play periods and lavatories are always supervised by appointed personnel teachers.

One primary and one intermediate teacher should be on duty on the playground from 8:30 to 9:00 a.m. and from 12:45 to 1:15 p.m. daily. A schedule for playground supervision is kept posted on the bulletin board in the Principal's office.

#### IV Ventilation

It is urged that all teachers watch ~~the~~ matter of ventilation. Restlessness in children is ~~sometimes~~ due to poor ventilation in the room.

#### V Writing

It has been agreed that Manuscript writing is to be used in Grades 1 and 2. The Rice system of writing was adopted for use in the other grades.

#### VI Sources of Information for Teachers

1. A bulletin is in each school office. Consult it often for necessary information and any pertinent administrative policies posted there.
2. A Principal's bulletin for keeping teachers informed on matters necessary for carrying on their work is posted weekly. When you have read it, please initial it.
3. A Superintendent's bulletin is issued at intervals giving information on matters in general pertaining to the schools.
4. Teachers' mail boxes are in each principal's office
5. Supplements to the teacher's Handbook are available in the Principal's office
6. W. R. A. bulletins are issued periodically
7. All bulletins should be kept in chronological order in teachers' files.

## VII Schoolroom Equipment

An inventory of schoolroom equipment including the number of chairs and tables and other furniture which is checked out to each teacher, should be available at any time.

## VIII Cameras and Radios

"The Reports Officer in each relocation center will be provided with a camera and with the necessary supplies and equipment for taking photographs, with the objective of enabling him to photograph significant events and activities at the center.

--Administrative Instruction No. 74, January 2, 1943

School photographs and photographs of significant activities may be arranged for through the Principal's office if the request is made in advance.

Radios equipped with short-wave sending and receiving sets are not permitted within the center.

## IX Discipline

It is the hope of teachers and administrators that discipline will mean:

1. Training in independence of action
2. Developing an insight into conduct
3. Directing a problem-solving attack on difficulties

### Discipline--continued

These objectives can be achieved only with adjustive activity on the part of the child through which he learns to satisfy his motives directly, effectively and with regard to the personalities of others.

"Firm but gentle" is a good disciplinary attitude. Taking away privileges is much better than spanking.

### X Age for School Entrance

Children who are six years of age on or before January 1 of the school year may be admitted to the first grade.

Children who are five years old on or before the opening date of school may be admitted to the kindergarten.

### XI Telephone and Telegraphic Accommodations

There is a pay telephone in the second wing of the administration Building. Telephone service is available 24 hours a day.

The telegraphic office is located in the Leaves Building. Telegraphic service is available during office hours, 8:00 a.m. to 5:00 p.m.

## SUPERVISION

### I Teacher Training Department

The Teacher Training Department was organized to fill a two-fold need:--first, to make it possible for Japanese students to earn accepted college credit from some accredited institution of higher learning; second, to train Japanese evacuees to become teachers' assistants and in some cases home-room teachers. Due to a shortage of appointed personnel teachers, it was expected that a part of the teaching staff would come from the teacher training department.

Concerning relations between the appointed personnel teachers, it is well to remember that:

- a. Student teachers take some responsibility in planning the week's schedule.
- b. Teacher trainees are expected to spend a part of each day in professional reading or class preparation.
- c. Teacher trainees are to attend demonstrations and make observation visits.
- d. Teacher trainees are students who are learning the profession of teaching, they are more than just recording clerks or secretaries.



## II Supervision

The general policy in supervision is that of working cooperatively with teachers and of giving them maximum assistance to the end that they may do their work well and with the least amount of difficulty.

Invitations to visit classrooms to see activities of special interest are always appreciated by those serving in a supervisory capacity.

Teachers are urged to ask for conferences following supervisory visits.

It is hoped that teachers will feel free to express any difficulties where advice is necessary.

## III Inter-Visitation Demonstration

When planning for excursions, outside speakers, or visiting between classrooms, teachers are requested always to discuss such plans in advance with the Principal of your respective building. This is done with the intention of coordinating the whole school organization rather than discouraging such activities.

Demonstration lessons are urgently desired. This cooperation with the teacher training program is a part of a teacher's obligation and privilege.

#### IV Civil Service Rating Sheets

Every Civil Service employee is rated according to his ability and the performance of the duties involved in his position. This rating is made objectively by each employee's supervisors. Ratings are usually made on or about April 1 of each year. Specific information regarding these rating sheets may be obtained through the Principal's office.

#### V Faculty Meetings

Elementary teachers' meetings are held on Saturday mornings and at other times as the occasion demands.

General faculty meetings are held when there are matters of general interest to be discussed.

Staff meetings for all Project employees are held upon call.

ANNUAL LEAVE, SICK LEAVE, RETIREMENT

I Annual Leave

"Emergency and indefinite employees shall be entitled to annual leave with pay accruing at the rate of 2 1/6 days per month for each month of service and may in addition thereto be granted accumulated leave.

"Employees shall be charged with annual leave only for absences on days upon which they would otherwise work and receive pay.

"An employee voluntarily separated from the service without prejudice during any calendar year shall be entitled to all of his accumulated leave plus his current accrued leave to and including the date of separation.

"Leave shall be granted at such time or times as may be deemed to be in the public interest."

--Annual and Sick Leave Laws and  
Regulations for Government Employees.

"Leave slips must be turned in prior to the absence involved. Such requests should be made to your principal or to me with the reason for the absence so that permission may be given for the leave before it occurs. Any other practice may

Annual Leave -- continued

result in refusal of the annual leave and the placing of the individual on leave without pay for the absence incurred."

--Superintendent's Bulletin, No. 9, June 24, 1943

II Sick Leave

"Employees shall be entitled to sick leave at the rate of  $1\frac{1}{4}$  days a month, and if such leave is not used, it shall accumulate: Provided, that the total accumulation shall not exceed 90 days. Sick leave accruing during any month of service shall be available at any time during the month.

"Sick leave shall not be granted for slight illness or indisposition not incapacitating the employee for the performance of his regular duties, or for absence for the purpose of being treated professionally by a dentist or oculist in his office but sick leave may be granted for detention at home or in a hospital by illness or disability due to causes as which a dentist or oculist is qualified to certify.

"Notification of absence on account of sickness shall be given as soon as possible on the first day of absence.

"Application for sick leave shall be filed within two days after return to duty. For periods of absence of 3 work days or

### Sick Leave -- continued

less, the total of which shall not exceed 12 work days in any one calendar year, the applicant's signed statement on a prescribed form may be accepted.

"In case of a period of absence in excess of 3 work days a certificate of a registered practicing physician or other practitioner supporting the application for sick leave shall be filed not later than 15 days after return to duty."

-- Annual and Sick Leave Laws and  
Regulations for Government Employees

### III Retirement

Sec. 9--"All employees who may be brought then or thereafter within the purview of the Retirement Act by legislative enactment, or by appointment, or through classification, or by transfer, or reinstatement, or Executive order, or otherwise, shall be required to deposit with the Treasurer of the United States to the credit of the "civil-service retirement and disability fund" a sum equal to 5 per centum of the employee's basic salary, pay, or compensation received for services rendered on and after July 1, 1942, together with interest compounded at the rate of 4 per centum per annum compounded on June 30 of each fiscal year, but such interest shall not be in-

## Retirement

cluded for any period during which the employee was separated from the service.

"The amount so deposited, less \$1 for each month, or major fraction thereof, of service after the effective date of this Act, shall be credited to the employee's individual account as provided in Section 12.

Sec. 12--"In the case of any officer or employee to whom this Act applies who shall be transferred to a position not within the purview of this Act, or who shall become absolutely separated from the service before he shall have completed an aggregate of five years of service computed in accordance with section 5 of this Act, the amount of deductions from his basic salary, pay, or compensation credited to his individual account, together with interest at 4 per centum compounded on June 30 of each year shall be returned to such officer or employee."

--The Civil Service Retirement Act  
with Annotations and Regulations.

The above quotations from the Civil Service Laws are not complete, but are given in answer to questions most frequently asked by teachers. Other provisions and ramifications of these Laws will be fully explained to you by the Personnel Officer in the Administration Area.

#### IV Check-Out Procedure

"It seems necessary to inform faculty members as to the correct procedures to follow upon leaving the Project. First, please remember that we must require thirty days notice. Second, it is necessary for you to secure and have properly signed a property release slip which indicates that such equipment checked out to you has been returned. If you live in a dormitory, this will include a checking in of the furniture there. Third, we must have in our possession your letter of resignation in triplicate. Fourth, you must return your identification card, and driver's license if you have one."

--Superintendent's Bulletin No. 7, April 21, 1943.