

September 28, 1944

TO: TEACHERS

This is the list of the students who are enrolled in five solid subjects at the present time. The names of those who are taking four subjects plus homemaking, woodworking, or other half credit subjects do not appear on this list.

Everyone on this list must maintain a B average. I shall ask you for grades on these people on October 12. This will give them a trial period of practically six weeks. Those who do not have a B average will automatically be dropped from one subject.

Grace G. Lewis

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| 1. Takashi Arai 10 ³ | 33. Richard Masato 11 ³ | 64. Yasukazu Shibata 11 ² |
| 2. Harry Fujihara 11 ¹ | 34. Yoshito Matsuda 11 ⁵ | 65. Thomas Shigekuni 10 ² |
| 3. Jimmy Fujimori 10 ¹ | 35. June Matsuo 10 ¹ | 66. Sam Shimone 10 ² |
| 4. Mamoru Furuya 10 ³ | 36. Gene Matsutani 12 ³ | 67. Whitey Shiro 11 ² |
| 5. Terumi Furuya 11 ² | 37. Minoru Mayeda 12 ¹ | 68. Fumi Sotomura 11 ⁵ |
| 6. Joe Hamada 12 ² | 38. Shisue Menda 11 ¹ | 69. Fumiko Sugamura 12 ² |
| 7. Tom Hamahashi 10 ¹ | 39. Taxie Miura 12 ⁴ | 70. Tommy Sugamura 11 ¹ |
| 8. Grace Haratani 11 ⁵ | 40. Yoshio Morikawa 10 ³ | 71. Kiyoshi Sugimoto 12 ⁵ |
| 9. Tom Hatamiya 11 ⁴ | 41. Masako Morimoto 10 ¹ | 72. Paul Sugimoto 11 ³ |
| 10. George Hayase 11 ¹ | 42. George Morishige 12 ² | 73. Mits Sumada 12 ² |
| 11. Tom Satoshi Hayashi 11 ¹ | 43. George Murakami 11 ⁴ | 74. George Takahashi 12 ³ |
| 12. Roy Hira 12 ² | 44. Haruko Murakami 10 ² | 75. Shiro Takemoto 12 ² |
| 13. Mary Jean Hirakawa 12 ⁴ | 45. Ruli Nagao 11 ⁴ | 76. Katie Taketa 12 ² |
| 14. Clarence Ichikawa 11 ⁵ | 46. Sumiya Nakai 10 ¹ | 77. Pat Taketa 12 ³ |
| 15. Masashi Itano 11 ⁴ | 47. Ray Nakamoto 10 ² | 78. Ward Taketa 12 ³ |
| 16. Sadao Itano 11 ⁴ | 48. Jane Nakamura 10 ³ | 79. Hiroo Tami 11 ⁵ |
| 17. Roy Ito 10 ¹ | 49. Henry Nakano 12 ⁴ | 80. Sachiko Tanaka 11 ¹ |
| 18. Mitsuye Iwata 11 ⁵ | 50. Lucy Nakano 11 ¹ | 81. Robert Tanji 10 ² |
| 19. Takaji Joe 12 ¹ | 51. James Haruso 11 ⁴ | 82. Min Tonai 10 ³ |
| 20. Tomi Jofuku 11 ⁴ | 52. George Nomura 11 ⁴ | 83. Rumi Tonai 11 ⁵ |
| 21. Chiyo Kanagaki 12 ³ | 53. Yoshiko Ota 12 ⁴ | 84. Paul Tsumori 12 ⁴ |
| 22. My Kato 12 ⁴ | 54. Sue Ogata 11 ² | 85. Mary Tsurumoto 12 ⁴ |
| 23. Saburo Kawamura 12 ³ | 55. Grace Okamoto 11 ⁵ | 86. Miyoko Washizu 12 ² |
| 24. George Kimura 10 ⁵ | 56. Walter Oi 10 ³ | 87. Lucky Yanaga 10 ² |
| 25. Michiki Kimura 12 ¹ | 57. Bob Okano 10 ³ | 88. Grace Yamaguchi 11 ⁵ |
| 26. Namiye Kinoshita 12 ⁵ | 58. Henry Okubo 11 ⁵ | 89. Frank Yamaji 12 ⁴ |
| 27. Mary Kobuks 10 ¹ | 59. Shizuye One 11 ⁵ | 90. Miyoko Yamane 12 ² |
| 28. William Kohaya 12 ⁴ | 60. Lily Otera 10 ⁴ | 91. Jimmie Yamasaki 12 ² |
| 29. Kenneth Kojima 11 ² | 61. George Saiki 10 ¹ | 92. Roy Yokohari 11 ² |
| 30. Bidie Kubota 11 ⁵ | 62. William Sakamoto 12 ³ | 93. Michiharu Yoshimura 11 ² |
| 31. Shigeru Kuge 11 ⁵ | 63. Satoshi Saneto 11 ³ | 94. Eichi Yoshino 11 ¹ |
| 32. Lillian Kuwahara 12 ² | | 95. Grace Yoshida 12 ⁵ |

October 11, 1944

TO: TEACHERS

FROM: MISS LEWIS

PROGRAMS: BULLETIN BOARD IN MAIN HALL

In order to have an attractive bulletin board in order to have a chance to publicize the work of your department, we are planning to do this by placing an attractive display on the bulletin board. I have laid out a timetable for your department. There are several empty dates. If you would like to take one of these dates, would you please let me know. If you wish to have some other week than the time for which you are scheduled, please tell me that at least a month in advance of the date for which you are scheduled.

I am asking the art department to take the first week since they probably have material ready and it might be easier for them than for some other department. If you wish to trade dates with another teacher, you may make that arrangement and then let me know that you have traded.

This is a good opportunity to make our school building more attractive and to let other people know the interesting and worthwhile things which you are doing in your department. Thank you very much.

Grace G. Lewis

October	30	Art Department	Colvin
November	6	Education Week	Drummond
"	13	Ag. Department	Griffith
"	20	(Thanksgiving) Publications	Walls and Loesch
"	27	Homemaking	Mulquist
December	4	Co-op	Mrs. Anderson
"	11	Red Cross	Mr. Terami
"	18	(Christmas) Student Council	Seery
		Jr. Hi.	
January	8	Music Department	Binman and Jackson
"	15	Math and Science	Williams
"	22	Hi-Y and G.R.'s	McGovern and Stegner
"	29	Boys' and Girls' Sports	Mr. Anderson and Loesch
February	5	Library	Easton
"	12		
"	19	Student Council Sr. Hi	Lewis
"	26		
March	5	Vocations	Lewis
"	12		
"	19	Ag. Department	Griffith
"	26	Pan-America	Easton
April	2		
"	9	Homemaking	Mulquist
"	16	Commercial Department	Mrs. Anderson and McFarling
"	23	Music Department	Binman and Jackson
"	30	Publications	Walls and Loesch
"	7	Industrial Arts	Araus
"	14	Collegas	Lewis
"	21		Easton
"	28		

English Social Studies Teachers.

Will you please ask for boys to volunteer to help with the decorations for the dance tomorrow night? They should come to the gymnasium after school to get instructions.

The teachers who have the following girls please let them go to the gym during third period for Boosters practice for the game tomorrow unless they have a test or it is impossible to let them go.

Grace Yatabe	Betty Niizawa	Namiye Kinoshita
Joyce Ikesaki	Frances Yamaji	Mary Kobuke
Mae Kato	Michiyo Kinoshita	Dorothy Toyama
Babe Kochi	Rae Abe	Hiroko Ogata
Sotsumi Saito	Lily	Midori Mori
Virginia Okamura	Alice Adachi	Jane Nagai
Chiyo Kanagaki	Toshi Nishinouchi	Shizuya Oae
Grace Yamaguchi	Mary Takayama	Mary Tsurumoto
Mits Seta	Fumi Morita	Yuriko Yamamoto
Alcimi Yokomi	May Kamikawa	Lily Sakaedo
Fudge Nimura	Aster Fujikawa	Sumiko Iwatsura
Lucy Nakano	Molly Fujihara	Mae Kawamoto
Yoshiko Oda	Rosie Morita	Shigeiko Fukuda
Toshiko Sakamoto	Mitsuyo Hatanaka	Namiko Ota
Rumi Tonai	Amy Miyano	Sets Mukaihata
Agnes Wada	Mary Oda	Anna Nakamoto
Yoshiya Tsubota	Cookie Takano	Ethel Shiotsu
Mitsue Iwata	Koharu Takata	Ruli Nagao
Grace Okamoto	Shigeiko Hamacka	Peggy Tuasa
Michiko Tokunaga	Ruth Takata	Lillian Kuwahara
Grace Yashick	Jane Kumasaki	Miyo Yamane
Alice Uta	Josephine Neruishi	Yoshiko Baba
Haruko Kimura	Grace Haratani	Haruko Murakami
Marie Nishikawa	Fumi Sotomura	Jane Matsuo
Eileen Yagi	Louise Sasano	Rose Nakano
May Tsumura	Florence Makita	Miko Karatsu
Grace Hamada	Justin Sekiyama	Masako Morimoto
Miyoko Harada	Aiko Nakayama	Alice Murakami
Louise Tomita	Nancy Takahashi	
Jane Sato	Grace Yamaguchi	
Haruko Nomura	Misao Sugiura	
Nancy Tsurumoto	Emiko Sakakura	
	Tom Yamashiro	

Walther
Nov. 4

AMACHE SECONDARY SCHOOL

Nov. 4, 1944

ALL TEACHERS:

Please hand to me by Saturday or Tuesday noon of each week items of general interest which should appear in the Pioneer. Brief one and two sentence statements are as acceptable as longer news items.

The following teachers should pay special attention to this notice:

- Miss Walls - publications, annual, Quill and Scroll, Press Club.
- Miss Beary - Jr. High News
- Mr. McGovern - English Social Studies, assemblies, Hi-Y.
- Mr. Williams, Dr. Jayne - Math., Science news.
- Mr. Anderson - Boys' sports.
- Miss Loeffler - Girls' sports, Boosters Club.
- Mr. Easton - Library news, Forum.
- Mr. Griffith - F.P.A.
- Mr. Michaud - Color Guard.
- Mrs. Acock - Visual Aids.
- Mrs. Anderson - Co-op.
- Mrs. Hopcraft - National Honor Society.
- Miss Lewis, Mr. Drummond - Pupil activities, Student Council, class news, Scholarships and awards, assemblies.
- Mr. Colvin - Arts and Crafts, exhibits.
- Mr. Kraus - Projects and construction by woodworking classes.
- Miss Lewis - Statistics and etc. for pupil empicment.
- Mr. Hinman, Mr. Jackson & Miss Watanabe - Music news.
- Miss Holquist - Homemaking news.
- Mrs. Loesch - Junior Red Cross.
- Mrs. Stegner - Las Alegrias and Girls Reserves news.

HKW

Lewis

When you have finished your report please
return it to the office of the Secretary.

- 11 - Mrs. Seavers
- 12 - Mrs. Seavers
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- 200 - Mrs. Seavers

Thank you,
C. A.

File Cab -

11/11/44.

Mr. McGovern:

Comments asked for: The Journal of Geography, Sept. 1944.

Mr. Shearer, of Kansas City makes the statement, p. 216, that we should have the proper equipment for teaching the geography of which he writes, and he means laboratory equipment, and a like method, or we should let the equipment shortage keep us from even attempting to teach the subject matter.

I disagree, and we all know that if such had been the treatment of us and our geography education, we should have none. Of course the laboratory equipment is an enviable possession, but concepts have been given without it for many generations, and can still be given in that manner.

Gladys SeEVERS

What equipment do we need?

Your comments

are

are good

November 15, 1944

Mr. Walther: Re- Requisition

To date, I have felt rather incapable of making any requisition that would be at all adequate, but there are some things, the need of which is very apparent - one case in which I would like the books wired for, if you feel that it is warranted.

The books are listed below:

The Pocket Book of America - 80 copies - Philip Van Dorn - Pocket Books Inc., N. Y.

Thinking and Writing Clearly - 80 copies - Houghton Mifflin - Chicago (Clarence Stratton, Jno. E. Blossom, Prudence Taylor Lamphear)

Calling All Citizens - 80 copies (160 if possible) - Houghton Mifflin - Ct. (Robert Rienow, Howard R. Anderson)

THESE LAST ARE THE ONES WHICH WE NEED IMMEDIATELY.

Gladys Seevers - 9-1 - 9-2

Requisition

requisition for Room 27 }
groups 9-1 & 9-3 } ---- November 28, 1944 ----

Two small cork bulletin boards, 36" X 50" each. We would like to have these equipped with cord of some sort, so that we can hang them or remove them from the wall as we wish.

Thank you.

Gladys Seevers

December 7, 1944.

To Mr. Walther:

Mr. Walther, I have checked with all possible sources, I believe, and find that we are still short thirty copies of the attached test. Also, Miss Walls wishes to use this test, so it would probably be economy of labor to print all at the same time. She says that she needs ninety, so that would make a hundred twenty in all. I should like to have mine as soon as it is convenient to get them printed.

Thank you.

Gladys SeEVERS

- 120 copies attached test, Vocabulary Count
S. Stephenson Smith
Grades 9⁻¹ & 9⁻², and other ninth grades.



HOUGHTON MIFFLIN COMPANY
CHICAGO OFFICE
2500 PRAIRIE AVENUE

December 8, 1944

Mrs. Gladys SeEVERS
304 S. Ninth Street
Lamar, Colorado

Dear Mrs. SeEVERS:

Thank you for your letter of December 4.

We have sent to you under separate cover, one copy of Detjen's HOME GUIDANCE PROGRAMS. Dickenson & Crawford's CONTEMPORARY PLAYS is being sent on approval.

We would like to take this opportunity to recommend for your home guidance program, Geisel's PERSONAL PROBLEMS AND MORALE. This book is superior to most other texts in its field because it is practical, not theoretical; lucid, not obscure; forthright, not evasive. It discusses with frankness and directness the things which students want to know. The text is based on the premise that a student can solve his personal problems in personality growth, character development, mental health, and life's major decisions by self-analysis and application to the task. Besides the well written contents, the text has a set of excellent teaching aids. In nearly every chapter there are several case studies to illustrate the principles presented. Well chosen pictures and cartoons enliven and enlighten. At the end of every chapter, there are many fine suggestions for classroom discussion, provocative exercises and activities for the individual student to carry out, and an excellent set of readings in literature and education related to the subject under consideration.

We know that PERSONAL PROBLEMS AND MORALE is an outstanding contribution to the field of guidance education. If you are interested in this book, we would be very glad to send you a copy on approval.

We hope that we have been of some service to you and shall appreciate hearing from you in the very near future.

Sincerely yours,

HOUGHTON MIFFLIN COMPANY

Mary M. Belfield
Mary M. Belfield
ym

Moers

DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
Granada Project
Amache, Colorado

December 15, 1944

MEMORANDUM

TO: Gladys Jones Seevers, High School

FROM: Personnel Management Section

SUBJECT: Filing of New Withholding Exemption Certificate

The new Withholding Tax Schedule is effective January 1, 1945. You are requested to report at the Personnel Office today or tomorrow and file a new Withholding Exemption Certificate. You are required by law to file this new Certificate with your employer or no exemptions are permitted.

Call at the Personnel Office Friday or Saturday, so that you may have this important matter taken care of promptly.

Walter M. Moers
Walter M. Moers
Personnel Officer

Walther

WAR RELOCATION AUTHORITY

GRANADA PROJECT

OFFICE MEMORANDUM

To: Mrs. Seevers ✓
and others
From: H. K. Walther

Date: 12-22-44

Subject:

The Christmas program which you presented 3 times ~~last night~~ *yesterday* was very beautiful and effective. The choir and the Glee Clubs and the band have certainly made progress, as was proved last night.

I would suggest that after the holidays they be told that an evidence of their appreciation is listening quietly to all other performers.

Sincere thanks for your hard work! You have been given 3 hours "Compensatory" time.

Walther

AMATEUR SECONDARY SCHOOLS

January 4, 1945

TEACHERS:

I appeal to you again! Please read the daily bulletin during the period you receive it. Then ask during 5th period whether there are morning workers or absentees who have not heard it. If so, read it again. Read only the part marked "Announcements". Do not post on your bulletin board.

I know you do not want to be bothered with routine or petty items at teachers' meetings. You won't be, I promise, if you will please cooperate in this matter.

Pupils tell us frequently—"My teacher didn't get time to read the bulletin."

If you have a more efficient or simple plan to suggest for the dissemination of information, please tell me. We don't want to burden you with unnecessary work.

Thank you.

H. Z. Walther

Mrs. Hinman

January 8, 1945

To: All English-Social Studies Teachers

From: Grace G. Lewis

Several of you have inquired about pertinent material which might be included on page 8 of the cumulative records. Keep in mind the fact that next fall these records will be read by hundreds of teachers in various sections of the United States and that the first opinions and understanding of the pupil will be based largely on what we write on page 8. I think it is very important that we give a fair, clear, and accurate picture of the pupil as we know him. You probably have many things which you would like to add to this list and, of course, not everything here will be pertinent in each case. However, some of the things which should be included are these:

1. Has the child ever visited Japan? If so, at what age? How long was the visit? Whom did he go to see? How close are the family ties with Japan?

2. Did the child attend Japanese language school in California?

3. What is the family's economic status? (Most children cannot answer this question and it is rather a delicate question. However, you can ask such questions as, "Did you own a car in California? Do you still own it? If your father was a farmer in California, did he own a farm or did he work for someone else? Did your family own its home? Do they still own property there? What kind of farm did you father have, or if the father worked in a hotel, in just what position did he work? Did he own the hotel or part of it?")

4. Exceptional home environment. (We may know from the front sheet that the mother's health is poor. Is she bedfast? Is she hospitalized? Do grandparents, uncles, or aunts live in the same unit with the family? Is the father outside on a job? Is the father interned? Family attitudes toward evacuation and toward return to California would be important here but probably rather impossible to get.)

5. Exceptional experiences. (Sometimes experiences which seem unimportant to us as adults have much influence upon the attitudes and thinking of a child.) Since all of them have been evacuated, we have not considered it necessary to write much on page 8 concerning that. However, now I would suggest that we write dates of evacuation, names of assembly centers, and names of centers in which the child has been located. Serious accidents to the child and to members of the family should be noted under exceptional experiences. Lengthy illnesses of the child and of his family are important. The child's place among his brothers and sisters, especially if it should happen to be older children with many younger brothers and sisters for whom he must feel some responsibility is significant. Or if he happens to be a younger child with many older brothers and sisters, it would help to note this.

6. Achievements. Does the child play an instrument exceptionally well? Has he taken part in talent shows, either Japanese or English? Does he have outstanding leadership qualities that should be developed, etc.

7. Be sure to include the other items mentioned on page 8, home duties, etc.

8. Be brief -- but be certain to include all pertinent data.

9/11

WAR RELOCATION AUTHORITY

GRANADA PROJECT

OFFICE MEMORANDUM

Date: January 8, 1945

To: Mrs. Seavers

From: Grace G. Lewis

Subject:

I have just telephoned Mr. Walther and he said that he would discuss your problem with Dr. Garrison, and when Mr. Walther returns, he will let you know the results.

WAR RELOCATION AUTHORITY

GRANADA PROJECT

OFFICE MEMORANDUM

Date: January 15, 1945

To: Miss Seevers

From: Grace G. Lewis

Subject:

The money collected from the farm was not divided into the class sections, but was simply credited to the entire ninth grade. Will you please plan how you want this money divided. Perhaps just on the basis of the number enrolled in each section. This should be taken care of as the record of the 9-1 and 9-2 class shows a deficit which actually does not exist, as they do have the money but it has not been receipted to them.

Why not credit the money in proportion to the no. of days worked - or no. of pupils per section?

TEACHERS:

In order to make clearly understood the conditions under which the gymnasium is to be used, please discuss the following items with students in each English-Social Studies class.

1. No student should be excused from any class to attend a gym class.
2. No student may play on the gym floor at any time unless he is wearing gym shoes, or shoes with crepe rubber soles, or no shoes at all.
3. Only players preparing for a scheduled game are entitled to the use of balls and the floor during any intramural session.
4. Use of the gym and the floor will be denied to people who do not conform to these rules.
5. Please urge students to support the intramural program. Unless attendance increases substantially it may be impossible for awards to be given.

DFD
WGA

February 9, 1945

To: Mrs. SeEVERS

From: Grace G. Lewis

Here is a copy of each student's record in your section. I have the duplicate in his folder in my ~~office~~^{office}. Students who are transfers from Jerome or who have come in from the outside this year do not have cumulative records. Will you please get as much information from them as possible and start the record? Send it to me and I will complete it and send you a copy. It is easier for you to obtain information from the students than it is for me as a general rule.

The 9th grade records are not complete as to the amount and type of reading which is asked for on page 6. Page 8 is not complete as very little information is given concerning home conditions, parental attitude toward the school, etc. (Please refer to the bulletin which I put out recently concerning the type of material desirable for Page 8.)

You may add to this record from time to time. I shall also add the material which comes to my office and the material from both records will be put on one when the child leaves. The record should be kept quite well up to date as they must go with the child when he leaves and a number should be leaving now.

If you think that I have made an error in summarizing the personality characteristics, please say so or cross out my statement. I have written the summaries not from personal acquaintances with the child but from the remarks which I have found in the cumulative records and that may not always be correct.

Please keep these records where they cannot be seen or read by the children.

GRANADA PROJECT
AMACHE, COLORADO

February 10, 1945

National Industrial Information Committee
14 West 49th Street
New York 20, N. Y.

Gentlemen:

In my English-Social Studies classes, I have
eighty pupils, divided into two groups.

Would it be at all possible for me to obtain
eighty copies each of the various "You and Industry"
booklets? They would be such excellent material to put
right into the hands of the youngsters, that I am hoping
that this quantity will be available. If you do not have
that many for us, we shall be glad to receive whatever
you wish to send us.

Thank you very much.

Sincerely,



Gladys Seavers (Mrs.)
Amache Secondary Schools

GS:fa

WAR RELOCATION AUTHORITY

GRANADA PROJECT

OFFICE MEMORANDUM

To: Mrs. SeEVERS

Date: February 10, 1945

From: Donald F. Drummond

Subject:

1. I noticed that you have used some simplified spelling on your report cards. Perhaps some of our customers may not be familiar with this spelling.
2. The comments on work habits were excellent.
3. Many cards restated in comments the items marked on the reverse of the cards. This may have the effect of reducing the importance of the marks on the mimeographed items.
4. There were few comments in terms of what students needed to do to improve in reading and language skills.
5. Attitude comments were well thought out.
6. Perhaps the effectiveness of the comments could be made greater, if they were somewhat less wordy and more specific in terms of units taught and objectives achieved.

Mrs. Lewis

GRANADA PROJECT
AMACHE, COLORADO

February 10, 1945

National Industrial Information Committee
14 West 49th Street
New York 20, N. Y.

Gentlemen:

Please send me the motion pictures which I have indicated below. I understand that they may be borrowed for use without charge. I agree to return the films, shipping charges prepaid, within 24 hours after they have been shown, together with an audience report on the showing.

We desire the following dates:

	Date of showing	Alternate date desired
1. Postmark - U.S.A. 16 mm. sound	March 14	March 21
2. America Marching On 16 mm. sound	March 7	March 14
3. American Anniversary 16 mm. sound	March 7	March 14
4. Frontiers of the Future 16 mm. sound	March 14	March 21

Yours very truly,

Donald F. Drummond
Ass't Principal
Amache Secondary Schools

DFD:fs

Relocated

THE EDUCATION AUTHORITY
GRANADA PROJECT

To: Mr. Walther

Date: February 15, 1945

Subject: Procedures concerning transfer students.

Pupils from both the elementary and secondary school are making plans to transfer to new schools between now and June 6. Such transfers always involve questions concerned with promotion and credit. To clarify these problems you are asked to follow these procedures:

1. Pupils transferring before May 1, 1945 will be expected to enroll in school at their destination. You will make every effort to assist by providing transcripts and information to the receiving school. No promotion or credit will be given for the rest of the second semester by the Amache schools.
2. Pupils transferring after May 1, 1945 may either transfer and receive credit and promotion from the receiving school or, if this is not practicable, do such assigned work as you and the teachers may require to receive credit from Amache schools.
3. Pupils expecting to transfer after May 1, 1945 must give the school sufficient notice to prepare adequate make-up work, tests and other assignments. Pupils must also allow a reasonable time for the completion of these assignments before they leave the Center.
4. The school is obligated to prepare advance tests and materials. The completion of these assignments is the responsibility of the student. No partial credit will be given for work done during this semester.
5. You are expected, of course, to exercise care and judgment in carrying out these procedures. You should secure approval for any deviation from them.
L. A. Garrison

Pupils should be notified more than 5 days before the family leaves the center. This date will be checked with the leave office.

2. Teachers should be given at least 10 days advance notice by the pupil. This means that semester tests, final reports etc. will have to be prepared in advance.
3. Reasonable standards must be maintained. No pupil should be "donated" credits. He should be expected to do considerable work before and after school and at home. He may be expected to report at 8:00 and 3:45 to do advance work.
H. E. Walther

February 16, 1945

To Mr. Walther:

From Room 27

The following people failed to receive any English-Social Studies report cards:

1. Yoshio Kusumi
2. Michi Soda

The following people failed to receive any report cards at all:

1. George Honda
2. Mary Ishimoto
3. Florence Kanda
4. Toyoko Tagawa
5. Mutsuka Taguma

We know that all of these cards were taken to the office, as a class committee of four girls helped me prepare them, and we checked the report cards against our class roll list three times, and then handed in the cards, all in alphabetical order, and divided into two identical groups.

This information concerns only Group 9-3 as I have not yet had group 9-1 long enough to make the check, as they had home-making today.

Gladys Seavers

From Room 27

Feb. 23, 1945

To Mr. Drummond:

May we please have forty sheets of the large sized, white
map paper.

Thank you.

To Mr. Drummond:

February 26, 1945

From Room 27 ---

May we please have forty sheets of white paper suitable for
map making. 12" X 18" preferred.

Also, may we have ten sheets of grey construction paper the
same size.

Thank you

G. SeEVERS

February 27, 1945

To Miss Leais:

To supplement our statement of February 20, in regard to
children's report cards,

Harry Inouye does not have any grade for shop for the second
period.

From Room 27

G. Seever

Inache Public Schools

February 15, 1945

*L. Garrison
Discussion*

You are cordially invited to attend a discussion
meeting to be held at the Staff Recreation Hall tomorrow,
Friday evening, February 16 at 6:45 p.m. The topic for
the evening will be: "Shall Congress Pass at this Time
a Bill Which Provides for Universal Compulsory Military
Training During Peace Time?"

Lloyd A. Garrison

Free Refreshments!

Anahe, Colorado
March, 1945

National Industrial Information Committee
National Association of Manufacturers
14 West 49th Street - New York 20 New York

Gentlemen:

In regard to the information which you requested concerning our showing of your films, and our use of your pamphlet material, we hope that the following record is sufficient:

Films and pamphlets are being used as time for circulation permits, thruout our entire high school. This means that the majority of some seven hundred fifty pupils will have access to them both.

The average size of the audiences viewing the films, is eighty, and the average size of the classes considering the printed material, is forty.

As we attempt to see to it that all sides of any controversial question are presented to the pupils, it should say that their reaction to your material should be entirely satisfactory to any Capitalistic group, since it showed no opposition to your point of view, and since the material was considered with open minds, and with the intent of gaining facts, no matter from what source.

Thank you very much for the loan of the films, and for the printed matter. Both have been gratefully received.

If you have any additional films, we shall be happy if we may secure them for showing.

Again thanking you, I am

Sincerely

Mrs. Gladys Seevera (one of the teachers using this material)

Senior High English-Social Studies Teachers

Will you and your class nominate two students for the Junior Year meetings which are to be held March 18, 1945. I would like to have a list of candidates by Thursday noon, March 9, 1945.

M. McDevitt

P.S. Nomination in addition to the above may be made by teachers. A committee of teachers will choose the four final participants and attend

HMW

Jayne

ANACHE DEPARTMENT SCHOOLS
March 7, 1946

To Anache Teachers:

Dr. Garrison has asked me to obtain information in regard to atypical children enrolled in the Anache elementary and secondary schools. The purpose for gathering this information is two fold: First, even though we are approaching the end of our educational program here, this information should help teachers in understanding and assisting atypical children which they may have in their classes; Second, this information, if sent with the transcript of the child's school record, should hasten his proper adjustment in the school to which he transfers.

For our purposes the term "atypical child" is to be given a rather broad definition. Ignoring technicalities, consider as atypical any child who has such mental, physical, or emotional characteristics that his adjustment within a normal class is extremely difficult. Some characteristics which may cause a child to be atypical are:

1. very poor sight.
2. deafness, or very poor hearing
3. extremes in mental ability (very low or very high I. Q.)
4. speech difficulties
5. physical handicaps of rather extreme types such as lack of effective use of limbs, glandular abnormalities or extreme cases of overweight or underweight
6. emotional instability as evidenced by nervousness, self consciousness, timidity, etc.
7. anti-social attitudes
8. such low ability in the tool subjects, especially reading, as to make normal learning and teaching procedures used with the rest of the class ineffective.

Will you please fill out the attached form, one for each child by March 10. Elementary teachers may return them to the elementary school office. Secondary teachers may put them in my mail box. If you need additional forms they may be obtained from either the elementary school or high school office or from me.

Thank you for your cooperation in this matter.

Gloria Jayne

March 10, 1945

To Mr. Walther:

From Room 27

Re. Compensatory time.

Wednesday, March 7,	4:30 to 6:00	typing play parts -
	6:00 to 7:15	Dramatics Club in Session
Wednesday, Feb. 28,	4:30 to 6:00	typing play parts -
	6:00 to 8:00	Dramatics Club in session
Wednesday, Feb. 21,	4:30 to 5:30	typing play parts & preparing
	6:10 to 8:20	Dramatics Club in session material

G. Seevers

$$\begin{array}{r} 11 \\ 10 \\ \hline 21 \end{array}$$
$$\begin{array}{r} 1\frac{1}{2} \\ 1\frac{1}{2} \\ \hline 1\frac{1}{2} \\ 2 \\ \hline 1 \\ 1 \end{array}$$
$$\begin{array}{r} 2\frac{3}{4} \\ 3\frac{1}{2} \\ \hline 2 \\ \hline 10 \end{array}$$

March 20, 1945

To Mr. Walther:

Re. Ninth Grade Graduation.

All three ninth grade teachers agreed that the graduation recognition service or program from the standpoints of several considerations, viz. time involved, lack of need for emphasizing such a transition, and greater desirability of spending the class funds for a real party or prom of some sort, should be as simple as possible. They all three feel that your suggestion of having the exercise in connection with the general Awards program is a good one, and one which will give sufficient importance to passing from the Freshman to the Sophomore class.

In contacting the four groups of ninth grade pupils, three groups, nine-ones, nine-tvos, and nine-threes, agreed with the opinions of the teachers, perfectly. The nine-four group disagreed, and feel that they want a big graduation, to use the words of one of one of the group, "something to remember."

G. SeEVERS
Ninth Grade Sponsor

March 22, 1945

From Room 37
Gladys SeEVERS

To Mr. Mc Govern;

Re. Parent Visiting Day

In regard to the carrying out of a parent visiting day in our school this spring, the following are my opinions:

1. A social visiting day when the teacher and the parents may meet and have a social hour together, and during which pupils' work may be displayed and discussed, would be a very desirable thing in almost any school situation.
2. Since the parents of this group understand little English, and since the parents, with a very few exceptions, are not equipped to make any telling contributions to individual conferences regarding their children, especially conferences of such brief duration as these would necessarily have to be, it seems to me that as a means of having conferences with parents with the purpose of discussing abilities and aims of children, and the aims of parents for their children, that this is a poor method.
3. Also, knowing, as we all do, that these people are very reticent about discussing their family and personal relationships at all, much less in the presence of as many of their friends who would be present if such a visiting day were any sort of a success, I feel that as a means for parent-teacher conference regarding pupils, that it would not be worth the time and effort that
4. ~~the parents of this group have parents in attending the room,~~ and it would be almost impossible to arrange any kind of a conference schedule which would give satisfaction in this respect to very many of the visiting parents.
5. And in addition to the above considerations, there is the fact that these parents will be practically powerless, considering their language and social handicaps, to utilize any of the results of such a conference to a sufficient extent to warrant the time spent.
6. However, from a strictly social standpoint, and from the social values to be secured, both in our present situation, and in future situations where these people may live, I feel that for the value to be realized a well planned visiting day for these parents,
7. Therefore, I recommend that all groups join in a general reception and visiting day, and that individual conferences be

handled in some other way

Aspen, Colorado
March 26, 1945

My dear Mrs. Withers:

When you contacted me about the attendance at the dinner at Garmisch, I understood that each was to bear his share of the expense, and that it would probably be around a dollar per person, so I am enclosing my dollar before I forget about the obligation entirely.

The evening was a most enjoyable one to me, and I want to thank you and the committee who were responsible for the arrangements, for a very pleasant evening.

Sincerely,

Alfred P. Lever
505 S. 3rd Street
Aspen, Colorado

To Mr. Walther:

March 28, 1945

Mr. Walther, please tell me what stenographic services are ~~if~~ available.

Thank you!

G. Seever

To Mr. Walther:

March 28, 1945

Re: Use of compensatory time.

For March 30 and For April 2, I should like to request that I may use my accrued compensatory time.

If my figures are correct, I shall be short one hour of having- emf time,

Thank you!

G. Seevera

To Mr. Walther:

March 28, 1945

Re: Buzzer.

As far as I am concerned, the present strength of the buzzer is inadequate. We just guess at the time, and start to work when all the pupils have returned from drinks, lavatories, etc. The loud one is much better.

G. Seevera

To Mr. Walther:

May I please have an appointment to talk over Civil Service Efficiency Rating for some time Friday?

G. Seevera

(over)

April 29, 1945

TEACHERS:

Mr. Michaud is terminating April 6th, and Mrs. Jeffers has already gone. The following changes will be made by Tuesday, April 3rd. Please make adequate preparation to take over new or exchanged classes, add additional pupils to your classes, get all necessary records, copy new grade and plan books, revise class rolls, study previous records and plans, etc.

The 8⁴ section is being discontinued. Miss Beery and Miss Lindsey will distribute the 8⁴'s into the 3 remaining 8th grade sections.

Miss Lindsey will take the 7² morning English-Social Studies section from Mrs. Wood in room 26. Mrs. Wood will take Mr. Michaud's review math (3 a.m.) and 8² math (3rd period) classes, in room 7, and the 7³ afternoon English-Social Studies section in room 26.

Mrs. Anderson will take Mr. Michaud's 9³ Math (2nd) in room 13.

Mrs. Loesch has accepted his 4th period 9¹ Math; in room A.

Mr. Drummond will teach his 7² science (5th) and Miss Lewis, his 7² Math (6th), both in room 7.

New class rolls will be distributed to you this Saturday.

It may be difficult and inconvenient in some cases to add new members to present classes. Learn ~~their~~ their ~~capacities~~ capacities, and be familiar with the work they have been doing in the previous class.

The following committees should meet this week:

7th grade Math.	Miss Keck	and	Miss Lewis
7th " Science	Dr. Jayne	"	Mr. Drummond
8th " Math.	Mrs. Wood	"	Mrs. Loesch
8th " Science	Dr. Jayne	"	Mr. Colvin
8th " Arith.	Mrs. Anderson	"	Mrs. Wood
8th " Science	Dr. Jayne	"	Mr. Williams

Make arrangements to check books with Mr. Easton before you move. There are now sufficient books for each teacher.

Garrison

WAR RELOCATION AUTHORITY
GHANADA PROJECT

MEMORANDUM

To: All Teachers
From: Lloyd A. Garrison
Subject: Property Accountability

March 22, 1945

Recently a number of our staff resigned leaving the Project on short notice. In checking over the materials and textbooks assigned to this teacher it was discovered that many did not exercise "due diligence" in the care of government property. In this case the former employee will probably have a rather large deduction made from the last salary payment.

This case is cited to demonstrate the action which must be taken in cases where government property is not properly accounted for. We expect certain losses and we are convinced that they will appear even though "due diligence" is exercised to avoid them. If an employee can demonstrate that every precaution has been used and that a real effort had been made to protect the government against loss, the Survey Board will "write off" the loss and no charge will be made against the employee.

You are urged to begin now to check on the books and equipment which have been charged to you. Check with pupils periodically to see that they have the materials issued to them and that they too feel some responsibility for their return.

WAR RELOCATION AUTHORITY

Granada Project
Amache, Colorado

April 3, 1945

MEMORANDUM TO: Gladys SeEVERS
High School

FROM: W. Ray Johnson

SUBJECT: Meeting of Employees' Supply Club

There will be a meeting of the Employees' Supply Club at the Staff Recreation Hall at 3:30 p.m., Thursday, April 5, 1945. All subscribers are requested to be present at this time.

We have 120 subscribers. This was the goal we were trying to reach. We have over \$1,000.00 in paid-in-subscriptions. Mr. Halliday states that his group will be in a position to negotiate at our convenience.

Immediate problems for the group to act upon at the first meeting are:

1. Decide upon the type of organization desired.
2. Select incorporators. (3, 5, or 7)
3. Appoint an Auditing and Inventory Committee.
4. Appoint a Committee to draw up the By-Laws.
5. Give authorization to Board of Directors to negotiate with Mr. Halliday for stock and equipment now at the PX.

Bell will ring at 3:40. First bus leaves 3:45; second leaves 4:20.

4-4-45

To Mrs. Seevers:
From: D. F. Drummond:

Reference is made to your memorandum addressed to Mr. Walters on the subject of the ninth grade party.

I am conscious of the immense amount of time and effort which you expended on the party. Your general arrangements were good. They might perhaps have included the delegation of more responsibility to children, but nevertheless, it was evident planning had been done.

In the event of another party being held, however, I think the following suggestions might be useful.

1. Delegation of a larger share of the responsibility for arrangements to student committees, who are responsible to you for what is planned.
2. Expenses of a party of this sort can be reduced by smaller expenditures for such items as cups. We have paper cups in the office, and though they are not of the best quality, they are usable.
3. My principal criticism of your party was that nothing was provided for the non-dancers, who appeared to be the larger group in attendance. I know the show was arranged for them, but the show was completed by 7:30, and the dance lasted until eleven with a twenty minute program included. Three and a half hours is a long time for ninth and tenth grade youngsters to sit without activity. Naturally, some of the boys broke into groups and wandered from here to there in the manner of lost souls. Another time it might be well to provide other entertainment.
4. As you no doubt observed, tag dances are not successful in this situation.

I am certain that you are aware of the items mentioned. I am glad that so many teachers felt the party was so successful. I am also quite certain the children really enjoyed themselves. Another time (if there is one) you may want to consider these suggestions

Your suggestion for an insert sheet for the handbook can be followed. It is too bad it was not included in the original handbook.

D. F. Drummond



To Mr. Walther:

4/5/1945

There were no attendance report sheets for the following pupils:

Group - 9⁻¹

1. Itano, Jim
2. Murakami, Florence
3. Yuyama, Masaji

Group - 9⁻³

1. Taguma, Mutsuk

The two attached cards for Thomas Griffith were among those sent to me, and I believe that he is enrolled in Group 9⁻⁴.

G. Beever
Room 27

Please circulate among the members of your group. Thanks. G.S.

April 6, 1945

In order to choose the very best time for the Ninth Grade Party, we are circulating this slip among those who are to attend, in order to determine when the greatest number can attend.

Therefore, to help us pick the right date, please sign your name in the correct column below.

First Column

Second Column

My family is planning to relocate on or before April 27, 1945.

My family is planning to relocate on or before May 11, 1945.

1. Rosie Houta
2. Hane Sako
3. Mrs. Meyer
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

1. Mrs. Houta
2. Mrs. Sako?
3. Mrs. Meyer
4. Mrs. Meyer
5. Mrs. Meyer?
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

Thank you!

Mrs. Seavers, Ninth Grade Sponsor

TREASURY DEPARTMENT
Washington

April 6, 1945

TO MEMBERS OF THE NATIONAL COUNCIL FOR THE SOCIAL STUDIES:

At the suggestion of Merrill F. Hartshorn, Executive Secretary of the N.C.S.S., we are sending you two pamphlets outlining the proposals which arose out of the Bretton Woods Conference.

The Bretton Woods proposals are now being widely discussed in Congress and throughout the Nation. Probably you will want to encourage your classes to analyze them.

Analyses of the proposals have been published by various groups. You may obtain these other reports free on request as follows:

RECOMMENDATIONS OF ECONOMISTS FOR UNITED STATES
APPROVAL OF THE BRETTON WOODS MONETARY AGREEMENTS,
available from Economists' Committee on the Bretton
Woods Program, 234 Littauer Center, Cambridge, 38,
Massachusetts.

THE BRETTON WOODS AGREEMENTS, report of the Independent
Bankers Association, Sauk Centre, Minnesota.

PRACTICAL INTERNATIONAL FINANCIAL ORGANIZATION THROUGH
AMENDMENTS TO BRETTON WOODS PROPOSALS, available from
the American Bankers Association, 22 East 40th Street,
New York City.

THE BRETTON WOODS PROPOSALS, available from the
Finance Department, Chamber of Commerce of the United
States, Washington, D. C.

ooCoo

WAR RELOCATION AUTHORITY

GRANADA PROJECT

OFFICE MEMORANDUM

Date: April 9, 1945

To: Mrs. SeEVERS

From: Donald F. Drummond *DFD*

Subject:

Can you meet as a member of a legislative committee of the

A.T.A. on Saturday, 3 p.m. in Room 47

WAR RELOCATION AUTHORITY

GRANADA PROJECT

OFFICE MEMORANDUM

Date: 2/7/45

To: Mrs. SeEVERS

From: Grace G. Lewis

Subject:

In reading the records of *Nelly* Mary Udo and Haruo Yamashita, I find some peculiar circumstances that would probably help you understand the children better if you knew about. If you have not read these folders, I suggest that you do so in the near future. I will send them to you any time that you want them.

~~at the break day~~

From Room 37

To Mr. Drummond;

April 9, 1945

The it will decidedly clip the pinions of my flight, I shall try to mend the error of my ways.

called
and
street - 4/11/45

Mr. Neal was to have had his movie man contact me this morning, and he did not do so. I should like to contact Mr. Neal regarding the matter. Please suggest a time.

? Please tell me what the result of the query concerning our being late to the Staff meeting when the organization of the successor to the Co-op was made.

We shall need quite a bit of help for the Ninth Grade - Tenth Grade party on April 27. Would you be willing to help? If so, there will be a meeting for planning for it in Room 37, immediately after school today.

Q. K.
will
copy

It is necessary that I call the Granada Drug Store to plan for the refreshments after the Dramatics Club Line Party on April 19. I should like to make this call when it will interfere as little as possible, so please indicate a time.

May I please know the result of Masaji Iyama's conference with you, so as to help me with my handling of the matter in the room here.

OK

As I thought that typists were to be available today, I have some work planned for them. When and how do I contact them?

May I please have the duplicate of my room requisition for the ~~High School~~ party to be held April 27th?

Dramatics Club

Thank you very much, Mr. Drummond. I'm sorry that all these things have to take up time, but they do.

G. Seevera

WAR RELOCATION AUTHORITY

GRANADA PROJECT

MEMORANDUM

TO: Gladys Jones Seevers

DATE: April 9, 1945

FROM: James G. Lindley

SUBJECT: Seventh War Loan

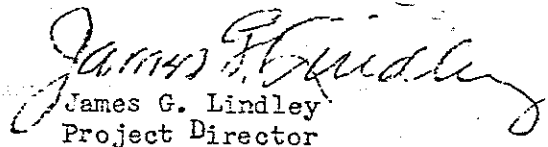
The Seventh War Loan Drive to raise 14 billions of dollars to carry on the war will run from April 1 to June 20. The quota for individuals has been set at 7 billions as compared with 5 billions during the Sixth War Loan Drive. The quota for series E Bonds has been increased from $2\frac{1}{2}$ billions in the 6th to 4 billions for the Seventh.

Two factors are to be considered in this increase in The Series E Bond quota over that of the Sixth War Loan; namely (1) present indications are that there will be only two war loans in 1945 instead of three as in 1944, and (2) sales during three months will be counted as credits against quotas instead of two as in the Sixth War Loan.

The quota for this, as well as other government departments, has been set as equal to 18% of the gross monthly pay rolls for each of the three months of April, May and June. The quota for Amache is \$23,637.20. In addition to your regular deduction additional purchases of \$53.25 will be required for your individual quota for the three months.

With the longer accounting period greater emphasis is being placed on participation in The Pay-roll Savings Plan. We all realize that this type of saving is one of the most effective means of meeting the threat of inflation. Cash purchases are welcomed as in previous Loan drives and on the same basis.

In the Sixth War Loan Amache attained an enviable 292.5% of our quota. Something to shoot at in The Seventh!


James G. Lindley
Project Director

To Mr. Drummond:

April 10, 1945

Is there available a list of the subjects for which each child is enrolled, so that we can check to see whether or not all of the report cards are in each child's group of cards before we send the final compilations to the office?

Thank you!

G. Seevera

Room 37

To Mr. Drummond:

April 10, 1945

As far as I know now, I shall be happy to meet as a member of the A.T.A. on Saturday, at three P.M. in Room 4.

G. Seevera

Room 37

WAR RELOCATION AUTHORITY
GENERAL OFFICE
ANN ARBOR, MICHIGAN

April 19, 1945

TO: Gladys Jones SeEVERS
FROM: James G. Lindley, Project Director
SUBJECT: Information for Transfer of Employees

The attached letter from Mr. Dillon S. Myer, Director of the War Relocation Authority, and the form entitled "Information for Transfer of Employees" has been sent us by our Washington office. Accompanying this material was a letter, the last paragraph of which is quoted herewith:

"The central office of the Civil Service Commission and other agencies have already approached us about when persons on our staff will be available for transfer. We feel confident that staff members can be placed in other agencies as the work in WRA is terminated, but we will need the completed questionnaire before we can negotiate with these agencies".

We realize that many of you have at least tentative plans made as to employment after this Center closes, but even if such plans seem definite at this time, you are still requested to complete the attached form. Either route it or bring it in to the Personnel Office by April 27, 1945, so that we may transmit it to Washington in accordance with instructions. The Personnel Office will gladly assist you in any way possible in filling out the form, and S.F. #57 may be had at that office upon application.

James G. Lindley
James G. Lindley

Project Director

To Mr. Walther:

April 20, 1945

Those indicating that they will relocate before June 6, and after May 1;

9-1s

1. Joe Uyemura

Toshiko Ando is relocating on April 25, 1945

9-3s

1. Mac Miyake
2. Florence Kanda --- Is not sure
3. Dorothy Iseri --- " "
4. Alice Komatsubara --- " "
5. Mary Ishimoto --- " "

Room 27

G. Seevera

April 20, 1945

To Miss Lewis:

It will be possible for me to grade achievement tests Saturday afternoon, April 21st, and Saturday afternoon, April 28th.

From Room 27

Gladys SeEVERS

1574
H. H. O.
Everyone seems very enthusiastic about the Scattergood film, so please try to get it for us.

Amache, Colorado
April 20, 1945

GJS

Ideal Pictures
714 18th Street
Denver, Colorado

Gentlemen:

Regarding our recent order for film to be shown on April 27, this date is the only available date on which we may show to this particular group, so we shall accept your offer to secure

Scattergood Survives a Murder

for us for that date.

As other choices I indicate them by number, below.

- 2nd Choice -- Dancing Pirate
- 3rd Choice --- Duke of West Point
- 4th Choice ~~-----~~
- 5th Choice Schubert, The Melody Master
- 6th Choice Broadway Limited
- 7th Choice Housekeeper's Daughter

Thank you! This letter will be a confirmation of a Nite letter which I shall send out to you tonite.

Sincerely,

Mrs. Gladys SeEVERS
Amache Recreation Association
8-F Recreation Office
Amache, Colorado

Gladys Seevers

Amache, Colorado
April 24, 1945

IMPORTANT NOTICE TO ALL MEMBERS OF THE EMPLOYEES' SUPPLY CLUB!

Your EMPLOYEES' SUPPLY CLUB has now moved to its new location in the old staff mess hall. Our new hours are from 8:00 a.m. to 1:00 p.m. and 3:00 p.m. to 9:00 p.m. Monday through Saturday, and from 10:00 a.m. to 9:00 p.m. on Sundays. We are remaining open through noon in order to serve sandwiches and a light lunch to members of the Club and others who wish this this service.

The courtesy of the Club will be extended to visiting soldiers and members of the 1725th SCU, and evacuee employees of the Administrative area will be welcome during week-day working hours.

THIS IS YOUR CLUB!! Take advantage of it, and let us have your suggestions.

THE BOARD OF DIRECTORS.

For Junior-Senior High School Teachers

On the 30th of May, we will hold our annual merit award assembly. Merit award certificates are given to students who have performed service to the school and who have contributed to school life and activities. On the merit award certificate we state for what it is being awarded. For example, _____ is deserving of special merit for outstanding work on the Assembly Council, or _____ is deserving of special merit for leadership in school and class activities. Some of the things for which we give merit awards are: club and class officers who have performed their duties well. These people should be nominated by the sponsor of the organization. Journalism people, members of the play cast or assembly programs, physical education activities, and extra factory committee work.

We try to make our list as complete as possible and not overlook the service which anyone has given during the entire school year. Last year, we gave about 600 certificates of merit just in the Senior High School. However, in spite of the fact that we gave a great many, we tried to not give them unless they were deserved and to make it an honor to receive them.

I am asking that you hand to me by May 18 your list of recommendations. Will you please write it on this sheet. You may send to my office for more sheets if you need them.

Ernest G. Tomlin

April 25, 1945

Dear Members of the Tenth Grade, and their
Sponsor, Mrs. Hopcraft:

By this time we had thought to have the formal "bids" in your hands for our Ninth-Tenth grade party for the night of April 27, but as you no doubt know, the silk screen is closing this week, and they are very busy, and have not yet completed our order. However, they assure us that they will be ready by tomorrow morning.

In the meantime, we want to tell you that we are looking forward to having you as our guests, and that we have planned a movie for all of us, to begin at six o'clock, and to be held in Terry hall. Your bids will be your admission tickets. These bids must then be saved, as they are also to be your admission tickets to the ball which begins at eight o'clock in the High School auditorium. In other words, just show your bids to the person at the door of the movie, and then keep the bid to show the person at the door of the auditorium.

We plan to have the movie first, then part of the dance, then a floor show and refreshments, and then some more dancing.

We shall get the bids to you just as soon as they are completed, and in the meantime, please consider this as your bid, and know that we are expecting you.

Sincerely,

George Hatamiya
George Hatamiya, Ninth Grade President

Gladys Seever
Mrs. Gladys Seever, Ninth Grade Sponsor.

10³-25 (32)

10⁴-25 (34)

10⁵-25 (34)

10⁶-23 (Mrs. Jackson) (25)

April 27, 1945

To Mr. Walther:

From Room 27

It is my plan to be away from school Saturday and Monday. My father is not at all well, and my brother and his wife plan to be away from Lamar, leaving some time Saturday, probably very early in the morning; and while my father goes to his office most of the days during the week, we hesitate to leave him alone in the house with gas, stairs, running water etc., which he so frequently forgets to care for nowadays. Therefore, as my husband's office is opening on Monday, and as he will be occupied there, I am the only one who can be with Dad.

As I have helped with the achievement test-grading, only one half day, I am writing Miss Lewis a note telling her that I shall put in my time during the coming week.

My plans for Monday's work are on the board.

My brief monthly report will be ready Tuesday.

Mrs. Gladys Seavers

If there is any other important thing pending, which I may have overlooked in the rush of this week's activities, please let me know.

Thank you.

G.S.

May First, 1945

To Mr. Drummond:

Re. Removal of chairs.

May we please have two chairs removed from Room 27,
as we no longer have need for them.

Thank you.

G. SeEVERS

March 10, 1945

To Mr. Walther:

From Room 27..

Re - Removal of two extra chairs.

May we please have someone remove two extra chairs from our
room, as we no longer need them.

Thank you.

G. SeEVERS
G. SeEVERS

5/1/45

To Mr. Walther:

Re. Compensatory time. 9th - 10th party, April 27, 1945

Dr. Jayne says that he has plenty of compensatory time ahead, and I am willing to give what I earned on that party, and Dr. Jayne is willing to transfer his, if you are willing, to one of the four teachers who helped, and who will not receive compensatory time. That will leave only two who will not be compensated for their time, and I can personally give time to them so as to make my agreement with them "good".

I am very sorry that my misunderstanding of the procedure for being allowed compensatory time for this party led me to ask more teachers to help than are customarily asked, but as to the implication that there were people standing about who had not been provided for, I take very positive exception.

The attendance at the movie, which was the amusement provided for those who did not care to dance, was excellent. Mr. Hersley and the other teachers who took tickets down there, told me that Terry Hall was full. We also planned the floor-show for those who did not care to dance, and had about an hour's student entertainment for them then, ending with an excellent number by the dance band. Many, many persons who attended the party, both students and teachers, have come to me today and have said what a good time everyone had, and also have remarked about how well the students responded - not only at and during the party itself, but afterward when the cleaning up had to be done. Persons who did not care to dance were invited to attend the dance part of the party, and to watch the dancing if they cared to. Chairs were provided for that purpose.

Two teachers made the comment that they thought that the party was one of the nicest that has been given - so, if it did not meet all expectations, I am very sorry about that, too. This is the first and only evening party which I have sponsored, aside from the Dramatics Club party, and perhaps, if I were to sponsor another of this kind, I would be able to make it a better one in many ways.

Sincerely,

G. Seevers, Ninth Grade Sponsor

What time, not including mere tanning
and transportation, did each of
1. these work, on that day, on the party
2. Why is Miss Walls name
not mentioned? Was she asked?

May First, 1945

To Mr. Walther:

Please answer on the
reverse.

Re. Compensatory time.

On Friday nite, April 27, the following teachers
helped with the party:

- Miss Beery, Mrs. Hinman, Dr. Jayne, Miss Loeffler,
Mrs. Wood, Miss Doner, Miss Everetts, Miss Keck,
Miss Shiina, and Mrs Anderson.

The first three on the list put in a great deal of extra
time, even before the nite of the party, and Miss Keck & Miss
took tickets. Miss Loeffler, Mrs. Wood, Miss Everetts, (Doner)
and Mr. Hensley, particularly Mr. Hensley, took care of
seeing to it that the chairs were arranged at the show
in Terry Hall. The girls inspected tickets at the doors.

Miss Doner, Miss Keck, Miss Beery, and Mrs. Hinman took
care of one eats serving table each, and Miss Loeffler
and Mrs. Wood saw to it that the "Bids" were designed,
and ordered.

Miss Shiina was unable to attend the party, so that elimi-
nates her, and of course, we know that Mr. Hensley is not
eligible for compensatory time.

Mrs. Anderson spent considerable time outside of regular
time on organizing and practicing with, the floor show
participants.

The four who put in the most outside time, aside from my-
self and Mr. Drummond, were Miss Beery, Mrs. Hinman, Dr.
Jayne, and Mrs. Anderson. If only four are to receive
compensatory time, they should be the ones.

G. Seavers
G. Seavers
Ninth Grade Sponsor

(over)

May First, 1945

To Mr. Walther,

Re. Compensatory time.

On Friday nite, April 27, the following teachers helped with the party:

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The first three on the list put in a great deal of extra time, even before the nite of the party, and Miss Keck & Miss took tickets. Miss Loeffler, Mrs. Wood, Miss Everetts, (Doner) and Mr. Hensley, particularly Mr. Hensley, took care of seeing to it that the chairs were arranged at the show in Terry Hall. The girls inspected tickets at the doors.

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G. Seevers
Ninth Grade Sponsor

(over)

Miss Walls was invited to the party, but was not placed on a committee because I thought that perhaps she would rather not serve.

May 2, 1945

To Mr. Walther:

Re. Ninth-Tenth Grade party

On Friday, April 27, the following teachers performed the duties indicated below in connection with the Ninth-Tenth Grade party:

- From -- 6:00 to 6:30 P.M., Miss Loeffler, Mrs. Wood, and Miss Everetts, chaperoned two hundred fifty students at Terry Hall, taking tickets, looking after seating, etc. They later came up to the auditorium, but had no specific duties assigned there.
- From -- 6:00 to 11:30 Miss Beery used her car in getting supplies, and teachers transported, and took charge of one of the serving tables - its arrangement, functioning, and cleaning up.
- From -- 7:30 to 11:30 Mrs. Hinman, Miss Doner, and Miss Keck, took tickets, saw to arranging one serving table each, supervised it during its functioning time, and saw to the cleaning up afterwards, and to the gathering of all the materials into one place.
- From -- 8:00 to 11:30 Mrs. Anderson supervised the arrangement of chairs, persons who were to take part in the floor show, their instruments, etc., and accompanied those who sang or played instruments. Afterward, she helped clean up.
- From -- 4:30, with just about twenty minutes for snatching a bite to eat, and until almost twelve, midnite, Dr. Jayne worked with his decorations committee, helped do many things about the auditorium, went to the co-op after the ice cream, and stayed until the last one to help clean up.

I was on duty all of this time, making last minute changes necessary because of things agreed to by persons, and then not done that way. I do not know exactly what time Mr. Drummond arrived, but he was here during the entire evening, hunting lights, watching doors, etc..

May 4, 1945

TO: Mrs. SeEVERS

FROM: H. A. Walter

Dear Mrs. SeEVERS:

Thank you for your recent letter.

I hope you understand now the reasons why I was unwilling to allow compensatory time for all sponsors for one party.

Had I known of your plans, I would have suggested that the same people who originated at Perry Hall should have accompanied this group back to the auditorium where they could have then taken tickets.

I hardly consider it necessary to have one teacher to arrange for the serving of one table.

You must understand that compensatory over-time is a privilege which is allowed in advance to those people who perform very necessary services outside the line of their regular duties. Mere attendance at a school event does not guarantee over-time.

I am, however, to save you embarrassment, allowing compensatory over-time to those people for whom you requested it. It is as follows:

Miss Loeffler	$2\frac{1}{2}$	Miss Doner	4
Mrs. Wood	$2\frac{3}{4}$	Mrs. Anderson	$3\frac{1}{2}$
Miss Everetts	$2\frac{3}{4}$	Miss Keck	4
Miss Beery	$3\frac{1}{2}$	Dr. Jayne	7
Mrs. Hinman	4	Mrs. SeEVERS	7

I shall not transfer time from one teacher to another.

I am glad your party was so successful. I do believe, however, that no school social event is so important that a teacher should work so long and so hard for its preparation that she is, as a consequence, ill for three days.

I suggest that the 6th grade has probably enjoyed a sufficient number of evening social activities this year.

I appreciate the fact that you have been a very conscientious sponsor.

Was the expenditure of \$10 for movies that evening necessary?

The balance in the Dramatics Club Fund was earned by last year's group. I don't think your group should spend it on its own entertainment.

Mrs. Seavers

2 (cont'd)

I am willing for you to purchase little, inexpensive pins for the senior club, as long as it presents at least one acceptable public performance.

AKC

May 4, 1945

To Mr. Drummond:

At last I have had time to look thru the Student Hand Book, and I find that all of the officers for the second semester, of the Junior Student Council, etc., have been omitted.

I am wondering if it wouldn't be possible for a sheet showing the names of these pupils, to be made and given to the entire student body for them to place in their handbooks.

It seems a shame that these people who are serving so well now, should not have the same recognition as those who held the same offices during the first semester received.

Sincerely,

G. Beevers (Teacher 9⁻¹ & 9⁻³)

Amache, Colorado
 May 7, 1945

To Miss McFarling:

Re. Account rendered for Freshman-Sophomore party, April 27, 1945

The following is a statement of the expense of the party. Invoices and receipted bills are attached. Also, the cash unspent from our check issued according to our estimated expense, is enclosed.

1 1/2 gal. ice cream	\$ 2.04
6 gal. ice cream	\$ 8.58
Fee for cashing my personal check, issued to assure our obtaining the cream, while you were ill and away from school	.05
324 paper plates	} 5.36
500 Dixie Cups	
325 paper doilies	.82
325 paper spoons	3.06
2 pkgs. walnuts	2.14
825 paper nap'ins	-.51
6 cases Pepsi-Cola (\$7.80 less \$3.00)	4.80
20# meat	7.00
3/4 boric acid for dance floor	1.05
Phone call - Ideal Pictures, Denver \$1.60 + 40 tax - (Emerson 6757)	2.00
Nichi Yoshizura - For playing records	1.50
Amache Recreation Assn. for movie loaned	3.00
Music for Orchestra	.75
Cookies	3.75
Topping for ice cream - .55 syrup (Keystone Bill)	
The bill shows the (.40 cocoa)	
cost of these ar- (.09 corn starch)	
ticles as being (.57 syrup (" ")	
more than this, but (1.36 Parkay shortening)	
I bot what was left (.10 salt)	2.87
Kero	.21
tax	.06
	\$ 49.65
amt. of check issued	\$ 69.02
	difference \$19.27 Amt.

There were some other phone calls which I paid for personally, but I would rather donate them than to try to get a statement of when and where they were made.

enclosed.

Clayva Seavers - Sponsor Freshman Class

Tom [unclear] - Treasurer Freshman Class

99.32
 17.05
 49/43.67
 10.31

Teacher's Community Library

To: The Faculty, Education Division

From: William A. Boston

May 9, 1945

Subject: Inventory

A reminder is in order regarding the matter of text and library book accountability. If we state the obvious bear with us, our purpose is for you to read this to your classes:

1. Teachers are accountable for all text and library books charged to them as student and adult users of the library. We are responsible for the return of all property borrowed from us. The teacher is responsible to the librarian and the librarian (he's the one in the middle) is responsible to the school administration. If property is missing someone gets hurt. This isn't always because someone has to pay out money every time a copy of this or that is missing but because most of us want to do things right. We want our systems to work just as much on principle as we do because it's unprofitable to us if they don't work. Let's hope you don't hurt your friends either financially or principle by being careless about the return of books.

2. Several reference books and texts placed in the library as reference books are missing. They are greatly needed, cannot be replaced. It is likely that we could get the Survey Board to write off our missing copy of California of the American Guide series. That's not the point. Can you imagine a book that would be more in-demand, for which our center as a whole would have greater need? The persons being hurt most are those who need these materials.

Teachers:

1. Our checking must necessarily be by copy number.

2. Text inventories should be taken several times before the close of school.

3. As sets of texts or other books charged to teachers are no longer needed they should be returned.

4. Special attention regarding the checking and control of textbooks have been given to the Faculty of Elementary School and the Secondary School. The special attention of the Faculty of the Community Library is given to the special attention of the Faculty of the Community Library and is responsible for the final accountability.

A ROUTE:

SPECIAL BULLETIN TO THE STUDENT TEACHERS:

The following people shall be punished for wandering in the halls without passes. Please have them report to the main office at the beginning of the 6th period. Student Teachers must make sure that these people report promptly.

Miss Beery
Miss Loeffler
Miss Walls
Miss Keck
Miss Everetts
Mrs. Seavers
Miss Hulquist

Mrs. Stegner
Mrs. Hopcraft
Mrs. Loesch
Mr. Jackson
Mr. Easton
Miss Lindsey

Principal
Ass't Principal

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
GRANADA PROJECT
ALACHE, COLORADO

May 21, 1945

To: All appointed Teachers
From: Lloyd A. Garrison
Subject: Summer employment

Using the information given by you to your principals, Mr. Halliday has been informed of your plans for summer employment. Persons with special skills or suitable qualifications who will work for an extended period may be transferred to other positions. Those without such qualifications will be assigned to duty in other jobs until September 1. Unless an employee wishes a lower grade there will be no reductions in pay.

Whether you remain on our Education Section payroll or whether you are transferred to another position you must complete your assigned work with the Education Section before you will be released for work elsewhere. In other words, this Section has a job for you to do which must be done first.

All assignments and transfers will be made through Mr. Halliday's office. Neither the principals nor the superintendent can assign work for you outside the Education Section. Any time your plans change, if you should desire to work longer or leave earlier, please notify your principal.

Your cooperation and assistance, thus far, have been very greatly appreciated. I know that you can be counted upon to see the job through.

Very truly yours,

LLOYD A. GARRISON
Superintendent of Education

WAR RECOVERY AGENCY

MAJOR SECONDARY SCHOOLS

Date MAY 22, 1945

To the Principal:

Please furnish me with the following supplies or services:

ALL, available microphones with necessary extension cords
and plugs for a Senior Dramatics Club rehearsal - in the
auditorium, for May 23, at six p.m.

(Be sure to include quantity, size, number, catalog number, or page, price, trade mark, copyright date, name of vendor or publisher and statement giving justification of request. Use reverse side if necessary).

For supplies or services to be supplied or furnished by the school or on the project, give all necessary information.

Gladys Seever
Teacher

To Mr. Drummond

May 25, 1945

List of those partaking in the Senior Dramatics Club assembly, who are enrolled in Junior High Classes.

Jerry Jayne ----- 9-4

Dagne Hanson ----- 9-2

Joyce Hirano ----- 8-1

G. Seevera ----- Room 27

To Mr. Walther:

May 25, 1945

In reply to your note regarding compensatory time, I had two meetings of the Senior Dramatics Club last week, so that the two slips requesting time were correct.

This week I have given three evenings here with the youngsters, and have spent a great deal of additional time in typing parts, writing continuity, etc.. I am requesting only the time spent in actual work on the plays with students present here at the building. The slips are enclosed.

Thank you!

Gladys Seevera

To Mr. Drummond and Mr. Walther:

Isn't there any last appeal that I might make which would give the Junior High people permission to attend the assembly this afternoon? I don't want to be a pest, and I know that Mr. Drummond feels that these people have not done their part as far as assemblies go, but I feel that the benefit to the pupils will far offset the value gained in their having to pay their pound of flesh for having failed to meet the assembly standard themselves.

Sincerely,

Gladys Seevera

May 28, 1945

To Mr. Walther:

Mr. Walther, as I have not had time to see Mr. Halliday again since our last conversation, I am wondering whether or not I should attend the meeting this evening after school?

G. SeEVERS

Room 27

The Senior Dramatics Club group had planned its final meeting for Wednesday of this week. At that meeting they wished to decide what to do with the money left over and above the cost of their pins, and to collect the final dues. Shall we cancel this meeting, and let the officers take care of the necessary matters with me?

In either event, may we please have the voucher for the transfer of funds from last year's group to the present group? I believe that that was the plan which Lucy told me was to be followed.

G. SeEVERS

Room 27

Apache, Colorado
May 20, 1930

Dear Mr. ...
711 Sixth Street
Denver, Colorado

Dear Mr. ...:

When we received your first billing for the film which you supposed to have been sent to us for showing on the night of April 27th., I thought that some error had been made, and that the fact would come to light in your office. But today, the operator tells me that he has received another bill from you sometime this last week, so I shall have to take time to write you regarding this matter.

The film did not reach us until April 30th., three days after our program date, so of course it was returned unused.

At five o'clock on the evening when the picture was to be shown, we had to go to a neighboring community and rent another film from them for our affair which was to begin at six o'clock. We secured a film, alright, and our show started at six thirty, but that was no fault of yours. Needless to say, we are greatly put out, and then when we were billed for something which we had not received until the show was over and forgotten about, that was just too much.

In addition to that, we have been put to the expense of a two dollar long distance phone call to your office in Denver, from which we received only an unexpected re-
sponse. So I feel that you owe us, rather than our owing anything to you.

Sincerely

Gladys Stevens
Apache Recreation Association
6F Recreation Office
Apache, COLORALO

May 31, 1945

Miss McFarling:

According to present arrangements, the Dramatics Club of this year is to receive the funds left over from last year, and we would like to have the voucher for the approximately eighteen dollars at this time.

We have asked Mr. Walther to O.K. this sheet, so as to make our request official.

Thank you!

Senior Dramatics Club

President

Leroy Makano
Leroy Makano

Sponsor

Gladys Seever
Gladys Seever