

TO: Central High School Faculty
FROM: Mamie McCullough, Principal
DATE: October 31, 1978

These are a few things that I would like to call your attention to:

1. On requisitions and charge vouchers, please keep gold copies for your records. When items have been received, please notify the office.
2. No food (candy, etc.) can be sold on campus except before and after school, and at both breaks.
3. All teachers be on time to faculty meetings. They start at 7:45, every Monday morning.
4. Girls are not to wear hair curlers in their hair to school.
5. People on bus duty be on time to your stations each day of your duty time; morning, recess and after school.
6. If you have any students in your class on job application, please have them see Mrs. Stevens for help on how to fill out forms.
7. Mr. Jim Jackson from Teachers' Retirement will be visiting the system and each individual school on November 8, 1978.

If you have any questions or problems regarding teacher retirement, you may wish to speak with him at that time. Since he will be here only one day, please have your questions ready.
8. Afternoon teachers remind students to get out of their cars and leave the parking lot, on arriving at school.