

INSTRUCTIONS TO THE M. G. T. & G. C. C. #1,  
MICHIGAN

1. All Teachers and Officials must be on time. Tardiness without a legal cause one or more times, is subject to 30 days from the Class. Absent one or more times without legal cause, such as sickness and sickness in the home or working late, subject to removal.
2. All teachers and said Officials of the Class must study, prepare themselves so as to give to her student all she has which is a rapid method of advance.
3. All Teachers must wear smiles and teach with Courtesy. Never to be harsh, impatient, or rough with her students at anytime. Any Teacher guilty of such doings is subject to removal at once.
4. Co-operation, Kindness, and Obedience to your Superior will bring everlasting Unity.
5. To insure success and peace one with the other, do not take on mixed instructions other than our assignments, nor dictate in other Teachers or Officials affairs. All misunderstanding should be carried to the Official over you. If not cleared by that of said Official, at once present the matter or matters to your 1st Lieutenant or Captain.
6. All Floor Walkers, are to maintain and keep utter silence in the Class unless during periods in which talking is allowed. No writing unless permitted by the said Teacher in whose class the writing is to be done. Strict attention by the students must be paid to the teachers at all times. Failure to obey; 1st Offense 30 days from the Class: 2nd offense or more the said sister is to be turned over to the Minister for time in Class F from the nation.
7. The Students must dress as near correct as she can in attending Class and Worship Meetings until she is able to get her costume. This includes the covering of the head, wearing of stockings, closing in of the breast and arms. This applies to the new and returning students only. The regular students knows how to dress and should be inspected at all times for failure to keep her law and reported if found other than herself at any time.
8. From 60 to 90 days should be allowed for said student to get herself changed into her own costume. One should be willing y to change at once from devil style after near 400 years a slave under devil teaching and at last have received your own Religion, Knowledge, and Costume.
9. All are required to visit the sick and report the findings to the Secretary at least once ~~every~~ every two weeks. Failure to visit is subject to a penalty or fee of \$2.00 which will be added to the Treasury for the Sick.
10. A Committee of not less than 3 should be appointed to investigate all students with 2 or more successive absence to their account and a written report turned over to the Secretary and Captain for future reference.



11. Strict check on all over weight sisters. Failure to comply with plan of reducing, gaining or continuous stand still other than the correct weight, for 30 days must write in her own handwriting; I AM CARELESS, THEREFORE I CANNOT SEE MY OWNSELF FOR I HAVE GAINED WEIGHT INSTEAD OF LOST, and the said copy is to be sent to the Apostle of Allah by the Secretary.
12. There should be a treasury for the expense of the Class, for the sick and the regular donation for the Apostle. The said Secretary and Treasurer should make a written report once per month of the finance and expenses of the Class. Itemizing each expense and amount. A complete check of both departments are to be made twice per year and books balanced at the end of the year.

All should be cheerful givers for the advancement of righteousness, and Allah and His Apostle has assured those who do give willingly, success and blessings without limit.

These are the explanations of some I thought necessary

1. There has been quite a lot of absence among the teachers no doubt you have noticed, For instance the cooking Teacher whoes report was, home canning. (While her class is neglected). Sewing Teacher missed 2 Thursday straight. One Thursday she just didn't want to go and the other it was about 10:00 P.m. when she came home from work or some place. Of course the Language teacher suffers with her legs. The others are quite dutiful some have perfect attendance records.
6. They have a habit of chatting and laughing, that is the younger ones mostly and causes disturbance and interruption in the Classes.
7. & 8. The old moslems mostly needs this. As some are coming just as they go any place else. They don't seem to be tffying to do that which is towards dressing correctly.