

Education-
Schools
63452-1911
C H S

Circulars.

AUG -2 1911

FOR FILE

Mr. Moses Friedman,

Superintendent Carlisle Indian School,

Carlisle, Pennsylvania.

Sir:

The Office acknowledges with thanks your letter of July 19, 1911, containing a number of circulars which have been put into execution at your school with excellent results.

Respectfully,

(Signed) F. H. Abbott,

7-LK-28

~~Special~~ Assistant Commissioner.

63452-11 Carlisle 1121

FRED BY G. H. M.

M. FRIEDMAN, SUPERINTENDENT.



DEPARTMENT OF THE INTERIOR.
UNITED STATES INDIAN SCHOOL,
CARLISLE, PA.



*Noted -
RLL*

July 19, 1911.

The Honorable
Commissioner of Indian Affairs,
Washington, D. C.

Sir:-

I am sending you under this cover a number of circulars which have been put into recent execution at the Carlisle School with excellent results. As they comprehend subjects of much importance, they have been given careful attention, with the result that there has been great improvement in the school, particularly in matters relating to the health and progress of the student body.

Very respectfully,

M. Friedman
Superintendent.

MF:SR

E. Sch

FILED BY G. H. M.

PUPIL'S HEALTH REPORT.



This blank is issued so that the school authorities may keep in touch with the health of the pupil. The patron is requested to fill this blank out on the first of MAY, JULY, SEPTEMBER, NOVEMBER, JANUARY, and MARCH, and send it to the school with the outing report for the month.

Patron's name and address.....

Pupil's name.....

General health of the pupil.....

Has pupil been ill the past two months?.....

Name of disease.....

Name and address of the physician in attendance.....

Does the pupil have a cough?.....

For how long has he had it?.....

Give the pupil's weight.....

Has the pupil any trouble with the eyes?.....

Are the eyelids inflamed?.....

Remarks:.....

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OFFICE OF INDIAN AFFAIRS
RECEIVED
JUL 21 1911
63452

UNITED STATES INDIAN SCHOOL

CARLISLE, PA.

M. FRIEDMAN, SUPERINTENDENT

Department of Printing

Outline of Course

EDGAR K. MILLER, *Instructor*



MDCCCX

PRINTED BY STUDENTS OF THE SCHOOL

CARLISLE INDIAN PRESS

Carlisle Course in Printing

THIS department occupies a building erected especially for its use. It is 43x83 feet, and is so constructed that all departments are on one floor. Special attention has been given to the matter of light and ventilation. The composing room and pressroom occupy one-half of the building; the other half is divided into four rooms and a large lobby used for the display of work executed by students. These four rooms are the Business Office, Mailing Room, Clothing and Toilet Room, and the Binding and Cutting Room. The entire upper half-story is used as a storage room for stock.

The equipment of the plant is modern in every way. The machinery consists of a two-revolution Miehle press, two 14x20 Chandler & Price jobbers, one 8x12 Chandler & Price Gordon, Dexter folding machine, Boston stitcher, Oswego power cutting machine, Stimpson punching machine, mitring machine, proof press, card cutter, perforating machine, and a lead and rule cutter. All power machinery has individual electric motor directly connected. The wood furnishings of the office were made especially for this plant and are of weathered oak finish and special pattern. The type cabinets, case stands, imposing stones, furniture racks, pressroom tables, drying racks, chase racks, roller racks, galley racks, dumps, ink cabinets, cut cabinets, etc., were especially planned with the object in view of attaining a harmonious effect, together with affording the greatest economy in floor space. There is plenty of job and body type, borders, rule, and such other printing material as is necessary to give every student a practical working knowledge of the trade.

The shop is conducted as nearly like a first-class commercial plant as possible, and the responsibility for profitable and creditable results which falls on all the student-workmen is the same as that in a well-regulated, strictly up-to-date commercial plant of the same size and capacity. Here the student gets actual experience as well as training. It is intended that each student carry his own load of responsibility, which is increased as each becomes an independent workman and is more or less conversant with every process of the printing trade. Any student may go far enough to become a specialist in one particular branch of the trade if he so desires; as, for instance, in presswork.

The real object of this shop is to train Indian students of Carlisle so that they will become competent workmen for the several departments of the printing business; workmen who will have a substantial

theoretical and practical knowledge of the mechanical side of the business.

The work executed is made up of all kinds of job work—from a name card to a catalogue—and all of it has a real commercial value; a weekly newspaper and a monthly magazine are published, and other pamphlets and publications gotten out in the interests of the school and the Indian Service at large, so that the variety covers a wide range.

Special attention is given to presswork. Realizing the great need for expert craftsmen in this branch of the trade, we are making special effort to graduate boys who will be capable of filling responsible positions as feeders and pressmen.

The course of study embraces instruction in all particulars and branches of the Printing Art, and is here below given in outline:

FIRST YEAR.

First Quarter: The care of machinery; care of press rollers; features of the job press; feeding and simpler forms of make-ready; care of motors and belts; running stitching machine; hand folding; compiling signatures; handling of paper; perforating; punching; padding, etc.

Second Quarter: Feeding of platen press; more difficult forms of make-ready; cleaning type; taking of proofs; locking up of forms; care of ink; operation of fountains; operation of mailers and mailing of school publications.

Third Quarter: Simpler forms of binding; component parts of platen presses; the different qualities of inks and their adaptation to different stocks; register work; care of cuts; halftone make-ready; further experience in the better grade of platen-press printing.

SECOND YEAR.

First Quarter: Further experience in the more particular kinds of make-ready on platen presses; care and feeding of cylinder press; care and feeding of folding machine; type and cases; point system; capitalization and punctuation; spacing and justification; experience in straight composition; galleys and their use.

Second Quarter: Imposition of type pages; laying out and locking up forms for cylinder; composition of simpler forms for platen presses; operation of paper cutting machine; first rudiments of color harmony; correction of proofs.

Third Quarter: General job composition; correction and care of mailing lists; general operation of the cylinder press; making ready on cylinder press; proper cylinder inks and stock.

THIRD YEAR.

First Quarter: Component parts of cylinder press; composition of tabular matter; composition and imposition of the better kinds of book and job matter; the make-up of a book; typographical designing; all job and color form composition; proof reading.

Second Quarter: Selection and cutting of stock; color and half-tone printing on platen presses; care of cylinder press rollers and inks; use of reducing agents; two- and three-color work on cylinder.

Third Quarter: Office economy; component parts of different machinery and motors; intricate composition; mixing of tints and body colors; planning and complete execution of jobs from rough copy.

FOURTH YEAR.

During the first three quarters of this year students will be given an opportunity to review previous work, take further instruction in practical job and commercial printing, study mailing list systems, printing office equipment, estimating, methods of binding, and to otherwise perfect themselves in things in which they feel deficient.

FIFTH YEAR.

Students remaining for fifth-year instruction will be given the following: Advanced cylinder presswork—three- and four-color work; mixing and manipulation of inks; overcoming press-room troubles; use of varnishes, dryers, tints, etc.; printing cost systems; cost and care of stock.

During the fourth quarter of each year at Carlisle students are given opportunity of working at their trades under the school's "Outing System" at prevailing wages. This gives them very valuable practical experience, develops their weak spots for further attention, and encourages a certain amount of self-confidence before leaving school.

For more specific information, write to the Superintendent, or apply for catalogue.

OFFICE OF INDIAN AFFAIRS
RECEIVED
JUL 21 1911
63452

UNITED STATES INDIAN SCHOOL

CARLISLE, PA.

M. FRIEDMAN, SUPERINTENDENT

Department of Dairying
Suggestions



MDCCCXI

PRINTED BY STUDENTS OF THE SCHOOL

CARLISLE INDIAN PRESS

THE COWS.

1. Have the herd examined at least twice a year by a skilled veterinarian. Promptly remove animals suspected of being in bad health. Never add an animal to the herd until certain it is free from disease, particularly tuberculosis.

2. Never allow a cow to be excited by fast driving, abuse, loud talking, or unnecessary disturbance; do not expose her to cold or storms more than necessary.

3. Clean the entire body of the cow daily; hair in the region of the udder should be kept short by clipping.

4. Do not allow any strong-flavored food like garlic, cabbage, or turnips, to be eaten, except immediately after milking. Changes in feed should be made gradually.

5. Provide fresh pure water in abundance, easy of access and not too cold.

THE STABLES.

6. Dairy cattle should be kept in a stable, preferably without cellar or storage loft, and where no other animals are housed.

7. The stable should be light (4 square feet of glass per cow) and dry, with at least 500 cubic feet of air space per animal. It should have air inlets and outlets, so arranged as to give good ventilation without drafts of air on cows.

8. The floor should be tight and constructed preferably of cement; walls and ceilings should be tight, clean, free from cobwebs, and whitewashed twice a year. Have as few dust-catching ledges, projections, and corners as possible.

9. Allow no dusty, musty or dirty litter, or strong-smelling material in the stable. Haul manure to field daily, or store under cover at least 40 feet from stable. Use land plaster daily in gutter and on floor.

MILK HOUSE.

10. Have a light, clean, well-ventilated, and screened milk room, located so as to be free from dust and odors.

11. Milk utensils should be made of metal, and all joints smoothly soldered. Never allow utensils to become rusty or rough inside. Use them only for handling, storing, or delivering milk.

12. To clean dairy utensils, use only pure water. First rinse the utensils in warm water. Then wash inside and out in hot water or steam. Then keep inverted in pure air and sun, if possible, until wanted for use.

MILKING AND HANDLING MILK.

13. Use no dry, dusty food just previous to milking.

14. The milker should wash his hands immediately before milking, and milk with dry hands. He should wear a clean outer garment, kept in a clean place when not in use. Tobacco should not be used while milking.

15. Wipe the udder and surrounding parts with a clean damp cloth immediately before milking.

16. In milking be quiet, quick, clean and thorough. Commence milking at the same hour every morning and evening, and milk the cows in the same order.

17. If any part of the milk is bloody, stringy, or unnatural in appearance, or if by accident dirt gets into the milk pail, the whole should be rejected.

18. Do not fill cans in the stable. Remove the milk of each cow at once from the stable to the milk room. Strain immediately through cotton flannel or cotton. Cool to 50 degrees F. as soon as strained. Store at 50 degrees F. or lower.

19. Never mix warm milk with that which has been cooled, and do not allow milk to freeze.

20. A person suffering from any disease, or who has been recently exposed to a contagious disease, must remain away from the cows and the milk.

21. The boys are to change their white dairy suits each week, putting on the clean one Monday morning. The dirty suits are to be sent to laundry each week. The suits are only to be used when making butter or milking. Ordinary work clothing is to be used when cleaning cows and barn.

22. The bathroom and lavatory are to be kept in immaculate condition, being thoroughly cleaned each day. Soap is to be kept on hand ready for use, and two clean roller-towels furnished for students' use daily.

23. The dairyman will see that the hands of the boys who milk are washed just before milking.

The strictest observance of these instructions, which are suggested by the U. S. Department of Agriculture, is imperative if the dairy is to turn out certified milk and butter. The present splendid equipment will not bring the best results unless these detailed matters of cleanliness are given careful attention.

M. FRIEDMAN,
Superintendent.



Hospital Regulations.

United States Indian School,

Carlisle, Pa.



1911

GENERAL RULES.

1. At no time shall the resident physician and the head nurse leave the hospital at the same time. One or the other must remain on duty at all hours during the day.

2. A book shall be kept in the doctor's office in an accessible place, and in this book the resident and the head nurse shall each record the time of going on duty in the morning and the time of leaving duty in the evening.* They shall, when leaving the grounds, so state and record the time of leaving and the time of return. At the same time a note shall be left sealed in the office, stating where they may be found in case of need.

3. The visiting physician shall also record the time of his arrival and leaving the hospital in the same book.

4. Each shall have a separate page for these entries, and they must be entered in the book at the above stated times.

5. The medicines prepared for patients in the hospital must be kept separate from other drugs, and the time they are given must be noted on the records, belonging to the patient, kept for this purpose.

6. The office hours for dispensary work shall be 7 A. M. in the morning and 4 P. M. in the afternoon and continue for one hour. All students, teachers and employees are supposed to conform to these hours and not send any pupils to the dispensary at any other time, except in an emergency.

7. The visiting physician, the resident physician, and the head nurse, when desirous of leaving the town for any reason, must first secure the permission of the superintendent.

DUTIES OF RESIDENT PHYSICIAN.

1. It is the duty of the resident physician to report promptly at the hospital in time for the 7 A. M. and 4 P. M. sick call, and supervise and prescribe for the various patients during this hour.

2. He shall make his rounds of the hospital wards and rooms in company with the head nurse at 9 A. M. and 5 P. M. daily, and at such other times as may be necessary, and record his orders for treatment and diet in writing in the order book kept for that purpose, and also see that each personal sick card has these orders entered thereon.

3. It is his duty to prepare the various medicines that may be needed and to indicate thereon the patient for whom it is prescribed. The head nurse shall assist him in these preparations.

4. It is his duty alone to discharge patients, as he is in full charge of the hospital, subject to the orders of the visiting physician.

5. He shall supervise the instruction of the head nurse and see that the proper instruction is given the pupil nurses and assist in these instructions.

6. He shall, in company with the head nurse, accompany the visiting physician in his rounds of the hospital, and shall see that his orders are properly entered in the record book and carried into effect.

7. He shall, when leaving the hospital, notify the head nurse and she shall remain on duty in the hospital during his absence.

8. He shall also care for the employees, teachers, etc., on the ground. Any other duties that may arise will be attended to by him in the absence of the visiting physician.

9. He is the sanitary officer of the institution, and it is his duty as such to attend to the sanitary inspections of the buildings, grounds, etc., and to furnish a written report of the same to the Superintendent at certain stated intervals.

DUTIES OF THE HEAD NURSE.

1. She shall have charge of the ordering of the supplies required in the kitchen, and of the supplies of bedding and linen used in the various rooms, wards, etc.

2. She shall give instruction to the pupil nurses in practical nursing, on Tuesday and Friday of each week, from 9 A. M. to 10 A. M., and from 3 P. M. to 4 P. M. This instruction shall consist in showing pupil nurses the proper care of patients in all of the details, the various methods of sterilization as required in hospitals, and the keeping of the proper records, etc.

3. She shall visit the various wards twice daily in company with the resident physician, and have the order book in her possession for the resident to enter his orders.

4. She shall, in company with the resident physician, accompany the visiting physician in his hospital rounds each day, and record in the order book the orders transmitted the resident physician.

5. She shall supervise the preparation of patients' trays, prepared by the pupil nurses, and see that the patients receive the diet ordered, and also that the medicines ordered are given to the proper patient.

6. She shall see that no medicines be given *hospital* patients unless prescribed by the visiting or resident physician. *This rule is absolute and must be strictly enforced.*

7. The head nurse shall notify the resident physician when leaving the hospital, so that he can remain on duty until she returns. In cases of serious illness in the wards, it is expected that constant attention be given the case and only an urgent reason will be an excuse for her absence.

8. The discipline of the pupil nurses will be in charge of the head nurse and visiting physician.

RULES AND REGULATIONS FOR PUPIL NURSES.

1. Nurses will be provided with six aprons, two dresses, two caps.

2. The hours of day duty shall be from 6 A. M. to 6 P. M. The half-day morning nurses shall be on duty from 6 A. M. to 12 M. The afternoon nurse shall be on duty from 12 M. to 6 P. M. The night duty shall be arranged in like manner.

3. Day nurses shall retire at 9:30 P. M. Night nurses shall sleep at least 7 hours each day. Lights in nurse-rooms shall be put out at 9:30 P. M.

4. Nurses shall administer food and medicine according to the written orders in the order book and enter the same on the proper blanks. *No medicine can be given to hospital patients without written orders.*

5. Patients' temperature and pulse are to be taken at 7 A. M. and 4 P. M. every day, and in serious cases according to the orders of the physician.

6. Wards and rooms must be visited every hour and necessary attention given to the patients therein. The pupil nurse in charge is responsible for the condition of the same.

7. Nurses shall change patients' clothing when necessary. Patients in bed are to have clean linen and bedding twice a week; oftener if necessary.

8. Nurses shall see that all dishes, spoons, and all other utensils used in patients' rooms are kept clean, and that the proper care is exercised in their use.

9. Nurses when going off duty shall leave patients' rooms, wards, and all pertaining thereto, in neat and orderly condition.

10. Strict attention must be given to cleanliness.

11. Nurses will be required to attend strictly to the business of

nursing; to avoid all unnecessary conversation and noise, and to report at once all improper conduct on the part of the patients.

12. The ward doors shall be kept open at all times except during dispensary hours.

13. Each nurse before leaving her room shall arrange it in proper order.

14. The nurses that attend school must not leave the hospital before the first bell rings.

15. Nurses will not be allowed out after dark except by permission.

16. No one shall be admitted to the wards or rooms of the hospital except by permission. Unnecessary loitering in the halls of the hospital by students is prohibited.

17. Any questionable conduct on the part of a nurse will be investigated and may result in dismissal from the hospital.

These instructions are to be carefully carried out and rigidly enforced. In this way only can the hospital be properly conducted and the health of the students conserved.

Approved:

M. FRIEDMAN,
Superintendent.

A. R. ALLEN,
Visiting Physician.