

Whitwell, John

Whitwell, John

Folder 1 of 2

Interior
2171A
Bay 11 UC
Row 10.

Bxwells, Harrison A.

**ARCHIVAL RECORD
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NAT'L ARCHIVES

SEP 21 1944

Whitwell, Geo

In 3 Sections

See I

RETIRED

Interior

2171A

Bay 11 PC

Bay 10

Bx Wells

Harrison A-

2464
October 8, 1913.

Mr. Whitwell:

An illustrated lecture is to be given in the school auditorium this evening immediately following study hour, and another one tomorrow evening at the same time by Mr. Clayton S. Cooper. This is for the Protestant students, who will be excused first at the time of the ringing of the bell for the termination of study hour, both this evening, Wednesday, and tomorrow evening, Thursday. The plan to be followed should be to have all the Protestant students rise and file in an orderly fashion, the Protestant girls first and the boys following, into the auditorium, the Catholic students to remain seated in their class rooms until all the Protestant students have assembled in the auditorium. After this is done the Catholic students will march to their quarters under the usual regulations governing such matters at the termination of the study hour.

Teachers should give this matter their careful attention. All those who desire to attend the lecture are cordially invited.

Very respectfully,

Superintendent.

Mr. McKean
Mr. Denny
Miss Ridenour
Mrs. Foster
Mr. Mann

2464

DEPARTMENT OF THE INTERIOR
UNITED STATES INDIAN SERVICE

(Name of school, agency, or project.)

Oct 4, 191

To the OFFICER IN CHARGE.

SIR: In accordance with the leave regulations on the back of this blank, I respectfully request leave of absence for 1/2 days from Sat. noon, to Sunday M., both inclusive.

Annual (Kind of leave wanted.) To go to Reading (Reasons.)

(Last date of entering Government Service.) (Number days leave of this character during current calendar year.)

If application is for sick leave, applicant will here say what form of voucher accompanies the application:

Very respectfully,
C. L. Teacher (Position.) John Chulwitz (Full name.)

If application be for leave without pay, the officer in charge will fill out the following blank and forward the application to the office.

Respectfully forwarded. This applicant has been absent since January 1 of the present year, as follows:

- Annual leave, with pay
- Sick leave, with pay
- Detail, with pay
- Leave without pay

This application is therefore { disapproved / approved } with recommendation that the same be { not granted / granted }

for the following reasons:

It will { not be necessary / be necessary } to have the services of a temporary employee in the absence of the applicant.

Signature Officer in Charge

RULES GOVERNING LEAVES OF ABSENCE.

ANNUAL LEAVE.—Leave of absence with pay can not be claimed as a right, but may be granted not to exceed thirty days in any calendar year to all employees except those listed below, provided the applicant can be spared without impairing the efficiency of the service or causing any extra expense to the Government. Employees who have been regularly in the service for less than ten months are entitled to annual leave only at the rate of two and one-half days for each month of service; but persons transferred from one branch of the service to another may be granted the leave to which they would have been entitled if not transferred.

Should the leave to which an employee is entitled for one calendar year not be taken before December 31, it will be forfeited.

When an employee who has been granted leave is transferred, to take effect on a specified date, the date of transfer terminates his leave. He may, however, make application for any unused leave after entering on duty at his new station.

All leaves of absence are granted with the distinct understanding that should the employee be separated from the service by resignation, abolishment of position, or otherwise, the leave or any part of it not taken before the date of separation shall be forfeited. However, employees who have been continuously in the service for a year or more may be granted leave with pay prior to resigning, provided notice of intention to resign is given when the leave is asked for, or reasons satisfactory to the Office are furnished subsequently why advance notice could not be given. Upon failure to give such advance notice or subsequent reasons, the leave will be charged as leave without pay.

Employees of boarding and day schools are expected to take their annual leave during the vacation season, if possible. Employees whose work has to do with farming, stockraising, dairying, and kindred industries must arrange to take leave at times when their absence will interfere least with their duties. Employees engaged on irrigation projects or allotment work who are entitled to leave with pay will be expected to take their leave during the "closed season," if practicable.

Physicians may be allowed leave with pay, but before such leave will be granted they must make arrangements, satisfactory to the officer in charge, with some reputable physician for medical services during their absence. If the substitute physician is required to render any service during the absence of the regular physician, he shall be paid therefor by the officer in charge at a rate not exceeding the salary authorized for the position, and the amount thereof will be deducted from the pay of the regular physician.

Officers in charge may take annual leave in periods not exceeding one week, at such times as they can best be spared, but for periods in excess of one week authority must be obtained from the Office. When an officer in charge takes leave for more than one day, he will authorize in writing the employee best qualified to act in his place during such absence, as provided by the Regulations.

SICK LEAVE.—Sick leave with pay for not exceeding thirty days in any one calendar year may be allowed when no extra expense is incurred by the Government thereby: (1) In case of personal illness which disqualifies the employee for duty or makes it necessary for him to leave his post of duty to obtain special treatment or undergo a surgical operation; (2) when some member of the employee's immediate family is afflicted with a contagious disease and requires his care and attendance; (3) when, because of exposure to a contagious disease, whether in his own family or not, the presence of the employee at his post of duty would endanger the health of fellow employees.

Sick leave will not be granted in advance, but when necessary an employee may take *the time actually required*, after notifying the officer in charge, submitting an application for such leave upon his return to duty. Applications for sick leave must specify the exact period of leave taken and be accompanied by the certificate of a health officer or regularly licensed physician in support of the claim of sickness or contagion. If such certificate is not obtainable, affidavits and other evidence may be considered. A physician's certificate is much preferred in personal illness, but if not furnished an affidavit of applicant must state why no physician was consulted. Affidavits will generally be accepted only when period does not exceed three days; if for more than three days there should be submitted additional evidence of illness and disability.

The following classes of employees are *not* entitled to leave with pay, either sick or annual: Temporary employees; irregular employees; day-school employees, except those paid by the year; employees paid "by the day, when actually employed," and employees holding "registered or noneducational" or "unskilled labor" positions in the Irrigation or Allotment Services. Employees with an annual salary and a per diem compensation in lieu of subsistence "when actually employed," and allowances for expenses, may not claim such per diem and allowances when on leave with pay.

LEAVE WITHOUT PAY.—Leave without pay will be granted as a favor to the individual only when, in the opinion of the Commissioner of Indian Affairs, the public business will not suffer by the absence, and when reasonable cause is shown, such as important business, personal illness, sickness in family, or emergency of a serious nature.

GENERAL RULES.—A leave of absence with or without pay granted to an employee is not in the nature of a contract and may be revoked at any time and the employee ordered to return to duty before its expiration, should the exigencies of the service require such action. An employee who continues absent after the revocation of a leave granted him with pay is not entitled to compensation for the period of such absence.

All applications for leave must be submitted to the officer in charge. Those for leave without pay will be forwarded immediately to the Office in duplicate on Form 5-450 o, with appropriate recommendation. Emergency requests may be made by telegraph at the expense of the applicant. Applications for annual or sick leave will receive administrative action at the hands of the officer in charge.

In computing annual leave, Sundays, legal holidays, and Saturday half-holidays in July, August, and September will be excluded. In all other leave they will be included, *except* where the leave *begins* or *ends* upon one of such days.

Reports of leave actually taken by employees will be reported to the Office monthly on Form No. 5-450 p, by the officer in charge, and will be forwarded with the monthly report of changes in employees.

When an employee is transferred from one school to another, the officer from whose jurisdiction the transfer is made will transmit a report at once to the officer to whom the employee is transferred, showing the amount of leave of all kinds taken during the current calendar year by such transferred employee up to the time of the transfer.

When an employee is detailed by order of the Office, or where he is summoned before the courts, or is necessarily absent from duty on official business for which he receives no compensation other than the regular pay of his position, his absence will be reported in the form of a letter, which should be forwarded immediately instead of with the monthly report of changes. Where there is additional compensation connected with the detail, such as witness fees, the regular application for leave without pay must be forwarded to the Office, which will determine whether the salary must stop or may be continued.

2719

October 1, 1913

OFFICE OF INDIAN AFFAIRS
OCT 20 1913
123359

Mr. Stauffer:

Mrs. Foster:

It will be well for you to make an engagement with Superintendent Wagner of the public schools, within the next few days, to decide on a subject for the debate between the girls of this school and the girls of the Carlisle High School; also, decide on a method of selecting the judges. After you have gone over the matter somewhat carefully, you can consult me. If you desire, I can meet Superintendent Wagner at the same time, but I hardly think this is necessary. I would merely suggest that, as far as possible, the judges who are selected should be non-residents of Carlisle, and that the debate be on some practical subject, which, as far as possible, eliminates partisanship.

Very respectfully,

[Handwritten Signature]

Superintendent.

MF-BH

2464

Principal Teacher's Office,

Carlisle, Pa., Oct. 1, 1913.

Supt. Friedman:

When a pupil visits the hospital by permission of the matron or disciplinarian through the teacher, is such pupil to report to matron or disciplinarian before returning to school?

There seems to be some misunderstanding in this matter and I feel sure the same can be rectified by issuing proper instructions regarding the same.

Very respectfully,

John Whitwell

Principal Teacher.

Superintendent Friedman

2464

Sept. 30, 1913

Mr. Whitwell:

For the improvement of the regular chapel or assembly exercises, which are held in connection with the work of the academic department, and for the guidance of all those concerned when there is a general meeting of the student body, either at the time of the monthly program, or when I speak to the students, or have outside speakers, the following instructions are issued:

The following program will be followed for the Monday chapel exercises:

1. A selection by the orchestra.
2. The singing of a carefully selected song with a good theme.
3. The reading of the Bible lesson.
4. Repeating the Lord's Prayer.
5. A talk by the Principal Teacher.
6. General instructions to students, or announcements with reference to changes, schedules, etc.
7. The singing of a song.
8. Dismissal.

The Bible reading should be of sufficient length, - usually a chapter, - so that a definite lesson is conveyed, and it should be varied from week to week. These Bible readings should be in accordance with the Regulations, as follows:

"Sec. 13. (a) Substitute the revised version for the King James version of the Bible for scriptural readings, and confine these to the four Gospels and the Acts of the Apostles."

The talk indicated by the Principal Teacher should be at least ten minutes long, carefully prepared, and on some well defined subject which will point out some ideal, or lesson in life, or on an educational theme, or on some current event, which should be discussed at length and a definite lesson drawn, either in civic virtue, or leading towards citizenship, or for character building.

The various student numbers by students of the upper classes, will be eliminated in the future.

In order to obtain the best results and to have proper direction given to the singing, all singing at chapel exercises, or at the general assemblies of students, will be lead personally by the Director of Music, you to announce the number of the song. These same instructions will govern at meetings where the Superintendent presides.

When the time comes for the dismissal of students, it will be done by the Principal Teacher, or whoever is in charge, calling on each section of the students to rise in turn,- small boys first, large boys next, girls third,- with instructions to the student officers to march off their troops. It is not desired, hereafter, that the students be stopped, or that time be marked for them by the snapping of fingers. If the officers do not march off their students properly, a note should be made of

the fact and they should be instructed privately, or by gathering all the officers together and giving them proper instructions. As a matter of fact, whenever I have dismissed the students, I have followed this procedure and have never had occasion to criticise the way the students marched out. When the Superintendent is in charge of a general assembly, he will look after the dismissal of the students himself. When the Principapl Teacher is in charge of the chapel exercises, or an assembly, he will dismiss them in the way above mentioned, and after calling on the sections to rise, will stand off at a distance and allow the captains to take charge.

The careful carrying out of these instructions will be of material assistance, not only in giving proper instruction and in enthusing and inspiring the student body, but in creating that initiative and proper conduct during assemblies as is of most value to students.

Very respectfully,

Superintendent.

MF-BH

2464

Sept. 29, 1913

Mr. Whitwell:

While the monthly school entertainment on Saturday evening was a distinct improvement on the poor programs which have been given at times during the past year or two, it was not of the high order and excellence which should characterize a monthly program by a school of this character and size. Some of the numbers had distinct merit and were well rendered, while others were far below par.

So that these programs can be further improved, and the students obtain the maximum amount of benefit from them, you will initiate at once the following plan: One number should be given by the students of each class, including one from the business department. This will mean that each month every teacher in the school building will have one number on. These numbers may be readings, recitations, orations, current events, or of similar character. All the vocal, instrumental and musical numbers will be given by the musical department, under the Director of Music, as heretofore.

This will provide a program of proper length. I noticed that the program on Saturday evening was of hardly half an hour's duration.

It is further directed, and the teachers will see the importance of this, that the students be carefully trained.

It is not sufficient that students memorize the words of whatever piece they give. It is of great importance that they get the meaning of the piece, the proper intonations and gestures, and that they speak in a sufficiently loud tone to be heard distinctly in all parts of the room. In order to get these results, the students must be given their numbers at an earlier date, and they must be trained.

I also desire that the band be present at each of these monthly entertainments, instead of the orchestra, to occupy the stage and intersperse several selections.

I am sending you a sample program, which was given at Carlisle Thursday, April 21, 1904, which will indicate how these programs are to be prepared in the future. In having the program printed, I not only wish the number of the room printed, but the name of the teacher as well. These monthly entertainments are of great importance. The program should be prepared early in the month, so that when it is given the last Saturday of the month, both students and teachers will have had sufficient time for preparation.

These monthly meetings should provide an evening of recitation, song and entertainment, such as will enthuse and inspire the entire student body, and nothing short of the best should be given. I feel very confident that the teachers at Carlisle will cooperate thoroughly to bring these programs to such a high state of efficiency as will accord with the age and advancement of the student body and the size and standing of the school.

Very respectfully,

PROGRAM

MUSIC.....	Band
VALUE OF LABOR—Wirt.....	Moses Raub
	No. 8, Mr. Scott.
IF I KNEW.....	Lucy Sampson
	No. 3, Mrs. Sherry.
WATCH THE CORNERS.....	Dan Robinson
	No. 2, Mr. Sherry.
THE RIDDLE.....	Ida M. Sawyer
	No. 1, Miss Smith.
VOCAL QUARTETTE.....	<div style="display: flex; align-items: center;"> <div style="font-size: 3em; margin-right: 10px;">}</div> <div> <p>Monroe Coulon</p> <p>Patrick Kennedy</p> <p>Adam Fischer</p> <p>Wilson Charles</p> </div> </div>
PROMPTNESS.....	Garfield Sitarangok
	No. 6, Miss Paull.
LUCK AND PLUCK.....	Ira Spring
	No. 4, Mrs. Foster.
THE PETRIFIED FERN.....	Lizzie Hayes
	No. 5, Miss Carter.
RIGHT AWAY.....	Roy Smith
	No. 10, Mr. Reising
PIANO DUET.....	<div style="display: flex; align-items: center;"> <div style="font-size: 3em; margin-right: 10px;">}</div> <div> <p>Elizabeth Penny</p> <p>Lucinda LeRoy</p> </div> </div>
ARBOR DAY.....	Mary Bailey
	No. 7, Miss Robertson.
AN ORDER FOR A PICTURE.....	Irene Twoguns
	No. 9, Miss McDowell.
THE GEYSERS OF THE YELLOWSTONE PARK.....	Wm. Sheehan
	No. 12, Miss Newcomer.
SONG—SPRING.....	School
LONGING—Lowell.....	Alice Denomie
	No. 11
FIRST LINE ACROSS.....	Emma Logan
	No. 13, Miss Wood.
THE KEYS TO SUCCESS.....	Spencer Williams
	No. 14, Miss Cutter.
MUSIC.....	Band

MONTHLY

ENTERTAINMENT

Spring

Lovely Spring, O come thou hither
Spring beloved, O come again,
Bring us blossoms leaves, and singing,
Deck again the field and plain.

Chorus

To the mountains I would hasten,
Revel in the valley green;
On the grass and flowers reclining;
There enjoy the sunlit scene.

I would hear the shepherd piping,
I would hear the herd bells ring
And rejoicing on the meadow,
I would hear the sweet birds sing.

Academic Department

Indian Industrial School, Carlisle, Penn.

Thursday, April 21st, 1904

*file
this has been
adjusted. MJ*

2464

Carlisle Pa., Sept, 29, 1913

Supt, Friedman:

The reports from Girls Quarters have been returned without the health of the girls being reported. The Matron advises this is to be done at the hospital, I have no instructions to this effect. The disciplinarians have made their reports just as they ^{have} always been made and it is evident that the hospital officials are not in a position to report on boys and girls they do not even see, but of course I simply want to know how to do it and will be guided by the instructions from the proper authority.

I enclose reports showing how the matter has been handled in the past, Monthly letters are being held.

Very respectfully,

*John D. Hillwell
Prin. Teacher*

2464

Sept. 27th, 1915.

Mr. Whitwell:

As I do not have a report for the 26th, will you please advise how many students were admitted yesterday and whether their names are included in the 97 that have been admitted during the month of September.

Respectfully,

HKM.

Superintendent.

DEPARTMENT OF THE INTERIOR
UNITED STATES INDIAN SERVICE

2464

Prin. Teachers Office.

U. S. Indian School.

Catlistle, Pa., Sept. 24. 1913.

Superintendent Friedman:

A supply of blanks similar to the one attached
is respectfully requested for use in the various class rooms.

Very respectfully.

Wm. H. Williams

Principal Teacher

*Approved,
Superintendent
Sept 25*

2464
~~2115~~

September 23, 1913.

Mr. Whitwell:

There have been some individual cases of absence from the evening study hour of students who are either working all day, or who are attending school in town.

The evening study hour is for all students whether they attend the academic department or not. The original instructions with reference to evening study hour were made with this end in view. You will hereafter see to it that all students who attend Conway Hall or any other school in town, or who work at their trades all day on the campus, or who for any other reason whatsoever do not attend academic work, shall fall in at the regular formation for study hour and carry on their studies in the library, if they are not connected with any other class. The librarian should call the roll to see that these students are there, and report absences in the regular way and she will be responsible for their occupying this hour in serious study.

Only those students are excused from the study hour who are ill or who for the time being are detailed to other necessary work by the disciplinarian or matron. Inasmuch as the Principal Teacher has an accurate record of the students present on the campus, there should be no difficulty in carefully managing this matter.

Very respectfully,

Copies to Mr. McKean
Mr. Denny
Miss Ridencour
Miss Pench

Superintendent.

2464

September 23, 1913.

Mr. Whitwell:

Bruce Goesback, who was dropped some months ago as a student, when he was taken up on the Government Pay Roll, was dropped from the Government Pay Roll beginning with September first, and he is to be taken up again on the rolls as a student beginning with this date.

Very respectfully,

Superintendent.

Copy to Mr. McKean.

2464

September 19, 1913.

Mr. Whitwell:

The Indian Office desires statement from the various employees who secured educational leave in accordance with the final paragraph of circular letter dated May 15, 1913. Please have your teachers make the necessary statement, addressed to the Superintendent, which will be forwarded to Washington. Please see to it that this is complied with as soon as possible. I attach herewith circular and the paragraph referred to is underscored.

Very respectfully,

Chief Clerk.

2464

September 18, 1913.

Mr. Whitwell:

The lights in the Office of the school building and in one or two of the rooms are not always turned off after study hour in the evening. You will find it desirable to stay at the school building until all lights are turned off properly, and the building properly closed for the night. Experience has shown that it is unsafe to allow matters of this kind to boy janitors.

very respectfully,

MF:SR

Superintendent.

2464

September 18, 1913.

Mr. Whitwell:

It is directed that the regular monthly weighings of the students be taken up promptly toward the latter part of this month and each succeeding month during the entire school year, so that the weights of all the students are sent to the physician on the blanks supplied for that purpose not later than the first of the month. This is a matter of importance covered by the regulations and should have your personal attention.

Very respectfully,

MF:SR

Superintendent.

2464

September 9, 1913.

Mr. Whitwell:

For the safety of the girls and for proper discipline, it is directed that hereafter when the girls go to study hour that they all march in through the front hall and go to their various class rooms by passing through the down stairs rooms, and if they attend classes up stairs, they shall go by way of the inside stair ways. It has been found that boys on several occasions linger around the hat rooms on the outside of the porch when the girls march in. You should be on duty yourself in the hall to see that proper discipline is maintained.

Very respectfully,

Superintendent.

Miss Hidenour
Mr. McKean
Mr. Denny

2464

September 9, 1913.

Mr. Whitwell:

I have been visiting the various class rooms during the study hour period, and several things have crept in which are inimical to the best interests of the study hour period.

For instance, I note one of the class rooms spends a period of time singing before the study hour work begins. This is unnecessary, breaks into the study hour period, and interferes with the study of the other classes which do not happen to be conducting similar work, and prevents concentration on the part of the students in these other classes.

In visiting the library, I noticed that the four upper or departmental grades are permitted to spend one evening each week in the library. It is presumed that this was for the purpose of real study or for reference work under the personal direction of the teacher in charge and of the librarian. Last evening I saw one of the classes there and a large number of the students were reading the comic section of the Sunday newspapers. This can hardly be termed studying. The students have ample time to read newspapers in the quarters during their spare time. If the departmental grades are permitted to go into the library, the librarian should have all the magazines and newspapers out of the way, and it should be

Mr. Whitwell, #2.

insisted upon that the students spend this time in studying matter pertaining to their class room work. It is directed, therefore, that these practices be stopped and you will give your personal attention to the matter.

very respectfully,

MF:SR

Superintendent.

2468

September 4, 1913.

Mr. Whitwell:

It is desired that you submit a program showing hours, etc., so that the moral instruction mentioned in the communication herewith submitted can be given. The work can commence Monday morning, November tenth, and continue for the next four days thereafter.

Very respectfully,

MF:SR

Superintendent.

2464

September 3, 1913

Mr. Whitwell:

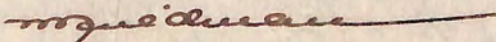
As there seems to be a misunderstanding with reference to what is to be expected of the students in the business department, these instructions are issued:

Those students who are regular students in the business department by virtue of being graduates of this school, or graduates of some other school, and have passed an examination here for proper entrance as regular students in the business department, will attend classes in that department both morning and afternoon. The principal teacher, acting in conjunction with the business teacher, will decide whether certain other students who have been in the business department for a year or more shall be considered as regular students. All regular students of the business department will be expected to take care of their rooms and perform other domestic duties such as will not interfere with their attendance on their regular classes during the day and the study hour in the evening, which duties will be assigned them by the matron or disciplinarian.

All students who are in the business department for part time, and are under-graduates, will be permitted to attend school only one-half day, and will be detailed to some regular

industrial department the other half day. It will be well, hereafter, not to extend special permission to students in the departmental grades to attend the business department. The business teacher will have sufficient work to take up all her time by handling the regular students of the business department and looking after the special class room instruction, which is to be given to all the departmental grades.

Very respectfully,


Superintendent.

MF-BH

Miss Moore,
Miss Ridenour,
Mr. McKean

2464

August 26, 1913.

Mr. Whitwell:

I have gone through the rooms of the school building carefully and while the oiling of the floors and the general cleaning is progressing satisfactorily, it will be necessary to spend quite a bit of time and labor in cleaning the windows. The windows generally were dirty, a condition which is not only unsanitary, but obstructs the proper light and sunshine which should enter the school rooms during class recitations.

Very respectfully,

MF:SR

Superintendent.

2464

August 19, 1913.

Mr. Whitwell:

I noticed on Monday that several of the boys working in the school building were preparing to oil the floor in the business department without mopping and giving it a thorough cleaning. Such use of the floor oil is worse than useless. As there was no one apparently looking after these boys at the time, it is directed that whenever floor oiling or any cleaning of this character is done, the boys have definite personal supervision. You will find that best results can be obtained by working with the boys.

Very respectfully,

MF:SR

Superintendent.

2464

August 13, 1913.

Mr. Whitwell:

It is directed that you resume your regular activities at the school building, so as to have all the rooms prepared in the best possible shape, ready for the new school year. The lower floor has been rather badly messed up on account of repairs of windows in the hall, and it will be well to lock the doors leading from the hall to the school rooms on both sides. It may be necessary before putting oil on to have these rooms mopped. The work should be done thoroughly, and just now be resumed so that the entire building is given a chance to dry. Miss McDowell is detailed to assist in this matter.

Very respectfully,

Superintendent.

2464

August 8, 1913.

Mr. Whitwell:

I am transmitting to you herewith circular letters from the Indian Office with reference to the preparation of compositions on "Citizenship." You are directed to carry out the instructions given in this letter, transmitting as many as are necessary to the teachers in whose class rooms these compositions are to be prepared, and complying in every way with the directions given by the Office. The compositions should be prepared on time and mailed in the way designated. This should be made an opportunity for the development of sound ideas and the giving of thorough instruction along these lines to our students.

very respectfully,

MF:SR

Superintendent.

2464

August 4, 1913

Mr. Whitwell:

I am sending you herewith copy of a note to Mr. Washington with reference to the condition of the Large Boys' Building, some days ago. I was over in the Large Boys' Quarters Sunday morning and found this condition, if anything, worse. He has evidently left ^{it} at the time of his resignation completely in the hands of the boys.

It is directed that you and Mr. Collins make a business of getting the building in shape. For this purpose, it will be necessary to utilize a detail of boys and give the building a thorough cleaning up. It would be well to call the boys together and give them a talk about the matter, so that they keep their rooms in better condition. But for the present, and until the disciplinarian returns, it will be necessary to make a daily round of inspection to see that these instructions are carried out. The leaves of one or two teachers expire this week, and if you can utilize their services in this work, let me know and I shall detail them to the Large Boys' Quarters without delay. Please give the matter your immediate attention.

Very respectfully,

MF-BH

Superintendent.

Steps taken to punish him
for larceny in the local
courts.

DEPARTMENT OF THE INTERIOR

UNITED STATES INDIAN SERVICE

2464

Superintendent Friedman:

Referring to the recent theft of
20 pies from the bakery I have to state that
after a thorough investigation it has been proved
that Grouse Allen Louis Le Barre and Arthur Pileher
stole the pies and Chas. Decker, Ray Warner, Oute
Wells and Edward Fox helped to eat them.

The first three mentioned are now in the
guardhouse, the last three have had all privileges
taken away and will be given extra work each
day.

In the judgment of the disciplinarians and
myself the case of Louis Le Barre demands either
special punishment or dismissal. His ^{past} reputation
is very savory, his language and his actions
under examination show him to be a menace
to the discipline of the school, and it has been
proved beyond doubt he is the ringleader of
this class of boys.

The boys procured nineteen of the missing
pie plates this am.

Very respectfully,
John Whitwell
Chin. Teacher

July 31, 13.

2464

July 28, 1913

Mr. J. W. Whitwell,

Principal Teacher:

Dear Sir:

Under date of July 24, you were informed that hereafter the daily, monthly and quarterly attendance and enrollment records would be kept by you in your office in the school building, and that instructions would follow. This change is made so that there will be no reason for your absence from the school building due to the necessity of keeping records in another building at the school.

You will keep these records carefully, seeing that the monthly and quarterly attendance reports are absolutely correct, and in accordance with the regulations, and by carefully comparing your records with the actual attendance in the quarters the first of each month, preventing any inaccuracies whatever. You will transfer at once the attendance book, and all other papers needed in connection with this work, to your office.

The students' record cards, which are used exclusively for correspondence with regard to students and their affairs, and have no connection whatever with the attendance and enrollment records and reports, will be kept by Miss Rice, and in her absence, by Miss Herman. This is done in compliance

with your criticism of the plan in the past, which was to the effect that the keeping of these record cards was burdensome clerical work, and interfered with your school duties.

All reports of changes of attendance in quarters will be specific and give all the information required on blanks provided for the purpose. These blanks give a sufficient space to note all the names of students who figure in the changes. Instead, therefore, of reporting a certain number of pupils "in from the outing", or "absent from the school", or "deserters", each of these names should be listed on the daily attendance blanks. If there is not space on these blanks, another sheet of paper should be pinned on, listing the entire changes. All changes will be noted in this connection, even if they are for but a day. If a student is sent to a convention, or a girl is given permission to make a visit to an outing home, or any other similar changes should be carefully noted on your reports to this office, from which all the information is to be gained for keeping the record cards in such shape so that the ^{movements} ~~number~~ of the students can be followed.

In the same way, the outing office will report all changes daily to the three quarters concerned, so that this information can be listed in detail for your information. From the various reports issued you by those in charge of the quarters, you will compile three reports; one for my office, one for the Quartermaster's office, and one for the person keeping the cards.

You are directed to see to it, by carefully following up

these reports, that the information from the quarters is furnished you regularly, completely, and accurately. The monthly and quarterly attendance reports which you make out can only be made accurate by a careful system of checking. In the past, I understand, that you have made out the original, and that a student from the business department has made the copies. This is not sufficient. Every copy should be carefully compared with the facts, and this comparison should be made by yourself in connection with teachers from the school building, and not by students whose work at best is inaccurate. In this connection, it will be well to make a monthly check of your records with the actual attendance as shown in quarters.

Very respectfully,

Superintendent.



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

July 28th, 1913.

Mr. Whitwell:

Referring further to the instructions that were issued on the 24th instant you will arrange to keep all daily, monthly and quarterly attendance records in your office at the school building. The attendance book and all other papers needed in connection with the work are to be kept in your office.

The record cards are to remain in the banker's office ~~and~~ as they are for use in connection with the correspondence that is carried on with students and in regard to their affairs. *Exclusively, and do not relate to the attendance and enrollment records* Such cards will be kept down-to-date by ~~this office~~ *Miss Rice and in her absence by Miss Herman - reports.*

A new form of blank has been arranged and will be used to report changes in the attendance. On the blanks there is sufficient space to give the names of all students who figure in the changes. Therefore, instead of reporting "3 boys in from outing", or something similar, the names of those boys must be listed on the blanks.

It will also be required from this time on that all changes be noted, if but for a day. If a boy is sent to any convention, or a girl visits a friend at an outing home for but a day, such fact should be noted on the report in order that it

can be entered on the record cards for future reference.

The Outing Office will report all changes daily to the Quarters, so that it can be listed there for your information. From the reports issued you by those in charge of the Quarters you will compile three reports, one for my office, one for the Quartermaster's office and one for ~~my stenographer~~ *(the person keeping the cards.)*

As it has been learned by experience that the attendance reports can not be kept accurately without a regular and systematic checking, you will arrange to check up your records at the end of each month with those kept at each one of the Quarters as well as with those that are entered on the cards at this office. For instance, if you are carrying one more or one or two less in your "absent" column than at the Quarters the matter can be adjusted once a month. If, thru some mistake or misunderstanding, the cards at this office show one more or less "present" than your records show such discrepancy can also be adjusted at the end of each month.

Miss Rice

Miss Knight

Mr. Denny

Mr. Washington.

Mrs. LaFlasche

Mr. Kensler

246X

July 28, 1913

Mr. Whitwell:

You are hereby detailed for duty at the
Large Boys' Quarters, beginning at once.

Very respectfully,

Superintendent.

2468

July 26, 1913

Mr. J. W. Whitwell,
Principal Teacher.

Dear Sir:

Under date of July 24, you were informed that hereafter the daily, monthly and quarterly attendance and enrollment records would be kept by you in your office in the school building, and that instructions would follow. This change is made so that there will be no reason for your absence from the school building, due to the necessity of keeping records in another building at the school.

You will keep these records carefully, seeing that the monthly and quarterly attendance reports are absolutely correct, and in accordance with the regulations, and by carefully comparing your records with the actual attendance in the quarters the first of each month, preventing any inaccuracies whatever. You will transfer at once the attendance book, and all other papers needed in connection with this work, to your office.

The students' record cards, which are used exclusively for correspondence with regard to students and their affairs, and have no connection whatever with the attendance and enrollment records and reports, will be kept by Miss Rice, and in her absence, by Miss Herman. This is done in compliance

with your criticism of the plan in the past, which was to the effect that the keeping of these record cards was burdensome clerical work, and interfered with your school duties.

All reports of changes of attendance in quarters will be specific and give all the information required on blanks provided for the purpose. These blanks give a sufficient space to note all the names of students who figure in the changes. Instead, therefore, of reporting a certain number of pupils "in from outing," or "absent from the school", or "deserters", each of these names should be listed on the daily attendance blanks. If there is not space on these blanks, another sheet of paper should be pinned on, listing the entire changes. All changes will be noted in this connection, even if they are for but a day. If a student is sent to a convention, or a girl is given permission to make a visit to an outing home, or any other similar changes should be carefully noted on your reports to this office, from which all the information is to be gained for keeping the record cards in such shape so that the movements of the students can be followed.

In the same way, the outing office will report all changes daily to the three quarters concerned, so that this information can be listed in detail for your information. From the various reports issued you by those in charge of the quarters, you will compile three reports; one for my office, one for the Quartermaster's office, and one for the person keeping the cards.

You are directed to see to it, by carefully following up these reports, that the information from the quarters is furnished you regularly, completely and accurately. The monthly and quarterly attendance reports which you make out can only be made accurate by a careful system of checking. In the past, I understand, that you made out the original, and that a student from the business department has made the copies. This is not sufficient. Every copy should be carefully compared with the facts, and this comparison should be made by yourself in connection with teachers from the school building, and not by students whose work at best is inaccurate. In this connection, it will be well to make a monthly check of your records with the actual attendance as shown in quarters.

Very respectfully,

Superintendent.

2464

July 24, 1913.

Mr. Whitwell:

So that there may be no reason for your being absent from the school building where your presence is necessary to satisfactorily accomplish your work, detailed instructions will be issued in the course of a few days directing the keeping of the attendance book and the making of all the attendance report, both monthly and quarterly, in the school building. The students' records cards, which are for assistance in correspondence, will be kept in this office.

Very respectfully,

MF:SR

Superintendent.

2464

July 23, 1913.

Mr. Whitwell:

One of the paramount duties devolving on the Principal Teacher in connection with his work, is the personal oversight of instruction in the class rooms. It is, therefore, directed that as much time as possible be spent by the Principal Teacher each day in visiting class rooms, so as to definitely ascertain the progress which is made by the students, and listening to the recitation work conducted by the teacher with a view to raising the standard of the academic department. From time to time the Principal Teacher himself should take a class and quiz the students with a view to ascertaining the practical results which have attended the instruction by the various teachers.

Important matters needing adjustment will thus come before the personal attention of the Principal Teacher which can be discussed and properly corrected either in a personal interview with the teacher or at one of the teachers' meetings. The matter is one of the greatest importance, and as very little or no visiting of this kind has been done in the past, the matter should have definite attention.

Very respectfully,

MF:SR

Superintendent.

2464
July 23, 1913.

Mr. Whitwell:

In the interests of the academic work, it is herewith directed that all supplies in that connection will be issued between the hours of 4:00 and 5:00 P. M. daily, and the issues are to be under the personal direction of the Principal Teacher. The practice of student janitors issuing supplies is to be discontinued. Teachers should be instructed to make their requisitions for supplies and send them to the Principal Teacher's office during the school session.

In this connection, it is directed that no teacher is to leave her school room and her students unless this is absolutely necessary and then only with the knowledge and consent of the Principal Teacher.

Very respectfully,

MF:SR

Superintendent.



July 22, 1913.

ORDER:

It is directed that beginning Tuesday, September second, and continuing until the end of the school year, an evening study hour be inaugurated which will be held on Monday, Tuesday, Wednesday, and Thursday of each week, under the conditions specified in this communication. This decision to again introduce the study hour has been reached after careful consideration, and is in conformity with the best interests of the school, while at the same time it has the full approval of the Indian Office. Every reputable boarding school, the Normal schools of the state, Hampton Institute and Tuskegee, as well as smaller institutions have found such a study hour necessary and desirable. In the conduct of this study hour those concerned will be guided by the following instructions:

FIRST - All teachers will see to it that the evening study hour is a time for business. Idling should not be permitted and intense earnestness should characterize the activities of the hour. Every student should be busy in the performance of the study connected with his academic work, which should be governed by careful planning of the work to this end.

SECOND - The Principal Teacher will be in active charge of the evening study hour, and will be present each evening, the same as the teachers,

to guide and direct the work of the teachers. He will make a tour of inspection each evening of all the class rooms to see that proper order is maintained, that active work and real study is performed and definite progress is made. The Principal Teacher will also be on duty when the students arrive and when they leave the building, after the study hour has terminated, to see that they enter promptly and in order and leave in the same way.

THIRD - Every student will attend unless excused by the school physician for good cause. In this case the written excuse will be presented to the disciplinarian who will in turn notify the Principal Teacher in writing giving the name of the student and the cause of absence.

FOURTH - Teachers will be in their rooms before the bells ring, and will have their work carefully planned, so that no time is lost to begin active work as soon as the students arrive.

FIFTH - The study hour will continue for one full hour from seven to eight P. M.

SIXTH - The first bell will ring at 6:50, at which time all boys must be ready to march in company formation and in proper order to the school building, thence to their respective class rooms. After the boys have passed, the janitor will ring the second bell at 6:55, when the girls will pass in like manner to the school building, chaperoned by one of the matrons who will see that perfect order and quiet is maintained.

SEVENTH - The first bell for dismissal will ring at eight o'clock at which time all girls will be promptly dismissed from their rooms, passing inside of the building to the lower hall in the center of the building where they will promptly form with their respective companies. Here the front of the line will wait until all the girls are there when the line will start for the girls' building quietly and in order, chaperoned by the teacher in charge of room No. 4 $\frac{1}{2}$. Teacher of No. 7 will assist in forming the girls, and will take charge of the students in rooms 4 $\frac{1}{2}$ and 7 while the teacher of 4 $\frac{1}{2}$ is absent.

On arriving at the girls' building, the girls will assemble in the assembly hall for dismissal during the remainder of the evening with prayers.

EIGHTH - After the girls have left the school rooms, the teachers of each room will see that the boys assemble in the lower hall in the same way that the girls have assembled in company formation. The boys will leave the school building at the ringing of the second bell, passing back to quarters where they will assemble in regular formation in the assembly room. From this place those companies which have calisthenic drill will be sent promptly and in company formation to the gymnasium where this drill is to be held.

NINTH - All students who for some reason are not regularly identified with one of the academic classes, including those who attend business college or preparatory school in town, as well as all others who are not excused by the physician, will fall in with the other students, marching to and from the school building, enrolled in their respective companies, and conducting themselves in every way in the same manner that characterizes the conduct of other pupils. These students whose names will be supplied to the Principal Teacher by those in charge of quarters will spend the study hour at active work in some solid study in the library. It will be definitely understood that these students are not sent to the library for light reading. The Principal Teacher will furnish the librarian with a list of these students and she will promptly report any absences to him in writing, whereupon the Principal Teacher will promptly notify those in charge of quarters. Every absence must be traced and a prompt adjustment made.

Copies to

Superintendent

Mr. Whitwell
Mr. Stauffer
Mr. Kensler
Dr. Allen
Dr. Fralic

Mr. McKeen
Mr. Denny
Miss Knight

Miss Kaup
Miss McDowell
Mrs. Foster
Miss Reichel
Miss Moore
Mr. Mann
Miss Georgenson
Miss Case
Miss Austin

Miss Hagan
Miss Burns
Miss Wilson
Miss Sweeney
Miss Beach
Mrs. LaFlesche
Mr. Meyer
Miss Ridencur
Mrs. Lovewell



July 18, 1913.

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

Sir:

After very careful consideration and for the best interests of both the school and the proper advancement of the student body, I have arranged to incorporate after September first, when the new school year opens an evening study hour during four evenings in the week.

I wrote your Office with reference to this matter on June 19, 1913, to which communication I received your reply dated June 28. Our school rooms are thoroughly ventilated with plenty of windows on both sides, the light^{ing}/facilities will be made first class during the summer, and the office is no doubt familiar with the fact that our student body is composed of older students.

I write to the Office giving this information because I apprehend that this change will not be at first a very popular one, especially with those concerned among the faculty in the extra duties involved. It is an adjustment, however, which is absolutely necessary and is in conformity with the best usage in white

schools and other institutions throughout the country. Normal schools in this state and elsewhere have such a study hour. There is a study hour in the evening at Hampton and at Tuskegee, and every reputable boarding school in the country has such a study hour. If the students are to make proper progress, it is fundamental that a certain portion of the time be devoted to active study. The plans for the inauguration of this work are being carefully perfected, and I believe that the work will have very little friction, and that after the passage of a few weeks, its conduct will be as natural as if it had been going on for years.

Very respectfully,

MF:SR

Superintendent.

Department of the Interior

U. S. Indian School,

Carlisle, Pa.

2464

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

Sir:

In accordance with circular dated May 15, 1913, grant-
ing educational leave to employees of Indian schools, I have the
honor to request leave to attend Chautauque N. Y. Summer
School for the study of the following subjects: Education
Sociology from July 21
to Aug. 4.

Very respectfully,

Principal Teacher
Title

John Whittle
Name

ED. SCHOOLS IS
- O. K. -
PL
Chief of Section.

I certify that the studies to be pursued by the
foregoing employee are, in my opinion, in the interests of the
Service, and I recommend that same be granted as requested.

W. J. ...
Superintendent.

RETURNED APPROVED:

W. H. ...
Second Assistant Commissioner
Indian Office.

5-1100

ADDRESS ONLY THE
COMMISSIONER OF INDIAN AFFAIRS

REFER IN REPLY TO THE FOLLOWING:

Education-
Schools
77130-1913
A V S

DEPARTMENT OF THE INTERIOR

OFFICE OF INDIAN AFFAIRS

Evening study
hour.

WASHINGTON C D

JUN 28 1913



Mr. Moses Friedman,
Supt. Carlisle School.

Sir:

The Office has received your letter of June 19, setting out the previous and present plans of study hour at Carlisle School, and requesting information in regard to a contemplated change.

There are no instructions prohibiting evening study periods, and the Office has heretofore approved their use. Where conditions are satisfactory as to light, convenience and a sufficient corps of employees, the Office favors an evening study hour for advanced pupils.

Respectfully,

J. H. A. A. A.
Acting Commissioner.

6-JHC-26.

evenings I mention, under the academic instruction

Second; Would the Office permit the re-estab-

June 19, 1913

of the evening study hour, in accordance with the



The Honorable ~~in letter.~~

Commissioner of Indian Affairs,

Washington, D. C. has been given objection to a class

Sir: study hour, which has to do with the question of the health

of ~~me~~ I have, for some time, had under advisement the matter

of the evening study hour. In former years, the students were

sent to the school building where they would study from seven

until eight in the regular class rooms, under the academic in-

structors, four evenings each week. This plan of procedure

was in operation for many years. I am informed that it worked

well and brought beneficent results in teaching the value of

time, self-reliance, and the importance of study. A year or

more before I came to Carlisle, this arrangement was abandoned

in favor of a plan whereby the students remain in their rooms

during this hour. The latter plan does not, in my judgment,

bring about the best results. ~~is better artificial illumination.~~

I have gone into our schedule carefully, and can see how

a study hour of the kind which was in operation in former years,

and which proved so valuable, can again be put into operation

for an hour, two evenings a week. Before acting with reference

thereto, I write to ascertain the views of the Office:

First; Are there any instructions issued by your Office

which forbid the employment of an evening study hour during the

Superintendent.

W-27

evenings I mention, under the academic instructors?

Second; Would the Office permit the re-establishment of the evening study hour, in accordance with the suggestions contained in this letter.

I apprehend that there has been some objection to a class room study hour, which has to do with the question of the health of the students, their eye sight, and possibly with regard to the desirability of this from a standpoint of its benefits to the students. In partial answer to these negative criticisms, I respectfully call attention to the fact that young men and young women of the age of the students of this school of white blood, do quite a large amount of evening study at home. Furthermore, the question of the health of the students can be, and is, thoroughly taken care of by virtue of the physical culture which is given to all the students of this school regularly at certain times each week. At the same time, it is as much, if not more, of a strain to study in the dormitories than it is to study in the class room, where there is better artificial illumination.

While the matter of having a study hour in the class room has certain drawbacks which prevent it from being ideal, it certainly has advantages over our present method. The schedule for next year is now being made up, and I respectfully request an expression from the Office for my guidance.

Very respectfully,

Superintendent.



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

246X

June 12, 1913.

Mr. John Whitwell,
169 Maple Avenue,
Jackson, Mich.

Dear Mr. Whitwell:

The Indian Office desires that educational leave be requested in duplicate, and I, therefore, enclose herewith duplicate copies of your request, which please fill in and return at your earliest convenience.

Very respectfully,

M. Friedman

Superintendent.

SJN:SR

Made the trip in 4 days averaged 135 miles each day. No bad weather and no mishaps except 6 punctures and a broken trunk rack. An excellent trip and am ready to start out for the lake on a fishing trip. Best wishes to all.
June 16, 13
J. Whelan

2464

DEPARTMENT OF THE INTERIOR
UNITED STATES INDIAN SERVICE

(Name of school, agency, or project.)

, 191

To the OFFICER IN CHARGE.

SIR: In accordance with the leave regulations on the back of this blank, I respectfully request leave of absence for 3 hrs days from 1:00 Pm June 23, to 4:00 Pm June 23, both inclusive.

(Kind of leave wanted.)

(Reasons.)

(Last date of entering Government Service.)

(Number days leave of this character during current calendar year.)

If application is for sick leave, applicant will here say what form of voucher accompanies the application:

Very respectfully,

Erin Teacher
(Position.)

John Philwell
(Full name.)

If application be for leave without pay, the officer in charge will fill out the following blank and forward the application to the office.

Respectfully forwarded. This applicant has been absent since January 1 of the present year, as follows:

- Annual leave, with pay
- Sick leave, with pay
- Detail, with pay
- Leave without pay

This application is therefore { ~~disapproved~~ / approved } with recommendation that the same be { ~~not granted~~ / granted }

for the following reasons:

It will { ~~not be necessary~~ / ~~be necessary~~ } to have the services of a temporary employee in the absence of the applicant.

[Signature]

Officer in Charge.

2464

DEPARTMENT OF THE INTERIOR
UNITED STATES INDIAN SERVICE

(Name of school, agency, or project.)

, 191

To the OFFICER IN CHARGE.

SIR: In accordance with the leave regulations on the back of this blank, I respectfully request leave of absence for 30 days from June 11, to July 19, both inclusive.

Annual
(Kind of leave wanted.)

To recuperate
(Reasons.)

Sep. 1897
(Last date of entering Government Service.)

None
(Number days leave of this character during current calendar year.)

If application is for sick leave, applicant will here say what form of voucher accompanies the application:

Very respectfully,

Orin Teacher
(Position.)

John H. Howell
(Full name.)

If application be for *leave without pay*, the officer in charge will fill out the following blank and forward the application to the office.

Respectfully forwarded. This applicant has been absent since January 1 of the present year, as follows:

- Annual leave, with pay
- Sick leave, with pay
- Detail, with pay
- Leave without pay

This application is therefore { ~~disapproved~~ / approved } with recommendation that the same be { ~~not granted~~ / granted }

for the following reasons:

It will { not be necessary / ~~be necessary~~ } to have the services of a temporary employee in the absence of the applicant.

my name

Officer in Charge.

2464

June 9th, 1915.

Mr. Whitwell:

You will arrange to have the rooms in the Academic Building carefully cleaned and all the floors properly oiled as soon as the work can be done.

Two weeks before the opening of the new school year the floors should be given another coat of oil.

You will also arrange for the storing of all property in your care and so that it may be properly looked after during the summer months.

You will also see to it that all books are thoroughly disinfected by proper fumigation.

Respectfully,

HKM.

Superintendent.


2464

June 2, 1913.

Mr. Whitwell:

In lieu of instructions issued on May twentieth, it is hereby directed that arrangements be made to terminate the work of the academic department on Saturday, June seventh. The usual arrangements with regard to summer work will prevail from that date.

Very respectfully,


Superintendent.

MF:SR

2468

May 27, 1913.

Mr. Whitwell:

I have on numerous occasions met a boy by the name of Knox on this side of the grounds, either after dark or at odd hours, and his usual justification for being on the girls' side is that he is school janitor. If he continues to be school janitor, he should so regulate his own walks so as not to interfere with the rules providing for matters of this kind. Possibly a good talk from you will set him right in the matter.

Very respectfully,

MF:SR

Superintendent.

Greenville, Pa. May 25, 13

Mr. Hutwell:

I wish you would please arrange for my vacation leave of a month that was granted me with pay.

I have not received my check for the eight days of April nor the months pay I was to receive. I know you intended me to have it but Mr. Nois said he would see you about it since Mr. Friedman was not there

at the time I left and I only signed
the blanks without dating them.

Hoping you can arrange this
matter at your earliest convenience

I remain
Resp.

Ellen Neptune,
41 Plum St.

May 24, 1913.

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



Sir:-

I am sending you under this cover copy of a letter which I have sent to Mr. R. A. Richards, of Carlisle, with reference to the activity of his sisters, Miss Annie and Miss Jean. I have sent this to him as he is the head of the family. I was interested to know the origin of some of these communications which are going through your Office.

John Jackson stated definitely that these young women inspired his own communication, and since his appearance before the faculty, he realizes how unfounded the allegations, which he made, are. I ascertain from him that the letter which he mentions as having been opened was opened in 1909. I did not open this letter, and know no one else who did, and he had no excuse to offer for not bringing the matter to my attention immediately. He acknowledged that this was the first time that he made mention of it to the school authorities.

The Office will be interested to know that these young ladies were friends of James W. Walker, who left the

Commissioner of Indian Affairs -2-

school the first of April, on account of pernicious interference with legitimate work of the school.

Very respectfully,

MF:SR

Superintendent.

NOT ANSWERED

May 24, 1913.



Mr. R. A. Richards,
30 West High Street,
Carlisle, Pa.

Dear Sir:-

About a month ago a student of this school by the name of John Jackson wrote a letter to Washington making unfounded charges against the school officials. This communication, as with all such communications, was returned to the superintendent and was answered and it was shown how false and libelous the statements of this boy were.

I sent for Jackson, who has been out in the country at work under the Outing System, to ascertain just what his motives were and what other information he had to substantiate the statements which he made. He came in from the country this afternoon while a faculty meeting with the various heads of the departments of the school was in progress. At this meeting there were present the various disciplinarians, the principal teacher, the director of music, and the matron. The boy stated before those present that your sisters, Miss Annie and Miss Jean Richards instigated the writing of this letter making these false charges. I was glad to know the origin of John Jackson's letter.

Mr. R. A. Richards, #2.

The action of your sisters in this matter shows entire lack of accurate knowledge concerning the school and a much to be regretted and misdirected activity. Under these circumstances, I deem it necessary to bring this matter to your attention. In a great educational institution like this where there are many hundreds of young Indian men, I think it advisable that young women not employed at the school, for their own protection, should be most discreet and careful of their contact with the boys.

Very respectfully,

MF:SR

Superintendent.

2464

May 20th, 1913.

Mr. Whitwell:

It is hereby directed that arrangements be made to terminate the work of the Academic School year on Thursday, June the 12th.

The usual arrangements for the summer work will prevail from that date.

Respectfully,

HKM.

Superintendent.

2464

May 20th, 1913.

Mr. Whitwell:

You will please arrange to detail Mr. Mann to assist Mrs. LaFlesche with the work at the Outing Office. He should report for duty tomorrow morning.

It is also directed that you take charge of Mr. Mann's classes or that other satisfactory arrangements be made.

Respectfully,

HKM.

Superintendent.

UNITED STATES INDIAN SCHOOL,
CARLISLE, PA.

2464

To Dept. Teachers:

Has Carl Dostator

successfully finished his
work as a Senior?

Miss Reibel - yes. General History 90
Spelling 77

Mr Mann yes with 98

Miss Mc Dowell Commercial Geog. 74?

Miss Foster English - 90.

May 14, 15

J. Whitmore

90
77
98
74.7
90

429.7

5429.7

85.9

2464

May 13th, 1913.

Mr. Whitwell:

Do you have any one to suggest for temporary appointment to the position that was vacated by Miss Neptune? If so, send her record to me and have her arrange an interview with me.

Very respectfully,

HKM.

Superintendent.

DEPARTMENT OF THE INTERIOR,
UNITED STATES INDIAN SERVICE,

2464

Superintendent Fredman:

We will need a speaker
for Memorial Day Exercises which are
scheduled for Friday May 20th at
10:00 A.M. in the auditorium.

If I remember right Hon. William Marvet
was the speaker last year, and the
Hon. John M. Rhy the year before.

Very respectfully,
J. Whinn

May 12, 13.

Dr. Morgan

20 min.

Superintendent Friedman

2464

May 7, 1913.

Mr. Whitwell:-

You are directed to fill out the statistical blanks herewith enclosed giving the information that is required. The report should be made out in quadruplicate and turned over to Miss Rice. It should be in this office not later than Thursday, June 26th. The matter should have your personal attention and should be made out accurately.

Very respectfully,

Superintendent.

MF:SR

2464

May 3rd, 1913.

Mr. Whitwell:

During school hours you will be responsible for the conduct of all the boys and girls in and about the School Building. It is directed, therefore, that you give this matter your personal attention, so that all the teachers under your immediate supervision will understand what is required and so that they may cooperate with you in assuming responsibility. It is absolutely essential that all students who are sent to the School Building each session should not be allowed to leave the building for any purpose whatsoever without your knowledge.

It is also directed that you assume full charge of the janitors who do the work at the School Building, whenever they are in the Building, both during and outside of the regular school hours.

Respectfully,

HCH.

Superintendent.

Copies to

Miss Fidenour, Messrs. Denry and McKean.

2464

April 24th, 1913.

Mr. Whitwell:

Miss Cowdry has requested the use of the School Auditorium for a Union meeting of the Y. M. C. A. and the Y. W. C. A. on the evening of Sunday, May the 11th. She is arranging for an illustrated talk and you will see to it, therefore, that the school lantern is in shape for use on the evening of that date.

Very respectfully,

HKM,

Superintendent.

2464

April 23, 1913.

Mr. Whitwell:-

Please hand to Miss Rice for transmittal to Washington, the letter together with a copy of the affidavit which you prepared for Mr. Peairs. I have already dictated a letter which she has transmitting them to Washington.

Very respectfully,

MF:SR

Superintendent.

2464
April 21st, 1915.

Mr. Whitwell:

You will please arrange with Mr. Abrams
for students in the Academic Department to take up
the school garden work as heretofore.

Respectfully,

HKM.

Superintendent.

Carbon copy to Mr. Abrams.

2464

April 19th, 1913.

Mr. Whitwell:

You will please arrange for Miss Wilson to go on duty at the Hospital, to supervise the work of the nurses there. Such detail to the duty is to continue until other instructions are issued.

Very respectfully,

HKM.

Superintendent.

Carbon copies to

Miss Wilson
Dr. Allen

2464

any whether or no you have closely followed the regulations
and the facts in making out these reports.

April 14, 1913

Mr. J. W. Whitwell,
Principal Teacher,
Carlisle, Pa.

Very respectfully,

Superintendent.

Dear Sir:

The question of enrollment and attendance at Carlisle has been raised, and I would be pleased to have you make two separate reports to me, giving me the exact facts with reference thereto, in accordance with your knowledge.

First; A statement covering your experience at Haskell in making out the quarterly reports, how they were made there, and Superintendent Peairs' connection with the making of them, whether or no deserters and students on leave were carried, and whether this was done under the specific instruction of Mr. Peairs or not.

Second: An affidavit stating at which time the making of the enrollment and attendance reports of the Carlisle Indian School was first placed in your hands, and whether or no they were ever taken out of your hands, at any time, from that time to the present. In this connection, it will be well for you to state who sent you a copy of the quarterly reports for a period previous to the time when you took them over, by whom they were made up, and just why I told you it was unnecessary for you to sign the reports as requested by the clerk. Will you please say specifically whether I have, at any time, since you first began making the reports, ever, in any way, interfered with your making them. Please also

2-

say whether or no you have closely followed the Regulations
and the facts in making out these reports.

Very respectfully,

Superintendent.

MF-BH

2464

April 10th, 1915.

Mr. Whitwell:

A number of blank sheets are being sent you herewith and it is requested that all teachers take time to find out from the students in their classes the names of Indian boys and girls who would be eligible for enrolment at Carlisle next year. Such prospective students must be not less than fourteen nor more than twenty-one years of age, and they should not be enrolled at any other school after the close of this school year.

Each individual name submitted to teachers should be correctly listed and the information regarding the prospective student whose name is listed should be secured by careful questioning. It is also desired that an effort be made to have each student contribute to the list and that as many names as possible be secured.

You will instruct teachers to get these lists completed before May 1st.

Very respectfully,

HKM.

Superintendent.

2468

March 24, 1913.

Mr. Whitwell:-

The inspection committee made the following comment with reference to their inspection of the school building on March 22nd:

No. 14 room not dusted, waste box not emptied. East side porch upstairs dirty. Music room not dusted or in order. No. 7 closet very untidy condition.

Very respectfully,

MF:SR

Superintendent.

2464

February 20th, 1913.

Febr. 20th, 1913.

CIRCULAR:

You will please instruct the students
Mr. Whitwell:
under your jurisdiction to exercise every possible
care to keep I attach hereto a copy of a circular
that is being sent out today. Please bring the
matter to the attention of teachers in the de-
partment under your jurisdiction and urge upon
them the necessity of giving talks to their re-
spective classes on this subject.

Very respectfully,

HKM.

Superintendent.

HKM.

Superintendent.

Copies to

Mr. Whitwell
Mr. Hildner
Mr. Rudy

Mr. Adams
Mr. Fowler
Mr. Denny

February 20th, 1913.

CIRCULAR:

You will please instruct the students under your jurisdiction to exercise every possible care to keep off the grass. This is the season when the most harm is done to the grass by trampling over it and every precaution should be taken to prevent such destruction.

This is a matter that should have your personal attention and one that should be referred to the students at such frequent intervals as may be necessary to accomplish the results desired.

HCM.

Superintendent.

Copies to

Mr. Whitwell
Miss Ridenour
Mr. Rudy

Mr. Abrams
Mr. Kensler
Mr. Denny

2464

February 12, 1913.

Mr. Whitwell:

Please arrange for a date either the last week in October or the first two weeks in November for Dr. Seerley to give his talks on Sex Hygiene to our students. This will form part of our calendar for next year. Dr. Seerley will spend Saturday and Sunday at the school so as to give us more time. Please send this information to the office so that definite arrangements can be made.

Very respectfully,

Superintendent.

MF:SR

2464

February 6, 1913.

Mr. Whitwell:-

I am sending you herewith abook describ-
ing the way Memorial days are celebrated in the State
of Wisconsin, including Washington's and Lincoln's
Birthdays, Peace Day, Flag Day, Independence Day,
etc. This should prove of suggestive assistance to
the teachers.

Very respectfully,

MF:SR

Superintendent.

2464
Roy Burton writes regularly
to his mother Mrs. Myrtle
Burton, Baullesville
and says he places return
address in envelope

Edward Whalen was in hospital

Abbie Jensen wrote within
a week but says she missed
January letter owing to
being excused from school

M. FRIEDMAN, SUPERINTENDENT.



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

2468

Superintendent Friedman :

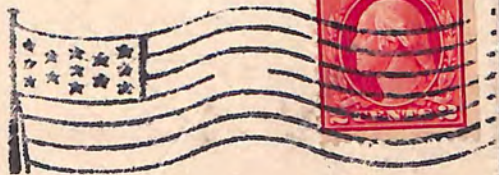
The filing case for the names of pupils discharged is full and I would suggest the purchase of a nine-drawer cabinet for cards (6 x 4) in.

The Shaw-Walker Co., Muskegon, Mich. furnished the one now in use.

Very respectfully,
John Whinnery

Jan. 27, 13.

OK
Bids



Mr. Whitwell.

2464

Carlisle Indian School,
Carlisle, Pa.

2464

January 10, 1913.

January 10, 1913.

Mr. Whitwell:-

Your attention is directed to page 31 of the ORDER
calendar for details to the shops and industrial departments
of the various classes. These visits have not been made, and
as it is a part of the prescribed course of training at this
school, please see that the teachers begin at once to follow this
schedule in its entirety. It will be necessary to call this to
the attention of each teacher, as inquiries which I have just
made disclose the fact that none of the classes have been visit-
ing the departments for this practical training.

Very respectfully,

MF:SR

Superintendent.

Supp Friedman

Miss Cowley phones me

that the midtown will

go with her. 2464

Very respectfully
J. D. Hillman

Dec. 19, 12

Dept. Friedman_x

2464

December 10, 1912.

Mr. Whitwell:-

I am sending you herewith several copies of a circular on Home Building, the provisions of which should be carried out by the various teachers in the academic department.

Very respectfully,

MF:SR

Superintendent.

2464

November 18, 1913

Mr. Whitwell

Under date of November 13 the Secretary of the Interior has abolished one teacher's position at \$600 per annum. This will necessitate the placing of another class under the Normal instructor, Miss Lydia E. Haup, as was done last year. It will also be necessary to drop the present incumbent, temporarily employed in the \$600 teacher's position, at once. The other adjustments which are necessary in detailing one or more teachers to other classes are referred to you, so that you can take whatever action you deem advisable and expedient. If I am not mistaken, these changes will place an additional class in the Normal Department.

Very respectfully,

Superintendent.

MF-BH

2484

DEPARTMENT OF THE INTERIOR
UNITED STATES INDIAN SERVICE

(Name of school, agency, or project.)

, 191

To the OFFICER IN CHARGE.

SIR: In accordance with the leave regulations on the back of this blank, I respectfully request leave of absence for 1/2 days from Nov 1 (Oct 29th), to Oct 29 (9:00 AM), both inclusive.

Annual
(Kind of leave wanted.)

Business
(Reasons.)

(Last date of entering Government Service.)

(Number days leave of this character during current calendar year.)

If application is for sick leave, applicant will here say what form of voucher accompanies the application:

Very respectfully,

Mrs Teacher
(Position.)

John Whitsett
(Full name.)

If application be for leave without pay, the officer in charge will fill out the following blank and forward the application to the office.

Respectfully forwarded. This applicant has been absent since January 1 of the present year, as follows:

- Annual leave, with pay
- Sick leave, with pay
- Detail, with pay
- Leave without pay

This application is therefore { ~~disapproved~~ approved } with recommendation that the same be { ~~not granted~~ granted }

for the following reasons:

It will { not be necessary } to have the services of a temporary employee in the absence of the applicant.

M. J. Adams

Officer in Charge.

2464

October 28, 1913.

Mr. Whitwell:-

Dr. Rachel R. Williams, of Philadelphia, will arrive at Carlisle at 8:10 P. M., on Saturday evening November second, ready to begin work with the girls. I am sending you a copy of the program which was arranged for her work, and would like to have you complete any detailed arrangements which are necessary. Also arrange to have her met at the depot, and taken to Kola-Tipi, where she will remain for the week. It will probably be necessary for me to issue detailed instructions, and it is suggested that you prepare this matter in detail, so that everyone on the grounds will thoroughly understand what is expected.

Very respectfully,

MF:SR

Superintendent.



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

2464

Superintendent Friedman :

I would suggest sending out a circular to all employees advising as to the main purpose of Dr Williams' visit and including a copy of the program as outlined.

It might be well to inform Miss Cowdry and the other Christian workers, they would no doubt be willing to help in any possible way.

I would suggest that Dr Williams be given the opportunity to speak to the girls at Sunday School and YWCA meeting in addition to the program as outlined.

I can arrange to send classes to music room after talking with Dr Williams as to time required &c.

Very respectfully,
J. H. Wilson

Oct. 28, 12

2464

October 28, 1912.

Mr. Whitwell:-

Your attention is called to circular No. 613, dated April 1, 1912, from the Indian Office with reference to the weighing of pupils. This work should be kept up continually, and the reports sent to the hospital each month as heretofore.

Very respectfully,

MF:SR

Superintendent.

2464

October 17, 1912.

Mr. Whitwell:-

There is being sent herewith copy of a circular with reference to working up a program for the observance of "Tuberculosis Day" on October 27th. It is desired that you consult with Dr. Allen and arrange for the proper observation of this day in accordance with the instructions of the Office.

Very respectfully,

NF:SR

Superintendent.

2464

October 8, 1912.

Mr. Whitwell,-

I am sending you herewith some text books published by the Charles E. Merrill Company, of New York, which you are directed to review carefully so as to ascertain their availability for adoption at this school. After you have finished looking them over, they should be kept in the school building either in your office or in the library. Please make a report to me with reference thereto.

Very respectfully,

Superintendent.

2464

One Ridge Agency, S. Dak. Sep. 22. 12

Dear Mr. Friedman:

Just a line to tell you I arrived here yesterday at 10:00 am. and with the help of Mr. Duncan, day school inspector, and his auto have been able to reach about half of those who had talked of coming to Culeb.

The other half are attending fairs in the vicinity but with the help of the phone and the district farmers Mr. Duncan hopes to get in touch with them today or tomorrow.

Mayor Brennan seems very kindly disposed towards the school but says he cannot spare a single employe at present, but has suggested sending the wife of one of his clerks, who has been a matron in the Service and is entirely reliable. Of course I will follow his suggestions.

Schools have not opened here, so it is somewhat difficult to find Indians at home.

I shall get all I possibly can from here even if I stay a few days longer to do it. I judge our chances here are better than at Rosebud. The missionary (Rev. Clark) and the superintendent

of the camp school Rosebud left my train at Vall-
entine and said they would advise the super-
intendent at Rosebud to the effect that I would
be there about the 25th. I learned from these
gentlemen that there is to be an Indian Fair
held at the Agency about this time so it will
be a good time to see them together.

So far I see no chance for a large party
but as Mr Duncan says it means more later
and it helps to spread the good feeling to-
wards the school to have some one direct
from there.

Will advise when party leaves here.

Yours very truly,
John Duncan

2468

Sept. 19th, 1912.

Mr. Whitwell:

It has been reported to Mr. Stauffer by Pearl Bonser that Harry Bonser is thinking of enrolling at the Haskell Institute, and it is suggested that you put forth your best efforts to have him return to Carlisle.

A number of fine new instruments have been secured for use in the band this year, and with the other facilities afforded for the teaching of music it is only fair to say that Harry could not expect to get similar training along that line at Haskell.

Harry is now more than twenty-one years of age and he will have to return at his own expense. He was enrolled here under similar arrangements during the two years he was with us.

Very respectfully,

HKM.

Superintendent.

2464
Sept. 17th, 1912.

Mr. Whitwell:

You will please arrange to leave for the Rosebud Agency in South Dakota, tomorrow evening, the 18th, to consult with Superintendent Scriven there regarding the transfer to Carlisle of students from that point.

You are to be at the Pine Ridge Agency not later than the morning of the 23rd of September to escort to Carlisle such students as will be ready by that date.

It is believed that your visit to the Superintendent of the Rosebud Agency should result in arrangements for both the Pine Ridge party and the Rosebud party to come on with you at one time.

Very respectfully,

HKM.

Superintendent.

DEPARTMENT OF THE INTERIOR
UNITED STATES INDIAN SERVICE

2464

(Name of school, agency, or project.)

, 191

To the OFFICER IN CHARGE.

SIR: In accordance with the leave regulations on the back of this blank, I respectfully request leave of absence for 1/2 days from Sept. 14, to 9. M., ~~both inclusive.~~

Annual
(Kind of leave wanted.)

Personal Business
(Reasons.)

Aug. 1893
(Last date of entering Government Service.)

(Number days leave of this character during current calendar year.)

If application is for sick leave, applicant will here say what form of voucher accompanies the application:

Very respectfully,

Chas. Leucker
(Position.)

John Whitwell
(Full name.)

If application be for leave without pay, the officer in charge will fill out the following blank and forward the application to the office.

Respectfully forwarded. This applicant has been absent since January 1 of the present year, as follows:

- Annual leave, with pay
- Sick leave, with pay
- Detail, with pay
- Leave without pay

This application is therefore { disapproved / approved } with recommendation that the same be { not granted / granted }

for the following reasons:

It will { not be necessary / be necessary } to have the services of a temporary employee in the absence of the applicant.

John Whitwell
Officer in Charge.

2464

September 9, 1912.

Mr. Whitwell:-

Please issue instructions to all teachers in the school building to be on duty at the weekly inspection on Saturday, unless otherwise officially engaged somewhere else. The teachers should be on hand and should have not only their rooms open ready for inspection, but all closets, cabinets, etc., should be likewise opened, and in order ready for inspection. This applies to all the departments in the school building.

Very respectfully,

MF:SR

Superintendent.

2464

September 5th, 1912.

Mr John Whitwell,

Dear Sir:-

The following are the articles which I sent you in accordance with your list:-

- 20 Reams Foolscap Paper
- 20 " Legal Cap "
- 20 Quires Manila Wrapping Paper
- 1 Ream Blotting Paper
- 30 Reams Typewriter Paper (Heavy)
- 20 " " " (Light)
- 22 Gro Rubber Bands
- 313 Cakes Rubber pencil and ink erasers
- 50 " " erasers for typewriter
- 14 Gro Steel Pens
- 200 Dozen Thumb Tacks
- 48 Bottles Drawing Ink
- 1 Doz Ink Stands
- 300 Dozen Lead Pencils
- 1 " Penholders Rubber tips
- 80 " " Wooden
- 36 Quarts Writing Fluid
- 12 Bottles Typewriter Oil
- 2 Dozen Jars Library Paste
- 50 Boxes Paper Fasteners Mc Gills
- 3 lbs Pins
- 4 lbs Twine
- 2 Dozen Typewriter Ribbons
- 10 Boxes Gem Clips

Very truly yours,

Quartermaster.

2464

August 19, 1913

Mr. Whitwell:

Miss Sweeney is detailed to the school building for the present. In this connection, you are directed to have the various teachers who are detailed to the school building make a thorough cleaning up of the entire establishment, and begin getting things in readiness for the school term. If there is no other work to be done, they can be detailed to the library or to some other work in connection with getting the supplies and books catalogued and in readiness.

Very respectfully,

Superintendent.

MF-BH

2464
August 19, 1912

Mr. Whitwell:

Please prepare at an early date a schedule of meetings for class instructions covering an entire week, involving talks and instruction by Mrs. Dr. Williams of Philadelphia on personal hygiene for the girls. I desire this instruction to be given the latter part of October or some time in November, and the meetings are to cover an entire week. I want Mrs. Williams not only to meet the girls in the quarters in groups and according to age, but I desire arrangements made so that she can meet some of the girls in the various class rooms, as well as give a talk to all of the lady employees on the grounds while she is here.

Please take this up at once and hand me a schedule, so that these arrangements can be completed. The subject is of the utmost importance.

Very respectfully,

Superintendent.

MF-BH

2464
August 28, 1912

Mr. Whitwell:

I send you herewith circular 6760 with reference to a certain reading course. I am making arrangements to purchase a dozen of each of these books, and you will take the necessary steps to comply with the instructions of the Office. You are directed to make a report to me on April 30 as to what was done and of the results which you notice were obtained from this reading. Definite steps should be taken so that all the employees under your jurisdiction see these books and read them.

Very respectfully,

Superintendent.

MF-BH

2464

August 26, 1912

Mr. Whitwell:

It is directed that all the class rooms and halls of the school building be thoroughly scrubbed this week and oiled. The scrubbing should be done in a thorough manner before any oiling is done, and it is suggested that Mr. Wyatt be placed in charge of this work with a number of boys, so that when the oiling is done, he can personally see that it is done right and that the necessary steps are taken to destroy the rags by burning. This matter should be done during this week, so that no more oiling is necessary for some time to come. All the rooms in the building should be oiled, whether they have had oil on or not, which are in use by the students.

Very respectfully,

Superintendent.

MF-BH

2464

August 12, 1912.

Mr. Whitwell:-

I am sending you the first and second book of Tarr and McMurray's New Geographies, which I would like to have you look over carefully with a view to their availability and adoption for use in this school. It will be advisable to talk over the matter with the teachers in this branch of the work to find out their opinion in the premises. After you have given them thorough examination, please return the books with your recommendation.

Very respectfully,

MF:SR

Superintendent.

2464

August 15, 1912

Mr. Whitwell:

Please have the library supplies, which are in your hall way, opened up as soon as possible, in some place where I can see the supplies all together after they are opened. Part of them are going to the school building and part somewhere else. It is necessary to have these opened up and checked at an early date, so that payment for them can be made.

Very respectfully,

Superintendent.

MF-BH

2464

July 29, 1912.

Mr. Whitwell:-

Please arrange to prepare for one of the early issues of THE ARROW a short statement showing what the Carlisle students did in the tuberculosis competition. A brief statement can be made giving the facts as well as the names of the students who won prizes for essays. I would also suggest that the letter from the Commissioner be quoted in the news item.

Very respectfully,

MF:SR

Superintendent.

Received
to Mr. Whitwell and
Miss Ruth
Carter

2464

102 St. August St.,
Carlisle, Pa.
July 27, 1912.

Supt. M. Friedman,
Carlisle, Pa.

Dear Sir,

I regret to say that
I will be unable to speak
at your open air meeting
Sunday evening Aug. 4.

A vacation crowded with
work in anticipation of
a year in College has
somewhat broken my
health, and I must conserve
my energy.

Sincerely yours,

J. Wesley Potter

2464

July 20, 1912

Mr. Whitwell:

I transmit herewith communication from Miss Moore relative to conditions in the business department. Yesterday I found somewhat similar conditions in the telegraphy department, where many valuable instruments were missing. In looking through the rooms, I also noticed most of the doors and windows open. Unless this matter is attended to, much of the property of the school building will be left open and damage will be done by the rain.

You are directed to look over the entire building and see that the premises are properly closed.

Very respectfully,

Superintendent.

MF-BH

2464
July 19, 1912

Mr. Whitwell:

In further reference to your letter of July 18, I would be pleased to have you submit me a written report relative to the "School City" on the first of October. This report should include a detailed account of the work in its entirety, together with its success or failure.

Very respectfully,

Superintendent.

MF-BH

DEPARTMENT OF THE INTERIOR
UNITED STATES INDIAN SERVICE

Carlisle Indian School, Carlisle, Pa.,

July eighteenth,

1912.

Superintendent Friedman:

Referring to yours of to-day in which you say the information I give regarding "School City", "seems to be vague and couched in very general terms, and it does not give me the information I desire." Also that, "This information is desired because if there is any employee on these grounds who has not been carrying out the instructions of the Office, I would like to know the names, so that the matter can be called to their attention and they can be warned to do their duty." I can simply repeat, "The only persons I would name as failing to do all that might have been done under the circumstances were some of the teachers who taught No.6." Miss Emery was one and Miss Emerick the other. Both were temporary employees.

There are no employees on these grounds so far as I know who have not carried out the instructions from the office, so far as I have seen them, but that does not mean but what some of us--and I include myself--have failed to arouse the interest necessary. I could add nothing to what you already know so far as the general interest is concerned; and I cannot specify, and it would be impossible for me at this time to measure correctly the interest of each individual employee, but I feel sure that a few

DEPARTMENT OF THE INTERIOR
UNITED STATES INDIAN SERVICE

words from you on the subject will do much to arouse what interest is lacking. I would be glad, if you so wish, to report specifically on this matter at the end of the first month of school.

Very respectfully yours,

John Whittier

Principal Teacher .

JCB7

2464

July 18, 1912

Mr. Whitwell:

I have your communication of July 18 relative to the "School City", and in answer to my previous communication to you. This communication seems to be vague and couched in very general terms, and does not give me the specific information which I desire. I will quote again from your letter relative to circular 65184-1912:

"There has been a lack of interest on the part of some employees who, so far, have failed to see the vast good which may be obtained from these organizations. The interest of each employee connected with the management of the discipline of the school is necessary to the consummation of the plan. One luke-warm employee will offset the work of a dozen interested ones."

This information is desired, because if there is any employee on these grounds who is not actively carrying out the instructions of the Office, I would like to know the names, so that the matter can be called to their attention and they can be warned to do their duty.

Very respectfully,

MF-BH

Superintendent.

2468

July 17, 1912

Mr. Whitwell:

In further reference to the circular on "School City," it is noted that the following statement appears therein: "There has been a lack of interest on the part of some employees, who so far, have failed to see the vast good which may be obtained from these organizations."

You are directed to inform me the names of the persons whom your statement affects.

Very respectfully,

Superintendent.

MF-BH



DEPARTMENT OF THE INTERIOR.

UNITED STATES INDIAN SCHOOL,

CARLISLE, PA.

July 12, 1912.

Commissioner of Indian Affairs,
Washington, D.C.

Sir:

In response to circular 65184-1912, I have to state:

1.-Each schoolroom is at present organized as a "School City" with the regular city officials. Our calendar for next year provides for regular meetings of these "School City" organizations on the first Monday of each month. In addition to these, each "School City" takes care of its own discipline, makes regulations regarding the same, and under the supervision of the teacher, carries out these regulations. The effect upon the discipline of the school, so far as the academic part is concerned, has been most marked. The students now realize the fact they are breaking their own laws when they offend, -not those of the teacher.

2.-There has been a lack of interest on the part of some employees who, so far, have failed to see the vast good which may be obtained from these organizations. The interest of each employee connected with the management of the discipline of the school is necessary to the consummation of the plan. One luke-warm employee will offset the work of a dozen interested ones.



DEPARTMENT OF THE INTERIOR.

UNITED STATES INDIAN SCHOOL,

CARLISLE, PA.

3.-In response to request for suggestions which may aid in making this work more effective, I would say that above everything else, none but thoroughly practical methods should be used. We should guard against complicated methods and organizations,-better use some of the methods and organizations now in force. Impress upon pupils that this plan involves no radical change, and that self-government, in some form or other, has always been one of the principle aims in education. When pupils realize this and feel that the officials themselves are in dead earnest the movement will doubtless prove one of the most opportune and beneficial that was ever inaugurated.

Yours very respectfully,

John Whittle
Principal Teacher.

JW-JCB.



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

July 12, 1912.

Commissioner of Indian Affairs,
Washington, D.C.

Sir:

In response to circular 65184-1912, I have to state:

1.-Each schoolroom is at present organized as a "School City" with the regular city officials. Our calendar for next year provides for regular meetings of these "School City" organizations on the first Monday of each month. In addition to these, each "School City" takes care of its own discipline, makes regulations regarding the same, and under the supervision of the teacher, carries out these regulations. The effect upon the discipline of the school, so far as the academic part is concerned, has been most marked. The students now realize the fact they are breaking their own laws when they offend,-not those of the teacher.

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DEPARTMENT OF THE INTERIOR.

UNITED STATES INDIAN SCHOOL,

CARLISLE, PA.

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Yours very respectfully,

A handwritten signature in cursive script, reading "John Whelwell".

Principal Teacher

JW-JCB.

2464
June 27, 1912.

Mr. Whitwell:-

The Indian Office has awarded prizes in the
Tuberculosis Contest to the following students:

FIRST PRIZE.

Wm. E. Bishop

SECOND PRIZES.

Iva Metoxen
Sylvester Long
Ethan Anderson

THIRD PRIZES.

Leila Waterman
Seneca Cook
Clara Archangeau
John Head
James Hawk
Leila Maybee
Harold Bishop
Ida M. Warren
Kate Cochran
Manuel Ortego
Mary Cornelius

Very respectfully,

MF:SR

Superintendent.

246X

June 26, 1912.

Mr. Whitwell:-

The following blanks are sent to you, and you are directed to gather the statistics called for therein, where the statistics definitely apply to nonreservation schools. These statistics should be gathered from every source, and should be tabulated with as much accuracy as possible. Where information is desired which involves the quarters, take the matter up with the disciplinarian and the matron. It is desired that these records be sent to this office not later than July first.

Very respectfully,

MF:SR

Superintendent.



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

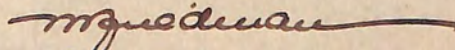
2464

June 22, 1912

Mr. Whitwell:

There is being sent you herewith a blank from the Bureau of Education requesting certain information concerning literary instruction and attendance. Please fill this out, supplying the desired information, and return it to Miss Herman as early as possible.

Very respectfully,


Superintendent.

MF-BH

DEPARTMENT OF THE INTERIOR
UNITED STATES INDIAN SERVICE

2464
....., 191

(Name of school, agency, or project.)

To the OFFICER IN CHARGE.

SIR: In accordance with the leave regulations on the back of this blank, I respectfully request leave of absence for 30 days from June 20, to July 17, 1912 ^(balance in Aug.), both inclusive.

Annual

(Kind of leave wanted.)

Annual leave

(Reasons.)

(Last date of entering Government Service.)

(Number days leave of this character during current calendar year.)

If application is for sick leave, applicant will here say what form of voucher accompanies the application:

Very respectfully,

Prin. Teacher

(Position.)

John Whitwell
(Full name.)

If application be for leave without pay, the officer in charge will fill out the following blank and forward the application to the office.

Respectfully forwarded. This applicant has been absent since January 1 of the present year, as follows:

Annual leave, with pay

Sick leave, with pay

Detail, with pay

Leave without pay

This application is therefore { ~~disapproved~~ / approved } with recommendation that the same be { ~~not granted~~ / granted }

for the following reasons:

It will { ~~not be necessary~~ / be necessary } to have the services of a temporary employee in the absence of the applicant.

M. J. Quinn
Officer in Charge.

2464

June 15, 1912.

Mr. Whitwell,
Principal Teacher,

Sir:

The Superintendent desires that you post the enclosed Circular No. 318 on your Bulletin Board and also to call attention to it to all of the employees under your department.

Very respectfully,

IB.

Chief Clerk.

2464

June 14, 1912.

Mr. Whitwell:

Please take up the matter of arranging a program of speakers and meetings for Sunday evenings during the summer. You can take charge of these while you are on duty, and when you are away on a vacation, arrange to detail one of the teachers, or other employees, to take up the work.

Very respectfully,

Superintendent.

MF-BH

2464

June 7, 1912.

Mr. John Whitwell,
Principal Teacher

Dear Sir:

Prior to, and at the close of your vacation period, you are hereby detailed to get out the school calendar and to put your school in good shape for the coming year.

Very respectfully,

Superintendent.

SJN-BH

2464

June 6, 1912.

Mr. Whitwell:

In the next home letter to students, insert one of these cards entitled "Fight Against Tuberculosis," so that the parents and friends of the students may get this valuable information.

Very respectfully,

Superintendent.

2468

May 21, 1912.

Mr. Whitwell:

It is advisable at present to make a schedule of the annual leave which is desired by the teachers of the school building. This schedule should be made at once so that the proper substitutions in the various positions on the grounds can be made. Please have teachers make their requests at once, filling out the regular blank, and ascertaining how much leave^{es} they are entitled to from the clerk in charge of this, so that the entire thing can be handled with system. The details will be made from this office.

Very respectfully,

Superintendent.

Copy to Mr. Kensler.

2464

May 15th, 1912.

Mr. Whitwell:

There are being sent you herewith a number of blanks upon which to enter the names of prospective students. You will instruct your teachers to give this matter their careful attention, asking each student in their rooms to hand in the names of any friends who might be interested in reading matter that is to be distributed and who might desire to enroll at Carlisle.

Information about prospective students whose names are submitted should be gathered by careful questioning, so that when the same is submitted to this office it may be as nearly accurate as it is possible to have it.

Students whose periods of enrolment at other Indian Schools do not terminate at the close of this school year should not be listed, and only those who are fifteen or more years of age and who have not yet reached the age of twenty-one should be considered.

Very respectfully,

HKM.

Superintendent.

246X

May 13th, 1912.

Mr. Whitwell:

You will please so arrange your
work that school can be closed on Friday, June
the 14th.

Respectfully,

HKM.

Superintendent.

2464

May 11, 1912.

Mr. Whitwell, Principal teacher,

I have your communication of May 9 in answer to my request for more definite information relative to the fire which occurred in the store room next to your office. I apprehend the difficulty of keeping track of the various janitor boys, but I believe that if more attention is given to this matter in the future, and a definite organization of the work inaugurated, that the presence of oil or rags in the building can be entirely eliminated.

There are fifteen teachers in your building, and the Regulations provide for the employment of these teachers on Saturday. It is part of their duty, under your supervision, to look after the cleaning of their rooms each week, and this work should be done on Saturday morning. I would suggest that you issue instructions to them to this effect and organize the work on this basis. The department of construction and the Indian Office advocate the use of oil on floors and we shall continue its use at Carlisle. I would suggest, therefore, that once a month you obtain oil from the Quartermaster for oiling floors, and that this be done under the supervision of each teacher, who will personally see that the rags are gathered up and burned, and after this is done, if you will make a personal inspection of the entire

2-

building from one end to the other, I believe that the danger can be eliminated. After the oil is used, what is left should be returned to the Quartermaster, so that no oil is left in the building. Under no circumstances are either oil or oiled rags to be left anywhere in the building. Oiled rags must be burned in a furnace and not thrown over an embankment.

It is absolutely necessary, if the best results are to be obtained, that such an organization be made without delay, and that you give the matter your personal attention.

Very respectfully,

Superintendent.

MF: BH



DEPARTMENT OF THE INTERIOR.

UNITED STATES INDIAN SCHOOL.

CARLISLE, PA.

Superintendent Friedman:

In response to yours of the 9th inst. I submit the following:-

1. From my own observations I believe the fire was caused by spontaneous combustion and that oiled rags must have been left in the closet where the fire started, although the fact remains I had been in the closet on the preceding day, and had taken a dust cloth from a pile on the floor, - had wiped off my table with it, and returned the cloth to the pile without noticing any oiled rags there.

2. I have time and again instructed janitors to throw their oiled rags over the embankment north of the school building. Despite this fact - about two days before Commencement I found several oiled rags in the back part of the chapel - I sent for the boys in charge and watched them while they threw these rags over the embankment I have mentioned.

3. One of the janitors says he never heard me mention oiled rags. I can hardly believe it, but prefer to give him the benefit of the doubt, though the instance I have mentioned proves how hard it is to get such instructions carried out.

4. I wish to recommend in the face of continued absence on my part from the building, that the use of oil on the floor be discontinued, and said use will be discontinued unless you order otherwise for I see no other way of being absolutely sure that no such rags are in the building. Janitors change every month sometimes more frequently.

Respectfully submitted,
 John Whitwell
 New Teacher

May 9, 12.

2464

May 9th, 1912.

Mr. Whitwell:

A dangerous conflagration was started in your building this morning, and if it had not been for the promptness of the alarm and the efficient service rendered by the school fire department serious damage might have occurred and property valued at nearly \$75,000, belonging to the Government, destroyed.

There is no question but that the fire was caused by the spontaneous combustion of rags saturated with oil which had been left carelessly in a closet adjoining your office. Further investigation reveals the fact that oil soaked rags are in other portions of the building and that this condition has existed for some time.

As you are responsible for this building and its care you are requested to submit a written report embodying your explanation of these conditions. This should be submitted without delay.

Very respectfully,

Superintendent.

MF/HKM.

2464

May 8, 1912.

Mr. Whitwell:-

I am sending you herewith a copy of a pamphlet entitled "Peace Day" which I have just received from the Commissioner. You are directed to arrange to set aside next year an evening at which time Peace Day can be celebrated with a program by the students and a speech by some outsider.

Very respectfully,

MF:SR

Superintendent.

2464

May 3, 1912.

Mr. Whitwell:-

Attention is directed to a circular received from the Indian Office, copy of which is enclosed herewith. It is desired that students get as much instruction as possible, not only in the cultivation of the ground after the plants are in the garden, but in performing some of the work of planting, etc. I notice this morning that Mr. Veith and Mr. Collins are doing this work all themselves, and this, of course, prevents the students from getting that experience which is so necessary for them.

Very respectfully,

MF:SR

Superintendent.

2464

April 23, 1912.

Mr. Whitwell:-

I am sending you a letter and check for Sylvester Long. It might be a good idea to read the letter to him sometime at the regular chapel exercises, as it will increase the honor of his having obtained the highest average in academic work.

Very respectfully,

MF:SR

Superintendent.

2468

April 23, 1912.

Mr. Whitwell:-

I am sending you herewith a number of copies of a pamphlet entitled "A Program for Temperance Day in Indian Schools," which you will distribute to the various teachers for their information. It will be well to take up the matter of devoting a day each year to this subject. The students can have a program of recitations and music and it will be a very easy matter to obtain an outside speaker. This should be arranged for in the program for next year.

Very respectfully,

MF:SR

Superintendent.

2464

April 19, 1913.

Mr. Whitwell:

It is desired that the teachers in the various class rooms bring to the attention of the students, both boys and girls but especially to the girls, the importance of the Outing System, with the aim of getting as many as possible to voluntarily sign to go into good homes which are selected for them.

This is a very important matter for the girls in order that they may be brought into the right kind of homes, and get the training both in home making and civilization, which is so vital to their race. I believe that if each teacher will dwell on the importance of the subject before the members of her class, a large number of girls will ask to go out. The kind of homes into which the girls are being placed are better this year than ever, and the training which will be afforded to them will be vital in their school life. It is hoped that a large party of girls will be ready to go out with the next party about the first of May.

Please have the teachers give this their most earnest and immediate attention.

Very respectfully,

MF:BR

Superintendent.

2464

April 15th, 1912.

Mr. Whitwell:

I am sending herewith a copy of the Wisconsin Arbor and Bird Day Annual, which may contain suggestions that will assist the teachers in their preparations for Arbor Day exercises. Please return the book to me.

I am also enclosing a letter from Professor Surface, and to the effect that he will be with us that day to make an address. It is desired that such communications shall be returned for our files.

Respectfully,

Superintendent.

HKM.

2464

April 16th, 1912.

Mr. Whitwell:

Office Circular #613, dated April
the 1st, 1912, contains instructions as follows:

"Pupils should be
weighed monthly by teachers,
and the record kept on Form
5-245, the physician signing
these and examining with care
the pupils showing stationary
or loss of weight".

A pair of new scales has been purchased
for use in doing the work referred to above and you
will please arrange as soon as possible to have the
order put into effect.

Very respectfully,

H.M.

Superintendent.

2464

Superintendent Sandman:

Mr. Wright tells me the
trees for Arbor day will be on hand
so if some one can be secured
to make the address we will be
able to carry out the usual program
of exercises in the auditorium at
1:20 Pm. followed by tree-planting
by the different classes.

Very respectfully,
J. Whitwell

Apr. 12. 12.

Superintendent Friedman_x

2464

March 28, 1913.

Mr. Whitwell:

I return herewith the industrial certificates properly sealed. The titles of the different industrial employees to sign them should be placed on these by the same party that wrote what is on them in order to make the writing uniform. The diplomas will be returned as soon as we have placed the seals thereon.

Very respectfully,

SJN:R

Chief Clerk.

246 X

March 23rd, 1912.

Mr. Whitwell:

Referring to the contents of the letter attached hereto, and your note of the 22nd, this is to inform you that Miss Gaither is being requested to add Marie Garlow's name to the list of those girls who are members of the Episcopal Church.

It will be satisfactory for Marie to take any steps necessary to become a member of that Church.

Respectfully,

Superintendent.

HKM.

OK

Copy of a letter from Marie's mother,
dated Port Hope, Ontario, March
15th, 1912.

"You have asked me several times to give my consent for you to join the Episcopal or English Church. You certainly can join any Protestant Church you want. Only be true to the creed you take up. Now I hope you do attend church regularly".

Supr. Friedman:

I have asked Marie to show you that part of her mother's letter which refers to her joining the Episcopal Church.

If deemed best, the necessary steps can be taken to have

Marie admitted by baptism.

She has several times expressed to me a desire to join the Episcopal Church and I have always advised her procuring her mother's advice.

Very respectfully,

Mch. 22, 12.

J. H. ...

2468

March 14th, 1912.

Mr. Whitwell:

I attach hereto a letter that should be brought to the attention of the teachers in your department, so that the suggestion contained therein can be carried out in a general way.

Please return Superintendent Nicholson's letter to this office.

Respectfully,

Superintendent.

HKM.



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

2464

Superintendent Friedman:

Miss Swornstret writes from
 Baltimore, Md. that her doctor advises her
 resting this month as he considers her
 in a very nervous condition.

She wants to know if it would be
 possible for her to have the rest of
 March as leave without pay.

I have advised her to write to you.

(6)

Very respectfully

J. H. Howell

March 6, 12.

P.S.: It will be necessary (whether Miss Swornstret
 returns or not) to have a teacher. I have
 been told of a lady of the name of
 Miss Miles who lives in town that we
 might get.

2464

March 1, 1913.

Mr. Whitwell:-

I desire to have a rehearsal of the commencement program as follows: On the afternoon of Sunday, March 10th, immediately after the regular services, there should be a rehearsal of the students who are to take part in the union meeting of the Christian Associations, which is part of the commencement work. I shall be present, and all those who have any part in it should be present with their papers for this purpose. The rehearsal will take place in the auditorium.

I also desire a rehearsal of all those taking part in the graduating exercises Thursday afternoon, March 14th, at 1:30 in the gymnasium. This rehearsal should include both the oral recitations of the students who are to speak, as well as the industrial demonstrations. You will, therefore, instruct the teachers to get in touch with the shop men who are interested in their part of the exercises at once, so that the necessary equipment and apparatus can be made. Everything should be in readiness on the 14th, so that a full rehearsal can be had. If possible, the students should know their parts by that time, but the rehearsal will be held whether they know them or not.

Please take all the necessary steps, so that we may know absolutely where the exercises stand by that time. All those who have any part in the exercises, both academic and industrial teachers should cooperate with this end in view.

Very respectfully,

MF:ER

Superintendent.

2464

February 21, 1912.

Mr. Whitwell:-

It has come to my notice that from time to time items appear in The Arrow concerning deserters. As I am not personally familiar with the names of all deserters of the school, these items are not eliminated when I read the proof. It is bad policy to have the names of undesirable boys or of students who have been in trouble at the school, appear in The Arrow, and it is desired that you issue instructions to teachers having charge of the preparation of items for this purpose to have all such matter eliminated. I have no objection to an item appearing about a boy who deserted three or four years ago, and who has been out in the world and made good, but it is putting a premium on desertion to have items of recent deserters appear in The Arrow.

Very respectfully,

MF:SR

Superintendent.

2464

February 17th, 1912.

Mr. Whitwell:

You will please have Miss Moore detail two of the girls in her department to get out on the MULTIGRAPH the respective number of copies of the letters attached hereto.

The work should be begun on Monday morning and there should not be any delay in having it completed.

Very respectfully,

Superintendent.

HKM.


 DEPARTMENT OF THE INTERIOR,
 UNITED STATES INDIAN SCHOOL,

CARLISLE, PA.

2464

Dear Mr Friedman:

Just a line to say that so far our Christmas exercises have moved along nicely. Everybody seemed to do their best in the way of helping out. The Entertainment on Sat. evening was the best yet. Mr Henderson and Santa Claus managed the Christmas tree exercises so that the presents were all distributed within 20 minutes from the time the students entered the gym. This evening the Catholics have the use of our tree and the Protestants have a Karolin entertainment in the auditorium.

We will probably have our School Entertainment on Thursday instead of Wednes. evening. The Episcopalians have a tree Wednesday evening, also the 2nd Presbyterians.

Yesterday they skated from daylight to dark so we had no evening program.

Friday evening is set apart for the Standard and Music Reception. Monday will probably be observed as a holiday.

You have probably received details as to heating system and visit of Mr Hill. The latter strongly advised an urgent deficiency appropriation of \$8000 to finish the work. He said what had been done so far was "O.K." but would be useless until completed.

Superintendent Friedman:

24,64

If arrangements can be made to have Rev. Nicholson and Mr. Hemminger speak to the Protestant students in the auditorium next Thursday evening 6:00 to 7:00 will you approve of the same.

The consent of the ministers who come out here each Thursday evening at that time will first be obtained providing this meets your approval.

Very respectfully,

Signed - J. Whitwell.

Feb. 8, 1912

I approve on condition that the written permission of all protestant ministers who have students here is obtained. The meeting will be for protestant students - no catholics to be permitted to attend as this would be against the wishes of the priest.

M. Friedman

2464

January 25, 1912.

Mr. Whitwell:-

As Miss Reichel has been detailed back to her legitimate work of instruction, you will begin taking up personally the work of the attendance report. This will be kept where it has been kept in the past, and the records should be gotten out regularly.

In this connection, you are instructed to figure the average enrollment by taking the total number of names on the roll up to and including the first of each month, adding to that number the names which are included each day during the month, adding all the figures together and dividing the total by the number of days in the month.

This is the method which has been followed and which has the sanction of the Indian Office, and until a change in the regulations is made, this will be followed.

Very respectfully,

MF:SR

Superintendent.

2464
January 24th, 1912.

Mr. Whitwell:

You will have Miss Beach transmit to me some information, including prices, regarding canvas covers for the different magazines now being received monthly at our library. It is believed that the magazines can be protected, so that they will remain in good condition for filing.

You will also have her give me some information regarding holders for daily newspapers, with prices, as are used in all public reading rooms.

Very respectfully,

Superintendent.

HKM.

DEPARTMENT OF THE INTERIOR,
UNITED STATES INDIAN SERVICE,

(Place.)

(Date.)

2464

Mr Meyer:

Margaret says she wants to go home.

Except for a somewhat low grade in one of her studies which I have no doubt she could "make up," I know of no reason why she cannot graduate.

I think she ought to stay but of course I have no objection to her going aside from the one mentioned.

Very respectfully,
Thurston

Jan 25, 12

Mr Whitwell.

I spoke to Miss Gaither
about marking Margaret La Vatten
ly. and she tells me that my
report on conduct is not given
at all. That she takes her
report only in making up the
list.

Puppy.
B. S. Canfield

1-24-12.

Mr Meyer: This explains why Margt La Vatten
was marked Conduct Dis. - "Excellent". I can't believe
this was what "Conduct Dis." was intended to mean.
A boy could do as he pleased in a shop, a
girl could do as she pleased anywhere outside of
Dis. and still be marked excellent.

Yours for
Whitwell

1
UNITED STATES INDIAN SCHOOL,
CARLISLE, PA.

Mr Meyer,

Since writing the note
regarding Margaret Lee Datta
Mrs Canfield has informed
me that her conduct in
the Sewing Room is very poor
~~and~~ "She was given a grade
of "Excellent" from Dettler
and of course I took it
for granted her conduct there
was O.K.

Mrs Canfield tells me she
even refuses to apologize
This puts quite a dif-

ferent complexion on the
case and the fact that
she was guilty of breach
of discipline in school
some time ago makes
her graduation seem very
doubtful.

I felt I ought to
get this matter put in
its proper light. The
fact remains however that
the matron marked her
"Excellent" which is to say
the least hard to understand.

Very respectfully
D. Hubert

Jan. 25, 12.

2464

January 22nd, 1912.

Mr. Whitwell:

I attach hereto a copy of a circular communication that is being sent to each one of our Quarters. You will note the contents of the same and you will take the earliest opportunity to bring the matter to the attention of the students when they are assembled in the Auditorium.

Very respectfully,

Encl.

HKM.

Superintendent.

2464

January 16th, 1912.

Mr. Whitwell:

A priest now visiting at the St. Patrick's Rectory in town will give an illustrated lecture in our school auditorium this evening at 7.00, and it is desired that all students shall be present.

You will please arrange to have the Bible Classes for this evening called off and you will do what you can to notify the Dickinson College people to that effect.

Very respectfully,

HKM.

Superintendent.

Christmas Hymn.

Prim. H. E. Morrow, Tongue River, Montana,
Training School.

Tune by Sir Arthur Sullivan, to which have
been attached the words, "Hail, hail, the
king's all here."

Hail the King, who came to earth from heaven,
In a manger lowly He was laid;
Hail the King, the best of gifts e'er given,
Praise the name whose glory shall not fade.

Chorus.

Hail, hail, the Lord is come;
Hearts and voices singing,
To Jesus tribute bringing,
Hail, hail, the Lord is King,
Men and angels gladly sing. (Repeat
chorus.)

Shepherds gaze on² heavenly hosts appearing
In the sky, to tell the wondrous birth;
Wise men come, the Star of Bethlehem cheering
On their way to Him of wondrous worth,

(16)

Chorus.

The Carlisle Indian School,

Principal Teacher's Office.

Supr. Friedman

2464

Juan Herrera
has a complaint to make
in regard to medical
treatment which is beyond
the jurisdiction of his
teacher or myself.

There seems to be some
misunderstanding as to
whether a pupil should
be sent from a school room
to the hospital outside
of hospital hours. (1)

The Carlisle Indian School,

Principal Teacher's Office.

Of course as a rule teachers advise them to go at the regular time - but what about cases which happen in the school-room.

Mr Henderson brought me a note ^{from the doctor} saying pupils should not be sent even if the teacher deems it necessary.

I do not champion Juan's case - he may be entirely to blame but as I have intimated - there is a very important question to settle.

Very respectfully
J. Williams

Jan 15, 12

THE CARLISLE INDIAN SCHOOL,

PRINCIPAL'S OFFICE.

Superintendent Friedman:

2464

The Librarian
Miss Beach says several
of the magazines sent
last year are not being
sent this year, and that
she does not know as to
their being authorized.

If a list of those ordered
could be furnished Miss
Beach the matter could
be taken up with the
publishers, when necessary.

Very respectfully,

Therwell

385
Jan. 13, 12

Covers: Holders:

2464

January 12, 1912.

Mr. Whitwell:-

It is desired that you make arrangements to have the boys in the telegraphy department take typewriting in the business department for one hour each half day. This time should come as near as possible to the middle of the forenoon, so that the practice work in telegraphy is broken into.

It is also desired that from time to time, when Mr. Miller is not on hand and his presence is needed in the office so that the class is without an instructor, that you step in occasionally to see that the students are at work and comporting themselves properly.

Very respectfully,

MF:SR

Superintendent.

2464

January 11, 1912.

Mr. Whitwell:-

Please report to me Monday, January fifteenth, in detail the progress which has been made up to that time along all lines of ^{the} commencement program. If any other changes are to be made or additional numbers incorporated, the matter can then be attended to. I desire this information concerning both the union meeting of the Y. M. C. A. and the Y. W. C. A., and the program of the graduating exercises.

Very respectfully,

MF:SAR

Superintendent.

2464

December 19th, 1911.

January 3rd, 1912.

Miss Gaither:

Mr. Whitwell: Will arrange at once to detail some

other girl to take Miss Braswell's place in the Print Shop, so that ~~she~~ no more students are detailed from the ~~Business~~ Department to any other Department of the School without my approval or unless such instructions are issued from this office.

The copy of a communication attached hereto is for your information.

Very truly yours,
Industrial work.

Girls who are taking work in the Business Department should not be taken away from their classes if any other arrangements can possibly be made.

Encl.

HKM.

Superintendent.

Very respectfully,

H. FRIEDMAN

HKM.

Superintendent.

Copy to Mr. Miller, R. K.

December 19th, 1911.

Miss Gaither:

You will arrange at once to detail some other girl to take Cora Bresette's place at the Office in the Print Shop, so that she can devote her entire time to her work in the Business Department.

In arranging your detail for the office at the Print Shop it is suggested that you detail girls who are members of the Junior or Senior class and that the work they do there shall be considered in lieu of industrial work.

Girls who are taking work in the Business Department should not be taken away from their classes if any other arrangements can possibly be made.

Very respectfully,

M. FRIEDMAN

Superintendent.

HMM.

Copy to Mr. Miller, E. K.

2464

January 2nd, 1912.

Mr. Whitwell:

The attached Circular is referred to you with a request that you arrange to carry it into effect. This original copy of the Circular must be returned to this office to be filed away.

Very respectfully,

HKM.

Superintendent.

Copy to Mr. [illegible], [illegible]

2464

January 2nd, 1912.

Mr. Whitwell:

You will have Miss Moore detail one of the best girls in her department to assist with some special clerical work at this office. She should report to Mr. Nori.

Very respectfully,

HKM.

Superintendent.

DEPARTMENT OF THE INTERIOR,
UNITED STATES INDIAN SERVICE,

(Place.)

(Date.)

Supr. Friedman :

2464

To make blue print
copies of some of the drawings
we selected from the Red Man
I respectfully request that
five rolls of blue print paper
be furnished.

Jan. 2, 12

Very respectfully,
J. H. ...

approved
50 yds Red
2-10 yds Red
Ordered Jan 2-1913
Ind office
7 Rolls



2464

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

January 2nd, 1912.

Mr. Whitwell:

You will have Miss Moore detail one of the best girls in her department to assist with some special clerical work at this office. She should report to Mr. Nori.

Very respectfully,

M. Friedman

HKM.

Superintendent.

Miss Moore:

Please detail some suitable girl,

Jan 2, 12,

*Yours &c
J. Whitwell*

*Mr. Whitwell, Cora Brerette will report immediately
Yours truly
M. Friedman*

1881

2nd 1st 1st 1st 1st

1st 1st 1st 1st 1st

1881

1st 1st 1st 1st 1st
1st 1st 1st 1st 1st
1st 1st 1st 1st 1st

1st 1st 1st

1st 1st 1st

Mr. Wm. Whitwell
Miss Moore

1st 1st 1st 1st 1st



2464

December 21, 1911.

Mr. Whitwell:-

I have just received twenty copies of the Harrisburg Councilmanic Directory, which are for the use of the school in aiding and further developing the work of student government. Please give to each teacher one copy with instructions to read over carefully the methods of parliamentary procedure, and the duties of the various official positions. This can then be conveyed to the class for the information of the students in the practical work of civic government. The copies that are not needed should be placed in the library for the information of the students.

The books were obtained for their suggestive value, and for the information which they contain. This fact should govern their use by both teachers and students.

Very respectfully,

MF:SR

Superintendent.

THE CARLISLE INDIAN SCHOOL,

PRINCIPAL'S OFFICE.

2464

December 21st, 1911.

Mr. Whitwell:

There is being returned to you herewith the draft of the monthly letter for this month, together with the communication from Miss Moore.

It is directed that such letters shall be gotten out on the "Multigraph" now in use at this office, and when Miss Moore is ready to go ahead with the work two girls or two boys, farthest advanced in their work, are to be detailed.

Miss Rice and Miss Reichel will give the necessary instructions required and will assist with the first month's letters. After the first letters have been turned out by one set of students another set is to be detailed to do the work, so that in time all students enrolled in the Business Department will have some practice on a machine that is now in almost universal use in Government offices and in the offices of other large activities.

The students who get out the first set of letters can act as instructors and assistants to the students who work on the second month's letters, and carrying out such an arrangement will not require employees to devote time to the work that can be used to do other school work.

Respectfully,

HKL.

Superintendent.

CARLISLE INDIAN SCHOOL,

PRINCIPAL'S OFFICE.

Superintendent Friedman:

I send attached
hereto manuscript (suggestion)
for monthly letter also com-
munication from Mrs Moore
regarding preparation of the
same.

Mrs Denny made the copies
last month.

Very respectfully
J. H. Moore

Dec 21, 11

2464

December 20th, 1911.

Mr. Whitwell:

You will please make a written report, giving in detail and in full the information that is requested by the Office Circular attached hereto.

Respectfully,

HKM.

Superintendent.

2464

December 20, 1911.

Mr. Whitwell,

Principal Teacher.

Please prepare, hereafter, a letter transmitting to parents the report cards as has been done heretofore, but vary the letter from month to month. The letter should be sent to my office for approval a week before the time of sending home letters to parents and, after passing on it, the usual run can be made on the multigraph by the business department students, as part of their training, and signed with my autograph stamp.

It would be well to tell the parents in the letter a little of the happenings during the month at the school. As this narration will vary from month to month, the letter will also be varied, which fact will make it interesting to the parents and better serve in arousing a spirit of co-operation. In preparing the letter, the latter thought should be kept in consideration. The letter should be courteous in tone,- and there will be ten of them each year.

Very respectfully,

MF:SR

Superintendent.

2464

Education-
Schools.
92105-1911
C H S

December 18th, 1911.

Dec. 16, 1911.

Native Indian
Art Department.

Mr. Whitwell:

There is enclosed herewith a copy of
Mr. Moses Friedman,
Superintendent Carlisle Indian School,
Carlisle, Pennsylvania.
a letter just received, giving official sanction from
the Office to the work in free hand drawing that is to
be taken up in connection with our work.

Please put it into actual effect without
delay. In further reference to the instruction that
has heretofore been
Respectfully,
Native Art Department,
you are informed that the Office approves of a modifi-
cation so that hereafter the instruction in drawing and
art subjects will correspond closely with that given
in our best public schools.

Encls.
HKM.

Superintendent.

Respectfully,

F. E. ABBOTT

15-B3M-14.

Assistant Commissioner.

Copy by HKM.

Education-
Schools.
92105-1911
C H S

Dec. 16, 1911.

Native Indian
Art Department.

Mr. Moses Friedman,
Superintendent Carlisle Indian School,
Carlisle, Pennsylvania.

Sir:

In further reference to the instruction that has heretofore been given in your Native Art Department, you are informed that the Office approves of a modification so that hereafter the instruction in drawing and allied subjects will correspond closely with that given in our best public schools.

Respectfully,

F. H. ABBOTT

12-ESM-14.

Assistant Commissioner.

Copy by HKM.

The Carlisle Indian School,

Principal Teacher's Office.

2468

Mr Meyer:

Harry wants to
go to Business college
in town and from
what his father told
me I judge he
would approve of his
going if the necessary
arrangements can be
made

Very respectfully
Whitcomb

Dec. 8, 11

M. Meyer

2464

December 5, 1911.

Mr. Whitwell:-

In my rounds of inspection Saturday, I spent considerable time looking into the condition of the basement of the school building. I found this to be in a most deplorable condition. The students had swept dirt and papers and refuse into the room next to the music room, where benches, furniture and other paraphernalia was piled helter-skelter, and without regard to its value or care. Please have this condition rectified at once, have this room put in thorough condition, thoroughly cleaned and the furniture and other property piled up neatly.

Also give the matter of having the music room cleaned up and when it is not in use it should be locked up.

In this connection, I desire to report that on numerous occasions in passing along the porches, I noticed the cloak rooms to the various school rooms were littered with old papers and refuse. While there is a janitor in the school building to look after matters of that kind, he is a student and the care of each individual school room should devolve unmistakably on the teacher in charge. The condition of the room and the premises around it should at all times be neat and clean.

Very respectfully,

MF:SR

Superintendent.

2464

December 5, 1911.

Mr. Whitwell:-

In my rounds of inspection Saturday, I spent considerable time looking into the condition of the basement of the school building. I found this to be in a most deplorable condition. The students had swept dirt and papers and refuse into the room next to the music room, where benches, furniture and other paraphernalia was piled helter-skelter, and without regard to its value or care. Please have this condition rectified at once. The room should be put in order, thoroughly cleaned and the furniture and other property piled up neatly.

Also give attention to the matter of having the music room cleaned up; when this is not in use, it should be locked up.

In this connection, attention is called to the fact that on numerous occasions in passing along the porches, I noticed that some of the cloak rooms to the various school rooms were littered with old papers and refuse. While there is a janitor in the school building to look after matters of that kind, he is a student and the care of each individual school room should devolve unmistakably on the teacher in charge. The condition of the room and the premises around it should at all times be neat and clean.

Very respectfully,

MF:SR

Superintendent.

2464

November 27, 1911.

Mr. Whitwell:-

Please send copies of the last two month's entertainments, such as the Y. M. and Y. W. C. A., the school entertainments, and others, to this office.

S. A. Rice.

DEPARTMENT OF THE INTERIOR,
UNITED STATES INDIAN SERVICE,

(Place.)

(Date.)

2464

Mr. Nowi:

Did you get Superintendent's approval
to what we spoke of yesterday regarding
teachers - If so please let me know
how the list now stands.

Nov. 23, 11

Very respectfully
J. Whitwell

Mr. [Signature]

UNITED STATES BUREAU OF LANDS

DEPARTMENT OF THE INTERIOR

November 23, 1911.

Mr. John Whitwell, principal Teacher.

In reply to your note of this date, I submit the following:

Claude R. Davenport in place of F. G. Tranbarger, \$720.

Lida M. Johnston in place of Mrs. Tranbarger, \$720.

Mary Yarnall Henderson, \$720.

Emma H. Foster, \$780.

Wm. W. Wyatt, \$720.

Lydia E. Kaup, \$780.

Hattie M. McDowell, \$780.

Adelaide B. Reichel, \$660.

Lottie Georgenson, \$660.

Emma C. Lovewell, \$660.

Margaret M. Sweeney, \$660.

Hazel Emery, \$600. Temporary.

Lelah M. Burns, \$600. Probation.

Sallie E. Hagan, \$600, This employee was temporarily carried in the position vacated by Miss Lecrone at \$660 from September 4th to November 9th, but has been placed back into her old position, upon the arrival of Mr. Davenport.

The Indian Office requested information regarding position held by Miss Mabel Curtis, which I was under the

impression that it was abolished, but upon investigation I found there is an authority approving the continuance of this position for the current fiscal year, which will give an added position of a teacher at \$600 per annum. According to the foregoing, there is a vacancy in the position of teacher at \$660 per annum. I do not know whether there is any person coming to fill this vacancy, at least there has been no notification from the Office. Is this satisfactory information?

Very respectfully,

November 23, 1911.

Superintendent Friedman:

I am informed the position of teacher formerly held by Miss Curtis has not been abolished.

The fact that pupil teachers are now in charge of this room makes it evident that the position should be filled as soon as possible - temporarily if necessary.

I was given to understand the position was abolished, otherwise I would have taken the necessary steps to get a teacher at the beginning of the term.

I respectfully recommend Miss Hagan's promotion to the \$660 position, and the appointment of another teacher at \$600, thus making the list of teachers complete and insuring progress all along the line which is not the case at present.

Very respectfully,

John Whitwell
Prin. Teacher.

2464

November 15, 1911.

Mr. John Whitwell,
Principal Teacher.

My dear Mr. Whitwell:-

I am sending you herewith circular from Washington relative to the preparation of theses by teachers. Please bring this matter before the teachers and set a time reasonably ahead for them to be handed in. We shall send the papers all together.

Very respectfully,

MF:SR

Superintendent.

2464

DEPARTMENT OF THE INTERIOR
UNITED STATES INDIAN SERVICE

Indian Industrial School,

(Name of school, agency, or project.)

Carlisle, Pa. Oct. 12, 1911 191

To the OFFICER IN CHARGE.

SIR: In accordance with the leave regulations on the back of this blank, I respectfully request leave of absence for 1 days from Friday Am, to Friday Pm, both inclusive.

Annual.
(Kind of leave wanted.)

Vacation
(Reasons.)

(Last date of entering Government Service.)

(Number days leave of this character during current calendar year.)

If application is for sick leave, applicant will here say what form of voucher accompanies the application:

Very respectfully,

Prim. Teacher
(Position.)

John D. Bennett
(Full name.)

If application be for leave without pay, the officer in charge will fill out the following blank and forward the application to the office.

Respectfully forwarded. This applicant has been absent since January 1 of the present year, as follows:

Annual leave, with pay	<u>24 1/2</u>
Sick leave, with pay	<u>none</u>
Detail, with pay	<u>none</u>
Leave without pay	<u>none</u>

This application is therefore { disapproved / approved } with recommendation that the same be { not granted / granted }

for the following reasons: as stated above.

It will { not be necessary / be necessary } to have the services of a temporary employee in the absence of the applicant.

M. Friedman
Officer in Charge.

DEPARTMENT OF THE INTERIOR

UNITED STATES INDIAN SERVICE

Sept. 19th, 1911.

2464

October 7, 1911.

Mr. Whitwell:-

I herewith send you a copy of a letter just received from the Indian Office. Please see that the data given herewith is placed underneath each picture, so that they may be identified and represent something definite in the eye of the observer.

Very respectfully,

MF:SR

Superintendent.

DEPARTMENT OF THE INTERIOR,

UNITED STATES INDIAN SERVICE,

Sept, 19th, 1911.

2464

September 18, 1911.

Mr. Whitwell, Principal Teacher.

The work of cutting corn on Mr. Gray's farm and on the first farm near the school will commence within the next few days. Please detail for this work one or two classes of boys during the half day in which they are at their academic work, so that with the boys which can be spared from the shops, this can be cleared up in a few days. This course was followed last year and brought excellent results. Please keep in touch with the situation and just as soon as the silo is full, the cutting of corn will commence. These students should be sent in the morning and in the afternoon until the work is finished.

Very respectfully,

MF: SAR

Superintendent.

246X

September 15th, 1911.

Mr. Whitwell:

You will please arrange so that Miss Beach can mount the photographs I send herewith. They should be so mounted that the largest number of classes possible can have the use of them at the same time - if such an emergency should arise. It is believed that to mount them on sheets of cardboard would be the best plan.

You will note that the photographs are numbered consecutively and that there is enclosed with them a list specifying what subject each photograph represents.

Respectfully,

HKM.

Superintendent.

THE CARLISLE INDIAN SCHOOL,

PRINCIPAL'S OFFICE.

Superintendent,

464

Mrs Lawrence

has left for Washington
D.C. owing to severe
illness of her son.

Dep. 15, 11

Very respectfully
J. Williams

For Mr New-

246X

DEPARTMENT OF THE INTERIOR,
UNITED STATES INDIAN SERVICE,

September 9, 1911.

Mr. John Whitwell, Principal Teacher,
Carlisle Indian School, Pa.

My dear Mr. Whitwell:-

I spent a number of hours last evening in going over very carefully with Mr. Gill the matter of installing the school city at Carlisle. We threshed matters over very carefully and got down to a working basis, and I have asked him to go over to the school building and as far as possible get the matter started in a definite way. Of course, this will need both your cooperation and the active cooperation of the teachers.

Mr. Gill is one of the official supervisors of the Indian Service, and the Indian Office is very desirous of having his work pushed, and they have adopted it officially for the Service. I feel confident that much good will result when it is finally on a working basis at Carlisle.

Very respectfully,

Superintendent.

2464

August 29, 1911.

Mr. Whitwell, Principall Teacher.

Please give me a list of the various events the Carlisle School students have attended, such as the Y. M. C. A. and the Y. W. C. A. Convention, the time and the place; "The World in Boston" and various other similar meetings. This is for the fiscal year ending June 30, 1911. I would like to have this information at once, and as soon as you can collect the data.

Very respectfully,

MF:R

Superintendent.

2464

August 29, 1911.

Mr. Whitwell, Principall Teacher.

Please give me a list of the various events the Carlisle School students have attended, such as the Y. M. C. A. and the Y. W. C. A. Convention, the time and the place; "The World in Boston" and various other similar meetings. This is for the fiscal year ending June 30, 1911. I would like to have this information at once, and as soon as you can collect the data.

Very respectfully,

M. J. [Signature]
Superintendent.

MF:R

The World in Boston (4 boys and 1 girl) Apr. 17 to May 24 at Boston.

~~Y.M.C.A.~~

Moody Bible School at Northfield Summer Conference Mass. (One boy) June 23 to July 7.

Y.W.C.A. - Summer Conference at Granville Ohio. (Six girls) Aug. 22 to Sept. 1.

Number of Bible classes
Girls - nine Boys - ten

2464

August 28, 1911.

Mr. Whitwell:-

Please detail one of your teachers to take charge of girls' quarters this coming Wednesday morning between the hours of eight and twelve.

Very respectfully,

F:R

Superintendent.

2464
United States Indian School, Carlisle.

Superintendent's Office.

All except those marked
- can be furnished
from regular school
supply. J. D. Williams

Mr Whitwell; -

The report herewith
ought to be acted on
at once so that the
materials can be ob-
tained. It is my opinion
that a new teacher will
be appointed early, but
he will not have sufficient
experience to give a
mature recommendation.

W. S.

Monthly exam.

each student in each subject.

Practice letters (Did not have
enough last year
to use for sample
papers - Indian for certificate of progress
Note paper for school letters.

In lower grade, 3 letters each
pupil each month

~~Send to~~

Supply given county students

Lead pencils take the
place of slate pencils in
practice work - more
sanitary

246K

August 1, 1911.

Mr. Whitwell:-

About a year ago, consistent effort was made to work up a school museum, for the purpose of aiding the academic work and by the use of object vitalizing the academic instruction. You, of course, know to what extent this was successful. We have acquired some few exhibits, but for want of a definite place for working this matter out full descriptions of the materials were not obtained.

I have taken this matter up with the Superintendent of St. Louis Public Schools, and have obtained from him certain blanks and pamphlets which it seems to me gives the kind of information we would want. The catalogue is especially thorough, giving itemized lists of the exhibits. I am turning this matter over to you so that you may take up the matter and get into active correspondence with firms who have such materials, asking them to donate for the use of the school such exhibits as we can find useful. I am sending you copy of the kind of letter which was written when we took this matter up originally. It will be best to work this matter up directly at the school building. Please report to me from time to time just what

success has been attained in gathering materials together. As a general thing, the firms and people who have such supplies are very glad to give them for the advertising value connected therewith.

I desire you to take up the matter in person and, by using the business students, or other help, work up a complete exhibit. Names of firms can be obtained from trades catalogues and other sources.

Very respectfully,

MF:R

Superintendent.

2464

DEPARTMENT OF THE INTERIOR
UNITED STATES INDIAN SERVICE

Indian Ind. School, Carlisle, Pa.

(Name of school, agency, or project.)

July 19, 1911 191

To the OFFICER IN CHARGE.

SIR: In accordance with the leave regulations on the back of this blank, I respectfully request leave of absence for 24 1/2 days from June 15, to July 15, both inclusive.

Annual
(Kind of leave wanted.)

Vacation
(Reasons.)

Aug. 1902
(Last date of entering Government Service.)

None
(Number days leave of this character during current calendar year.)

If application is for sick leave, applicant will here say what form of voucher accompanies the application:

Very respectfully,

Prim. Teacher
(Position.)

John Whitwell
(Full name.)

If application be for leave without pay, the officer in charge will fill out the following blank and forward the application to the office.

Respectfully forwarded. This applicant has been absent since January 1 of the present year, as follows:

- Annual leave, with pay
- Sick leave, with pay
- Detail, with pay
- Leave without pay

This application is therefore { disapproved / approved } with recommendation that the same be { not granted / granted }

for the following reasons:

It will { not be necessary / be necessary } to have the services of a temporary employee in the absence of the applicant.

M. J. ...
Officer in Charge.
Superintendent & Spl. Disb. Agent.

2464

July 28, 1911.

Mr. Whitwell, Principal Teacher.

The information asked for on the enclosed blank sheets is necessary for the Annual Report. Look the matter up immediately and furnish the information as accurately as possible.

Very respectfully,

MF:R

Superintendent.

2464

June the 13th, 1911.

Mr. Whitwell:

You will please arrange to place the school books that were in use during the past term so that Dr. De Foney can disinfect them some time this week. This matter should have immediate attention.

Respectfully,

HCM.

Superintendent.

246X
May 29, 1911.

Mr. Whitwell:

Beginning September 1, Mr. Stauffer in addition to his other duties in connection with giving instruction in music, will give the regular agricultural instruction to the four upper classes, the same as has been formerly done when the work was regularly carried on. Please arrange the schedule with him accordingly. He will get the agricultural room in readiness during the summer months, and it will be necessary to remove the cabinets containing museum articles to some other part of the building. I should be pleased to have your recommendations in the matter.

Very respectfully,

Superintendent.

MF-H

Copy to Mr. Stauffer

2464

May the 19th, 1911.

Mr. Whitwell:

You will please arrange to detail not less than twelve boys from the school rooms to assist Mr. Veith during each half day beginning with Monday, May the 22nd, and until he informs you that such detail is not required any longer. All boys should be detailed before any are sent for the second time.

Teachers should see to it that those detailed report to Mr. Veith and the latter should be informed how many boys he should have for that half day.

Respectfully,

HCM.

Superintendent.

Carbon copy to Mr. Veith.

2468

May 16, 1911.

Mr. Whitwell:-

The requests for leave should all be in to-day, if possible, in order to arrange the detail. Quite a number of the teachers have not handed their request in as yet.

Respectfully,

Chief Clerk.

2464
May 4th, 1911.

Mr. Whitwell:

All employees under your charge should hand in their requests for their regular "Annual Leave of Absence" not later than the 15th of this month.

Respectfully,

H.M.

Superintendent.

United States Indian School, Carlisle, Pa.

BUSINESS DEPARTMENT.

My Whitwell:

2464

There is some hitch about the Underwood typewriter. It was not ready when I sent up for it and was to be sent down immediately but is not here yet.

Will you please ascertain how the matter stands, and oblige?

Very respectfully,

Polla Brown.

Mr. Nowi; Mr. Brown made request for an

Underwood typewriter & at least he wanted to know how best to meet the situation he is now in, with one short.

It was not intended to cripple any other dept. so if Mr Friedman's suggestions can not be carried out please advise, and Mr Brown will try to meet the situation some other way.

~~Feb 2~~ Feb 4, 11

Whitwell

+ Mr. Brown

2464

April 25th, 1911.

Mr. Whitwell:

There are being sent you herewith a number of blanks upon which to enter the names of prospective students for Carlisle. You will instruct your teachers to give this matter their careful personal attention, asking each student in their rooms to hand in the names of any of his friends who might be interested in reading matter that is to be distributed and who might desire to enroll at Carlisle. Information about prospective students whose names are submitted should be gathered by careful questioning, so that when the same is submitted to this office it may be as nearly accurate as it is possible to have it.

Students whose periods of enrolment at other schools do not terminate at the close of school this June should not be listed and only those who are more than fifteen years of age and twenty or less should be considered.

Respectfully,

Superintendent.

HKM.

2464

March 18th, 1911.

Mr. Whitwell:

It has been reported to me that very few girls are expressing a willingness to go to country homes this summer under our Outing System, and as I believe that many more should take advantage of the opportunities afforded them in such homes, you will please instruct the teachers to take time to bring the matter before the girls in their rooms and to point out to them what is to be gained by only a few months in such a carefully selected home.

If a few of the advantages of the Outing System are pointed out, ambitious girls will see what is to be gained and I believe that many will decide to get the additional training that is afforded under the System.

Respectfully,

HKM.

Superintendent.

2464

March 8, 1911.

Mr. Whitwell:-

Clarence Smith, one of our students who has been here for some time and is expecting to go home at the end of this year, desires to work all day in the bakery. He claims that he would get more benefit if he could be allowed to do this from now on until he leaves. He seems to think that the additional benefit that he would get by working all day would overbalance his loss of school work during that time. I have referred him to you.

Very respectfully,

MF:R

Superintendent.

2464

February 27, 1911.

Mr. Whitwell:-

Please have your teachers institute a campaign among the students advising them to keep off the grass. The ground is in such condition now that every time the students walk across the ~~the~~ large holes are made. It would also be well to take this up at the chapel meetings.

Very respectfully,

MF/R

Superintendent.

2464

March 6, 1911.

Mr. Whitwell:

These were received from the New York Warehouse. I presume they are for your Department.

If not asking too much, would like to have the use of two or three of them. Mrs. Denny has been given one of these by the Superintendent for use in her Department, and I should like to have as many as you can conveniently spare.

Very respectfully,

Chief Clerk.

SJN/H

2464

January 30th, 1911.

Mr. Whitwell:

You will please report to me in writing what is being done along the lines suggested in copy of Office Circular herewith, and what can be done in compliance with the instructions contained.

Very respectfully,

Encls.

HKM.

Superintendent.

2464

January 28th, 1911.

Mr. Whitwell:

You are hereby directed to have all school books now in use by students of this school re-covered with new book-covers as soon as it may be feasible to do so. In case there are not sufficient new covers on hand to complete the change, submit a definite request for additional covers to this office.

Very respectfully,

HKM.

Superintendent.

2464

January 28th, 1911.

Mr. Whitwell:

There are being enclosed herewith several copies of Office Circular No. 507. Please call the attention of all teachers to the instructions contained therein, and arrange your work accordingly.

Very respectfully,

Encls.

HKM.

Superintendent.

2464

January 25th, 1911.

Mr. Whitwell:

Dr. Moffett will give an illustrated talk in the Auditorium on Sunday evening, January 29th. You will please arrange to have the school lantern in readiness and for some one to operate the same.

All Protestant students are to be present during the lecture, and quarters are being notified to that effect.

Very respectfully,

HKM.

Superintendent.

2464

January 21st, 1911.

Mr. Whitwell:

Please submit copy of Office Circular attached hereto to those teachers under your charge and instruct them to comply with the instructions contained therein.

You are also directed to ascertain which of the teachers are not immune, and to report such to me, so that the information can be incorporated in the Office report desired.

Very respectfully,

HKM.

Superintendent.

2464

January 18, 1911.

Mr. Whittwell:-

Enclosed herewith, please find blank which may probably be the one that you were looking for this morning.

In this connection, I have to respectfully advise, as per instructions from the Superintendent, regarding books which are used in the department of history by Mrs. Henderson. She has received books from time to time, and they should be accounted for on your property return in the same manner as the other school property, such as books, arithmetic, library books, etc. are carried on, so that at any time there are any books that may be needed from other departments which Mrs. Henderson has, they can be easily located.

Very respectfully,

SJN:SR

Chief Clerk.

CARLISLE INDIAN TRAINING SCHOOL,
BUSINESS DEPARTMENT.

January 15, 1911.

Mr. Whitwell:

2464

If the Telegraphy
students are to take typewriting
in the Business Department, we
shall have to do one of two things:-
dismiss from the Business Department
those students who are not making
the most of their advantages, or
buy more typewriters.

Yours respectfully,

Marianne Moore.

Respectfully forwarded to Supr.
Friedman with the recommendation
that Telegraphy Dept. boys be given
preference to those who are not regular
Business students.
Jan. 15, 12,

Very respectfully,
Marianne Moore

Mr. Whitwell

(18)

2464

Name	Industrial Training as	Ranking attained the grade of	Moral Character
Iva M. Miller	Plain Sewing	Good	Excellent
Annamae Melton	Plain Sewing Mr. Stauffer	Good	"
Alura E. Johnson	Housekeeper	V Good	"
James F. Lyons	Printer	Excellent	Excellent
Louise M. Kachium	Plain sewing	Fair	"
Mary J. Greene	Working in sewing room.		Excellent
Perry M. Wheelock	Housekeeper	Excellent	"
Agnes V. Waite	Plain sewing	V Good	"
Clifford Taylor	Tailoring	V Good	Good
William F. Cardin	Telegraphy	Excellent	Excellent
Joel H. Wheelock	Printing	V Good	Excellent
Sylvester Long	Printing	Excellent	Excellent
William C. Bishop	Printing	V Good	Good
Benedict D. Cloud	Printing	Good	Good
Francis C. Mc Donald	Printing	Excellent	V Good
Gustavus Welch	Blacksmithing	Excellent	Good
Caleb W. Carter	Telegraphy	Good	Good
Ernestine A. Venne	Pupils Teacher Plain Sewing	V Good Good	Excellent V Good
Emma M. Newache	Pupil Teacher	Good	Excellent
William H. Vinson	Electrician	V Good	V Good
Marguerite Sa Hatta	Work in Sewing		Conduct V Good in Sewing Room since last Fall.

Grade in Commerce Geo. 67.

1690
m. King

April 4 2 2 2 2
2 2 2 2 2



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

2464

December 31, 1910.

Dear Mr. Friedman:-

I am enclosing a letter from Oce Locus, which is self-explanatory. Seeing he has but \$5.00 on deposit, and seemingly no way of getting more, I thought it better to consult you as to the advisability of sending him home. I think the case is a genuine one, but cannot see a way out. Please advise as soon as possible.

Very respectfully,

John Whitwell

Principal Teacher in charge.

JW:SAR

Superintendent Friedman,
c/o Hotel Lankershin,
Los Angeles, Cal.

Mr How:

We will
need 1000 tablets
size (9 x 6) w.

Dec. 28, 11. Whinnell

Reg. Data

Dec. 29-

Submitted

for 1000 tablets

2464

Carlisle Indian Industrial School,
Academic Department.

.....
19.....

Please Excuse.....
for tardiness.

.....

2464

December 23, 1910.

Mr. John Whitwell,
Principal Teacher, in charge.

I have the note of Mr. Kensler's which you forwarded to me in regard to leave requested by M^{rs} Collins changed from the 27th to 28nd of December, which as Mr. Kensler claims breaks up drawing lessons for ten days. Mr. Kensler approved of his leave from December 22nd to 26th, which makes two additional week days for drawing lessons, making a total of six working days for drawing lessons.

As these leaves were signed and granted, it is understood by the parties to that effect. It is a matter that is beyond my control, and will have to be taken up by you with Mr. Collins and Mr. Kensler.

If I am not mistaken, the understanding of the Superintendent before leaving on his trip out West, was to the effect that any employees having leave coming to them could avail themselves of this opportunity, if they so desired. Mr. Collins had made a trip to New York, which I understand was on official business in connection with his department, and on two occasions he was detailed to take football teams to various places and also to take Tewanima to New York City, which allows him extra days eight of which is granted as above.

I do not know, of course, how much interest he shows in his work, but if a person goes to another school for information and to gather necessary data which may be of interest to his department at his own expense, which Mr. Collins did. When other employees were detailed to Hampton Insitute and New York at various times at Government expense, it does not seem consistent, and a point which must be settled by the Superintendent who made the detail.

Very respectfully,

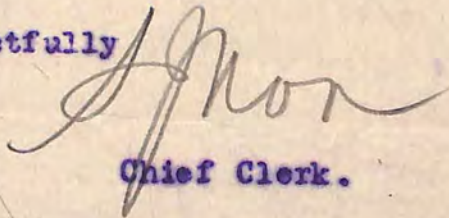
SJN:SAR

Chief Clerk.

Mr. Whitweal.

Mr. Collins has had 17 days annual leave. He had been detailed to New York and in taking football teams and also Tewanamia to New York, which can not counted as annual leave, making 12 days. He reported here Feb. 1 1910, which makes 11 months at 2-1/2 days per month total 27-1/2 days and taking off 17 days leave 10-1/2 days.

Respectfully



Chief Clerk.

Application for Absence

United States Indian Industrial School,

Carlisle, Pa., Dec 17 1900

I request permission to be absent from my official
duties 5 days, from Dec, 27th
to Dec, 31st

M. A. Collins

Recommended:

H. Anderson
Chief of Department

Approved:

Superintendent.

DEPARTMENT OF THE INTERIOR,
INDIAN INDUSTRIAL SCHOOL,
OFFICE OF SUPERINTENDENT.

United States Indian School, Carlisle, Pa.

OFFICE OF
PRINCIPAL, J. WHITWELL.

Miss Rii;

Please make an
regular blank and send
to Mr Collins to
sign.

Dec. 19, 10

Whitwell

DEPARTMENT OF THE INTERIOR,

UNITED STATES INDIAN SERVICE,

Indian Industrial School,

CARLISLE, PA.

[Name of school, agency, or project.]

Dec. 19, 1910

[Date.]

, 19

To the OFFICER IN CHARGE.

SIR: In accordance with the leave regulations on the back of this blank, I respectfully request leave of absence for **8** days from **Dec. 22, 1910**, to **Dec. 31, 1910**, both inclusive.

Annual Leave with pay

[Kind of leave wanted.]

To spend Christmas at home

[Reasons.]

Feb. 1, 1910

[Last date of entering Government Service.]

17 days

[Number days leave of this character during current calendar year.]

If application is for sick leave, applicant will here say what form of voucher accompanies the application:

Very respectfully,

Teacher Mechanical Drawing

[Position.]

Murray A. Collins

[Full name.]

If application be for *leave without pay*, the officer in charge will fill out the following blank and forward the application to the office.

Respectfully forwarded. This applicant has been absent since January 1 of the present year, as follows:

Annual leave, with pay	17 days
Sick leave, with pay	none
Detail, with pay	12 days (football & New York)
Leave without pay	none

This application is therefore { disapproved } with recommendation that the same be { not granted } for the following reasons: **as stated above**

It will { not be necessary } to have the services of a temporary employee in the absence of the applicant.

John Philivell
Superintendent & Spl. Disb. Agent.

Officer in charge.

United States Indian School, Carlisle.

Superintendent's Office.

Dec	2	2	} Drawing Class Days
"	2	3	
"	2	7	
"	2	8	
"	2	9	
"	3	0	
<hr/>			
		6	

CARLISLE INDIAN INDUSTRIAL SCHOOL,
OFFICE OF THE QUARTERMASTER,
AUGUST KENSLER.

Professor Whitwell.

I notice Mr Gallin changed
his application for leave
from 27 to 22nd Dec.
which breaks up drawing
lessons for 10 days, considering
he only started his classes
1 month prior so that performed
scarcely and work shows
a lack of interest in school

Respectfully
August
Kensler

Mr. Now: Please advise.

W. Whitwell



2464

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

December 20, 1910.

Mr. A. W. Ramsey,
Walker Street,
Cleveland, Tenn.

My dear Mr. Ramsey:-

Just a line to say that I am glad Morgan is given the opportunity to make good. Should Mr. Friedman so desire, it may be necessary to place him under outing regulations, especially as his term is not expired here. I do not, however, anticipate this, but simply mention it knowing full well that you will see that all requirements will be complied with. Will now have a double interest in hearing from you.

With the season's greetings, I am,

Very truly yours,

John Whitwell

Principal Teacher, in charge.

JW:R



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

2464
Dec. 19, 1910.

Mr. J. Whitwell,
Principal Teacher in Charge,
Sir:-

I have to report that all of the boys under my charge who were recently operated upon for trachoma and other eye troubles have sufficiently recovered to be able to report to school and their shop work this morning, except Roy Harrison who is in the Hospital.

Last week while at work in the Carpenter Shop Fred Gendron accidentally sawed off the fore finger and thumb of his left hand. I understand that his wound is doing well.

There are nine large boys in the School Hospital at present.

Last Saturday evening five large boys were found in a partially intoxicated condition. With the assistance of the Officers they were quickly taken into hands and are now under discipline. This can be partially explained for the reason that Saturday was boys' money day and boys' day in town. We have had like conditions before. I am glad to report that the general conduct of the boys is good.

Very respectfully,

J. E. Henderson
Disciplinarian.



2464

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

December 19, 1910.

Dear Mr. Friedman:-

Have just received yours of the 14th instant. In regard to Katie, we thought it best to let her go to the country. Mr. Stevens was dropped on the pay roll on the same day as your telegram was received. The scare in regard to our appropriation is about gone, but it seems to have left somewhat of a sore place.

Not having seen the letter written by Anna Beheaux to the Indian Office, I have been somewhat at sea to get the real truth of the situation. Anna thinks she has been unfairly treated and puts the blame on Miss Guest, but is unable to tell definitely in what way.

I consulted Dr. DeFoney as to fracture and am enclosing a statement from him regarding the same.

Strange to say, I had been thinking about Commencement exactly along the lines you mentioned. Have consulted Mrs. Henderson, but so far have not had time or opportunity to do more. I somewhat question the advisability of calling a meeting until we have something definite to present to them. I would prefer to work it up with the help of those specially interested. As soon as I am able, I shall write you further on this matter.

The school in general is moving along very nicely. I am enclosing a statement from Mr. Henderson, written at my suggestion. It is likely that the Catholics will hold their Christmas tree exercises on Tuesday evening, next, at the same time as the Protestant students are attending the lantern entertainment given by Mr. McClure. Mr. Nori has the checks ready to send.

Miss Lottie Gorgenson, newly appointed teacher, is to report on December 21st, 1910.

Preparations for Christmas are going along nicely, and we are all looking forward to a jolly good time.

Very sincerely,

John D. Hurst

JW:SAR

P.S.: Mr. Nori is preparing a statement regarding heating apparatus. JED

2464

Application for Absence

United States Indian Industrial School,

Carlisle, Pa., Nov 25, 1900.

I request permission to be absent from my official duties two days, from Nov. 26" to Nov. 27" inclusive,

E. W. Hamberger

Recommended:

John Whittell
Chief of Department

Approved:

W. J. [Signature]
Superintendent.

This is to attend to important business

United States Indian School, Carlisle, Pa.

OFFICE OF
PRINCIPAL, J. WHITWELL.

2484

Mr Meyer,

Mr Nagay has
arranged for Dr Prine
to address the YM & YWCA
next Sunday evening.

Please ask to have
~~truggy~~ conveyance sent
to 101 S. College St
so as to have him here
at 7:00.

NW. 23, 10.

J. Whitwell

2464

October 28, 1910.

Mr. Whitwell:-

It is suggested that the teachers of the various class-rooms ventilate the class-room regularly by opening the windows at least three times a day, to wit: About ten o'clock in the morning, during the noon hour, and about half past two. This plan has been tried in the Chicago schools and has proved very successful, and I believe it well to inaugurate it here.

Very respectfully,

MF:SR

Superintendent.

2464

October 7th, 1910.

Mr. Whitwell:

A special non-competitive examination has been requested to test Vera Wagner's fitness for appointment to a teacher's position in the Indian School Service, and Miss Gaither has been directed to send her to your office for one half of each school day beginning with Monday, October 10th. This is for the purpose of giving Vera an opportunity to prepare for the examination. You will please render her all assistance possible, so that she can get the preparatory training necessary to help her in passing a satisfactory test.

Very respectfully,

HKM.

Superintendent.

2464

October 3rd, 1910.

Prof. J. Whitwell,
Principal Teacher.

Dear Sir:

I hand you herewith estimate of supplies required for the fiscal year, 1912, which please hand under class 19, School Books and supplies, upon which make your estimate.

Please be careful to see that no blots or erasures are made as this copy goes to the Indian Office in connection with the other classes named in the book. As soon as this is completed please return to the office that it may be handed to the other departments.

Very respectfully,

SJN/D.

Superintendent.

2464

September 29th, 1910.

Mr. Whitwell:

It is suggested that if teachers can make arrangements to have some one take charge of their classes that they be given permission to attend the County Fair, with the understanding, however, that they must assist in looking after the students while in attendance at the Fair.

Very respectfully,

HKM.

Superintendent.

2464

Application for Absence

United States Indian Industrial School,

Carlisle, Pa., Sept. 19 1900.

I request permission to be absent from my official

~~duties~~ ~~days, from~~

to On Wed. Sept. 20th.

Emma K. Hetrick.

For business I am un-
able to do any other time.

Recommended:

Subject to regulations.

J. H. [Signature]
Chief of Department

Approved:

Superintendent

Miss Hetrick
Please sign both
requests JH

DEPARTMENT OF THE INTERIOR,
INDIAN INDUSTRIAL SCHOOL,
OFFICE OF SUPERINTENDENT.

2464

September 16, 1910.

Mr. John Whitwell,
Principal Teacher.

Dear Sir,

I hand you herewith a letter received
from John Wanamaker in regards to the scratch paper.

Very respectfully,

SJN/D.

Chief Clerk

2464

April 20th, 1910.

Mr. Whitwell:

You will kindly instruct the teachers to secure from all the pupils in their divisions the names of prospective students who are eligible for transfer to Carlisle and to fill in the detailed data indicated on the blanks enclosed you herewith.

I would suggest that each teacher sketch an outline of the blank on the board, asking each pupil to think the matter over for a day or two and then to bring in the names of those students to be listed. After that sufficient time should be given to the filling out of the blanks, giving full detailed information requested and which can be gathered from the pupils who suggested the names of the prospective students.

Each teacher should give this matter earnest, personal attention, so that an adequate number of names of prospective students can be secured for our mailing lists.

Very respectfully,

HKM.

Superintendent.

DEPARTMENT OF THE INTERIOR,

UNITED STATES INDIAN SCHOOL,

CARLISLE, PA.

2464

Superintendent Friedman:

I shall arrange work so as to attend Commencement Exercises at Hampton. Many thanks for the opportunity.

April 18, 10.

John Whitwell

2464

DEPARTMENT OF THE INTERIOR,
UNITED STATES INDIAN SERVICE,

[Name of school, agency, or project.]

April 16

, 1910

[Date.]

To the OFFICER IN CHARGE.

SIR: In accordance with the leave regulations on the back of this blank, I respectfully request leave of absence for 30 days from July 2, to Aug. 10, both inclusive.

Annual

[Kind of leave wanted.]

To visit father in England

[Reasons.]

Sep. 25 1899

[Last date of entering Government Service.]

None

[Number days leave of this character during current calendar year.]

If application is for sick leave, applicant will here say what form of voucher accompanies the application:

Very respectfully,

Prin. Teacher

[Position.]

John H. Tuttle

[Full name.]

If application be for leave without pay, the officer in charge will fill out the following blank and forward the application to the office.

Respectfully forwarded. This applicant has been absent since January 1 of the present year, as follows:

- Annual leave, with pay -----
- Sick leave, with pay -----
- Detail, with pay -----
- Leave without pay -----

This application is therefore { disapproved / approved } with recommendation that the same be { not granted / granted } for the following reasons: -----

It will { not be necessary / be necessary } to have the services of a temporary employee in the absence of the applicant.

m. J. Edman

Officer in charge.

2464

Ida Artell
Marie Arteshaw
Boss Bald Eagle
Nose Beck
Mary Bird Beckliss
Minnie Bonser
Eunice Bartlett
Gavannah Beck
Annie Berg
Matilda Chic

Mr. J. Whitwell,
Principal Teacher.

My dear Mr. Whitwell:-

Sarah Noxie
Lavina Hill
Tena Hood
Alice Johnson
Julia Jarvis
Jane Ketchum
Margaret La Vatta
Alice Logan
Rose McArthur
Hattie Moody
Cecelia Phillips
Anna Rollette
Jennie Sampson
Etta Saracino
Roxie Snyder
Cecelia Stone
Charlotte Tarball

MF/EPW
Enc.
Hattie Wolfe
Olive Wheeler
Gusto White

Mary
Ida
Stella
Minnie
Margaret
Ezek
Hickey
Hazel
Minnie
Flora
Lizzie
Maggie
Harriette
Coryette
Mary

April 5, 1910.

I am sending you a list of the names of students whose term expires this year. Kindly send for these students singly at your leisure and talk to them about their future plans. It will be manifestly the best for some of them to continue their education, others may want work in the East or away from the reservation along some special line, and it is my aim to help these into positions. Such a talk with these individual students will, of course, mean much to them, and will help them to decide what is best to do under the circumstances.

Respectfully,
Superintendent.

Annie Jacobs
Willie Jackson
Louise Ketchum
Leah Kie
Mabel Logan
Anna Loren
Lora McFarland
Anna Nevaube
Alice Pockson
Mary Pothunder
Dessie Saracino
Elizabeth Silas
Bertha Steyer
Kattie Tom Eye
Laura Tubbs
Louise Thomas
Lida Wheeler
Katie Westchester
Hattie Whitfield
Hans Redeye

2464

Ida Abbott
Marie Artshaw
Rose Bald Eagle
Rose Beck
Mary Bird Redhorse
Minnie Bonser
Eunice Bartlett
Savannah Beck
Annie Berg
Matilda Chiv

Mr. J. Whitwell,
Principal Teacher.

My dear Mr. Whitwell:-

I am sending you a list of the names of students whose term expires this year. Kindly send for these students singly at your leisure and talk to them about their future plans. It will be manifestly the best for some of them to continue their education, others may want work in the East or away from the reservation along some special line, and it is my aim to help these into positions. Such a talk with these individual students will, of course, mean much to them, and will help them to decide what is best to do under the circumstances.

Respectfully,
Superintendent.

MF/EFW
Enc.

Mary
Ida
Mella
Minnie
Margaret Blackwood
Evelyn Brown
April 5, 1910.
Stacey Beck
Mabelle Brown
Minnie Dextator
Flora Eagle Christ
Lizzie Fish
Maggie Colench
Marjorie Greenbrier
Suzette Guitler
Mary Harris
Annie Jacobs
Julia Jackson
Louise Ketchikan
Ida Kie
Mabel Logan
Anna Loren
Lora McFarland
Anna Sewalls
Alice Johnson
Mary Redmunder
Jessie Sarasino
Elizabeth Allen
Bertha Stevens
Rose
Hattie Tom Ersk
Laura Tubus
Louise Thomas
Lila Threlkoff
Hattie Wachowator
Hattie Whitfield
Helen Redeye

Ida Axtell
Marie Arteshaw
Rose Bald Eagle
Rose Beck
Mary Bird Necklace
Minnie Bonser
Eunice Bartlett
Savannah Beck
Annie Bero
Matilda Chew
Sophia Doxtator
Ruth Elm
Evelyn M. Gheen
Adeline Greenbrier
Ellen Grinnell
Sarah Hoxie
Lavina Hill
Tena Hood
Nancy John
Ella Johnson
Alice Jake
Julia Jarvis
Louise Kinney
Jane Ketchanaga
Rose La Rose
Margaret La Vatta
Emma La Vatta
Alice Logan
Sarah Mansur
Rose McArthur
Bessie Metoxen
Esther Moose
Pauline Paul
Hattie Poody
Pauline Peazzoni
Cecelia Phillips
Anna Rolette
Jennie Sampson
Etta Saracino
Roxie Snyder
Cecelia Swamp
Charlotte Tarbell
Lottie Trumper
Selina Twoguns
Grace Wayman
Katie Wolfe
Olive Wheelock
Susie White

Marion Blue
Marion Smith
Vester Summers
Thomas Tarbell
Alvert Thomas

Mary Amera
Ida Bartlett
Stella Bear
Minnie Billings
Margaret Blackwood
Inez Brown
Georgianna Bartlett
Stacey Beck
Maggie Brown
Minnie Doxtator
Flora Eagle Chief
Lizzie Fish
Maggie Coleach
Carlisle Greenbrier
Suzette Guitar
Mary Harris
Rose Hood
Annie Jacobs
Bessie Johnson
Julia Jackson
Hattie Jameson
Louisa Ketchicum
Fannie Keokuk
Lena Kie
Elizabeth La Vatta
Mabel Logan
Lizzie Lemeaux
Anna Loren
Clara Maybee
Nora McFarland
Sarah Montieth
Emma Newashe
Evelyn Pierce
Alice Peazzoni
Rosa Peazzoni
Mary Redthunder
Hattie Redeye
Bessie Saracino
Elizabeth Silas
Bertha Stevens
Rose Simpson
Mattie Ten Eyck
Laura Tubbs
Louise Thomas
Lida Wheelock
Katie Weshinawatok
Hattie Whirlwind
Rena Redeye

Marion Skottland
Evelyn Smith
Callie Spotted Eagle
Elizabeth Taylor
Lillian Waffle

Asa Appeney
John Bastian
Simon Blackstar
Andrew Beachtree
Louis Belcourt
David Bird
Angus Brown
Phillip Cornelius
Frank Cook
Ute Crow
Lawrence Deerday
William Dale
Roy Duncan
Johnson Enos
Abram Fisher
Joseph Forte
Eph. Past Thunder
William Garlow
Claude Garlow
Axtel Hayes
Richard Hinman
Levi Hill
Thomas Iron
Jack Jackson
Frank Johnson
Peter Jordan
Howard M. Jones
Tony Kinney
Alex Knocks-off-two
Richard Lay
Michael Le Claire
Charles Lone Elk
Harrison Lott
Maxie Luce
Thomas Mayo
John Monhart
Jas. Mumblehead
John Mead
Wm. Nelson
Jas. Osbourne
Jacob Paul
Mitchell Pierce
Evans Phillips
McClellan Powless
David Red Star
David Robinson
Gordon Shaw
Harrison Smith
Wesley Summers
Thomas Tarbell
Albert Thomas

Charles Arcorne
Willie Bishop
Austin Baker
Eugene Beck
James Billings
Tracy Bishop
Arthur Coons
Harry Cries-for-Ribs
Lonnie Crouse
Robert Davis
George Dobson
Louis Debeau
Eddie Eagle Elk
Simon Fancy Eagle
Charles Fisher
Otis Frazier
Wm. Foster
Hudson Grant
James Halftown
John Hearty
Ray Hitchcock
Jonas Homer
Cornelius Jackson
St. Elmo Jim
Jos. Johnson
Leon Jure
Ray Kennedy
Thomas Knocks-off-two
George La Vatta
Fred Lazore
Joseph Libby
Nathan Lott
Jos. Loudbear
Jas. Lydick
Robert McLean
Edgar Moore
Alphonsus McKay
Lorenzo Miguel
Percy Nephew
Spencer Patterson
William Peters
Lee Pocatello
Franklin Pierce
Warren Realrider
Clyde Roamchief
Stillwell Saunook
Darias Skenandore
Eben Snow
Gallus Spotted Eagle
Clifford Taylor
Philip Morris

George Thomas
Tony W. Tillohash
Jacob Twin
Joseph Twohearts
Mitchell Tarbell
Robert Thompson
Lewis Vilnave
Hugh Wheelock
Daniel Whirlwind
Elmer Whitfield
John White
Silas Yellowboy
Rufus Young Bird
Lewis George

Peter Thomas
Chiltoski Trumper
Louis Twin
Peter Tarbell
Frank Tallchief
Alex Vilnave
Louis Webster
Joel Wheelock
Mitchell White
George Whitewings
William Yankejoe
Wm. Yellow Elk
Pierce Yupe
Weslet Tallchief

2464

April 4, 1910.

Mr ' Whitwell:-

Margaret Blackwood is to be enrolled in the business department for all day work until such time as an appointment to position of matron, or assistant matron, can be secured for her from the Department.

By order of Superintendent Friedman.

Clerk.

DEPARTMENT OF THE INTERIOR,
UNITED STATES INDIAN SERVICE,

2464

Carlisle, Pa., Mar. 25, 1910.

Mr. M. Friedman:

In response to yours of the 23 inst., I have to state that about half of the collection of literature donated to the Library by the Sisters of St. Catherine's hall consists of old readers and old magazines, which, owing to the fact that it has been recently found necessary to discard such books and magazines, and the further fact that better ones are now stored away in the basement, have been stored away in the book room for distribution to country pupils.

The other half were valuable books of their kind. They have been placed in the Library, but your suggestion to place them in a separate case is a good one; otherwise, it is likely the general wishes of the Indian Office along these lines would not be complied with.

Very respectfully,

John Whitwell

2464

March 23rd, 1910.

March 16th, 1910.

2464

Mr. Whitwell:

Mr. Whitwell:

If the books recently donated to the School Library by the Sisters of St. Catherine's Hall contain anything that it would be inconsistent to place before all our students, or that would be objectionable to any students who adhere to the Protestant faith, you will so report to me. Arrangements will then be made to have such books placed in a separate case and the provision made that they are for the use of Catholic students, exclusively.

Very respectfully,

HKM.

Superintendent.

2464

Superintendent

The seeds for school

February 17th, 1910.

gardens should be purchased

without further delay. A

correct estimate is attached

Mr. Whitwell:

I enclose you herewith a copy of the order for the seeds to be used in the school gardens. As soon as they are received you will arrange for Mr. Baum to take charge of the conservatory and the gardens.

Respectfully,

conservatory and school gardens

Superintendent.

HKH.

Feb. 17, 10.

Johnston

CARLISLE INDIAN INDUSTRY
OFFICE OF PRINCIPAL.

Superintendent Freedman.

The seeds for school gardens should be purchased without further delay. A corrected estimate is attached herewith.

Mr Kinser thinks Mr Baum could be spared to attend to this work, and I suggest he be given charge of the conservatory and school gardens.

Feb. 17, 10.

Phillips

2464

January 28, 1910.

Mr. John Whitwell,
Principal Teacher.

Dear Sir:-

I have your communication of the 19th instant concerning the proposed painting of your automobile, and note what you say. Your last statement that "to prevent any possibility of any further misunderstanding, the machine will not be painted either in the school shop, or by school labor" is accepted to indicate your future course in the matter, and is approved.

Very respectfully,

Superintendent.

MP/EFW

DEPARTMENT OF THE INTERIOR.

UNITED STATES INDIAN SERVICE,

2464

January 18, 1910.

Mr. John Whitwell,

Principal Teacher,

Dear Sir:-

I enclose you a note from Mr. Carns concerning the painting of your automobile. I am also enclosing a letter written to my predecessor, Major Mercer, concerning the painting of an automobile during his administration, and you will see from what is said how delicate a situation it placed him in.

I have no objection to your having the automobile painted by the painter, but I would suggest that you make private arrangements with him to do this work during his own time, or, if it is done during working hours by student labor, the students should be given a fair remuneration for their labor; all cost of material used will be borne by you.

Please return the letter from the Indian Office after you have read it.

Respectfully,

Superintendent.

MF/HFW

Encs.

DEPARTMENT OF THE INTERIOR,

UNITED STATES INDIAN SCHOOL,

CARLISLE, PA.

January 19, 1910.

Mr. Moses Friedman,
Superintendent.

2464

Dear Sir :-

On response to yours of the 18th inst. I beg to state that your instructions are in line with arrangements made at the time you gave oral consent (which was last Spring) to my automobile being assembled and painted in the shops.

You will no doubt remember that I mentioned these "official instructions" at that time and gave my version of them as interpreted to me by Major Mercer.

Your oral consent and a general knowledge (on my part) of these instructions have governed all work done so far and if there has been any misunderstanding or violation this is the first intimation I have had of the same.

I mention this because I judge from the following statement in your letter, viz. "I would suggest that you make private arrangements with him &c." that you have forgotten that I promised at the time you gave your oral consent last Spring, that just such arrangements would be made, and this is the first intimation I

have had that such arrangements were being carried out, or more correctly speaking were not intended to be carried out, for an enquiry I can't find that there has been any deviation from first arrangements.

However out of respect for your position and to prevent any possibility of any further misunderstanding the machine will not be painted neither in the school shops, nor by school labour.

Respectfully,
John Whitwell
Prim. Teacher.

P.S.:- I enclose letter from Indian Office as per instructions. J.

United States Indian School, Carlisle.

Painting Department.

1

Jan 17/10

Mr Friedman

Supt.

Mr Whitwell has run his
Automobile in to be Painted.

Mr Kensler says he should have
an order to have it done but he
will not give me any. What
shall I do in this matter?

Mr Whitwell will buy his own
Paint.

Very Resp.

Chas Barnes

Mr Friedman
Suft.

2464

December 20th, 1909.

Mr. Whitwell:

You will kindly make arrangements to have the students in all the classes write a composition on how Christmas is celebrated at their homes. If students do not live on the reservation or perhaps in a community of white people, have them tell the customs that prevail there so that the compositions will cover the whole field in a general way.

Very respectfully,

HKM.

Superintendent.

CARLISLE INDIAN TRAINING SCHOOL,
BUSINESS DEPARTMENT.

2464

Mr. J. Whitwell:

There were no lights in the entrance hall to the gymnasium last night, no lights in the front part of the gymnasium, and no lights in the Episcopal Room. Bowling, as usual, went on in the Boys' Bowling Alleys. Doctor Black said that some one ought to report these things. I told him that I had done so. He said that he, too, would speak to Mr. Friedman.

BUSINESS TEACHER.

Friday, Dec. 17.

Mr. Friedman

I recommend the prohibiting of bowling during religious services of all kinds. The disciplinarian was instructed by you to attend to lights and opening up of rooms but has failed to do so.

Dec. 17, 09.

J. Whitwell

2464

November 29th, 1909.

Mr. Whitwell:

Referring to Mr. Ramsey's request, enclosed herewith, this is to state that I approve the suggestion made by him to give unused "Bookkeeping Outfits" to students who have completed a part of the course, providing that such "outfits" are expendable property.

If not expendable, they will have to be held over, until proper disposition can be made.

Very truly,

HKM.

Superintendent.

Mr. John Whitwell,
Principal Teacher.

2464

Carlisle, Pa., November 24, 1909.

Mr. Whitwell:-

The attached correspondence is referred
to you for whatever action you deem best.

Superintendent.

*Exchange of
letters with Calif school.*

DEPARTMENT OF THE INTERIOR,

2464

UNITED STATES INDIAN SCHOOL,

CARLISLE, PA.

PRINCIPAL TEACHER'S OFFICE, Nov. 16, 1909.

Two enclosures.

Mr. Kensler, Quartermaster,
Office.

Dear Sir:

Three Puritan costumes for Harry Woodbury, Joseph Jocks, and Joseph Arcasa are needed for the SPECIAL Thanksgiving program.

To facilitate matters, Mrs. Henderson, the teacher, was asked to consult Mr. Nonnast as to material needed, etc., so that proper requisition could be made on you. Mrs. Canfield was consulted in like manner as to other costumes. In the one case, plans materialized; in the other, they did not. If there is any reason why these cannot be furnished, please advise, as it is utterly impossible to prepare a special program without material. If any better method of procedure can be suggested; e. g., going ^{direct} to the quartermaster, we would be glad to adopt it. The teacher was asked to see the employee in order, as I have said, to facilitate the matter. It is evident, however, that unless the teacher and employees can work together in such things, there will be continual friction, and steps should be taken to place the blame where it belongs.

Respectfully,

John Whitwell
Principal Teacher.

File
[Signature]

DEPARTMENT OF THE INTERIOR,
UNITED STATES INDIAN SERVICE

Carlisle, Pa., Oct. 12, 1909.

Mr. John Whitwell,
Principal Teacher,

2464

Sir:

The Superintendent was trying to get you in conversation on the telephone but could not get you and he therefore requested me to say this,- that if you have no special need of Miss Rush after the close of this ensuing week, she can be relieved. I think that it would be well to have a personal talk with the Superintendent regarding this matter when you have the chance.

Very respectfully,

Chief Clerk.

2464

Indian Industrial School, Carlisle, Pa.,
October 14, 1909.

Mr. Whitwell, Principal Teacher:-

There were certain number of silversmithing tools, as well as some five ounces of brass and several ounces of silver, which had been paid from Government funds and are, therefore, accountable to Government funds. Please find out from the Art Department what they have on hand, or else they should have a property account of all articles in their possession, so that we may be able to ascertain how much balance is on hand.

Very respectfully,

SJ N:SR

Chief Clerk.

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

2464

ACADEMIC BUILDING, Sept. 29, 1909.

Mr. M. Friedman, Supt.,
Carlisle Indian School.
My dear Sir:

In compliance with Order No. 30, and having in mind some things which transpired during Quiet Hour last year, special efforts have been made this year to reach our ideal in evening hour work.

The duty of supervising this work at Large Boys' Quarters and at the Athletic Building has devolved on Mr. Ramsey and myself, owing to the fact that there are two positions of male teachers and the Agricultural Teacher's position not yet filled. Mr. Ramsey has put forth special efforts along this line, and this work in Large Boys' Quarters was never so well done as now.

The work being done at the Library, Small Boys' Quarters, Gymnasium, and Girls' Quarters is also highly commendable; but the work in Athletic Quarters is not only a farce, but a standing menace to discipline, as the following will show:

In company with Mr. Ramsey, I went to the Athletic Building about twenty minutes after the second bell had rung for Quiet Hour. I found nearly all the boys in the billiard room, and both coaches (Mr. Warner and Mr. Wingard), as well as the Assistant Disciplinarian (Mr. Denny), were with them.

The excuse was that they did not know that it was time for Quiet Hour, and that they did not know that they were expected to be in their rooms.

Your recent order on this subject was posted on the wall a few feet away.

Not only my duty, but my interest in the general welfare of the school, compels me to make this report.

Very respectfully,

John Whitwell

Principal Teacher.

September 23, 1909.

2464

Mr. Whitwell,
Principal Teacher.

Dear Sir:-

The Superintendent advises that he does not desire to permit employees to take leaves during the school sessions with pay, but leaves will be permitted without pay.

Very respectfully,

SJN:SR

Chief Clerk.

2102
September 16, 1909.

Mr. Whitwell:

I enclose herewith approved request for leave of A. Belle Reichel, Teacher. Please advise when Miss Mollie V. Gaither reported to you for school work this week.

Very respectfully,