

*Mr. Ziegler*

OFFICE OF INDIAN AFFAIRS.

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# RULES

FOR THE

# INDIAN SCHOOL SERVICE.

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1904.

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WASHINGTON:  
GOVERNMENT PRINTING OFFICE.  
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DEPARTMENT OF THE INTERIOR,  
OFFICE OF INDIAN AFFAIRS,  
*Washington, November 2, 1904.*

*To agents and bonded superintendents.*

SIR: This pamphlet is the latest revised edition of the rules for the Indian school service and supersedes all others.

It is desired that you will give your personal attention to this edition and thoroughly familiarize yourself with its provisions, which are to govern the management of Indian schools.

A copy of these rules should be kept in a conspicuous place in the agency office and in the office of each school superintendent. A copy must be furnished every employee above the grade of Indian assistant, which copy must be returned to the superintendent when the employee leaves the school.

Extracts from circulars, etc., which may be of value in construing these rules are added as an appendix. They should be carefully noted by agents and superintendents.

Very respectfully,

W. A. JONES,  
*Commissioner.*



## RULES FOR THE INDIAN SCHOOL SERVICE.

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1. The preparation of Indian youth for the duties, privileges, and responsibilities of American citizenship is the purpose of the governmental plan of education. This implies training in the industrial arts, the development of the moral and intellectual faculties, the establishment of good habits, the formation of character, and preparation for citizenship. The development of this plan should be through the medium of permanent and well-directed efforts.

2. Indian schools are divided into nonreservation boarding schools, reservation boarding schools, and day schools.

3. These schools should be conducted upon lines best adapted to the development of character and the formation of habits of industrial thrift and moral responsibility, which will prepare the pupil for the active responsibilities of citizenship.

4. The administration of the Indian school service is vested in the Commissioner of Indian Affairs, subject to the direction of the Secretary of the Interior.

### SUPERINTENDENT OF INDIAN SCHOOLS.

5. It shall be the duty of the superintendent of Indian schools, under the direction of the Commissioner of Indian Affairs, to assist in the administration of the educational work of Indian schools; to organize Government schools for Indian youth; to prepare courses of study and circulars of instruction concerning the educational management of the schools and methods of instruction; to examine and recommend text-books and other school appliances; to visit and inspect Indian schools, and from time to time to report to the Commissioner of Indian Affairs concerning their condition, defects, and requirements; and to perform such other duties as he may direct.

### SUPERVISORS OF INDIAN SCHOOLS.

6. There shall be five supervisors of Indian schools, each being assigned to a supervisor's district.

7. The supervisors' districts as at present constituted are as follows:

*No. 1.*—Schools located in the States of Utah, Colorado, Kansas, Oklahoma, and Indian Territory, and the Territory of New Mexico, with the exception of the Navajo Reservation.

*No. 2.*—Schools located in the States of Nevada, California, the Territory of Arizona, the Navajo Reservation in New Mexico, and schools in Oregon south of the forty-third parallel of latitude.

*No. 3.*—Schools of Nebraska, South Dakota, with the exception of the Standing Rock Reservation, and the Pipestone School in Minnesota.

*No. 4.*—Schools in Oregon north of the forty-third parallel of latitude, Washington, Idaho, Montana, and Wyoming.

*No. 5.*—Schools in the remainder of the States.

These districts may be changed from time to time by special order of the Commissioner of Indian Affairs whenever he deems it for the best interest of the service.

8. It shall be the duty of supervisors of Indian schools to organize and inspect the various Indian schools in the district to which they may be assigned, and to perform such other duties connected with the Indian school service as may be imposed upon them by the Commissioner of Indian Affairs.

9. The supervisor has general oversight of all schools in his district, both Government and contract, including public schools in which Indian children are educated at Government expense. He must acquaint himself with the educational status and needs of each reservation and of all the Indians in his district, and report from time to time to the Indian Office the facts and his recommendations. After each inspection of a school he will make a special report upon the same with definite recommendations. He must visit each school as often as practicable and note its organization, grading, promotion of pupils, discipline, and methods of instruction (personally examining the classes), character and condition of school buildings and premises, culinary and other domestic arrangements, industries taught and how they are carried on, amount of land cultivated and stock cared for, what improvements or extent of industrial training and plant will be advantageous and practicable; the character, efficiency, and adaptability for the position occupied of each school employee; sufficiency in quality and quantity of subsistence supplies, clothing, furniture, books, and apparatus; and particularly the tone of the school and the methods employed for developing moral character in the pupils.

Buildings in the course of erection should be especially examined to ascertain if materials and workmanship are good and thorough and in accordance with contract, and the necessity for enlargement, repair, or remodeling of buildings should have careful attention. He shall examine critically all school records and see that they are properly kept. The supervisor must do all in his power to increase the attendance of pupils at school, and he must impress upon parents and children the necessity for education and industrial training.

10. During the closing and vacation months each supervisor is expected to visit schools in his district and determine by suitable tests



what children are ready for transfer from reservation and nonreservation boarding schools to other schools. He will ascertain, as far as possible, the name of the school to which it is desirable to transfer each child, and whether or not the consent of the parents will be obtainable, and transmit to the Commissioner of Indian Affairs lists of names of such pupils, together with any data or information necessary, as rapidly as the same may be collected. He will also report lists of pupils ready for transfer whose continuance at their respective schools may be specially desirable, together with reasons for their continuance.

11. There shall also be a supervisor of engineering, whose duties shall consist primarily in inspecting steam-heating, water, sewer, and electrical systems. He shall report upon defects therein and submit recommendations for improvement.

12. There shall also be a supervisor of construction, whose duties shall consist primarily in investigating all buildings, school plants, etc., formulating plans for their improvement.

13. These two supervisors shall also report on the qualifications, effective industry, etc., of superintendents of construction, engineers, carpenters, and other industrial employees.

#### SPECIAL INDIAN AGENTS.

14. Special Indian agents may be required, in addition to their regular duties, to perform those ordinarily assigned to supervisors of Indian schools.

#### AGENTS.

15. The agent, under the rules and regulations of the Indian Office, has charge of, and is held responsible for, all school work among the Indians on his reservation. He shall enforce these rules and regulations with firmness and tact, and promote by all legitimate means in his power educational work intrusted to his care. He shall visit and inspect all schools on his reservation as often as necessary, keep informed of their condition and requirements, the advancement or retrogression of the pupils, the manner and methods of employees in the discharge of their duties, and make from time to time reports of all matters of general interest to the Indian Office. He shall see that the pupils have proper training in all respects; that abundant and wholesome food, suitable clothing, sufficient fuel, and an ample supply of good water are provided; that sanitary laws and regulations are complied with; that the buildings are kept in repair and are properly heated, lighted, ventilated, and cared for; that the dormitories are not overcrowded, and that proper medical attendance and supervision are afforded.

16. The agent shall, as far as practicable, place in school all Indian youth over 5 and under 18 years of age for whom he has accommodations.

17. No Indian youth over 18 years of age shall be admitted to any Indian school without the consent of the Commissioner of Indian Affairs; but when kindergarten facilities are provided, with the consent of the Commissioner of Indian Affairs, children may be enrolled at 4 years of age.

18. When the children have arrived at an age when they can properly appreciate the benefits of further educational advantages every effort must be made to induce both parents, guardians, and children to avail themselves of the opportunity presented.

19. A complete record of all children transferred from the reservation must be kept by the agent, which record should show names, parents or guardians, tribe, age, date of transfer, and by whom, and for what school collected. Should a child return to the reservation, date of return and physical condition at the time must be noted on this record.

20. The law (27 Stat., p. 635) provides that "the Secretary of the Interior may, in his discretion, withhold rations, clothing, and other annuities from Indian parents or guardians who refuse or neglect to send or keep their children of proper school age in some school during a reasonable portion of each year," and in all cases where it is deemed advisable by the agent to so withhold rations, clothing, or annuities from parents or guardians he will report fully all the facts and reasons for his recommendations to the Commissioner of Indian Affairs for his action. This does not apply to pupils leaving school without proper authority, who are to be returned to the school without delay.

21. When notified by the superintendent of a reservation boarding school or by the teacher of a day school on his reservation of the fact that a pupil enrolled on the agency on which the school is located has left the school without permission, the agent shall promptly return such pupil to the school. (See Indian appropriation act for fiscal year 1892.)

22. Should any parent, guardian, or other person harboring the pupil fail or refuse to deliver him, the agency police and school employees, or either of them, shall arrest and return such pupil under the order of the agent. Agency police and school employees are authorized and empowered to arrest and bring before the agent for suitable punishment any person or persons who may hinder them in their lawful performance of this duty.

23. Parents, guardians, or other persons who may obstruct or prevent the agent from placing Indian children of the reservation in the schools thereof shall be subject to like penalties, provided that these regulations shall not be construed as authorizing the removal of Indian children from their reservation to be placed in a school outside of such



reservation without the consent of the parents or guardians of the children by law required to be first obtained.

24. When the agent is notified of the return to his reservation of a pupil of a nonreservation school, he shall take the necessary steps to inform himself as to the legitimacy of his return. Should he find that the pupil can not produce satisfactory evidence of proper authority for his return, a full report of all the facts must be made promptly to the Indian office, and the superintendent of the school notified thereof.

25. The agent shall keep to date a census of children of school age on his reservation. Opposite each child's name he shall place the name of the school, if any, which the child attends, and at the close of each fiscal year a copy of this census shall be forwarded to the Indian Office.

26. The agent shall not require of the superintendent of a school under his charge anything inconsistent with his position. He shall give directions in regard to the duties of school employees and other school matters through the superintendent, and all his orders and directions must be obeyed, subject, however, on appeal, to the approval of the Commissioner of Indian Affairs.

27. Over a bonded school within the limits of his agency or adjacent thereto the agent shall exercise advisory supervision and cooperate with the superintendent in every effort for the general welfare of the school; assisting, if necessary, with his police force, in maintaining order, preventing desertions, returning runaways, and enforcing attendance.

28. The agent shall report quarterly the cost of all articles issued to each Government school under his charge during the quarter.

29. He shall, immediately after the close of each quarter, report to the Indian Office the name, tribe, age, and sex of each pupil, and number of days the pupil has attended school during the quarter.

30. He shall, at the close of each month, cause the superintendents and day-school teachers of the schools under his charge promptly to prepare a monthly report of the attendance upon each school and forward it immediately to the Indian Office.

31. At the close of each fiscal year he shall submit in his annual report a full report of all educational work under his supervision during the year, accompanying the same with special reports of the superintendents and day-school teachers.

32. About April 1 of each year he shall submit a list of such positions and salaries as he shall deem necessary for the ensuing fiscal year, accompanying the same with a list of the positions and salaries for the current fiscal year.

33. Not later than September 1 in each year he shall submit, in order that the Indian Office may prepare its annual estimate to Congress for

support of schools for the succeeding fiscal year, a separate estimate for each school under his charge, showing the amount which in his opinion will be required for its successful conduct. This report shall be a clear and definite statement of the requirements of the school.

34. On April 1 and December 1 in each year he will submit an "efficiency report" of all employees at his schools, prepared by the superintendents thereof, together with such remarks and recommendations as he may desire.

35. It shall be the duty of the agent to visit all private, mission, and public schools within the limits of his reservation, and adjacent thereto, in which Indian pupils are taught, and from time to time report upon their condition and efficiency.

36. Applications for contracts with public schools will be referred to the nearest Indian agent, and it shall be his duty to investigate the application and indorse his recommendations thereon before transmitting it to the Indian Office.

37. When special reports are called for the agent will promptly prepare and forward them.

#### SUPERINTENDENTS OF BONDED SCHOOLS.

38. Superintendents who are required to give bond for the faithful performance of their duties are, so far as the same are applicable, under the same rules and regulations as those prescribed for agents. The term "bonded superintendent," when used in these rules, is to be understood generally as interchangeable with "agent."

39. Industrial teachers or other persons who are required to give bond before taking charge of schools are, so far as the same can be applied, considered under the rules and regulations governing agents.

40. These bonded officials in all cases report directly to the Commissioner of Indian Affairs.

41. Bonded superintendents and other bonded officials have entire control of the schools under their charge, subject to the regulations for the conduct of unbonded schools. They are authorized to establish such special regulations regarding the details of the school work as circumstances may require; to determine, within the limits of these rules and the orders of the Indian Office, the duties of employees; to direct the work of the school; to administer discipline, and to be accountable for money earned and expended by pupils, keeping a strict account thereof, and making quarterly reports to the Indian Office.

42. Bonded superintendents of schools situated within the limits of a reservation must cooperate with the agent in all matters relating to the educational affairs of their schools. The agent is required to aid and assist by every means in his power the bonded superintendent in securing the attendance of children of the school.



## RESERVATION SCHOOL SUPERINTENDENTS.

43. Superintendents and principal teachers in charge of boarding schools under agents are the executive officers of the agent, through whom the affairs of the school are administered.

44. The superintendent shall have general charge, under the direction of the agent, of the school premises, including buildings and grounds allotted for school purposes, and be responsible for the care and proper protection of the same.

45. He will also keep an account of all Government property that may be in his possession, directly or indirectly, in order that proper and accurate returns of the same may be made as the agent may direct. Superintendents will be expected to keep themselves fully advised as to the condition of all Government property, stores, etc., in their charge, and to advise the agent from time to time when, in their judgment, such property, etc., becomes unserviceable, that prompt measures may be taken for the disposition of the same by condemnation or otherwise.

46. He shall keep on file a map of the school grounds, plans of buildings, and data with reference to the same.

47. He shall have the immediate control of the school, be responsible for its discipline, for the character, conduct, and efficiency of the employees, for the gradation, classification, and promotion of pupils, their moral and industrial welfare and progress, and the distribution of labor among the employees. He shall act as principal teacher if necessary.

48. Reservation school superintendents are required to do all in their power to assist the agent in filling the school, and are authorized also to call upon the school employees to do a share of this work.

49. He shall arrange a programme of schoolroom exercises and industrial work, and assign employees to their duties and responsibilities in accordance therewith, defining the work of each. He shall decide upon the hours of recitation and industrial work for each pupil and approve the daily details.

50. As the occasion demands, he shall hold meetings with the school employees for consultation as to the general welfare of the school.

51. In his intercourse with employees he shall be courteous and kind, and support them within the lawful limits of their authority.

52. He shall issue his orders to the heads of the various departments and hold each one to a strict account for their proper performance. His criticism of the conduct and work of employees must be in private, and the strict rules of official courtesy must at all times be maintained.

53. In cases of controversy or want of harmony, which the superintendent is unable to settle amicably, the entire matter must be referred

to the agent. If the agent is not able to restore cordial relations, all the facts must be reported to the Commissioner of Indian Affairs.

54. The superintendent shall personally inspect daily the various departments of the school, and at least twice a week thoroughly inspect the dormitories and hospital.

55. All cases of infectious or contagious diseases must be promptly reported by the physician, nurse, or matron to the superintendent, who shall take immediate steps for the isolation of the patients. He shall take special care to isolate cases of pulmonary tuberculosis, providing antiseptic cuspidors, and using every precaution to prevent the disease from communicating itself to others through sputa or breathing of infected air.

56. The superintendent shall use all proper means within his power to retain pupils in continuous attendance at the school during the entire year, except when the school is closed for vacation. Visits of pupils to their homes should be as brief and infrequent as possible.

57. The superintendent shall keep on file a full and complete record of all pupils enrolled at the school, preserving carefully both their Indian and English names. At the end of each school year after enrollment there should be added an entry as to the physical, moral, and intellectual standing and progress of the pupils, and, finally, the date and reason for separation from the school.

58. He shall keep the agent fully advised by written reports as to the new pupils entering the school, showing names, sex, age, tribe, residence, and date of entering school, together with such other data as may be required.

59. The superintendent shall keep the agent advised of all prospective changes in the employee force of the school.

60. At the close of each fiscal year he shall submit an annual report, giving a full history, for the year, of the school and of each of its departments. For the preparation of this report he may require written reports from the employees under him.

61. He shall, at the date on which the general efficiency reports of employees are required, prepare the same for submission to the agent, and transmission by him, with his approval or disapproval.

62. It shall be the duty of superintendents and acting superintendents of Indian schools to receive and control all mail matter addressed to pupils of their respective schools who are minors, and to withhold the same from delivery where, in their opinion, it contains unmailable or otherwise improper communications or articles. All mail matter so retained shall be promptly turned over to the postal authorities. Other improper communications shall be returned to the writer or forwarded to the Indian Office for further disposal.

63. During the absence of the superintendent of the school, with



the approval of the agent, he shall designate one of the employees to act for him.

64. The superintendent, where there is no industrial teacher, shall designate some one of his industrial force to have the special care of the school grounds; and it shall be the duty of this employee, by himself and through details, to keep the same in a neat and artistic manner.

#### SCHOOL EMPLOYEES.

65. The employees usually authorized to assist the superintendent of the school in its conduct are as follows: Assistant superintendent, clerk, physician, principal teacher, teachers, kindergartner, manual training teacher, matron, nurse, seamstress, laundress, baker, cook, industrial teacher, disciplinarian, farmer, shoe and harness maker, carpenter, tailor, engineer, night watchman, and various assistants, together with such special employees as may be designated.

66. Each employee is considered as an instructor in the department for which he is employed. Instruction is an essential portion of his duties, and while such employee is expected to labor himself, the teaching of the Indian pupil is of first importance.

#### ASSISTANT SUPERINTENDENT.

67. In the absence of the superintendent of the school, the assistant superintendent shall act as superintendent of the school. He shall perform the duties of principal teacher and in all other matters act as the assistant of the school superintendent in the management, control, and direction of the school.

#### CLERK.

68. The clerk of the school shall perform such clerical duties as may be required of him.

#### PHYSICIAN.

69. The school physician, while responsible to the superintendent and under his orders, shall have charge of all sanitary matters connected with the school.

70. The school hospital shall be under his immediate supervision; he shall prescribe its general regimen, give instructions in particular cases, and decide upon the admission and dismissal of patients. The employees of the school hospital shall be under his immediate direction, though their duties shall be assigned them by the superintendent.

71. He shall thoroughly examine pupils proposed for transfer to other schools, and also examine Indian children previous to their admission to reservation schools with reference to incurable, infectious, or contagious diseases that might affect other pupils or be seriously aggravated by the confinement incident to school work.

72. He shall make to the Indian Office, through the superintendent, a quarterly and an annual report of the sanitary condition of the school, and shall keep a permanent record of all cases treated.

73. In addition to his professional duties, he shall, at the request of the superintendent, give the pupils simple instruction in the elements of physiology and hygiene, explaining particularly the necessity for proper habits in eating and drinking, cleanliness, ventilation, and other hygienic conditions; the manner of treating emergency cases, such as hemorrhage, fainting, drowning, sunstroke, etc. Classes of the most advanced and intelligent pupils should be instructed in regard to the nursing and care of the sick.

74. Where there is no school physician these duties will devolve upon the agency physician, so far as practicable. He shall be subject to the orders of the agent, but in all cases shall be ready to comply, so far as practicable, with the wishes and suggestions of the superintendent. If an agency physician fails to give proper attention to the school hospital, or the medical or sanitary needs of the school, a statement of the case should be presented by the superintendent to the agent, and, if the circumstances seem to demand it, the agent may refer the case to the Indian Office.

75. The superintendent will require the physician to vaccinate each pupil previous to enrollment at the school, unless a certificate is presented from the agency or school physician at the place from which the pupil was received that the pupil was vaccinated within one year prior to the date of enrollment.

76. Employees and employees' children must be vaccinated, as it is the intention to render the schools as nearly immune from smallpox as possible.

77. If there is at any time any immediate danger of infection from smallpox at or near the school, all persons, including pupils, must be vaccinated, whether they have been previously vaccinated or not.

78. A careful and complete record must be made of the dates and names of those persons vaccinated, which shall be kept on file at the office of the school.

#### TEACHER.

79. The duties of each teacher and assistant teacher shall be those assigned by the superintendent or principal teacher of the school.

80. Where there is but one teacher he shall be secretary of the school and shall keep the school register. Any teacher may be required by the superintendent to assist in clerical or other work incident to the school.

81. Each teacher shall keep an accurate daily register of all pupils under his charge. This register shall be filed in the office of the superintendent and be open to the inspection of all inspecting officials. (Circular No. 34, January 2, 1900.)



## KINDERGARTEN TEACHER.

82. The kindergartner shall have control and direction of the kindergarten and, subject to the supervision of the superintendent, make the necessary rules therefor.

## MANUAL TRAINING TEACHER.

83. The manual training teacher shall have charge of the classes in manual training. He shall teach the application of the arts and sciences to the mechanical trades, including the proper care and use of tools.

## MATRON.

84. The matron, subject to the directions of the superintendent, shall be responsible for the domestic management of the school. She shall have the care and oversight of the dormitories, and, either personally or through her assistants, shall see that the beds are properly cared for; that the toilet of the girls is carefully made each morning; that the clothing of the pupils is kept in proper condition, and that care and attention are given to the sick pupils.

85. The matron shall see that the work in the kitchen, laundry, sewing room, dining room, dairy, and other departments of domestic economy is properly performed. She shall make the necessary details of girls for such work and for instruction in these departments.

86. The matron shall have charge of the domestic departments of the school, and assign the assistant matrons, seamstresses, etc., to their various duties.

87. Either the matron or one of the assistant matrons, shall, in connection with the industrial teacher, have the care of the boys' buildings, and the small boys shall be specially under her supervision.

## NURSE.

88. So far as the hospital and kindred work requires, the nurse shall be under the direction of the physician.

89. Where the school is supplied with a regularly trained nurse, she shall be under the direction of the physician, if there is one authorized; otherwise under the direct orders of the superintendent of the school. When there are no cases of sickness in the hospital or sick room requiring the constant attention and care of the nurse, she will perform the duties of assistant matron when so designated by the superintendent.

## SEAMSTRESS.

90. The seamstress, with the assistance of the girls, shall do the sewing and mending required for the school and teach the girls to make and mend clothing.

## LAUNDRESS.

91. The laundress, with the assistance of the pupils, shall do the washing and ironing required for the school. Laundering for employees may be done in the school by the laundress, if such work will not interfere with the proper discharge of her duties or necessitate the employment of an assistant laundress; but if such laundering is done, the employees must pay for the same—the pay to be given to the pupils and laundress who perform the work—upon basis approved by the superintendent.

92. In preparing implements and room for laundry work, arrangements shall be made for doing by hand such an amount of said work as may be sufficient to teach the female pupils the art of hand laundry work. (Indian appropriation act, fiscal year 1904.)

## COOK.

93. The cook, with the assistance of the pupils, who shall be regularly detailed for that work, shall prepare all food required for the school, attend to setting the tables, washing the dishes, and cleaning the lamps each day, see that everything in the kitchen and dining room is kept in proper order, and that the kitchen and dining room are locked at night, and shall be responsible for all articles in her department.

94. The cook should also instruct the pupils in such plain and simple cooking as will be required by the Indians in their homes. She will give proper instruction to the details of girls to the kitchen, and by precept and example inculcate economy and the right preparation of food.

## BAKER.

95. The baker shall have charge of the bakery, and, whenever necessary, shall assist the cook.

## INDUSTRIAL TEACHER.

96. The industrial teacher, under the direction of the superintendent, shall attend to all the outside manual labor connected with the school, cultivate thoroughly the school farm and garden, care for the stock belonging to the school, keep a supply of fuel on hand, make repairs on buildings, and see that the school property and grounds are kept in good order. All such work shall be done, with his assistance and supervision, by the boys of the school regularly detailed for that purpose. He shall perform such other duties as may be required of him by the superintendent. When there is a regular farmer the industrial teacher shall, when necessary, assist in all farming and gardening operations.



## FARMER.

97. The farmer shall have charge of the farm, garden, and stock, and be responsible for their careful management and condition.

## DISCIPLINARIAN.

98. The disciplinarian shall be specially charged with the discipline of the school and such other duties as may be assigned him by the superintendent.

## CARPENTER.

99. The carpenter shall make all necessary repairs to the buildings, outhouses, fences, etc., which can be performed by his own labor or with the assistance of the boys. He shall make weekly inspections of the plant, in order that he may be informed of its condition. When necessary, his reports should be made the basis of estimates to be submitted to the Indian office.

## ENGINEER.

100. The engineer shall have the care of the steam heating, lighting, and other similar systems.

101. He shall also have charge of the fire-protection system of the school.

## FEMALE INDUSTRIAL TEACHER.

102. For certain reservations there are appointed female industrial teachers whose duties cover everything connected with domestic work, sewing, care of children, nursing the sick, improvement of house and premises, organizing of societies for mutual, moral, and social advancement of old and young, in fact anything which women of good judgment, quick sympathies, fertility of resources, large practical experience, abundant energy, and sound health can find to do among an ignorant, poor, superstitious, and confiding people. This work should be accomplished by kindly house-to-house visitations, with practical lessons then and there of how to do what needs to be done to make the Indian habitation a true home. These employees are directly under the orders of the agent.

## OTHER EMPLOYEES.

103. The specific duties of tailors, shoe and harness makers, blacksmiths, nurserymen, etc., are assigned by the superintendent and are indicated in the names of the positions.

104. Employees filling assistant positions are required to faithfully aid and assist their principals in the proper discharge of the duties assigned them.

105. When it is necessary to assist the industrial teacher some employee shall be required by the superintendent, in addition to regular duties, to see that the boys retire properly; that their clothing and persons are suitably cared for; that they are regularly bathed; that their toilet is neatly made in the morning, and that they are prompt at meals and details; also to keep a correct record of absentees.

106. Some one shall be designated by the superintendent to have charge of the ringing of bells and keeping the time for the school.

107. Indians shall be employed in preference to whites in positions which they are competent to fill.

108. All employees are required to be faithful and earnest in the discharge of their duties, and to render prompt and loyal obedience to the orders of the agent and superintendent. Harmonious cooperation among all those in the service is essential to the success of the school. Each employee must cheerfully assist in the work of any other employee should necessity require.

109. While the duties of the position are ordinarily defined in the name, yet employees may be called upon to perform duties of a different character for which they are fitted or as necessity required. No employee must be assigned, however, to a position of a radically different grade or class, except temporarily, which fact must be reported to the Indian office, with reasons for such assignment.

110. The law limiting the hours of daily service to be required of laborers and mechanics in the employ of the United States does not apply to employees at Indian schools, they being regarded and appointed as teachers in their respective lines of work, and are required in addition to performing their regular duties to give instruction to the pupils.

#### APPOINTMENTS, REMOVALS, AND PROMOTIONS.

111. All appointments, transfers, removals, and promotions in the Indian school service are made by the Commissioner of Indian Affairs, the appointments (except in the case of Indians) being made from the certification of eligibles furnished by the Civil Service Commission. In the case of the appointment of a bonded superintendent of a school the selection is subject to the approval of the Secretary of the Interior.

112. Appointments are considered permanent so long as the position occupied is retained, provided the probational service of the appointee has been satisfactory to the Commissioner of Indian Affairs.

113. All officers and regular employees at Indian agencies and schools, of whatever function or designation, whether compensated by a fixed salary or otherwise, except persons employed merely as laborers, and Indian agents whose appointments are subject to confirmation by the Senate, are in the classified service.

114. The following positions are, however, excepted from the



requirements of examination and certification by the Civil Service Commission, and consequently also from the civil-service rule governing the removal of employees:

(a) All Indians, except those employed as superintendents, teachers, manual-training teachers, kindergartners, physicians, matrons, clerks, seamstresses, farmers, and industrial teachers.

(b) Financial clerks.

(c) Physicians employed by contract at Indian schools and receiving not more than \$720 per annum salary, who may lawfully perform their official duties in connection with their private practice, each employment, however, to be subject to the approval of the Civil Service Commission.

115. The probational period of school employees is six months from the date of entrance upon duty.

116. If at the end of the probational period the services of the employee are considered satisfactory, he will be given a permanent appointment. The agent will in each case report as to the punctuality, industry, habits, ability, and adaptability of the probationer, and recommend whether he should be retained or dropped from the service. Such reports and recommendations will be submitted in time for the Indian Office to pass upon the same and notify the employee of his reappointment or relief before the expiration of his probationary term.

117. Indians may be appointed as superintendents, teachers, manual-training teachers, kindergartners, physicians, matrons, clerks, seamstresses, farmers, and industrial teachers upon noncompetitive examinations, which shall consist of the same tests of fitness as those applied to persons seeking appointment through competitive examinations. (Civil Service Rules of April 15, 1903.)

118. When required in the interests of good administration, such a noncompetitive examination may also be given to test the fitness of a classified employee not in the excepted class, for transfer or promotion from one position to another calling for different or higher qualifications, and also to test the fitness of the wife of the superintendent of an Indian school for appointment as teacher or matron in such school. (Civil Service Rules of April 15, 1903.)

119. While all promotions, transfers, reductions, and dismissals will be made by the Commissioner of Indian Affairs, agents are required to recommend such changes from time to time as they believe to be for the best interest of the service.

120. No recommendation for the promotion of a classified employee shall be considered by any officer concerned in making promotions, unless it be made by the person under whose supervision such employee has served; and such recommendation by any other person, if made with the knowledge and consent of the employee, shall be sufficient cause for debarring him from the promotion proposed, and a repeti-

tion of the offense shall be sufficient cause for removing him from the service. (Civil Service Rules of April 15, 1903, and Department Circular June 10, 1898.)

121. So far as practicable, it is desired to promote to higher grades the employees who have manifested special aptitude for such work, or who have distinguished themselves by devotion to duty. The "efficiency reports" will largely be the basis of these promotions.

122. For all positions in the Indian service other than those named in subsection (a), Rule No. 114, Indians may be appointed by the Commissioner of Indian Affairs without examination.

123. For minor positions paying a salary of \$300 or less per annum, the agent may appoint competent Indians, subject to the approval of the Commissioner of Indian Affairs.

124. In submitting the appointments of Indians which have not been specifically authorized by the Commissioner of Indian Affairs, agents must state on the blank form used whether or not such Indians are also enrolled as pupils."

125. Indians employed in positions paying \$300 or less per annum may be permitted board with the pupils where practicable, but no additional ration must be issued for the purpose.

126. All Indian appointees must submit upon proper blanks their history and qualifications for the position, etc., before the appointment will be made permanent.

127. In cases of emergency requiring immediate appointment to the position the agent may fill a vacancy temporarily, and must report his action at once to the Indian Office.

128. All changes in school employees must be reported on the blank report, Changes of School Employees, Form 5-241, as soon as the changes occur. The name must be carefully written and the data called for by each column given.

129. No appointment or relief of an employee must be reported until the employee has actually entered on duty or terminated service.

130. All positions and salaries in the Indian service expire June 30 of each year; therefore the relief of an employee whose service terminated on that date must be reported, and any service terminating prior to that date must also be promptly reported.

131. Unless specially ordered otherwise by the Commissioner of Indian Affairs, or unless the position has been abolished, the reappointment of all persons on the rolls June 30 of each year must be promptly submitted as of July 1 succeeding. An employee on leave is considered on duty, and his name should be submitted.

132. The names of day-school employees should be submitted when they begin service.

133. The names of employees of day schools who do not have vacation in July should be submitted July 1, relieved on the day



before their vacation commences, and resubmitted on the date they begin service after vacation.

134. All persons in the Indian school service are engaged with the distinct understanding that character, merit, efficiency, health, and special qualifications for the work required are the only considerations upon which they can hope to be retained or promoted.

135. Removals will be made for cause, such as immorality, incompetency, indolence, violent temper, and neglect of or refusal to perform duty, and also for manifest physical disability.

136. An adverse report of any officer of the Department to whom the Indian Office has a right to look for information regarding the conduct of the schools will ordinarily be deemed sufficient cause for suspension or removal of any school employee.

137. When an employee is guilty of an offense, or is inefficient to an extent that seems to warrant dismissal from the service, it is the duty of the agent to prefer written charges to the Indian Office, stating specifically the ground of complaint, and at the same time furnish a copy thereof to the accused. Within a reasonable time thereafter the latter may, through the agent, submit to the Commissioner of Indian Affairs a reply in writing, and in default of such a reply it will be considered that defense is waived. No examination of witnesses nor any trial or hearing shall be required or allowed except in the discretion of the Commissioner of Indian Affairs.

138. When, in his judgment, the interests of the service require such summary action, the accused employee may be suspended by the agent from duty and pay, pending action upon the charges by the Indian Office. In all cases of suspension, report thereof, with a full explanation of the circumstances necessitating such action, must be submitted *immediately* to the Commissioner of Indian Affairs.

139. Should the position of an employee be abolished he will have to be dropped from the service unless transferred to another position, and can have no claim against the Government for salary after being so dropped.

140. If, prior to the expiration of his probational period, a probational appointee is guilty of an offense, or is inefficient to a degree seeming to warrant removal from the service, action must be taken in the same manner as with a permanent employee under similar circumstances.

141. Employees who are separated from the service without delinquency or misconduct are eligible for reinstatement without examination, at any time within one year, to a position requiring the same kind of examination as the one from which they were separated: *Provided*, That the limitation as to time does not apply to persons who served in the United States Army or Navy during the civil war or the war with Spain, and were honorably discharged therefrom; nor to their widows.

142. When an employee resigns from the service his written resignation, with an appropriate indorsement by the agent, must be forwarded to the Indian Office for acceptance.

143. Employees at Government boarding schools must understand when they accept the appointment that the conditions of life in an Indian boarding school differ from ordinary school or home life; that the work will be difficult and confining, with little opportunity for recreation or social pleasure; that long hours of service are required, and that every employee must be willing to work night or day if special emergencies arise; that the duties of an employee do not end at a given hour, but may be continued indefinitely.

144. It also must be understood by anyone entering this service that additional duties or duties entirely different from those usually attached to the position to which he or she is regularly assigned may be required. Efficiency and success can come only to those who are interested in the education of the Indian, who are physically able for the arduous duties to be performed, and willing to do whatever is necessary for the good of all concerned. No person should offer himself for a position in this service who is encumbered with the care of children or invalids, or is in any way hampered in giving to the Government full time and best service.

145. Employees pay their own traveling expenses to and from the school and for their board while there, but quarters will be provided at the school.

146. The furnishing of quarters must not be considered as a matter of right, and therefore in their assignment of rooms to employees superintendents will understand that legitimate dormitory space must not be encroached upon. If necessary, two or more persons must occupy one room, and employees with families must content themselves with the same space, unless otherwise ordered by the Commissioner of Indian Affairs.

147. The salary of a teacher has no relation whatever to the grade or class of pupils intrusted to his or her care. If a teacher is promoted in salary it does not imply a change in work. The teacher who has the highest class may have the lowest salary, and vice versa. Assignment to any class must be based only upon the teacher's skill and availability. Increase of salary will rest upon proved efficiency in the work, and, other things being equal, upon successful experience.

148. Transfers from one school to another will not be made during the school year except for good and valid reasons.

149. The transfer of an employee for want of harmony with the management of the school will not be made. If an employee can not perform the duties of the position satisfactorily and efficiently in one school, no transfer will be given to carry on the same conduct, in all probability, in another. Such person must remain at the school and



perform the duties of the position efficiently and satisfactorily or be relieved. Agents and superintendents will in such cases be expected to submit definite recommendations looking to a removal from the service.

150. There is no authority of law to retain a temporary employee until he can pass an examination and his name be certified for permanent appointment. Neither is there any authority to give a special examination for permanent appointment to a person not already within the classified service, except in the case of the wife of a superintendent to be appointed as teacher or matron, and in the case of Indians. Agents and superintendents will therefore not make such requests.

#### VACATION AND LEAVES OF ABSENCE.

151. During the fiscal year boarding schools shall be in session during four terms of about ten weeks each, beginning the first week in September and ending the last week in June. Schoolroom exercises may be omitted during a recess of not less than five nor more than ten days at Christmas and again in the spring, when "spring work," both inside and outside the house, demands special attention; also upon public holidays provided for in these rules.

152. The school year for day schools is ten months, and the salary allowed day school teachers is for ten months of service, or *pro rata* for any less period. Not exceeding five days will be permitted as a Christmas holiday at these schools, but the public holidays must be observed, as provided for in these rules.

153. No other interruption of school work will be permitted, except during the two months allowed for vacation, which will ordinarily be July and August. In nonreservation schools pupils will be retained throughout the year, and the vacation will consist only of intermission of schoolroom exercises and suitable variations in the industrial routine. So far as practicable, the same shall obtain among the reservation schools; otherwise they may be closed for vacation.

154. In some schools it may be better that the vacation occur at some other time than during July and August; for instance, during sugar making in the spring, or during hop-picking season in the fall, or later than the 1st of July, so as to have the pupils on hand just at the time when the farm work is most important and when the supply of vegetables, etc., for the school table will be most abundant. No changes, however, in dates of opening or closing school or in the dates or duration of vacations or recess shall be made without previous authority from the Indian Office. Requests for such changes, accompanied by the reasons for the recommendation, must be forwarded to the Commissioner of Indian Affairs.

155. Leaves of absence with pay can not be claimed as a right, but may be granted by the Commissioner of Indian Affairs not to exceed

thirty days in any calendar year. Employees must take their leaves of absence during vacation, if possible, and if taken during term time special reasons why the same are necessary will be required.

156. Leaves of absence with pay where additional expense is entailed upon the Government to have the work of the absent employee performed will not be allowed. If the other employees, by doing extra duty, can make up for the absence of any employee during such leave, the Commissioner of Indian Affairs, upon the favorable recommendation of the superintendent of the school, approved by the agent, has no objection to granting the same. The fact that it is necessary for some person to be employed to perform the work of an employee on leave is sufficient evidence that such employee could not be spared at that particular time, and payment for such extra service will not be made.

157. Applications for leaves of absence must have the agent's and the superintendent's recommendation indorsed thereon, and if favorable it will be presumed that the application has been carefully considered and that the employee can be spared without additional expense to the Government.

158. Day-school employees, except where paid an annual salary, are not allowed leaves of absence with pay.

159. Temporary employees are not allowed leaves of absence under any circumstances.

160. Leaves 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. In case it is necessary to employ other assistance the agent will correspond with the Indian Office in regard thereto before making any agreement whatever.

161. Annual leaves of absence with pay and sick leaves of absence with pay under the law are considered independent of each other.

162. Applications for sick leave with pay will be considered on their merits without reference to the amount of annual leave which may have been taken during the calendar year.

163. Sick leave with pay for not exceeding thirty days in any one calendar year may be allowed by the Secretary of the Interior (1) in case of personal illness which disqualifies the employee for duty or makes it necessary for him to leave the agency 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; and (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.



164. Sick leave will not be granted in advance, but when necessary an employee may take the time actually required and submit an application for such leave through the agent upon his return to duty. The agent, however, must make immediate report of all such cases to the Indian Office.

165. Applications for sick leave must specify the exact period for which leave is desired 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 a certificate is not obtainable, affidavits and other evidence may be considered.

166. Sundays and legal holidays will be counted in periods of sick leave and leave without pay, except when the leave begins or ends on one of such days.

167. Should it become necessary or desirable for an employee to be absent from his duties on account of important business, the serious illness or death of a relative, or for any other good and sufficient reason at a time when he can not be spared without the Government's being put to the expense of employing some one else in his place, or his regular annual leave is exhausted, he may, upon the recommendation of the agent and a satisfactory explanation of the circumstances, be granted leave without pay.

168. In such cases the agent will, upon request and the presentation of satisfactory reasons therefor, be authorized to employ an irregular or temporary employee to do the work of the one who is absent. The employment of substitutes by employees themselves is forbidden.

169. Superintendents and employees of boarding schools, except as hereinafter provided, are required to take their annual leave during the vacation season if possible. Should application be made for such leave to be taken during the school term, satisfactory explanation of the necessity therefor will be required.

170. School employees whose work has to do with farming, stock raising, dairying, and kindred industries will not be granted annual leave during the vacation season, but must arrange to take such leave at other times when their absence will interfere less with their duties.

171. Should the leave to which an employee would be entitled for one calendar year not be taken before the expiration of that particular year it will be forfeited, and can not be taken at any subsequent time; nor will absence in the current year beyond the regular allowance be chargeable to the allowance for the subsequent year.

172. Employees who have been in the service less than twelve months may be allowed leave with pay only at the rate of two and one-half days annually for each month of service rendered.

173. 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.

174. When an employee who has been granted leave is transferred, to take effect on a specified date, any of the leave not taken before that date is canceled. His application may, however, be renewed after entering upon duty at his new station.

175. A leave of absence granted to an employee is not in the nature of a contract which the Government may not at any time revoke, and the employee may be 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 is not entitled to compensation for the period of such absence. (Dig. Dec. Comp., p. 413.)

176. In cases of emergency, such as sickness, death in family, etc., the Indian Office may be requested by telegraph, at the expense of the applicant, to grant the necessary leave.

177. All leaves of absence granted or taken without authority from the Commissioner of Indian Affairs will be deducted from the salary of the employee taking such leave.

178. All positions and salaries in the school service terminate June 30 of each year. Should any position not be reauthorized for the ensuing fiscal year, the incumbent of such position is of course relieved from duty June 30, and has no claim against the Government for leave of absence or remuneration after that period.

179. Leaves granted to employees in advance of the receipt of information as to what positions will be reauthorized during the next fiscal year are subject to the explicit understanding that, should the service of such employee terminate for any cause prior to the expiration of such leaves, the leaves will expire with the termination of service.

180. The agent is required to make a report to the Indian Office immediately after the expiration of each absence, whether on account of annual leave, sick leave, or leave without pay, stating the length of such absence and the dates of its beginning and ending.

#### DAY SCHOOLS.

181. Day schools are usually located in the midst of Indian communities, in order that the early processes of education may be carried on upon the threshold of their own homes. Instruction in them is begun at an early age, affording a sound basis for more advanced education to be afterwards gained in the higher schools. Because of the influence of children upon parents in their homes the day school should furnish valuable aid in the civilization and improvement of the tribe. When situated remote from the agency, they provide object lessons which would not otherwise be given, where advice may be sought, simple remedies suggested, and the good results of industry and order exemplified.

182. Children residing within a reasonable distance of a day school



should be enrolled as early as 5 years of age, and be continued as day-school pupils until they may be fitted for further education and training at the reservation or nonreservation boarding schools.

183. During the period of training in day schools, children must be given a thorough course of elementary instruction, special pains being taken to overcome their timidity; to teach them confidence in themselves and their teachers; to speak promptly and clearly when reciting or when spoken to, and to require rapidity of thought and exertion so far as it is consistent with accuracy. Personal cleanliness, with neatness of clothing, care of books, and of the school premises should be constantly inculcated and taught by example as well as by precept.

184. Where facilities for gardening exist, the boys should be taught how to raise vegetables.

185. The day school should be a civilized home among the Indians, and in order to emulate the example set both the children and parents, all school girls of suitable age should be taught housewifery, repairing and mending clothes, bread making, other plain cooking, etc.

186. Day schools are in charge of the teacher, whose duties are to see that the theory of Indian schools is carried out so far as his ability and circumstances will permit.

187. At some day schools it may be advisable to furnish a noonday lunch, requests for the establishment of which must be very full and explicit.

188. For schools where a noonday lunch is given housekeepers are appointed, and it is preferable that the positions of teacher and housekeeper be filled by a man and his wife.

189. The housekeeper shall prepare the noonday lunch, with the assistance of such girls as may be enrolled. She will give them instruction in domestic economy and be to them a "mother" and a friend.

190. Housekeepers, when active work is not pressing, should encourage the mothers of pupils and other women living in their vicinity to fashion and mend garments and to teach other domestic arts. One afternoon each week may well be devoted to this purpose and the women encouraged to attend, bringing with them suitable work. With the assistance of advanced pupils much valuable information can in this way be imparted and the confidence and interest of parents stimulated.

191. The teacher will classify the pupils, so far as practicable, according to the prescribed course of study.

192. Each teacher shall prepare and follow a regular programme of exercises, interspersing recitations and study with singing, calisthenics, and intermissions.

193. Teachers shall open their respective schools with appropriate exercises each day. They are expected to stimulate and encourage

pupils, and to use skill and ingenuity in adapting usual methods to the instruction of children who must acquire the language in which they are taught.

194. A session of a day school begins at 9 o'clock and continues until 4 p. m., unless otherwise authorized, with such intermissions as the age and welfare of the children may require. Sessions must be held on each day of the week, Saturdays, Sundays, and legal holidays excepted.

195. Schoolrooms are under the control of the teacher, who is authorized to detail pupils to care for the same, but the agent is responsible for the buildings and public property therein.

196. If there be an assistant teacher, the assistant shall have supervision of this part of the school work, and shall perform such other school duties as may be assigned by the teacher. The assistant teacher shall not, however, be required to perform personal service for the teacher.

197. Rules relating to boarding schools, the conduct of school employees, their appointment and removal, and their relations to the agent shall, so far as practicable, be in force at the day schools.

#### PUPILS.

198. Employees are not allowed to have pupils in their rooms except by permission of the superintendent, for specified reasons.

199. Pupils should not be required to act as servants of the superintendent or employees. If a pupil, however, desires to render personal service, an arrangement to that end may be made under the sanction of the superintendent; provided that suitable remuneration, agreed upon beforehand, be given to the pupil; and provided further, that the rendering of such service be not detrimental to the progress of the pupil in school work.

200. The payment of pupils for work in connection with the conduct and maintenance of Indian schools will not be permitted unless specific authority has been first obtained from the Commissioner of Indian Affairs.

201. Pupils must not be placed in authorized positions temporarily to fill a vacancy; if they are competent, however, to fill such a position, the duties should be performed without compensation, as a part of their training.

202. Pupils will not be permanently appointed to such positions and retained on the rolls as pupils.

203. Pupils shall be encouraged to attend the churches and Sunday schools of their respective denominations, and shall be accompanied by employees detailed by the superintendent for that purpose. Pupils who can not thus be accommodated shall be assembled during some



suitable hour for religious and ethical exercises of a strictly undenominational character.

204. School room exercises shall occupy not more than five hours of each of the five school days, and each pupil shall average not less than two hours' work in the school room daily.

205. Pupils shall be classified according to their capacity and scholarship, and be promoted from grade to grade, under such rules as may be prescribed by the superintendent of the school.

206. All instruction shall be in the English language. Pupils shall be required to converse with employees and with each other in English. All school employees must be able to speak English fluently.

207. There shall be a general assembling of pupils and teachers once each day for appropriate exercises.

208. Pupils shall be gathered together each evening for reading, study, singing, or other suitable exercises, at the close of which they shall retire in an orderly manner to their dormitories. Teachers and other employees shall assist the superintendent in these exercises as he may direct.

209. The "evening hour" in boarding schools should not be devoted to perfunctory and spiritless so-called study in poorly lighted and ventilated schoolrooms, but should be a true home hour, in which the children are gathered in groups or in a body, occupied in stimulating intellectual entertainments adapted to their age and condition. The singing of songs, the telling of stories, interesting readings and recitations, the stereopticon which takes them to distant lands and reveals the beauties, wonders, and amenities of civilized life, pleasing conversations, entertaining games, as well as opportunities for fancy work and a variety of other art work, should all conspire to make this hour one of the most fruitful of the day.

210. Pupils should be kept at school until they have completed the course of study, or as long as they may be benefited by the training which the school can furnish, provided, however, that no youth having passed the age of 21 years shall be continued in school without the explicit consent of the Commissioner of Indian Affairs.

211. Names by which the pupils have previously been known should be retained so far as practicable. If an English name is given to the pupil, the Indian name of the father should be retained as a surname. Vulgar or otherwise offensive sobriquets such as "Tobacco," "Mogul," etc., should be discountenanced and abandoned.

212. Pupils shall be required to attend meals promptly after proper attention to toilet. At least one employee shall be in the dining room during each meal, to supervise the table manners of the pupils.

213. Special hours shall be allotted for recreation. Provision shall be made for outdoor sports and school excursions, and the pupils

encouraged in daily healthful exercise under the eye of a school employee. Simple games should also be devised for indoor amusement.

214. Separate playgrounds, as well as sitting rooms, shall be assigned the boys and girls. It should be so arranged, however, that under suitable supervision they may enjoy each other's society and acquire habits of politeness, refinement, and self-possession.

215. Incurable pupils who exercise a positively injurious influence upon the moral tone of the school may be recommended for transfer to suitable institutions.

216. Where this is not practicable, or where the urgency of the case is great, such pupils may be suspended from the school by its superintendent. In all such cases the superintendent shall report the facts at once to the Commissioner of Indian Affairs, giving the name, age, sex, tribe, and residence of the pupil, the nature of his offense, and his general character.

217. Disciplinary measures shall be devised with reference to local and individual needs, and on the principle that the school is a formative and not a penal institution.

218. In no case shall the school employees resort to abusive language, ridicule, corporal punishment, or any other cruel or degrading measure.

219. Fire drills, in which the pupils shall be accustomed at a moment's warning to take their places and pass out of the building in an orderly and quiet manner, should be frequent.

220. Where there is a sufficient number of large boys, a fire company should be organized and drilled at stated times.

221. At least half of the time given to the instruction of each boy and girl should be devoted to industrial work adapted to the locality where the pupil may be expected to reside after leaving the school.

222. Pupils shall not be compelled to perform duties unsuitable to their age, sex, or strength. Therefore, except when necessary, boys should not be assigned to ordinary domestic duties, though they should, very properly, be required to keep their own dormitories in perfect order.

223. The details for work shall be so planned and announced that schoolroom and other duties may not clash, and that pupils may know their duties for each hour in the day. Each one should acquire skill in some special line, yet his work should be varied enough to give him an acquaintance with other branches.

224. In case of the serious illness of a pupil, liable to terminate fatally, superintendents of nonreservation schools shall report the case by telegraph to the agency whence the pupil came, and inform the Indian Office by mail. In case of the death of a child, he shall at once make a detailed report to the Indian Office and send a copy of such report to said agent. In the report made to the Indian Office he



shall state that such report has been sent to said agent, giving the date when such notice was sent.

225. Pupils should be properly instructed as to the value of forest and fruit-tree culture, and Arbor Day should be celebrated wherever practicable with suitable exercises bearing upon the value and importance of the culture. Everything should be done to awaken a deep and intelligent interest in the subject in both parents and pupils.

#### CORRESPONDENCE.

226. All communications to the Indian Department must be addressed to the Commissioner of Indian Affairs.

227. The agent shall forward to the Commissioner of Indian Affairs all communications relating to official school matters which the school superintendent or any employee may request, accompanying the same with such remarks or recommendations as he may think proper to submit.

228. Direct correspondence between the employees and the Indian Office is positively prohibited.

229. Direct correspondence between agents or superintendents and the employees of another school with regard to transfer or promotion of such employees is prohibited, although agents and superintendents may correspond with each other on such matters. Employees must submit their requests for transfer or promotion through their immediate superior officer, and the request may then be sent to the superintendent of the school where the employee desires transfer, or the request may be sent to the Indian Office for consideration. (Indian Office Circular No. 114, October 4, 1904.)

230. If the agent fails or refuses to forward, when requested, any communication from an employee to the Commissioner of Indian Affairs, it may be sent to the Commissioner direct, with full and explicit reasons for doing so.

231. In all official correspondence schools shall be designated by the terms provided in the law making appropriations for their support, or in the authority of the Department establishing the same.

#### COLLECTION OF PUPILS FOR NONRESERVATION SCHOOLS.

232. Superintendents of nonreservation schools shall not receive pupils for a shorter period than three years. A pupil received during the first five months of the fiscal year shall be credited with a full year's attendance for that fiscal year. A pupil received after the first five months of the fiscal year shall receive no credit for the fractional year.

233. No pupil shall be returned before the close of the fiscal year which terminates the period for which it was received.

234. Superintendents of nonreservation schools shall report to the respective agents the anticipated return of pupils at least four weeks before the date fixed for their return, giving Indian name and English name and full history of each pupil.

235. If an agent can not find the responsible parents and guardians of pupils to be returned, he will at once report the fact to the superintendent, who will then report to the Commissioner of Indian Affairs what disposition he can make of the pupil and await orders from the Indian Office. In no such case must the pupil be returned without orders from the Commissioner of Indian Affairs.

236. Representatives of nonreservation schools must be fully advised of the rules applicable to the collection and transfer of pupils before attempting to collect them, nor are they authorized to change the rules in any manner whatever.

237. The placing of Indian youth in nonreservation schools should be accomplished with the consent of the parents and agent. The consent of the agent is not a mere perfunctory act upon his part, but in every instance he must look carefully into all the surroundings and conditions of the children proposed for transfer, and be fully satisfied that their best interests will be subserved.

238. It is desirable that great stress be laid upon transfers from reservation day and boarding schools to a nonreservation school. Climatic conditions and cost of transportation, as well as the peculiar traits of the child, must be considered.

239. Before attempting to collect pupils on a reservation, representatives of nonreservation schools must first report to the agent, who will accord to all properly accredited representatives every facility for securing eligible pupils for transfer. After completing his work, the representative shall submit to the agent a full list of children secured, giving names and ages, and the agent shall carefully canvass this list and strike therefrom the names of all children whose parents refuse to consent, or who, in his opinion, should not be sent away from home. He shall then cause the school or agency physician to make a thorough examination of each child and submit to him in writing the result. Only those reported sound and healthy can be transferred.

240. Before a child can be taken to a nonreservation school the "Application and consent blank" must be properly filled out, and afterwards preserved in the records of the school. The agent shall also make a record for the agency of the facts set out in that blank.

241. No promise must be made to any parents or others that pupils enrolled will be returned home during vacation period, and in no case will a pupil be returned during this time without special permission from the Commissioner of Indian Affairs. Full data and reasons must accompany such request.



242. A child showing one-sixteenth or less Indian blood, of parents living on an Indian reservation, Indian fashion, who, if debarred from the Government schools, could not obtain an education, may be permitted in the reservation day and boarding schools, but it is preferable that it should not be transferred to a nonreservation school without special permission from this Office. Children showing one-eighth or less Indian blood, whose parents do not live on an Indian reservation, whose home is among white people where there are churches and schools, and who are presumed to have adopted the white man's manners and customs, and are to all intents and purposes white people, are debarred from enrollment in the Government nonreservation and reservation schools. Superintendents, in all cases where doubt exists as to the degree of Indian blood of a child proposed for transfer, should fully satisfy themselves of the fact by affidavits of reliable persons, which affidavits must be kept on file at the school.

243. Pupils shall not be removed from the school except with the approval of the school superintendent and the authority of the agent. Once enrolled in a Government school, pupils will be considered members of that school until separated therefrom by authority of the Commissioner of Indian Affairs.

244. A pupil who has been regularly enrolled in a nonreservation school must not be taken to any other nonreservation school without consent of its superintendent or of the Commissioner of Indian Affairs.

245. A pupil dismissed from school for cause must not be enrolled in any other school without the permission of the Commissioner of Indian Affairs. Full facts must be submitted with each request.

246. When a pupil has been dismissed from a school for misconduct, and the dismissal has been approved by the Commissioner of Indian Affairs, the superintendents of all nonreservation schools and the agent of the reservation from which the pupil was enrolled must be immediately notified of the dismissal for cause.

247. Representatives of nonreservation schools collecting pupils should be fully advised of these orders, and the superintendent of the school authorizing such representative will be held responsible for his acts. Each representative must be furnished with a letter from the superintendent of the school, evidencing his authority to collect pupils. There must be no unfair, unjust, or untrue representations made by collecting agents concerning any other schools, and the United States Indian agents will report all cases of such misconduct on their reservations to the Indian Office. No pecuniary considerations or rewards must be given parents in order to induce them to send their children to any particular school.

248. The children of Alaskans and of members of the Five Civilized Tribes (Cherokee, Choctaw, Creek, Chickasaw, and Seminole, includ-

ing Delaware and Shawnee incorporated with the Cherokee) can not be enrolled in Government Indian schools. Children of the New York Indians may be enrolled at Carlisle only.

249. The enrollment of young Indian men and women in the non-reservation schools will only be permitted when valid reasons are assigned. When such persons have reached the age of 21 years, it is ordinarily time for them to cease leaning on the arm of the Government, and to endeavor to make a living for themselves.

250. In the transportation of pupils the cheapest and most direct routes should be selected. Whenever possible, by collecting a number of pupils at a given point, reduced rates should be secured from the railroad companies.

251. The various nonreservation Indian schools are restricted in the collection and enrollment of Indian pupils to the territory which from time to time may be assigned to each. Superintendents of these schools are positively prohibited from encroaching upon the field designated for other schools. Pupils whose parents, however, from any cause, wish their children sent to a school outside of the district assigned to a particular school, may be enrolled by consent of the Commissioner of Indian Affairs, after a full presentation of all the facts. While only the territory thus assigned the several nonreservation schools is to be canvassed for pupils, yet the boundaries of some are arbitrary and may be changed whenever the best interests of *pupils* would be subserved thereby.

#### GENERAL CARE OF BUILDINGS AND GROUNDS.

252. In buildings constructed of stone or brick attention must be particularly given to the exterior joints, and any displacement of mortar must be immediately repaired or renewed. Should evidences of disintegration of facing material become apparent, it must be immediately reported to the agent.

253. Frame buildings and the exposed woodwork of all buildings must be kept well painted to avoid the deteriorating effects of the elements.

254. Gutters and down spouts must at all times be kept in thorough repair, and the water from spouts must be led at least 10 feet from the buildings by well-constructed surface gutters of brick or other permanent material.

255. Metal roofing and all metal accessories to buildings exposed to the action of the elements must be kept well painted.

256. Preferably, material of a permanent nature should be used in cases of repairs where practicable.

257. Cracks and abrasions of plaster must be repaired at once, particularly in dormitory rooms. When coating and redressing of plaster becomes necessary it is recommended that a good hard finish of a commercially prepared wash be used instead of a plain lime wash. Wall paper is not advised for dormitory or school buildings.



258. Plastered walls must not be defaced by nails being driven therein for hanging clothes or pictures.

259. The use of dormitories for other than their legitimate purpose will not be permitted.

260. Attention must be given to the installation of fire escapes for dormitory buildings, and to modern systems of ventilation, heating, and lighting of all inhabited buildings.

261. Plumbing must receive close attention and be modernized in all its accessories when repairs and extensions become necessary.

262. Drainpipes, particularly those from kitchen sinks, must be periodically flushed with hot dilute caustic soda or concentrated lye.

263. Kitchen and other waste sinks must have strainers at the orifice of waste pipes.

264. It is desirable to dispense with the use of buckets for night service in dormitories; it is therefore advised that a water-closet for emergency purposes be located on each floor of such buildings, and superintendents will give this matter consideration where adequate water and sewer systems exist.

265. Schoolrooms and other rooms occupied by pupils and employees should be given some degree of ornamentation, which, no matter how slight, if done with taste, exercises a refining influence upon the pupils. The matron should see particularly to this portion of her work, in order that the school may be more than a school—that it may be a home for Indian boys and girls.

266. Water and sewer facilities, where they do not exist, should receive the attention of superintendents with a view to their early installation, together with projects for fire protection.

267. So far as practicable, each school shall be provided with facilities for extinguishing fires, such as water tanks, hose, pumps, and other needed apparatus.

268. When adequate fire protection has been provided, it should be placed in charge of the engineer, who shall see each day that the apparatus is in good working order.

269. Where no such provision has been made, in halls, dormitories, commissary rooms, and wherever there is danger of fire, there should be placed pails filled with water, ready for immediate use. These pails must be filled with fresh water at least twice each week. When no engineer is employed at the school some one or more of the employees shall be detailed for this work. This is an important duty and must be placed in competent hands.

270. Schools located in towns and cities where there are organized fire departments should be in such connection with them as to be able to command their services at a moment's notice. The superintendent should consult and secure distinct understanding regarding the matter with the city or town authorities.

271. The grounds around the buildings must receive proper attention, in so far that agreeable designs in landscaping be improvised, diversified with flowers, shrubs and trees, and swarded areas, producing pleasing and attractive surroundings.

272. Playgrounds are more appropriately located in the background, so as not to mar the features of the grounds set apart for ornamental purposes.

273. Attention should be given to roads and approaches to the school site within the bounds of the reservation, with a view to giving them a pleasing appearance.

274. Roads should be systematically laid out and constructed and covered with available metaling. They should be kept well "rounded up" and be provided with gutters of cobblestone or other available material for proper drainage.

275. Heavy teaming should not be permitted over roads designed for carriage travel to the front of buildings.

#### RATIONS AND SCHOOL MESS.

276. Good, healthful, and well-cooked food should be supplied in abundance. A regular, varied bill of fare for each day of the week shall be prepared and followed. Meals shall be served regularly and neatly. The school farm and dairy should furnish an ample supply of vegetables, fruits, milk, butter, cottage cheese, curds, eggs and poultry. Coffee and tea must be furnished sparingly; milk is preferable to either, and the children should be taught to use it.

277. The subsistence supplies allowed Indian schools shall be as follows for 100 rations:

Flour or corn meal.....	pounds..	90
Rolled oats or cracked wheat .....	do....	5
Beef (net) .....	do....	90
Or 80 pounds of beef and 10 pounds of bacon.		
Coffee.....	do....	3
Or, in lieu of coffee, tea.....	do....	1
Or, in lieu of either, cocoa.....	do....	2
Sugar.....	do....	12
Beans.....	do....	12
Or rice, or barley, or hominy.....	do....	4
Dried fruit.....	do....	12
Fresh fruit may be substituted in proper season in the ratio of 1 bushel of apples, pears, or peaches, and 30 pounds of grapes, per 100 rations.		
Sirup or molasses.....	gallons..	1½
Potatoes.....	bushel..	1
Onions.....	do....	½
Vinegar.....	quart..	1
Salt.....	pounds..	4
Pepper, or other spices.....	do....	½
Baking powder.....	do....	1
Lard.....	do....	2
Soap.....	do....	10



278. Milk, butter, eggs, garden vegetables, etc., produced on the school farms, may be used in addition to the above. Where vegetables can not be raised they may be purchased under authority of the Indian Office.

279. The subsistence supplies allowed Indian day schools that furnish noonday meals shall be as follows for 10 rations:

Flour or corn meal.....	pounds..	3
Bacon.....	do.....	1
Or beef.....	do.....	2
Rolled oats or cracked wheat.....	do.....	$\frac{3}{4}$
Beans.....	do.....	1
Or rice, or barley, or hominy.....	do.....	$\frac{1}{2}$
Dried fruit.....	do.....	1 $\frac{1}{4}$
Or sirup or molasses.....	pints..	1 $\frac{1}{2}$
Salt.....	ounces..	4
Baking powder.....	pounds..	1
Soap.....	do.....	1

280. Milk, butter, eggs, garden vegetables, etc., produced in the school gardens, may be used in addition to the above.

281. The quantities in the above ration tables are the maximum allowances, and must be reduced whenever practicable; but if it should seem advisable to add to the variety, without additional expense, by reducing any particular item in the tables and substituting therefor some other not provided therein, it may be done upon recommendation of the agent after specific approval by the Commissioner of Indian Affairs. No change in the ration involving additional expense will be permitted unless previously approved by the Commissioner of Indian Affairs. A copy of the authority as granted must be attached to quarterly account when rendered.

282. The agent shall see that each employee promptly settles all bills due the "mess."

283. Meals for the "mess" may be prepared by the school cook if such work will not interfere with the proper discharge of her regular duties or necessitate the employment of an assistant cook; but she shall receive from the "mess" a fair allowance for the extra duty assigned to her. A cook who is not a school employee preferably should be hired.

284. The employees' "mess" at schools located such a distance from an available market as to be very inconvenient or expensive may purchase, from supplies bought for the Indians, such articles of subsistence as may be needed, at cost price with transportation added. (Indian Office Circular No. 24, January 2, 1900.)

285. The employees' "mess" may also use vegetables, milk, fruit, eggs, etc., produced on the school farm, on paying for such articles at current market rates. Payment for articles so purchased will be made to the agent or a bonded school superintendent, to be accounted

for by him as "miscellaneous receipts," class 2 or 4, as the case may be. The above articles must not be sold if required or are available for use on the pupils' table.

#### GENERAL RULES.

286. Employees whose duties are primarily in connection with the care and oversight of the pupils out of school hours must reside in the school buildings where quarters are provided for them; otherwise as near the buildings as practicable.

287. Employees, as an object lesson to the pupils, must keep their rooms in order at all times.

288. No other person than an attaché of the school shall be allowed in any school building later than 9.30 p. m. except by special permission from the superintendent.

289. A retiring bell rung at a regular hour shall be the signal for quiet in all dormitories and adjacent rooms.

290. Every night at irregular periods the night watchman or some person or persons duly assigned to such duty shall "make the rounds," visiting every portion of the school building and premises, to guard against fire, prevent intrusion of unauthorized persons, and watch over the conduct of pupils and others.

291. Card playing, drinking, gambling, profanity, the use of tobacco, and the carrying of concealed weapons are prohibited, under such detailed regulations as the superintendent may make.

292. Instruction shall be given in vocal music at all schools. Singing shall be a part of the exercises of each school session. The formation of school bands should also be encouraged. Instrumental music is not a part of the curriculum of any school.

293. The employments for Saturday shall be arranged by the superintendent and matron to the best advantage of the school.

294. The school buildings shall be furnished throughout with plain, inexpensive, but substantial furniture. Dormitories or lavatories shall be supplied with necessary toilet articles, and pupils shall be led to form habits of cleanliness and neatness. Roller towels are prohibited, and individual towels must be used.

295. Rooms occupied by employees may be furnished with window shades, bedsteads, mattresses, bedding (except sheets and pillow-cases), bureau and mirror, washstand, chairs and table, and something in the way of a closet or wardrobe, and may be lighted and heated in the same way that the rest of the building is lighted and heated. If the superintendent or any employee is provided with a dwelling for his private use, separate from the main school buildings, the dwelling may have the allowance of furniture named above for one room, and a cook stove and other necessary appliances for heating the several rooms, but the fuel and light will be at his own expense.



296. Each school shall have one sitting room for the use of employees in which to receive calls and enjoy social intercourse. It will be furnished by the Government with plain furniture, curtains, and carpet.

297. So far as practicable, a uniform style of clothing for the school shall be adopted. Two plain substantial suits, with extra pair of trousers for each boy, and three neat well-made dresses for each girl, ought to suffice for week-day wear for one year. For Sunday wear each pupil should be furnished a better suit. The pupils shall also be supplied with underwear adapted to the climate; with night clothes, and with handkerchiefs, and, if the climate requires, with overcoats or cloaks, and overshoes.

298. There shall be a flagstaff at each school, and in suitable weather the American flag shall be hoisted in the morning and lowered at sunset daily.

299. New Year's Day, Franchise Day, Washington's Birthday, Arbor Day, Decoration Day, Fourth of July, Thanksgiving Day, and Christmas are to be appropriately observed as holidays.

300. A farm, a garden, and an orchard shall be connected with each school, and special attention shall be given to instruction in farming, gardening, dairying, and fruit growing.

301. Every school should have horses, cattle, swine, and poultry, and when feasible, sheep and bees, which the pupils should be taught to care for properly. Wherever practicable the school should raise its own beef, and thus train the boys in stock raising, including grazing and herding.

302. The farm, stock, dairy, kitchen, and shops shall be so managed as to yield all that they are capable of producing. Waste in any department must not be tolerated. At the same time it must not be forgotten that training of pupils, not money-making, is the prime object to be attained.

303. The blacksmith, wheelwright, carpenter, shoemaker, tailor, and harness maker trades, being of the most general application, may be taught at the larger schools. Where such mechanics are not provided for the schools, pupils should, so far as practicable, receive instruction from the agency mechanics.

304. The girls shall be systematically trained in every branch of housekeeping and dairy work; the cutting, making, and mending of garments for both men and women, as well as the nursing of the sick. They shall be regularly detailed to assist the cook, seamstress, and laundress. Cooking classes should also be formed, in which the girls may learn how to prepare meals required for a small family and how to keep family expenses for food within the limits of economy.

305. Special effort shall be made to instruct youth of both sexes in the care of tools, implements, and machines which they use.

**306.** The Department will not undertake to regulate the conduct of its employees in respect to their personal business affairs, but gross habitual commercial turpitude must be regarded as inconsistent with the qualities of character essential to honorable public service, and will be treated accordingly. (Department Circular June 9, 1897.)

**307.** Accurate measurements of each room devoted to the use of the pupils, either for sleeping, eating, or school purposes, shall be taken by the superintendent. Based upon these measurements, and assuming the average height of each room to be 10 feet, the following rule will ascertain the number of occupants admissible in the rooms of the different buildings: In the dormitory divide the space by 40; in the school building by 17, and in the mess hall by 12. The quotient in each instance will be the number which, under the best sanitary regulations, should be admitted.

**308.** Employees must be paid in full the salary due for the position as authorized. Neither before nor after signing the receipt roll must the money be divided among other persons who, it may be claimed, performed a portion of the work for which the position was authorized. (Indian Office Circular No. 21, November 22, 1898.)

**309.** Wherever practicable the "outing system" has proven a very successful feature of Indian education. Great benefits accrue to Indians of both sexes by placing them at service in families of farmers, although it be for a few months only, the girls sharing in all the domestic duties of the family life—cooking, sewing, dairying, etc.—the boys in farming, gardening, caring for stock, etc.

**310.** Accurate quarterly reports must be made of all "outing pupils," giving all data necessary for the Indian Office to check the attendance at each school and to thoroughly understand the details of the system at each particular school.

**311.** Authority from the Indian Office must be obtained before inaugurating and carrying out the "outing system."

**312.** If practicable, arrangements should be made to have the "outing" pupils attend public schools during the winter months.

**313.** Literary, musical, and religious clubs should be organized in the schools. In the more advanced schools they should be placed under the direction of the older pupils, but the school management should carefully guard them in all their details, so that the true interest and purpose of their associations may be subserved.

**314.** "Returned students" from the various schools should receive care and consideration from the agent. Information relative to them should be carefully gathered and the results collated. The Indian pupil who has returned to the reservation has many drawbacks from its environment, which conspire to undo the work of painstaking instructors. Their interests should be looked after by the agent and other employees, and a helpful hand at all times extended. They



should be assisted to turn away from the wiles and drawbacks of tribal life, and to overcome the stubborn opposition of the older and conservative element of the tribe in retaining the result of years of educational training. From time to time agents should submit suggestions and recommendations with reference to improving the condition of "returned students" under their charge.

315. They should be encouraged to form associations for self-help. These associations should have for their object the study of the resources of their respective reservations; to aid each other in the development of these resources by encouraging individual and joint enterprises; to seek profitable markets for the products of their labor and enterprise; to seek employment for their members in districts adjoining the reservation; to foster thrift by the establishment of savings institutions; to support one another in resisting the tyranny of tribal customs and institutions and in the deliberate following of the progressive ways of American civilization; to receive, guard, and guide Indian youth that may return to the reservation from Indian and other schools; to aid and assist the agent in maintaining order, protecting their interests, and upbuilding their people.

W. A. JONES,  
*Commissioner.*

OCTOBER 14, 1904.

Approved November 1, 1904.

E. A. HITCHCOCK,  
*Secretary.*

## EXTRACTS FROM OFFICIAL CIRCULARS.

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During the past few years a number of official circulars have from time to time been issued. These bear upon the rules, the conduct of schools, employees, etc., and it is important that they should be in the hands of the employees; therefore extracts have been made therefrom as follows:

### FIRE DRILLS.

Your attention is directed to paragraphs 219 and 220 of the Indian School Rules, relating to fire drills and the organization of fire brigades in the schools. This is a matter of great importance, and should be carefully looked into at each of your schools. All pupils, from the smallest tot up to the largest, should be taught how to march speedily, quietly, and with military precision out of their respective dormitories and rooms into the free air whenever the first signal calls them. They should be instructed to march out of the school at a given signal, first by being notified of it beforehand. When they are proficient enough to execute the drill properly, the signal should be given without immediate notice, and finally, they should not be told on what day the signal will be sounded, but will be expected to march out of the building as quickly as possible, and in the proper military order, at a moment's notice. The drill should be a regular feature of school life at least once a week, or oftener if possible.

The great importance of this subject can not be overestimated, in view of the frequency with which fires occur at Indian schools and their usually isolated locations. No one can predict what calamity might not some day be avoided if pupils are properly trained in this drill. Fires in crowded buildings are dreaded as much by reason of the crush, excitement, and danger incident to the scare as the fire itself. Under such conditions persons may be maimed or killed, when in reality there was no actual danger from the fire. Halls, dormitories, and other rooms can be more quickly and expeditiously cleared when each one knows his place, when and where to move, as is taught in thorough fire drills, for the reason that action in the child from frequency of exercise becomes almost automatic, and each from force of habit takes, without excitement, hurry, or confusion, the place previously assigned. Even should neither fire nor scare ever occur, these systematic drills are exceedingly valuable in giving the children the moral qualities of self-control, precision, and obedience to the orders of a superior.

You will appreciate the absolute necessity for throwing every safeguard around the Indian children committed to your care.

The material protection of Government property is not so important as the preservation of the lives of these little ones. (Circular No. 26, April 11, 1899.)

### CARE OF BUILDINGS.

Several inspecting officials have directed the attention of this office to an almost universal custom among agents and superintendents in overlooking the material condition of the plants committed to their charge. Buildings, no matter how carefully



used or occupied, will suffer an annual deterioration unless constant watchfulness is exercised. This deterioration grows larger each year unless the plants are properly looked after and repaired, as they may require. A break in plastering, defaced walls, decayed boards, loose shingles, rotten sills, disintegrating bricks and mortar, and a multitude of such matters are constantly arising at every school. Taken promptly in hand by the regular force, the plant can be maintained at very small expense for annual repairs; but on the other hand there are many who let buildings, fences, and outhouses run down until they become positively disreputable. Attention being called to the prevailing condition, a request is at once made to buy a large lot of material and employ irregular labor to make repairs, which, if taken in their inception, could have been performed by the regular force and with a small quantity of material. Some will allow a building to go to "rack and ruin" for want of annual repairs, and then ask for its condemnation and a new one in its place. This, however, is an extreme case, which rarely happens.

While the agent is primarily responsible for the condition of the plant, the superintendent will be deemed guilty of reprehensible conduct who fails to have these matters promptly attended to by the regular force. He is on the grounds making daily inspections and can not plead ignorance of the condition of the buildings, etc.

You will notice from the rules it is made the duty of the carpenter to make all necessary repairs to the buildings, outhouses, fences, etc., which can be performed by his own labor or with the assistance of the boys. He is further required to make weekly inspections of the plant in order that he may be informed of its condition. At nearly all schools there is employed a carpenter or an industrial teacher, and it seems to this office a very simple matter, if the rules are carried out, to promptly discover any little break in the plant and have the same repaired immediately, with little or no expense to the office. The Government has nearly \$4,000,000 invested in buildings necessary to the maintenance of schools, and the annual repairs are of necessity very large; but I am satisfied that the cost of these repairs can be most materially reduced by vigilance upon the part of agents and superintendents in looking after small details. (Circular No. 32, August 29, 1899.)

### EDUCATIONAL POLICY.

The educational policy adopted by the Indian Office comprehends at all schools, where it is possible, that the pupils should be given thorough industrial training. As a part of that policy the Indian school rules require that one-half of each school day shall be devoted to the literary department and the other half to industrial training of the character and degree commensurate with the appliances of the particular school. Higher education, in the sense ordinarily used, has no place in the curriculum of Indian schools. A thorough groundwork in the English branches, carrying a pupil to about the sixth or eighth grade of the common schools of the United States, is the extent of literary instruction ordinarily to be given in Indian schools. Any extension of such a curriculum must be by special authority of this office, setting forth full reasons for any increase.

As intelligent theory should, as it always does, precede intelligent, practical application, so should the theory and practice of doing the practical necessities of life be an integral part of the Indian pupil's life at school. For boys, shoe and harness making, tailoring, carpentering, wagon making, blacksmithing, masonry work, plastering, brick making and laying, farming, gardening, dairying, etc., should be taught at all those schools where facilities are provided, not with the elaborateness of special training as by great polytechnic institutions of the country, but on a scale commensurate with the appliances, the ability, and future environment of the Indian. There is not an Indian boarding school in the country which can not teach some one or more of the above industries. At reservation boarding schools contiguous to agencies where there are agency blacksmiths and other mechanics, there should be

proper details of boys to these departments, and when on such detail the superintendent of the school should be required to particularly look after their moral welfare as well as the manner in which they are being taught.

The practical training of the girls for future usefulness and entrance into civilized life should receive as much care as that bestowed upon the boys. At every boarding school there should be classes of girls practically taught in the art of preparing a decent, wholesome meal, such as that which usually appears on the tables of persons of moderate means. It is not intended they should be taught the hotel or restaurant style of cooking, with a consequent education to look forward to salaries similar to chefs in such institutions; but they should themselves be required to actually prepare, under proper instruction, the menu adapted to the means and necessities of an average family of persons. The dignity of work should be inculcated and these girls be led to understand that the Government does not owe them anything beyond a qualification for the actual duties of real life. Nursing, laundering, sewing, butter making, and other kindred pursuits which go to make up the excellent American housewife, should be inculcated by practical teaching and example.

The instruction in Indian schools necessarily is different from that in the white public schools, in that there is added the element of home training. You are therefore directed to pay especial attention, so far as the girls are concerned, to neatness, cleanliness, and order in their rooms and general conduct. The inculcation of these desirable elements is as essential as any other in your curriculum. Unless an Indian girl is properly taught, she will be unable to make a home for herself or future husband.

The trend of all education given in the schools should be away from the idea of a continued leaning upon the arm of the General Government for support in after life. Pupils must understand that the schools are laying the groundwork upon which they themselves must build their future character; that the various States, by their splendid public school systems, are educating the vast masses of boys and girls not with the intention of hereafter supplying them with high-salaried positions, but in order that they may be in a position to compete with their own fellows in the great race of life all must enter upon after leaving the walls of a school. (Circular No. 43, September 19, 1900.)

#### **SUBSISTENCE PURCHASES BY EMPLOYEES.**

Complaint has reached this office that at a number of schools where employees are permitted to purchase rations or subsistence from the Government supplies grave abuses have crept in. Of course there are some agencies and schools located at such a distance from an available market that there are no objections to this plan, but it must be guarded very scrupulously and the regulations accurately complied with. On the other hand, many of the schools are located in civilization or near markets. At all such places you are positively prohibited from selling any of the Government rations or other subsistence supplies to the employees, but they must be purchased in the regular markets. (Circular No. 34, January 2, 1900.)

#### **VACCINATION OF PUPILS AND EMPLOYEES.**

The prevalence of smallpox at many points in the West and its frequent recurrence demand that every precaution shall be taken to guard the pupils enrolled in Indian schools. Vaccination is considered an effective preventive of the disease, or at least a modification of its severity and a check to its progress. It has, however, only been customary to resort to it when there was some immediate danger of infection, and then in many cases it has been performed too late to be of radical benefit, so that schools had to be closed, employees and children scattered, and a year's loss practically sustained. To prevent this, a systematic method of vaccination must be



inaugurated at every Indian school under control of the Government. You will require the physician (agency or school, as the case may be) to vaccinate every pupil in the school who has not been vaccinated within the past two years. Employees and employees' children must also be vaccinated, as it is the intention of this office to render the schools as nearly immune from smallpox as is possible under the present conditions of science. If there is at any time any immediate danger of infection from smallpox at or near the school, all persons connected with such school must be vaccinated whether they have previously been vaccinated or not. A careful and complete record must be made of the dates and names of those persons vaccinated. As soon as a new pupil is enrolled in the school he or she must be vaccinated. Proper requisitions should be made from time to time for a sufficient number of vaccine points to keep the school supplied and enable the physician to vaccinate all new pupils, employees, etc. (Circular No. 46, January 2, 1901.)

### SELECTION OF SCHOOLS BY PARENTS.

By order of the honorable the Secretary of the Interior, and promulgated in Education Circular No. 62, dated January 17, 1902, the ruling of the former Commissioner of Indian Affairs, made on November 30, 1896, that "the Indian parents have no right to designate which school their children shall attend," was abrogated. The effect of this order is to grant latitude to Indian parents in the selection of the school to which their children shall be sent, but not to permit whimsical or capricious persons to defeat the education of their children by frequent and unwarranted changes. The consent of the parents must be given freely and voluntarily, and in every case when the parents desire to enroll their children in another school, before such action will be permitted, the parents must appear in person before you and make a voluntary statement of their wishes, which statement shall be reduced to writing and filed with the records of your office.

Parents will not be granted the right to send their children off the reservation to schools except by your consent, and you must be satisfied that the school selected is a well-conducted, reputable institution, and one in which they will receive proper care and attention. Schools on or off the reservations, which are only in session for short periods of the school year, will not be recognized.

It will be your duty to visit and inspect from time to time all schools not conducted by the Government, but wherein children under your charge are enrolled. You should make full reports thereon as to condition of buildings, care, food, health, training, and attendance of pupils.

While Indian parents may select the school which their children shall attend, they will not be permitted to do so for the purpose of avoiding sending their children to any school. When the school has been selected the children must attend, otherwise you will see that they are placed in the Government school.

A child who has been enrolled in a nonreservation school and is at home on vacation must be returned to that school, and you will not permit its enrollment in another school. (See sections 243, 244, Indian School Rules.)

You will report each case when parents have asked, and the request has been granted, that their child or children shall attend a school other than one conducted by the Government. This is for the purpose of record in your office and in the Indian Department.

As provided in Education Circular No. 83 (Indian School Rule 245), you will not permit the enrollment in any school of a pupil who has been dismissed from another school for cause until permission has been granted from this Office. In all such cases full facts must be submitted. (Circular No. 84, November 1, 1902.)

**RELIGIOUS INSTRUCTION IN INDIAN SCHOOLS.**

In order that there may be uniformity throughout the Indian school service, relative to religious instruction by various denominations, the following rules are hereby promulgated:

1. Pupils are expected to attend the respective churches to which they belong or for which their parents or guardians express preference. You will urge children to attend the church selected, but no force must be used to compel such attendance, unless you have written directions from the parents or guardians to that effect.

2. No pupil shall change his church membership without the knowledge of the superintendent and consent of parents or guardians, unless such pupil has reached the age of 18 years.

3. Pupils who belong to no church are urged to affiliate with some denomination, preference being left to the pupil.

4. Proselyting among pupils by pastors, priests, employees, or pupils is strictly forbidden.

5. It is urged and expected that method and promptness and pervasive desire to cooperate with the discipline and aims of the school characterize the work of those to whom the spiritual interests of the pupils are intrusted.

6. Not exceeding two hours on week days will be permitted church authorities for religious instruction. The hours decided upon and the days on which the instruction is to be given should be mutually arranged by the superintendent and such authorities. In event of disagreement the matter should be referred to the Commissioner of Indian Affairs. The hours and days selected must be such as will not in any way conflict with the regular school duties of the pupils, but superintendents are expected to so arrange such duties, if possible, that the religious instruction provided for may be given.

7. Denominations, however, whose membership is sufficiently large to constitute a representative body, desiring their own religious services, should have the religious sensibilities of such membership respected by being excused from this service, provided it is convenient to the minister or priest and to the superintendent to conduct services in the school at the same hour, and in a room to be designated by the superintendent.

8. All pupils will have facility in attending confession and communion by handing their names to their religious instructors, and these in turn handing the names to the superintendent, a precaution which is necessary in order that the persons of the pupils may be accounted for.

9. Church and mass attendance on Sundays, at hours agreed upon by the respective pastors, will be strictly insisted upon by the school superintendent.

10. Truancy, tardiness or misconduct on the part of pupils attending church or Sunday school, either in town or at the school, must be promptly reported to the superintendent.

11. For special services special permission may be granted if attendance thereon is applied for at least a day in advance.

You are urged to cooperate loyally with the honest and sincere desires of religious authorities to furnish the Indian pupils in the Government schools with religious instruction of the faith to which either the pupils or parents are adherents. On the other hand you will impress upon the church authorities that unseemly discussion of sectarian matters, proselyting, or other conduct which would tend to create strife among religious denominations, will be strictly prohibited, and any pastor or priest who is unwilling to comply with the reasonable requests of this circular will be debarred the privileges allowed.

Nothing in the above rules is to be construed as antagonistic to the provisions of section 203 of the Indian School Rules. (Circular No. 87, December 20, 1902.)



**HEALTH CONDITIONS.**

This office is in receipt of reports from physicians in the Indian service, in response to Education Circular No. 99, dated July 1, 1904, relative to health conditions among the Indians, from which the following facts have been briefed:

1. That tuberculosis in its various forms is widespread among the Indians.
2. That a prevalence of this disease is due to—
  - (a) Lack of cleanliness and failure to properly dispose of tubercular sputum.
  - (b) Overcrowding in dormitories.
  - (c) Unsanitary conditions of school buildings.
  - (d) Admission of tubercular and otherwise unhealthy pupils to the schools.
  - (e) Causes referable to the home life of the Indians. This includes insufficient and improperly prepared food, intermarriage, excesses, uncleanness and accumulated filth, and other unhygienic conditions which exist.
3. That chronic diseases of the eye and skin are prevalent and are due to strumous tendencies, and in the case of eye diseases, to the neglect of simple conditions.

Realizing the gravity of these conditions, and the fact that the health of the Indian is of prime importance in the process of his education and civilization, the following instructions to superintendents and physicians are promulgated:

1. Physicians shall be required to make thorough and rigid examinations of all pupils proposed for enrollment. Especial attention is to be given to the physical examination of the chest, the presence or absence of cough, sore throat, or other signs pointing to the existence of pulmonary tuberculosis. Such children as present these symptoms are not to be enrolled. Periodical examinations of pupils after enrollment shall also be made, and upon the discovery of the first positive signs of the disease the ones affected are to be immediately sent home. In cases of doubt in reservation schools the suspected pupils should be sent home temporarily in order that the symptoms may either clear up or become sufficiently pronounced to admit of positive diagnosis. Suspected cases in nonreservation schools are to be subjected to the most most careful observation by the physicians. They should be excused from the schoolroom and other duties of a confining nature and allowed to be in the open air as much as possible. They must be assigned to separate sleeping apartments, and in all cases to separate beds. Good, nutritious, and easily digestible foods should be provided and such further advantages given them as are available and as the physicians deem advisable in individual cases. If, despite these measures, the symptoms persist, *they must be returned home.*

It must be borne in mind that tuberculosis is an insidious disease, and its early recognition, followed by prompt and intelligent action, affords the only hope of benefiting those afflicted, as well as the only means of protecting others from the disease.

2. The schools should be provided with cuspidors, which should be made of metal and furnished with removable tops to facilitate cleaning. These should be partially filled with some simple antiseptic fluid.

3. Since the germs of tuberculosis are rapidly destroyed by exposure to direct sunlight, and since they resist drying to an extreme degree and are consequently disseminated by means of the dust, superintendents are directed to see that dormitories are kept clean and free from dust, and are provided with all the ventilation consistent with health, together with as much sunlight as is possible. The grounds also must be kept clean and free from refuse of all kinds.

4. There must be no overcrowding in dormitories. This rule must be enforced regardless of average attendance, and inspecting officials will be instructed to report unfavorably on both the superintendents and physicians where this condition exists.

5. Physicians will be required to give weekly talks on hygiene to the pupils at

such hours as the superintendents may designate. These shall embrace simple statements of the laws of health and their practical application.

6. The water supply, food supply (especially its preparation), bathing facilities, heating and lighting, ventilation, and all matters pertaining to the sanitary conditions of the schools are to be studied by the physicians and such reports made as they see fit.

7. Eye diseases are to receive proper attention and no children should be required to do schoolroom or other work whose eyes are likely to be injured thereby. It must also be borne in mind that many of these conditions are contagious, and precautions such as the furnishing of individual towels, etc., should be taken to prevent their spread.

Physicians are urged to interest themselves in the health conditions of the Indians. They should study their cases, keep histories of same, and report the more interesting ones to this office, together with such practical suggestions as to treatment as may be of service in the preparation of subsequent circulars and other literature for distribution to physicians in the service. (Circular No. 106, March 23, 1904.)

### AGRICULTURAL INSTRUCTION.

Great stress has been laid upon the practical teaching of agriculture, stock raising, and kindred pursuits, at all Indian schools wherever practicable. The efforts of the past do not seem to have produced adequate results along these lines; therefore a new departure must be inaugurated.

While employees are allowed thirty days' leave of absence in each year, you are hereby directed to inform your industrial force—those specially charged with details concerning farming, stock raising, dairying, and all kindred pursuits—that no leaves of absence will be granted them during the vacation months. They must take their leaves during the school year when they can best be spared. You will be expected to arrange with the employees as to the dates of their leaves, so that same may not conflict with duties which are to be performed during the spring, summer, and autumn months.

At all schools, both reservation and nonreservation, you must so arrange that an adequate detail of boys shall be kept during vacation for work in the departments named—also, if necessary, a detail of girls. Sufficient of your domestic force must be kept at the school to look after these details. In order that the boys and girls so detailed for summer work may not be deprived of their vacation, the details should be so arranged that a certain number shall remain for two weeks, then return home, and another detail for two weeks come on duty, and so on until you have as nearly as possible had all boys of proper age at the school during this period. If the above scheme does not carry you through your vacation months, bring back on duty the first detail, and so on. Farming work must be kept up at all hazards during the summer months.

As stated above, work in these departments is considered of paramount importance to the literary. It is of the same high class as that derived from books. The pupils must be taught to work, and to do it intelligently. They should not be placed in the fields merely for drudgery or manual labor alone. The farmers, industrial teachers, and other employees of Indian schools are instructors, not laborers. Their duty is to instruct as well as labor. The principles of agriculture are to be inculcated, as well as the habits of labor.

The relative value of this instruction and labor must be determined. A partial measure of that value is the result produced. Labor without attendant results is always distasteful. While the products raised are secondary to the instruction, yet they will represent a fair standard by which to judge.

In your quarterly reports of issues and expenditures, greater attention will be given



to your replies to the column, "Subsistence raised and issued to pupils," and the directions herein are not to be construed as changing this method of reporting.

You are hereby directed to have each superintendent keep a "farm book," which must show in detail the transactions relating to this work. An accurate account should be kept of all supplies furnished the farm, cost of same, salary of farmer and other paid employees, names of pupils detailed to farm, and days or hours worked thereon, the number of acres in cultivation, with subdivision of acres devoted to special crops; on the other hand, the amount of produce raised, segregating as far as possible so as to show quantity with relation to acreage devoted thereto, value of this crop according to prevailing market price, so as to indicate produce sold, amount and price, produce issued and used by the school, with its value, and amount and value of same on hand. This information should be tabulated and brought up to January 1 of each year, and immediately thereafter a full and comprehensive report on the blank "Farm Statistics" must be made to this Office of farming operations for the year, embodying in same data which this circular requires to be kept. Any blank book should answer for the collection of these statistics, the principal point being that such book or journal should, from day to day, keep the data which will be required in the formulation of the annual report above called for.

This report should show the full results of this branch of the school's work for the year, and enable this Office to prepare statistics for that period. (Circular No. 88, January 15, 1903.)







