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United States Senate

COMMITTEE ON THE JUDICIARY

June 21, 1947

Mr. Charles E. Larsen
1839 East Fairbanks
Tacoma, Washington

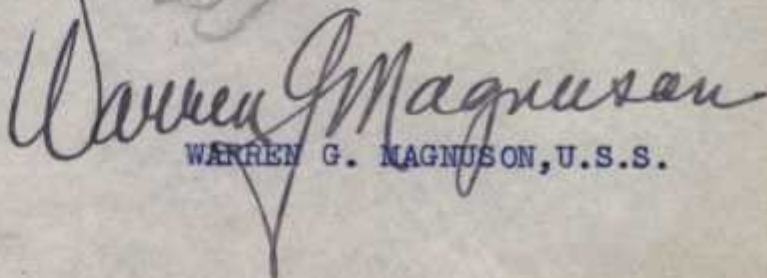
Dear Mr. Larsen:

Thank you for your letter of recent date in the form of two resolutions adopted by the Northwestern Federation of American Indians in behalf of increased appropriations for the Tacoma Indian Hospital and the Chemawa Indian School at Chemawa, Oregon.

The Interior Appropriation Bill passed the Senate a few days ago with an increase for Education of Indians in the amount of \$3,500,000 to make a total of \$11,500,000 which is only \$365,000 less than the budget estimate for 1948. An increase was also given Conservation of Health in the amount of \$410,000 to make a total of \$7,240,570 which is \$365,430 less than the budget estimate. The bill is now in the Conference Committee and when it comes out we will have to vote for or against it in its entirety.

I very much appreciate the interest of the Northwestern Federation of American Indians in these matters.

Sincerely,


WARREN G. MAGNUSON, U.S.S.

M.C

PROMINENT PEOPLE VISIT CHEMAWA
President Hayes

Fred Lockley, in the Portland Sunday Journal, of October 1, 1944, states that in an interview with Albert Tozier, he (Albert Tozier) said:

**** "When President and Lucy Hayes visited Oregon they visited the Indian school at Forest Grove, which Hayes was instrumental in having established, and of which Dr. H. J. Minthorne was in charge prior to its removal to Chemawa. The president and members of the faculty of the Indian school appointed a committee of which I (Albert Tozier) was a member to go to Portland as escort and guard of honor for the presidential party. This was before the days of paved roads or automobiles, so we boarded the West Side Southern Pacific train, with its wood-burning engine.

"En route to Forest Grove a slide delayed the train. While a section gang shoveled the earth from the track, President and Mrs. Hayes left the train and held a reception for the passengers beside the track."*****

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Ex-President Theodore Roosevelt.

(From the "Weekly Chemawa American" April 7, 1911)
Vol.13 No.39

"Shortly before noon on Wednesday, pursuant to orders from Supt. Chalcraft, all work, both academic and industrial, ceased at the school and an early dinner was then in order. Flags were flying and there was evidence of something unusual in the very air.

Ex-President Roosevelt was due to pass by the school at 12:45 p.m. enroute to Portland and Supt. Chalcraft had the promise that the train, the Seattle Limited, would slow down as it passed by our grounds. All the pupils, boys and girls, were in uniform and in line along the tracks as the train pulled in. All of the employees were out, too. To make matters the best possible the day was ideal.

The Train was on time to the minute and our ex-president stood on the steps as it rolled in. When he saw the crowd awaiting him he signaled the conductor to stop. His request was granted and amid music by the band, cheers from hundreds of lusty throats, and the waving of flags and pennants, he shook hands with Supt. Chalcraft and other employees who were near, and as many of the boys as could reach him during his brief stop. All the time he was voicing his pleasure at the greeting, and speaking encouraging words to all. As the train passed on the great and kindly man stood on the platform and bowed and waved his hand in silent farewell.

We know of no event of recent happening which has made a greater impression on our young people than the kindly greeting of this good man. The words he spoke came from the heart; they had the right ring. Let us continue to cherish in our minds the joy of a few fleeting moments with Theodore Roosevelt.



SALEM INDIAN SCHOOL
Chenawa, Oregon

October 14,
1937

Mrs. Dorothy B. Cassatt,
Mr. Fred Rickard.

Dear Friends:

There is being handed you, herewith, excerpts from the rules and regulations of the Indian Service, together with a compilation of other information pertaining to student body activities, that should be of interest to you in your work and, for the good of the students and the institution, it is incumbent upon all of us to observe and enforce all regulations. It is suggested that attention be given to the information contained in this folder, and a proper observance of the regulations will serve to make for better efficiency and, perhaps, save ourselves embarrassment.

It is recognized that, heretofore, no established method has been adopted toward a unified system of keeping a record of the Regulations from the Indian Office, or of keeping letters of instructions issued from this office, and it is intended that the present folder will serve this purpose. Hereafter, all circulars received by you will be inserted in the proper place and under the proper heading in this folder. Copies of this folder have been supplied to the Superintendent and Senior Clerk, as well as to the advisors, and it is requested that no changes be made in the contents of this folder without the other copies being corrected accordingly.

It is requested that the advisors permit their matrons to have access to this information. The advisors are requested to compare notes on the merit system schedule and bring it up to date as it is found that the copies on file differ as to wording, and, since no dates were given, it is not known which one is the last you issued. Supply the office with your corrected copies and copies will be made and given to those having a folder.

In accordance with instructions to me under date of December 28, 1936, I will begin inspections of the dormitories at an early date, and carry out the instructions contained in said letter.

Anticipating hearty cooperation in all directions, and with a wish for a successful year, I remain,

Yours truly,

Approved:

Paul T. Jackson,
Superintendent

Charles E. Larsen,
Senior Clerk

I N D E X

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SALEM INDIAN SCHOOL HISTORY

The Chemawa School was established at Forest Grove by Lieut. M. C. Wilkinson, February 25, 1880 with 18 students enrolled. The school was continued at Forest Grove until 1885, when it was moved to its present location at Chemawa. On March 17, 1885, a party of young Indian boys in charge of David E. Brewer left Forest Grove for Chemawa to start clearing the present site of the school and to erect temporary buildings. In the fall Forest Grove was abandoned and Chemawa became a reality. School opened here for the first time on October 1, 1885.

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1937-38
SCHOOL CALENDAR - SALEM INDIAN SCHOOL
Chemawa, Oregon

1937

Sat. Sept/11 Football Game. Chemawa Vs Washington Hi (Portland)
CIS 6 Washington Hi 12
Movie. School Auditorium

Tues. 14. Protestant Choir Practice 6:15-7:15 P.M.

Wed 15 YM & YW Meetings.

Fri 18 Student & Faculty Mixer and Welcome Dance.

Fri. 24 Eugene Vs Chemawa. Here. CIS 6 Eugene 32
Council Meetings 7:00-8:30 P.M.

Sat. 25 Athletic Benefit Dance

October 1937

Fri. 1 Chemawa Vs Tillamook. There. CIS 0 Tillamook 34

Sat 2 Church Organizations -Joint Meetings.

Fri 8 Chemawa Vs Salem Hi. There. CIS 0 Salem Hi 32

Sat. 9 Student Social (Scrip)

Fri. 15 CIS 2nd Vs Salem Hi 2nd Here CIS 0 SES 2nd 14

Sat. 16 Chemawa Vs Pacific College There CIS 6 Pacific C. 0
Movie (Scrip)

Mon. 18 CIS Vs West Linn 2nd There (No game)

Fri. 22 All Council meetings 7:00-8:30 P.M.

Sat. 23 Student Social (Scrip)

23 CIS Vs CCC Here (Game cancelled)

Mon. 25 CIS Vs West Linn There., CIS _____ West Linn _____

Tues 26 Boxers to Portland

Wed. 27 Boxers to Portland

Thur. 28 Mrs. Turney's Singers & Dancers to Salem 2:20 P.M.

Fri. 29 " " " " & Orchestra to Hazel Green 8 P.M.

Sat. 30 CIS Vs CCC Silverton Here. CIS _____ CCC _____

30 Church Organizations Joint Meetings.

Mon. NOV. 1 Football Game West Linn Here. CIS _____ West Linn _____

2 " " Here CIS 0 Albany Hi 24

Sat. 6 Student Dance (Scrip)

Mon. 8 Mrs. Turney's Singers & Dancers to Silverton 2 p.m.

Thurs. 9 Football. Oregon City 2nd Vs CIS 2nd There 2:30 p.m.

Wed. 10 Mrs. Turney's Singers & DANCERS to Salem M.E.Church 6 P.M.

Thur. 11 Football. cis 0 at Woodburn 18
Boys and Girls to Woodburn.

Friday 12 Boxers to Portland

Saturday 13 Football. CIS VS Pacific Here. CIS 6 Pacific Col. 6

13 Student Dance (Scrip)

FRIDAY 5 Chief Yowlachee (Daniel Simmons) Yakima given a tea at Winona at 4 P.M. The Chief sings for students at Dining Hall.

14 Chief Mack Bigman, Crowm Tribe, speaks to students at evening Assembly.

14 Dr. Epley and his Townsend Chorus entertains Students

14 Council Meeting of Siletz Tribal Council at Chemawa 1 P.M. to 9:30 P.M.

Wed.	Nov. 17	Football Salem 2nd at Salem CIS	SALEM 2nd	2:30 p.
Thurs.	Nov. 18	Football Albany Freshman at Albany	2:30 p.m. CIS	Albany
Friday	Nov. 19	All Council Meetings 7:00-8:30 p.m.		
Sat.	20	Senior Class Benefit.		
Mon.	22	Mrs. Turney's Singers & Dancers to Leali Hi Sch. 7:30 p.m.		
Wed.	24	Cross Country Runners to Hill Military School 2:30 p.m. (10)		
Thursday	25	Football (Last Game) At Lebanon.		
		Thanksgiving Holiday.		
Friday	26			
Sat.	27	Church Organization Joint Meetings.		

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 M. NOV 22 Singers & Dancers to Leali Hi 7:15

W. 24 ⁽¹⁰⁾ Cross Country runners to Hill
 Military School. Leaving 12:30 am.
meeting J.F.U.

T 25 Thanksgiving

F 26

Sat 27 Church organization

Mon 29 Englewood School Salem
 Singers. Dance. 8 PM.

FRI.	NOV. 26	
Sat	27	Church Organization Joint Meetings.
<i>Wed.</i>	<i>DEC. 1</i>	Basketball. CIS Vs Canby. Here <i>There</i>
Fri.	3	" CIS Vs Turner. Here
Sat.	4	Tom Thumb Circus. (Scrip) Auditorium.
Mon.	6	Boxers to Portland. Vs Rambler Club. (Evening)
Fri.	10	CIS Vs Turner There (Basketball)
Sat.	11	Senior Carnival in Gym. Annual Benefit.
Wed.	¹² 15	CIS Vs Stayton. There
Thurs.	16	All Council Group Meetings.
Fri.	17	Chemawa Vs Jefferson. Here. Basketball.
Sat.	18	Movie or Outside Talent Show or program (Scrip)
Sun.	¹⁹ 19	Christmas Pageant.
Tues.	²¹ 21	Chemawa Vs Woodburn. There <i>Dance</i>
Fri.	²⁴ 24	Shopping Day for Girls.
Fri.	24	Christmas Celebration in Dormitories
Thurs.	23	Shopping Day for Boys.
Sat.	25	Christmas Holiday
Thurs.	30	Chemawa Vs Silverton Here.
Fri.	31	New Year's Eve Dance in Gym (Scrip)
Sat. Jan.	1	New Years Holiday.
Fri.	7	
Sat.	8	Church Organization Joint Meetings.
Tues	11	Chemawa Vs Jefferson There
Fri.	14	All Council Meetings 7:00- 8:30 p.m.
Sat.	15	Movie or Outside Talent Program (Scrip)
Fri.	28	Chemawa Vs Woodburn (Here)
Tues. Mar.	1	Chemawa Vs Silverton There

EMPLOYEES
SALEM INDIAN SCHOOL, CHEWAWA, OREGON
October 1, 1937

Paul T. Jackson,	Superintendent
Charles E. Larsen	Senior Clerk
Myrtle Peters	Financial Clerk
Jerome R. Laws	Property Clerk
Donna Mae Rickard	Assistant
Irene Thomas	Stenographer
Floreine Boydston	Stenographer
William B. Showalter.....	Instructor Shop Subjects
Edward R. Mason.....	Carpenter
George Berry.....	Auto Mechanic
Joseph E. James.....	Tailor
William A. Sherman.....	Engineer
John S. Kunkle.....	Plumber
Reuben Sanders.....	Painter
Robert Thomas.....	Printer
Herman Hudson.....	Bus & Truck Driver
George Smith.....	Baker
Lyle Carrow.....	Engine Room & Relief
Paul Carrow.....	Laborer
Samuel Dwight L. McKinney.....	Barber
Floyd F. Schaeffer.....	Laborer (Engine Room)
Warren Wilder.....	Assistant
James L. Shawver.....	Dairymen (Head of Farm)
Paul Kitzmiller.....	Laborer
Lowell Lovell.....	Laborer
Fred Ratzeburg.....	Laborer
Lawrence Schmidt.....	Laborer
Lawrence Thomas.....	Laborer
George Christofferson.....	Laborer
Fred Rickard.....	Boy's Advisor
Mabel R. Cornick.....	" Matron
Dorothy Cassutt.....	Girl's Advisor
Mary Demanski.....	" Matron
Mary Hauser.....	Brewer Hall Matron
Emil Hauser.....	Nightwatchman
Rosalind E. Cruise.....	Acting Principal Teacher
A. E. O'Reilly.....	Teacher
Jessie F. Lundquist.....	Teacher
Stella E. Kentzel.....	Teacher
Selma Hoffman.....	Teacher
Gertrude A. Turney.....	Teacher, Music
Lena M. Cronk.....	Head Horse Economics
Ila E. White.....	" "

Alice McKinney.....	Laundry
Augusta Sanders.....	Home Economics Depart.
Mary M. James.....	" " "
Henry M. Fournier.....	Cook. School Mess.
Myrtle L. Larsen.....	Matron, Dining Hall
W. C. Tipton.....	Physician
Mary J. Minoy.....	Head Nurse
Eleanor M. Warner.....	Nurse
Hartha Christianson.....	Nurse (Trachoma)
William L. Allen.....	Grade School
Louise O. Bradford.....	Grade School
Lawrence McKay.....	Roads, etc
Maurice W. Welch.....	Grounds, Flowers, etc.
E. B. McIntyre.....	Painter
James E. Davis.....	Vocational Education
Cassie B. Joy.....	" "
Olivia H. Bratrude.....	" "

SALEM INDIAN SCHOOL
Chenoweth, Oregon
Dec. 28, 1936

Mr. Charles E. Larsen
Senior Clerk
Chenoweth, Oregon

Dear Mr. Larsen:

Beginning as of this date we are effecting a reorganization in the office work of our school. In order to bring about the maximum efficiency of work in the Salem Indian School we are making a few changes in the assignment of duties as they relate particularly to you and to Mr. Hartman. These changes, so far as they affect you, are as follows;

Office Manager

1. Outline of duties:

as Office Manager you are to be in charge of the office force, composed of Mr. Laws, Property Clerk; Miss Peters, Financial Clerk; Mr. Johnson, assistant to Miss Peters; Mrs. Ruby Dean Lano, Mrs. Donna May Rickard and Miss Floreine Boydston and any other office personnel that may be added. It will be your responsibility to hold meetings with the force at least once a month for the purpose of talking over how we can improve the efficiency of the office. Such matters as making prompt and accurate reports, careful letter writing, courteous treatment to office visitors, promptness in reporting to the office for work, courtesy to student requests, types of records, filing system, cleanliness of the office and all other matters as they arise in connection with the carrying on of work of the school through the office. Your responsibility will be to point out to anyone in the office wherein he or she is not fulfilling duties satisfactorily, and to give instructions for the correction. In many cases it will be desirable to give such instructions and corrections in writing so that the chance of forgetting and misunderstanding will be avoided. The office force will understand that your inspection of records and other office routine is official and whatever reports you make to the Superintendent will be used in part at least in filling out the Efficiency report that was made in the spring for all employees

2. Dormitory Inspection:

In order to bring our dormitory activities up to the highest degree of efficiency we are assigning your official duty Dormitory Inspector. Your work will be to visit McNary Hall and Winona Hall each at least once a week. Your visits to these dormitories should include inspection of the living quarters as to cleanliness, orderly appearance of the rooms, condition of the sidewalls, lighting situation, cleanliness of the lavatories, the manner

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in which the study hour is conducted, the effectiveness of the roll call, general cleanliness and appearance of the grounds about the buildings, the respect which the students treat the advisors and matron and other matters pertaining to the discipline and behavior of the boys and girls. These visits to the dormitories should be at unannounced times and you should fill out a blank which I will give you, covering your inspection of the general situation. You should visit both dormitories at least once a week between 5:00 and 6:00 p.m. and observe the roll call and general military business-like manner in which students and advisors handle the announcements, roll check, etc. Occasional inspection of the bedrooms should be made after the students have gone to the dining hall to discover any evidence of wine, beer, whiskey or gin. You should visit Mc Nary Hall at least one night a week between the hour of 9:00 and 10:00 o'clock to discover if everything is regular, the students are in bed and that good discipline is being observed. You will hold a conference with the advisors and matrons to discuss with them problems as you find them on your inspection. It is the responsibility of advisors and matrons to take their problems to you and get your advice and suggestion on the solution of them. They will understand that your visits are official and that your reports on the general dormitory situation will be used in part in making up the Efficiency Report made to Washington in the Spring. It will increase your effectiveness in dealing with this situation if you will point out to the advisors things to be commended as well as things that need to be improved. A pat on the back, so to speak, when deserving will often times bring more results than a reprimand. You will talk to the boys in groups and the girls in groups each once a month. At such group meetings (oftener if you need to call them) you will discuss matters pertaining to the school, such as applying themselves to their studies, respect and courtesy to employees and visitors, the need of cooperation in observing the rules of the school, writing home and all other matters that will arise in connection with these dormitories. Such meetings will be called on request by boys and girl's advisors. In addition you will hold your own private conferences with any students who may be developing into a problem case. A friendly word of encouragement or a reprimand may be what is needed. You will use your own judgement as to the type of approach to be used in talking with these students individually. In such conferences it would be best, in most cases, for you to have present either the advisor or matron. In order to increase the efficiency of the advisors and matrons it will be necessary for you to work through them. Every effort should be made to strengthen their influence with the boys and girls and not to do or say anything that would give the children the impression that the advisors or matrons are not strong enough to cope with the situation, or in other words your problem will be to uphold the work of the advisors. In no case should you criticize an advisor or a matron before a student. Any such criticism should be made privately and in the spirit of free helpfulness. At all times must the students feel that you and the advisor and matron are working in closest cooperation. Any contests that you want to hold between the two dormitories involving any matters will be permissible and publicity will be given to it in the newspaper and proper recognition at chapel.

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UNITED STATES

DEPARTMENT OF THE INTERIOR

OFFICE OF LAND AFFAIRS

In order to give you time to do this newly appointed work we are releasing you one day a week from office work here in the main office. You will want to visit these dormitories at unannounced times, as I have said, but you should have some time off to compensate for these extra duties. Notify me each week the day that you would like to be released for such activities.

Yours very truly,

(Signed) PAUL T. JACKSON

Superintendent

PTJ/tb

OBJECTIVES FOR SALEM INDIAN SCHOOL FOR THIS YEAR

To All Employees:

In order that employees may know that there is a definite aim toward which we are striving, I am herewith submitting to each of you a statement of the objectives which we will strive to realize. In listing these objectives we are not unmindful of the fact that there are many other goals that are important and will be more or less incorporated in these.

In order that we may have clearness of goal and unity of effort before us, I have selected the following eight points that we want to realize. At the end of the year it will be my purpose to check up on these objectives and to determine specifically wherein we have succeeded and failed.

The objectives are:

1. Improve the quality Of Teaching by

- a. Department meetings
- b. Visits to classes
- c. Demonstration methods of teaching
- d. Private conferences with teachers on teaching problems
- e. Developing a greater pride on behalf of every teacher in his or her work
- f. Emphasize to all that this is primarily a school and not fundamentally an orphan's home or penal institution.

2. Build Friends For The School by

- a. Appearance of students in programs at various schools, clubs, etc.
- b. Newspaper articles dealing with activities of the school.
- c. Radio appearances
- d. Outside clubs and organizations meeting here at Chemawa
- e. Diversified and successful athletic program
- f. Best discipline possible
- g. Chemawa Celebration

3. Improve The Scrip System

- a. Insisting all employees following the system uniformly and regularly
- b. Devising opportunities for students to buy articles
- c. Put greater emphasis on thrift through successful operation of savings bank
- d. Conferences on Scrip system

4. Improvements To Plant

- a. Certain sidewalk improvements
- b. Paved roads
- c. Raze certain buildings
- d. Construct certain buildings
- e. Emphasize care of buildings

5. Health

- a. More health and hygiene talk this year
- b. Closer check on health through active cooperation of teachers and medical department
- c. Improved cleanliness and attractiveness of living and eating quarters

6. Employees

- a. Try to improve living quarters
- b. Try to improve morale
- c. Frequent get-togethers
- d. Friendly cooperation and courtesy of every employee with every other employee

7. Agricultural Activities

- a. Experiment with students cultivating certain areas of ground to be known as their own
- b. Developing an interest in behalf of the students becoming farmers

8. Enrollment

- a. Increased enrollment to 400 next year
- b. Select students with the greatest care
- c. Do the most for the students possible through counselling system

9. Economy

- a. Employees avoid wasting supplies and services (electricity, gas, water, etc.)
- b. Students having high regard for property
- c. Employees taking best care possible of property,

It is not possible for any superintendent to achieve these objectives alone. The success or failure depends to a large extent upon wholehearted and complete cooperation of every employee. I earnestly solicit your interest and help in this cooperative endeavor to achieve certain distinctive and definite goals for our institution within the next 12 months. Your suggestions and criticisms will be welcome at all times.

Very truly yours,

February 3, 1937.

PAUL T. JACKSON,
Superintendent

DAYS OF WEEK that ADVISOR'S AND MATRONS, COOK and others are off duty to compensate them for Saturday and Sunday-

Mrs. Cassutt.....Wednesday
Relieved by Miss Gersunski
Miss Gersunski.....Thursday

Mr. Rickard.....Thursday
Relieved by Mr. Wilder

Mr. Fournier (Cook) Relieved by Mrs. Larsen-Thursday
Every other
and every other Saturday noon to Monday 6 A.M.

Mrs. Larsen (Dinning Hall) Relieved by Mr. Fournier
Every other
Thursday
and every other Saturday noon to Monday 6 A.M.

Mr. Hauser (Nightwatchman) Relieved by Lyle Carrow

RULES FOR THE INDIAN SCHOOL SERVICE

General

1. Commissioner of Indian Affairs.--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.

2. United States flag.--There shall be a flagstaff at each school, and in suitable weather the flag of the United States shall be hoisted each morning and taken down at sunset.

7. Repair of buildings.--It shall be the duty of the superintendent to maintain all buildings, lands, equipment, and appurtenances in a state of good physical condition and repair so far as possible with moneys allotted to him for this purpose. All incipient damage, wear, or deterioration should have immediate attention in order that any unsatisfactory conditions may receive prompt attention and that such conditions may not grow worse through neglect.

It is equally the duty of the superintendent and of all employees to preserve Government property and to require from the student body that they shall not injure nor deface the buildings and the plant. As regards the pupils, this method is dependent upon the formation of proper habits by them.

8. Floors.--Uncovered floors are to be oiled or waxed.

9. Cleaning.--For cleaning floors, rope or woolen cloths containing a small quantity of oil are to be used. The use of large quantities of water is forbidden.

26. Pupils' associations.--Clubs, and literary, musical, and other associations are to be encouraged. In the more advanced schools they may be placed under the direction of the older pupils. But the school management is required to see that the true purpose of the associations is maintained.

27. Students' mail.--The officer in charge of a boarding school shall receive and control all mail matter addressed to pupils of the school who are minors, and shall withhold mail from delivery when, in his opinion, it contains unwholesome or other improper communications or articles. All mail retained because it is unwholesome must be promptly transmitted to the postal forwarded to the Commissioner of Indian Affairs for further disposal.

29. Inspections.--The officer in charge of a school or an employee designated by him shall visit daily the various departments, and at least twice a week shall thoroughly examine dormitories, workrooms, and dairies.

31. Admittance to buildings.--Except by special permission from the superintendent, no person other than an attaché of the school whose duties require his presence shall be allowed in any school building later than 9.30 p. m. Every night at regular intervals a watchman or some person or persons detailed to that duty shall "make the rounds," visiting every portion of the school buildings and premises to guard against fire, prevent intrusion of unauthorized persons, and watch over the conduct of pupils and others.

37. Disposal of waste, brooms, etc.--Hops, brooms, rags, old clothing, waste paper, and any other waste material containing oily or other combustible substance are never to be placed in closets or in dark and unventilated corners. Hops, brooms, floor rags, and the like must be kept out of doors where they will be exposed to light and air. Waste material must be put into metal receptacles and promptly destroyed.

38. Fire organization.--In dormitories or other large buildings all resident employees shall be assigned fire stations and specific fire duties.

The older boys and the employees shall be arranged in a fire brigade, with regular officers and stations and detailed efficient organization.

There shall be a distinctive fire-alarm signal, to be used only in case of fire or in case of fire drill. All new pupils and employees must at once be acquainted with this signal.

Fire drills in which pupils and employees shall be accustomed at a moment's notice to take their places and pass out of the buildings in an orderly and quiet manner must be held at least once a month during the school year at irregular times known only to the officer who gives the alarm. At boarding schools there shall be fire drills at night as well as by day. It shall be the duty of all employees, including the official in charge of the school, to turn out at all fire drills.

43. Presence in person.--Neither pupils who have left a school without permission nor pupils on leave shall be carried or reported as in attendance when not present in person.

44. Pupils on leave.--Pupils on leave from any school shall not be carried on the rolls unless there is a strong probability of their returning, and in no case shall they be carried for a period longer than 30 days.

45. Pupils absent without leave to be dropped from the rolls.--Pupils who have without permission left a nonreservation school shall be dropped from the rolls after a period of not to exceed 30 days. After dropping such a pupil from the rolls a superintendent is not relieved from responsibility, but must make an effort to find the pupil and return him to school, giving consideration both to the interests of the pupil and of the school.

59. *****Sometimes a child who appears to have less than average intelligence is undernourished or laboring under some physical handicap, such as poor eyes or poor hearing, and when this condition is relieved or the teaching is adapted to the defect the child gets along fairly well. The needs of children of all the above classes should receive proper attention.

72. Suitable duties.--Pupils shall not be compelled to perform duties unsuited to their age, sex, and strength.

73. Pupils' names.--Names by which pupils have been previously known are to be retained, if of a proper sort. If an English name is given to a pupil, the Indian name of his father should be used as a surname. Vulgar or otherwise offensive sobriquets, such as "Tobacco," "Mogul," "Toughy," etc., must be abandoned.

74. Gambling, drinking, etc.--Card playing gambling, use of intoxicants, profanity, use of tobacco, and carrying concealed weapons are prohibited.

75. Desertion, misbehavior.--Habitual desertion, moral turpitude, or continued misbehavior will constitute sufficient causes for expulsion of any pupil from all Federal Indian schools, subject, however, to approval by the Commissioner of Indian Affairs.

76. Punishment.--All disciplinary measures shall be devised with reference to local and individual needs and on the principle that discipline is reformatory. There shall be no cruel or degrading methods of punishment employed.

77. Expulsion.--The superintendent may expel a pupil for incorrigibility or other just and sufficient cause, subject to the approval of the Commissioner of Indian Affairs. In requesting approval of such action he shall report all material facts. Pending approval of his action, he may suspend the pupil, if advisable, provided that the superintendent of a nonreservation school may not return a pupil to his home without first communicating with the reservation superintendent. At the same time the superintendent shall notify the pupil's parents or guardian.

When an expelled pupil is returned to his home a full statement of the case must be furnished the superintendent of the home reservation or to the parents of the pupil in case the pupil's home is not within a reservation.

76. Notice of expulsion.--Upon approval of expulsion of a pupil from a nonreservation school the superintendent shall immediately notify superintendents of other nonreservation schools to whom application for reenrollment might be presented.

85. Vacations.--No promise should be made to any parent or other person that pupils enrolled in nonreservation schools will be returned home during the vacation periods. Pupils shall not be returned for vacations at the expense of the Government except for urgent reasons and by authority from the Commissioner of Indian Affairs. Pupils may, however, in the discretion of the superintendent, be permitted to return home during vacation period upon payment of their own expenses going and returning. In this case money shall be deposited by the pupil, parent, or guardian, and an agreement shall be entered into for return of the pupil to complete his term of enrollment in form prescribed by the office.

86. Return of pupils.--No pupil shall be returned to his home prior to the close of the school year which terminates a period of enrollment except upon recommendation of the physician on account of illness or for other urgent reason, except as provided in section 85.

87. Notice of return.--Superintendents of nonreservation schools shall report to the respective superintendents in charge of reservations the expected return of pupils at least four weeks before the end of the period of their enrollment, giving for each pupil the English name and the Indian name and full history while in school, particularly the character of the industrial training secured.

89. Physical education.--Provision should be made for regular physical education for all pupils. There should be equal opportunity for boys and girls alike. Emphasis should be placed on the natural in exercise rather than the formal. Provision should be made for out-of-door exercise and occupation, and by the use of well-equipped playgrounds, constitutional tendencies, and weakness of Indian pupils may be overcome.

90. Systematic physical training.--Systematic drill and physical training shall be given and playground activities shall be planned and, so far as possible, supervised; the superintendent shall detail suitable employees to take charge of and assist in these duties.

91. Entertainment.--Provision shall be made for reasonable entertainment and recreation of pupils and opportunities given for social intercourse under proper supervision.

Moving-picture entertainments may be provided not oftener than once in two weeks. Some other form of entertainment should be planned for the alternate weeks.

93. Health education.--The provisions of the health-education program should at all times be emphasized.

98. Individual lockers.--Individual lockers for clothing of each pupil are desirable and should be provided whenever funds are available.

100. Ventilation of buildings.--In order that there may be an abundance of fresh, pure air, all buildings in which children are housed or assembled shall be supplied with suitable deflectors made in the school shops in accordance with blue prints furnished by the Indian Office. These devices not being automatic, superintendents and all employees are required to see that they are used to provide fresh air without exposing the children to drafts in cold weather. Inspecting officials are directed to report failures to install or use deflectors.

101. Air space, dormitories, dining rooms, schoolrooms.--Dormitories must supply 500 cubic feet of air space for each pupil accommodated. To determine cubic contents, dormitory rooms must be accurately measured. Rooms measuring more than 12 feet in height will be considered 12 feet only. Floors in dining rooms are to provide 12 square feet for each pupil. Schoolrooms must provide not less than 210 cubic feet of air space for each pupil.

102. Lavatory, bathing, and toilet facilities.--Lavatory, bathing, and toilet facilities must be provided on a basis of one each of such fixtures for every 15 children.

103. Toothbrushes, towels, etc.--Each pupil shall be supplied with a toothbrush, tooth powder, comb, hairbrush, and towels. The Pullman towel system must be put into effect in all schools where there are facilities for laundering, and whatever measures are requisite must be taken so that no towel is used or touched more than once nor by more than one person.

106. Illness of pupil, death of pupil.--If any pupil becomes seriously ill the officer in charge of the school must give immediate notice by telegram, if necessary, to the parents, the guardian, or the nearest known friend. If a pupil dies immediate notice must be given to the parents, the guardian, or the nearest known friend, and to the reservation superintendent, and an immediate detailed report must be made to the Commissioner of Indian Affairs, specifying to whom and on what dates notices of illness and of death were given/

123. Home economics training.--Training in home making shall be given in all Indian schools enrolling girls. Special emphasis must be placed on home and community sanitation, nutrition, child care, home nursing, clothing for the family, and other activities needed to improve the present Indian homes.

125. Hand laundering.--The act of April 3, 1904 (33 Stat. L. 216) provides: Provided also, That in preparing implements and room for laundry work in all Indian schools 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.

151. Duties.--The general duties of subordinate employees are indicated by the nature of the positions to which they are appointed, but additional appropriate duties may be assigned. Exemplary conduct and personal habits will be required. In conduct and conversation, in neatness of dress, in orderliness of rooms and premises, and in similar ways all employees are expected to exert a positive and beneficial influence. It is essential that their relations with their fellow employees be harmonious, avoiding all small personal differences and extending the fullest cooperation to them and loyalty to their superiors.

152. Hours of service.--The laws limiting the hours of daily service to be required of laborers or mechanics in the employ of the United States do not apply to employees at Indian schools; they are regarded as teachers in their respective positions, being required to give instruction to pupil in addition to performance of their regular duties.

153. Advisers (girls').--Subject to the direction of the superintendent or principal, the adviser shall have supervision of all institutional living departments.

155. Half-day absences.--Superintendents shall arrange the hours of duty of all employees whose work is not confined to usual and ordinary daily hours of service during week days, or who have extra duties to perform, so that each may be "off duty" during a period of one-half day only per week through the year. This privilege may be denied when the necessities of the school require that the employee remain on duty or if any additional expense would be thereby entailed.

Employees who do not fall within the foregoing classification will be allowed only the Saturday half holiday, as defined by Executive order, when they can be spared from duty.

Half-day absences allowed under the preceding paragraphs will not be considered leave of absence nor deducted nor added in the annual leave to which any employee may be entitled.

154. Adviser (boys').--The adviser, or other employee designated for such duty, shall maintain at all times exemplary discipline, order, and good conduct. He shall see that the large boys retire properly, that their clothing and persons are suitably cared for, that they are regularly and properly bathed, that their toilet is properly made in the morning, that they are prompt at meals and details, and that a correct record is made of absentees and delinquents.

176. Personal business affairs.--The department will not undertake to regulate the conduct of employees in respect to personal business affairs, but commercial turpitude must be regarded as inconsistent with the qualities of character essential to public service and will be treated accordingly.

177. Social affairs.--The department has in general no concern with the social relations of employees when not on official duty, provided such are proper in all respects and in no way calculated to exert an influence detrimental to the interests of the school, their fellow employees, or to their own efficiency.

178. Pupils in employees' rooms.--Employees may not have pupils in their rooms except for special reasons and with express permission of the officer in charge of the school.

179. Guests.--Men employees may not receive in their rooms visitors of the other sex, but should do so in the employee's sitting room or other appropriate place.

180. Personal services by pupils.--No employee in the Indian Service shall require a pupil to render personal service. Pupils may be employed voluntarily to render proper service in no way inconsistent with the performance of their regular school duties at such times and for such remuneration as may be approved by the superintendent.

REGULATIONS OF THE INDIAN SERVICE
Duties and Conduct of Superintendents
And Other Employees.
Approved by The Secretary of the Interior
May 9, 1929

REGULAR EMPLOYEES:

30. 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. (Dept. Cir., June 9, 1897).

32. Employees are expected to devote their whole time and attention to the duties for which they are employed by the department, and no employee of the service, regular or irregular, while in a pay status or on leave of absence, will be permitted to accept employment, compensation, gratuities, subsistence, etc., from any individual, firm, or corporation who is now or is about to undertake business relations with the Indian Service, either for or on behalf of the Government, a tribe of Indians or a restricted Indian.

40. Improper behavior on the part of any member of an employee's family may be deemed sufficient cause for the separation of the employee from the service.

41. An attitude on the part of an employee of continuous fault-finding or grumbling, or a tendency toward the creation of factional feeling, resulting in discontent or disloyalty, or a disposition to become a trouble-maker will be deemed sufficient cause for separating the employee from the service.

47. The duties of officers and employees of the Indian Service are unusually exacting. Employees must be instructors by example as well as by precept and so conduct themselves and their homes as to be object lessons of right living to the Indians.

60. All correspondence between employees and the Indian Office must be conducted through the superintendent.

171. GUEST ROOMS- Guest rooms shall be provided at each boarding school. These rooms shall be comfortably furnished and properly cared for.

173. EMPLOYEES' SITTING ROOM- Each boarding school shall have a sitting room for the use of employees. It will be heated and furnished at Government expense, with plain furniture, curtains and rugs.

175. HUSBAND AND WIFE:- Where both husband and wife are employed at an Indian school they will be required to board at the employees' club, unless, where suitable quarters for housekeeping can be and are provided not involving the use of space required for accommodation of pupils, they will employ a housekeeper. Where the wife is also employed employment of an Indian school girl as such housekeeper will not be permitted, but where the wife is not employed Indian schoolgirls may be employed at such times as they can be spared from their school duties, as heretofore.

41. An attitude on the part of any employee of continuous fault-finding or grumbling, or a tendency toward the creation of factional feeling, resulting in discontent or disloyalty, or a disposition to become a trouble-maker will be deemed sufficient cause for separating the employee from the service.

RULES--CHUMANA SWIMMING POOL

(Some extracts from the report of the Joint
Committee on Bathing Places of the American
Public Health Association and the Conference of
State Sanitary Engineers)

1. At artificial pools all bathers of both sexes shall be required to wear bathing caps.
 2. All suits and towels shall be thoroughly washed with soap and hot water, rinsed and dried after each use.
 3. A bathing master shall be on duty at the pool's side at all times when the pool is in use and shall have full authority to enforce rules.
 4. All persons using the pool must take a cleansing bath using soap and thoroughly rinse off all soap. A swimming pool cannot be kept safe for use if it is used as a means of keeping clean. Persons entering the pool without first taking a bath may be barred from further use of the pool.
 5. Bathers must take a thorough foot bath before entering the pool and must not return to the pool after leaving the enclosure unless they first return to the dormitory for a shower bath. Please remember these rules are for the safety of bathers and to prevent the pool from becoming contaminated.
 6. All bathers must be instructed to empty the bladder before taking their cleansing bath and entering the pool.
 7. Any person having skin disease or any communicable disease must be excluded from the pool. Swimmers must enroll for use of the pool at each dormitory and the doctor or nurse must pass on eligible names for using the pool.
 8. Spitting, spouting of water, or blowing of nose in the pool is strictly forbidden; bathers must use the scum gutter for expectoration.
 9. No boisterous or rough play is permitted. Ducking or pushing bathers in the pool, etc., is forbidden.
 10. Only bathers are allowed inside the pool enclosure. Bathers' shoes must be left outside the enclosure in order to prevent tracking dirt on the pool walk.
 11. Solo bathing is positively prohibited.
 12. Only students and employees and their families will be permitted to use this pool and they must follow the above regulations.
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DAILY SCHEDULE
GIRLS

A.M.

- 6:00 Rising bell. All students shall arise, prepare for breakfast, and put rooms in order.
- 6:30 Dining hall girls report to work. Hospital girls report to work.
- 6:40 Students line up for breakfast roll-call and get passes.
- 6:45 Breakfast
- 7:15 Dormitory details report for work. Girls report to Brewer Hall for eye treatment. Girls report to Hospital for minor ailments.
- 8:00 Girls must have completed Dormitory work and prepare for school. Go to shops. Some report to work.
- 8:15 Start to school.
- 8:30 Students report to class rooms.
- 11:30 Students return from class.
- 11:45 Line up for dinner. Mail is given out, announcements for day made. Roll call on Saturday and Sunday.
- 12:00 Dinner

P.M.

- 12:30 Dormitory details report for work. Girls report to Brewer Hall for eye treatment. Choir girls go to choir by Office walk.
- 12:45 School bell rings. Students start to school.

1:00	Students report to class.
4:00	Extra duty students report for work. Recreation hour for those free from extra duty. Hospital detail reports to hospital.
4-5	Library open for girls. Store hour for girls.
5:00	Dining Hall girls report to work.
5:20	Supper line-up and roll call.
6:00	Students return to building.
6-7:15	Committee meetings. Organization meetings.
7:15	Lights blink, prepare for study hour.
7:25	Check made. Freshmen report to Study Hall.
7:30	Study hour. Students must be in own rooms unless they have passes elsewhere. Matrons go through rooms during study hour.
8:30	Study hour ends. Prepare to retire.
8:40	Warning for students to get to rooms.
8:55	Bed check. Students must be in their rooms.
9:00	Lights out.

SUNDAY AND HOLIDAYS

AM.

6:15	Students rise and get clean sheets.
6:45	Dining hall girls report to work. Hospital girls report to work.
7:00	Warning.
7:10	Students line up for breakfast roll-call.

7:45 Dormitory details report for work.
8:45 Warning bell rings for students. Two girls go to Boy's Building for inspection.
9:00 Inspection. Two boys from boy's building report to Winona for inspection. All students must be in their rooms and at attention.
9:30 Church line-up.
9:45 Students go to church.
11:00 Students home from Church classes etc.
11:45 Students line up for dinner.
12:00 Dinner.

P.M.

4:50 Supper line-up and roll-call.
5:00 Sunday supper.
6:45 Sunday Chapel line-up and roll-call.
6:55 March to Chapel.
7:00 Chapel.

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DAILY SCHEDULE
BOYS

A. M.

- 6:00 Rising bell. All students shall arise, prepare for breakfast, and put rooms in order.
- 6:40 Students line up for breakfast roll-call.
- 7:15 Dormitory details report for work. Boys report to hospital for minor ailments, using walk by depot.
- 8:00 Boys must have completed dormitory work and report to shop for work.
- 8:30 Students report to classroom.
- 11:50 Students line up for dinner.
- 12:00 Dinner

P. M.

- 1:00 Students report to school and work.
- 3:00 Football practice on Tues., Thurs., and Fri.
- 4:00 Football practice on Mon., and Wed.
Extra duty students report for work. Recreation hour for those free from Extra duty.
- 5:20 Supper line-up and roll-call.
- 5:30 Supper.
- 6-7 Library open for boys.
- 7:20 Prepare for study hour.

DAILY SCHEDULE, CONT.
Boys

7:30 Study hour. Students must be in their rooms unless
they have passes to be elsewhere.

8:30 Recreation bell.

8:55 Bed check.

9:00 Lights out.

COLLEGE STUDENTS

An opportunity will be granted students with outstanding academic ability to attend college at Salem. This is based on the assumption that those enjoying this opportunity are to conform to all school regulations and are to do not less than two hours work each day for this school to help pay for their board and room. Tuition and cost of books must be carried by the student. This amounts to about two hundred dollars a year.

GENERAL INFORMATION

COLLEGE STUDENTS-

Scholarships may be granted students attending Willamette University, Salem Business School, Beauty School or Salem High School. These students will be expected to live up to the schools rules and set an example of proper conduct for younger students to follow. (These students are expected to work 12 hours a week for room and board.)

VISITORS-

Parents, relatives, graduates are welcome to Chemawa, but, because of the shortage of guest rooms, visitors are not permitted to remain longer than three days in school dormitories. This courtesy will be cancelled if guest fails to observe the schools regulations.

VISITOR'S PASSES-

Visitors to the grounds will be given a pass which will assure them of all the courtesies of Chemawa. All passes, overnight or otherwise must be secured from the Superintendent or Senior Clerk in charge.

VACATIONS-

Students leaving for visits at home or for vacations must check out at the main office and with their advisers. Parents must also send written permission for such visits through the Main Office. If students go on week end visits, it is compulsory for them to return in time for Chapel at 2:00 P. M. on Sunday evening.

CHAPERONS-

Chaperons will be provided for Sunday walks, dances and other entertainments. Chaperons and those on Campus Duty are to see that good conduct exists among students. Chaperons accompanying girls to Sunday Movies, etc. must accompany students in same vehicle. Any exchange of dates should be made through the Superintendent's Office. In the event that any employee cannot perform the detail on the date assigned, a substitute should be obtained and the name of the substitute reported to the Superintendent.

ORGANIZATIONS FOR GIRLS-

Girl Scouts, Little Flower, Y. W., Young Peoples Society, Y. W. Choir, Salem Indian School Choir, Senior Class Play, Group Leaders Council, Spinning Wheel.

CLUB MEETING DAYS-

Clubs meet Monday, Tuesday, Wednesday, and Thursday from 6:15 to 7:15 P. M. All meeting must be over with so that girls will not be late for study hour. Athletic events will, as far as possible, be confined to Friday and Saturday evenings, and not on school nights.

STUDY HOURS IN DORMITORIES-

Between the hours of 2:30 and 8:30 PM all students must be in their rooms studying lesson assignments for the following day. Students will not be permitted to study elsewhere without permission of their matron or adviser. All Freshmen report to Freshmen Study Hall. Room checks will be made each night during these hours. No student is exempt from study hour.

TOWN PRIVILEGES-

Permission to go to town to do necessary shopping is granted girls on alternate Saturdays. Registration must be made with Girls' adviser for permission to go. On alternate Sundays girls are permitted to attend Sunday movies. The girls are chaperoned, the chaperone going in the same vehicle as the girls. On alternate Saturdays the adviser or assistant goes to town to see that there is proper behavior of the students. Students failing to return on time, or failing in proper conduct in town, sacrifice their next town day.

STUDENT LEADERSHIP-

A committee of 8 girls will be selected to look after rule enforcement and adjustment. These girls put in an application for leadership, and 8 applicants are voted on by the student body. The applicants must be approved by the adviser and matrons. Officers will be elected at their first regular meeting. Regular weekly meetings shall be held.

SATURDAYS-

Saturday morning is devoted to cleaning the campus and buildings. All school divisions take a turn in the laundry during the school year.

Alternate Saturdays are town days for boys and girls.
(The entertainment on Saturday evening is sometimes a pay event.)

BOUNDS-

West by Dining Hall; South by Brewer Hall; East by Front of High School building; North by Employees Club, exception when boys and girls are playing tennis. These are the bounds during social hours. At all other times the dividing line will be a line running east and west on north side of Bandstand.

All evening visiting must take place on Winona Hall lawn.

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SUGGESTIONS FOR COUNSELLING GROUP

It is our hope this year to create a closer relationship between the employees and the students. This we plan to do by setting up an organization of counselors; that is each employee will be a counselor and have a definite group of students in her charge who may come to her for counseling at any time.

We are asking every councillor to meet with her group at two o'clock, Wednesday afternoon, September ninth, to get acquainted and to do the following:

1. Explain campus rules and regulations.
2. Explain scrip system.
3. Any other points which the counsellors feel should be considered may be discussed at this time.

The plan which the councillor carries out with her group during the year is left open to the counselor to decide upon. The following suggestions are made for your consideration and use if you find them of value.

Meet at least once a month with your group as a whole.

Meet individually with members of group once a month, and as much oftener as they need your council.

Learn early in the school year what the background is of all members of your group and something of their personalities, handicaps, and talents so you can intelligently guide them.

Encourage a spirit of good fellowship between pupils and employees--urge the student to bring any problems such as social, financial, health, or classroom problems to you.

Have at least one social gathering--possibly early in the year to help promote friendliness and to get-acquainted.

In the above, or in other ways you may devise, let us give every girl the assurance that she has someone in Chamawa to whom she can bring any problems, with the confidence that that person is personally interested in and desirous of helping her to get the best solution of her problems.