

PA 3036
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Duties of Government Employes for
the Industrial Boarding School on
the Puyallup Indian Reservation.

General Instructions

As a high duty, each employe is required to
recollect & act on the following facts. 1st That he or she
is employed and paid by the Government as a
^{in this or her branch,}
teacher of a barbarian race, whom the Govt.
desires to civilize as speedily as possible
to such an extent that they may be
safely ^{+ beneficially} citizenized and melted into the body
politic of our Nation.

2. That Civilization consists of culture
and habits acquired between infancy
and mature age.

3. That the highest ^{+ only true} form of Civilization
is Christian Civilization. as Civilization
without Christianity is only cultured barbarism.

4. That to impart this true Civilization
with facility to Indian pupils; harmony and
cooperation of its teachers with each other in their
different spheres, ^{is absolutely necessary} and ^{they must} be banded together
in that spirit of love and harmony that
characterized the author of Christianity.

5. That in harmony among teachers with
necessitate changes till the required harmony
is obtained.

6. Any trouble or inharmonious among teachers that cannot be talked over & settled between them^{selves}, before the day closes, must be reported to the Agent the next day for his action.

7. One employe must ^{not} Criticise or speak disparagingly of another or of the School to any person not connected with the School.

8. Every employe will be expected to treat all Indians kindly & justly and to advise and assist them as far as possible, not to interfere with their ^{several} duties to pupils & the School, ^{as} hereafter specified.

9. Every institution must have a directing or an appellate head. The Agent under the Government is of course the directing head of the employes, and they must receive and obey his instructions as to their respective duties. But as the office & residence of the Agent is 40 miles distant, & he can only be present ^{at the School} occasionally, he must be represented by some employe at the School as an advisory & an appellate head; through whom the Agent will correspond & be advised as to the wants & progress of the School, doings of employes &c. The head teacher of the Puyallup Industrial Boarding School, the Rev. M. J. H. M. ^{so long as he holds that position} will be recognized by the Agent as the advisory & appellate head of that School.

through whom correspondence and reports will be made relative to the same; and will see that the instructions of the Agents to each employ herein after set forth, and any additional instructions to them are observed. But no employe is prohibited from writing to the Agents at any time about any matter of special interest to him or herself.

* See Nos 10, 11, 12, 13, 14, 15, 16, 17, 18 extra leaves & insert

Special Instructions

1st To The Head Teacher

You will have entire control of the mental ~~and~~ ^{& religious} moral instruction and training of all of the pupils attending the school; and endeavor as far as possible to impart to each one of them a good common school education in the English language, together with a practical knowledge of Christianity and vocal music. All of the pupils must treat all of the teachers with respect and implicitly obey all orders and directions given by them ^{by the teacher under whose directions they may be at the time}. Any case of disrespect by a pupil to a teacher or of disobedience of orders or directions, must be reported to the Head Teacher, to whom alone is delegated the authority to correct or chastise a pupil, as the case to him may seem to require.

All supplies purchased for the use of the
School by the Government, or raised for the
School by the labor of the pupils ^{except feed & forage for live stock} & employed ^{are and}
will be under the charge of the Head
Teacher, who will issue the same to the
pupils, ^{and sell as much of the same to the pupils as they may require for their own use} and account to the Agent for the
same as required; And will keep the Agent advised as
to the state of the supplies.

The Head Teacher is authorized to
settle disputes and disagreements among
other employees or to report the same to
the Agent when he considers a case
of sufficient importance.

He is authorized to solemnize marriage
among Indians of this Agency, and to
attend to their religious instruction
as far as possible, not to interfere with
his duties to the school.

He will exercise a fatherly care for the
pupils at all times, and will have absolute
and entire control of them during School
hours, - during meals and recreation
hours and from the time industrial
labors cease each day till they ^{pupils} rise in
the mornings.

He will be entitled to pay for his board and
lodging, and for his services, and for his
and over board.

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2. To the Assistant Teacher

You will assist the Head Teacher in his duties in the school room ^{during all the school hours} and in his care and oversight of the pupils at other times, as he may require. You will have the especial care and oversight of the female pupils during ~~during~~ the hours of recreation, and from the time they retire to their bed rooms each evening till they arise in the mornings; and attend to such other matters ^{of benefit to the pupils} as the teacher may direct.

3. To the Industrial Teacher.

You have three important branches of official duties to perform. The first and most important of which is Teacher of Industry for the male pupils of the Pryallup Industrial Boarding School. In the performance of this duty, all of said male pupils, while in health, will be under your exclusive control during the hours ^{of time} named in section 16 of General Instructions, aforesaid; except as hereinafter directed. You will so arrange that during said hours and times the boys are kept constantly and usefully employed. You will impress upon them the value of time (so little valued by nearly all Indians), and teach them to do all their work in the best and most expeditious manner.

You will use the labor of the boys in the care of the Barn, the School Farm, and of the domestic animals thereon belonging to the Government; all of which are (subject to the direction of the Genl) placed under your exclusive control and management^{except as herein after directed.} - You are expected with said labor, to cultivate and improve said farm as fast as possible so as to make it maintain said school as near as that can be done. You will have ample fuel provided in the wood house for the use of all fires in the Boarding School buildings, and see that the bell is rung promptly at 5.30 A.M. each morning to call up the pupils. That the boys dress well &c. promptly and attend to the various duties to which you assign them, among which are making fires, milking, feeding &c. - You will see that all crops raised on the School farm are gathered & properly cared for. That all supplies purchased for the Boarding School are transported to and placed in the store room there. That all tools and implements are cared for. Kept in order and in their proper places.

You will detail one school boy daily or weekly, as you may think best, to go for mail matter and other matters to Tacoma as the Head Teacher may direct.

You will permit the Head Teacher
to have the use of one or more of the
Government horses ^(not otherwise necessarily employed) when he wishes to visit
Indians in other parts of the reservation
or on other reservations & places in
the discharge of his Christian
duties ^{if for no other purpose} and when he so requests
you will designate one or two boys
to hitch up the horse or horses for
him, and to take charge of them
when he returns. ^{The horse}
~~must not be injured by accident or otherwise -~~
you will from time to time as necessary, means
and time will permit, make such repairs, addi-
tions &c to the school & farm buildings as may
be required by the agent. ◇

The second branch of your duties is that
of Chief of Police. Your duties in this
branch are specified on pages 4 & 5 of printed
"Rules and regulations for the Government of the
U. S. Indian Police Service - July 1. 1878"
of which you have a copy.

The Third branch of your duties is
that of advisory and directory farmer of
the Puyallup Indian Reservation. In the
performance of this branch of your duties
you will, while visiting different portions of
said reservation as directed in your duties as
Chief of Police, and at other times as often as

release from your duties on the School Farm will permit, advise and direct the Indians, who have farms or have taken claims, how best to improve and cultivate the same, and as to the care and improvement of their domestic animals.

Your authority as advisory & directing Farmer will extend to every matter that you may deem for the improvement of their buildings, fences, lands, live stock &c. - You will direct that all Indians who have taken claims on the reservation must improve the same as far as possible so as to subsist themselves and families ^{themselves}.

Where any Indian or half breed who has a claim ~~and~~ fails to heed your advice or direction, give him to understand that, as Chief of police, you are authorized to enforce the same by fine and imprisonment at hard labor on the School Farm, and you will use this authority whenever necessary. You are further authorized, as Chief of police, to enforce the orders and directions of the Physician to the Indians as to cleanliness, and other sanitary regulations.

You will also, when requested by the Cook and Landress, detail one ~~or~~ more boys to assist in dairying or washing, when female help is insufficient.

4. To The Matron.

You have the care & oversight of all the clothing of the pupils of the Puyallup Industrial Boarding School, and will see to making, mending and keeping the same in good wearing order, and that all of said clothing that is in use by said pupils is changed at least once every week and goes into the hands of the Laundress. You will also have the care and oversight of all the bedding of said pupils and of their bed rooms and will see that there is always a plenty of said bedding for the comfort of said pupils, and that the same and their bed rooms are kept clean and in good order, and will then you direct when and how often said bedding is to be changed and to go into the hands of the Laundress. You will also see that the dining room, sewing room, sitting room & parlor of the Boarding School buildings are kept in order.

You will have exclusive control of all the female pupils of said Boarding School during the hours and times of manual labor as specified in sections 16 of General Instructions herein before set forth. The except as herein after specified.

It will be your highest duty to train
said female pupils to habits of industry
and to a proper appreciation of the value
of time, ^{to improve upon things} and that no time is to be wasted in
useless idleness. In the discharge of this
duty you will teach and train the girls
to do all kinds of sewing and household
work in the best, neatest and most
expedient manner, except Culinary,
Laundry and Dairying work; which said
three branches of work will be under the sole
charge of the Cook and Landress, except
the milking. You will once a week detail
a sufficient number of female pupils
to do the cooking, set the tables - put the
viands on the ~~same~~ - ^{side} of the tables.
wash & put away the dishes - do the
washing & ironing. Care for the milk & do
the churning &c under the direction of the
Cook and Landress; and while doing said
work said girls will be wholly under the charge
of the Cook & Landress. - You ^{will} apply to and
receive from the Head Teacher, as often as
necessary, such supplies of material for
making clothing bedding &c for the pupils,
and for keeping the same in repair, as may
be necessary, and will be the custodian of and
responsible for said material till properly used
up.

to the school - upon the door to the head teacher
Clothing, individual or supplies of any kind belonging to the
conscience or medicinal supplies, books or clothing given
* You will in case of any pupil under your charge

You will at the end of each month
report to the Agent in writing, the kind,
amount and disposition made of the
material so received, and the number
and kind of garments &c. manufactured
under your supervision during the
month. *

You will, in cases of disrespect to
yourself, or disobedience of your orders by
pupils, report the same to the head teacher
together with the facts of each such
case for such correction or punishment
as he may deem proper.

5. To the Cook and Landress

You are the teacher of the female
pupils of the Puyallup Indian Boarding School
who from time to time are placed under your
charge by the Nation in the arts of Cooking -
sitting and arranging the tables for meals - tidying of the
same - washing dishes and other tableware and putting the
same away in order - of washing - drying and ironing the
Clothing, bedding &c. belonging to the pupils of said school
and to their beds, as may each week be placed in
your Custody for washing by the Matron, of
Caring for the milk after it comes in each
morning & evening, of making butter and of
Caring for and keeping neat & clean the

Kitchen, dining room - pantry & dairy belonging
to said school, all of which, together with
the utensils belonging to the same, are
placed under your exclusive control
custody. You will teach and train said
female pupils to do all of said branches
of work in a neat and expeditious
manner. And when any of them fail
to heed and obey your orders, you will
report them to the Head Teacher for
such correction & punishment as he
may think proper. You will receive
from the Head Teacher weekly the
provisions Soap &c, for use in your
duties, and will be responsible for the
care and custody of the same till used
up. - You will see that all the girls
placed under your charge are kept busy
and that none of their time is wasted in
idleness, And when any of them carelessly
injure, break or loose any utensil. you
will report the fact to the Head
Teacher for such action as he may
think proper.

6. To the Physician.

You are the Physician of this Agency, and as such, all of the Indians ~~belonging to~~ the five reservations and eight bands belonging to this Agency, together with the Agent and all employees ^{thereof} ~~there~~, with their families, are legally entitled to the benefit of your professional services. But as said reservations and bands are widely scattered, and this Agency office & residence is forty miles from the Pryallus reservation, which is much the largest, best and most populous reservation belonging to this Agency, and the only one of the 5 or present upon which there is any employee & a school. You are stationed on that reservation and are not required to give medical attention to Indians ^{& employees} beyond its limits, except in desperate cases of accident or disease where life & humanity demand. You are especially directed to look after the health of the Indian School Children ^{thereof} & employees, and are therefore authorized ~~to~~ ^{frequently} ~~often~~ and at such times as you may please ^{to} ~~often~~ inspect the school buildings and their surroundings minutely, and to direct

Such alterations, changes, improvements &c in the clothing, diet, habits &c. of the pupils and employes, as will best promote and preserve their health, and such alterations, changes and improvements in the dormitories, kitchen and elsewhere in and around said school buildings as are practicable & will most certainly conduce to the same end. All orders and directions you may give to pupils and employes for sanitary purposes, are to be obeyed by them. When any of the pupils fail to obey or carry out your orders and instructions you will report the same to the head teacher for his action, and when any of the employes fail in these matters you will report the same to the Agent.

You will while passing over the Puyallup Reservation on your professional duties, among the Indians thereof, and as frequently at other times as you conveniently can, inspect the dwellings of said Indians and surroundings, and give orders and directions to said Indians, as to their cleanliness, cooking, diet and other matters that will preserve and improve their sanitary condition; and when any of said Indians fail to heed and obey your orders and directions, you will report the same to the Chief of Police for his action.

In case you are called to visit ^{any} one of the School employees professionally, you will, if he or she is so unwell as to be disabled from duty, give a written excuse therefrom, which you may continue verbally when necessary, from day to day till the end of the sixth day from the beginning of the disability when if it still continues, you will report the same to the Agent with your opinion as to the probable duration of the disability. And you will at the end of each month, in addition to your regular sanitary report, state to the Agent in writing what employees (if any) have been excused from duty by you and how long during the month.

When you find a pupil so unwell as to be disabled from School and manual labor duties, you will so inform the head teacher, and again inform him when the pupil is able for said duties. Medical supplies received for this Agency from the Government will be placed in your charge to be used by you for the benefit of Indians and of Govt. employees and their families and for no other persons.

Draft of Instructions
to Pongallup employees

Oct 1875

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(Sup Extra 1

10. All employes are entitled to subsist upon the agricultural products of the School farm so long as they may last and so far as they may go towards that end. But no employe is entitled to rations from supplies furnished by the Government for the pupils of the Boarding School or to use any portion of the same without purchasing the same on terms stated in the 4th section of Circular No. 33 of July 17. 1875. herewith enclosed.

11 Each employe who is the head of a family, will be entitled to pasturage for one horse and one cow in the pasture belonging to the School Farm, and to forage for the same from feed raised on said farm.

12 No domestic animals or fowls of any kind, other than those named in the last preceding section, will be permitted to be kept by any employe on the School farm unless the same is closely confined & wholly subsisted at the expense of the owner.

* Prayers first before relating to beds. & at the beginning of school each morning.

13. School hours shall be from 8 A.M. to 12 M. five days in each week; and when the weather is too inclement ^{or any pupils too young or weak} for outdoor labor, additional school hours may be added from 1 P.M. to 4 P.M. for all pupils who cannot be otherwise employed in some useful industry. Of such weather and of the youth & weakness of pupils, the Head Teacher shall be the judge. The hours ^{not} devoted to school on other week days, shall on Saturdays be devoted to such duties or recreations as the Head Teacher may direct.

14. The hours for meals and recreation shall be Breakfast from 7 to 8, Dinner or Lunch from 12 to 1. Supper from 5.30 to 7.30. ^{The hours for pupils to go to their beds shall be 9 P.M. and for rising from their beds 5.30 A.M.*}

15. The hours for manual labor shall be, for male pupils from 5.30 A.M. to 7 A.M. & from 1 P.M. to 5.30 P.M. Such of the older boys as the Industrial Teacher may designate shall

Continue in the performance of ^{such} daily & indispensable duties, as long times in addition after 5.30 P.M. as the Industrial Teacher may require.*

16. The hours for manual labor for female pupils shall be from 6 to 7.30 A.M. and from 1 to 5.30 P.M. Such of the larger girls as the Matron may designate shall continue on in the performance of such necessary household duties as long times after 5.30 P.M. as the Matron or Cook & Landlady may require. Girls sentenced to extra hours of labor by the Teacher for any misconduct, shall perform the same as the Matron may direct.

17. Each female employe will be expected, while in health, to keep her ~~own~~ bed room in order without the help of female pupils, none of whom are to be made daily nurses or personal servants.

18. No employe can be absent from the reservation without the consent of the Agent first had & obtained, except to go to Tacoma on necessary business or elsewhere in search of unlawfully animals or criminals; and except the Head Teacher while in discharge of his Christian duties, & the physician while in the discharge of his professional duties.

* Boys sentenced to extra hours of labor by the Teacher shall perform the same under the direction of the Industrial Teacher.

19. Every employe is required at all times to ~~fully~~ perform all of the specified duties of his or her position, unless excused therefrom in writing by the Physician on account of ill health.

But the Physician is prohibited from giving any such excuse to extend longer than one week at a time, unless the same is reported to and approved by the Agent.

20. No employe is allowed to perform the duties of another employe, in addition to his or her own, longer than one week at a time, without the written permission of the Agent, who will if deemed best appoint a substitute to perform the duties of the position & receive the pay thereof -

21. Each employe is invited to make any suggestions to the Agent he or she may deem best as to additions or improvements in the general or special instructions.