

## GENERAL INFORMATION

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### SYNOPSIS OF ESTABLISHMENT

- March 14, 1908: Act of establishment approved by the General Assembly of Virginia, as recorded in Chapter 284 of Acts of Assembly.
- April 29, 1908: Board of Trustees organized.
- June 18, 1908: Site purchased.
- June 26, 1908: Election of president of the school.
- September 15, 1908: Adoption of plans for a complete plant.
- October 7, 1908: Adoption of working plans for Science Hall and Dormitory No. 1.
- November 5, 1908: Contract awarded for the erection of Science Hall and Dormitory No. 1.
- November 25, 1908: Ground broken for the two buildings.
- April 15, 1909: Laying of corner-stone.
- September 28, 1909: Opening of First Quarter of First Year.
- April 12, 1910: Contract awarded for the erection of Dormitory No. 2, including gymnasium.
- May 2, 1910: Ground broken for Dormitory No. 2.

### THE PLACE OF THE NORMAL SCHOOL IN EDUCATION

Teaching is counted a profession, but the idea has too largely prevailed that it differs from other professions in that its qualifications are less and more easily acquired. For this reason almost any person with good character and a smattering of the recognized elements of learning has been permitted to practice this profession. More fortunate persons who have completed courses in academic institutions of standing and have become possessed of a consider-

able amount of subject-matter in the various branches of knowledge, have been considered exceptionally well-qualified for the work of teaching. The majority of teachers have thus entered upon their work with no *professional* training, that is, no training in the basal principles of education and methods of teaching. That some of these have achieved success cannot be disputed; but our increasing knowledge of the development of mental life, and the general awakening of the public as to the importance of education have called for a better and more professional preparation on the part of those who would teach, and it may be said that in the not very distant future it will be impossible for any one to teach in the public schools without adequate special preparation. The higher standards demanded of teachers must lead to higher salaries and better recognition of work in many ways.

The Normal School is the one institution which has for its primary aim the giving of this professional training for teachers, hence of all public institutions contributing to educational advancement, the public Normal School is the most promising.

In taking such an aim the Normal School differs from the ordinary college in that the college has for its primary purpose the giving of a liberal culture without specialization for a particular profession. The Normal School may rather be considered as a professional institution for training for a specific profession, just as the schools of engineering, of law, of medicine and of theology train for specific professions. It is true that the Normal School does give culture, and a general education may be obtained in it, but in offering such advantages the Normal School does it incidentally in carrying out its real function, which is to teach its students *how to teach*.

The work of the Normal School must be two-fold in character, namely, Academic and Professional. The academic instruction should include a thorough review of the

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branches of study taught in the public schools and a critical study of these branches with reference to their place and function in the curriculum, with sufficient advanced work in these branches and in related studies to give a broad and substantial background to the subject-matter which the student will be called upon to use when she goes out to teach. *This academic work must not be a mere duplicate of the work given in the ordinary high school*; but it must be more than this, it must go farther, and it must assume a different attitude toward the studies, it must keep ever in mind the *method* side, and it must consider every subject at every stage with reference to its use by the teacher in her practice.

The professional instruction must include a thorough study of the science of education, of methods of teaching, and of the fundamental principles which should guide the teacher in her class-room. In order to carry out this purpose facilities for carefully guided observation of the work of skilled teachers and for well supervised practice teaching must be provided in *public schools under real conditions*.

The only institution that can fully provide all these advantages is a properly conducted Normal School.

The Normal School must lead in educational matters in its state. It must meet conditions, it must anticipate needs, it must encourage everything that makes for progress.

The most potent influence in modern educational thought is the awakening of educators and the public generally to the necessity of bringing the school into closer touch with the life of the people, their work and their interests. It is properly expected of our schools supported by public funds, that they train for good citizenship, and it is generally recognized that this implies productive efficiency on the part of the individual so that he may be a self-supporting and contributing unit in the social whole. In fulfilment of this expectation the public school education of the future

must be brought close to the lives of the people, it must result in industry and thrift, it must make homes more sanitary and attractive, it must pave the way to productive work with skilled hands, clear minds and pure hearts. In our cities our boys and girls must be put into possession of the elements of handicraft, and in our rural districts they must be given the elements of agriculture and kindred subjects. The Normal School with industrial features is the one institution which can properly equip teachers for the work demanded of the school today.

To meet the demands of the new education it is obvious that the work of the Normal School can no longer be confined to theory and books, but must seek its material in *real* things, in nature, in the practical activities of industry and commerce, in the business, civic and social interests of life. Without depreciating the limitless stores of useful knowledge bound up in printed volumes, it must also draw from the outside world, the home, the farm, the workshop, the office and the marts of trade.

The complete Normal School must be equipped to train teachers in agriculture and other rural arts, in cooking and sewing and other household arts, and in drawing and other manual arts.

#### IDEALS OF THIS SCHOOL

This institution endeavors to maintain standards of the highest type. The students during the past year have assisted the Faculty in this respect to a marked degree. The students have inaugurated an "honor system," and are doing much to maintain high standards of honesty in their school work and purity and honor in their daily lives.

The following will set forth in a general way some of the principles which the management endeavors to have govern the school :

1. We believe that the building of character is the chief aim of every school, hence, in the training of the

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teacher, the development of a strong, noble, womanly character is of first importance.

2. We believe that the personal influence of the teacher is the greatest factor in the education of the young, therefore we must seek to develop those feelings and inspire those thoughts which will function in right conduct throughout life; and we must endeavor to remove blemishes and imperfections in personal conduct and manner of living, however trifling they may seem, which will operate so as to injure the teacher's influence for good.

3. We believe that in every grade of educational work sound scholarship is the basis of success, and we realize that conditions are such that few will come to us with a sufficient foundation in subject-matter, hence it is necessary to combine academic with professional training, and to make this academic drill work thorough and satisfactory to individual needs.

4. We believe that the greatest aim is not to acquire information simply for the purpose of knowing, but to acquire for the purpose of *teaching* to others what one knows. For this reason it is essential that the subject-matter of education be approached in a professional and critical manner, and taught with emphasis upon the method side. On the part of the Normal School student, the attitude to all studies should be one of thinking and knowing rather than of merely acquisition; of interest and appreciation rather than performance of superimposed tasks.

5. We believe that the professional branches of the study of education are of use to the teacher chiefly as they are applied in the manipulation and organization of the materials to be used in the work of the student after she begins to teach, hence our instructors constantly apply the theory and subject-matter of the branch taught to the practical problems of the class-room.

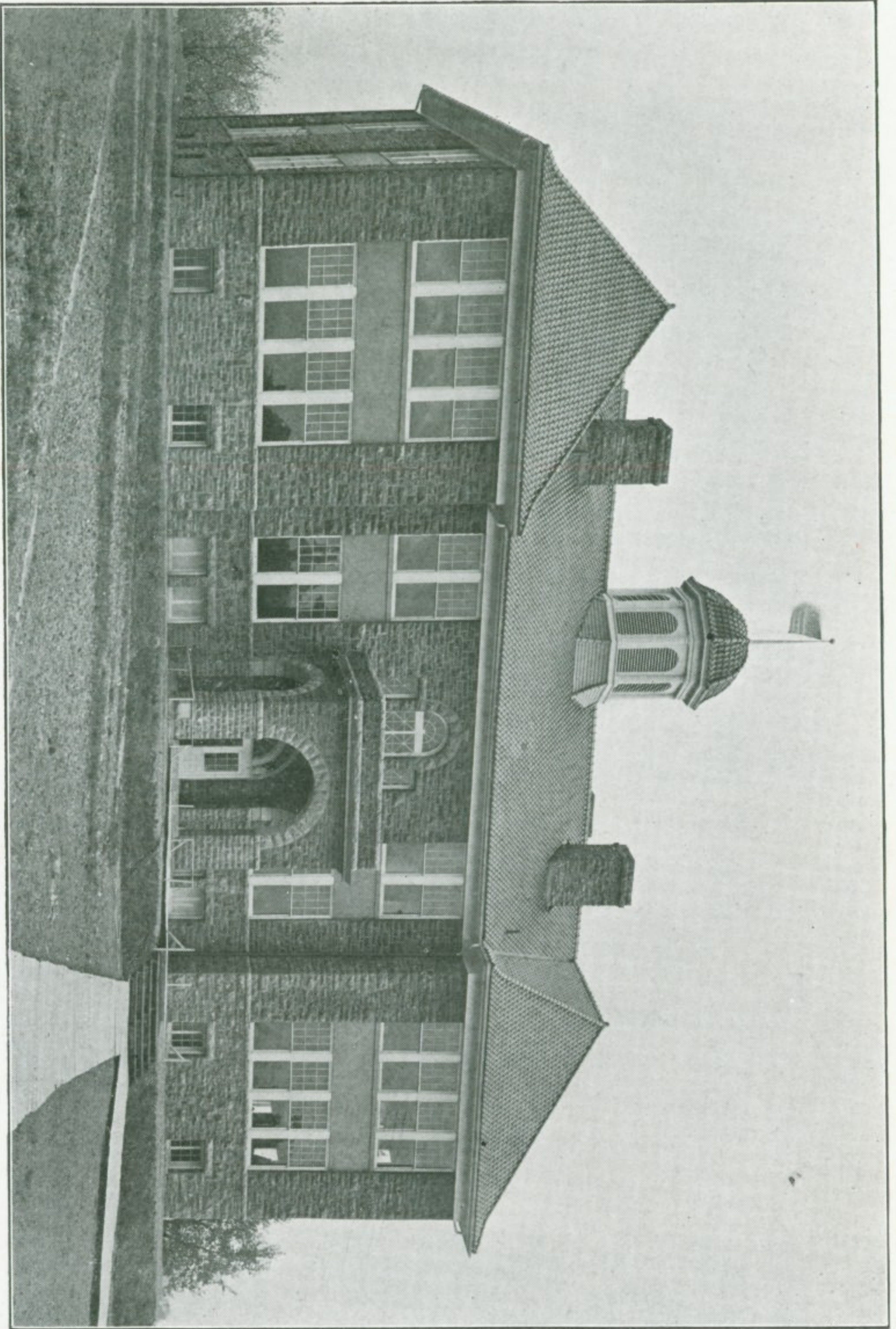
6. We believe that it is not the least of our duties to cultivate in our prospective teachers a professional spirit.

The teacher should be more than a time-server and a wage-seeker. We must seek a broadening and enriching of the minds of our students, and the development of an impelling belief that teaching is the highest and noblest of callings, of an insatiable ambition to succeed and a burning zeal to render the largest measure of service in the world.

7. We believe that certain principles of professional ethics should be adopted by all who enter the teaching profession. That among these are, a recognition of the sacredness of contracts, a decided stand against questionable practices, a determination to eliminate petty jealousies and prejudices, a careful guarding of speech and daily conduct, and a constant effort to elevate the moral standards in all the relations of life.

#### LOCATION

The town of Harrisonburg is situated in the heart of the beautiful Shenandoah Valley about 2,000 feet above the sea level. It is a progressive town with a population of 4,500 or more. It is the county seat of Rockingham County and is in the richest agricultural section of the Valley of Virginia. It lies about 150 miles southwest of Washington City and about the same distance northwest of Richmond. It is on the Manassas division of the Southern Railway, is the terminus of the Valley Railroad of Virginia (operated by the Baltimore & Ohio) and by means of the Chesapeake Western is in close reach of the Norfolk & Western system *via* Elkton, which is 18 miles distant. At Staunton—26 miles away—connection is made with the main line of the Chesapeake & Ohio Railway, and at Lexington and Buena Vista with the James River division of the same road. By means of the three different railroads that enter the town, Harrisonburg enjoys exceptional railway facilities to and from all principal points in all the Valley counties north of Roanoke, the Southwestern counties *via* Roanoke, and those of Piedmont and Northern Virginia contiguous to the Chesapeake & Ohio and Southern Rail-



SCIENCE HALL





ways: For information as to reaching Harrisonburg see under "Suggestions to Prospective Students."

The climate is, with rare exceptions, not subject to extremes of heat and cold, and in point of healthfulness is unsurpassed in Virginia. The town has, for many years, been a refuge in summer for residents of the tidewater sections and the eastern cities by reason of its complete immunity from malaria, and with its bracing mountain air and pure freestone water it has for a series of years been exempt from fevers and endemic diseases. Several well-known summer resorts, and medicinal springs are not far from the town.

The public water supply is brought by pipe-line from mountain streams thirteen miles distant.

The school grounds comprise forty-nine acres of land, with a splendid frontage on South Main Street. The site commands a magnificent view of the surrounding valley in every direction, from the Blue Ridge to the Shenandoah Mountains.

The site adjoins one of the best residential sections of the town and is only three minutes walk from two railway stations. The combination of town and country features makes the situation ideal for the location of an educational institution.

Harrisonburg claims every advantage of location, accessibility, water and sewerage, electric light, mail and telephone facilities and proximity to white population.

It enjoys a combination of healthful environment, sanitary comforts, and a wholesome social and religious atmosphere.

#### BUILDINGS

Three buildings are now in use on the school grounds, namely, an academic building (Science Hall) and two dormitories, one being the Dormitory No. 1 and the other the Cottage purchased with the grounds. Pictures of these buildings are included herewith.

The Science Hall is at present used for all academic purposes, except for the classes which meet at the Training School. This building is modern in every respect. It has stone walls, red tile roof, hardwood floors, and is heated by steam and ventilated by a fan system propelled by electric power. The building is unusually well lighted with a large number of windows and with numerous electric lights. The heating and ventilating apparatus is sufficient to heat the halls and rooms to 70 degrees in zero weather and to furnish to the class rooms 30 cubic feet of fresh air per student per minute. The air supply is kept fresh and is heated before coming into the rooms, by passing over steam coils, the hot and cold air being mixed and controlled by damper in the rooms. "The Paul Automatic Vacuum System" of steam heating has been adopted. This system is considered modern and efficient in every respect. The building is equipped with the most modern and approved sanitary appliances. Fire extinguishers and fire hose are placed on each floor. The electric wiring is done in the safest and most modern manner, as the "Conduit System" has been adopted for all such work.

The Science Hall contains laboratories for Natural Science, Domestic Economy, Cooking, Sewing, Manual Training and Drawing, class-rooms for various academic subjects, a temporary Library room, a book and supply room, a business office, rest and cloak rooms, and physical culture equipment. A rolling partition between two of the largest rooms affords temporary accommodations for Chapel assemblies, special lectures and entertainments. A large auditorium conveniently near the school is available for large assemblies, commencement exercises and entertainments. This auditorium will accommodate about 800 persons and has an ample stage.

Dormitory No. 1 is built of stone, with red tile roof, and has accommodations for lodging sixty-four students. It is heated by the automatic vacuum steam system, lighted

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by a large number of windows and by numerous electric lights. The stairways are entirely fireproof throughout the building, and fire-hose and extinguishers are placed in easy reach on every floor, with sufficient water supply and pressure to cover every part of the building. All electric wiring is run in conduits in the safest and most approved modern manner. The sanitary equipment has been carefully selected and is modern in every respect. The shower and needle baths are equipped with white marble walls and nickel and brass fittings. The lavatories are of white porcelain enamel with mirrors above each basin. The floors of the halls and rooms are of hard wood. The halls are wide and well-lighted, and a wide portico runs the full length of the front of the building.

Besides the bed-rooms for students, the Dormitory contains a parlor and a room for the Matron. The building also contains a dining-hall, kitchen and pantry. All of these are equipped in a complete manner. The rooms for students are large and comfortable in every way, and are furnished comfortably. Further description will be found below under the head of "Living Arrangements."

The "Cottage" is a comfortable residence, which has been improved and adapted for use as a home for members of the Faculty and a few students. The rooms are large, well ventilated and lighted and heated by steam from the central heating plant. The bath-rooms are modernly equipped. The bed-rooms are furnished in the same manner as the rooms in Dormitory No. 1.

Dormitory No. 2 is now in course of erection and will be ready for occupancy in time for the opening of the Winter Quarter, January 3rd. It will contain accommodations for seventy-two students, rooming two in a room, and for one or two teachers and an Assistant Matron. On the first floor will be a large gymnasium, with baths, lockers and bowling alley, in addition to the usual equipment of apparatus. This building will be equipped throughout in the

same complete and substantial manner as Dormitory No. 1.

### EQUIPMENT

The equipment in all of the various laboratories and class-rooms is modern and fairly complete. Care has been taken to purchase only the most approved modern furniture and apparatus. Telephone connections are established in the different buildings, both local and long-distance. An electric program clock sounds the signals for classes, meals, etc., on gongs placed in each corridor of all the buildings, and also operates secondary clocks in each building and some of the rooms of the Science Hall. The equipment of the dormitory is referred to below under the head of "Living Arrangements."

The equipment of this school for work in the industrial branches is unusually complete. The Household Arts department occupies three rooms, a Sewing Room, a Cooking Laboratory and a small Dining-room, which is used for special demonstrations. The Sewing Room is equipped with tables, several sewing-machines, and lockers. All the small apparatus needed in the work is supplied in sufficient quantity to accommodate large classes. The Cooking Laboratory is provided with twenty-four individual gas stoves, the gas being supplied from the school gas-plant in the rear of the building. At each corner of the laboratory table is placed a porcelain pantry-sink, supplied with hot and cold water. A drawer is provided for the apparatus needed by each student, every third drawer being used for general supplies. Cupboards and lockers are provided for storage of supplies and equipment. The small room contains a wood and coal range for special demonstrations, dining-table and chairs, china-press and equipment used in serving a meal.

The Manual Arts department occupies a large room equipped with excellent work-benches for woodwork, and numerous tables for other handwork. Lockers and cup-

boards are provided for equipment and supplies. The equipment is quite complete and is the best of its sort.

The Rural Arts department, while not yet fully equipped, is provided with a good outfit of garden tools for the outdoor work and boxes, jars, etc., for growing plants indoors. Other apparatus is being supplied as needed, and it is hoped that in a short while the department may be equipped to give all of the courses outlined. Two very good orchards on the school grounds afford opportunities for demonstrations in fruit growing, and a large section of the grounds has been laid out and is used for gardening. A well attended public demonstration in orchard culture was held in the school orchards during the year.

The department of Geography is supplied with a good outfit of maps and globes, including a full set of relief maps. An excellent collection of materials for use in the work in Commercial Geography is being made. Modelling tables are provided for the work in Physical Geography.

Laboratories for Physics and Chemistry are at present provided in the Training School. The equipment is quite complete and ample for the purpose, especially in Chemistry. Charts and other apparatus are provided for the work in other sciences, and it is hoped that much more may soon be added.

The English and History departments are provided with numerous maps and a number of pictures, for use in their work. The set of imported history maps can scarcely be surpassed.

Considerable apparatus has been in use in the department of Physical Education during the past year. Dumbbells, Indian clubs, wands, medicine-balls and chest machines are provided for indoor use, and a basket-ball field and three tennis-courts are at the disposal of the students for outdoor exercise. No charge is made for the use of apparatus and courts. With the completion of Dormitory No. 2 a good gymnasium will be provided, and

this will have the usual equipment of apparatus, baths and lockers, and also a bowling alley.

Pianos are provided for the department of Music. The class-rooms throughout the building are provided with substantial oak tablet-arm chairs.

### LIBRARY

The library of a new institution must necessarily be comparatively small. This, however, is not entirely a disadvantage, as all superfluous material is thus eliminated, and the attention of the users of the library is focused on those publications which are of real and lasting value. The library of this institution consists at present of about two thousand carefully selected volumes on subjects within the various fields from which the work of the institution is drawn. In addition to general reference books, a special effort has been made to place at the disposal of the students all of the more important works on the subject of Education.

The department of History is especially well supplied with reference works, and a good collection of technical works, especially in the field of household economics, has been provided. Books are purchased on the recommendation of the various instructors, and additions are being constantly made. All of the books and pamphlets are classified by the Dewey Decimal System.

The subscription list for current literature includes a large number of the best magazines in general literature as well as those representing special departments of school work.

In view of the fact that we have had to start from the very beginning in furnishing our library and that a good working library is so necessary in an institution of this sort, we would respectfully solicit contributions of books, magazines and papers from all friends of public education. Such contributions will be gratefully received and will be duly acknowledged.

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The Library is open all day and in the evening, on every day that the school is in session, and also at other times according to the needs. Every effort is made to make the Library a valuable workshop for the students.

#### TRAINING SCHOOL

The Training School is an important part of every Normal School. It is to the department of Education what the laboratory is to the department of Science. It is a place where experiments are tried and theories proven, a place where real work is done according to the plans made in the class-room. In the Training School the teacher-in-training is given the opportunity of gaining practical experience in solving the various problems which will confront her when she leaves the Normal School to take charge of a school-room.

It is obvious that the nearer the Training School can approach the *actual conditions of the public school*, the better it will serve the purpose of preparing student-teachers for work in the public school. With this in view an arrangement has been made between this State Normal School and the Harrisonburg Public Schools, whereby the schools of the town are to be used as training schools for the students of the Normal School.

The public school system of Harrisonburg has for many years been exceptionally good and every effort will be made to keep it up to the highest standard in every way. The schools embrace a Kindergarten, eight primary and grammar grades, and a four-year High School. The pupils in these schools number almost 800. A handsome new building has recently been constructed and was ready for occupancy at the opening of the past session. This building has been carefully planned throughout, and is lighted, heated and ventilated in the most approved modern manner. The equipment is modern throughout, among other up-to-date devices being sanitary drinking-fountains and an automatic program clock system which provides correct time in

each room and sounds signals for class changes, etc. The local schools are in the hands of wise and far-seeing business men, keenly alive to the possibilities of the situation here; and the citizens of the town take a pride in their schools, hence the success of the arrangement as a proper Training School for our Normal students is assured. Both parties to the agreement will do everything possible to bring the material equipment and the work of the schools up to the highest standard of excellence, so that they may become as nearly "model schools" as it is possible to make them.

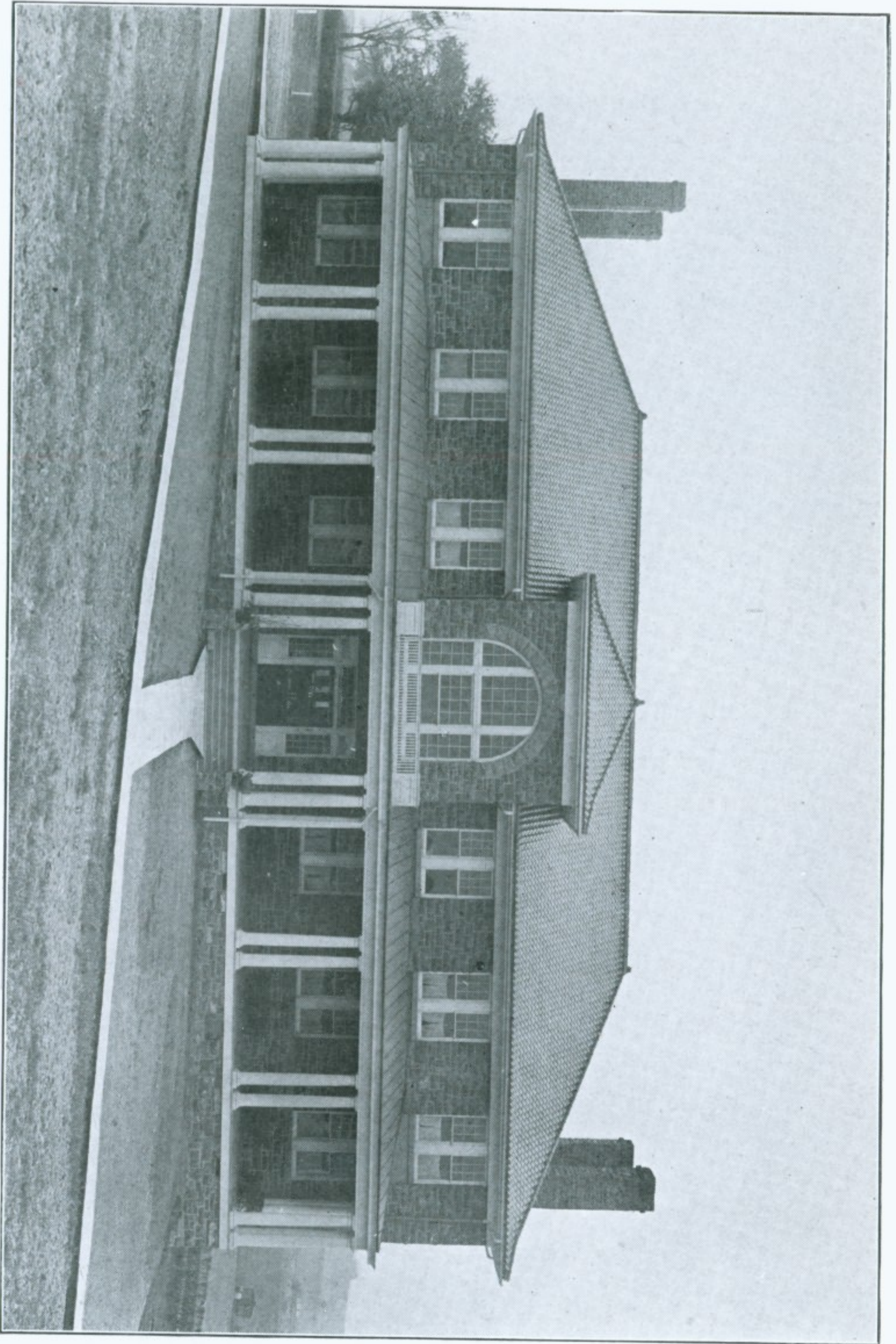
The value to the State Normal School of thus securing a complete plant for its training work is very great; but the value of being thus enabled to offer its students facilities for observation and practice teaching *under real public school conditions* cannot be overestimated. There are no specially selected classes of pupils and no artificial environment of any sort. The teacher-in-training meets the same conditions that she will face when she takes up her work after graduation.

In their Training School work the students first observe the work of skilled teachers, and then are placed in charge of a school-room and held responsible for the discipline and instruction, under the supervision of skilled teachers, who observe carefully their work and criticize and direct them in the methods used. Criticisms are helpful and suggestive—constructive rather than destructive. The Supervisor of Training assigns all students, whose courses include such work, to the different grades and directs them as to their work. In making such assignments the Supervisor will consult with the heads of departments, and, as far as practicable, will consider the student's special qualifications in assigning the work. Students in the special courses will be given the opportunity of teaching their specialty.

#### TRAINING IN RURAL SCHOOLS

Through the kind co-operation of friends in the county





DORMITORY No. 1



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this school has been able to arrange for the use of several of the public schools not far from Harrisonburg for the purpose of giving the Normal students opportunities to observe work in rural schools and to do practice teaching there, under supervision. A number of our students have done practice teaching in these schools during the past year, the work being considered quite successful. Plans are being made to enlarge this work in the immediate future.

Through this means this Normal School is enabled to offer its students unusual opportunities for becoming familiar with the problems and work of the rural school. This can be done only by *actual experience under real conditions* as they exist in the country schools.

#### FACULTY

In the selection of instructors the utmost care has been exercised. The Faculty is composed of both men and women. Scholarship, character, personality, culture, and ability to teach have been considered. Particular care has been taken to select those who know how to teach others *how to teach*. These gentlemen and ladies are graduates and post-graduates of some of the best universities, colleges and normal schools in our country, and are teachers of experience. In practically all cases the instructors have had experience as teachers in the regular graded schools, including rural schools; and this, in addition to their scholastic preparation in the higher institutions and their training in normal methods, enables them to be of the greatest practical value to those who are preparing to be teachers in the public schools.

#### STUDENTS

The school is intended primarily for Virginia students, but persons from points outside of the state may be received as pay students, the charge for such students being \$2.00 per quarter of twelve weeks, or \$6.00 for the ordinary

school year of thirty-six weeks. The requirements for entrance are given below. A large number of state scholarships carrying free tuition are open to students from Virginia who intend to teach in the public schools of the state. Persons who have taught in the public schools of the state will be given scholarships. Students from points in Virginia not holding scholarships will be charged a tuition fee of \$2.00 per quarter of twelve weeks, or \$6.00 for the ordinary school year of thirty-six weeks.

### STATE SCHOLARSHIPS

The Act of Legislature establishing the school provides for the attendance without charge for tuition of a certain number of students, said students to be nominated for the scholarships by the Division Superintendents of Schools in their respective counties and cities. Any young lady desiring an appointment as a State Student should apply to the President of this school for an application blank upon which full directions are given. All students applying for scholarships must fulfill the requirements for admission as stated below. The scholarship entitles the holder to *free tuition* (not board) during her residence at the school and also to certain preferences in the matter of the assignment of rooms in the dormitories, as mentioned under the head of "Living Arrangements." These scholarships are honors and will be awarded strictly on merit.

### TO DIVISION SUPERINTENDENTS

The Superintendent of Schools, in county or city, ought to be interested more than any other person in securing trained teachers for the public schools in his division.

The Normal Schools of the state are established to aid him in this respect. The efficiency of the Normal School in raising the standard of teaching in the schools of the state is dependent in great degree upon the attitude and interest of the Division Superintendents in every county and city in the state.

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Financial support for the Harrisonburg Normal School comes from the whole state, and every county and city in the state is entitled to share in its benefits. For this reason the Act of Legislature establishing the school provided that students shall be admitted from each county and city in the state, upon recommendation of the Superintendents of Schools, without charge for tuition. The co-operation of every Superintendent is earnestly solicited in securing for each county and city in the state the representation for which provision has been made. The training to be given at this school will be made as thorough and practical as possible, and Superintendents can greatly increase the efficiency of their schools by encouraging young ladies, who desire to become teachers, to come to this institution; and also by encouraging those teachers who are now holding low-grade certificates to enter this school with a view to qualifying themselves for certificates of a higher grade.

The attention of Division Superintendents is also called to the increasing demand for teachers and supervisors of *special subjects* in the public schools of Virginia, and to the fact that this institution is exceptionally equipped to train teachers for this special work. If you will encourage such teachers as seem adapted to this work to come to this Normal School for special training, and then employ them to teach and supervise these special branches in your schools your work in Agriculture, Nature Study, Domestic Science, Manual Training, Drawing, etc., will be placed on a firm basis and will soon become very popular with school authorities, pupils and patrons.

Teachers may also be well equipped at this institution for taking charge of Normal Training Departments in the High Schools of the State, or for conducting Kindergartens.

Young ladies appointed by Division Superintendents of Schools to State Scholarships in this institution will be charged no tuition during their residence here, and will be given preference in the assignment of rooms in the dormi-

tories. Teachers in the public schools of the State will be received without payment of tuition and will be shown every consideration in the matter of rooms in the dormitories, and in other respects, during their residence at this school.

Correspondence upon any of these points will be welcomed by the President of the school, and everything in our power will be done to make this Normal School helpful to the public schools and teachers of our State.

Division Superintendents are invited to correspond with this school when in need of teachers, and we shall be pleased to give their wants our best attention. Care will be taken in recommending teachers to suit them as nearly as possible to the requirements of the positions, and no one will be recommended for a position unless we feel sure that she will make a successful teacher. Correspondence of this nature will be treated as strictly confidential.

#### DISCIPLINE

It is hoped that it will never become necessary to formulate a set of rules to govern the life of the students in the school. It is expected of every young woman who avails herself of the privileges offered so bountifully and freely by the State that she conduct herself at all times in a manner entirely befitting a young lady. Nothing short of this can be permitted in any Virginia school for young ladies preparing to assume the duties and responsibilities of life in the school, in the home or in the world outside. This involves a consideration of and respect for the rights and feelings of others, and a manifestation under all circumstances of those gentle and refined qualities for which Southern womanhood has always been justly famed.

Each student is expected to comply cheerfully with such regulations as the Faculty may deem necessary for the good of the whole student-body, and all students are expected to be present at all regular and general exercises of the school from the first day of the session, unless

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excused for good cause, and to perform faithfully such duties as may be assigned to them.

Students living in the dormitories are subject to the chaperonage of the Matron in charge. It is desired to make the dormitories of the school as nearly as possible a *home* for the students, and the Matron will be a "house-mother" to those boarding in it. Students boarding in town, with the approval of the Faculty, will be under the domestic and social care and control of the family in which they board. They will be subject to the same school regulations as are the students who board in the dormitory, and a committee of the Faculty will look after their welfare.

No student living in any of the dormitories or rented rooms of the school will be permitted to spend the night in town away from her room, unless the party visited is a near relative of the student and a parent of the student sends a written request, or makes a personal verbal request, that the permission be granted. This regulation will apply to all boarding students remaining in Harrisonburg during any of the holidays.

Boarding students desiring to leave Harrisonburg for week-end or other brief visits to their homes or elsewhere must submit written requests from their parents, and obtain permission from the President of the school. In case permission is granted and absence from class is occasioned thereby students must arrange with the instructor of the class to make up the work missed, otherwise it will be counted against them.

It will be the constant effort of the Faculty of the school to lead its students to adopt the highest standards of life and conduct; and in the event that any young woman does not display a disposition to be amenable to such treatment, or continually neglects her studies and other school duties without satisfactory excuse, thus becoming a menace to the mental or moral life of the school, she will be subject to admonition and may be dismissed if, in the judgment of

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the Faculty, such is necessary for the protection of others in the school.

#### THE HONOR SYSTEM RULES

I. The Honor System herein inaugurated by the students of the State Normal and Industrial School at Harrisonburg requires absolute honesty in all oral and written class work, in all examinations, and in such other work as the instructors shall assign to be done without assistance. This honesty applies as fully to the giving as to the receiving of illegitimate help.

II. Anyone believing that a breach of the Honor System has been committed should feel it her duty to have a personal conference with the offender. If the girl who makes the accusation is satisfied with the result of the conference, there shall be no further investigation of this particular offense; but the matter shall be reported, for record only, to the Honor Committee. If this conference is not satisfactory to the student upholding the Honor System, or if in the first place she has not felt able to bring herself to the interview urged above, she shall report the offender to the Chairman of the Honor Committee; after which the Committee shall investigate the matter as quietly and speedily as possible.

III. After a thorough investigation has been made, two members of the committee shall be appointed by the chairman to go to the accused girl and demand of her an explanation of her conduct. If convinced of her guilt, they shall warn her as to future consequences should she again be guilty of any act of dishonesty.

IV. The accused shall have the privilege of demanding a hearing before the Honor Committee at any time.

V. If the offence is repeated, or any other breach of the Honor System is committed by the same girl and is reported to the Honor Committee, they shall summon her to appear before them, by serving a written notice in ordinary letter form.



V I. If, after hearing her explanation and all available evidence, or after her refusal to give an explanation, seven out of the nine, or ten out of the twelve who compose the Honor System Committee are convinced of the guilt of the accused, and shall so cast their votes in a secret ballot, this shall mean that the decision of the committee is for asking the girl to withdraw from school. Before any announcement of this decision is made the Honor Committee shall report the case in full to the Faculty. If the Faculty, meeting independently, shall come to the same decision as the Honor Committee, the girl shall be asked to leave school at once. If the Faculty does not come to the same decision as the Honor Committee, the Committee shall meet with the Faculty, and these two bodies conferring together shall reach an agreement.

VII. In the trial before the Honor Committee, if necessary, both the accuser and the accused shall appear. Upon request, both sides may be represented by a counsel of one. This counsel may be chosen from the student body, or from the Alumnae. The counsel shall have the privilege of asking questions, but only such questions as tend to bring out the facts of the case. The counsel shall not be allowed to make an argument, but the accused may say what she chooses in her own defense. If the accused refuses to appear before the committee, without valid excuse to the chairman, the committee shall meet and render its decision without a trial.

VIII. The rules of the Honor System shall be enforced by the Honor Committee.

The Honor Committee shall be composed of twelve members, three to be elected by each of the following groups of students from their own number. (1) Seniors, (2) Juniors, (3) Second Year, (4) First Year. The students recognized as composing these groups are to be determined in accordance with the grouping established by the school.

IX. The officers of this committee shall be a chairman and a secretary, chosen by the committee from their own number. The chairman shall preside at all meetings of the committee and shall see that the work of the committee is carried on in the proper way. The secretary shall keep full records of all the proceedings of the committee. These records shall be open only to the members of the Honor Committee and to the President and Faculty of the school.

X. Each member of the committee shall serve for three quarters. At the close of each quarter, the term of one-third of the committee shall expire—this being one member from each of the four groups.

Two weeks before the close of each quarter, each group shall meet and elect a successor to its representative whose term expires at the end of the quarter.

All members of the committee are eligible for reelection.

The newly-elected members shall begin their term of service at the opening of the following quarter.

In case of a vacancy, the group in which such occurs shall meet at once and elect another representative to serve the unexpired term.

A member of the committee who, by reason of failure in her studies or for other cause, loses her class rank and becomes a member of another group than that which she was chosen to represent, shall retire from the committee, and the vacancy shall be filled in the manner provided.

The three representatives of Group 1 will retire at the close of the Spring Quarter each year, thus reducing the membership on the committee to nine until the quarterly election of the Fall Quarter takes place, when the First Year students (Group 4) will elect three representatives instead of one, as provided above for the other groups and for this group at the end of the other quarters. One of these representatives of Group 4 shall be elected for the Fall and Winter Quarters only, one for the regular term of



COTTAGE—RESIDENCE OF TEACHERS AND STUDENTS



three quarters, and one for the remainder of the Fall Quarter and also a regular term of three quarters (the Fall Quarter in which the election takes place not being counted as one of the three quarters of the regular term). These three representatives of Group 4 shall take office immediately after being elected.

All elections to membership on the Honor Committee shall be by ballot, and shall require a majority vote of the whole group enrollment.

X I. Any student registered in any department of this school shall be subject to these regulations.

These rules shall be subject to changes, provided the whole committee and three-fourths of the students of the school so desire.

Every student in the school shall be required to sign a statement that she has become familiar with the foregoing Honor System and pledges herself to maintain it.

#### **RELIGIOUS WELFARE OF STUDENTS**

Being a State institution this school is of course strictly undenominational. Each morning during the school session an assembly is held and chapel exercises conducted, but the greatest care is taken to make these exercises thoroughly non-sectarian. The ministers of the town churches are asked, from time to time, to speak to the students and take part in these chapel services.

Harrisonburg is a church-going community. There are eleven white churches in the town, representing the following denominations: Baptist, Church of the Brethern, Church of Christ, Episcopal, Hebrew, Lutheran, Methodist, Presbyterian, Reformed Church, Roman Catholic, United Brethren in Christ. These churches and the Sabbath Schools connected with them are doing active work, and all students are cordially welcomed in them. At the beginning of a student's connection with the school she is asked to state the church which she is in the habit of attending at home and she will be expected to attend regularly

the services of the church of the same denomination in Harrisonburg while a student of the school. Compulsory attendance on such services will not be enforced, but all students will be urged to attend some church as far as possible. Most of the denominations are represented in the school faculty.

It will be the constant endeavor of those in charge of the institution to maintain the highest standards of life and character and to create a desire among the students to lead exemplary lives and render the greatest possible service in the world. Organizations for development along this line, including a flourishing Y. W. C. A. and student Bible-study classes have been formed among the students and are doing excellent work.

#### **SOCIAL WELFARE OF STUDENTS**

The people of Harrisonburg socially are cordial and hospitable. Many cultured homes are open to the young ladies of the school. The churches, through their Sunday Schools, young peoples' societies and ladies' organizations offer opportunities for social intercourse.

We believe that a wholesome development of the social side of student life is necessary and valuable, and organizations for promoting the social welfare of the students are encouraged. Two flourishing Literary Societies—the Lee and the Lanier—have been organized, receptions and social evenings are held, and entertainments, public lectures and musicals are given from time to time. Still other opportunities are offered through the Department of Physical Education, in the organization of teams for basket-ball, tennis, etc.

Care is taken that all social affairs be kept within the bounds of propriety for young ladies, suitable chaperonage being provided at all times; and they are not allowed to interfere with the progress of the student's work in the school.

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### PHYSICAL WELFARE OF STUDENTS

One of the strongest points in favor of the location of this school at Harrisonburg is the situation with reference to health conditions.

The pure and bracing mountain air, the abundant supply of clear, sparkling water from pure mountain springs, the excellent drainage and sewerage system, the beauty of the surrounding valley and mountain scenery, the absence on the one hand of the noise and dirt of the city, and on the other hand of the seclusion of the country, make the situation as nearly ideal as one could wish. Such surroundings must certainly contribute to right thinking and noble living and to sound minds in sound bodies.

The following certificate from two of the best known physicians of this section of the State will be sufficient professional evidence to establish these claims:

"The undersigned beg leave to call attention to some eligible health aspects which Harrisonburg can show as a location for the State Normal.

1st. Its high elevation, southern exposure, thorough drainage, and modern water-carriage system of sewerage.

2d. Its water supply, in proportion to population, is abundant at all seasons of the year; and in view of the fact that it comes from a mountain shed thirteen miles distant, with distribution directly from the delivery pipes, instead of the reservoir, its purity excels that of any other town or city in the State.

3d. Thirty years' personal experience shows that infections are, in Harrisonburg, mild in type.

The public schools during the past fifteen years have not been suspended one day on account of sickness.

Respectfully submitted,

J. H. NEFF, M. D.

State Board of Health.

T. O. JONES, M. D.

County Board of Health."

The students are required to take some form of physical exercise daily during the sessions of the school. Equipment for physical culture is provided and is used under the direction of a trained specialist. In inclement weather such exercise is performed indoors, and in fair and warm weather outdoors as far as practicable.

The Dormitory No. 2, now in course of erection, will contain a gymnasium, shower and locker-rooms and a bowling alley.

Ample provision is made for outside recreation, and students are encouraged to engage in all forms of outdoor sports suited to young ladies, such as tennis and basketball. Grounds for this purpose have been prepared in a suitably retired portion of the campus, and these the students may use with the utmost freedom and without interference from without. The Physical Director will do everything in her power to make this feature of the school life attractive to the students and adapted to their individual needs.

In cases of sickness the services of a skilled physician are at hand. Steps are now being taken for the establishment of a modern hospital in Harrisonburg, and this institution, which has been recently endowed, will be located on a lot adjoining the Normal School grounds. Should any case of serious illness arise in the school the best medical attention may be secured through this institution.

The courses of instruction of the school include Physiology and Hygiene, and special lectures on subjects pertaining to health will be given from time to time.

In the Household Arts Department attention will be given to instruction in house sanitation, care of the sick in the home, diets for the sick, first aid to the injured, etc.

#### EXCURSIONS AND ENTERTAINMENTS

The school has at hand a wealth of local history.

Not far to the east the first settler of the upper Valley established his home in the early days of 1727. Near the same spot the Knights of the Golden Horseshoe ended their famous expedition in 1716. At Port Republic, a few miles to the south, Stonewall Jackson won one of his famous victories in the Valley Campaign, and within a short walk of the school grounds the gallant Ashby fell in 1862. At New Market, less than twenty miles to the northeast, the boys' company from the Virginia Military Institute marked the field of victory with blood and glory, in a charge that won the admiration of the world. Seven miles



north of Harrisonburg is the old home of Abraham Lincoln's ancestors, and the place where a year of Daniel Boone's young life was spent. In the town itself is a collection of historical material that can perhaps not be matched in Virginia.

Some of the most famous natural curiosities in the world are near at hand for the students of nature. Weyer's Cave, the Luray Cave, and the caverns of New Market, Massanetta, etc., are within easy distance. The natural chimneys of Mt. Solon are only fourteen miles away, and the great Natural Bridge is easily accessible by railway.

Washington city with its numerous places of interest is within reach by through train service. Two famous summer resorts are only a few miles from the school; the Rawley Springs and the Massanetta Springs, the water supply of the town and school coming by pipe-line from the immediate vicinity of the former.

Excursions to these places and to other points of interest can be arranged very readily, and during the past year such excursions were much enjoyed by our students.

The classes in Geography go on frequent excursions to inspect various industrial operations in the vicinity, and to study natural formations of the surrounding country. The school is situated in the midst of some of the most beautiful mountain scenery to be found anywhere, and the views from the school grounds and surrounding country are inspiring to a marked degree.

Being situated in the midst of one of the richest agricultural sections of the state it is possible for the classes in Rural Arts and Rural Sociology to observe farming operations on a large scale, and several excursions of this sort have been made by these classes during the year.

During the year the students have had the opportunity of hearing some excellent lectures, recitals and musicals. There have also been a few excellent dramatic performances, including the Coburn Woodland Players in two of Shakespeare's masterpieces.

During the coming session plans are being made to provide still more in the way of instructive and interesting entertainments at the school, and these together with the various student entertainments under the auspices of the Literary Societies, classes and other organizations, promise to provide amply for this phase of school life. All of these entertainments are provided at very slight cost to the students, many of them being entirely free.

#### APPOINTMENT COMMITTEE

A record is kept of every student who attends the school. This includes (1) a statement of the student's preparation and teaching experience, if any, before she enters the school; (2) a record of her work during her attendance at this school; and (3) a record of her work after leaving the school. The Committee aims to be of service in bringing students of the school, who are being trained for positions as teachers, to the attention of educational authorities who are seeking such aid.

Great care is taken to recommend for any position only such as are considered entirely competent and well suited for the particular work. While the management of the school cannot bind itself to procure positions for all its students, still it is believed that every worthy young woman who completes one of its courses can be placed promptly in a position of better grade than she could have obtained without the training given at the school. This will prove especially true in the case of those who qualify themselves for the higher positions by completing the full course of study and obtaining one of the higher certificates, and of those who complete courses preparing them for teaching and supervising the special branches, Domestic Science, Manual Training, Agriculture, etc.

Division Superintendents, School Boards, and others desiring competent teachers, are urged to write to the President of the school, giving information about the positions to be filled. Correspondence is invited at all times

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concerning the work of persons who are in attendance at the school. The services of the school in this line are offered entirely free of charge to all parties concerned.

#### STUDENT ORGANIZATIONS

Early in the session the students organized a branch of the Young Women's Christian Association. This organization has been unusually successful, having enrolled almost the entire number of boarding students and a number of the day students. It includes at present 110 members. Much good work has been done through its Cabinet and its various committees, especially in the way of welcoming new students. The Association holds a weekly devotional meeting, the exercises being conducted by its members with occasional speakers from the Faculty and others. Large and interesting classes have been meeting weekly for a study of the Bible and of Missions. Social entertainments have been given, including a reception to the new students at the opening of the Spring Quarter. The organization has done much to give tone to student life at the school, and is planning to continue its work on an even broader scale during the coming session.

Officers for the year: Presidents, Nannie Morrison, Louise Lancaster; Vice-presidents, Orra Otley, Fannie Scates; Secretaries, Maude Wescott, Eva Massey; Treasurers, Kathleen Harnsberger, Bertha Nuckolls, M'Ledge Moffett; Delegate to the State Convention, Katharine Royce.

Not long after the opening two excellent Literary Societies were formed, one being named the Lanier Literary Society and the other the Lee Literary Society. These organizations have bi-weekly meetings, one meeting on each Friday evening. Much very valuable work has been accomplished, the programs have been well arranged and have been carried out successfully. The meetings are well attended and much interest is manifested. The programs during the year have included debates, essays, original

stories, vocal and instrumental music, impersonations and several very creditable dramatic productions.

Lee Literary Society : 44 members. Colors, gold and gray. Officers for the year, elected quarterly : Presidents, Fannie Scates, Charlotte Lawson, Kathleen Harnsberger ; Vice-presidents, Katharine Royce, Alma Harper, Lucy Laws ; Secretaries, Annie Davis, Octavia Goode, Virginia Dunn ; Treasurers, M'Ledge Moffett, Louise Lancaster, Martha Eagle.

Lanier Literary Society : 53 members. Colors, violet and white. Officers for the year, elected quarterly : Presidents, Amelia Brooke, Ruth MacCorkle, Nannie Morrison ; Vice-presidents, Lou Ware, Vergilia Sadler, Virginia Brown ; Secretaries, Nannie Morrison, Maria Dortch, Frances Mackey ; Treasurer, Martha Fletcher.

Under the auspices of the department of Music, a Glee Club has been organized and has rendered some very creditable music on a number of occasions, adding much to the enjoyment of those in attendance. It is composed of 19 students, under the direction of the instructor in Music.

In connection with the work in Physical Education two tennis clubs and four basket-ball teams have been organized during the past session. Each tennis club has its own court, a third court being provided for general use. The courts are carefully graded and marked and are surrounded with wire netting. A basket-ball field is provided, with the necessary equipment. Match games and tournaments are arranged from time to time. Tennis clubs : Racket and Pinquet. Basket-ball teams : Scalpers, Tip-top, Hornets and Tomahawkers.

In addition to the above organizations each class is organized with its own set of officers and holds meetings from time to time during the year. In several cases the classes have arranged and given very creditable entertainments.



HARRISONBURG HIGH SCHOOL  
(In affiliation with the State Normal School and used as a Training School.)



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**PUBLICATIONS**

*The Normal Bulletin* is published by the school four times a year, in January, March, May and November. One of these numbers is the Annual Catalogue, one the Announcement of the Spring Quarter, another the Summer Quarter Announcement, and the fourth a special number to be used for various purposes. Any number of this publication now in print will be gladly sent free of charge to anyone requesting it. It is desired by the school management that its announcements be circulated as widely as possible in the State, and those who receive copies will confer a favor by sending to the President of the school the names and addresses of any parties who may be interested in the school and its work, so that copies may be sent to them.

*The Schoolma'am* is published annually by the students. Its first number will appear about the close of the present session, and will contain much matter of interest to the students and their friends. It will contain numerous illustrations, and will reflect the student life during the session.

*The Lee News* and *The Lanier Monthly* are published by the respective literary societies, not in printed form, but read at the meetings of the societies. These have both been of considerable interest during the year, as they contain original stories by the society members, timely bits of humor and news items connected with the school.

**THE SCHOOL CALENDAR**

The school calendar will be found on a preceding page. It will be noticed that the school is open for work the entire year with the exception of about three weeks in September. We believe that an educational plant, as well as a manufacturing plant, should be run throughout the entire year in order to produce the greatest returns on the capital invested.

The year is divided into four "Quarters" of about twelve (12) weeks each, the Fall Quarter beginning the last Tuesday in September and extending to the Christmas Holidays, the Winter Quarter beginning at the close of the

Christmas Holidays, and extending to the last Saturday in March, the Spring Quarter following immediately after the Winter Quarter and being followed by the Summer Quarter, which closes the first of September.

While it is best for some reasons for the student to enter at the beginning of the Fall Quarter and remain through three consecutive quarters, thus completing the ordinary school session as it is at most schools, yet students are welcomed at the opening of any of the four quarters and attendance during any three quarters, whether consecutive or not, is considered as constituting a year's work.

It will be noted that the Spring Quarter begins near the first of April, thus enabling teachers whose schools close in the early spring to enter the Normal School and complete three, four-and-a-half, or six months of consecutive work before their schools open again in the fall. The Summer Quarter is divided into two terms of about six weeks each, and students may enroll for either or both terms. The Summer Quarter is of equal rank with any other quarter, and three *complete* Summer Quarters will constitute a full year's work.

Either term of the Summer Quarter may be considered as the equivalent of the session of other Summer Normals of like duration. On account of the location of this school and the facilities offered by it, equipment for boarding as well as academic purposes, it is believed that the advantages offered here are equal to any offered at any of the summer schools of the State and very superior to most of these. The summer climate of Harrisonburg makes it especially well suited as a location for a summer school. Many persons from the lower sections of the State and elsewhere take refuge in this locality during the whole summer and several well known summer resorts are not far from the town. In addition to the attraction of the mountain section in summer, the school dormitories are in full operation, offering a comfortable and pleasant home for those in



attendance at the summer school. A special circular of information concerning the Summer Quarter is issued early in the spring.

#### BOARDING STUDENTS—LIVING ARRANGEMENTS

Excellent boarding accommodations for 73 students are provided in the school dormitories. The dormitories are in charge of a matron of large experience and exceptional ability in her work. Several members of the faculty room in the dormitories. The rooms are comfortably furnished with white enamelled iron beds, oak dressers, tables, chairs, rockers, rugs, clothes-closets, all necessary bed-clothing and towels. Each room has at least two windows and two electric lights. The buildings are heated throughout with steam. Numerous and conveniently located bathrooms are provided, with the most modern sanitary equipment.

A large dining-room is included in the main dormitory, and is equipped with square tables seating eight students each.

Rooms in the dormitories will be assigned in the order of application, preference being given those who hold scholarships.

As many applications for places in the dormitories have been already received for the coming session, it is advisable for those desiring to live on the school grounds to *apply early*, requesting reservation of place. Students who do not succeed in securing places in the dormitories will be assigned to boarding-places in the town. These are of two kinds, namely those furnishing rooms only and those furnishing both rooms and meals. The school is now renting a number of rooms in excellent private homes in the immediate neighborhood, students rooming in these and taking their meals at the school dining-room in the main dormitory building. There are also a number of students rooming at a somewhat greater distance from the school, who have made their own arrangements for rooms, and buy "meal tickets" for the school

dining-room. These tickets are sold at \$3.00 apiece and are good for twenty-one (21) meals, which may be eaten at any time during the session.

Young ladies who do not secure places in the school dormitory may rest assured that they will be assigned to satisfactory places in good private homes in town, and everything possible will be done for their comfort, however, it is obvious that those who apply early will secure the most convenient and desirable places. It will be a great help to the management to know as far as possible before the day of opening how many will have to be provided with boarding places.

The new Dormitory No. 2, now being built, will accommodate 72 students as soon as it is ready for occupancy, which will be about the end of the Fall Quarter in December.

Board in the school dormitories is furnished at the rate of \$42.00 per quarter, which is about \$3.50 per week, making a total of \$126.00 for three quarters composing the ordinary school year. This includes furnished room, food, light, heat, laundry and service.

The cost of board is the same (\$42 per quarter) where students occupy rooms rented by the school and take their meals in the school dining-room, and the money for board is paid to the school. In case a student rooms and also takes her meals away from the dormitories she must settle all accounts for board, laundry, etc. with the party with whom she boards, as the school cannot hold itself financially responsible in such cases.

In placing students outside of the dormitories every care is taken to provide suitable and comfortable accommodations; and no student will be allowed to room in any place not approved by the President and faculty of the school. Students living outside the dormitories are subject to the same general regulations as those in the dormitories, and a committee from the faculty looks after their welfare.

Information with reference to boarding-places may be obtained at the President's office, and the President or the Committee on Students' Homes must be consulted before engaging board.

#### DAY STUDENTS

Students whose homes are in the town or county near enough live at home and attend the school as "day students." For such students there is, of course, no charge for board. Students who have relatives in the town or near-by in the county, and who bring a written request from their parents (if the student is less than twenty-one years of age), may be permitted to live with their relatives, with the approval of the President and faculty. All other students will be required to board in the school dormitories or in private boarding-places approved by the President and faculty.

Day students will be strictly subject to all school regulations just as boarding students. They will not be required to report at the school until their classes are called, and they may return to their homes after their recitations are concluded. They may be excused from Chapel Assembly, in case they have no classes in the period immediately before or the period immediately following the Chapel period; but the faculty reserves the right to require attendance at general assemblies when considered advisable. While on the school grounds or in school buildings day students will be required to conduct themselves properly, whether during class-hours or not; and they are expected to be governed by the same custom as other visitors when they go to the school dormitories.

#### TEXT-BOOKS

The books to be used in the various classes are selected by the instructors and are, for the most part, named in connection with the courses on the following pages. They may be brought from home or may be purchased at the school supply-room in Science Hall. New books will be

sold at cost plus the cost of handling, and second-hand books may usually be purchased very reasonably. These second-hand books are in good condition and have been used only during the past three quarters, some of them for only one quarter. Many of the text-books may be re-sold to the supply-room at the close of the term, provided they are in good order. Stationery, postage, and other supplies may be purchased at the supply room. *Only cash sales will be made at the supply-room, and positively no credit accounts will be kept.*

In some of the classes the work is largely reference work and the references may be found in the school library. Students will not be asked to purchase any more books than are absolutely necessary in their class-work.

#### EXPENSES

*Tuition* : For students who obtain State Scholarships, or for those who have taught in the public schools of Virginia, NO TUITION is charged. For students who have not taught and who do not expect to teach a tuition fee of two dollars (\$2.00) per quarter, or six dollars (\$6.00) for the ordinary school session, is charged.

Tuition fees are payable invariably *in advance*, at the beginning of each quarter.

*Board*: For students living in the school dormitories, or in rooms rented by the school, and taking their meals in the school dining-room, the charge for board is forty-two dollars (\$42.00) per quarter, or \$126 for the nine months session. This covers furnished room, food, heat, light laundry and service, *all necessary living expenses* after the student reaches the school, except clothing and incidentals. Students will be required to pay fourteen dollars (\$14) per month in advance, *three* such payments being required in *each* quarter.

Board outside the dormitories can be obtained at practically the same rates, but students must make settlements with the parties with whom they board.

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Students remaining at the school during the Christmas Holidays or during the week intervening between the end of the Spring Quarter (Commencement Day) and the opening of the Summer Quarter, will be charged extra for board, at the rate of \$3.50 per week.

No reduction or rebate will be allowed for board for an absence of less than two weeks, and then only in case of sickness or for some equally good reason. Students entering late in a quarter will be charged from the beginning of the quarter, unless they are as late as two weeks, in which case, if the reason for late entrance is satisfactory to the management, they will be charged for only half of the month.

*Books and Supplies:* Text-books may be purchased from the book and supply department of the school at low prices. In most cases books may be re-sold at the end of the quarter, if the student does not desire to retain them. The cost of text-books varies according to the classes in which the student is registered, but it will usually not average more than six or eight dollars (\$6 or \$8) for the year, which amount may be greatly reduced by re-selling the books.

Regulation suits for use in the work in Physical Education are furnished by the school at cost, the measurements being taken by the instructor after the student reaches the school. This suit, with shoes, costs \$6 and will last throughout an entire course of several years.

In certain laboratory courses fees will be charged for the use of materials. The amount of the fee is stated in connection with the description of courses in the following pages. All laboratory fees must be paid *at the time of registration*.

A fee of seventy-five cents will be charged for a certificate and \$1.50 for a diploma.

*Important:* Arrangements should be made for prompt payment of board at the beginning of each month, as the

boarding department is conducted on a strictly cash basis in order to reduce the expense to a minimum. This department *will positively not be conducted for profit* to the State, the school, or any individual or company of individuals. It is the purpose of the school to provide the best board possible at a moderate rate, and every dollar paid by students for board will be used economically and for this purpose only.

Receipts, stating specifically the purposes for which the amounts are paid, will be given for all money paid to the school.

#### FINANCIAL AID TO STUDENTS

Tuition in this school is free to those who hold State Scholarships and also to those who have taught in the public schools, and for others only a very small charge is made. Board and other necessary expenses are kept at minimum figures. In Harrisonburg there are few calls upon the students for extra expenses. Simplicity and neatness of dress without extravagance are encouraged, and our Matron and other lady members of the faculty will cooperate with students and advise them on points of economy and help them to do necessary shopping to the best advantage.

While all students should have, at entrance, some money for necessary living expenses, the sum need not be very large. The management of the school will endeavor to provide means whereby no student who does faithful work will ever be forced to leave the school simply because of lack of means.

*Employment:* A few opportunities for remunerative employment, which does not interfere with school duties, are open to those who need financial assistance, and as the school increases in size the number of such opportunities will increase. These positions require work in the school office, supply-room, library and dining-room. All of the employees in our dining-room are students, and a number of excellent young ladies are now making their living ex-



IN THE KINDERGARTEN





penses in this way. During the past session about 17% of the boarding students have partially paid their living expenses by performing some service at the school. In view of the large number of applicants for all of these positions, the school cannot promise that any such places will be available for new students during the coming session, but applications will be received and positions given wherever possible.

*State Loan Fund:* The State Legislature has made provisions for the establishment of a students' loan fund, from which sums not to exceed \$100 annually may be loaned to worthy students on proper security at four per cent interest. For the coming year a few hundred dollars are available for this purpose, and this money will be used to enable students who have already started on a course and who lack the means to continue, to remain at the school. As the amount is comparatively small it is doubtful whether it will be possible to aid new students from this fund, but applications will be received by the President of the school and granted when possible.

*Industrial Educational League Scholarship:* The ladies of the Industrial Educational League of the South have provided a scholarship covering the living expenses of a worthy young lady at this school. This scholarship during the past year has been held by Miss Myrtle Harvey, of Tye River, Virginia.

It is hoped that other friends of education will provide in the near future an "aid fund" for the students of this school. Sums from this fund could be loaned to worthy students, to be returned after the student has begun teaching and has time to earn enough to reimburse the fund.

This should appeal to persons of means as a most worthy manner in which to invest money and reap a many-fold return in the influence which a trained mind may exert on the rising generation. Any sum, large or small, con-

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tributed to the school for this purpose, will be faithfully used and greatly appreciated by management and by students. *A scholarship to cover all of a student's expenses for one year may be provided for only \$150. Scholarships covering all or a part of a student's expenses and bearing a name designated by the donor will be established upon receipt of the necessary sum.* The President of the school will be pleased to correspond with any person on this subject.