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# HIGHLAND MANOR

Customs and Traditions



WEST LONG BRANCH  
NEW JERSEY  
Tel. LOnG Branch 6-2414

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# *How to Get the Most Out of Our School*

## A GUIDE DESIGNED

1. To help our girls derive the maximum benefit from Highland Manor, and
2. To suggest to parents the method of co-operation that will best promote the health, the mental attitude, and the educational interests of their daughters.

### TO PARENTS:

You have now entrusted to us your most valuable possession in this life—your daughter. We hope you entrusted her to us because you have complete confidence in us, the same confidence that you place in your family physician or in the surgeon who is about to perform a major operation on her. The surgeon may confer with you frequently but when he is in the operating room, he insists on being left entirely free to proceed solely as his training, skill, and experience dictate. For you to interfere while he has his knife in hand might prove disastrous to your daughter.

So we may want to confer with you from time to time. However, occasionally an over-zealous parent seeks to interfere with us or with our regulations when we are trying to use our training, skill, and experience in helping his daughter attain her educational objective. His interference might prove disastrous.

Sometimes we meet a parent who thinks that he can improve on our regulations. He may be right. Therefore we always welcome his suggestions. However, the record shows that in about 99 cases out of 100, we tried his suggestions years ago and found our way the better way. Because the idea is new to him, he thinks it is new to us. The probability is that we are taking into consideration factors that he cannot reasonably be expected to know even exist. So the safest principle for parents to follow at all times is this:

Assume that the School is right in 99 cases out of 100. In that 100th case, comply with the regulations but discuss the matter with us later.

### IF YOU HAVE A QUESTION

CONCERNING		ASK FOR THE
1. The course of study	- -	Academic Dean
2. Permissions	- - - -	Social Dean
3. Finances	- - - - -	Bursar
4. Health	- - - - -	Trained Nurse
5. Enrollment in the school, the summer school, Highland Nature Camp	- -	Registrar

### TO OUR GIRLS:

1. **HOW WE SELECT OUR STUDENTS.**—As soon as a candidate's application blank and matriculation fee reach our office, we begin making inquiries about her. We send confidential questionnaires to the school(s) she has attended and also to her references. We mail her an Admission and a Personality Questionnaire. It is altogether probable that we will likewise write

to Highland Manor students, to Highland Nature campers, to our alumnae, or personal friends living in the applicant's area. Not infrequently, we likewise contact the director of the summer camp she may have attended.

When all of this information arrives, our Committee on Admission reviews it and then votes either (1) to accept the candidate, or (2) to require her to take an aptitude or other test, or (3) to recommend that she seek admission in some other school. Since the number of applicants always exceeds our capacity and since we aim to accept only those who rank in the upper half of their classes, we normally are obliged to refuse admission to a considerable number of candidates.

If you do not hear from us as promptly as you might expect, the delay may be due to the fact that your school transcript has not yet reached us. In that event, we suggest that you request your principal to hurry it on to us or that you ask us to mail you a "Confidential School History" form which you may present to him in person.

**2. A HIGHLAND MANOR GIRL AT LAST.**—Upon accepting your application, we will mail you a copy of the Outfit List and of the Enrollment Blank, and in due time a Program Preference Form. Fill out the Form promptly and return it to the Dean's Office so that she may have your program of study ready for you before Registration Day. The Dean is ordinarily available for conferences in her office from 9:00 A.M. to 5:00 P.M. from Sept. 15th to June 25th. About Sept. 1st or as soon as your tuition account has been adjusted in the Bursar's office, a card will be issued to you assigning you to a dormitory. Upon the opening day of school, you will be assigned to a definite room.

**3. YOUR NEW ENVIRONMENT.**—When you begin your residence at Highland Manor, you may be one of the thousands of school and college girls who are leaving their homes for the first time. You and they are about to meet many new and interesting people. You will begin forming life-long friendships. But of necessity campus customs and traditions may at first seem a bit strange to you and to them. Many girls adapt themselves quickly to their new surroundings but there are always a few whose adaptation is more gradual. The important thing to note however is this—that within a short time every girl who puts forth the proper effort will find herself fitting into her environment ever more and more harmoniously. Before long, she will look back on her opening days of school and say to herself, "How foolish I was during the first week or two when I fancied that I could never feel at home here. I did not then understand what it was all about. I'm mighty glad that I stuck it out!"

Probably the chief reason why some girls do not adjust themselves more quickly is due to the fact that they have knowingly or unknowingly been accustomed to over-indulgence in their own homes. They now miss the comfort of that over-indulgence and show a tendency to flee back to

it. These are the very pupils who are in most urgent need of boarding school life. In order to become educated emotionally, they must now pay the make-up price of their previously retarded development. That price consists in this—they must put forth greater effort to help themselves. The weak ones among them may refuse to put forth this extra effort. A few among them may even drop out of school altogether and thus do irreparable injury to their future psychological growth; for by dropping out they are continuing to practice over-indulgence and human nature will keep demanding an ever higher and higher price for such practices. Later on, these are the girls who will find it difficult to adjust themselves to college campus requirements and, still later on, to the demands of married life and of normal motherhood.

#### 4. THE WEEKLY PROGRAM

##### Daily

6:50	A.M.	Rising Bell
7:20		Announcements
7:30		Breakfast
8:30		1st Period
9:20		2nd Period
10:10		3rd Period
11:00		Recess
11:10		4th period
12:00		5th period
1:00	P. M.	Lunch
2:00		6th Period
3:00		Activities
4:45		Quiet Hour
5:45		Inspection
6:00		Dinner
7:00		Study Hall*
9:00		To Rooms
9:30		Lights Out

##### Saturdays†

No changes except the following

11:00	A.M.	4th period
12:30	P. M.	Lunch
1:30		Activities
7:30		Social Program
10:00		Lights Out

##### Sundays

7:30	A.M.	Rising Bell
8:20		Announcements
8:30		Breakfast
11:00		Quiet Period
11:20		Organ Prelude
11:30		Services
2:00	P. M.	Visiting Hours Begin
5:00		Visiting Hours End
7:00		Study Hall

**5. DRESS REGULATIONS.**—Comply strictly with the regulations set forth in our "Dress Regulation" folder, a copy of which has been sent to

\* Study Hall on Sun., Mon., Tues., and Thurs. Assemblies on Wed., and Community Singing on Fri., from 6:55 to 7:25 P.M.

† On those Saturdays that precede a vacation or an open week-end, the Daily Program remains in effect.



you. From the Rising Bell (6:50 A.M.) to the Inspection Bell (5:45 P.M.) on week days, and also on Saturday mornings, wear only the official H. M. Camp Shop Uniform consisting of the grey suit, white blouse, saddle or Oxford shoes. Outside of these hours, afternoon dresses are in order. The suit jacket or school blazer (not sweaters and skirts) must be worn in the dining room. When off campus, always wear stockings and a hat—but this is not required when you go only to the West Long Branch Village Center. On occasions specified by the Dress Committee as formal, you may put on an evening gown and lip stick, if applied modestly.

1. Don't alter the Uniform in any way or order a change in its design.
2. Don't wear "loafers" at any time.
3. Don't bring more than one lip stick with you.
4. Don't wear dangling earrings. Juniors and Seniors may wear dainty earrings.
5. Don't wear shorts except in your gymnasium classes.
6. Don't wear slacks except on occasions specified by the Dress committee.
7. Don't bring with you any rouge, mascara, or hair bleaches.
8. Don't wash any clothes or dry any laundry in the bathrooms or bedrooms. Use only the special rooms we have provided for these purposes.
9. Don't shampoo your hair in the wash basins. Use the shower baths for this purpose.

The House Committee holds frequent room, closet, drawer, and personal inspections and will send home jewelry, cosmetics, or wearing apparel that violate regulations.

6. **FOOD REGULATIONS.**—Since we furnish an abundance of wholesome food on our table, there is no need for you to receive boxes from home. These so-called "goodies" are not only sometimes ill-chosen by their donors but frequently arrive in such a messy condition that their contents are unusable. Our health records show that a box from home on Monday is likely to mean a girl with no appetite on Tuesday, or with an upset stomach or with an absence from class. It is possible that she or her roommate may have devoured the food after lights out at night or before they brushed their teeth in the morning, thus violating not only our food but our room regulations.

Hence, do not accept any edibles of any sort from your parents or friends. You may purchase candy or fruit in local stores or in the campus book room but only in such limited quantities as you yourself can consume immediately. None of it is to be taken to your room. Gum chewing is not allowed. Parents who try surreptitiously to smuggle in prohibited articles should face the stark fact realistically—the fact that they are thus making smugglers, not good American citizens of their daughters.

7. **ROOM REGULATIONS.**—All of our rooms are desirable. As far as we know, all of our pupils ought to make congenial room mates. Our Committee has worked longer and harder than

you may imagine to please you with your room and room mate(s). Hence, only in cases of urgent necessity will requests for changes be entertained; but do not submit any such request during the first two weeks of school when we must give priority to other important matters. One of the things you must learn at school and college is how to make reasonable compromises so as to live harmoniously with other girls. Then further, our dormitories are filled to capacity. In order to attempt to satisfy you, it may be necessary for us to move several of your school mates whose rights are equal to your own.

You will receive your room in first rate condition. If you think it is not in such condition, report any defects to the Bursar's office within twenty-four hours after your arrival. For damage done, whether by occupants or visitors, whether known or unknown, one or any number of the occupants may be held responsible for the total cost of repairs which in no case shall be less than \$5.00 for each violation.

1. Don't keep trunks, suit cases, or boxes in your room.
2. Don't open the screens or go out on the ledges.
3. Don't dry your towels in your bedroom; use the bathroom.
4. Don't move your bed or rearrange the furniture. If you secure permission from the House Committee, the house man will move the furniture for you.
5. Don't attach any pictures or other objects to the curtains, furniture, walls or doors, etc., whether with pins, string, stickers, thumb tacks, tape, or pasters.
6. Don't hang anything on the electric or other fixtures.
7. Don't remove or exchange the electric bulbs.
8. Don't bring into your room any matches, electrical apparatus, such as irons, cooking utensils, or other appliances associated with heat and fire.
9. Don't forget to turn the water off, the lights out. Bulbs left burning wastefully will be removed but may be redeemed at the Book Room for 25 cents each.
10. Don't use any ink in any part of Woodrow Wilson building.

8. **VALUABLES.**—While we exercise every reasonable precaution, we assume no responsibility for the loss or disappearance of your belongings, including your laundry, whether during the school year or the vacations. To reduce such losses to the minimum, we recommend that you (1) Mark all of your belongings, including your coat and rubbers, with woven name tapes; (2) Do not bring expensive jewelry to school; (3) Provide yourself with a metal lock box and carry the key with you; (4) Never keep more than a small amount of change in the box; (5) Consider the advisability of taking out a floater's insurance policy. Your parents should not send

you money direct; they should deposit it to your account in the Bursar's office.

1. Don't borrow or lend clothing or money to others.
2. Don't buy, sell, exchange, or give away any of your belongings without the consent of your parents.
3. Don't leave valuables or the key to your lock box lying around carelessly.

9. **RADIOS AND PHONOGRAPHS.**—Do not bring these with you. Each dormitory living room is equipped with a community radio. It is to be played only at specified hours and softly enough so as not to disturb your school mates or to be heard outside the dormitory walls. You may, however, bring your own phonograph records.

10. **TELEPHONE.**—We do not excuse girls from recitations, meals, or school duties to use the telephone. Since our campus covers approximately 100 acres and includes a number of widely scattered buildings, it may require several minutes to locate you. It is therefore always more economical for your parents to put in person to person calls. Switchboard operators are usually on duty from 9:00 A.M. to 8:00 P.M. Calls outside of these hours are likely to go direct to the President's office. It is not possible for him to make telephone connections nor to receive messages for delivery to girls.

The experience of most boarding schools indicates that the majority of calls are not only unnecessary but are disrupting to the students. The telephone in the hands of a lazy pupil serves as nothing more than an expensive escape from the more educative method of communication—letter writing. So Highland Manor has finally adopted the rule that has long been in force in other similar schools—that parents should not telephone to their daughters except in cases of urgent necessity. Such calls may be received between 4:00 and 5:30 P.M. Occasionally schools find it necessary to suspend temporarily or to deny altogether the use of the telephone to pupils whose parents ignore this regulation.

11. **SMOKING.**—We are opposed to smoking on the grounds of health, cleanliness, fire hazard, economy, physical and mental efficiency. Hence, our pupils are not permitted to smoke at any time while they are under our jurisdiction. This includes the periods when they are traveling to or from school by train, plane, or automobile. The mere possession of tobacco or smoking material in any form, regardless of alleged ownership, constitutes in itself a violation, a serious offense that may lead to expulsion.

12. **DINING ROOM DECORUM.**—Enter Woodrow Wilson Hall through the tunnel to the Recreation Floor and there await the signal to proceed to the dining room. After the Faculty members have passed into the dining room, walk quietly to your table, remain standing while singing grace, then after your hostess has been seated, take your own place at the table. In order that you might become acquainted with a large number of girls and instructors, you will be assigned to a new table every two weeks. A staff member

will always be your hostess. Should she for any reason be absent, your table is expected to take the initiative in requesting the Dean to appoint a temporary hostess.

Unless you have been previously excused by the trained nurse or Dean, your presence is required at every meal. If you are too ill to appear in the dining room, report to the infirmary. We serve no meals in the bedrooms. You are therefore to give no food to any girl who fails to take her meals in the dining room.

Comply with the rules of etiquette customary among people who move in polite society. Observe and imitate the general decorum of your hostess. It may be embarrassing to her to have to point out to you in so many words the errors you may be making. She may be proceeding in a more tactful, indirect manner in the hope that you will automatically follow her example. Note in particular how she holds her knife, fork, and spoon, how she cuts her food and conveys it to her mouth, how she serves others. Observe further that she speaks in a low voice, that she masticates her food thoroughly, that she makes no comment on the dishes she may not like, and that she maintains a cheerful disposition.

1. Do not talk from table to table.
  2. Do not leave your table until you have been dismissed by your hostess.
  3. Do not fail to rise when a Faculty member stops at your table.
  4. Do not rest your arms or elbows on your table.
  5. Do not place one dish on top of another or reach in front of other people.
  6. Do not pull the sandwiches apart, eating the filling only.
  7. Do not fail to pass the bread, butter, etc., to the hostess first.
  8. Do not waste food; for example, do not take a mere sip of a glass of milk and thus spoil the entire glass.
  9. Do not place yourself on a diet unless so ordered by a physician.
  10. Do not overeat the meat courses or under-eat the vegetable courses.
  11. Do not give any orders to the waitress. Tell your hostess what you wish.
  12. Do not begin eating until your hostess does.
  13. Do not sing more than one Happy Birthday song to each birthday girl. Secure permission from the Dean before breaking forth into other singing.
13. **STUDY HALL.**—Report to study hall during all school hours excepting when you are in recitation, and nightly excepting Saturdays. Before beginning the year's work, you should read a book on how to study which you may secure either from a public or from the Highland Manor library. Before you enter the study hall, (a) Attend to all physical duties so that you will not have to ask for an excuse. (b) Be sure you know your precise assignment. (c) Bring with you all necessary material in immediately usable condition—books, papers, pencils, etc. Do not



bring into the study hall any material that is not directly required for the task in hand, such as movie magazines, newspapers, correspondence, etc. (d) Walk to your assigned seat quickly and begin work immediately.

During study hall, learn to concentrate. Do not communicate with anyone excepting the proctor during the first 45 minutes. At the expiration of that period, there will be a five-minute intermission. On dismissal, push your chair back, deposit your waste papers in the proper basket, and file out quietly. If you left the hall during the period, remain seated after the others are dismissed to make up your lost time. Never report to study hall dressed in negligee, or with your face smeared with grease or calomine lotion.

14. **WEEK-END VISITS.**—You are expected to come to Highland Manor with the serious purpose of securing an education. You should therefore spend the maximum amount of time on our campus. However, we do grant permission to pupils to leave the Long Branch area for the following three different types of trips—Personal, Health, and School. To secure such permission, you must submit your application made out on the proper form to the Social Dean at least four days prior to the date of your proposed departure. It is usually advisable and frequently required that you likewise submit a letter from your parents or physician, or an invitation from your hostess supporting your request.

(A) **PERSONAL TRIPS.**—After you have been in residence one month with a good record you may request permission to take a Personal Trip on any week-end excepting on one that falls (1) during the last month of the school year, or (2) during any month in which a vacation occurs—Thanksgiving, Christmas, and Easter. There are two different classes of week-ends, Closed and Open. The Closed week-end begins on Saturdays at 12:30 P.M., the Open week-end on Fridays at 12:30 P.M. Both week-ends terminate on Sundays at 6:00 P.M. We announce well in advance the dates for the Open week-ends. It is usually advisable that you select the Open week-end, partly because it is longer, partly because the majority of your schoolmates will be off campus at that time, and partly because we arrange interesting programs for our pupils during the Closed week-ends, programs that you will not want to miss. Indeed, we not infrequently deny all Closed week-end requests.

(B) **SCHOOL TRIPS.**—Highland Manor plans various educational visits to points of interest. On these trips you are required to depart, return and remain constantly with your group. If you do not comply with this regulation, your visit will be counted as one of your limited number of Personal Trips.

(C) **HEALTH TRIPS.**—You are expected to be in good physical condition before you begin your residence with us. If it is at all

possible, your physician or dentist should have completed his treatments prior to Registration Day. If that is not possible, then try to arrange your future appointments during the regular vacations (Thanksgiving, Christmas, and Easter) and arrange for you to consult some of the excellent physicians, dentists, or oculists in the Long Branch area. If even this is not agreeable, you may request permission to leave the campus on a Health Trip, supporting such a request by a letter from your parents and physician explaining the necessity of your visit. All Health Trips fall on Tuesday (not Saturday) afternoons. They begin at an hour as late in the afternoon as will make it possible for you to keep your appointment and return to the campus by 6:00 P.M. You are to go directly to your physician's office and return immediately to Highland Manor. If you do not comply with this regulation, your Health Trip will be counted as one of your limited number of Personal Trips. We nearly always require a written report from your physician after the conclusion of your visit.

If you leave early or return late from any week-end, vacation, or other absence, you will be required to take a special make-up examination in every recitation that you missed at a charge of not less than \$1.00 for each examination. If you miss a monthly or a term examination, the make-up charge is \$2.50 per examination. These fees remain effective whether or not you actually present yourself for the examinations. The following two types of excuses for early departure or late return are not acceptable:

1. **FROM PUPILS:** "I was unable to secure transportation reservations on the dates required." It is your responsibility to secure those reservations well in advance. However, if you cannot secure them, let us know promptly. We have not infrequently been able to secure proper reservations for our pupils at times when they and their parents failed to secure them.
2. **FROM PARENTS:** "I did not know your vacation dates or your regulations, so I made a train reservation or a social engagement for my daughter at some other date." It is the responsibility of parents to ascertain the vacation dates and school regulations first and then to make the reservations or the engagements—not vice versa. In this connection, it is enlightening to note that we cannot recall any case in which the parent ever made the departure date too late or the return date too early so as to shorten his daughter's vacation. He has always made the error the other way around so as to prolong her vacation.

15. **LOCAL TRIPS.**—On these trips dress modestly and according to weather requirements. Report to your chaperone promptly. She will not wait for late girls nor admit to her group any girl who fails to observe dress regulations. She will make out two lists of her group members, taking one with her and leaving the other at the telephone desk. If any group expenses are to be incurred, elect a treasurer who will make all collections in advance and attend to all disbursement including the chaperone's expenses.

On the street, walk two by two so as not to crowd other pedestrians. On the bus, conduct yourself as quietly as possible so as to promote the comfort of your fellow passengers. In the shops, do not purchase cheap magazines, chewing gum, or other prohibited articles nor food to be brought back to the campus. In the movies, try to sit as closely together as possible, the entire group either in the balcony or downstairs. Set a time and a place in or near the foyer where the group will re-assemble. On Saturday and Sunday afternoons always return and sign in before 5:30, in the evening before 11:30. Never drop into a beauty parlor without a definite appointment. In general, we try to keep our groups small; we never subdivide a group, so always remain together as a unit under the direct supervision of your chaperone.

On Sunday afternoon, you may request permission to take dinner with your parents. Sign out as usual; sign in before the termination of Visiting Hours, 5:00 P.M. With the consent of your parents, you may invite one school mate as your personal guest for dinner. It is understood that your parents assume the responsibility of acting as her chaperone while she is your guest.

16. **VISITING HOURS.**—Your relatives and friends are welcome to visit you on Sunday afternoons from two to five. Upon their arrival, they will sign Guest Cards and wait for you in one of the reception rooms. Aside from the opening and closing days of school, no male visitors are allowed on the dormitory floors. All such guests are to be entertained in the reception rooms under chaperonage.
17. **SUNDAY SERVICES.**—All students are required to attend services in Highland Manor\*. The organ prelude begins at 11:15 A.M. and is the signal for a 10-minute quiet period. At the conclusion of the prelude, girls will take their assigned seats in the auditorium.
18. **QUIET HOUR.**—On week-days, you are to be in your room from 4:45 to 5:45 P.M. You may want to rest, to read, to write letters, to study, or to prepare for dinner. There is to be no visiting during this period.
19. **REGISTRATION.**—Beginning on Sept. 15, you may complete your matriculation or confer with the Dean relative to your course of study during office hours—9:00 A.M. to 12:30 P.M., 1:30 to 5:30 P.M. You may adjust your account in the Bursar's office at any time after Aug. 15. It is

\* Upon written request from parents arrangements may be made for pupils to attend services elsewhere.

always advisable to attend to such matters as early as possible so as to avoid the last minute rush. While we cannot serve meals to pupils prior to the opening day of school, we can accept, at catalogue rates, a limited number of resident pupils who may find it convenient or necessary to begin their residence with us at any time after Sept. 1.

20. **PHYSICAL EXAMINATIONS.**—Be examined by your physician at the latest possible date before beginning your residence with us; request him and your parents to fill out the Physical Examination form; surrender that form to us on your arrival; otherwise, you will be examined at your own expense by a local physician. If you are not in good health or if you suspect that you have been exposed to a communicable disease, do not report at school until we have been in contact with your physician.
21. **BAGGAGE.**—Check or express your baggage so that it will reach us in advance of your arrival. If you check your trunk, write your name on the back of the claim check and mail it to us promptly. We will then place your baggage in your dormitory hallway. If you express your baggage, address it to yourself at your dormitory\*, providing that you know in advance the dormitory to which you have been assigned; otherwise address it merely to Highland Manor.
22. **PHOTOGRAPHS.**—Send us in advance or hand to us on your arrival a snapshot or inexpensive photograph of yourself for our own files; on the back, write your name, address, and the approximate date of the picture. It is optional with pupils as to whether or not they wish to send us also two or three glossy prints of themselves; for sometimes when our girls win honors or distinctions, the newspapers, particularly the home town press, ask us for these pictures.
23. **INFIRMARY.**—If you are even slightly ill, report immediately to the infirmary. Do not administer self-medication or attempt to doctor any other girl. Do not visit any patient in the infirmary. We serve no trays in bedrooms. After a patient has been discharged from the infirmary, she will not be permitted to leave the campus until a full day has elapsed.
24. **PUNCTUALITY.**—Illness is the only excuse we accept for lateness or absence. A pupil who has accumulated five or more unexcused latenesses or absences during a single marking period will be required to forfeit a personal week-end or a portion of her vacation. Girls with unsatisfactory attendance records are ineligible for the Honor Roll, the National Honor Society, for securing our unqualified recommendation for college admission, and may be declared ineligible for holding certain offices. Absence or lateness immediately before or after a vacation or week-end counts double and may lower a pupil's classroom mark.

\* We ordinarily mail out a dormitory assignment card to a pupil as soon as her account has been brought into balance. In a few cases, however, the Committee cannot determine the dormitory assignment until the last minute.



**25. GIFTS TO INSTRUCTORS AND SCHOOL MATES.**—Although we appreciate the sentiment that frequently moves girls and parents to bestow gifts on instructors and school mates, such presentations are not at all necessary. As far as our instructors are concerned, they are professional teachers who take genuine pride in doing their work well out of love for their work. As far as our pupils are concerned, it is our hope that their friendships are such that the exchange of gifts cannot knit them more closely. However, if you feel sincerely prompted to make such presentations, we offer the following recommendations:

1. That the gifts be limited to not more than one a year.
2. That they be modest in character.
3. That they be delivered to the homes of the girls or instructors, not presented to them at school.
4. That delivery be made preferably during a vacation or after the close of the school year.
5. That you make no mention of the gift to other faculty members or to your school mates.

Gifts not presented in this spirit may arouse a suspicion that you are expecting something in return. This may lead the teacher to make the proper kind of a return—the return of the gift. It may lead a school mate to purchase a return gift beyond her budget allowance. Real friendships are not cemented by such compulsion.

**26. TRANSCRIPTS.**—Although we mail out a copy of your record promptly to other schools and colleges, do not wait until the dead line date and then telephone us to rush through your transcript at top speed. The better procedure is for you in ample time to request your new school or college to forward to us a copy of its own form on which it wishes your record entered. During the latter part of June and of August, our files are in transit between Highland Manor in New Jersey on the one hand and Highland Nature Camp and Highland Manor Summer School, Naples, Maine, on the other. Hence, so time your request that it will reach us before or after these shipment periods. If you are a college entrance candidate, submit to us your completed Student's Self-Appraisal Blank before requesting us to make out your transcript.

**27. WITHDRAWALS.**—We reserve the right to require the withdrawal of any pupil whose scholarship or citizenship record is unsatisfactory. In such cases, no refund or remission of fees is made.

**28. HONOR ROLLS.**—In order to qualify for the Honor Rolls, you must maintain a satisfactory citizenship and attendance record and must be carrying a minimum of four college preparatory subjects. If, in addition, all of your college preparatory marks are A's, you will qualify for the High Honor Roll; if no mark is below B, for the Honor Roll.

**28. NATIONAL HONOR SOCIETY.**—In order to qualify for membership in the Highland Manor Chapter of the National Honor Society, you (1)

must have made the Honor Roll at least three times during the year, (2) must rank in the top quintile of your class, and (3) must have achieved a satisfactory score in the College Entrance Board Scholastic Aptitude Test.

**30. HIGHLAND MANOR DIPLOMAS.**—In order to qualify for a Highland Manor Diploma, you must have completed a minimum of 16 units of work usually at the rate of four units a year for four years. If all 16 units are in college preparatory subjects, you will qualify for a College Preparatory Diploma; if from 12 to 15 units are in college preparatory subjects, for an Academic Diploma; if fewer than 12 units, for a General Diploma.

**31. VOCATIONAL GUIDANCE TESTS.**—We recommend that all pupils take a Vocational Guidance Test either in the last half of her Junior or in the first half of her Senior year. We require such tests from all college preparatory candidates.

**32. GENERAL.**—We do not encourage visiting from one dormitory to another, as it tends to cause confusion. However, if it becomes necessary for you to make such a visit, secure a note from your own house proctor, and deliver it to the house proctor in the dormitory where your visit is to be made.

Don't leave any of your belongings at school during the summer vacation. Pack them carefully and send them either to your own home or to a local storage house.

Remember to bring your own non-breakable drinking cup with you, and also your sugar stamps.

Carry on all conversations in a low pitched voice. Never run through the hallways (always walk quietly) or make unnecessary noises that might disturb the other occupants of your dormitory.

As the regular school year at Highland Manor closes the latter part of May, we do not permit sun bathing at any time, either on the protected porches invisible from below, or on campus areas enclosed by high hedges.

Since very few trains stop at West Long Branch, and since no taxicab service is available from that station, always get off the train at the Long Branch station.

If you bring a bicycle with you, always keep it securely locked.

You will find a school bag helpful for carrying books.