

CATALOGUE
OF
BREVARD
INSTITUTE
WITH
ANNOUNCEMENTS
FOR
1930-1931



BREVARD
NORTH CAROLINA



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WOMAN'S MISSIONARY COUNCIL

President Mrs. F. F. Stephens, Columbia, Mo.
General Secretary, Home Department: Mrs. J. W. Downs, Nashville, Tenn.
General Treasurer . . . Mrs. Ina Davis Fulton, Nashville, Tenn.

CALENDAR 1930-1931

1930

Tuesday, September 2—Dormitories Open.
Wednesday, September 3—First term begins. Registration.
Thursday, November 27—Thanksgiving Day. A holiday.
Friday, December 19, 3:30 p.m.—Christmas recess begins.

1931

Tuesday, January 6—Christmas recess ends.
Wednesday, January 7, 8:45 a.m.—School work is resumed.
Thursday, January 22—First term ends.
Friday, January 24—Second term begins. Registration.
Sunday, May 24—Commencement sermon.
Thursday, May 28—Second term ends. Graduation exercises.
First school month—September 3 to September 30.
Second school month—October 1 to October 28.
Third school month—October 29 to November 25.
Fourth school month—November 26 to January 8.
Fifth school month—January 9 to February 5.
Sixth school month—February 6 to March 5.
Seventh school month—March 6 to April 2.
Eighth school month—April 3 to April 30.
Ninth school month—May 1 to May 28.

Annual Events

October 5 to 12, School Adjustment Week. Revival.
November 7 to 8, Inter-Society Field Day and Literary Contest.
December 17, Lanier-Taylor Debate.
February 20, Junior Play.
March 13, Adelpgian-Ross Debate.
April 10, Senior Play.
May 1, May Day Lawn Party.

Summer Session

Saturday, May 30—Summer school begins. Registration.
Friday, July 24—Summer school ends.

Faculty, 1930-1931

- J. F. WINTON, A. B., B. D. — *Marysville Mo.*
Superintendent and Instructor in Mathematics
- H. E. BOUCHER, B. S.
Dean of Boys and Instructor in Mathematics
and Science *Marion Ky.*
- D. W. RICE, A. B.
Supervisor of Student Labor and Instructor
in Agriculture and Manual Training *Berea Ky.*
- MISS LENA LONG, A. B., M. A. — *Atlanta*
English
- MISS FRANCES DENTON, A. B. *St. Louis Ark.*
Latin and Spanish
- MISS RUTH SPALDING, A. B., M. A. *Na. - Miss.*
History
- MISS TENNILLE WILLIAMS
French and Physical Education
- TO BE SUPPLIED *Miss. - Miss. Tenn.*
Director Department of Household Arts
- MISS MARGARET VAN LAHR, A. B. *Severport Ky.*
Bible and Religious Education
- MISS JULIA MERRITT
Director Department of Music
- MISS EARLEENE POINDEXTER —
Director Department of Business and Bookkeeper
- MISS JANE G. WILKINSON — *Ill.*
Sixth and Seventh Grades
- MRS. L. E. BROWN, A. B. *Was. Penn.*
Dean of Girls
- MRS. MINNIE COCHRANE
House Mother, Boys' Hall *Cal. - Wash.*
- MRS. J. F. WINTON
Librarian and Study Hall
- MISS MARGARET GARRISON — *Ind.*
Practical Nurse
- J. A. BISHOP
Farm Superintendent
- REV. J. H. WEST
Pastor
- Miss. - Tenn. -*
Rock Hill S.C.

Historical

BREVARD INSTITUTE is the outgrowth of the Brevard Epworth School, founded in 1895 by Rev. Fitch Taylor, and aided by the Leagues and Sunday Schools of the Western North Carolina Conference of the M. E. Church, South. The school and the conference suffered a great loss when Mr. Taylor died in Brevard, March 16, 1909. His life was a benediction to all who knew him.

Due to lack of sufficient financial support, Mr. Taylor ran his school under disadvantages. The enterprise was finally suspended and remained dormant for two years. The Board of Trustees at last offered to finish and furnish the school building and to turn the property over to the Woman's Home Mission Society of the same Church. The proposal was accepted, and the enterprise passed into the hands of the women in June 1903, E. E. Bishop being made principal. On October 20th, the school was opened with an enrollment of fifty students, two of whom were boarders. The house was enlarged the second year to accommodate increased patronage, and the school grew steadily year by year.

In 1907, the Woman's Board needed the services of Mr. Bishop to develop their Vashti Home. Mr. C. H. Trowbridge was elected to take his place, and served faithfully and efficiently until 1923, when he resigned and was elected President of Weaver College. His successor, Mr. O. H. Orr, accomplished much during the next four years in the way of placing the school upon a secure basis, both financially and educationally; he resigned in 1927 to become cashier of the Pisgah Bank of Brevard.

Brevard Institute is rated as a class A High School, fully accredited by the North Carolina State Department of Education. Our graduates enter College without examinations.

SUPERINTENDENTS

- Rev. Fitch Taylor, 1895-1901.
- E. E. Bishop, C. E., 1902-1907.
- C. H. Trowbridge, M. A., 1907-1923.
- O. H. Orr, 1923-1927.
- J. F. Winton, 1927 —

Announcements, 1930-1931

DONATIONS

The Institute has been the recipient this year of a number of valuable gifts which contribute largely to our comfort and convenience. The Missionary Societies of the Carolinas and Georgia, as well as a number of more distant auxiliaries have been especially generous in donations of supplies of various kinds and in cash contributions of varying amounts. The cash donations for the coming year will be applied on replacements of various items of equipment which our regular budget does not cover, such as window shades for Spencer Hall, rugs for the living room and guest room of the girls' dormitory, etc. We purpose to acknowledge receipt of all such gifts as they come and take this opportunity to further express our appreciation to all such friends for their generous interest and cooperation in our behalf.

MEDALS AND AWARDS

Mr. R. Y. Neel, formerly a member of the Institute faculty, now of Johnson City, Tenn., annually awards a medal to the winner of the declamation contest. Miss Mable Jetton, also a former faculty member who is now in foreign mission work at Santa Maria, Brazil, annually awards a medal to the winner of the Recitation contest. These contests are an interesting part of our commencement program each year, and always attract a good audience. The winner of the R. Y. Neel Medal for 1930, was Mr. C. P. Stout of Jonesville, N. C., while Miss Garnelle Lee of Long Beach, Calif., was the successful contestant for the Mable Jetton medal.

The second award of the Ralph H. Zachary Medal, given annually by Messrs. Jack and Ralph H. Zachary Jr. honoring the memory of their father, was to Mr. George Mangum of Charlotte, N. C. This medal is an award to the student in the Institute who attains the highest average in Mathematics for the year.

The Brevard Kiwanis Club have this year awarded a medal to Miss Hope Menendez of Tampa Fla., for attainment of the highest scholastic average of any individual pupil. The gentlemen of the Kiwanis Club have always been our good friends and patrons, and we express our deep appreciation for their stimulating interest in our work.

ANNUAL INTER SOCIETY CONTESTS IN FIELD AND LITERARY EVENTS

The annual field day and Literary contest between the two groups of brother and sister Literary Societies, was won last fall by the Ross and Taylor societies. The Adelphians and Laniers put up a splendid fight, but were unable to amass the majority of points. A handsome trophy in the form of a banner in Ross-Taylor colors was presented later in the year, by the losers to

the winners. One thing we are proud of, is the fact that these contests are invariably waged and won or lost, as the case may be, in a spirit of absolute friendliness and good sportsmanship.

NOTICE TO ALUMNI

With this issue of the catalogue, the full list of the alumni and their addresses which we have been carrying, will be printed biennially instead of annually. The list has grown to such proportions that it is an expensive matter to include it every year. The class of each current year will be included annually.

SCIENCES

Especial attention is called to the arrangement and wide variety in Science courses offered. Most high schools, with an enrollment of 200 or less, employ only one science teacher. By combining Sciences with the related fields of Manual Arts and Home Economics, we are able to offer practically every high school science. Moreover, each science course is provided with two extra laboratory periods per week, which are required to give a full unit of credit on the course instead of only the half-unit credit allowed for five recitation periods per week. The schedule is so arranged as to avoid conflicts, if the student's work is not scattered over several grades.

We recommend that you study the "Program of Studies" and the schedule, and have in mind the work you wish to take when you come to enroll. Keep your course as nearly regular according to grades as possible. Bring or send record of previous work, and if there are changes necessary, we will recommend them when you enroll.

NEW COURSES

Two new courses are offered for the year 1930-31. Believing that many boys and girls lose a great deal of time in getting started in life because of a lack of real opportunity for intelligent comparison between callings, we are planning to offer a course in Vocational Guidance. The course will follow the outline of a text book, but will be held open at all times for free discussion and self-expression. Men prominent in their professions and callings will be interviewed by the class, and many such will also be invited in to lecture before the class. This class will meet three times a week throughout the year, and will carry one-half unit of credit.

For the last half dozen years or more, business and neighborly contacts between the United States and Spanish speaking Americans have been increasing by leaps and bounds. The Spanish language is easy to pronounce and easy to spell. A knowledge of it is useful in many parts of the United States and as a qualification for traveling representatives of many firms. For these reasons we will offer this year, experimentally, a beginner's course in Spanish, if sufficient interest is shown in it.

The Purpose and Needs of the School

The original purpose of the founders of Brevard Institute was to make available to ambitious boys and girls of the then more or less remote mountain section, the advantages of a type of schooling more advanced and superior in other ways to that of the short term public schools which then prevailed in this region. Very largely as a result of the enlightenment brought about by the work of Brevard Institute and other similar schools, the conditions that then obtained have been improved until the public educational facilities of this mountain region today, compare favorably with those of any other section. School terms have lengthened to a period equal to those of the best schools of the state. The schools are manned by officers and teachers with the best of training and methods. Improved highways and County systems of transportation make first class schools available to practically everybody.

This is as it should be. It means that the work of those who have preceded us has been well and wisely done. It is no idle boast when we say that the influence of those boys and girls who have been nurtured and trained in these halls, and have returned to their communities as leaders in thought and in civic affairs, has been largely responsible for the progress made. Brevard Institute looks with justifiable pride on the progressive realization of that which a third of a century ago was only a vision in the minds of a few far-seeing individuals.

Nor does this mean that the work of Brevard Institute is done. Changing conditions bring new demands and out of the most substantial homes in both town and country, many come each year in search of an environment and a type of education not to be found in the public schools. A considerable number of these are interested in preparing themselves for a definite type of Christian service. Others are sent by parents who are especially attracted by the wholesome environment of the school, conducive to the development of stalwart Christian character. The church is spending much money at Brevard, and we in turn are trying to do a distinctive work in these lines.

The original mission type of the school is still preserved, however, in the work that it is doing among another group. The recent rapid industrialization of the South has brought about conditions, especially in the cities, resulting in many dependent children now being thrown upon society. These children need a home as well as schooling, and a considerable number of such work their way at Brevard Institute each year. These are carefully chosen on the recommendations of pastors and other responsible parties. Others are maintained by missionary societies and other organizations. There is an appealing work to be done in this line and one that will yield large returns. Unfortunately our present resources do not enable us to care for nearly all who ap-

ply. Engaging in such altruistic expenditure is commended to any organization or individual who has the means and entertains a real love for humanity. If such a party does not himself know of a worthy subject for his benevolence, we will furnish a name on request.

The mixture of these two groups at Brevard Institute has resulted in a fine spirit of democracy in the school. Many of the leaders in student activities and in school work are among those who make all or a large part of their own way. Such democracy is very closely related to true Christianity.

It must be emphasized, however, that we cannot dissipate our efforts on those who are not worthy in character and purpose. We positively do not accept pupils of bad habits or character, and parents sending such are warned that they are laying themselves liable to the humiliation of having them dismissed.

OWNERSHIP AND GOVERNING POLICY

Brevard Institute is owned and operated by the Woman's Missionary Council of the Methodist Episcopal Church, South. It has also received large benefactions from the Western North Carolina Conference of the same Church, and feels keenly its responsibility to both organizations. It feels that the Church universal has the right to expect returns in the form of Christian young people with at least some degree of training for aggressive church work. Consequently it makes Bible study a part of its regular course of study, and encourages practice in many forms of Christian leadership. This includes Epworth League work, Sunday School work, leading prayer meetings, appreciation of sacred music, etc. At the same time it impresses constantly upon all students that these activities are in themselves only external, and that real Christianity manifests itself in consistent living, in straightforwardness, and in unselfish service. Our religious instruction is non-sectarian.

Advantages

CLIMATE, HEALTH AND PHYSICAL EQUIPMENT

Brevard, North Carolina is located in the famous health region near Asheville, and is called "The Gate to the Sapphire Country." With an altitude of 2228 feet, Brevard enjoys one of the finest, most healthful all year around climates to be found.

Our health is consistently good, and pupils lose very little time on account of illness.

The school maintains its own nurses and infirmaries in both dormitories, and employs the services of the best doctors in Brevard. However, we especially call attention to the fact that we are in no sense a sanatorium, and are not equipped to care for those in chronically poor health.

The Institute occupies one hundred and eight acres of land in and adjoining the corporate limits of the town, approximately twenty acres of this is in campus, and the rest in farm land furnishing much employment to the students. On the Campus are located Spencer Hall, containing accommodations for the literary and vocational departments; Taylor Hall, which is the new and modern dormitory for girls; the old dormitory, containing accommodations for the dining hall and kitchen, laundry, and piano practice rooms; Fannie Ross Hall, a dormitory for boys; Manual Training building, four cottages, and a large barn. All the large buildings are steam heated, and the entire plant is lighted by electricity, and connected with the city sewer and water systems. The entire property is worth approximately a quarter of a million dollars.

SCHOLARSHIPS

Several scholarships are available to students at Brevard Institute each year, most of which are awarded by the donors to pupils of their own choosing.

We have two endowed scholarships. The Spencer scholarship, established several years ago from Charlotte, is awarded each year by the missionary workers in Charlotte. The P. H. Hanes scholarship, established in 1928 by Mrs. S. Douglas Craig of Winston-Salem, in honor of her father, P. H. Hanes, is administered by the North Carolina Division of the U. D. C., through which organization it was originally given. In addition to these, scholarships or partial scholarships are maintained annually by Missionary Societies and Sunday Schools in Dalton, Georgia, Thomasville, N. C., Atlanta, Charlotte, Greensboro, and Greenville, S. C. Our very moderate rates furnish an excellent opportunity to other societies, organizations, and individuals to invest in a life in similar manner. Correspondence on the subject is invited. We always have applications from worthy boys and girls without means, in larger number than we can provide for.

DIVERSIONS

Keeping in mind the pedagogical fact that education should train the entire being, and not the intellect only, Brevard Institute students are encouraged to participate in literary society work, in athletics, and to take part in mountain climbs, to use liberally the library and reading table, and attend the lyceum course. Grafonola lectures to train musical taste are given frequently. A good moving picture machine was installed in 1921, and it is frequently used. A Radio with a loud speaker was installed in San Angelo Chapel in March, 1924. Students meet occasionally in receptions and parties, supervised by teachers.

There are four literary societies, the Adelpian, the Lanier, the Taylor, and the Ross. Each student is expected to become a member of one of these societies, as a considerable part of school life is connected with them. Each society will be expected to give, at least once each term, a program which will be open to the public.

For outdoor sports, the students play basket ball, baseball, tennis, etc. Occasionally hikes are taken to some of the nearby waterfalls or mountain peaks.

LIBRARY AND READING TABLE

The library consists of about twenty-four hundred volumes. It contains several reference works, among them being the Standard Dictionary; Bible Dictionary and Encyclopedia; such encyclopedias as Hill, Johnson, the Britannica, Household Economics, and the Nelson Loose-Leaf; also Ridpath's History of the World, and about two thousand volumes of our choicest standard literature.

The reading table contains several of our best weekly and monthly periodicals, such as Delinicator, Christian Herald, Ladies Home Journal, Literary Digest, Century, Review of Reviews, Forum, Good Housekeeping, American, Atlantic Monthly and others.

Expenses

The schedule of fees is found on page 13. All boarding students are required to pay the matriculation fee of \$2.00 upon application for entrance. If the application, for any satisfactory reason, is withdrawn prior to August 15, 1930, the matriculation fee will be returned. Laboratory fees are payable upon enrollment for the course. The campus fee, payable at registration, covers the cost of medical attention for ordinary sickness, including services of the school physician; light, fuel, culture course, membership in the athletic association, and incidental and library fees. The breakage deposit is due at registration and if exhausted must be renewed. Any unused portion will be returned at the time of departure.

Day students pay matriculation fee, tuition, and incidental and library fee at registration.

(See also Industrial System).

It has been the custom in the past for the school to furnish linens, but this costs heavily in proportion to the value of the service rendered. Few students will feel the burden of supplying their own linens; therefore this custom is to be dispensed with. For the year 1930-31, however, we will continue to furnish pillow cases and towels, having a supply of these on hand.

We will not furnish sheets, and each student should bring four, full length, three-quarter width. Our beds are single beds. All linens should be plainly and indelibly marked with the student's name, and the linen passes weekly through the hands of the laundry supervisor who checks it. This insures a fresh, clean supply weekly, a necessity in the interests of sanitation. The laundry charge of \$1.00 per month is for this service and does not cover personal laundry. Most of the girls and some boys do their own laundry.

As stated above, the campus fee, among other things covers cost of care for ordinary sickness. Students are requested to supply themselves with a few simple remedies such as salves, a germicide like mercurochrome, small bottle of camphor etc., in order not to have to call on the nurse for every small scratch and ailment. But the cost of medical attention and special service is high, and in cases of prolonged illness in the infirmary, an extra charge of one dollar per day is made after the third day.

NEW FINANCIAL POLICY

In order to maintain our standards of service at the low cost as scheduled, it is absolutely imperative that we collect our accounts when due. We have at times been considerably embarrassed by the failure of patrons to pay promptly. Our creditors expect us to meet our obligations, and we in turn depend upon you to do so.

As printed in the schedule of fees, all accounts are payable by

the term, in advance. When so paid a discount of five per cent is allowed. For the convenience of those who find it difficult to pay in advance, however, statements will, if requested, be rendered monthly in advance. No student's account will be allowed to run more than two months in arrears. If such occurs the student will be requested to leave. In special cases where circumstances make it justifiable in the judgment of the superintendent, deferred payments may be arranged by giving a negotiable note, duly signed and secured by a responsible property owner. No discount is allowed on monthly payments.

The adoption of this policy and strict adherence thereto is necessary in the interests of good service and reasonable rates. The rule will be applied to all alike.

Statements for cost of books, supplies and school materials will be sent to those paying by the term at reasonable intervals. Where the statement is rendered monthly, they will be included.

INDUSTRIAL SYSTEM

All necessary school expenses, except for books and supplies, amount to approximately \$237 in the literary courses. Itemized they are as follows:

Board (nine months)	\$180
Tuition (the year)	36
Campus fee (the year)	10
Matriculation fee	2
Laundry (nine months)	9
	\$237

This figure makes no allowance for work. As far as is possible all the work about the buildings and grounds is done by students under the direction of the various supervisors. This work provides about twenty work scholarships and an additional number of partial scholarships, which are assigned each year to those whom we know to be worthy and reliable, and really in need of help. Very often applications for such work are made by those who are ambitious to help themselves but who do not really depend upon such help for their education. Such ambition is laudable, but it would not be fair to deprive some worthy orphan boy or girl of his chance in life under such circumstances. Owing to the large number of applications received it is generally found necessary to reserve the best places for boys and girls who have proved their industry and their worth in their residence on the campus. For this reason it is suggested that every student coming to us for the first time, make every effort to secure enough backing in his home community to enable him to pay his way for at least half the first year. In this time he can prove his worth and make himself a place in the school community.

Brevard Institute does, however, endeavor to provide a certain amount of work for every boy and girl who really wishes to work. **We do not compel those who are lazy and indolent to work, for the rest of us are too busy to spend our time trying to**

keep them at it. For such as these the full price of board and tuition is charged for the time they remain with us, usually not very long. The general atmosphere of industry about the place is, however, conducive to the inculcation of such habits in those who come here.

We do not recommend more than twenty hours work per month unless in case of financial necessity. This amount can be accomplished by working an hour a day or half a day on Monday, and still leave all the time necessary for play and recreation, which is the inalienable right of every boy and girl. Such work, paid for at the rate of 15c per hour on account, reduces the price of board to \$17.00 per month. Of course there are numerous calls for extra work especially at the busy season on the farm, and any really industrious boy (or girl) can get in a great deal more than the actual amount required. Any student who prefers to pay the full cost price for all expenses, may do so, with the approval of the Superintendent.

A small laboratory fee is charged in connection with the study of expression, music, commercial branches and all the sciences, for the purpose of maintaining equipment.

A course of lyceum lectures and entertainments is arranged for each year and all students are required to attend unless specially excused. The total cost to each student will not be more than \$2.00 for the entire course. The money invested in this training probably brings in as large returns in culture and broadmindedness as any similar part of the fees.

Since the school is operated without any margin for bad accounts, and solely for benevolent purposes, it cannot be run on the credit system. All bills are payable in advance, as follows:

SCHEDULE OF FEES

REGULAR AND ACADEMIC

Matriculation fee of \$2.00 is due with application for admission.	
Tuition (per term of 18 weeks)	\$18.00
Board (per term of 18 weeks)	90.00
Campus Fee (per term)	5.00
Incidental and Library Fee (Day Students) per term ...	1.00
Laundry of Linens (per term)	4.50

SPECIAL COURSES

Commercial

Bookkeeping (per term)	20.00
Shorthand (per term)	20.00
Typewriting (per term)	13.50
Complete Commercial course (per term)	45.00

Music

Instrumental or vocal music (per term)	16.00
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LABORATORY FEES

Science (per term)	2.50
Music (per term)	2.50
Home Economics and Manual Training (per term)	1.50

SPECIAL FEES

Monthly Test50
Term Examination	1.00
Special examination to remove condition	1.00
Graduation fee, including cost of diploma	2.50
Key Deposit (Boys) (Redeemable at close of session) ..	1.00
Breakage Deposit (Returnable if not used)	3.00

Visitors at the school are expected to pay board and room at the rate of \$1.00 per day. If a guest of pupil or teacher, this may be charged to their account, if desired.

DISCOUNTS

A discount of 5 per cent is allowed when account is paid by the term in advance.

IMPORTANT—WORK CREDITS

Work credits will be allowed on the expenses of the month or term following that in which work is done. At the close of the term or the year, such credits as are due will be paid in cash unless it is desired to apply them on expense of the following term. If preferred the approximate amount to be earned may be estimated and deducted from advance payment, with the understanding that any difference will be made up in cash.

Students working their way through school, or working for any considerable portion of their expenses, must bear in mind the fact that the school must have returns for the expense incurred, and that favors they receive necessarily obligate them to work at times while others may be playing. All such places will be filled on contract between the school and the student. The student is responsible for time lost, also for arranging substitute when he is to be absent.

All work is credited at the end of the school month during which the work is performed. Since bills are rendered in advance, no work credits can appear on the first month's statements. Final settlement at the close of the year takes this into consideration.

Any student who cares to pay full expenses, will of course be excused from work. Be sure to specify the amount of work you wish to do on your application blank. Any student who persistently lags behind or shirks on work assigned, will be charged with board at the full rate.

DRESS FOR GIRLS

It is not only the privilege, but the duty of every individual to present a good appearance. There is sometimes, however, a difference of opinion and taste in these matters, and the judgment of the Dean of Girls is final authority in the school.

Excessive use of cosmetics is poor taste and is not permitted.

High heeled shoes (spikes) are detrimental to proper physical development and are not allowed. The only exception to this rule is in the case of Seniors at their graduation, or girls in cos-

tume work. Every girl should have at least two pairs of substantial, comfortable shoes for school and street wear.

Silk dresses are not permitted for ordinary school wear.

No uniform is required. If so desired, however, by special arrangement with one of the local stores we are in position to supply a neat, stylish, but durable, blue serge coat suit, suitable for any public occasion at a very moderate price.

Rain coat, umbrella, and heavy top coat for cold weather should be brought from home or provided for. Each girl should have an adequate supply of work aprons.

All clothing and linens are subject to inspection.

In the interests of sanitation, borrowing and lending of clothes and linen is absolutely prohibited. Serious skin infection may result from violation of this rule.

Expensive, gaudy or flashy dress is not countenanced at any time. The judgment of the Dean is considered final on these matters.

Boys

Each boy should be provided with clothes sufficient for a neat appearance in school and elsewhere in public. Expensive clothes are not necessary. In addition, he should have a supply of rough wear for work, hikes, and play.

PARENTS are requested to take these regulations into consideration and abide by them in providing clothes for their children.

Departments

In addition to the regular literary work, grades 6 to 11, preparatory to college entrance, the Institute offers thorough courses in all Commercial branches, music, instrumental or vocal, Home Economics, Manual Training, and Vocational Agriculture. Work in any of these departments, if of satisfactory nature, may be counted for High School credit. Our large, well equipped farm, offers unusual advantages for practical demonstration work in agriculture. Special classes may be organized if there is sufficient demand for them, for short courses in dairying and farm accounting.

We maintain a department doing elementary work of the sixth and seventh grades, because there are always some who come up expecting to do High School work and prove incapable of it without additional preparation. We also admit those who are really prepared to do work of these grades, but we assume no responsibility for keeping them if they prove incapable of doing such work. It is necessary to adhere strictly to this rule, else we would soon have pupils scattered all through the work of all the grades, a task we cannot undertake.

DEPARTMENT OF BIBLE STUDY

Miss Margaret Van Lahr, Director

We feel that the Department of Bible Study is one of the most important phases of our work. It is the field in which we do a distinctive work, a work not offered in the public schools. From the students in this department, and similar ones in other schools must be recruited the Christian leadership of tomorrow.

Persuaded by observation and experience, that actual knowledge of Biblical content is one of the crying needs of the young people of today, the first two years of the High School course are given to a selective study of the materials making up the Old and New Testaments. Very little effort is spent upon interpretation. The course of study used is that prepared by the Committee on Correlation of Bible work in Secondary Schools and Colleges, of the National association of Biblical Instructors, prepared for Secondary Schools offering a unit of Bible for College Entrance. It is procurable in pamphlet form at a very moderate price.

The general aim of the course is to "enable students to know the principal narratives and characters of the Bible in their historical and social settings; to understand and assimilate the thought, and to feel the beauty and spiritual inspiration of the Biblical masterpieces."

The third and fourth years are devoted to a study of the origins, nature and true applications of Christianity as a regenerative force. These courses are of necessity more interpretative than those of the lower grades, but the interpretation is neither of a denominational nor controversial type.

The courses have been designed with the expectation that

the largest benefit will be derived by the student who begins with the first course and follows them through. However, each course is an entity in itself, and properly completed, will prove well worth the time and effort expended upon it. Especial attention is called to the fact that the successful completion of Bible work is a requirement, and pre-requisite to graduation. It cannot be slighted. See page 24.

DEPARTMENT OF BUSINESS

Miss Earleene Poindexter, Director

Our school of business offers practically every advantage that is to be had in any well equipped and directed business college. No time or pains is spared in individual drill and instruction in order that the student may have a thorough comprehension of the principles underlying the work which he is doing. Thoroughly competent instruction, coupled with the most modern textbooks and methods, substantiate our claim that our advantages, though offered at much lower rates than ordinarily found, compare favorably with those of the best schools. The following is a description of the courses:

BOOKKEEPING

The Twentieth Century Bookkeeping system is used, upon completion of which a Certificate is issued to the student from the company publishing the text.

The requirements are as follows:

1. Twenty-five exercises introducing the ledger, general journal cash book, sales journal, purchase journal, and trial balance. No more than two weeks should be devoted to this introductory part of the course.
2. Part I. This is modeled on a retail grocery business, and with it the student becomes familiar with the simple transactions and incoming and outgoing papers.
3. Part II. Partnership. Part II is a Grain and Coal business.
4. Part III. Corporation. Wholesale grocery and manufacturing.

At the end of each month of the bookkeeping transactions, the student is required to make out trial balances, working sheets, statements of profit and loss, balance sheets, adjustment entries, closing entries, and post-closing entries.

5. Standard Tests are given upon the completion of each section. It should not take more than nine months to complete the entire course if a student can spend three or four periods a day with the bookkeeping course; even less time is required if the student is unusually apt at the work.

SHORTHAND

The student may elect either Gregg or Isaac Pitman Shorthand. The requirements in the shorthand courses are as follows:

1. Completion of Textbook, including principles of shorthand, dictation of words, sentences, and letters.
2. Dictation at the rate of 60, 80, and 100 words a minute.
3. Three one-hundred word letters dictated at the rate of 100 words a minute, and a transcript of these letters.
4. Upon the completion of each section, tests are given which the student must pass before he can begin the next section.

Immediately upon the completion of the principles, a test of two hundred words is given, and the student must pass this test before completing the shorthand course.

TYPEWRITING

The Touch System of Typewriting is taught.
The requirements are as follows:

1. Learning the keyboard with Victrola Rhythm Records, learning the technical names of the principal operative parts of the typewriter, caring for the typewriter.
2. One hundred perfect pages, including finger drills, words, figures, sentences, tabulated work, and letters.
3. Writing at the rate of 40 words a minute for 15 minutes on unfamiliar copy with not more than 5 errors.
4. Becoming familiar with more than one make of machine; such as Underwood, Royal, L. C. Smith, Remington.

Timed tests are given from time to time, and each month tests are given as furnished by the Typewriter Companies.

PRACTICAL LAW

The Practical Law course is not intended to make lawyers out of those in the class, but to enable them to become familiar with the rules of conduct governing ordinary business procedure.

The following are the requirements for the Bookkeeping certificate:

- Completion of the bookkeeping course.
- Completion of the practical law course.
- Completion of C. spelling.

The following are the requirements for the Shorthand certificate:

- Completion of the shorthand course.
- Completion of the practical law course.
- Completion of the typewriting course.
- Completion of C. spelling.
- Completion of a short course in business English which includes spelling, punctuation, arranging letters, etc.

The following are the requirements for the Typewriting certificate:

- Completion of the typewriting course.
- Completion of the practical law course.
- Completion of C. spelling.
- Completion of the business English course.

DEPARTMENT OF HOME ECONOMICS

NOTE: Because of the double periods required in Home Economics work, it is necessary to alternate courses by years. Domestic Art I and Domestic Science II will be offered in 1930-31. Domestic Art II and Domestic Science I, in 1931-32.

DOMESTIC ART I-A (First half, first year)

This course consists of the study of materials and styles suitable for underwear and the making of a complete suit of underwear, and some sample work.

Problems covered: Plain, flat fell, and French seams; running, back, combination, machine, feather and blanket stitches; simple embroidery stitches, hemstitching; hemmed and overhand patches; button holes; sewing on hooks and eyes, snaps and buttons, and mitering corners.

DOMESTIC ART I-B (Second half, first year)

This course consists of a study of the care and use of the machine, dressmaking, costume designing, simple textiles and renovation of clothes.

Problems covered: Making of a cotton dress, a linen dress, renovation of a dress and a hat.

DOMESTIC ART II-A (First half, second year)

This course consists of a study of budget making, household linens, tailored sewing and millinery.

Problems covered: Budget for a family of four, personal budget, a wool dress and a hat.

DOMESTIC ART II-B (Second half, second year)

This course consists of a study of the layette and children's clothes, the making of a silk dress, and Home Nursing.

Problems covered: Listing of articles needed in the layette, making of one of these articles, a garment for a child and a silk dress for student.

Equipment needed in all Domestic Art classes: Scissors, needles, pins, thimble, pin cushion, emery, tape measure, machine bobbin, machine needles, thread.

DOMESTIC SCIENCE I-A (First half, first year)

This course consists of a study of the food principles, their effect upon the body, how to cook each, the classification of foods, the planning of balanced meals and table service for simple meals.

DOMESTIC SCIENCE I-B (Second half, first year)

This course consists of the study of the preparation of suitable dishes for lunches or suppers and dinners and the serving of each meal.

DOMESTIC SCIENCE II-A (First half, second year)

This course consists of a study of ways of preserving foods, diets suitable for various common diseases as digestive disorders,

fevers, infectious diseases, and convalescent diet, special attention given to the diet needed by each student.

Problems covered: Canning, preserving, drying, pickling and jelly making, preparation of diets for each disease, weighing and measuring each student and making a week's menus meeting the needs of each student.

DOMESTIC SCIENCE II-B (Second half, second year)

This course consists of a study of the preparation of fancy dishes, types of service, and home management.

Problem covered: An afternoon tea, a buffet luncheon, a child's party, a dinner and a program for the housewife's work.

All girls in the Domestic Science classes will be required to have white aprons and caps which may be purchased after they arrive.

DEPARTMENT OF MUSIC

Miss Julia Merritt, Director.

Courses as described below are offered in the department of music. State adopted text-books are used.

I. PREPARATORY MUSIC COURSE.

This course includes the study of elementary theory, sight singing, ear training and a short course in music appreciation.

The class shall meet three forty-five minute periods a week. Credit ½ unit

*II. HARMONY AND HISTORY OF MUSIC.

The course in harmony includes the study of the tendencies of scale tones, intervals and their inversions, triads and their inversions, chords of the dominant seventh and their inversions, the harmonizing of melodies.

The course in the history of music traces the development of the art and science of music from the earliest records to the present day.

The class shall meet three forty-five minute periods a week, the time being divided between the two subjects according to the discretion of the teacher. Credit ½ unit

PIANO—Private lessons in piano are given. By this means the course can be arranged to meet the needs of the individual pupil.

Technic is regarded only as a means to an end. However, all pupils are required to take a certain amount of technic, in order that they may learn more quickly how to play the piano acceptably. Technical exercises including trills, scales, arpeggios, octaves and chords are employed as the needs demand.

Studies from Burgmuller, Czerny, Bach and other composers are taught.

Careful attention is directed toward teaching the pupil how to play musically and artistically pieces suited to his or her ability.

All pupils are expected to take part in public recitals. All solo work is performed from memory in these recitals.

Two half-hour lessons a week and an hour of practice each day are required. Credit $\frac{1}{2}$ unit

For the diploma in piano, in addition to the general requirements for graduation and courses one and two in the music department, the following or its equivalent will be required:

To play all major and minor scales readily and with reasonable facility.

To be able to identify all keys either from the page or from the keyboard.

To perform in satisfactory manner, both technically and interpretatively, three Little Preludes or Two-voiced Inventions of Bach, a sonata by Haydn, Mozart or Beethoven, three representative studies from Czerny—Opus 740, and at least two pieces by modern composers.

Two units in music are allowed toward meeting college entrance requirements.

GLEE CLUB—A boys' glee club and a girls' glee club are extra curricular activities of the school. Once a week these glee clubs combine for ensemble practice. Training is given in voice placement and part singing. Regular attendance at rehearsals and participation in all public performances are required. A fee of twenty-five cents a month plus the cost of the music used is charged each member.

*HARMONY AND MUSIC APPRECIATION.

(Description of Course in Harmony as found in Course II.)

The course in music appreciation is designed to lead the pupil to a more intelligent understanding and an appreciation of music. Victrola records are used in order to illustrate the various types and forms of music in the different schools of composition.

The class shall meet three forty-five minute periods a week, the time being divided between the two subjects according to the discretion of the teacher. Credit $\frac{1}{2}$ unit

(If this course is added, Course II will be History of Music only.)

VOICE

Provided there is sufficient demand there will be a class organized for the elementary study of voice, to meet once a week for which a charge of twenty-five cents a lesson will be made. This work will include tone-placing, breathing exercises, ear-training, part singing, solo singing, ensemble work; special vocal studies and instruction.

Individual lessons in this department will be available at the rates given in the schedule of fees. Such individual lessons will presuppose the completion of a year of study in Piano, and will involve breathing exercises, tone placing, development of throat freedom, the singing of scales, arpeggios, exercises and vocalizes carefully selected from Sieber, Concone, and Marcesi, and the

singing of songs and ballads of simple style from representative composers.

STRINGED AND BAND INSTRUMENTS. Instruction in stringed and band instruments will be provided for those wishing it.

DEPARTMENT OF MANUAL ARTS

D. W. Rice, Director.

A thoroughly competent instructor is in charge of this department, and courses will be offered for high school credit. This department is being introduced for the benefit of all boys who enjoy working with their hands, and work in this field is recommended for all those who can fit it into their course. It is especially for the benefit of those boys whose minds have the mechanical turn rather than the abstract. A given amount of work is assigned and required to be completed for credit. The character of the work done is also considered.

Manual Training I. This is an introductory course in wood working, using at first, hand tools, and progressing to the use of machines. Study of woods and grains is made, and there are various projects required to be completed.

Manual Training II. This course is a further development of skill in the use of tools, and also requires more difficult projects. Mechanical drawing and geometrical constructions are introduced. The aim is to develop independence and self-confidence in the pupil, through development of his own ability.

Schedule of Daily Work

Hour	Rice	Boucher	Winton	Long	Denton	Spalding		Van Lahr	
8:45	R O	L L	C A	L L A	N D	S P	E L	L I N	G
9:00	Agri. II.		Math III	Eng I	Latin I	Hist I		Bible II W. T. & F.	D I E T I E
9:45	Agri. II. Lab. T & T	Sc II Lab T&T	C h a p P e r i	e l M e e o d O n	t s A t T W e d. and	h i s F r i.	Phy s Ed I Thur & S	Bible IV T. T. & S.	F I I F I I
10:30	Agri. I	Sc II		Eng IV	Spanish I	Hist II	French I	Bible I W F & S	I A T I A
11:15	Agri. I Lab. W&F	Math I		Eng II	Spec Eng	Hist III	French II	Bible III T. T. & S.	N A Z
12:00		O	O	N		N	O	O	N
1:10	R	O	L	L		C	A	L	L
1:15	M. T. I	Sc I			Eng II	Hist IV		Sc III	H. E. I
2:00	M. T. I W & F M. T. II T & S	Sc I Lab T&T		Eng III			Phy s Ed II W & F	Sc III Lab T & T	H. E. I
2:45	M. T. II	Sc I	Vocat'n'l Guidance	Eng I	Latin II	Hist I		Math II	H. E. II
3:30	D E	T E	N T I	O N	H A	L	L		H. E. II

Mrs. Winton:

POINDEXTER: FULL SCHEDULE COMMERCIAL

JOHNSON: MUSIC AND DIREC. RELIGIOUS ACTIVITIES

MERRITT: FULL SCHEDULE MUSIC

WILKINSON: FULL SCHEDULE ELEMENTARY

STUDY HALL AND LIBRARY

T. T. & S. or W. & F. means that classes meet on Tuesday, Thursday, and Saturday, or on Wednesday and Friday.

Courses of Study

ELEMENTARY

A regular course of study is followed in the sixth and seventh grades, according to the outline recommended by the North Carolina Department of Education.

Text Books:

SIXTH GRADE: School Arithmetic, Book II, Wentworth-Smith.
 The Open Door Series in English, Book Six.
 Young People's History of North Carolina, Hill.
 The Study Readers, Book Six, Walker-Parkman.
 The McCall Speller, Book II.

SEVENTH GRADE:

School Arithmetic, Book II, Wentworth-Smith.
 The Open Door Series in English, Book Seven.
 A History of the People of the United States, Waddy Thompson.
 The Boys' and Girls' Reader, Bolenius.
 Essentials of Geography, Book II, Brigham and McFarlane.
 Hygiene-Building Strong Bodies, Woods Hutchinson.
 The McCall Speller, Book II.

All books may be purchased in our book store.

HIGH SCHOOL

To receive the High School diploma of graduation, the student must have completed sixteen units of regular high school work. A half unit in Bible for each year the student is in attendance at Brevard Institute is also a requirement. Failure in more than one such course precludes graduation.

The passing grade is 75. If deemed advisable, a grade of 65 on the first semester's work may be accepted as a condition, to be made up during the last semester. The average of the two semesters must be 75. A good grade made during the first semester positively cannot bring up a failure on the last semester's work. Such failure must be made up with extra work.

The minimum requirements for High School graduation in North Carolina are as follows:

English	4 units
History	2 units
Science	1 unit
Mathematics	2 units
Foreign Language	2 units
Elective	5 units

Practically all colleges, however, require Plane Geometry for entrance. BREVARD INSTITUTE, therefore, offers the following

PROGRAM OF STUDIES:

First Year

Required	Elective
English I	(One to be taken)
Math. I, Arith. and Algebra	Science I, General
Hist. I, Community Civics	Home Economics I
Bible I, Old Testament Literature	Agriculture I
	Manual Training I

Second Year

Required	Elective
English I	(Two to be taken)
English II	Science II, Biology
Math. II, Algebra	Hist. II, Modern European
Bible II, New Testament Literature	Home Economics I or II
	Agriculture II
	Manual Training I or II

Third Year

Required	Elective
English III	(Two to be taken)
Math. III, Plane Geometry	Science III, Human Physiology,
Bible III, Origin of Christianity	Industrial and Commercial
	Geography
	Hist. III, Ancient and Medieval
	Latin I
	French I
	Manual Training II
	Home Economics II

Fourth Year

Required	Elective
English IV	(Two to be taken)
Hist. IV, United States	Science IV, Physics
Bible IV, Christianity and the Social Order	Latin II
	French II
	Math. IV, Solid Geometry and Advanced Algebra

Commercial courses may also be elected to the extent of 2 units.

Note a: Two years in one foreign language, either ancient or modern, is required for entrance by most standard colleges.

Note b: Two years of physical education are required of girls. Physical Ed. I is open to Freshmen and Sophomores. Physical Ed. II is open to Juniors and Seniors. One-fourth unit of credit is allowed on each course.

Note C: Two years of spelling is also required in High School. No credit is allowed. The work is offered in the interest of a very apparent need.

DESCRIPTION OF COURSES

HIGH SCHOOL

Five periods per week for 33 weeks: 1 unit, except in Science, where 2 additional laboratory periods are required.

First Year

English I. 5 periods, 36 weeks.

1. Formal work: Thorough drill in the essentials of Grammar and punctuation. Practice in writing short themes; emphasis on oral drill and practice in speaking.

Text: Sentence and Theme, Ward.

2. Literature: Study of classics.

Text: "Literature and Life," Book I.

3. Parallel reading: Outside reading of four books, with report on them.

General Science with Laboratory. 7 periods, 36 weeks.

Essentials of every day Science with Laboratory projects and reports.

Text: Civic Science in Home and Community, Hunter and Whitman.

Mathematics I. Arithmetic: 5 periods, 18 weeks (fall).

A review of general principles, with emphasis on practical applications, short methods, and theory.

Text: Advanced Arithmetic, Wentworth-Smith.

Algebra: 5 periods, 18 weeks (spring). Through factoring.

Text: Academic Algebra, Wentworth-Smith.

History I. Community Civics: 5 periods, 36 weeks.

A study of men in their every day relations with others in an ordered and self-governed society—a study of customs and practices.

Text: Community Life and Civic Problems, Hill.

Agriculture I. 7 periods, 36 weeks.

An elementary study in soils, soil fertilization, farm crops and prevention of pests.

Text: Productive Farm Crops, Montgomery.

Home Economics I. 7 periods, 36 weeks. 1 unit.

See Home Economics Department.

Manual Training I. 7 periods, 36 weeks. 1 unit.

See Manual Training Department.

Bible I. Biblical content: 3 periods, 36 weeks.

Outline of Old Testament material, memory work and reading of Old Testament. Use is made of maps to make the study more interesting and intelligible.

Text: Pamphlet: Outline prepared for and adopted by the National Association of Biblical Instructors.

Second Year

English II. 5 periods, 36 weeks.

1. Formal work: Further drills in the essentials of Grammar and punctuation; numerous written exercises.
Text: Correct English Usage, Evalin Pribble.
2. Literature: Literature as Story.
Text: "Literature and Life," Book II.
3. Parallel Reading: Outside reading of four books, with reports on them.

Mathematics II. 5 periods, 36 weeks.

Algebra completed.

Text: Academic Algebra, Wentworth-Smith.

Science II. Biology: 7 periods, 36 weeks.

Application of principles of Biology to plant and animal life. Field and laboratory work required.

Text: New Biology, Smallwood, Reveley, Bailey.

History II. Modern European: 5 periods, 36 weeks.

Study of the movements and forces molding the trend of events in Europe since the middle ages.

Text: History of Europe, Robinson and Beard.

Agriculture II. 7 periods, 36 weeks.

(Fall) Animal Husbandry. (Spring) Farm Methods and use and care of farm equipment.

Text: (Fall) Animal Husbandry, Harper; (Spring) Garden Farming, Corbett.

Home Economics I or II. 7 periods, 36 weeks. 1 unit.

See Home Economics Department.

Manual Training I or II. 7 periods, 36 weeks. 1 unit.

See Manual Training Department.

Bible II. Biblical content: 3 periods, 36 weeks.

Outline of New Testament material, memory work and reading in the New Testament. Maps are used as in Bible I.

Text: Same as Bible I.

Third Year

English III. 5 periods, 36 weeks.

1. Formal work: Study of rhetoric and composition; extensive work in oral and written composition.
Text: "High School English," Miller and Palmer.
2. Literature: Study of classics.
Text: "Literature and Life," Book III.
3. Parallel reading: Outside reading of five books, with reports on them.

Mathematics III. Plane Geometry: 5 periods, 36 weeks.

Completion of the five books of Plane Geometry. Original exercises are stressed. The aim is to cultivate the pupil's reasoning powers, rather than his memory.

Text: Plane Geometry, Wentworth-Smith.

History III. Ancient and Medieval: 5 periods, 36 weeks.

From the dawn of History down to modern times.

Text: Early Progress, West.

Latin I. 5 periods, 36 weeks.

Grammar, with reading in prose. Composition. "Latin of Today" is used as a text, and emphasizes Roman customs. It is a great aid to the study of Roman History. There is also much drill in English cognates.

Text: "Latin of Today," Gray and Jenkins.

French I. 5 periods, 36 weeks.

Elements of French. The conversational method is largely used. Reading in simple French prose.

Text: New French Grammar, Frazier and Squair.

Spanish I. 5 periods, 36 weeks.

Text: To be selected.

Manual Training II. 7 periods, 36 weeks.

See Manual Training Department.

Home Economics II. 7 periods, 36 weeks.

See Home Economics Department.

Science III. Human Physiology: 7 periods, 18 weeks (fall).

Text: Lippincott's Physiology.

Industrial and Commercial Geography: 7 periods, 18 weeks (spring).

Text: High School Geography, Whitbeck.

Bible III. Life and Work of Jesus: 3 periods, 18 weeks (fall).

Life and Work of Paul: 3 periods, 18 weeks (spring). This course is a study in the foundations of Christianity. The aim is to give the pupil real insight into the origin and real meaning of Christianity as a saving force in a world of sin. The instruction is entirely undenominational.

Text: Life of Christ, Stalker.

Life of Paul, Stalker.

Fourth Year

English IV. 5 periods, 36 weeks.

1. Formal work: Rapid and extensive review of the principles of grammar, oral and written composition.

Text: "High School English," Miller and Palmer.

2. Literature: Extensive study of English literature and a briefer study of American literature.

3. Parallel reading: Six books will be read outside class and reports made on them.

History IV. American History and Government: 5 periods, 36 weeks.

American civil problems and the operation of the American government will be studied.

Text: The American People, West.

Science IV. Physics. 7 periods, 36 weeks.

A treatment of principles and theory, coupled with laboratory work, experiments and observation. An introductory course.

Text: To be selected.

Latin II. 5 periods, 36 weeks.

The amount of Latin prose required by the American Classical League is read. Grammar, prose and composition.

Text: "Second Year Latin," Foster.

French II. 5 periods, 36 weeks.

Irregular verbs. Between 250 and 300 pages of reading in French is required, consisting of drama, short stories, and journals. Conversation is emphasized in the classroom.

Text: Grammar as in French I.

Reader: France, Michaud and Marinoni.

Mathematics IV. Solid Geometry: 5 periods, 18 weeks (fall).

Advanced Algebra: 5 periods, 18 weeks (spring).

Text: To be selected.

Latin III. 5 periods, 36 weeks.

This course will be offered if there is a demand for it. It consists in the reading of the equivalent of six orations of Cicero. Grammar. Composition. Sight reading.

Text: To be selected.

Bible IV. Christianity and the Social Order: 3 periods, 36 weeks.

The aim of this course is to follow that of Bible III. It is hoped that the pupil, with a knowledge of the true aim and purpose of Christianity, will be given an insight into the need and method of its actual application to social problems of today.

Text: Shackford: The Program of the Christian Religion.

Auxiliary: Rauschenbush: Christianizing the Social Order.

Vocational Guidance. 5 periods, 36 weeks.

A brief survey of principal vocations, with interviews and lectures from prominent men.

Text: Proctor: Vocations.

Auxiliary: Brown: Choice of a Career.

General Regulations

Read carefully. Unless you can abide by the following regulations, do not ask for admittance.

1. Pupils who have reached their twelfth birthday, of good health and good character may be received as boarding pupils, provided they are prepared to do the work of the school, which means grades 6 to 11. Children who are not prepared for the sixth grade, positively need not apply. Children under the ages given above, but who are prepared to do the work we offer can be admitted at an additional charge of \$4.00 per month, to cover cost of special care.

2. Those desiring to enter school should fill out application blank and return to the superintendent, with matriculation fee. If the application is not approved, the fee will be returned.

3. Credits from other schools are accepted at the superintendent's discretion. All new pupils should bring with them reports from former schools.

4. Parents wishing their children to leave the Institute at any time other than the beginning of the Christmas vacation or the close of the year in May must notify the superintendent directly, not through the pupil. Such notice must reach the superintendent at least one week before the absence desired, so that the superintendent may communicate with the parents if necessary, before the request is granted.

5. Parents are especially requested to observe the following: No student will be permitted to leave school ahead of time on the occasion of any holiday or vacation period, unless for very special cause, and as pre-arranged between the parent and the superintendent. There is a real reason for this.

6. If a student leaves school without permission on an extended trip, or to be away overnight, he is automatically dismissed.

7. No boarding student will be exempt from attendance as required on Sunday School and church services; nor from industrial duties except by special arrangement.

8. Girls in the dormitory cannot receive visits or mail from young men except when their parents send to the superintendent written permission for them to do so. All communication with young men must be with the knowledge and consent of both parents and superintendent. No form of written communication with boys or men in or near the school is permitted.

9. No boarding pupil is allowed to leave the Institute grounds at any time without permission of the proper supervisor, except that it is understood the boys may visit town on Saturday afternoon after school, and may go for walks and hikes in groups on Sunday afternoon. In no case is loitering and loafing around streets and stores, permitted.

10. Day pupils are required to be prompt and regular in attendance, and not loiter on the streets or in the stores on evenings just preceding a school day. It is understood that when on or about the campus they will conform to the same standard of conduct required of boarding pupils.

11. Boarding students are not expected to visit home or friends oftener than once in six weeks unless for urgent cause.

12. In case of expulsion for improper or immoral conduct, money cannot be refunded, as unruly students are expensive at any price and are not wanted. Pupils knowing themselves to be impure, dishonest, or immoral are advised not to come here.

13. Students must pay full value for damage done to property. The cost of breakage in bedrooms must be paid by the occupants equally in cases where the blame cannot be definitely located.

14. Boarding students are not allowed to keep guns, pets, or automobiles.

15. The use of extra electrical equipment, with the exception of curlers, is prohibited. Ironing in the rooms positively must not be done. Tampering with, or re-arrangement of electric wiring is expressly forbidden, and will be severely dealt with.

16. The Institute cannot advance money or school supplies, but parents may make deposit with the cashier to be used as needed. Students must not borrow money or clothing from each other.

17. If a student is compelled to be absent for two weeks or more in succession, time will be extended into next semester, if cause of absence is promptly reported to the principal and approved by him.

18. Tuition fees and board are payable on entrance and in advance at the beginning of each term thereafter, for eighteen weeks, or the remainder thereof unless monthly payments without discounts are preferred. In no case can contracts be made for board for less than a month, and no money can be returned for any departure before the end of the school month. For dates of termination of school months, see calendar.

19. Music or other "extra" lessons missed through fault of teacher or school will be made up to the student. If missed through fault of student or on account of holidays or examinations, they will not be deducted from bill.

20. All complaints or requests of parents should be sent to the superintendent by separate letter and not in student's letter.

21. Polite conduct is required of every student on all occasions. Development of cultural character is regarded as one of our chief functions.

22. Boys desiring to play football must present written permission from parents. Eligibility to participate in any form of inter school athletics, or in field day exercises, class plays, etc., is conditioned upon the pupils passing in at least three major subjects and Bible.

23. Smoking among the girls is positively prohibited, as is

the use of cigarettes among the boys. No boy of less than sixteen is permitted to use tobacco in any form. Boys of sixteen and over may do so only if permission of their parents is presented, and then only in the privacy of their rooms, or on the grounds about the boys dormitory, and not in public.

24. Any student who repeatedly violates any of the above rules, or who shows himself consistently to be out of harmony with the spirit of the Institute, may be asked at any time to sever his connections with the school.

25. Except in case of emergency, do not ask to leave ahead of time for holidays or week-ends. If unavoidably detained at home, the pupil must bring a written explanation from home, or no excuse will be granted. An unexcused absence counts 5 per cent against the monthly grade.

26. Failure in any subject for three months in succession means demotion to the next lower grade in that subject. If any pupil fails three months in succession on all his work, he is sent home.

27. It is earnestly urged that if you find it necessary to leave school, you take the matter up with the business office before leaving, in order that the proper adjustment of accounts may be made on our books.

PENALTIES

Penalties are used only as a last resort or in flagrant cases of misconduct. The pupil of right mind and proper training will respond to suggestion, reproof, and correction.

Any penalty assessed is designed to meet the particular situation for which it is assessed. The purpose of punishment is correction, and in some instances, such as damaged property, the recovery of values. Various penalties may be employed, at the discretion of the teacher or supervisor, except that no major penalty may be assessed without the approval of the superintendent. A major penalty is the assessment of ten or more demerits for one offense.

DEMERITS

Demerits are cumulative. They may be assessed by any teacher or supervisor for misconduct in the class-room or elsewhere, but demerits assessed must be reported weekly to the superintendent.

When any student accumulates 25 demerits, he is warned in regard to his conduct, and penalties assigned are according to the nature of the case.

When a student accumulates 50 demerits, all personal privileges are forfeited for a period of one month, or longer unless his conduct improves. Such privileges include all social contacts with the other sex, permission to visit home or elsewhere, or to leave the campus unless on urgent business, and then only when properly chaperoned. He is also ineligible to hold any special

work or scholarship from the school. These places are considered as rewards for merit.

When a student accumulates 75 demerits, he is considered hopelessly out of harmony with the ideals of our institution, and it is suggested that he leave school before it becomes necessary to resort to expulsion. If he prefers to stay and reform his conduct, he has a margin of 25 in his favor, but the accumulation of 100 demerits during one term automatically severs his connection with the school. All demerits above 75 are assessed by majority vote of the faculty.

NOTE: The deportment grade each month is intended as an index rating on general conduct. Demerits do not appear on the report card unless more than 24 are accumulated. They accumulate throughout the term.

WHAT THE STUDENT SHOULD BRING

1. REPORT CARD OR RECORD OF PREVIOUS WORK.
2. All personal wearing apparel and toilet articles.
3. Four sheets.
4. REPORT CARD OR RECORD OF PREVIOUS WORK.
5. Umbrella, Raincoat, Overcoat.
6. A willing heart and
7. REPORT CARD OR RECORD OF PREVIOUS WORK.

Suggestions to Parents

1. Give your children the advantage of an education. This may require a sacrifice on your part, but it will increase the happiness of your children through all their lives, besides multiplying their capacity for usefulness.

2. After they have been placed in school, give them to understand that they must sacrifice enough to remain there faithfully unless real emergency prevents. Success always requires sacrifice.

3. Write at least once a week to your children and have them write to you not less frequently. Loving letters, firm when necessary, but always loving are the inherent right of every child away from home.

4. If your child needs special care or attention in any respect, write to the superintendent about it. If the Institute can undertake to give this special attention, it should be begun early. If it cannot be given, you should know it.

5. Do not make unnecessary special requests, particularly about irregular entrance or departure. One great advantage of boarding school life is the lesson of regularity it inculcates, and this is utterly lost to those who receive special treatment.

If further information is desired, write

J. F. WINTON, Superintendent,

Brevard, N. C.

Honors for Scholarships in Previous Years

- 1908—Ella (Lilly) Harris, Raleigh, N. C.
1909—Connie (Jolley) Duncan, Spruce Pine, N. C.
1910—Ada (Blum) Wetmore, Reidsville, N. C.
1911—Bessie Tyler, Lawrenceville, Va.
1912—Aleph (Baber) Hendrickson, Spartanburg, S. C.
1913—Ola Callahan, Mexico.
1914—Alva Queen, Wolf Mountain, N. C.
1916—Marie (Hamrick) Barnett, Ellenboro, N. C.
1917—Harold Norwood, Brevard, N. C.
1918—Amanda (Stutts) Parker, Wolf Mountain, N. C.
1919—Ruth Horton, Gaffney, S. C.
1920—Ferd Hayes, Kings Mountain, N. C.
1921—John McNeil, Miller's Creek, N. C.
1922—John McNeil, Miller's Creek, N. C.
1923—John McNeil, Miller's Creek, N. C.
1924—John McNeil, Miller's Creek, N. C.
1925—Ena Williams, Penrose, N. C.
1926—Lorene Short, Shelby, N. C.
1927—Opal Goodman, Concord, N. C.
1928—Carl Drumeller, Montgomery, Ala.
1929—Hope Menendez, Tampa, Fla.
1930—Hope Menendez, Tampa, Fla.

Alumni Association

OFFICERS

President Mr. O. H. Orr, '10, Brevard, N. C.
 Vice-President Miss Ressie Kate Meece, '27, Brevard, N. C.
 Cor. Secretary . . . Miss Earleene Poindexter, '11, Brevard, N. C.
 Treasurer Miss Earleene Poindexter, '11, Brevard, N. C.
 Chaplain Miss Estella Powell, '25, Cullowhee, N. C.

HIGH SCHOOL DIPLOMAS GRANTED IN 1930

Lena Allison, Umatilla, Fla.; Frances Ballard, Asheville, N. C.; Lucy Britt, Asheville, N. C.; Arline Bryant, Atlanta, Ga.; Arthur Longstreet Campbell, Montreat, N. C.; Christopher S. Clayton, Washington, D. C.; Paulne Curtis, Greensboro, N. C.; Essie L. Davis, Greenville, S. C.; Charles W. Duncan, Sumter, S. C.; Marguerite Garrison, Atlanta, Ga.; Ethel Gilliam, Gastonia, N. C.; Hobart L. Goodman, Concord, N. C.; Thomas Marquis Graham, Fernandina, Fla.; John F. Greear, Jr., Helen, Ga.; Viola James, Lexington, N. C.; Elsie James, Lexington, N. C.; Hope Menendez, Tampa, Fla.; Jannie Unetia Pankey, Patrick, S. C.; Eleanor Rigdon, Greenville, S. C.; Charles Wilbur Rikard, Greenville, S. C.; Lily Mae Taylor, Early Branch, S. C.; W. Donald Wilkins, Clincho, Va.; Hazel Williamson, Asheville, N. C.; Elizabeth Wright, Asheville, N. C.

COMMERCIAL DIPLOMAS GRANTED IN 1930

Martha Osborne, Brevard, N. C.

COMMERCIAL CERTIFICATES GRANTED IN 1930

Bookkeeping, Shorthand, Typewriting—J. L. Hernandez, Havana, Cuba; Blanche Shepperd, Concord, N. C.

Bookkeeping and Typewriting — Angel E. Bermudez, Gibera, Cuba.

Bookkeeping—Mario Vega Aguilar, Havana, Cuba; Francisco Canals, Cienfuegos; Maude Slaton, Greenville, S. C.; Mrs. Minnie Cochrane, Asheville, N. C.

Shorthand and Typewriting—Alice Pike, Bogart, Ga.; Elizabeth Wright, Asheville, N. C.; Eleanor Rigdon, Greenville, S. C.

Typewriting—Arthur Campbell, Montreat, N. C.

SUMMARY 1929-30

Boys 62	Girls 79	Total 141
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SUMMER SCHOOL

Boys 27	Girls 44	Total 71
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Enrollment, 1929-30

ELEMENTARY

Albritton, A. Frances	Kutz, Rama	Sanders, Kathleen
Andrews, Livingston	Kutz, Henry Robert	Santos, Robert
Furr, Etta Lou	Lewis, Giles Thomas	Sherrill, Grover
Hill, Gladys Maybelle	Lyerly, Leveille	Smathers, Marvin
Hooper, Wilburn	Meadows, Ada Blanche	Williams, Dorothy Sue
	Ownbey, Clara	

First Year

Baughman, Evelyn	Garrison, Margaret	Rice, Tom, Jr.
Branson, Mildred	Gowan, Virginia	Sanders, John S.
Bryant, Mildred	Hartley, Elizabeth	Smathers, Edward B.
Bryson, Virgia Lee	Henderson, Ruby Lois	Smithe, Alyce Virginia
Cathey, Cornelia	Huls, Harvey	Tramell, A. B.
Cochrane, Hilliard	Johnson, Dan W., Jr.	Tuttell, Bert E.
Cudd, Cleo	Jolly, Jack	Walden, Norma
Franks, Iris	Kerr, Kathleen	West, Junius Claude
Fullbright, Marian	Longshore, Edwin	Woodard, Ada
Gantt, Mildred	Mangum, George	Zachary, Howard
	Moore, Van Doris	

Second Year

Brown, Edna	Fuquay, Perlemon	McGowan, Alice
Burns, Charles	Going, Cleo	McGuire, R. Vance
Campbell, Stewart	Guthrie, Woodrow	Mitchell, Prillo
Cline, Elizabeth	Heckard, Cecil	Ownbey, Elbert
Davis, Tallie	Hopper, Sparks M.	Pickelsimer, Louis E.
Davis, Lottie	Huls, Paul	Plemmons, Richard H.
Dunakin, Henry	Larmon, Elizabeth	Price, Louise
	McCracken, Paul	Wildey, Jack

Third Year

Aycock, Helen	Fortner, Virginia	Moore, James Blanton
Becton, Jarmon	Greear, Sol	McCracken, Wilma
Bowie, George F., Jr.	Johnson, Jean Harris	McLean, Bertha
Callahan, Hazel	Lee, Garnell	Regan, Joseph
Davis, Lily Bates	Martin, Florence	Stout, Claude P.
Denny, Mary	Menendez, Robert	Tidwell, Maudie Bee

Fourth Year

Allison, Lena	Duncan, Charles	Pankey, Unetia
Altee, Miriam	Garrison, Marguerite	Rigdon, Eleanor
Ballard, Frances	Gilliam, Ethel	Rikard, Wilbur
Britt, Lucy	Goodman, Hobart	Taylor, Lily Mae
Bryant, Arline	Graham, Thomas	Walker, Esther
Campbell, Arthur	Greear, John F., Jr.	Ware, Emma
Clayton, Christy	Hopper, Emily E.	Wilkins, Donald
Curtis, Pauline	James, Elsie	Williamson, Hazel
Davis, Essie	James, Viola	Wright, Elizabeth
	Menendez, Hope	

COMMERCIAL

Aguilar, Mario V.	Garcia, Ralph	Osborne, Martha
Bermudez, Angel	Gonzales, Phillipe	Pike, Alice
Bermudez, Joe	Hampton, Tom	Patterson, Thelma
Burrell, Rowe	Hernandez, J. L.	Rice, Mrs. D. W.
Canals, Frank	Marston, Olga	Shepperd, Blanche
Cochrane, Mrs. Minnie	Mott, Mrs. Carl	Slaton, Maude

SPECIAL

Andrewes, Sara Louise	Pos, Harry	Winton, Cornelia
Moore, Betty	Walden, Evelyn	Winton, Harriet

NEW ENROLLMENT—SUMMER SCHOOL

Barnett, Clara	Brown, L. E.	Kimzey, Louise
Batson, Russell	Floyd, Landrum	Kimzey, Mary
Boney, Harvey	Galloway, Ralph	Miller, John
Briggs, Smith	Gilliam, Bernice	Saltz, Christine
	Hood, Thomas	

MUSIC DEPARTMENT**Piano**

Andrewes, Sara Louise	Johnson, Dan	McGowan, Alice
Cathey, Cornelia	Johnson, Jean	Patterson, Thelma
Denny, Mary	Jolly, Jack	Pos, Harry
Dunakin, Henry	Kerr, Kathleen	Price, Louise
Gantt, Mildred	Larmon, Elizabeth	Tuttle, Bert E.
Gowin, Virginia	Lee, Garnell	Walden, Norma
Hooper, Wilburn	Lyerly, Leveille	West, Junius
James, Elsie	Martin, Florence	Winton, Cornelia
	McCracken, Wilma	Winton, Harriet

Voice

Garrison, Margaret	Gilliam, Ethel	Ware, Emma
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COMMERCIAL DEPARTMENT**Shorthand**

Burrell, Rowe	Mott, Mrs. Carl	Rigdon, Eleanor
Garcia, Ralph	Osborne, Martha	Shepperd, Blanche
Hernandez, J. L.	Patterson, Thelma	Slaton, Maude
Marston, Olga	Pike, Alice	Wright, Elizabeth

Typewriting

Aguilar, Mario	Canals, Frank	Osborne, Martha
Bermudez, Angel	Hampton, Tom	Shepperd, Blanche
Burrell, Rowe	Morgan, Bill	Slaton, Maude
Cochrane, Mrs. Minnie		Walker, Esther

Bookkeeping

Allison, Lena	Clayton, Christy	Patterson, Thelma
Aguilar, Mario	Garcia, Ralph	Pike, Alice
Bermudez, Joe	Gonzales, Phillipe	Rice, Mrs. D. W.
Burrell, Rowe	Hernandez, J. L.	Rigdon, Eleanor
Callahan, Hazel	Marston, Olga	Shepperd, Blanche
Campbell, Arthur	Mott, Mrs. Carl	Slaton, Maude
Canals, Frank	Osborne, Martha	Wright, Elizabeth

BREVARD INSTITUTE

Brevard, North Carolina

APPLICATION FOR ADMISSION

Date....., 193...

1. Name
2. Address
3. Birthday and age
4. Condition of health
5. Height..... Weight..... When will you enroll.....
6. Check course you expect to take:

High School....Year....Elementary....Commercial....

7. Of what church are you a member?.....
8. To whom may we refer concerning you?

NameBusiness.....

Address

10. What grade have you completed?.....See back of this sheet.
11. Specify exactly how much work you expect to do. (See Industrial system, and page of fees, in catalogue.).....

12. Sign the following pledge:

If admitted to Brevard Institute, I promise to do my best in all the work assigned me, and to faithfully observe the rules of the school.

Signed

13. Have parent, guardian, or friend sign the following:

I hereby approve the above application, and I agree to pay promptly all the school fees as required.

Signed

HIGH SCHOOL CREDITS

If you have already some high school work to your credit, fill out the following blank. The credit listed will be verified by referring it to the principal of the school where work was done.

Name of School

Post Office

Name of Student

Subjects	Grades	Subjects	Grades
English		Arithmetic	
English		Algebra	
English		Algebra	
History		Geometry	
History		Science	
Civics		Science	
Latin		French	
Latin		French	
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The above record is correct.

.....
Principal.

State briefly your reasons for wishing to get an education:



