

BULLETIN OF INFORMATION

New Jersey. Manual training and industrial
school for colored youth. Bordentown

1943

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STATE OF NEW JERSEY.
" " *and Industrial*
MANUAL TRAINING SCHOOL
FOR COLORED YOUTH,

BORDENTOWN.

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W. R. VALENTINE, PRINCIPAL

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THE MANUAL TRAINING SCHOOL

The Manual Training School is maintained by the State of New Jersey as a boarding vocational high school where colored boys and girls may receive training in modern trades together with accredited junior and senior high school education.

The school admits boys and girls of good character who wish training in the skilled trades and who also wish to continue their high school education. To these students the school offers vocational training which enhances their earning powers after graduation and improves their ability to find work.

At the same time the door is left open for those students who wish to continue their studies in schools of higher learning. The division of the academic work into junior and senior high school departments gives each student a chance to complete with credit a course just as advanced as his individual talents will permit.

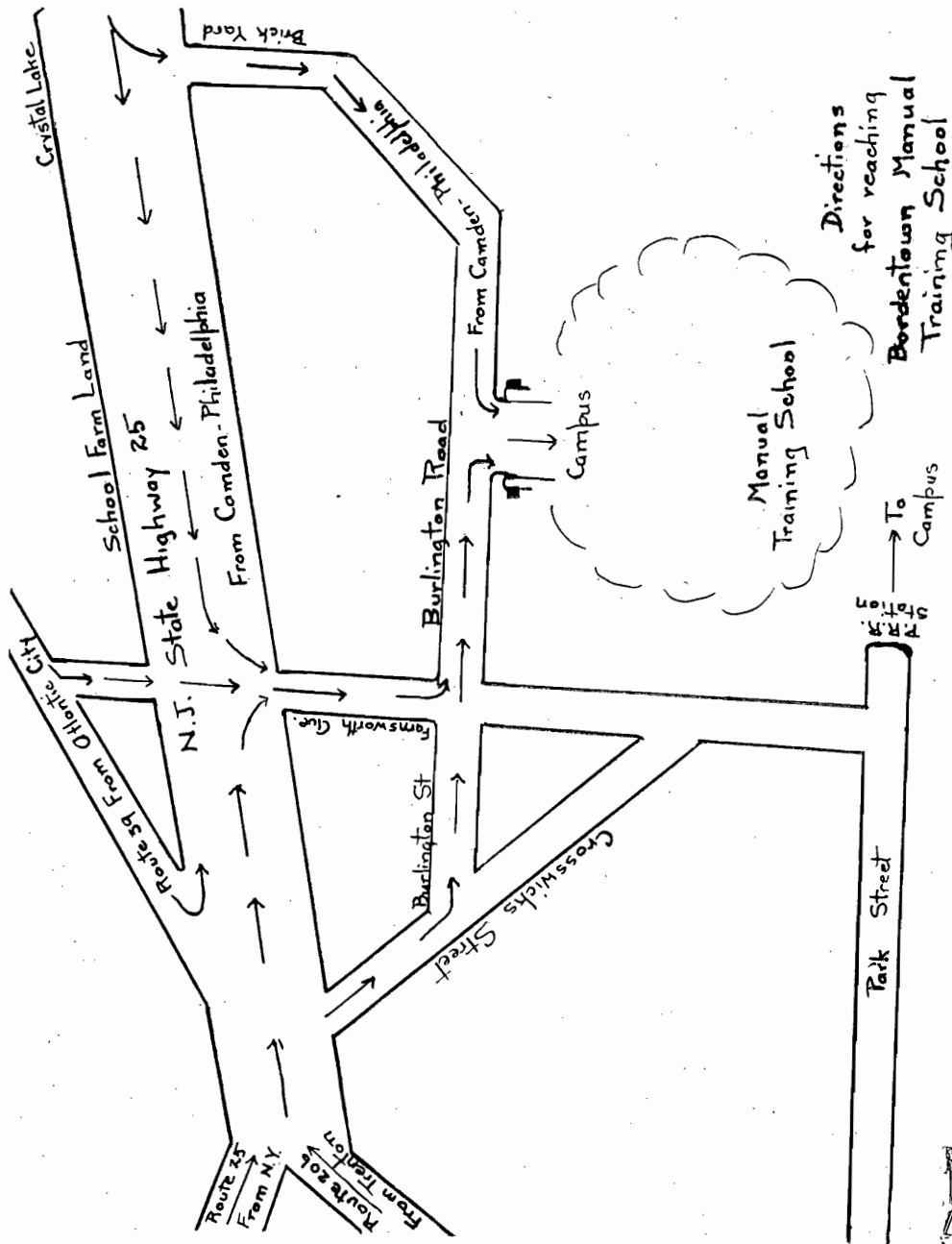
The fact that this is a boarding school increases the efficiency of its trade instruction. Maintenance of the school plant and operation of its machinery gives every student a chance to acquire practical experience at his or her trade. Boarding school life moreover makes it possible to develop character and personal habits in a way which is impossible in a public day school. The training is intensive and continuous through twenty-four hours of each day and thus work habits and attitudes, and standards of living can be developed far more easily than where supervision is less sustained. For instance health standards, codes of personal ethics, and civic attitudes are taught through constant association of five hundred persons living and working together. In this way the school broadens the scope of education so as to include within its meaning all sides of a student's life.

BUILDINGS AND GROUNDS

About 400 acres are included in the school property, of which the campus proper, situated on a high bluff overlooking the Delaware River, occupies thirty-five. The school's spacious and well-kept lawns afford the students adequate room for outdoor activities and recreation.

The school maintains some thirty buildings—including dormitories, trade and academic buildings, assembly and dining buildings, farm structures, and private residences. These buildings have been situated according to well considered plans and are designed by some of the country's leading architects. All school buildings and dormitories are of red brick and of colonial style architecture, and are equipped with modern conveniences. The private residences are largely frame structures.

The grounds were formerly the estate of Charles Parnell, the Irish Patriot, and Commodore Stewart, commander of the famous ship, "Old Ironsides". The school is still fondly referred to as "Ironsides" by its graduates and students—the name which the school was originally given from the fact of its location.



LOCATION AND TRANSPORTATION

The school is located on the outskirts of Bordentown, New Jersey, one mile from the center of town. The campus is a mile from New Jersey Highway No. 25, which is a chief motor route from New York to Philadelphia. It is easily reached by bus, train, or auto, with a very short walk in the case of travel by train. Part of the farm grounds border Route No. 25.

The Public Service Bus, which runs between Trenton and Camden, stops directly in front of the gateway leading to the campus proper.

The Pennsylvania Railroad Station is only three minutes' walk from the campus. Its location with relation to the campus can be seen on the accompanying map.

Automobiles may reach the school by turning at any of the points indicated on the map from New Jersey Highways No. 25, No. 39, or No. 206 and following directions indicated by the arrows.

Those traveling via railroad or bus may make connections out of the P. R. R. Station in Trenton with train or Public Service Bus out of Trenton. Information regarding these connections should be obtained before purchasing tickets beyond Trenton from the original point of departure. Such information can be obtained at train and bus terminals and will assure a minimum of waiting at connecting points.

Public Service buses run frequently and provide the most convenient connection out of Trenton. The Trenton-Bordentown train service is infrequent.

REQUIREMENTS FOR ADMISSION

The following are the requirements for admission to the school, as set forth by the New Jersey State Board of Education. An applicant shall

1. Be at least fourteen years of age.
2. Be a resident of the State of New Jersey.
3. Have completed satisfactorily at least the sixth grade of public school.
4. Secure a report* of school record from his principal on a form furnished by the principal of the Manual Training and Industrial School.
5. Submit a health report from a physician. The form† to be used for this report shall be provided by the Manual Training and Industrial School and shall be subject to endorsement by the school's physician.
6. Have no physical disabilities which will prevent the applicant from participating in the activities and work requirements of the school.
7. Provide references† as to good moral character and have no record of delinquency. References must be submitted on forms furnished by the Manual Training and Industrial School.
8. The parents must be willing to cooperate with the school in carrying out its regulations and in achieving its purposes.

* The form is supplied and sent out by the Manual Training School to the school previously attended. † The form is supplied as a part of the application blank.

The Manual Training School reserves the right to refuse admission to any applicants who, in the minds of the administration, do not come up to the standards and requirements as set forth. In no case shall an applicant consider himself accepted until he has received notice to this effect from the school and, therefore, no part of the entrance fee should be sent with the application for admission. Such fees are not acceptable by the school until the applicant has been notified that he will be admitted. Acknowledgment of receipt of the application by the School is not to be taken as notice of acceptance.

FEES

Each student pays an annual entrance fee of \$10.00. Newly accepted students pay this fee when they are notified of their acceptance; old students pay at their entrance in September. The entrance fee is not returned under any circumstances.

Each boy, upon entering, will deposit his first month's board, amounting to \$15.00, and his uniform and union-all fees, amounting to approximately \$45.00-\$50.00. Each girl will deposit her first month's board, amounting to \$14.00, and her fee for uniform and gymnasium outfit amounting to approximately \$20.00-\$25.00. Each student will deposit train fare home, which is returned at the end of the school year.

	Boys	Girls
Entrance fee (on or before entrance)....	\$10.00	\$10.00
Uniform and union-alls (approximately) ..	\$45.00-\$50.00	
Uniform and gym outfit (approximately).		\$20.00-\$25.00
First month's board.....	\$15.00	\$14.00
Total*	\$70.00-\$75.00	\$44.00-\$49.00
Board each month thereafter.....	\$15.00	\$14.00
Beauty Culture Laboratory Fee		\$5.00 per yr.**

Besides these fixed charges the student will incur very few expenses. All students provide their own clothing. Girls taking Beauty Culture must bring white uniforms. All girls must bring white bib aprons and cotton wash dresses for work and should bring scissors, needles, thread, etc., in order to keep their clothes mended. All clothing should be marked with printed name tape, which may be ordered at any department store. Tuition and use of text books are free but students are charged for any damage done. They bring their own blankets but use school bed linen. They may have their laundry done without charge in the school laundry. They furnish their own class materials, such as notebooks, pencils, paper, and sewing supplies. Girls must bring stockings as well as socks.

* These figures are subject to change in proportion with the change in the cost of the uniform. The fees are reduced after the first year by the amount of the cost of the uniform. Uniform fee cannot be refunded after order is placed.

** Full-time students of Beauty Culture must pay \$10.00 per year to cover laboratory fees.

A small monthly allowance of two to four dollars will purchase all of a student's personal needs, such as toilet articles, haircuts, etc., and will pay his membership fees in clubs or class organizations. Parents are urged not to supply students with an excess of spending money or clothing beyond their actual needs.

Each applicant must show ability to meet all school expenses promptly and to perform satisfactorily the work required of each student in maintenance of the school in return for the low rate of board. A student must enter with the understanding that he is to contribute to the school work equivalent to one hour per day. This work is not only productive but is valuable as part of the training program. Because of the value of that labor as work experience, one-half of the time given toward work for the school will be credited toward the time requirements for the vocational certificate.

INSTRUCTION

DIPLOMAS AND CERTIFICATES

The school makes two types of awards to its students for work completed: Diplomas and Vocational Certificates.

The Diploma is awarded to students who complete satisfactorily a full four-year high school academic course along with one of the trade courses offered by the school.

The Vocational Certificate is awarded to students who complete a trade course only.

No certificate is given for academic work alone, but academic credits may be transferred for use in another school.

VOCATIONAL COURSES

Ordinarily, a student gives three hours each day to trade classes, but a student who shows special ability may devote six hours a day to trade and related academic subjects, leading to a vocational certificate.

The hours listed for each trade course represent the average number of hours required for the satisfactory completion of the course. The vocational certificate is awarded only upon the completion of 80 per cent, or more, of the specified course requirements, regardless of the number of hours for which credit has been given. The courses range in time required from two to four years, depending upon the student's aptitude and previous training or experience. Credit for hours of successful previous training may be applied toward the total hours for the course.

The courses are along the lines approved by the State Department of Public Instruction and followed by city and county vocational schools. The fact that Bordentown is a boarding school and maintains such a plant as already described provides for the student an opportunity for actual practice at a trade. Thus a boy taking the course in steam boiler opera-

tion, for example, actually fires the school's steam boilers; printing students are responsible for all the school's publications, including this bulletin.

The school attempts to give the parent and student freedom of choice in selecting a trade.

The Prevocational Class for boys is a course in practical vocational guidance for boys under sixteen years of age who enter the school with no previous experience. It is an introduction to the other vocational courses with the exception of Printing and Agriculture. Here boys have an opportunity to acquire some manual skill and to indicate for which trades they are best fitted. The student in the Prevocational Class must complete satisfactorily the requirements of that class before he is allowed to begin work in a selected trade course.

BOYS' TRADES

Agriculture

Auto Repairing

Auto Mechanics

Cabinet Making

Carpentry and Painting

**Elementary Electricity
and Radio**

Printing

Steam Boiler Operation

Steam Laundry Operation

Woodworking

GIRLS' TRADES

Prevocational Work

Sewing

Beauty Culture

**Food Preparation and
Table Service**

Homemaking

Note: A fee of \$5 per year is charged for this course, which may be completed in two years. High school graduates may complete the course in one year by devoting all their time to it; for such students the fee is \$10. Graduates are equipped to operate in or manage beauty shops or to set up establishments for themselves.

PRE-INDUCTION AND DEFENSE TRAINING

Training for war production work and for the induction of eighteen year old boys into the Armed Forces has brought about a number of additions to the curriculum as well as several extra-curricular activities related to national defense.

Two-thirds of the student body are engaged in such activities as plane

N. B. — The vocational curriculum and course requirements are subject to change at any time.

spotting, air raid wardens, fire wardens, tin salvage, knitting and weaving, making cookies for service men, and paper salvage. Boys in various shops have been engaged in model airplane production under a program being sponsored by the U. S. Office of Education.

Students in the school's machine shops have been assigned to the production of small parts for use by the U.S. Navy, under orders placed by the War Production Board. Arrangements being completed will engage boys in the woodwork shops in similar production jobs.

Courses of instruction, designated as Pre-Induction Courses, are available for older boys who are to become eligible for induction into the Armed Forces. These courses are approved by the War Department and lead, upon satisfactory completion by the student, to a certificate which, presented upon induction, may provide advanced credit, making the inductee eligible for promotion and special assignments where vacancies and opportunities exist.

The Pre-Induction Courses now available include:

Fundamentals of Automotive Mechanics

Fundamentals of Shop Work

Fundamentals of Machines

These courses are open to boys of the eleventh and twelfth grades.

In addition, a Radio-Communications Club has been organized. While the club's activities provide no credit, the activities of the organization enable the members to acquire valuable knowledge and experience. The club is a forerunner to a Pre-Flight course which will be made available to older boys.

A refresher course in Arithmetic is being given for boys of the tenth, eleventh, and twelfth grades who will become eligible for induction into the Armed Forces. The course is designed to provide a sound foundation for arithmetic and mathematics which will be of value in the Armed Forces.

A course of study in Home Nursing is given under the American Red Cross for girls who wish to take it. A Red Cross certificate is given at the completion of this course.

A course in First Aid, also under the Red Cross, is given girls who who desire it. Certificates are also awarded upon the satisfactory completion of this course.

The High School Victory Corps has been organized at the Manual Training School. The Victory Corps, which embraces nearly all the students of the school, emphasizes and coordinates these activities and gives recognition to those who are engaged in such activities. The Victory Corps also places stress upon physical fitness and military drill. Victory Corps Emblems, approved by the National Policy Committee for the High School Victory Corps, are awarded those students satisfactorily fulfilling membership requirements. The school has intensified its physical fitness program for all students and is placing more emphasis upon military drill as an aid to those boys who might enter the Armed Forces.

ACADEMIC COURSES

The academic curriculum offers two courses, Course A and Course B. Course A is designed for the student who does not plan to go to college after leaving Bordentown but who will go directly into work at his trade. A diploma from Course A, therefore, may or may not admit to college.

Course B is planned for the student who intends to study his vocation in its higher branches, such as engineering, architecture, interior decorating, domestic economy, nursing, etc. Such a student with a diploma from Course B may enter any one of a number of recognized colleges in this section, but he should consult with the assistant principal upon entering regarding the college of his choice. Students who take Course B are urged to take both Latin and Geometry, for these subjects will make it possible for them to meet the entrance requirements of a larger number of colleges. For those students who do not have special aptitude for a foreign language, the course provides World History in the 10th grade and Geometry in the 11th grade instead of Latin.

HIGH SCHOOL PROGRAM OF STUDIES

Course A		Course B	
	Periods		Periods
NINTH GRADE			
English	5	English	5
General Mathematics	5	Algebra	5
General Science	5	General Science	5
Music	2	Music	2
Physical Education	2	Physical Education	2
Vocational Training	16	Vocational Training	16
TENTH GRADE			
English	5	English	5
World History	5	Foreign Language	5
Biology	5	Biology	5
Music	2	Plane Geometry	5
Physical Education	2	Music	2
Vocational Training	16	Physical Education	2
ELEVENTH GRADE			
English	5	English	5
U. S. History	5	U. S. History	5
Sociology	5	Foreign Language	5
Music	2	Physics	5
Physical Education	2	Music	2
Vocational Training	16	Physical Education	2
TWELFTH GRADE			
English	5	English	5
Problems in American Democracy	5	Problems in American Democracy	5
Negro History	5	Chemistry	5
Music	2	Music	2
Physical Education	2	Physical Education	2
Vocational Training	16	Vocational Training	16
Length of periods.....	45 minutes		
Passing grade	65 or D		

All students working for a diploma in either course—A or B—are required to take and pass satisfactorily the following subjects:

	Periods
English (Four Years).....	20
Mathematics (General Mathematics or Elementary Algebra)	5
U. S. History.....	5
Problems in American Democracy.....	5
Science	5
Additional History or Science or Mathematics.....	5

The remaining courses necessary for graduation are to be selected from the other subjects in the program of studies, as shown above, and from the trade courses, the completion of one of which is also prescribed for all students working for a diploma.

STUDENT LIFE

To supplement the academic and vocational activities, an attractive program of social and extra-curricular activities is followed throughout the year to aid in rounding out well developed men and women. The school provides entertainment every Friday evening in the form of moving pictures, socials, school dramatics, literary programs, visiting artists, athletic contests, and other features. In addition, there are more than twenty clubs and organizations on the campus, with any of which students are eligible to affiliate. Club activities are varied and fit the interests of the individual student. While all organizations are under the guidance of faculty members, a maximum amount of self-government is permitted the students in these activities in order to encourage individual development and initiative.

Inter-class and varsity athletics are promoted extensively in football, basketball, and track. Bordentown's teams are well known for sportsmanship and have frequently won high honors in competition with other teams of high school, normal school, and junior college grade. Basketball, field hockey, aesthetic dancing and gymnastic drills are carried on under an experienced teacher for girls. Interscholastic athletic contests have been curtailed because of limitation of transportation facilities during the national emergency. Greater emphasis is being placed upon intra-mural athletics.

Non-sectarian religious instruction is not neglected. Ministers of all denominations are invited to address the school. The student Y. M. C. A. and Y. W. C. A. hold meetings each Sunday evening and organize and carry out a variety of activities throughout the school year.

Musical organizations include a mixed glee club, a choral club, and a quartet, each of which participates in the entertaining of guests to the school and of audiences throughout the State. The school band, for which credit was formerly given as a vocational course, is maintained as an extra-curricular activity, for which no vocational credits will be given.

Members of the band will be enrolled in one of the trades courses for vocational credits.

The boys are required to take part in military drill as part of their work in physical education. Each boy wears a cadet uniform which is made to measure. The officers' corps is selected on the basis of special examination, skill, and general conduct. In addition, the school sponsors a Boy Scout Troop which is fully approved and registered by the Boy Scouts of America.

DAILY SCHEDULE

The following is a schedule of activities for the regular school day. On week ends and holidays the schedule is changed to fit the needs and programs of the particular day. The schedule herein presented is subject to change as the occasion demands.

A. M.

- 6:00—Rising Bell
- 6:35—First Breakfast Bell
- 6:40—Second Breakfast Bell
- 8:05—First School Bell
- 8:10—Second School Bell
- 11:15—Work Bell
- 11:30—First Chapel Bell
- 11:35—Second Chapel Bell

P. M.

- 1:00—First School Bell
- 1:05—Second School Bell
- 4:00—Work Bell
- 5:20—First Supper Bell
- 5:25—Second Supper Bell
- 7:00—Study Hour (except Fridays)
- 8:45—First Light Bell
- 9:20—Second Light Bell
- 9:30—Last Light Bell

To make application write:

W. R. VALENTINE, Principal
Manual Training School
Bordentown, N. J.