DORMITORY HANDBOOK FOR WOMEN

1962 - 1963

FOREWORD

During the thirty years over which our system of student co-operative government has been developed, dormitory life has provided those students who have been able to enjoy the advantages offered by it with extensive opportunities for self-directed activity, for self-dependence, and for social responsibility.

Each year students who have developed qualities of leadership are elected to the dormitory council, and to the house boards of Tillinghast, Woodward Hall, and the New Women’s Dormitory. These groups participate with the administrative staff in developing the social controls which seem necessary to conform to the standards of the College. It is also their responsibility to interpret these standards to other students who become members of the dormitory group.

Ellen M. Shea
Dean of Women

Marcia Potter
President
Dormitory Council

Dormitory Council:
President                  Marcia Potter
Vice President            Judith Glynn
Secretary                 Nancy Carvalho
Treasurer                 Martha McDonald

Woodward Hall:
President              Gail Appiani
Vice President         Kathleen MacDonald
Secretary             Sandra Belonis
Treasurer               Jadwiga Narkevicius

Tillinghast Hall:
President              Marilyn Watson
Vice President         Margaret Verderber
Secretary             Jacqueline LaFontaine
Treasurer              Carol DeBalsi

New Dormitory:
President                  Jeanne Madore
Vice President            Clorinda Ventura
Secretary                  Mabel Ashenfelter
Treasurer                  Joan Kiernan

Facsimile of the Bridgewater State College 1962-1963 Dormitory Handbook for Women,
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The Individual's Code of Honor

It has been our desire for several years to develop a greater sense of honor and responsibility among the members of the dormitory groups. In the reorganization of the regulations we have had this in mind.

A greater sense of honor and responsibility can come only from within the individual, it cannot be imposed by external force. Everyone is required to know what the regulations are and consequently to realize when there is failure to observe them.

Therefore, it is the expectation that when an individual fails to observe the regulations, she will report herself to the President of the Council, or to the President of her dormitory, or to some other officer instead of waiting to be censored for breaking rules. If she fails to report herself, there is no choice but to take drastic steps.

Signed:
Members of the Dormitory Council

House Rules of Woodward, Tillinghast and the New Dormitory

Consideration of others being the keynote of successful dormitory living places a responsibility on each of us. Therefore, abiding by the following regulations should make our dormitory a better place in which to live.

Room Assignment

1. Priority in choice of rooms is given in the following order

   President of Student Cooperative Association
   President of Dormitory Council
   President of House Board
   All the officers of the above three organizations alternating according to their seniority
   Senior Proctors
   Seniors
   Any other Proctors
   Juniors
   Sophomores

2. Freshman rooms are assigned in the office of the Dean of Women.

3. No Changes are to be made in rooming until after a conference with the Dean of Women

4. Furniture must not be moved from room to room without written permission from the head housekeeper of the dormitory.
Absence from the Dormitories

1. Students must sign out always when leaving the campus. It is helpful if they will sign out when going to other buildings on the campus except for attendance at meals and classes.
   N.B. One must sign out exactly where one is going. There must be a definite destination named to which the student is going.

2. When leaving the dormitory for a week-end be sure to sign out in the Weekend Book.

3. Late Permissions
   On study nights, Sunday through Thursday, students must be in the dormitories as follows:
   - Freshmen 8 p.m. o'clock
   - Sophomores and Juniors 10:00 p.m. o'clock
   - Seniors 11:00 p.m. o'clock
   Freshmen may have one 11:00 p.m. permission each month during the second semester only.
   Sophomores may have two 11:00 p.m. permissions each month during both semesters.
   Juniors may have three 11:00 p.m. permissions each month during both semesters.

4. Week-end Permissions
   - Freshmen One 12:00 p.m.
   - One 1:00 a.m.
   - Sophomores Two 1:00 a.m.
   - Juniors Two 1:00 a.m.
   - Seniors Two 1:00 a.m.
   A 12:00 m. o'clock permission is granted to all students on the eve of a holiday when classes are not held but the dormitories remain open.
   N.B. Late permissions will be denied to failing students upon the discretion of the Dean, the House Mothers, or the House Boards.

5. All students have permission to attend plays, concerts, lectures, dances, and athletic events of an all-college nature even if held no later than forty minutes after the conclusion of the performance.

6. Although going home during the week is not encouraged, if it is necessary to go, permission must be obtained from the Dean of Women and used as an 11:00 o'clock permission.
7. Students returning from week-end visits are expected to return before classes on Monday. If returning Sunday night or a holiday night the students are expected to return before 10:00 o'clock.

8. If at any time a student is prevented from returning to the dormitory at the time expected, she must notify the House Matron or the Dean of Women by telephone. This includes permissions during the week as well as week-end permissions. Absence from classes will be unexcused unless the notification reaches the House Mother, the Housekeeper, or the Dean of Women before classes begin.

9. Students planning to go out of town to spend the night in homes other than their own must get written permission from their parents to be filed in the office of the Dean of Women. This letter may be so worded that it may be used for the entire year. A signed permission must be left at the dormitory desk. A blanket permission must be filed in the office of the Dean of Women in order for the house mother, or house president, to sign the permission. Otherwise, the permission slip must be sign by the Dean of Women.

10. Students wishing to stay at the home of a male friend must have the required permission and a written invitation from a woman in his family to be shown to the Dean of Women.

Study and Quiet Hours

1. Study hours are to be observed at 8:00 o'clock on Sunday, Monday, Tuesday, Wednesday, and Thursday evenings. An effort should be made to finish work by 11:00 o'clock so that all lights may be put out at that time. Occasionally, before tests, if there is a need to study longer, permission may be obtained from the proctor to extend the time until 12:00. There should be no typing in rooms after 11:00 p.m.

2. Formal study hour is required for all freshmen, beginning the first day of classes and continuing through the first semester. After February 1st, those on academic probation may be released from formal study hour only by the recommendation of the Dean of Studies.

Use of the Recreation Room

Study Hour Nights
All students must leave the recreation room before 11:30 p.m.

Weekends
Everyone must leave at 12:00 o'clock, except those watching the late movie. Those who are returning from a late permission may go down to the Recreation Room for a cigarette, but there is to be no radio, TV, piano or card playing.

5.
Men

The only time men are allowed in the Recreation Room in Woodward Hall or the New Women's Dormitory is on Friday or Saturday nights after 6:30 p.m. and until 11:30 p.m. They must register at the desk before going down stairs.

Use of the Reception Room

Students may receive callers in the reception rooms Monday through Thursday, until 10:00 p.m. Please do not encourage callers before 3:00 p.m. The housekeepers need the daylight hours to clean the common rooms.

Men will be admitted to no other part of the dormitories with the exception of the first and last day of college, and on Open House Sunday.

Care of Rooms

Pictures, paper, or other materials **must not be pasted** on the walls or woodwork.

Nails, tacks, pins, or screws **must not be driven** into any college property. Scotch tape of any other adhesive **must not be used**.

Waste baskets should be emptied at least once a day.

The use of electrical appliances such as irons, grills, toasters, etc., is prohibited.

Rooms are inspected daily. Untidy rooms will not be tolerated.

Radios, lamps, and other electrical appliances must be registered with the House Matrons and left with them to be inspected by the Chief Engineer before being used. Radios must be tuned down to one room volume and may be used until 11 o'clock. Door of room **MUST BE CLOSED** when these instruments are in use.

Any complaints or requests regarding conditions in the rooms are to be made to the House Matron. Application for repairs must be made to her on the official repair slip.

Lights must be turned off when no one is in a room. Bulbs must never be covered with paper, cloth or any other inflammable fabric.
Window shades should be drawn when lights are turned on in the students' rooms. Clothes racks may be placed in the back ell only on week-ends. They must be placed on rugs not newspapers.

**Smoking**

Smoking rooms are provided in each building. Smoking is strictly forbidden in any other part of the buildings or on the campus.

When off campus, it is expected that Bridgewater girls will display good judgment as to when and where to smoke.

**Suggestions**

Sunday is to be observed in such a way as to make it a day of quiet and dignity. Students must conduct themselves so that they will not be conspicuous in the community.

The habit of Church attendance is an excellent one for teachers to cultivate.

**Stockings must be worn** to dinner on Sunday.

**Illness**

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Any case of illness should be reported promptly to the Nurse, if possible during Office Hours. If the Nurse cannot be found, report to the House Matron.

When students are ill, they must confer with the Nurse, House Mother or the Dean before calling their folks, or before asking other students to call for them.

In case of illness, when it seems wise to have the student go home, either the Nurse of the Dean will call and make arrangements.

Students must confer with the Nurse, House Mother or the Dean before consulting a doctor. This is especially true in regard to local doctors.

If unable to attend classes on account of illness, students should report
immediately to the Nurse's office. Before returning to the classroom, a slip from the Nurse must be taken to the Dean's office and left with the application for excused absences. If unable to return to the dormitory after a weekend or after a vacation because of illness, the House Matron should be notified by telephone or letter, immediately. If not notified, the House Matron will call the home to check.

Absence from classes will be unexcused unless the notification reaches the House Matron before classes begin.

Meals may be obtained at the tray room only in case of illness. The request for a tray should be made to the Nurse by the room-mate or friend at least two hours before a meal. Breakfast trays must be ordered before breakfast. Trays should be returned immediately after a meal. Trays should be called for before meals except in the case of breakfast trays which should be called for afterwards.

Dining Hall Responsibilities

Students are to sit at the tables to which they are assigned from Monday luncheon through Friday luncheon. Rush tables are used at breakfast and over week-ends. It is unnecessary to save seats at breakfast.

Recognition of rules for table etiquette should be observed at all times.

Hostesses are responsible for the courtesy and manners of table groups.

Important - on Tuesday of every week, a sign-sheet will be placed on the bulletin board in each dormitory. Every girl who is to stay for any meal over the week-end (beginning with Friday dinner through Monday breakfast) must sign before Thursday night dinner. Sign only for those meals that one is planning to eat in the dining hall.

Individuals or small groups wishing box lunches to take out in connection with an official college field trip must take a permission slip from the Dean of Women to the Head Matron at least three days in advance in order that food may be ordered.

Laundry

Plan 1. The regular laundry is collected on Thursday and returned on the following Tuesday afternoon. On Thursday morning, laundry bags should be placed in the receptacles provided in each dormitory.

Plan 2. The Gordon Laundry Service - See letters sent during the summer. This includes not only laundering bedding and towels but also furnishing them for a yearly charge of $28.00. A blanket service costs an additional $7.00.

When any article of clothing is not returned with the weekly laundry, inquiry should be made at once to the laundry representative in each dormitory.
All ironing should be done in the ironing room. Students are not permitted to have their own irons in their rooms. If you have your own iron at college it must be kept in a central closet provided for this purpose.

**The Penalty of Campusing**

1. It is within the power of the House Board to "campus" a girl if her conduct does not conform to Bridgewater standards. A campused girl may not leave the campus from 8:00 a.m. to 5:00 p.m. She may not leave the dormitory from 5:00 p.m. to 8:00 a.m. except for meals in the dining hall.

2. A campused girl may not have visitors except her parents, while she is campused.

3. Campusing must take effect immediately.

4. If a girl breaks her campus, her restriction penalty is doubled, starting the following week.

5. Permission for split campusing must be decided by the house-board. Campusing penalties which are split must have the omitted part doubled on the next weekend.

**Concerening Dances**

Special permission is given for returning after a formal dance. This is usually based on one hour plus safe traveling time back to the campus.

**Concerening Eating Places**

No girl may go to any place in the Bridgewaters where liquor is served.

Students under 21 years of age are reminded that it is against the state law for them to be served liquor. Students who fail to observe this ruling will be dealt with severely.

The use of liquor by students over 21 years of age is not encouraged.

The possession or use of liquor on the campus is STRICTLY FORBIDDEN. Failure to observe this ruling will be considered sufficient cause for the dismissal of a student from the College.

**Help in Departments**

Whenever there is a shortage of help on the dining room staff or in any other department, it is customary for students to help out.
A system of draftees is administered under the President of Dormitory Council. She posts the names of students assigned to various duties and is responsible for their performance of the work.

Sophomores are usually drafted first, the Freshmen, although Juniors and Seniors may be called upon to render service when needed.

Concerning a Number of Things

1. Any girl living in the dormitory and working anywhere off the campus, going from the dormitory to work and returning - must register with the Dean of Women immediately.

2. It is against the rules of the Dept. of Education for any person to sell goods or to solicit funds on State Property for personal profit.

Baby-Sitting

Girls wishing to go baby-sitting must notify the House Mother and place the following information on a permission slip at house desk:

1. Name, address, and telephone number of person needing the sitter.
2. Hours when sitter is needed.
3. Plans for transportation.
4. If sitter returns to dormitory after 10 o'clock, transportation must be provided.
5. Girls should return to the dormitory by 12:00. If it is necessary to stay longer arrangements should be made for the girl to remain overnight in the home where she is working.

Use of Automobiles

Only students who need their cars for transportation to their homes or in the persual of their school programs are allowed to keep cars on the campus.

A letter from the girl's parents releasing the school from all responsibility for the use of cars must be obtained and placed on file in the office of the Dean of Women. Students over twenty-one may write their own release. This letter must specifically state the extent of the student’s use of the car. Students may not borrow cars from one another unless the owner does the driving.

Cars must be registered with the Civic Committee of the S.C.A. as well as the Dean of Women.

Cars must be parked at the back of the Training School.
For the Well-Dressed Girl

1. An effort is made to "dress for dinner" every night. This does not mean wearing formal dinner clothes, but does include changing to a different dress from the one which has been worn all day. This habit tends to enhance one's attractiveness and to increase one's reputation for good grooming.

2. Shorts, with the exception of Bermuda shorts, are not to be worn on campus except to play tennis or other sports. They are never worn downtown.

3. Slacks and Bermuda shorts may be worn in the dining hall on weekends from Friday at 3:00 p.m. until Sunday at 10:00 a.m.

4. Slacks and Bermudas may be worn downtown Monday through Friday after 3 p.m. and all day Saturday. Face the fact honestly that it is only the unusual girl with a perfect figure who looks well in either slacks or Bermuda shorts.

5. Slacks, dungarees, pedal pushers, Bermuda shorts, etc., are never worn in the academic buildings, the library, classrooms of various buildings, laboratory school or Boyden Hall, except to rehearsals in the auditorium.

6. Kerchiefs or scarves wrapped around the head are never to be worn in the dining hall to dinner or to classes.

7. Sneakers are not to be worn to the evening meal.

8. The well-dressed girl should dress appropriately for the occasion.

9. Beach wear must never be worn on the campus.

Infractions of these regulations will be dealt with severely by the house boards and dormitory council.

Hitch-Hiking

Students are forbidden to "hitch-hike" or to accept invitations to ride from strangers. Disregard for this rule will be dealt with severely.

Concerning Men's Dormitory

No women students may go to the Men's Dormitory unless to attend classes scheduled there or when invited to attend a group party.

11.
SUGGESTIONS FOR HOUSEKEEPING IN ROOMS

The following points will be considered in inspection of rooms:

1. Beds made before 8:30 a.m.

2. Nothing under bed, exception – in rooms for three – one suitcase for storage.


5. Nothing on door but name cards made of library card and neatly lettered. Old signs washed off glass doors.

6. No coke bottles nor milk bottles left in room.

7. Laundry rack on mats to avoid dripping on the floor.

8. Waste basket emptied.


10. No thumb tacks, pins, or scotch tape used.

11. Closets clean and orderly.

Ellen M. Shea
Dean of Women