

***STUDENT***  
***HANDBOOK***

**FOR**

**KNOX HIGH SCHOOL**

**KNOX, INDIANA**

## **TO THE STUDENTS OF KNOX SENIOR HIGH SCHOOL:**

This handbook has been prepared as a service to you by your Student Council in order to enrich your school life and eliminate confusion. We hope that you will use this as a guide to help acquaint you with some of the many activities and facilities of Knox High School.

We are grateful to the 1960-61 Student Council for the first handbook and we thank the members of the 1962-63 Student Council for the revision of the handbook. The Student Council members responsible for the revision were:

Tom Mulligan, President  
Bill Stuteville, Vice President  
Kathe Bley, Secretary-Treasurer  
Doug Thompson  
Judy Beecham  
Harry Montgomery  
Ron Buckley  
Marilyn Anderson  
Bob Pulver  
Mike Clark  
Mr. Donald Bivens, Sponsor

## **STUDENT COUNCIL CONSTITUTION**

### **PREAMBLE**

We, the students of Knox High School, in order to create a greater sense of responsibility and co-operation among the students, to unify all student organizations under one governing body, and to promote the general welfare, do hereby establish this constitution.



## **I. NAME**

The name of this organization shall be the Student Council of the Knox Senior High School.

## **II. PURPOSE**

The purpose of this body shall be:

1. To promote school spirit and school support.
2. To promote a spirit of cooperation among students and faculty.
3. To legislate concerning student affairs.
4. To create standards of good citizenship.

## **III. MEMBERSHIP**

The membership of this body shall consist of:

1. A President of the Student Body who is nominated by the members of the Senior Class and is elected by the student body of the senior high school. He shall serve as President of the Council.
2. Elected representatives from each class who shall be elected by the majority vote of the classes by secret ballot. These elected representatives shall consist of a boy and girl from each class.
3. The duly elected presidents of each class will also serve as members of the Student Council.

#### **IV. OFFICERS AND DUTIES**

1. The officers of this body shall be as follows:
  - A. President.
  - B. Vice President
    1. Elected by the council.
  - C. Secretary - Treasurer
    1. Elected by the council.
2. The duties of the officers are as follows:
  - A. President
    1. Shall preside at all meetings and call special meetings if necessary.
    2. Shall appoint all standing and special committees.
    3. Shall vote only in case of a tie.
    4. Shall see that all laws passed by the Student Council are enforced.
  - B. Vice President
    1. Shall act as President Pro-tempore.
  - C. Secretary-Treasurer
    1. Shall keep records of the meeting.
    2. Shall keep accurate accounts of all receipts and expenditures.

#### **V. MEETINGS**

1. The council shall meet regularly twice a month during the activity period.
2. Special meetings may be called by the school principal or the president of this body.

## **VI. POWERS**

1. The Student Council shall have the following powers;
  - A. To make proposals to faculty on student affairs.
  - B. To pass legislation in order to regulate, promote, supervise or advise the following:
    1. Students.
    2. Activities
  - C. All clubs shall exist with the consent of the Student Council.

## **VII. FACULTY SUPERVISION**

1. The advisor to the council shall be the Principal or one other faculty member who shall be appointed by the Principal.
2. Veto power on any action taken by the Council is retained by the Principal.

## **VIII. RULES**

1. A quorum shall be constituted of three-fourths of the membership of the Council.

## **IX. AMENDMENTS**

1. This Constitution may be amended by a vote of two-thirds of all members of the Council.
2. All class officers must be elected by a majority vote.

## **X. RATIFICATION**

1. This Constitution shall go into effect as two-thirds of the Council members have ratified it.

WELCOME

TO

KNOX HIGH

"HOME OF THE REDSKINS"



### SCHOOL SONG

On Knox High School, on Knox High School,  
fight on for her fame.

(Roll the ball clear down the hall a basket  
sure this game.)

(Kick the ball clear down the field a touch-  
down sure this game.)

Rah! Rah! Rah!

On Knox High School, on Knox High School,  
fight on for her fame, fight fellows, fight, fight,  
fight, we'll win this game.

Fifteen fights: K, K, KNO, N, N, NOX, KNO,  
NOX, KNOX, KNOX, KNOX!

## SCHOOL COLORS: RED AND WHITE

### HISTORY OF THE KNOX HIGH SCHOOL

The Knox High School was started in 1851 with an enrollment of fourteen pupils. The sessions were held in temporary buildings and it was not until 1869 that the first school was built. It was completed a few years later and deeded to the school trustees in 1874. This building was used for twenty years and then it was destroyed by fire and later rebuilt.

Mr. Whittleather was the first superintendent. Harry Hostetter, who was the first student to complete the high school course which had been added to the curriculum, graduated in 1896.

Knox High School received its first commission in 1901, but lost this commission eight years later. It regained the commission again the following year when a new building was erected. When in 1910, the Junior High School was constructed, the town fathers believed they were providing adequately for the future classes. But in 1940, crowded conditions made it necessary to erect the Christina Foltz Building for use of the primary grades.

In 1940 the four high school grades moved to the new school at the south end of Main Street. This school is now filled to capacity with only the 10th, 11th, and 12th grades.

A brand new eighteen-room elementary school, boasting the latest improvements and facilities, was constructed in 1953 and is now in use by the first six grades. This building has now been named the Ruth Palmer Building.

Construction continued in 1955 with the building of the new gymnasium. This building is a part of the high school and its facilities are used by students of all ages.

In 1960, Knox High School was admitted into the North Central School Corporation. This is a very high honor for any school to attain and Knox High is grateful to the administration, faculty, and students who made this honor possible to attain.



## PHILOSOPHY OF KNOX HIGH SCHOOL

The philosophy of the Knox High School! could be simply stated in that the high school should provide an educational program that will meet all the needs of every pupil in the high school.

We realize that our pupils differ widely in abilities, aptitudes, interests, and ambitions. We know that they are also conditioned by their home and community environments. We realize that not all of our pupils finish high school and that less than half of our graduates enter college.

We believe that this high school should encourage a desire for learning in addition to conducting classes in which the activities shall be suitable as to content, in method, and in an expected level of achievement to meet the needs, the interests, and the abilities of all of the pupils. We believe that the school should attempt to deal with each pupil as an individual whenever possible. Emphasis should be placed upon real life experiences whenever possible. It should offer a well planned extra-curricular program, as well as adequate guidance so that a pupil may have the opportunity for maximum development. An adjustment of one school program to the needs of the pupil will be made whenever possible.

We believe that many of the responsibilities of the school are shared with the home and with numerous worthwhile community organizations. We feel that the school should supplement rather than replace the home or any organization. We believe that the education of young people is an important and essential task and that it requires the best coordinated efforts of the school, the home, the church, and all other worthwhile community organizations.

We believe that the desirable changes in each pupil's behavior and attitude speak for the worth of the school program; that he is the reason for the program in the first place. He must have the opportunities to grow in responsibilities and privileges of our American ideals and to strive for his place in our society.



## **RULES AND REGULATIONS**

Knox High School system has not found it necessary to have very many rules governing its students. It has tried to leave most of the governing up to the pupils themselves.

It believes that most of the students enter high school with one thought in mind: preparing themselves for the future.

The regulations that this high school has made are not strict but are made for the purpose of maintaining order and protecting its students. These rules are expected to be kept just as a state or federal law of our country.

If the students are informed of these rules and regulations, it will save them time and our school will be run with greater efficiency.

## **ATTENDANCE REGULATIONS**

It is very important that you attend school as much as possible. Every absentee represents a loss to the school of a certain amount of tax dollars. The school is appropriated certain tax dollars according to school attendance. This is why you must account for your absence by bringing an excuse to school, and having it signed by your home room teacher or the principal. The excuse presented must be valid and signed by your parents. You will not be excused if you were absent during the day and were able to be out during the evening. A phone call from the parents is accepted in lieu of an excuse signed by the parents. A deduction from each class grade is made for an unexcused absence. The slip you receive after your excuse has been accepted must be signed by each of your teachers in every class in which you were absent and should be retained by the teacher in the last class.



## **REPORTING OF ABSENCES**

A careful report on each absence must be made by the parent before the student can be properly admitted back into classes. The method most preferable to the school is to receive a phone call from home as early as possible on the first morning of absence. It is not necessary to repeat these calls. In cases where there is no phone in the home, a note from the parent will be accepted when the student returns to school.

The school grants two kinds of make-up grades after a pupil has been absent. One hundred per cent is allowed when the student has an acceptable excuse for his absence. Zero is given when the student does not have an acceptable excuse. One hundred per cent make-up means that the student will have opportunity to make up the work that he has missed during his absence and will be given credit according to the quality of his work. A zero make-up indicates that the student does not have this privilege.

Acceptable excuses include absence on account of illness, quarantine, a death in the family, or absence caused by the school. Whether an excuse is acceptable in cases not mentioned will depend upon the judgement of the principal.

Students returning after an absence should report at 8:00 - 8:15. When possible, absences should be taken care of in the morning regardless of the period in which the absence occurred. Only when a pupil has been absent in the afternoon of one day and the forenoon of the succeeding day will it be necessary to get a re-entrance permit at noon.

## **TRANSFERS AND WITHDRAWALS**

Each pupil who is transferring to another school or is withdrawing reports to the office to receive a withdrawal clearance form. No refund of fees or release of grades can be given until the pupil has returned this form signed by each teacher indicating that all rental books and materials have been properly returned.



## **DAILY ANNOUNCEMENTS**

A public address system was installed in our high school during the year of 1954. A daily announcement is made up in the high school office and is read by the President of the Student Council during the same period each day. Student organization leaders who desire to have information posted on these daily announcements must hand them in on the day prior to the reading over the address system. Announcements should be approved by the sponsor of the organization. Emergency announcements are made with permission of the principal.

## **RENTAL FEES**

Knox High School uses the book rental system. A fee is set each year covering the rental of books. This fee includes other miscellaneous items such as lyceum charges and paper fees. Students may pay the rental by the year or by the semester. Payments are accepted after August in any school office. A student withdrawing or transferring may receive refunds as prescribed.

## **DIRECTORY OF BUILDING**

All rooms at K.H.S. are located on one floor which eliminates a lot of confusion. The principal's office is located to your right as you enter the Southeast doors. Next to it is located the bookstore. All rooms numbered 3-11 are located in the hall traveling in a North-South direction. The rooms 12-18 are located in the hall traveling in a East-West direction.

The superintendent's office is located at the South-east corner of the Gymnasium. The shop classes are held across from the superintendent's office. The chorus and band also hold their classes in the gymnasium.



## **FIRE DRILL REGULATIONS**

**Walk Briskly**

**Do Not Run**

**No Talking**

A certain order must be maintained in fire drills so that students will be able to leave the building quickly and safely in case of fire. The following are rules that must be observed:

1. At the sound of the fire gong, come to attention and do not stop to get your books.
2. Leave quickly and do not talk.
3. Exit according to the following regulations:
  - a. Pupils in the study hall divide into two parts with the back half of the study hall leaving by the study hall exit and the front half leaving by the North-east door.
  - b. Pupils in rooms 3, 4, 11, and 12 leave by are to leave by the North-east door.
  - c. Pupils in rooms 3, 4, 11, and 12 leave by the South-east door.
  - d. Pupils in rooms 13, 14, 15, 16, and 17 are to leave by the South-west door.
  - e. Pupils in the gymnasium are to leave by the door nearest to them.

## **CARS**

All student cars are to be parked in the parking lot behind the school. This will enable the neighbors to park in front of their own homes. Students who park at the rear of the building in the school parking lot are subject to existing regulations governing this area. Students are not allowed to drive at noon.

Periodical inspections are made by the police department in cooperation with the school. Students are to stay out of their cars when not driving them. Other students may not enter a car without the owner's permission. Violations of any regulations relative to school rules while in the lot, entering, or leaving the area may cause a student to lose the privilege of parking in this area and may cost him the privilege of driving to school altogether.

## **HEALTH AND FIRST AID**

The Health Room is available to students in cases of emergencies. A student who needs to use the facilities of the Health Room must check his name and time of entry in the office in the sick log. A teacher or the school secretary must admit the student to the Health Room. A school nurse is on call at all times in case of emergencies.

## **CAFETERIA**

Each day many students go to the new elementary building for dinner. Anyone has the privilege of eating there. Tickets may be purchased for a daily meal or by the week.

Many cooks work hard to make the dinners the most appetizing for everyone. The students and teachers who eat in the cafeteria show their appreciation by displaying rules of neatness and good manners. They meet the cooks half way by stacking their trays before leaving.

We feel that this service is a great help to our school.

## **LOST AND FOUND**

Articles found are taken to the conference room where they stay until they are claimed. Lost articles should be reported to the office.



## LOCKERS AND DESKS

All students are provided with lockers. Lockers are assigned to classes starting with the seniors first. Usually two students are assigned to one locker. Each student is responsible for keeping his share of the locker in order. They are also responsible for all articles kept in the locker. No money or valuables should be stored in the lockers at any time. All possessions should be removed from the lockers when school closes for the summer vacation. The school is not held responsible for anything left in the lockers when school is dismissed.

Each locker is furnished with its own combination which is explained to the student.

Locker assignment and combination of lock is issued to the student during the first day of school.

All school equipment is very costly and must serve its purpose for a great length of time, therefore we should use it to the best advantage and see that its use is not abused.

Good citizenship is the responsibility of every student and we should practice it through proper care of the buildings and equipment. Here are some hints:

Don't sit on chair arms, heating units, and desk tops.

Don't mark on walls, desks, and chairs. You wouldn't want someone to do this to your furniture.

Don't place gum under desks, chairs or in the drinking fountains. This is quite unpleasant and unsanitary. It is just as easy to deposit it in a wastebasket.



## **PARENT TEACHERS ASSOCIATION**

An adjunct and aid to both the administration and teachers is the Knox Center Parent-Teachers Association. As the name implies, membership includes both teachers and parents. A small membership fee is charged. Its affairs are managed by a set of officers elected each spring who secure help from a Parent-Teachers Executive Committee. Several meetings are held each year which gives the parents an opportunity to become acquainted with the teachers and problems of the school. A resulting cooperation and understanding produces a better school.

## **HALL MONITORS**

The hall monitors' job is to turn the lights off in the halls while classes are being taught and turn them on again when the students are passing to their next period classes. They welcome and receive visitors and direct them to the offices. They police the restrooms and help to keep order in the halls.

The students that serve as hall monitors are picked from members in the study halls.

## **OFFICE CLERKS**

Office clerks are picked by the principal. A student desirous of working in the office should indicate so on his schedule application.

The duties of an office clerk are many-fold. They include: the recording of attendance; locating and getting students from classes during emergencies; answering the telephones; other general clerical duties; and most important of all — the welcoming and receiving of visitors.

A student must be passing in all of his subjects at all times in order to work in the office.

## **SAFETY PATROL**

The safety patrol is an organization in the Junior High School. The patrol boys direct traffic on Main and Heaton Street. They are on duty, rain or shine, before and after school. All students are to obey their signals.

## **USE OF THE OFFICE TELEPHONE**

The telephone in the office is to be used only for necessary business calls. Students must secure permission to use the office phone. A pay phone located in the gym is available for use. When using the phone, students should observe the rules of courtesy. All long distance business calls must be logged.

## **ACTIVITIES FUND**

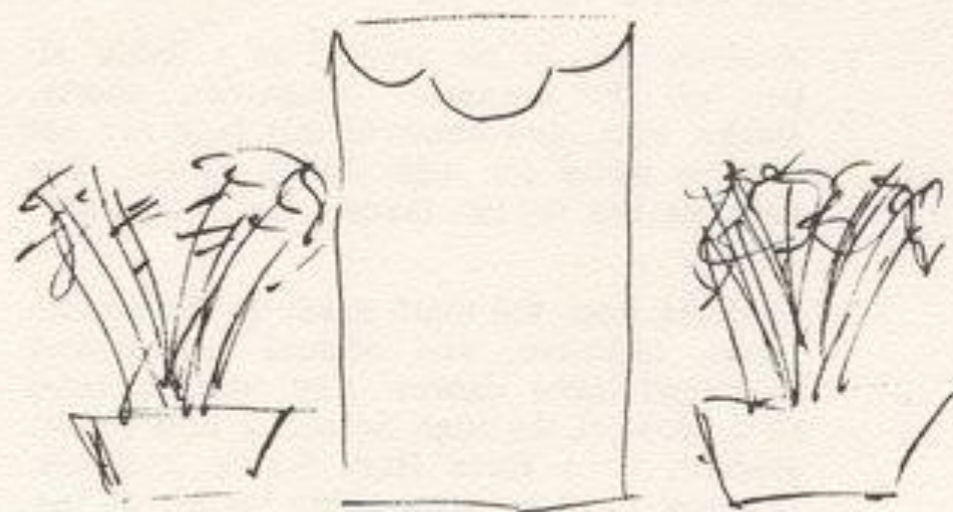
The State Board of Accounts requires that all funds raised by clubs and classes be deposited in the School Extra Curricular Activities Fund and that the school treasurer keep accurate records of such funds. All bills must be paid by check. A check is written on an organization account only when a payment order form has been properly filled out, signed by the sponsor, and presented to the treasurer. The school treasurer is under bond and all accounts are examined by the Indiana State Board of Accounts.

## **ACTIVITY PERIOD**

The activity period is held every Friday from 8:25-8:55. This gives all classes and organizations a chance to hold regular meetings, every week. Students report to their homeroom and from there they are dismissed, if they are to take part in a meeting. For those students who have no meeting scheduled, this period is used as an extra study hall.



# SCHOOL ACTIVITIES



## SENIOR WEEK

The last week of school has been usually designated as senior week. Class excursions are usually planned for this week. The climax of the week is Commencement. All seniors must take part in the Baccalaureate and Commencement program. Seniors must conduct themselves as ladies and gentlemen on any trips. Infractions could mean forfeiture of a diploma. No overnight trips are authorized.

## STUDENT COUNCIL CODE OF CONDUCT DRESS REGULATIONS FOR HIGH SCHOOL DANCES

The following rules and regulations were enacted at a Student Council Meeting held on September 22, 1960:

1. All people who attend high school dances are to conduct themselves as ladies and gentlemen.
2. Students are to be dressed in suitable attire for the occasion. Dungarees, shorts, slacks, kilts, and items of this type are not suitable attire for high school dances. Exceptions are to be made for "costume" dances.
3. Students from the ninth grade to the twelfth grade, inclusive, and alumni are invited to attend these dances. Any outsider must be a guest of the High School, a high school student, or a Knox High School Alumnus. The host must be responsible for his or her conduct.
4. Students and guests are not to leave the building and return without permission from the dance sponsor.
5. Smoking regulations and general school safety regulations are to be obeyed.



## HONOR DAY

Senior High School Honor Day is held yearly on a designated day in May. On this day certificates, medals, letters, jackets, trophies, and pins are given to the high school students who have filled the necessary requirements which the various school organizations and athletic departments have specified. Students who have qualified for the honor roll three times during the year are given honor roll pins. Perfect attendance certificates are given to students who have not been absent or tardy during the school year.

In addition to these awards, the following are special senior awards given in various fields by the school: agriculture, athletics, English, history, home economics, industrial arts, language, mathematics, band and vocal music, science, speech, scholarship, and activities.

Other senior awards given by the local clubs and individuals are: the American Legion Citizenship Awards given by the American Legion; the Arion Vocal and Band Award given by the Women's Club; D.A.R. Presentation given by the Daughters of the American Revolution; the Bausch and Lomb Science Award; the Betty Crocker Award; and local and college scholarship awards.

## CONVOCATIONS

The Student Council selects a number of convocations each year. The charge for admission is included in the book rental fee. Other programs such as Easter and Christmas are presented by the chorus without charge.

Courtesy to those who appear on our programs requires observation of the following points:

1. Give complete attention. Lack of interest is not an excuse to talk to your neighbor.
2. Applause should be limited to clapping of hands. Whistling and yelling are not necessary. Do not applaud a religious program.



3. The person who listens carefully will seldom laugh at the wrong time.
4. Remain seated until the person in charge dismisses you. Walk quietly out of the auditorium.

AN EDUCATION  
AT  
KARX HIGH SCHOOL





## MINIMUM GRADUATION REQUIREMENTS FOR KNOX HIGH SCHOOL

1. The completion of 32 credits of high school work, of which 18 credits are required and 14 are elective and including the following:

a. Language Arts	
English I .....	2 credits
English II .....	2 credits
English III .....	2 credits
b. Social Studies	
United States History .....	2 credits
U.S. Government & Ec .....	2 credits
c. Mathematics (any course offered)	2 credits
d. Science (any course offered) .....	2 credits
e. Health & Safety .....	1 credit
f. Physical Education .....	1 credit
g. Practical Arts (any course offered) .....	2 credits
h. Total required .....	18 credits
i. Total elective .....	14 credits
j. Total for Graduation .....	32 credits

2. The credits shall be so arranged that the pupil will have two majors, (a major is 6 credits in the same field) and two minors, (a minor is 4 credits in the same field.)

3. A credit shall comprise either 5 classroom periods per week in recitation for two semesters, without the equivalent preparation, or 5 classroom periods per week in recitation for one semester, plus the equivalent in preparation.

4. For graduation, all pupils are required to earn two credits in Citizenship courses, always including the first semester of U.S. Government, grade 12.

5. The two credits in required subjects are to be earned in the same subject. (Example: two semesters in algebra).

6. Home Economics pupils completing Home Making I & II may be exempted from Health and Safety Course. Driver Education may be included under this requirement if necessary and approved.



7. A credit in Physical Education is to be defined as 5 classroom periods per week for two semesters, or its equivalent.
8. Up to two credits of High School credit may be earned in a college or university. Six semester hours of college or university credit shall be counted as the equivalent of two credits of high school credit.
9. No pupil is to sign up for a subject more than one year above or below his class grade without permission from the Principal.
10. All sophomores are required to take physical education unless exempted by a Physician's Certificate. This does not mean that one need not get his physical education credit if he was excused in his sophomore year. One credit is required for graduation unless a Physician's Certificate is on file for each year of the student in high school.
11. Typing I will be open to those on the Commercial Curriculum and any other Sophomores, Juniors, and Seniors as electives if typewriters are available (starting with the Seniors).
12. All pupils are to sign up for one curriculum.
13. A curriculum may be changed at the end of each year, provided the minimum requirements are met in the new program.
14. Vocational Agriculture and Home Economics require the completion of a home project. Pupils are not to sign up for those courses unless they agree to complete their projects.
15. Underclassmen will not receive credit in vocational courses until projects have been successfully completed. Seniors are expected to have made satisfactory progress in projects at the time of graduation.
16. Bookkeeping is open only to Juniors and Seniors. It is advisable to take Bookkeeping in the senior year.
17. General Business is open only to Freshmen.



18. Pupils should sign up for a musical organization if they desire to enroll in one.
19. Pupils who desire to work on the school newspaper as an extra curricular activity will indicate this desire on their enrollment sheets.
20. All pupils are required to complete English I, II, and III.
21. A student enrolling in shorthand should have one year of typing. It is recommended that the typing be taken the previous year.
22. Typing and shorthand are required before the student can enroll in Secretarial Practice.
23. A practice set is part of the course work in Bookkeeping. This practice set must be purchased by the student and is not included in the book rental fee.
24. A filing practice set is used in Secretarial Practice. This is not included in the book rental fee.

## SUBJECTS OFFERED BY THE KNOX HIGH SCHOOL

### LANGUAGE ARTS

English I (Grammar, Literature, Composition, Spelling, Speech) .....	9
English II (Grammar, Literature, Composition, Spelling, and Speech) .....	10
English III (Grammar, American Literature, Composition, Spelling, and Speech) .....	11
English IV (English Literature, Composition, Grammar, Speech, and Spelling) .....	12
Public Speaking	
(One or two semesters) .....	11 & 12

### MATHEMATICS

General Mathematics .....	9
Algebra (Elementary) .....	9
Plane Geometry .....	10
Algebra (Advanced) .....	11 & 12
Senior Math .....	12

### SOCIAL STUDIES

World History .....	10
United States History .....	11
American Government (one semester) .....	12
Economics (one semester) .....	12
Psychology (one semester) .....	12
Family Living (one semester) .....	12

### BUSINESS EDUCATION

General Business .....	9
Typing I .....	10-11-12
Bookkeeping I .....	11-12
Shorthand I .....	11-12
Secretarial Practice .....	12
Business Law and Economic Geography (one semester each) .....	11-12
Journalism and Business English (One semester each) .....	11-12



## SCIENCE

Biology	10
Chemistry	11-12
Physics	12
Physical Science (Biology required as pre-requisite)	12

## VOCATIONAL HOME ECONOMICS

H. Ec. I (General Economics)	9
H. Ec. II (Nutrition, Home Nursing, and Child Care)	10
H. Ec. III (Family Relationship, House, and Clothing)	11
H. Ec. IV (Advanced Sewing and Home Management)	12

## INDUSTRIAL ARTS

Mechanical Drawing	9
Shop I (Woodworking)	10
Shop II (General Metals)	11
Shop III (Architectural Drawing-first semester and Machine Drawing-second semester)	12

## DRIVER EDUCATION (one semester)

.6 credit	10-11-12
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## EFFECTS OF ALCOHOL AND NAR- COTICS

10-11-12

## FOREIGN LANGUAGE

Latin I	9
Latin II	10
Spanish I	9
Spanish II	10

## VOCATIONAL AGRICULTURE

Vocational Agriculture I (General)	9
Vocational Agriculture II, (Dairy and Ag. Shop)	10
Vocational Agriculture III, Swine and Ag. Shop)	11
Vocational Agriculture IV (Farm Management and Ag. Shop)	12

## MUSIC

Band .....	9-10-11-12
Chorus .....	9-10-11-12

## ART

General Art Course (beginning) .....	10-11-12
Special art Course (advanced) .....	11-12

## GUIDANCE

Orientation (one semester) .....	9
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## HEALTH

Health and Safety (one semester) .....	9
Physical Education (one credit per year) .....	10-11-12

## GRADING SYSTEM

The following grading system is used:

- A Superior (95-100)
- B Excellent (88-94)
- C Good (78-87)
- D Fair (70-77)
- F Failing (below 70)

The word "incomplete" indicated that due to illness, incomplete work, or other factors the teacher is unable to give the student a letter grade.

Parents are requested to sign the student's report card promptly indicating that they have examined the report. Your signature tells the school that you have seen the report. The report cards will be issued on the Wednesday following the end of a six weeks period.

## HONOR ROLL

A list of honor students is compiled for each six weeks period and for each semester. Our honor roll is divided into two groups which are high honors and honors. The qualification for high honors is four A's in solid subjects. A total of 6 points is needed for honors with an A - 2 points and a B - 1 point. A "C" in any subject automatically disqualifies a student. Physical Education and Driver's Training will not be counted in consideration of the honor roll.

Honor pins are presented to those students who have been on the honor roll three times during the year.



## **GUIDANCE SERVICES**

The services and activities in your school that give you help in making the many decisions a student has to make about his course, his plans for the future, his relations with other students and with teachers, and his personal problems — all these are referred to as guidance services.

A counselor will spend much of his time interviewing students. He may call you in because he knows of certain decisions you are soon to make. You may ask to see him because of some problem with your work or some personal problem that you feel he can help you solve.

Your counselor is well trained for the work he is doing. He understands boys and girls and is well acquainted with the wide variety of problems they meet in and out of school. He is a key person in your high school experience. You always have the privilege of talking with him about any matter that presents difficulty for you.

The counselor will not make decisions for you. The decisions are yours to make. But he may help you to uncover facts in the situation that you have not seen. He may help you to relate these facts to your situation. He may suggest possible solutions. At every stage of your high school experience, your counselor is the person who, by training and personal qualifications, is ready to help you.

## **COLLEGE CATALOGUES**

Shelves containing College Catalogues and information on training schools is located in the conference room. Students are encouraged to use these booklets and may take them home if they desire. Students should check with the counselor before taking materials out of the conference room and should not keep them out for more than one week at a time.

## SCHOLARSHIPS AVAILABLE

Many seniors plan to further their education by going to college. Some would not be able to do this if it weren't for financial assistance through scholarships.

In the junior year, the Merit Scholarship Qualifying Test can be taken. This aids in determining whether or not a student is able to do college work.

In the senior year, a scholarship test can be taken, the score of which can be sent to any college of the student's choice.

Some scholarships available are: The Flora Reiss Memorial Scholarship; scholarships through organizations such as 4-H, Farm Bureau, Chamber of Commerce, and Home Demonstration Clubs; scholarships for children of war veterans; State scholarships; and scholarships through foundations and colleges.



# SPORTS



## INDIANA HIGH SCHOOL ATHLETES

### YOU ARE NOT ELIGIBLE:

1. If a parents' and physician's certificate is not on file with your principal, and he has not certified your name to the IHSAA office prior to inter-school competition.
2. If you are nineteen (19) years of age (see principal for exceptions), or a post-graduate.
3. If you did not pass in three regular high school subjects the last semester you attended high school, the last previous grading period of the present semester, or are not currently maintaining passing work in three regular high school subjects.
4. If you change high schools without a corresponding change of parent's residence.
5. If you did not enroll in high school within the first fifteen school days of the semester.
6. If you have transferred from another high school and do not have an IHSAA athletic transfer blank on file with your high school principal.
7. If you have violated your amateur standing in any way:
  - (a) By playing under an assumed name.
  - (b) By accepting remuneration for your participating in any athletic activity.
  - (c) By participating in athletic events having cash prizes or prizes having other than symbolic value.
  - (d) By participating in athletic activities sponsored by professional athletic organizations or their representatives other than schools and clinics sponsored by organized baseball during the summer vacation period of your high school.



8. If you have been absent five or more days from school due to illness or injury and have not presented to your principal a written statement by a physician licensed to practice medicine in Indiana that you are again physically fit.
9. If you have participated in practices, games contests, and scrimmages not under the direct supervision, management and auspices of your high school during the school year.
10. If you engage in football or basketball games any time out of season, you are ineligible for all athletics until the following January 1.
11. If undue influence is used by any person in school or out of school to retain you or secure you as a student or to retain or secure your parents as residents.
12. If you are married, or have been divorced, or have had a marriage annulled.
13. If because of bad habits or improper conduct you cannot represent your school in a becoming manner.
14. If you have been enrolled previously for four seasons of a sport. (Enrollment—not participation—determines eligibility.) Board of Control of the Indiana High School Athletic Association.

## SPORTS

Sports bring the whole student body closer together. They bring out school spirit, enthusiasm, teamwork, and sportsmanship.

There are four major sports offered at Knox: Football, cross-country, basketball, and track. To earn a reserve or varsity letter is as follows:

**Football Reserve**—Twelve quarters of playing time.

**Varsity** — You have to have 100 points set at 20 points for making the team and 5 points for each quarter of playing time.

**Cross Country** — Every member of a cross country team runs over a two-mile course at every meet. A team usually consists of seven members. The place numbers of the first five members of each team are added together to get the score. Therefore, the team with the lower score wins. Fifteen points is a perfect score. You have to participate in more than half of the meets and finish within the first seven places on the team in at least six dual meets to earn a letter.

**Basketball Reserve** — In order to receive a "B" team award in basketball, you have to participate in at least one-half of the total quarters of competition.

**Varsity** — In order to receive a varsity award in basketball, you have to participate in at least one-half of the total quarters of competition.

**Track Varsity** — You have to have 15 points a year set at first place, 5 points; second place, 4 points; third place, 3 points; fourth place, 2 points; and fifth place, 1 point. Each individual case is reviewed by the athletic council, upon the recommendation of the coach.

Knox is in the Northern State Conference. Six teams make up this conference, they are as follows: Knox, North Judson, New Carlisle, Washington-Clay, Bremen, and Jimtown.



## **CHEERLEADING**

Cheerleading tryouts are held in the spring of each year. Any freshman, sophomore, or junior boy or girl is eligible. The tryouts are held before the fore-named classes.

Three votes consisting of one by the student body, student council, and a faculty committee appointed by the principal decide the selection of cheerleaders.

The number of cheerleaders chosen usually is four or five.

The cheerleaders are in charge of the cheer block and lead the cheering during football and basketball games.

Awards of letters or pins are given each year for those who serve as cheerleaders.

## **CHEERBLOCK**

The cheerblock is an organization composed of girls whose main purposes are to keep up the morale of the team and to aid the cheerleaders by helping keep up the pep of the spectators.

Meetings are held during the activity period on previously specified days, and officers are elected by the members.

Special outfits are provided and if any part is lost, it must be paid for by the one who lost it. Perhaps the most important requirement is that if a member is absent, a substitute must be provided to sit in the seat of the missing member. If a person is absent twice without a substitute, she is automatically out of the organization.



## **INTRAMURAL BASKETBALL**

After the beginning of varsity basketball, intramural basketball was started for those who are interested in playing.

The captains for the teams are picked ahead of the regular choosing by the Student Council. These players are usually upper classmen. After the captains are chosen, they then choose from a list of boys who have shown a desire to play.

The intramural program is run by the captains, and other boys who want to help. It usually is not aided by the teachers unless there is too much disorganization.

The games are played at noon on the days there isn't a varsity ball game. At the end of the season there's a tournament and a number of all star games.

## **BEN BOWEN AWARD**

Receiving the Ben Bowen Award is one of the highest ambitions of every Knox High School boy who has participated in athletics. The Ben Bowen Award is a replica of the Trester Award which is given to a player at the end of the final game of Indiana Basketball finals. Both awards are based upon the following principles: clean living, sportsmanship, athletic ability, support of school activities, and good scholarship.

He is selected with careful consideration by a committee consisting of all Junior and Senior High School principals and coaches, the superintendent of schools and a representative of the school board. Any Freshman through Senior is eligible for this award.

This highly honored and coveted award is given in memory of the late Ben Bowen, an outstanding Knox graduate who sacrificed his life for his country in Korea.



## **ATHLETIC JACKET AWARDS**

To earn an "athletic award jacket" one must earn three varsity letters and these awards must cover at least two sports. The jacket will be awarded as soon as it has been earned. This jacket will remain the property of the school until an athlete graduates. It must be defended and the athlete must conduct himself in a manner befitting a Knox High School Athlete. The Athletic Council will review all rules governing awards in athletics.

## **SENIOR ATHLETIC AWARD**

The Senior Athletic Award is given only to a Senior who has participated outstandingly in athletics. He is selected with careful consideration by the Athletic Board.

ORGANIZATIONS  
AND  
CLUBS



## **BAND**

The band is an organization which meets during the third period of each school day. They play all types of music under the direction of their instructor.

To join the high school band, you must be in at least the eighth grade. You must also be able to play an instrument skillfully. You can learn to play by taking band lessons each week. Most students begin to take lessons when they are in the fifth grade, although you may begin when you are in a higher grade.

When you can play an instrument well and you have the permission of the instructor, you may then earn your place as a member of the senior band.

## **CHORUS**

Any student who wishes may register for chorus but will be allowed to take the course only if he shows ability to sing. The training is in unison and part singing. There are many opportunities for public performances, ensembles, and solos. Chorus meets for one period a day and you receive 2 credits if you remain in it for one year.

## **FHA**

The Future Homemakers find many opportunities for the application of their skills about the school. They hold regular meetings, make plans for banquets to be served, and also decorate Christmas trees for the hospital and Ruff's Nursing Home. Any Sophomore, Junior, or Senior girl may join.

The motto of "Future Homemakers of America" expresses the purpose of the organization--learning to live better today in order that our lives and those of our families may be better tomorrow.



## **FFA**

The FUTURE FARMERS OF AMERICA, or "FFA" as it is commonly known, is the national organization of, by, and for boys studying vocational agriculture in public secondary schools under the provisions of the National Vocational Education Acts.

As an integral part of the program of vocational education in agriculture in the public school system of America, the FFA has become well known in recent years. No national student organization enjoys greater freedom of self-government under adult counsel and guidance, than the FUTURE FARMERS OF AMERICA. Organized in November 1928, it has served to motivate and vitalize the systematic instruction offered to students of vocational agriculture, and to provide further training in farmer-citizenship.

The FFA is an intra-curricular activity having its origin and root in a definite part of the school curriculum--vocational agriculture. Among other things, members learn through active participation how to conduct and take part in a public meeting; to speak in public; to buy and sell cooperatively; to solve their own problems; to finance themselves; and to assume civic responsibility.

The FUTURE FARMERS of AMERICA exists today because of a cooperative spirit and a desire on the part of farm boys, 14 to about 21 years of age, preparing for farming through vocational agriculture to have a national organization of their own in which they may secure practical business experience, act as their own instructors, and enjoy the fellowship of one another.

## **K CLUB**

Any boy who has received a varsity letter in one of the four major sports is eligible for membership in the K Club. The purposes for this organization are to promote understanding and cooperation in all fields of athletics. They are to stimulate this good spirit in all athletic contests.



## LIBRARY

We have a regular head librarian in our school who is in charge of both the Senior and Junior High School Libraries.

The Knox High School Library has a working staff of students. Their responsibilities consist of keeping the books in order; checking books in and out for students; checking library permits; checking out magazines; and they also do some book work. Librarians aid students in locating books or information which they cannot find. The following are rules for the use of the library.

1. All students going to the library must have a permit from the study hall teacher.
2. No student may check out two books at one time unless they receive special permission.
3. The books are checked out for one week and then must be either returned or the student may renew the book. If the book is not returned on the due date, the student shall be charged 2 cents per day.
4. If books are lost, the student must pay the price of a new book. (This is an established rate of \$2.50 for old books, \$3.50 for new books.)
5. Magazines are to be checked out only for the study hall period and then returned.
6. Reference books, encyclopedias, atlases, etc. are not to be taken from the library.
7. Students are not to fill in their own author-title cards at any time.

## THE SANDBUR STAFF

The yearbook staff is made up of a business staff, who sells advertising and subscriptions, and an editorial staff, who compiles the entire book. A person must be on the editorial staff for two years to earn a letter and on the business staff for three years. A letter may be earned by a combination of one year on the editorial and two years on the business staff.

Both staffs are under the direction of an advisor. An editor and a business manager are chosen each year by the advisor. At the beginning of

each year anyone who is interested in working on either staff should contact the advisor.

Students interested in the editorial staff should know that this staff is conducted during one period of each day.

### **SHAKESPEAREAN CLUB**

The Shakespearean Club consists of the students of the Speech and Dramatics Class. The club elects officers and pays dues. It holds a business meeting at the beginning of the class on each Friday. Following the meeting, a program is given each week by a different program committee. A program chairman assigns dramatic readings, skits, speeches, and other entertainment.

### **SCIENCE CLUB**

The Science Club is made up of students who are keenly interested in science. Any boy or girl interested in the aims of this club and who fulfills the requirements of this club shall be eligible for membership. Requirements consist of being enrolled or having taken Chemistry, Physics, or a combination of Biology and Geometry. One of the big projects for this club is participation and encouragement of the annual science fair.

### **SMOKE SIGNALS STAFF**

The school newspaper, or "Smoke Signals," is typed by the Secretarial Practice Class. This paper comes out every month and 10 cents is charged for a copy.

The paper contains news about school sports, activities, recreation, etc., and is enjoyed by all the students.



## **D. A. R. AWARD**

The D.A.R. Good Citizenship Award is annually given to a Senior girl who demonstrates patriotism, reverence, and scholastic, and leadership ability.

Three candidates are nominated by the Senior class and the final decision is made by the faculty. The girls chosen by schools in each county compete for the title of County D.A.R. Good Citizen by taking an essay examination on material concerning historical and current events, the Constitution and the workings of our various governments.

All county winner's papers are judged to select a State D.A.R. Good Citizen.

Each D.A.R. award winner receives a pin and certificate. The state winner receives a one hundred dollar liberty bond.

## **BETTY CROCKER**

### **HOMEMAKER OF TOMORROW**

Each year a "Betty Crocker Homemaker of Tomorrow" is chosen from each participating high school senior home economics class.

The holder of this title is chosen by receiving the highest score in her school on a written examination paper entered in competition with those of other school winners in the state to name the state "Betty Crocker Homemaker of Tomorrow".

Each state winner is awarded a scholarship and will be a candidate for the title of "All-American Homemaker of Tomorrow".

The "All-American Homemaker of Tomorrow" will receive a scholarship and the runner-ups will receive a scholarship.

## CODE OF ETHICS

1. Attend all meetings of any organization which we are a part unless absence is absolutely necessary.
2. Help to maintain law and order and obey all rules.
3. Encourage courtesy and honesty.
4. Develop character through responsibility and self-control.
5. Become an active member of the school and develop good school spirit.
6. Accept responsibilities from teachers and the school and work together.
7. Help maintain school property.
8. Practice good citizenship.
9. Do not smoke on school grounds or in school building.
10. Help the school in every way possible. Maintain an interest in the school.
11. PRACTICE THE GOLDEN RULE BY TREATING OTHERS AS YOU WOULD LIKE FOR THEM TO TREAT YOU.