

KNOX - CENTER

JUNIOR HIGH SCHOOL

Revised 1960-1961

Junior High School Students:

This handbook is intended as your reference book, to be kept during the year as an aid in answering some of the questions that you and your parents may have concerning the routines and policies of the school. Questions that are not answered here, and suggestions concerning the welfare of the school and its students, are always welcomed.

Our Superintendent, Mr. Harbison, joins me in the hope that your years at the Knox-Center Junior High School will be pleasant as well as educational, and that this booklet will be a useful one.

R. James Hamblin
Principal

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I. Schedules, Building and Grounds Rules

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ENTERING AND LEAVING THE BUILDING

All junior high school students will use only the east door when entering the building in the morning and at noon.

When leaving the building after being dismissed at 11:30 and at 3:20, junior high students may use any of the doors except the west, or front, door. You are asked not to use the front door to avoid the slamming of corridor doors which results from the draft caused when entrances at both ends of the hall are opened at once.

Senior high students will enter and leave the junior high building by the southwest door only, and will go directly to room 7 for attendance check. They will not leave room 7 during the homeroom period except by permission of the teacher in charge.

Junior high students leaving or entering the building during school hours must use the southwest door.

STAIRWAYS

On entering the building in the morning and at noon, ninth grade students will use the west stairway to reach their homeroom, which is the study hall. Eighth grade students will use the east stairway to go to their homerooms, which are all upstairs. The seventh grade homerooms are all on the first floor. When going from one class to another, students will use the stairway that causes the smallest traffic problem. Unnecessary trips up and down stairways are discouraged.


STUDY HALL

Students are to enter the study hall by its front

door and leave it through the side door. The only exception to this rule will occur during fire drills, when instructions will be given by the teacher in charge.

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TIME SCHEDULE

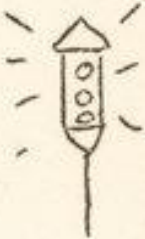
	A. M.	8:15	- Doors open
		8:25	- Tardy bell
		8:25 - 8:30	- Home Room period
		8:35 - 9:25	- First period <i>algebra 7</i>
		9:30 - 10:25	- Second period <i>Home Ec 445</i>
		10:30 - 11:25	- Third period <i>English 11</i>
		11:25 - 11:45	- Lunches in study hall
	P. M.	12:05	- Doors open
		12:15	- Tardy bell
		12:15 - 12:20	- Home Room period
		12:25 - 1:10	- Fourth period <i>Study Hall 17</i>
		1:15 - 1:52	- Fifth period <i>Gen. Bus. 7</i>
		1:52 - 2:35	- Sixth period <i>Citizenship</i>
		2:40 - 3:20	- Seventh period <i>Study Hall 17</i>

ADMITTANCE RULES

The east door will be opened at 8:15 in the morning and at 12:05 in the afternoon. No student will be permitted to enter the building until these times. The only exceptions will occur during very inclement weather and during the intramural program, when the gym will be open during the noon hour, or when a student has an appointment with a teacher for special work, committee meeting, etc., at which time the student's name will be registered with the teacher on duty inside the building. During bad weather, students who are admitted early will go directly to the gym, taking their coats with them, and when dismissed from the gym at 12:05, they will proceed to their cloak rooms. Students should time themselves and leave their homes so that arrival time at school will coincide with the opening of doors.

TRAFFIC TO AND FROM SCHOOL

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The following regulations will be enforced by the members of the Student Patrol:

1. Drivers in front of the building are to obey the speed limit, 15 m.p.h., between signs.
2. Automobile drivers are not to load or unload passengers at crosswalk where a patrol boy is on duty.
3. All students who cross Main Street to go home must cross at crosswalk where patrol boy is on duty.
4. There must be no crossing of Main Street at Schricker's alley or at the Free Methodist Church.
5. There must be no loitering at patrol stations or visiting with patrol boys on duty.
6. All students must obey instructions given them by patrol boys at railroad crossings at Main and Pearl Streets.
7. Cross railroad at street intersections only. Patrol boys will be on duty at Main and Pearl Street crossings. Keep off tracks between these intersections.
8. High school students must follow the same rules that govern junior high and elementary students. Their help and cooperation is sincerely appreciated by the patrol boys.

BICYCLES



Bicycle racks for the use of students who ride to and from school are provided in the southwest yard. Bicycles must be walked, not ridden, on the school grounds.

Students are to report to homerooms immediately after having hung up coats and taken care of any bookstore or restroom needs, at the beginnings of both the morning and afternoon sessions of school. Students are not to leave their homerooms without permission of the teacher in charge.

Your homeroom desk is the place for you to keep your books, notebooks, pencils, etc. Keep your desk neat at all times.



Students must carry with them from homerooms in the morning all books they will need before the noon hour, and in the afternoon they must take with them the books they will need before dismissal. This is necessary to avoid congestion in hallways and elsewhere, since homerooms are also used as classrooms.

CLOAK ROOM ASSIGNMENTS

Ninth grade girls - Room 15
Ninth grade boys - Room 9
Eighth grade girls, Sections A and B - So. of Rm. 12
Eighth grade girls, Sections C and D - West of Rm. 12
Eighth grade boys - West of Room 10
Seventh grade girls, Sections A and B - So. of Rm. 3
Seventh grade girls, Sections C and D - West of Rm. 3
Seventh grade boys - West of Room 2

LUNCH HOUR



Students who bring their lunches to school must keep them in the cloak rooms until noon dismissal. Since most sack lunches have a

way or another. You can be sure that your name is on the outside of each lunch you bring.

Lunches must be eaten in the study hall, and all students must wait after eating to be dismissed at 11:45 by the teacher on duty there. When weather permits, all students must leave the building after this dismissal until the doors open again at 12:05. During inclement weather and during the intramural program, those who wish to remain in the building may go directly to the gym. A student who leaves the building at noon must, however, remain outside until 12:05.

Lunches must not be carried away from the building to be eaten on the way uptown or elsewhere.

The school cafeteria in the Palmer Building at the south end of Main Street is open to all students of the Knox Schools. Tickets may be purchased at the Palmer Building. The cost of lunches at the cafeteria is 35¢ daily or \$1.75 for a weekly ticket.

PLAYGROUND

The playground at the east end of the building is for the use of junior high students who wish to use it during the noon hour. There is to be no rough play. The teacher on duty may bar from the playground anyone who violates this rule.

The Foltz Building playground is for the use of primary grade students. Junior high school students will not use it.

II. Courses, Credit, Extracurricular Activities and Honors

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SCHOOL STAFF

There are seven class periods per day, with students going from room to room according to their class schedules. Grades seven and eight are each divided alphabetically into four sections, designated as A, B, C, and D. The faculty members who meet these sections as well as the ninth grade classes, are as follows:

Mrs. Beeson	Home Economics
Mr. Beeson	Social Studies
Mr. Cira	Mech. Drawing and Shop
Miss Curnutt	Library and English
Mrs. Hamblin	English
Mrs. Harrington	Physical Ed. and Health
Mr. Harrington	Agriculture
Mrs. Hite	Latin
Mr. Huffman	Algebra
Mrs. Kleindorfer	English and Spanish
Mr. McCurdy	General Business
Mr. Meurer	Senior Band
Mr. Miller	Physical Ed. and Health
Mrs. Mooi	Chorus
Miss Newman	Soc. Studies, Health, Eng.
Mr. Pillers	Health and Science
Mr. Van Cleave	Junior Band
Mr. Whiting	Mathematics
Mr. Young	Algebra and General Math.
Mrs. Brama	School Nurse
Mrs. Bicke	School Secretary
Mr. Hamblin	Principal

Seventh and eighth graders have one period each of mathematics, social studies, and English daily. The seventh graders have science the first semester, with shop for the boys and home economics for the girls the second semester. Eighth graders have home economics and shop the first semester, and science second semester. The fifth subject for both grades is physical education and health.

Ninth graders are offered English, general math, algebra, Latin, Spanish, home economics, vocational agriculture, mechanical drawing, general business, and health and citizenship. Two credits of the 32 required for high school graduation are earned in each of the above courses passed successfully for two semesters. Each ninth grader must take one of the math courses offered; English; and either home economics, vocational agriculture, or mechanical drawing. The fourth subject may be elected by the student.

Band and chorus are offered in grades seven, eight, and nine, for all students who wish to participate.

GRADES, PROMOTION, AND CREDIT

At the end of the first semester (first three six-week periods) and the second semester (last three six-week periods) examinations are given and grades are averaged so as to arrive at a semester grade for each subject. A seventh or eighth grade student who, at the end of the year, has received a total of five F's in his semester grades will be retained in his present grade for the following year. A ninth grade student who receives an F as a semester grade in any course must repeat that semester of that course in order to receive high school credit.



Report cards are issued at the end of each six-week period, usually on the Wednesday following the end of the period. Home-room teachers will issue the packet on which the attendance record is entered. The report card for each of his classes will be given to the student by each of his teachers during the day report cards are issued. 9

Parents are asked to sign the packet to signify that they have examined the cards, and the student should return the packet and cards not later than the ensuing Monday. A fine of 2¢ per day is charged for each card kept overtime, and 10¢ is the fee for a lost card or packet.

Consultation between parents and teachers is invited at any time, and especially upon issuance of report cards, which should indicate the progress of the student and any suggestions for his improvement. Parents are invited to call the office of the principal to arrange for such conferences.



Requirements for listing on the honor roll published at the end of each grading period are as follows:

1. All A's are necessary for High Honor listing. A total of six points is necessary for Honor listing.
2. Home room teachers must check all report cards of those eligible for honor roll. An A will count two points, and a B will count one point.
3. Grades from the following subjects will be used in determining points: English, math, Spanish, Latin, general business, algebra, shop, mechanical drawing, home economics, science, social studies, and vocational agriculture.
4. Grades from the following subjects will not count for points but will count only toward disqualifying

a student for the honor roll: physical education, health and citizenship, chorus, and band.

5. A grade of C, U, or Incomplete in any subject will disqualify a student for listing on the honor roll.



EXTRACURRICULAR ACTIVITIES

All students who wish to do so are urged to participate in extracurricular activities of their choice, signing up to do so when the first call for the desired activity is announced. The activities offered, for participation in which honors may be awarded at the annual spring honor day, are: Athletics (football, cross-country, basketball, and track), Student Patrol, Future Farmers of America, Library, Annual, Girls' Athletic Association, Newspaper, and Cheerblock.



HONOR DAY PROGRAM

At the annual spring honor day program, certificates are presented to students who have perfect attendance records for the year, and medals are awarded to the students with the best scholastic records in eighth grade history and science; and ninth grade mathematics, home economics, industrial arts, and English.

A scholarship medal is awarded to the student with the best average record in grade seven, grade eight, and grade nine. A medal is also awarded to the ninth grade student who, in the opinion of the members of the faculty, has been the outstanding citizen during his years in junior high school.

Extracurricular awards are also made on this day, and a large percentage of the students are among those who receive honors.

ABSENCES FROM SCHOOL

Good attendance is urged not only so that the student may not miss classwork which is impossible to make up in full, but also because our share of state funds is based on attendance, rather than on enrollment.

Any absence from school except because of illness of the student or death in his immediate family must be considered an unexcused absence. In the case of the death of a close friend or neighbor, it is strongly suggested that the best way for a student to pay his last respects is to call at the funeral home prior to the services. In case this is impossible, arrangements must be made in advance to attend such services if held during school hours. Such a service will not be an excuse to miss an entire day of school.

For each day of unexcused absence, 3% is deducted from the grade in each class missed. Since each six-week grading period consists of 30 days, it is felt that 3% is the correct loss of credit for each day of unexcused absence.

If a student has been absent, he must bring with him on his return a note signed by parent or guardian, stating the date and reason for his absence. This note will be given to the homeroom teacher, who will write the student an excuse-for-absence slip which he (the student) must present to each of his teachers during the day. The securing of such a slip and its presentation to each of his teachers is the student's responsibility. The note from home will be kept in the student's personal file in the principal's office. Failure to bring such a note from home will constitute an automatic unexcused absence. A doctor's excuse may be required to excuse repeated absence because of ill health.

A student who has an excused absence must make up the work he has missed to the satisfaction of his teachers in order to receive credit for his time of absence. It is the responsibility of the student to secure such make-up assignments and to do them promptly.

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TARDINESS



A student who is tardy to homeroom, class, or study hall will be sent to the principal's office by the teacher in charge, where the tardiness will be registered and make-up arranged.

EXCUSES TO LEAVE CLASS

Students may leave the study hall or a classroom during a period to go to the library, the restroom, or the office after securing a pass signed by the teacher in charge. The student himself will write the pass, stating his name, time of departure, and his destination. The pass will be returned to the teacher in charge when the errand has been completed. A student who is to leave a study hall to work in one of his classes must present to the study hall teacher a pass signed by the teacher with whom he is to be working.

LEAVING THE BUILDING DURING SCHOOL HOURS

If it is necessary for a student to leave the building (except to attend a regularly scheduled class at another building) during school hours, he must secure a pass at the office of the principal. The student will show this pass to the teacher in charge of the class he is leaving, and will turn in the pass to the teacher whose class he enters upon returning to the building.

Students will not be permitted to take school time for personal errands such as haircuts, shopping, etc.

It would be impossible to let everyone out of school 13 for such errands, even if we limited the privilege only to those who ride school busses. Since everyone must be treated fairly, the rule has to be that no one will be excused from school for any personal chore. An appointment with a doctor or dentist that cannot be made at any other time will, however, be honored during school.



CONDUCT

All students are expected to practice the rules of common courtesy. There will be no running or pushing in the building. School property will be treated with care, and marking walls or furniture will not be tolerated.

Knives, rifle shells, matches, or any such items that might cause trouble to you or injury to someone else, must not be brought to school.

Since some gum-chewers are so careless in disposing of their gum that damage to furniture and clothing results, chewing gum in the junior high school building will not be permitted.

Smoking on the school grounds and in front of the school buildings will not be allowed. It is felt that the carrying of tobacco by junior high school students is undesirable. We realize that some parents allow their children to smoke, but if any student becomes obnoxious because of having tobacco in his possession, such as attempting to look "big" by carrying cigarettes in a shirt pocket where they are plainly visible, we then reserve the right not to allow that student to carry tobacco to school. In other words, a student who brings tobacco to school must keep it out of sight at all times while on school property, or it will be taken away from him.

In regard to dress and appearance, all students are expected to be clean. Girls are asked not to wear shorts or slacks to school, and not to wear their hair pinned up with bobby pins or curlers, or dyed. Boys are to wear full-length trousers with belts at the waistline. Shirts are to be buttoned except for the collar button, which may be left open if desired. Boys will not dye their hair or wear ducktail or other extreme haircuts.

IV. Other Activities and Services

LIBRARY

The library at the east end of the upstairs hall may be used by written permission of the study hall or classroom teacher. The student going to the library should have his pass validated by a librarian and return it to the study hall teacher's desk or to his classroom teacher.

Reference books, dictionaries, and periodicals at the front of the study hall may be used by permission of the study hall teacher. They must be checked out with the librarian in charge.

Students who have failing six-weeks' grades will be denied permission to use the library facilities without special request of one of their teachers.



FIRST AID ROOM

A student who becomes ill while at school may be sent to the first aid room by one of his teachers, to remain there until he is able to return to class, or until he can be sent to his home.

MILK MACHINE

Milk from the machine in the upstairs hall may be purchased during the noon lunch period and during the student's study hall period as directed by the teacher in charge. Milk must be drunk in the study hall only--never in the hallway or in any classroom. All empty milk cartons must be placed in one of the large cans provided at the back of the study hall. Milk cartons must never be put in wastepaper baskets or in desks. Only nickels or cop-
per pennies may be used in the milk machine.



STUDENT COUNCIL

The Student Council is composed of a boy and a girl from each of the three classes in the building. These members are elected by their classmates. Any student who has a question or suggestion regarding school affairs should see his student council member, whose duty it is to bring the matter to the attention of the council.

HALL MONITORS

Student monitors are seated in the upstairs and downstairs hallways during each class period. Their duties include the direction of visitors and watchfulness for threat of fire.

TESTING AND GUIDANCE PROGRAM

In order to better determine the needs of our students, and to provide for their educational futures, standardized tests are given each year. Among these are achievement tests measuring the level of accomplishment in each subject which are given to the

seventh and eighth graders. Freshmen are given an IQ test and a Preference test which indicates the fields of work in which they will most likely be successful in later life. Other appropriate tests are given as a part of the guidance service which continues throughout the student's high school career. 16

LOST AND FOUND

All articles which are found should be turned in at the office of the principal, and any lost items should be asked about there. Many unclaimed articles of clothing, jewelry, notebooks, etc., are left here by careless owners.

RENTAL BOOK SYSTEM



The nine dollar fee charged by the Knox Schools and payable upon the opening of school, provides, in addition to lyceum program admissions and test materials, all the books the student will need during the year.

Each student will be asked to fill out a card stating the condition of each rental book at the time of its issuance to him. Fines will be charged for damage to books not listed in this manner.

INSURANCE

Students are given an opportunity to participate in one of several insurance plans offered by various companies. This type of insurance provides, for \$2 a year, coverage against most accidents that happen while the student is in or about the school, traveling to and from school, or traveling to and from school-sponsored events on school busses. Application forms for this

insurance will be sent home with the student early in the school year.

VISITORS

Since our space is limited, and it is not possible to permit all students to bring to school with them relatives or friends who might visit during the year, you are asked not to bring visitors. Parents, of course, are always welcome, however.

September 6, Tuesday	First day of school
October 14, Friday	End of first six-weeks
October 27 & 28, Thur. & Fri.	ISTA Convention-No school
November 11, Friday	Veterans' Day
November 24 & 25, Thur. & Fri.	Thanksgiving vacation
December 2, Friday	End of second six-weeks
December 22, 11:30 A.M., Thur.	Dismissal for Christmas vacation
January 3, Tuesday	School reconvenes
January 20, Friday	End of third six-weeks and first semester
January 23, Monday	Beginning of second sem.
March 3, Friday	End of fourth six-weeks
March 24, 25, 26	Indiana Regional Science Fair
March 31-April 3, Fri. & Mon.	Easter vacation
May 21, Sunday	Baccalaureate
May 26, Friday	End of sixth six-weeks and second semester
May 26, Friday	Commencement
	End of school year

FOOTBALL SCHEDULE - 1960

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Seventh and Eighth

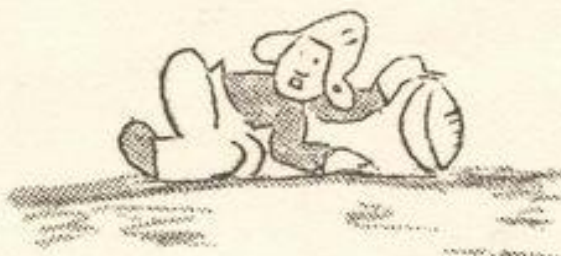
Sept. 21	North Liberty	T	6:30
Sept. 27	North Judson	H	7:00
Oct. 6	New Carlisle	T	6:30
Oct. 12	Bremen m	T	6:30
Oct. 19	Walkerton	H	6:30

B-Team

Sept. 6	Bremen	T	6:30
Sept. 13	Jimtown	T	6:30
Sept. 20	Rolling Prairie	H	6:00
Oct. 5	Plymouth (9th grade)	T	4:00
Oct. 11	North Judson	H	7:00
Oct. 17	New Carlisle	H	6:30
Oct. 22	Culver Military Academy	T	10:30 A.M.

Varsity

Sept. 2	Morocco	H	7:30
Sept. 9	Goshen	T	7:30
Sept. 16	Clinton Central	H	7:30
Sept. 23	Wash. Clay	H	7:30
Sept. 30	New Carlisle	T	7:30
Oct. 7	Jimtown (Homecoming)	H	7:30
Oct. 14	North Judson	T	8:00
Oct. 21	Bremen	H	7:30
Oct. 28	Lafayette Central Cath.	T	7:30



BASKETBALL SCHEDULE 1960-61

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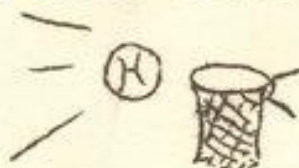
7th and 8th

Nov. 30	North Judson	H	6:30
Dec. 6	LaPorte	T	6:00
Pre-Christmas tourney at Rensselaer			
Jan. 4	Walkerton	T	6:00
Jan. 11	Michigan City	H	6:00
Jan. 18	New Carlisle	H	6:00
Jan. 25	Winamac	T	
Feb. 1	LaPorte	H	4:15
Feb. 15	North Judson	T	6:30
<u>Freshmen</u>			
Dec. 1	Plymouth	T	4:30
Dec. 8	Winamac	H	6:30
Dec. 14	North Judson	T	6:30
Dec. 19	Rensselaer	H	6:30
Jan. 5	LaPorte	T	6:30
Jan. 10	North Judson	H	6:30
Feb. 2	New Carlisle	T	4:30
Feb. 9	LaPorte	H	6:30

Varsity

Nov. 15	Jimtown	T	Dec. 28	Inv. tourney	H
Nov. 18	Argos	H	Jan. 6	Rochester	H
Nov. 23	Lapaz	T	Jan. 13	N. Judson	H
Nov. 25	N. Judson	T	Jan. 20	Rensselaer	T
Dec. 2	New Carlisle	H	Jan. 27	Winamac	T
Dec. 3	Warsaw	T	Jan. 31	Walkerton	T
Dec. 9	Culver	T	Feb. 3	Bremen	H
Dec. 10	Plymouth	H	Feb. 10	Grovertown	H
Dec. 16	Nappanee	H	Feb. 11	Monon	T
Dec. 27	Inv. tourney	H	Feb. 14	Wash. Clay	H

Feb. 22-25 Sectional Tourney



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