

THE DEVELOPMENT OF A HANDBOOK AND CADET
REGULATIONS FOR THE UPPER SCHOOL OF
ST. JOHN'S MILITARY SCHOOL

by

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INTRODUCTION

During the author's past years of teaching at St. John's Military School, he noticed that an increasing need for the existence of some complete information booklet for the students was evident. A set of cadet regulations existed and was being used. However, it covered only a small portion of the information that the cadets should have.

This need for a complete booklet of information was additionally noticed by the author in working with cadets in his office, in his classroom, and elsewhere on the campus with such statements as, "Sir, I wish I had known that!", "I don't know-- one person says this, another says that. I don't know where to find the answer about what to do in the Mess Hall. Could you help me?" and "Couldn't there be some way for us to get some of this information brought together?"

For the purpose of clarity, a handbook is a book of reference to be carried in the hand, a manual or guide book, as defined in Webster's New International Dictionary, second edition.

In this report the purpose of the development of a handbook for St. John's Military School was at least threefold. First of all, it was to serve as the orientation reference for the "New Boy" of the school when he first entered St. John's. Secondly, it was to serve the "Old Boy" to help refresh his memory when he returned to the school for another year. And thirdly, it was to serve as an omnibus source of information to guide each cadet for a more pleasant and profitable life during his stay at St. John's.

PROCEDURES

1. The published literature in the field of school handbooks available at the Kansas State College and Kansas Wesleyan University libraries was reviewed.
2. Wrote to the National Association of Secondary School Principals association headquarters requesting handbook literature.
3. A St. John's Upper School faculty meeting was held stating the problem to be undertaken. The group was divided into committees to work on special areas.
4. A Cadet Corps meeting was held to acquaint the students with the proposal.
5. Letters were written to seven selected military schools requesting a copy of their handbook. Seven copies were received and reviewed.
6. Cadet and faculty committee meetings were held.
7. The author compiled and developed the handbook.

FINDINGS

Review of Literature

When beginning to look for available information about the development of handbooks, the author searched in the Education Index and the April issues of School Review for the period of April, 1946 to April, 1957 to try to find first of all the

latest periodical information about school handbooks.

The following names and titles were used to try to find references that would lead to the characteristics and development of handbooks: Guidance Handbooks, Handbooks, Manuals and Handbooks, Military School Handbooks, School Handbooks, and Student Handbooks. Only under the latter title was the author able to find one reference relative to handbooks.

The questions, "Are handbooks worth while today?" and, if so, "What should they contain?" then seemed most important.

In order to try to answer the questions, the author began searching for information of earlier writings when handbooks first became a part of the school system.

The handbook was derived not from the colleges as had all other information and publications used in secondary schools, but from the business and industrial world. The handbooks began growing in popularity after World War I.

McKown (10), p. 413, in his book of 1927 stated:

The main purpose of a handbook is to hasten the assimilation of the new student. It endeavors to give to him in a concise and compact form, the information which will aid him most rapidly in becoming a real member of the school.

It codifies the various rules and regulations of the school; introduces the student to the school system; explains the purpose of the school; shows what is offered in educational and social activities of the school; offers counsel and advice; informs the student what is expected of him and clarifies the ideals and principles of the various school organizations and activities.

In another reference Fretwell (4), p. 430, wrote:

There should be a student's handbook of convenient pocket size for every high school pupil. Such a book should contain the aims and aspirations of the school,

the organization and administration of extra-class activities, the organization and administration of the academic and routine work of the school.

Erickson (3), p. 299, stated the following about handbooks:

It gives insight to the tangible character of the school. It explains the opportunities available to the students, the academic offerings available, the out-of-class activities open to pupils. The handbook describes the people of the school.

Two recent textbooks on extra-class activities, one published in 1952 by Johnston and Faunce (7), p. 188, and the other in 1954 by Gruber (5), p. 184, have the following to say about the purpose and importance of handbooks.

The purpose of the school handbook is to furnish information about the school. While it is of special service to new students, it may also serve as a valuable purpose in bringing together information important for all in a convenient form for ready reference. The handbook is a symbol of the new attitude which students exhibit toward newcomers to the school. It also conveys to students something of the spirit and morale of the school.

This is the newest school publication. It is a useful guide to school procedures and school traditions, especially for new students, for whom it is a necessity. It is an administrative device to inform the students of the rules and regulations of his new school. It also informs parents of new students about the kind of school their children will attend.

In Miller, Moyer and Patrick's book (11), p. 483, this recent statement was made:

Handbooks are compiled to acquaint new students with the high school curricula and activities and serve as a handy guide for all. In it are found requirements for graduation, suggestions to be followed by pupils in their daily contact with teachers, description of courses, and explanations of honors that may be won. The handbook is looked upon as the compendium of all knowledge about the school.

With the above stated purposes and objectives of handbooks for students in mind, it added impetus to the author's search

for other information pertaining to a handbook.

"What specific items should a good handbook contain?" seemed the next question to be answered.

Kaluger (8), p. 18, found that the following items appeared the most often when he asked students the question, "What do you believe should be included in our handbook?" They are shown in the order of importance.

1. Faculty
 - a. teachers
 - b. principal, superintendent
 - c. nurse
2. The curriculum
 - a. required subjects
 - b. electives
 - c. graduation requirements
 - d. description of courses
3. Daily schedule
 - a. how many periods
 - b. how long
4. Co-curricular activities
 - a. how to become a member of a club or team
 - b. requirements of winning letters
5. General rules and regulations
6. Lunch period
 - a. length of period
 - b. recreation time
7. School calendar
8. Explanation of chapel
9. How does the schedule work
10. School song, cheers and yells
11. Fire drills

12. Grading system

13. Rules of dress

In McKown's survey (10), p. 414, of 212 handbooks, items were listed in the following order of frequency:

1. Student organizations
2. Program of study
3. Yells and songs
4. Schedules
5. Required courses for graduation
6. School calendar
7. Fire rules and regulations
8. History of the school
9. Medals and prizes
10. Manners and courtesy
11. Pass slips
12. Telephone regulations

These constituted the major portion of what appeared in his tabulation. All other items too numerous to mention were considered as miscellaneous.

Other authors have shown what a good handbook should contain in the order of a suggested outline or table of contents. Fretwell (4), p. 431, expressed it as follows:

In the first part of the book, in presenting the aims of the school there should be a historical sketch of the institution and what it has stood for, followed by pupil activities, academic departments, explanation and administration of the school, traditions, and miscellaneous.

Johnston and Faunce (7), p. 190, stated that a typical

handbook should be arranged in the following manner:

A. Introduction

Foreword

Aims of the school and accreditation

Functions of the officials of the school

Functions of the Board of Education

Table of contents

B. School organization

Calendar

Examinations

Study hall regulations

Grades

Library

Fire regulations

Assemblies

Daily time schedule

C. Program of studies

Graduation requirements

Curricula

Guidance program

D. Student organization and activities

Clubs and organizations

Court

Honors and awards

School publications

Athletics

E. General customs and traditions

Dress, appearance

Manners and courtesy

School songs and yells

History of school

Index

Gruber and Beatty (5), p. 185, pointed out that a senior high school handbook should contain the following:

1. Introduction: calendar, table of contents, and foreword.
2. Organization and administration: administrative staff and faculty, floor plan of the school.
3. General information: bell schedules, admission, withdrawals, study, library.
4. Curriculum.
5. Co-curriculum: student code, honor society, clubs, bank.
6. Special recognition: awards and honors.
7. Songs and cheers.
8. Index.

Some handbooks have unusual features such as a moral code, original poems, codes of sportsmanship, "senior advice to freshmen", Lord's Prayer, flag salute, "interesting facts about our campus", success, "habits and study habits".

The author also found that the table of contents should be short--only a page or so in length--and it should show the major divisions of the book. All major divisions should be begun at the top of the page.

The index arranged alphabetically should be in the back of the book and should show all the items included in the book.

These two items are almost a necessity if the handbook is to function efficiently. The time and effort in arranging the index will be repaid over and over again in the increased use of the handbook.

Additional information in the make-up of a handbook was given by Kaluger (8), p. 20:

It should be written in a clear and simple manner, with the paragraphs short, the headings clear, and in large type and with plenty of white space.

If we expect the pupils to use this booklet extensively, it must be made attractive: clear titles, short sayings or quotations can be interspersed throughout the factual material.

The material should not be presented in literary language, but in terms which are intelligible to the age level.

Avoid moralizing and "sermons".

Arrange materials systematically.

In reviewing the literature available on handbooks, the author also found that names of board members, words often misspelled, requirements in detail, excessive use of quotations, space for individual schedules, space for memoranda, addresses of teachers and students, and excessive discussion of curricula were not appropriate for a handbook.

The danger of over-emphasis, boastfulness, misrepresentation, and too large a book also must be considered in writing a handbook.

A handbook should be attractive, convenient in size, easily

obtainable, and arranged for ready reference.

Names of handbooks vary considerably but in the main they are of four types:

1. The most prosaic type, Handbook, is not at all original but it is easily and clearly understood.

2. Letter designators.

3. School colors.

4. Descriptive method, Rules and Regulations.

As with a newspaper, there are all sizes, shapes, and forms of handbooks. They vary in size from slightly less than three by five inches to over six by nine inches, with the mode at three and one-fourth by five and one-half inches.

The author also found that most references stated that good paper was necessary for the printing of the handbook. Most handbooks were bound in paper. Many schools that used the school colors and seal or shield found that it added to its appearance.

A good clear type for easier reading was recommended. Trick page arrangements and fancy type were out of place.

Some schools bound their handbooks in such a manner that new pages could be exchanged for the obsolete ones without re-printing the entire book. This procedure tended to keep the information up-to-date but it also crystallized the style and make-up of the book.

Another method of publishing handbooks that was brought to the attention of the author was that some schools mimeographed their first edition on regular notebook size paper. The advantage of this method tended to allow for correction of mistakes,

mis-emphasis and general trials and errors after the first year. It was also less expensive.

Regardless of whether the book was printed or mimeographed, the following procedures were mentioned by Kaluger (8), p. 20, as necessary in the development of a handbook.

1. Determine the content of the book.
2. Collect the material for the booklet and organize it into a "dummy" form.
3. Type the first booklet on 8 $\frac{1}{2}$ - by 11-inch paper.
4. Have the booklet evaluated by pupils and teachers.
5. Rewrite the handbook according to the findings revealed by the evaluation.
6. Have the handbook printed or mimeographed for student use.

Revision of the handbook at least every three years was recommended for such books used in senior high schools.

Faculty and Cadet Corps Meetings

The Rector of St. John's called a special faculty meeting at the request of the author to explain the idea for the development of a handbook. It was enthusiastically received by all. The author presented the question, "In your opinion what should the handbook contain?" From this question many ideas were brought to light.

In this faculty meeting it was decided that each teacher should submit in writing all information which he thought should

be in the handbook. Additionally, each faculty member who sponsored any activity or club, or who had direct responsibility over other areas, was asked to form teacher-student committees within these activities to write out their contributions which they wished to have published.

The same day a Cadet Corps meeting was held to also inform the students about the plan so that they, too, could begin thinking about and compiling information for the handbook. The author explained that the Cadet Regulations then in use were serving a purpose but they were limited in scope. Every cadet present wholeheartedly agreed that a handbook of information to include the Cadet Regulations was a necessity.

The same question, "In your opinion what should the handbook contain?", was asked. The author asked the whole group to submit to him their ideas and requests in writing at their earliest convenience. These ideas were received and recorded for later use.

Military School Handbooks

In order to find out what other military schools had done about providing handbooks, the author looked up the names and addresses of seven schools, on recommendation of the Rector of St. John's. Letters were written to these seven selected military schools requesting a copy of their handbook for students. All seven schools responded.

The schools were: Howe Military School, Howe, Indiana;

Kemper Military Academy, Boonville, Missouri; Missouri Military Academy, Mexico, Missouri; Northwestern Military and Naval Academy, Lake Geneva, Wisconsin; Shattuck School, Faribault, Minnesota; St. John's Military Academy, Delafield, Wisconsin; and Wentworth Military Academy, Lexington, Missouri.

The purpose, as stated before, of having these selected handbooks was primarily to aid the author, faculty, and cadets in noting what similar schools had done and were using. However, in reviewing the booklets, a number of interesting facts were derived.

First of all, as might be expected, they were all different in size.

Five of the booklets were printed and two were mimeographed.

Three were called Handbooks of Information and four were called Rules and Regulations.

Table 1 depicts the above information more clearly.

As might be expected these seven booklets varied in content. The author and faculty found that all the booklets varied in order of material presentation, too.

The author also found that six of the booklets lacked a table of contents and an index. The handbook of the Missouri Military Academy contained both a table of contents and an index.

Two committees, the Cadet Officers and the Non-commissioned Officers, each had opportunity to review all seven handbooks. One group of privates also reviewed these same booklets.

Many ideas and suggestions were brought to the attention of all who reviewed these handbooks.

Table 1. Name of school and handbook, size, and type of publication.

School	Handbook	Size	Type of publication
Howe Military School	Rules and Regulations	4 x 6	Printed
Kemper Military Academy	Cadet Handbook	3-3/4 x 6 1/2	Printed
Missouri Military Academy	Handbook and cadet Regulations	3 1/2 x 5	Printed
Northwestern Military and Naval Academy	Regulations	8 1/2 x 11	Mimeographed
Shattuck School	Handbook of Information	3 1/2 x 6	Printed
St. John's Military Academy	Regulations	4 x 5-3/4	Printed
Wentworth Military Academy	Rules and Regulations	8 1/2 x 14	Mimeographed

Additional Faculty and Cadet Meetings

In the last meeting that the author had with each group, much of the compilation of ideas and materials that were used in the development of the handbook was accomplished.

The Commandant of Cadets and the author spent two lengthy sessions in revising the Rules and Regulations which cover the military phase of life at the school. These rules as they appear in Section IV in the handbook found in the Appendix were submitted to the faculty and the Rector for their consideration and approval.

Materials Presented by Clubs and the Author

Faculty sponsors of clubs and activities and members of these respective clubs and activities submitted their information to the author as it appears in Section III of the handbook found in the Appendix.

Additional materials and information such as Infirmary, School Bank, Recreation Hall, History of the School, Quartermaster and Tailorshop, and Library were written and submitted by staff members who were charged with these responsibilities.

A special committee of cadets worked with the author in writing up information about mess hall procedures, courtesy and manners, and traditions. This is found in Section VI of the handbook in the Appendix.

Other information found in the handbook for St. John's was gathered and written by the author.

CONCLUSIONS

In conclusion, the author thought the following quotation found in Johnston and Faunce (7), p. 188, exemplified the author's purposes as given in the introduction for the development of a handbook for St. John's Military School.

In short, the handbook provides a helpful service to the new student in speeding his adjustment to his new school and in helping him to feel at home there.

The routines of administration contained in the handbook are useful, too, to the entire student body. Each student has in compact, handy form a memorandum

of bell and class schedules, clubs, activities, attendance and punctuality routines, school traditions, and many other useful items of information.

In the review of the literature that was available, the author found it did give him an insight into the problems, ideas, and procedures, both pro and con, in the development of handbooks. It does seem, however, that if more information was published or made available, most schools that use handbooks could save time and effort in developing a handbook. A good guide or pattern to follow would seem appropriate and helpful in the time-consuming job of developing handbooks.

The seven military school handbooks helped to bridge the gap between what the published literature presented and what a handbook for a special type of school, a military school, should contain. The author found that six of the seven military school handbooks lacked a table of contents and an index which, according to handbook standards, are a must. These handbooks also did not follow a systematic arrangement of material.

A handbook for schools of any consequence or value must show the efforts of all the inhabitants of the school. Every person has a contribution to make. These thoughts made possible the results that were used in the handbook for St. John's found in the Appendix.

With what the author learned from reviewing the literature cited about handbooks, the table of contents with major headings for the St. John's Handbook is listed below:

I. Introduction

II. Academic Department

- III. Extra-class Activities, Organizations, and Awards
- IV. Rules and Regulations
- V. Other School Facilities
- VI. History, Traditions, and Manners
- VII. Index

An index must be a part of a good handbook. Without it, a handbook will not serve fully the purposes for which it was intended.

The St. John's Handbook to be used by its cadets will be printed on a good grade of paper, four by six inches in size, with a white cover and orange lettering. It has been entitled, "Handbook and Cadet Regulations."

The handbook as shown in the Appendix represents the joint efforts of the administration, the faculty, and the corps of cadets.

ACKNOWLEDGMENT

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Appreciation is expressed to the faculty and cadets of St. John's Military School for their co-operation in the development of the handbook.

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APPENDIX

HANDBOOK AND
CADET REGULATIONS

of

St. John's Military School
Salina, Kansas

1957-58

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I

INTRODUCTION

Foreword

To those who are about to enter St. John's for the first time this little volume is dedicated. Its purpose is to help you in becoming orientated in this new venture of yours.

In entering St. John's you will face new problems, new interests and diversions. Do not let them overwhelm you. The cadet most likely to succeed is the one who makes his years at St. John's a balanced coordination of study and activities.

When the school years are over and you look back at your cherished days here at St. John's you will ask yourself this question, "What have I made of myself at St. John's?" What will you make of yourself? The answer is: Just what you want to make. Right now when you are entering into a new life, when the past is behind you, start driving for some goal. Give the best that is in you to everything here at the school. Study hard, play hard, that the answer may be what you want it to be.

To each cadet this volume brings the sincere wish that the year upon which you are just entering may be one of the happiest and most profitable of your entire life.

Message from the Rector

TO THE CORPS OF CADETS:

This Handbook and Cadet Rules and Regulations is the product of more than a half century's experience in the fine art of living together efficiently.

The "new boy" at St. John's may well be confused by the number of rules presented here but the "old boy" accepts them for what they are intended to be--a sort of charter guaranteeing equal rights for all members of St. John's Cadet Corps.

Privileges such as we enjoy in the United States of America must be earned by constant diligence in performing civic duties. In other words, freedom is not a gift: it's a reward for efforts put forth.

It is my sincere hope that all of us at St. John's may use the strength and abilities God has given us to the end of making the present school year a season of growth and development.

R. L. Clem
Colonel, C.A.P.
Rector

Calendar

- 8 September Sunday, Arrival of New Boys
9-10 September Monday, Tuesday, Registration and
Orientation of New Boys
10 September Tuesday, Arrival of Old Boys, noon, and
Raising of Colors and Induction at 1700
hours
1 November Friday, All Saints' Day
27 November Wednesday, Holiday
2030 hours, Annual Thanksgiving Dance
for Patrons, Cadets, and Faculty
28 November Thursday, Thanksgiving Day
0830 hours, St. John's Foundation
Breakfast
29 November Friday, Regular schedule resumed at
0630 hours
20 December Friday, Christmas Furlough begins at noon
5 January Sunday, Christmas Furlough ends at 1900
hours

20 January	Monday, Second Semester begins
18 February	Shrove Tuesday
19 February	Ash Wednesday
15 March	Saturday, Homing Sunday Furlough begins at noon
23 March	Sunday, Homing Sunday Furlough ends at 1900 hours
28 March -	Seven-day trip for upper classmen to
4 April	Washington, D.C., Annapolis, Norfolk, Williamsburg, and other points of interest around the Nation's Capital
4 April	Good Friday
6 April	Easter
12 April	Saturday, Annual Lettermen's Dinner and Dance
21-22 May	Wednesday and Thursday, Final Examinations
24 May	Saturday, 1200 hours, St. John's Foundation luncheon
	1430 hours, Military Field Day
	2030 hours, Senior Dance
25 May	Sunday
	1100 hours, Baccalaureate Service, Christ Cathedral
	1230 hours, Buffet Luncheon for Cadets, Alumni, and Guests
	1430 hours, Commencement Exercises, Presentation of Diplomas, Honors and Awards
	1600 hours, Last Formation
	Presentation of Warrants and Commissions
	Final Dismissal of Battalion

Board of Trustees

St. John's is governed by a Board of Trustees, which establishes the policies by which the Rector and Faculty operate the School. Through the several committees of the Board, the various aspects of school management and operation are reviewed and appraised. The Rector is authorized to appoint all faculty members and other employees. He is, therefore, directly responsible to the Board for all aspects of school life.

St. John's is an Episcopal school with the Episcopal Bishop of Salina as President of the Board of Trustees by virtue of his office.

The Rector-Superintendent

The Superintendent is the chief administrative officer of the school. His authority reaches everything relating to the school, its personnel, its organization, and the conduct of all persons living in it.

The Senior Master

The Senior Master has charge of all academic matters which include classification of cadets, schedule of classes, enrollment of students, the testing program, and the duties of educational counselor.

The Commandant

The Commandant has charge of the military program, discipline, and morale of the school. He also is in charge of cadet housing.

The Public Information Officer

This officer has to do with all the publicity and general relations of the school to the public.

The Bursar

The Bursar is the financial officer or business manager of the school. Assistants help discharge the duties of the Bursar.

P.M.S. & T. and Rector's Assistant

The Professor of Military Science and Tactics helps the Commandant with the military program and also assists the Rector with administrative duties.

Faculty Officer or Instructor

The Faculty Officer or Instructor is a fully qualified teacher for the purpose of teaching in the classroom as well as in other various activities of the school.

Chaplain

The Chaplain along with the Rector are the religious leaders of the school. Every cadet should feel free to consult with the Chaplain at any time whether about personal matters or other areas of school life.

Custodians

The Head Custodian is in charge of building and grounds. Assistants help him carry out these responsibilities. Cadets should apply to his department for supplies or repairs in connection with rooms.

II

ACADEMIC DEPARTMENT

The Academic Department is under the direct supervision of the Senior Master. He should be consulted on all matters pertaining to course of study, grades, academic program, and the like. Enrollment in four subjects each year is considered a normal load.

The following courses are required by the Kansas Department of Education of all high graduates:

- 1 Unit of Mathematics
- 3 Units of Language Arts
- 1 Unit of Science (except General Science)
- 1 Unit of American History
- 1 Unit of American Government
- 1 Unit of Health and Physical Education

The above stated eight units constitute a part of the 17 total units needed for graduation. The remaining nine units are electives or choices the students make. One military unit of credit is earned when a cadet participates one or more years at St. John's.

A standard unit of credit is defined as attending class one hour each day, five days a week, for 36 weeks in a school year. A half unit of credit would be 18 weeks or one semester.

The Courses Offered

Mathematics:

- General Mathematics--a freshman course. A continuation of eighth grade mathematics plus some Algebra.
- Algebra I--a standard course for beginners in Algebra.
- Advanced Algebra--a review of Algebra I, negative and functional exponents, general properties of the quadratic equation, graphs, series of progressions. A junior or senior elective.
- Plane Geometry--a standard first course in Plane Geometry.
- Solid Geometry--a semester course (one-half unit) in solid geometry.
- Trigonometry--a semester course in plane trigonometry including equation, formulas, laws of sines, cosines and tangents, logarithms, and radian measure.

Language Arts:

- English I--a required subject for all freshmen, consisting of grammar, composition, and literature.
- English II--a continuation of English I. Expression of speech and writing is emphasized, and a continuation of grammar.
- English III--a course which stresses literature and composition, with grammar and poetry also included.
- English IV--an advanced course in literature and composition. A one-unit senior elective usually taken for additional preparation for those wishing to enter college.

Sciences:

- General Science--a course which provides the freshman cadet the foundation on which he will build his future scientific courses.
- Biology--a course dealing with living things. Human biology is the main feature of the course.
- Chemistry--a required course for a science major. This is a laboratory course.
- Physics--a course to fill the major requirement in science. This is also a laboratory course.
- Aeronautics--a course in pre-flight aeronautics. Regular class work in the theory of flight, air foils, navigation, meteorology, and power plants is taught, coordinated with instruction in the School's Link Trainer.

Foreign Languages:

- Latin I--a course emphasizing vocabulary, grammar, and sentence structure.
- Latin II--a continuation of Latin I, with the introduction to and the use of literature.
- Spanish I--the scope of this course includes vocabulary, sentence structure, grammar, and conversation.
- Spanish II--a continuation of Spanish I. This includes advanced work in Spanish I with literature and composition incorporated.

Social Sciences:

- American Government--a junior or senior course required for graduation. The course covers the Federal, State, and County phases of government.
- American History--also a junior or senior course required for graduation. It represents a comprehensive study of our nation's development.
- World History--a course familiarizing the cadet with events of the ancient and medieval world, giving him a better understanding of modern times.

Mechanical Arts:

- Mechanical Drawing I--an elective subject designed to give the basics of spatial relationships, orthographic and isometric projections.

Mechanical Drawing II--a continuation of Mechanical Drawing I, stressing the preciseness and accuracy of working drawings; auxiliary views, intersections, and machine drawings constitute the major parts of the course. General Shop--an exploratory course in woodworking, metal-working, welding, and electricity.

Health and Physical Education:

Health and Physical Education--a required course for graduation. This course may be chosen any year not in conflict with other courses of study.

Typing:

Typing--this course is taught as a one-unit course. The course is to familiarize the cadet with the use of the typewriter, which will be helpful to him in college, business, or profession.

Music:

Piano--instruction in Piano is provided to cadets who show interest and ability (non-credit course).

Voice--private voice lessons are available to all cadets (non-credit course). Cadets interested in group singing are urged to try out for the cadet choir.

Correspondence Courses:

High school courses that are not available in residence at the School may be pursued by correspondence study through a number of universities and colleges. These are arranged for cadets by the Senior Master.

Visual Education:

The Visual Education room which provides seating for over 100 cadets, is equipped with a 16-mm sound projector and a 35-mm silent projector for strip film and slides. All classes have opportunity to use these facilities to supplement the regular textbook work. The school television set is also located here so that it may be used for educational purposes.

Books:

The school furnishes all textbooks for each cadet's courses. Each book is stamped and numbered. The cadet must return the same book at the end of the year that was issued to him when he came to the school. Loss of or defacing the books will be charged to the cadet's account.

The books are checked out from the Q. M. when a cadet enters St. John's. If a book is lost during the year, a cadet may check out another book after he signs a voucher for the book that he lost.

Assignment Papers:

Cadets are urged to use wide-line paper for all written assignments that are to be handed to the instructor. Papers that are folded should be folded from left to right and should bear the following information:

Name
Course
Instructor
Date

Hints on Study Habits:

1. Study the same subject at the same time every day.
2. Keep a trial record for a typical week of the amount of study needed for each of your subjects.
3. Map out a permanent weekly schedule based upon what you learned from your trial schedule. Change this permanent schedule from time to time when you are convinced that it can be improved.
4. Start to work promptly, consciously pushing other matters from your mind.
5. Scan quickly through the whole assignment to get the chapter or section headings, the small section headings, and the summary if there is one.
6. Read the whole assignment. Gage your reading speed to the difficulty of the assignment. Look for the sentence or phrase which contains the central idea of the section or paragraph and note it carefully.
7. Review each section as you complete it, paying particular attention to the central idea in each paragraph and in each section. Express these in your own words.
8. Keep a dictionary handy and use it frequently.
9. Read for meaning and not for words. Try not to pronounce each word as you see it.
10. Study more carefully graphs, charts, tables, maps, pictures. They will give a visual picture of what the words have said.
11. Recite to yourself what you have learned. Formulate questions the instructor may ask; answer them to yourself. Refer to the book if need be.

Study Hour Regulations:

Each cadet carrying four subjects will have one hour during the academic day for supervised study in the Study Hall-Library. Additional study time is scheduled in the evenings according to the following time schedule:

Mon., Tues., Fri.,	Start -- 2000
	End -- 2100
Sunday, Thursday	Start -- 1930
	End -- 2100

A. Authorized Places to Study:

1. Own rooms--other cadet rooms
2. Typing room
3. Biology room
4. American History room

B. Procedure:

1. No traffic between rooms during study hour without proper clearance.
2. No traffic in halls of barracks.
3. Quiet, conducive to study conditions, maintained throughout period.
4. No floor officer to grant any visiting or latrine privileges except upon request of F.O.D. or C.O.D.
5. F.O.D. to make regular tours of study.
6. C.O.D. to make regular tours of study.
7. All study arrangements other than in cadet's own room registered on Sign-Out Roster in Headquarters prior to study hour time.

Academic Confinements

Cadets who neglect handing in the daily assignments must observe an academic confinement period each day from 1545-1720, Monday through Friday, and on Saturday from 1315 until the work is completed.

Each instructor submits the names of the cadets who are confined to the Senior Master who posts the complete restriction list each day in cadet headquarters. Academic confinements are held in C-12 Vail Hall and take precedence over all other activities or formations during that part of the day.

Time Schedule of Classes:Monday through Friday

1st Period--0815-0913
 2nd Period--0915-1013
 Break 10 minutes
 3rd Period--1023-1121
 4th Period--1123-1221
 Noon Mess 1230
 5th Period--1315-1413

Saturday

1st Period--0815-0852
 2nd Period--0854-0931
 Break 10 minutes
 3rd Period--0941-1018
 4th Period--1020-1057
 5th Period--1059-1136
 Inspection--1145

Guidance Program

"Guided growth" at St. John's is the careful and personal supervision given every cadet in his development into a useful and respected member of adult society.

The time for growing up is short, and the world a cadet faces is complex. Time will not stop for you if you waste it.

Our Guidance Program is centered about six main objectives.

1. To help the cadet learn his present educational opportunities.
2. To help you become interested in your educational objectives.
3. To help you learn more about yourself, your abilities, and your possibilities.
4. To aid you in learning of possible future occupational opportunities.
5. To assist you in planning wisely for both the present and the future.
6. To help you become adjusted to your environment at St. John's and your adult vocation.

Information about such things as college planning, occupational information, interest and aptitude tests, and scholarships for higher education are all available to every cadet.

Help in planning for the present and the future may be received by each cadet in the Office of Student Personnel.

Report of Grades and Character Ratings

The method of grading is based upon a cadet's zoned grade expectancy. This grade expectancy is obtained by certain standardized tests of academic aptitude, achievement, and mental ability administered to all cadets.

The zones of a particular cadet in relation to his expectancy are scaled as follows:

- S+ Zone of superior achievement
- S Achievement in the zone of the cadet's current academic efficiency
- S- Achievement below the cadet's ability
- U Achievement seriously below the cadet's ability
- F Failure (below 70)

The purpose of this system is to give fair and proper consideration to the average student and still permit the superior student to excel to the utmost of his ability.

A report of grades earned is sent to a cadet's parents or guardian at the end of each monthly period.

This report card also gives a cadet's monthly character rating. These ratings are given by the faculty, counselors, and staff members. The ratings cover the areas of trustworthiness, leadership, cooperation with others, self reliance, initiative, sociableness, appearance, courtesy and manners, and application to duties. Five numbers are used to indicate the ratings, with a one rating the highest and a five rating the lowest. The average of ratings for each area is placed on the report card.

Rector's Honor Roll

At the completion of each grading period, the Rector's Honor Roll is made public to the cadets. The report to the Corps shows the names of all cadets who have a 90 average or better for all subjects.

This report also gives the names of the cadets who have an 85-90 average who make Honorable Mention.

III

EXTRA-CLASS ACTIVITIES, ORGANIZATIONS, AND AWARDS

Civil Air Patrol

The Corps of Cadets at St. John's has been organized as a Civil Air Patrol Group since 1948. The Civil Air Patrol is an auxiliary of the United States Air Force. The organizational structure of Civil Air Patrol, similar to that of the USAF, consists of a National Headquarters, eight regional offices, and 52 wing headquarters located in the 48 states and four United States territories. Wing headquarters for St. John's is located in Wichita, Kansas.

Faculty members are commissioned by CAP in grades of Second Lieutenant to Colonel and each has a specialized assignment in the Table of Operation. All cadets 14 years of age or older are eligible for membership also.

A CAP Cadet Master Record is kept on each cadet and shows his progress as he participates in three phases of training. Any cadet may consult his record any time to see what the syllabus covers along with checking his progress.

Some of the activities of the Civil Air Patrol program are: flight orientations, regional drill competitions, radio communications, Air Force installations tours, pre-flight aeronautics, and international cadet exchanges.

Cadets may qualify for aeronautical ratings and be entitled to wear the appropriate aviation badge by meeting the following requirements:

CAP Pilot: Be a member of Civil Air Patrol and hold a current CAA Private or Commercial Pilot Certificate.

CAP Observer: Be a member of Civil Air Patrol; complete 20 hours of flight training as an observer or navigator on CAP missions; and complete 25 hours of ground instruction which will include the following subjects: air navigation, map reading, aviation communications, panel reading, search and rescue procedures, Morse code, aerial photo reading, and meteorology.

Complete details as to administrative action required to

obtain aeronautical ratings are available in National Headquarters directives.

Athletic Department

The following requirements for high school athletes are set forth by the Kansas State High School Activities Association, of which St. John's is a member:

To be eligible to participate in interschool sports cadets must have passed at least three subjects in the previous semester. Transfer students who have not participated in that particular activity at a previous school are eligible immediately at St. John's if they meet the aforementioned requirements. Transfer students who have participated in a particular activity must attend St. John's 18 weeks before they are eligible for that activity.

To remain eligible for interschool games a student must be passing in three subjects from the beginning of the semester to the close of the week prior to his participation.

The gymnasium is used during designated times by the military department and the Junior School, besides the time the school athletic department uses it. Cadets at all other times are not to be on the floor or engaged in any activity unless faculty approval has been granted for that particular time.

Socks, shoes, gloves, and supporters must be furnished by the cadet. These items can be purchased at the Quartermaster. All other athletic equipment is furnished by the athletic department.

Requirements for Letter Awards:

1. Football--a cadet must participate in one-half of the total quarters for all interschool games.
2. Basketball--B-Team--a cadet must participate in one-half to two-thirds of all quarters of all games; A-Team--a cadet must participate in one-fourth to one-third of quarters of all interschool games.
3. Wrestling--a cadet shall have competed in at least one-half of the varsity matches and shall have earned at least 15 points during the season. Forfeits count for two points but no more than six points may be earned through forfeits.
4. Baseball--a cadet must participate in one-half of all the innings played in interschool games.
5. Track--an individual letter is awarded to a cadet on the basis of dividing the total number of team points scored by the number of team members scoring points.

Attitude, attendance, and cooperation help determine whether a cadet rates a letter award.

Rules Governing the School Athletic Sweater:

1. Color--body of sweater, white*. Type--button, without collar.
2. To achieve uniformity, sweaters must be purchased through the School from the firm which supplies us with athletic sweaters.
3. Sleeve stripes will be worn on left sleeve, above elbow. Greatest number that may be worn is four.
4. Your graduation year in three-inch chenille letters are worn above top year stripe.
5. No "S" Club patch will be worn on sweaters.
6. Name plate or other identification must be sewn within sweater and not exposed.
7. Metal sport identification will be permitted on monogram if the sewn-in identification is not available.
8. Decorative adornments unless mentioned above are prohibited.

Armory and Rifle Team

The Armory is located in the basement in the west end of the gymnasium. Each cadet over 14 years of age is issued a .30-caliber Springfield rifle for instructional purposes. In the Armory each cadet receives his instruction in the proper use of his rifle. The rifles, when not in use, are stored in the Armory. For caliber .30 practice, cadets use a 200-yard range at Schilling Air Force Base near Salina.

Every cadet takes his turn on the indoor caliber .22 rifle range located in the Armory. Those who consistently make the highest scores become members of the Rifle Team, which competes with other schools and rifle clubs. Cadets who earn membership in the team are privileged to wear a light blue citation cord. The privilege continues so long as he remains active in the team. It is revoked should he bring discredit to the organization. As a member of the National Rifle Association, the school holds competitions for various certificates and medals regularly.

*Those who now own burnt orange sweaters may wear them as long as they are in St. John's. No letterman not owning an orange sweater at the present time may wear one, and those who have orange sweaters may not sell them to cadets.

Cadet Court

The Cadet Court consists of a group of cadets chosen entirely by the members of the Cadet Corps. The Corps elects three seniors, two juniors, one sophomore, and one freshman. The presiding officer of the court is the cadet with the highest rank.

Duties of the Court are:

1. Administering the Old Boy examinations.
2. Trying cadets that have received a large number of improper conduct reports specifying court action.
3. Trying all other violations of the Rules and Regulations not covered by item 2.

At all trials one faculty officer shall be present to act as a reviewing officer. The Rector shall be the only person with sufficient power to change the sentence given the violating cadet by the Court, and in any event the sentence may only be lessened in severity.

Sentences given by the Court can be revoked only by the Court which shall review each case until it is dropped. Each sentence is left in effect until the Court feels that the cadet has improved sufficiently for its removal.

It should be noted that once a cadet has been convicted on a drinking charge, he is automatically on probation as long as he is at St. John's School.

The Court will hold Old Boy examinations at Thanksgiving, just before Christmas Furlough, and before Spring Furlough. New boys may present themselves at these times for examination.

The following questions will serve the Court as a guide in determining whether "New Boys" will become "Old Boys", which entitles them to wear the School Shield, better known as "Old Boy" Shield.

Questions

Part I

1. Name the four boundaries of St. John's.
2. Name ten places off bounds.
3. Name the founder of St. John's and the date.

4. Know the "Rat" speech.

The "Rat" Speech

Sir!! How fareth St. John's
 Sir!! St. John's being in the hands
 of the last of a long line of illustrious
 Cadets, all things looketh well,
 save myself who remembereth only that
 there are -- days until Christmas Furlough,
 Spring Furlough, or Commencement.

5. Know the definition of a "Rat".

The Definition of a "Rat"

A rat is a long-tailed rodent characterized by its big teeth and dirty appearance. Three kinds of rats exist: the Norwegian rat, the grey rat, and the St. John's rat, the latter of which I am one. May all kind "old boys" have mercy upon me!!

6. Know who is Bursar.
 7. Give the name of the mascot which is buried in the southeast corner.
 8. Where is the cornerstone of the main building?
 9. Know the manual of arms and how many counts to each movement.
 10. Know five school yells.
 11. Know the school song.
 12. Who is Commandant of Cadets?
 13. Who is Rector?
 14. Know who is head of the Board of Trustees.
 15. Know who is head of the Junior School.
 16. Know all bugle calls in order.
 17. Know duties of P.O.G.
 18. What kind of permission do you need to smoke?
 19. Know two Gordon Prize winners.
 20. Can you smoke in the latrine or infirmary?
 21. Name four places where you can smoke.
 22. Name the places where shoes may be repaired by vouchers.
 23. Know Close Order drill.
 24. Name the authorized theaters.
 25. Know the head of the English Department.
 26. Name the Faculty Adjutant.
 27. Who is assistant to the rector.
 28. Who was the last faculty member to get married?
 29. What position does Mrs. Anderson hold?
 30. Who is the assistant Commandant?
 31. What is a "stop credit"?
 32. Know your rifle number.

Part II

1. Who is the National Commander of the CAP? Major General Agee.
 2. Who is the Wing Commander of Kansas? Colonel J. J. O'Connor.

3. Who is the Liaison Officer? Major Wm. Littell.
4. How do you get promoted?
5. How do you answer the phone?
6. Why do you want to be an "Old Boy"?

Chapel

Chapel services are held at 0730 Monday through Thursday. Attendance at the Chapel services is required of all cadets without exception. Regular church services are held on Sunday to which cadets may invite visitors. (See Sunday schedule, page 38.)

The Chaplain of the School and the Rector present Chapel sermons which deal with the history and doctrines of Christianity, moral and ethical questions of the day, and the practical problems of life.

Each year a number of cadets are instructed for Confirmation, but this is not done without explicit permission of the cadet's parents or guardian.

Once a month cadets are granted a church of choice Sunday in order to attend any church in downtown Salina.

Assemblies

School assemblies are usually held each Friday at 0730 in the Chapel.

Cadets, instructors, and outside speakers and groups present musical programs, films, speeches and demonstrations, etc., for the enjoyment of all.

Crack Drill Platoon

One of the most outstanding Civil Air Patrol drill teams in the United States is the Crack Drill Platoon from St. John's. The Platoon has never been defeated in competition in the State of Kansas and only once in central states regional competition.

Each spring a drill platoon is selected to represent the

Kansas Wing of Civil Air Patrol in competition with drill units from the seven states making up the north-central region of CAP. This competition is usually held at Strategic Air Command headquarters at Offutt Air Force Base, Omaha. Winner of the regional competition goes to the National CAP drill competition which may be held at any Air Force base in the continental limits of the United States.

The CAP Crack Platoon combines regulation marching movements with innovations of their own. The commander and members of the Platoon are chosen in a similar way to those of the Crack Squad. The Platoon is constantly in demand for parades and other outdoor functions. It is composed of three squads of eleven men (33 drillers in all) and the commander. The Platoon, like the Crack Squad, is completely a student activity without adult suggestion or supervision.

Crack Platoon members are awarded black and gold citation cords after making their first public appearance. A member of the Crack Platoon may lose his black and gold citation cord at any time that he drops active participation with the Crack Platoon or should he bring discredit to the organization.

The Crack Drill Squad

St. John's has been famous for the Crack Drill Squad since its founding in 1915 by Colonel W. L. Ganssle. He had been a member of a similar type drill team at the University of Minnesota and combined these ideas with the drill used by the Crack Squad at Shattuck School, Faribault, Minnesota.

The St. John's Crack Squad is composed of twelve drillers, a five-man color guard, a bugler, and the commander. The Squad goes through 20 minutes of Zouave type maneuvers without spoken commands except for an occasional "hep" given by the commander.

Members of the Crack Squad put in literally hundreds of hours of practice during the year in preparation for their many public appearances. They sacrifice their "free time" for these practices. When in motion the Squad uses a rapid four-inch "roll-step" at a cadence of 300 steps a minute. (The usual marching cadence is 120 30-inch steps per minute.)

At Commencement each year, the retiring commander of the Crack Drill Squad, a senior, appoints the captain for the following year, usually a junior classman. The new commander returns in the fall and conducts tryouts and builds a new Squad. The Squad is thus self perpetuating.

Once a cadet has made a public appearance with the Crack

Squad he is awarded a gold citation cord which he may wear with all uniforms to show that he is a Crack Squad member. The commander of the Crack Squad wears a white citation cord and this is the only white cord ever worn at St. John's. A member of the Crack Squad may lose his gold citation cord at any time that he drops active participation with the Crack Squad or should he bring discredit to the organization.

Decoration Committee

The Decoration Committee is a committee of cadets who work with the adult social chairman of the School in planning and decorating the halls or rooms for school-sponsored dances at Thanksgiving, Valentine's day, and Commencement. Any cadet interested in this activity for which merits are given may make himself known to the social chairman.

Key Club

The St. John's Chapter of the Key Club International was founded in 1956. Since then it has made swift progress and is rapidly becoming a fine service to the cadets and to the School.

The Key Club is a school service club, sponsored by Kiwanis International, and each year a member of the Salina chapter is appointed to sponsor the club.

The Club has been for the past two years a good club but barely self-supporting. Buying a number of science-fiction books for the Library has been its contribution since its charter was granted. The club hopes to become more valuable to the School and will dedicate many more worth while projects in the near future.

The Key Club is open for membership to all sophomores, juniors, and seniors attaining a 78 average or better. The candidates will be voted upon by the present members for membership in the club. The new members will be elected on the basis of the total record they have made during the first few months of the school year.

The club meets weekly on Thursday at 1845 in the C-12 classroom.

Library Club

The purpose of this organization is to assist the Head Librarian in maintaining the Library--its books, catalogues, magazines, etc.

The duties of a librarian while on duty in the Library are to check books in and out for the cadets, to help the cadets in finding materials, shelve books, straighten the books on the shelves, and to see that all magazines are kept in their proper places. Each member of the club is required to put up one bulletin board display in the Library.

Requirements for becoming a member include: that a cadet should maintain grades within his grade expectancy, that he spend some time working in the Library, and that he be accepted by the members of the club. Merits are given to each librarian according to his contribution to the club and to the Library.

Meetings are held on Mondays in the Library at 2100.

National Honor Society

In 1945, St. John's petitioned the National Honor Society to grant us a charter and to allow us to establish a chapter of the Society. The charter was granted.

To gain election to the Society, a careful process of selection has been set up. To be eligible for consideration, a cadet must first of all have a scholastic average which places him in the uppermost bracket of his class, but the Society does not consider scholarship alone. The constitution of this national organization recognizes four principal objectives and ideals as fundamental in all educational practice: scholarship, character, leadership, and service. The purpose is to hold these objectives above everything else as goals toward which we should all strive. In keeping these objectives before the cadets in this School, we hope to induce others to seek good scholarly habits, to take part in worthy service, and to lead forward in all things that advance the welfare of the School--always building up their own characters in carrying out these motives.

The emblem of the organization is the keystone and the flaming torch. At the base of the keystone appear the letters C, S, L, S, which represent the four chief objectives of the Society. The flaming torch is the emblem of the purposes of the organization--to bear forward the searching light of truth, to lead that

others may follow in the light, to keep burning in our School a high ambition for the enduring value of life, and to serve in consideration of others.

The qualifications for membership in the Society follow this adopted scale:

1. Freshmen--must have at least a 90 average in all subjects at the end of the first semester's work.
2. Sophomores--must have at least an 88 average for all high school subjects.
3. Juniors--must have an average of 86 or better for all course work in high school.
4. Seniors--must possess an 85 average for all high school work.

To remain a member of the Society each cadet must maintain his average at all time for his grade in school.

Some of the activities of the Society are sponsorship of Sunday afternoon movies and the Reading Room for cadets in Vail Hall.

The club meets once a week on Monday in the C-12 classroom at 2130.

Non-Commissioned Officers and Officers Clubrooms

These two clubrooms are located on C floor of the Old Barracks.

NCO's and officers may use these rooms during their free time for smoking purposes, studying, and relaxation.

Pop in bottles may be taken to the clubrooms but the empty bottles must be placed in the cartons provided or returned to their place of purchase.

The furnishings of each room are provided by each respective group to suit its purposes.

"S" Club

An organization for good fellowship and service to the School

is the "S" or Letterman's Club, composed of cadets who have won their letter in varsity athletics. The Club has attractive and exclusive quarters on the second floor of the Gymnasium where meetings are held once a week on Sunday evening. Each "S" Club member must first serve an apprenticeship and be duly initiated. Initiation week is held in the fall each year.

A high point in the school year is the Letterman's Dinner for its members and their dates plus a dance the same evening for all cadets and their dates.

Some of the activities and services rendered by the Club are sponsoring hayrack rides and supervising the vending and pop machines located in the Smoker and concessions room on the first floor of the new barracks.

"S" Club members are permitted to take pop in bottles to their rooms or to their respective military clubs. Bottles must be returned to their place of purchase, left in the clubrooms in cases provided, or placed next to the hall bags nearest their rooms.

Student Publications

Cadets interested in Student Publication work should submit their application to the faculty adviser in September. From these applications the editor of the school paper and the school annual are chosen. Photographic editor and the business managers are also chosen in this manner. Advertising and editorial staff members are selected by these editors well in advance of the first school paper publication.

For a \$6.00 publications fee all cadets will receive one copy of the school paper, "THE SKIRMISHER," eight times throughout the year. Also a copy of the paper is mailed to his parent or guardian each month. In addition, each cadet receives the school annual, "THE SOUND-OFF," in May, for this publication fee.

Complete dark room facilities are available for "THE SKIRMISHER" and "SOUND-OFF" photographers and other cadets interested in learning the fundamentals of good picture making and developing. The full-scale photography project is an important part of the Department of Student Publications.

Awards and Honors

Gordon Prize:

Established in 1906 and given to the cadet who best combines the qualities of school spirit and excellence in studies and athletics. The winner's name is inscribed on a stone tablet in Vail Hall. Presented by John J. Vanier.

Sage Memorial Medal:

In memory of the Rt. Rev. John C. Sage, late Bishop of Salina. Awarded to the cadet who has shown the greatest development in the school year. Traditionally awarded to a senior who is not a new boy. Presented in memory of W. H. Montgomery.

Athletic Scholarship Medal:

Given by the Salina Journal to the cadet who wins his letter in athletics and has the highest academic standing.

Effort Medal:

Presented by one of the interested citizens of Salina and awarded to the cadet who has made the greatest effort throughout the school year.

Tinsley C. Frey Athletic Medal:

Given by R & S Men's Shop to the cadet who has rendered the greatest service in the promotion of athletics at the School.

Commandant's Medal:

Given by Ed Morgenstern to the cadet ranking highest in competitive manual of arms in the Upper School.

Bugler's Cup:

Given by Richmond, Glover & Barbee to the bugler most proficient in the calls.

Rose Cup:

Given by Phil Rose to the new boy who has made the most satisfactory record throughout the school year.

Leadership Medal:

Offered by the National Bank of America to the cadet who by distinct leadership has promoted interest in some activity or existing organization that concerns the welfare of the School.

Wilson Loyalty Cup:

Given by Murray Wilson to the cadet who has shown a distinctly loyal spirit in supporting the ideals for which the School stands.

Thesis Medal:

Given by the National Society Colonial Daughters, Washington, D.C., to the cadet writing the best essay on a patriotic subject.

Citizenship Medal:

Presented by the Veterans of Foreign Wars, Post 1432, Salina, to the non-commissioned officer most outstanding in citizenship.

American Legion Medal:

Presented by the Leslie Kreps Post, Salina, to the

- commissioned officer with the highest academic standing for the year.
- Rotary Cup:**
Presented by the Salina Rotary Club to the senior who has had the longest service at St. John's.
- Junior School Medal:**
Given by the Salina Clinic to the cadet making the most satisfactory record in the Junior School.
- Junior School Progress Medal:**
Given by Colonel Ambrose Deatruck, National Sons of the American Revolution, to the Junior School cadet who has made the greatest progress during the school year.
- The Shank Prizes:**
A book given to the head of each class in academic standing. Given by Lee Roy Shank.
- Army and Navy Medal:**
Given to the captain of the victorious intramural athletic club. Presented by the Planters State Bank.
- Marksmanship Badge:**
Given by Dr. Ned Cheney to the cadet making the highest score in competitive caliber .30 firing.
- Marksmanship Medal:**
Given by Farmers National Bank to the cadet making the highest score in competitive caliber .22 firing.
- The Bishop's Award:**
Presented to the cadet who is of greatest service in work with the Chaplain.
- Ferris Awards:**
Awards to the cadets who turn in the best plate in Mechanical Drawing I and II. An award is also given to the cadet who has shown the best all-around performance in General Shop.
- National Honor Society Trophy:**
Awarded to a member of the society who has excelled in character, scholarship, leadership, and service.
- S-Club Trophy:**
Awarded by the S-Club to the S-Club member who has been the most outstanding in athletics for the year and chosen by the vote of members within the Club.
- Athletic Medals:**
Given by Paul Berger to the cadets scoring the most points in the Upper School and in the Junior School on the annual Athletic Field Day.
- Letters and Emblems:**
Awarded to cadets representing the School in athletic contests with other institutions.

IV

RULES AND REGULATIONS

Section A

1. Cadets are admitted to St. John's Military School with the definite understanding that they will submit to authority and conform to the standard of the School in all matters. Every cadet is therefore expected to conduct himself as a gentleman at all times and to be obedient and respectful to his superior officers.
2. Each cadet over 14 is automatically enrolled in the CAPC Program of the Civil Air Patrol, an affiliate of the U. S. Air Force.
3. Every cadet is required to be neat, orderly, smart in appearance, and punctual. He will keep his hair closely trimmed and his face shaved at all times. Cadets will shower during the Recall period.
4. Every cadet must be present at all formations and be in ranks at designated times.
5. Any cadet who fails to report at the fixed times and place or who absents himself from the same without proper authority, is absent without official leave and will be punished as the Commandant shall direct.
6. Cadets shall not enter rooms other than their own without first obtaining permission from the occupant. In no case shall any cadet enter the room of another during the latter's absence, except in line of official duty.
7. All lockers must be locked by the occupant upon leaving his quarters.
8. Damage or destruction of school property or equipment will be paid for by the responsible person or persons involved. This payment may be deducted from the weekly allowance. Nails or tacks are not to be used on walls of cadet rooms. Extensions or alterations in the electrical wiring will not be permitted unless such alteration or extensions are specifically approved by the Head Custodian or the Commandant. Electric appliances such as heaters, fans, hot plates, pop corn poppers, and toasters are prohibited. Radios and phonographs

- are permissible. Portable television sets should be left at home.
9. All property of each cadet should be marked with his serial number. The school will not be responsible for any articles lost or misplaced by the cadet.
 10. Borrowing or lending by cadets of money, clothing, or personal property is not approved and the school will not be responsible for collection in such transactions.
 11. No firearms shall be brought to the school.
 12. Cadets are under the supervision of St. John's Military School during the school year. During furloughs cadets are under the supervision of the School while traveling to their destination and again when leaving their destination to return to school.
 13. Hazing in any form is by its nature ungentlemanly, and is therefore strictly forbidden. Any indulgence in it may be punished by expulsion.
 14. The use of alcoholic beverage is forbidden at all times and in all places.
 15. Use of tobacco is permitted high school cadets upon written permission from parents or guardian. Smoking is not permitted in cadet rooms. Smoking areas at the School are limited to the Recreation Hall, Smoking-Concession Room, Officers' Clubroom, Non-Commissioned Officers' Clubroom, "S" Clubroom, or when otherwise stipulated by school authorities.
 16. Overnight passes will not be granted except in cases of emergency.
 17. The School has been authorized to allow a given amount of spending money to each cadet and this is to take care of all expenses of a personal nature. Thriftiness should be a part of every boy's training; cadets are encouraged to deposit a part of their allowance in the cadet bank against the time when special needs will arise.
 18. A telephone booth is located in the Cadet Headquarters for cadet convenience. Each local call will be limited to five minutes. Long distance calls must be approved in writing on the Long Distance Telephone Call form by the Faculty Officer of the Day. A signed voucher must be filled out and turned in with the call slips if the call is not collect. The charge will be entered by the office upon receipt of the phone bill. Cadets will not be called from any formations such as study hour, classes, drill, etc., for local phone calls.

19. Running in the buildings is prohibited.
20. Cadets must not present themselves at the office except under instructions or on matters of importance. The cadet must be in the complete uniform of the day.
21. Each cadet is required to write at least one letter home each Sunday to his parents or guardian. This letter is to be turned in to the Private of the Guard before evening study hour.
22. Cadets must keep their room in a neat and orderly manner at all times; all clothing and equipment must be kept in the proper places at all times. Inspections are made frequently and at different times.
23. Lights must be turned out when leaving the rooms and at "Taps".
24. Inspections: Rooms must be arranged as follows:
 - A. When cadets are in the rooms during inspections, they will stand at attention until given "At ease" by the Inspector.
 - B. All dresser drawers are to be tiered, all lockers unlocked, and doors open with the lock open upon the hasp.
 - C. Chairs are to be against the table when not in use.
 - D. All radios, phonographs, or other musical instruments must be silent during all inspections.
 - E. Each bed must always be made with two sheets on the bed plus the top blanket. Pillows with cases must be placed at the head of each bed until "Taps" each day.
 - F. The following are reminders and must be checked before rooms are reported ready for inspection:
 - (1) Are my shoes clean and shined?
 - (2) Have all my uniforms been taken out and brushed off, and checked for trash in pockets; are they hanging neatly in the prescribed order, evenly spaced?
 - (3) Have I cleaned my razor, comb, hair brush, and toilet case? Are they neatly displayed?
 - (4) Are all the articles on the shelves folded carefully and dusted off?

- (5) Have I dusted everything and given a final touching up to: locker, bed frame, baseboard, chair, window ledge and sill, top of door (inside and out), mirror, around picture frames and wall decorations?
- (6) Is the waste basket empty and perfectly clean?
Is the dust pan clean?
- (7) Is the broom clean?
- (8) Have I shaved properly? Are my face, hands, and finger nails immaculate? Is my hair neatly brushed?
- (9) Is my belt clean and the buckle shined? Is my collar clean and tie neatly adjusted?
- (10) Is my bed made neatly--sheets and blankets smooth?
- (11) Is a handbook in plain sight on the top of the chest of drawers?

25. Dresser drawers will be arranged in the following manner:

- 1st drawer: underwear, black socks, handkerchiefs
- 2nd drawer: all folded shirts
- 3rd drawer: pajamas, athletic clothing including white socks, fatigues, and khaki pants
- 4th drawer: miscellaneous items

26. Lockers are to be arranged in the following manner:

1. Clothing placed on hangers and suspended from the ridge pole back or side to front of locker:
 - a. 3 extra hangers
 - b. Raincoat
 - c. Overcoat
 - d. Robe
 - e. Dress blouse
 - f. Service jacket
 - g. White shirts) that have been worn but are
 - h. Blue shirts) still fresh
 - i. Khaki shirts)
 - j. Dress pants
 - k. Service pants
 - l. Sweaters, folded on hangers
 - m. Extra ties hanging on a hook or nail
2. All buttons must be buttoned and all zippers must be zipped.
3. Shoes must be laced, tied, shined, and placed on the floor with toes out.

4. Caps, toilet articles, towels, sheets and pillow cases, and extra blankets should be arranged on shelves in the locker in that order. All articles shall be neatly arranged, each kind separate with the rounded or folded edge even with the front of the locker shelf.
27. Indoors, upon the entrance or approach of any member of the faculty and cadet officers, each cadet will stand at attention until the officer leaves or commands "rest" or "at ease", or "carry on".
28. When reporting to an office, the following procedure will be followed by all: Knock and enter when told to do so. Salute, and say, "Sir, Cadet (your name and rank) reports to the (person reporting to) as directed."

When entering to ask a request or question, your statement will be, "Sir, Cadet (your name) requests permission to _____." After obtaining your answer, salute, about face or right or left face, and march out.
29. Cadets are to be in bed, properly attired, and all lights out with the sounding of the last notes of "Taps".
30. Before leaving the school premises, each cadet must obtain a pass from the proper authority. In reporting his departure, each cadet will salute smartly and use the following: "Cadet _____ reports his departure for _____." Upon his return, he reports his return to the guard desk, presents his pass, salutes, and reports, "Cadet _____ reports his return from _____." Any cadet who leaves school territory without permission is considered as AWOL. Cadets must sign out on the Guard Roster when leaving territory and sign in when returning to territory. No cadet except the Guard may sign the Guard Roster for another cadet.
31. Except when the Commandant deems it necessary, there will be no exchanging of guard duty; each cadet will take guard duties whenever such duties are assigned. Cadet officers and non-commissioned officers will take their regular tour of duty. The Cadet Adjutant will prepare all Duty Rosters.
32. Cadets will place their typed names and ranks in the name plates on the doors of their rooms.
33. Cadets will not exchange furniture, draperies, or other equipment without first obtaining the permission of the Commandant.
34. No cadet will be allowed to keep a car at school. A cadet is prohibited from driving a motor vehicle in Salina during the school year except when with his parents.

35. Floor officers will make a careful inspection of their floor before 1st period class in the mornings, and will report all cadets whose quarters are not prepared.

Section B

Cadet Officer of the Day

1. The Cadet O.D. will carry out the orders of the Faculty O.D.
2. He will be in the uniform of the day and wear a Sam Browne belt.
3. The Cadet Officer of the Day is responsible for the proper functioning of the Guard.
4. The Cadet O.D. will begin his inspection with the last note of "Taps" and will report all cadets who are absent from their bed, not properly attired, or who may have lights burning. The Inspector will report any cadet who makes false reports to the Officer of the Day. All unnecessary noise in making his report must be avoided. The Faculty Officer of the Day submits a written report of events to the Commandant.
5. The Cadet O.D. will be held responsible at all times for maintaining order in the barracks and Cadet Headquarters.
6. At the expiration of his tour of duty, he will submit a certificate in the following form: "I certify that I have performed all the duties of the Officer of the Day as prescribed by School Regulations." Signed, Cadet _____.
7. Tour of duty will be from first call to first call of the following day.
8. C.O.D. will synchronize all official school clocks before the first class begins.
9. He is responsible for supervision of the Squad Detail.

Non-commissioned Officer of the Guard

The Non-commissioned Officer of the Guard will carry out the orders of the C.O.D. His routine duties are as follows:

1. Prepares duplicate list of the guard, showing relief and post of each man. One copy is given to the Cadet Officer of the Day and one to the Faculty Officer of the Day.
2. Sees that each relief is formed and posted at the proper time.
3. Makes frequent inspections to insure that all members of the guard know and perform their duties.
4. Causes the detail for raising and lowering the flag at reveille and retreat.
5. Has charge of the squad detail under the supervision of the C.O.D.
6. He will relieve the private of the guard at Call to Quarters and remain at Cadet Headquarters for the night in charge of the Guard Room.
7. Tour of duty will be from first call to first call of the following day.
8. Post the names of the F.O.D. and C.O.D. in Cadet Headquarters.
9. Indicate the guard detail on the Guard Roster in Headquarters.

Privates of the Guard

1. A cadet going on guard should present a neat and soldierly appearance, in the prescribed uniform, with proper equipment, in serviceable condition. He must not leave the vicinity of the guard desk except in performance of his duties, nor remove any of his clothing or equipment without permission.
2. The cadet on guard will answer the telephone in Cadet Headquarters in the following manner: "St. John's School, Cadet Headquarters, Cadet _____ speaking."

3. The cadet on guard will call the person to the telephone or report that the particular cadet is unable to talk at that time if the call is a local phone call. Under no circumstances will the guard carry on a conversation with the person calling.
4. Keep the guard room policed and orderly at all times.

Bugler of the Guard

1. Carry out the orders of the Cadet Officer and Non-commissioned Officer of the Day.
2. Blow all bugle calls at the specified times.

Section C

Merit Table

Merits are issued four times during the school year. The first issue is given after the second grading period and every two grading periods thereafter.

Merit awards are granted according to the following schedule:

- I. THE FIELD OF ACADEMIC ACHIEVEMENT:
 - A. One merit for each grading period for each S or S+ received.
 - B. Five merits per grading period for four or more S's or S+'s.
- II. THE FIELD OF MILITARY ACTIVITIES:
 - A. Worthy leadership -----16 merits per semester
 - B. Room Inspections ----- 2 merits per week
 - C. Bugling ----- 1 merit for each tour of duty

III. THE FIELD OF EXTRA-CURRICULAR ACTIVITIES:

- A. Athletics ----- 8 merits per semester
- B. Student Publications -- 8 merits per semester
- C. Chapel ----- 8 merits per semester
- D. Choir ----- 8 merits per semester
- E. Student Librarian ----- 8 merits per semester
- F. Rifle Team ----- 8 merits per semester
- G. Decoration Committee -- 8 merits per semester
- H. Drill Teams ----- 8 merits per semester
- I. Other organized activities
 - 1. Award to be based on the recommendation of the Faculty Sponsor.

IV. FOR GENERAL CONDUCT:

- A. One merit per week
 - 40 Merits ----- 1 Merit Bar
 - 80 Merits ----- 1 Merit Bar + one Silver Star
 - 120 Merits ----- 1 Merit Bar + one Gold Star
 - 160 Merits ----- 1 Merit Bar + one Blue Star

Demerits and Squad

Manners:

- 1. Military discourtesy ----- 3 to 25
- 2. Insolence to superiors ----- 25
- 3. Indifference in class ----- 5 to 10
- 4. Disturbance (specify) ----- 1 to 10
- 5. Off bounds ----- 10
- 6. Profanity ----- 25
- 7. Smoking off bounds ----- 25
- 8. Improper manners (specify) - 1 to 25
- 9. Neglect of duty ----- 1 to 10

Neglect of Health ----- 10

Property:

1. Loss of personal property ----- 1 to 5
2. Loss of school property ----- 10
3. Damage to school property (out
of allowance) ----- 10 to 25
4. Disorderly quarters (specify) --- 10
5. Neglect of military equipment --- 15
6. Neglect of clothing ----- 1 to 5

Study:

1. Disturbing others ----- 5 to 10
2. Wasting own time ----- 3 to 10
3. Failing to prepare assignments -- confined to quarters
during free time until
assignment is completed

Punctuality:

1. A.W.O.L. ----- Court
2. Late to _____ ----- 1 to 10
3. Late on pass _____ minutes ----- 1 D for every three
minutes late or frac-
tion thereof
4. Lights on after "Taps" ----- 3 to 10
5. Disobedience of P.O. ----- 25

Sports:

1. Absence ----- 10
2. Late to practice ----- 3 to 5
3. Lack of cooperation ----- 3 to 10
4. Poor sportsmanship ----- 10

Law:

1. Desertion ----- Court
2. Stealing ----- Court
3. Lying ----- Court
4. Offense against decency ----- Court
5. Brutality ----- Court

Special Court ----- Faculty Committee
General Court ----- Elected Cadet Court

Non-commissioned officers and officers are deprived of one pass for every three demerits. Privates and Privates First Class are placed on squad detail one hour for every three demerits. Squad will be worked on pass days and holidays only. Cadets on indefinite squad and cadets who have nine hours of squad or more will march with a rifle until they have less than nine hours. Those cadets who have one to eight hours of squad may work off their hours. Cadets who are temporarily disciplined will walk

the Bull Ring according to these regulations: 120 paces a minute, erect posture, no talking, head still and erect.

Section D

Uniforms and Other Clothing Items

When all uniforms are issued every cadet should have the following articles at all times as a minimum to complete his wardrobe of uniforms:

- 1 Dress blouse
- 1 Dress pants
- 1 Visor cap
- 1 Overcoat
- 2 White shirts
- 1 Service jacket
- 2 Service pants
- 4 Blue shirts
- 2 Khaki pants
- 2 Khaki shirts
- 1 Service cap
- 1 Web belt and buckle
- 1 Black sweater
- 1 Blue tie
- 2 Pair black oxfords, Air Force type, rubber heels and plain toes

Cadets are urged to buy one additional service cap, one khaki uniform, and extra ties.

In addition to the uniforms, the following items should be the minimum quantity that a cadet should possess:

- | | |
|----------------|---------------|
| 3 or more | Single sheets |
| 2 or more | Pillow cases |
| 3 or more | Blankets |
| 2 or more | Laundry bags |
| 4 to 6 | Wash cloths |
| 4 to 6 | Towels |
| 1 | Bathrobe |
| 2 pair or more | Pajamas |
| 6 or more | Shorts |
| 6 or more | Undershirts |
| 2 or more | Jeans |
| 6 or more | Handkerchiefs |

7 pair or more Socks--plain navy blue or black
1 pair gym Shoes

All clothing items should be labeled with each cadet's number labels.

Section E

Military Time

Since this is a military school, time is expressed in military language. Time for a new day begins after midnight as usual but it always is shown in four figures. For example, 2 a.m. is 0200. Instead of 1 p.m., military time is expressed as 1300, 2 p.m. is 1400 hours, etc. Midnight is 2400.

Pass Schedules and Passes

Time of Regular Pass Schedule:

- a. Following evening mess on Wednesday until 2230 for all Upper School cadets.
- b. Following noon mess on Saturday until the following times:

For Privates -----	2205
For Pfc. and Corporals ---	2225
For all Sergeants -----	2255
For Officers -----	2325

Special Pass Schedule:

- a. Officers and Buglers ----- one per week
- b. 1st Sergeants ----- one every two weeks
- c. Sergeants ----- one every three weeks
- d. Corporals ----- one every month
- e. Parent passes may be authorized by the F.O.D. if there is not a conflict in scheduled formations.

Cadets returning to the campus after "Taps" will conduct themselves in a quiet manner. Cadets will be in bed 10 minutes after scheduled termination of his pass.

When cadets are going on pass in service uniform, they may wear either the service jacket or sweater.

School Day Schedule

First call -----	0630
Reveille -----	0640
Double time -----	0650
Fallin for roll call -----	0655
Morning mess -----	0700
Fallin Chapel -----	0725
Chapel assembly -----	0730
Preparation for inspection -----	0755
Academic schedule -----	0815-1221
Noon mess -----	1230
Free time -----	1250
Academic schedule -----	1315-1413
Military Science -----	1430-1530
Athletics, extra-curricular activities -----	1545-1720
Recall -----	1720
Double time -----	1750
Fallin -----	1755
Evening mess -----	1800
Free time -----	1825
Study hour--Sunday, Thursday -----	1930-2100
Study hour--Monday, Tuesday, Friday	2000-2100
Free time -----	2100
Call to quarters -----	2125
Taps -----	2130

This schedule is for Monday, Tuesday, Thursday, and Friday. There is no Military Science on Wednesday and Saturday.

Wednesday's schedule is the same as other days until 1430 when a study hour is observed in place of drill so that Wednesday evening may be used for the midweek pass schedule.

The Saturday schedule is as follows:

First call -----	0700
Reveille -----	0710
Double time -----	0720
Fallin roll call -----	0725
Morning mess -----	0730
Preparation for inspection -----	0755
Academic schedule -----	0815-1136
Standing room inspection -----	1145
Noon mess -----	1230
Pass schedule -----	After noon mess

Sunday Schedule

First call -----	0830
Double time -----	0850
Fallin for roll call -----	0855
Morning mess -----	0900
Preparation for inspection -----	Following mess
Double time -----	1050
Fallin -----	1055
Chapel -----	1100
Free time -----	
Double time -----	1250
Fallin -----	1255
Noon mess -----	1300
Free time -----	
Recall -----	1650
Snack -----	1730
Free time -----	
Recall -----	1920
Double time -----	1925
Study hour -----	1930-2100
Call to quarters -----	2125
Taps -----	2130

Alternate Sunday Schedule

First call -----	0930
Double time -----	0950
Fallin roll call -----	0955
Morning mess -----	1000
Preparation for inspection -----	Following mess
Snack -----	1330
Free time -----	
Recall -----	1520
Double time -----	1550
Fallin roll call -----	1555
Chapel -----	1600
Evening mess -----	1700
Free time -----	
Recall -----	1920
Double time -----	1925
Study hour -----	1930-2100
Call to quarters -----	2125
Taps -----	2130

Off Bounds Boundaries and Off Limits Areas

Limits of the School are defined as follows for the guidance of all concerned:

South boundary - North curb of Otis Avenue
 East boundary - West line of Fifth Street
 North boundary - South curb of College Court
 West boundary - East curb of Ninth Street

The following "Off Limits" areas are established and may be entered only on permission of person in charge or with the approval of a Faculty Officer:

- a. Junior School Building and area immediately surrounding same for Upper School Cadets not assigned to duty in same.
- b. Upper School Barracks to Junior School Cadets.
- c. Athletic Equipment Room and dressing room at other than authorized times.
- d. Above C Floor in Vail Hall.
- e. Basement of Upper School except on permission of Faculty Officer or Custodian.
- f. Personnel Quarters, that is, Faculty, Cadet or employees when the legal occupant or occupants are absent from same.
- g. "S" Club Room. Violations of same will be handled by the assembled Club.
- h. Inner Office. This area may be entered on business when oral permission is granted by office personnel.
- i. Parkview School and its immediate area.

Section F

Fire Drills, Regulations, and Procedures

Fire drills are held monthly throughout the year not only to meet the requirements of the State Fire Marshall but also to practice the prescribed procedures of escape as set forth in the Fire Regulations of the School, so that if and when the real thing occurs cadets will be at least partially conditioned for a quick and organized departure from the buildings. Fire drills are held during the day while in class as well as during the evenings after taps. Each cadet should read the procedures to follow for escape from the area in which he rooms and attends classes.

A number of fire hose stations, extinguishers, and water containers are placed throughout all the buildings for minor fire fighting purposes. They are only to be used to fight fires.

Fire Drill Procedures:

SIGNAL ----- Siren

A. General

1. Upon fire signal all cadets will vacate the buildings in the prescribed manner and proceed to the Formation Area where they will fall in for a roll call to be taken by the Faculty Officer of the Day.
2. Floor Officers are responsible for seeing that their floor is vacated.
3. Floor Officers are responsible for closing the fire doors.
4. Cadets will close their room windows before leaving the room.
5. Cadets will walk to the designated exit.

B. When in the Barracks

1. Old Barracks

- a. Cadets on A floor wing of the Old Barracks will go out the west barracks door.
- b. All others on A floor will go out the south barracks door.
- c. Cadets on B floor wing of the Old Barracks will go out through B floor of the New Barracks and out the main entrance of the New Barracks.
- d. All other cadets on B floor of the Old Barracks will go down the Old Barracks stairs and out the south barracks door.
- e. Cadets on C floor will go out the south barracks door.

2. New Barracks

- a. Cadets on A floor of the New Barracks will go out the main entrance of the New Barracks.
- b. Cadets on B floor of the New Barracks will go out the back entrance of the New Barracks.

C. Vail Hall Classrooms

1. Occupants of C-12, Library-Study Hall, and B-5 will go out the fire escape.
2. All other classes will go down the faculty and cadet stairs and out the Vail Hall main entrance.
3. If your designated exit is blocked, use the fire escape.

Section G

Senior and Post-graduate Privileges

After Spring Furlough each year, seniors and post graduates are given extra privileges. Going to town, staying up after taps, missing evening study hour are the major privileges granted.

Each cadet must observe the following instructions if he is to remain on the privileged list.

1. Grades must be kept up to each cadet's expectancy from furlough time until the end of the year.
2. Each cadet must be at all formations.
3. If a misconduct report is received, privileges are revoked until the squad or confinement is worked off.
4. Cadets must be present for Tours of Duty.
5. Cadets are not required to report to evening study hour but will be held responsible for all assignments.
6. Privileged cadets rooming with cadets who do not have privileges are not allowed to keep lights on in said room after "Taps".
7. Cadets, if in the barracks, will maintain quiet during study hours and after "Taps".
8. Cadets must sign in and out when leaving territory. Cadets will sign in and out on an "On Territory Roster" designating where they will be at the School.
9. Squad and confinements must be worked off on pass days.
10. Academic qualifications for each senior or post graduate will be reviewed every week at faculty meeting. A cadet's name may be removed from the privilege list for academic confinements but it cannot be added again until the next faculty meeting.
11. Violations of rules and regulations will mean loss of privileges for a time to be determined by the Commandant.

V

OTHER SCHOOL FACILITIES

Buildings and Grounds

Vail Hall has been the School's administration building since its erection in 1887. Housed in Vail Hall are the administration offices, five faculty quarters, the Upper School classrooms, and the School Library and the Study Hall. The old barracks was attached to Vail Hall in 1904.

The Junior School building was built in 1914. It is located in the southwestern section of the campus, away from the other buildings. It is complete with offices, classrooms, and cadet and faculty quarters.

The Mess Hall-Kitchen-Infirmery unit was constructed in 1944. The kitchen and mess hall are on the ground floor, the Infirmery on the second floor. The Recreation Hall is in the basement.

The Armstrong Memorial Chapel was added to the campus in 1948.

The Gymnasium was erected in 1949. It houses two separate locker rooms, classrooms, a club room for the "S" Club, a large basketball court, a bleacher area, and Link Trainer room. The Armory is housed in the basement.

The new barracks was completed on the campus in 1953. This structure is attached to the original barracks, and enables the entire Cadet Corps to have access to Vail Hall without going outside.

Newest building on the campus is the Mechanical Arts Building. It was built and equipped in 1954.

Also numbered among campus buildings are three houses and a duplex in which five faculty families live.

The efficient operation of St. John's demands several other facilities in addition to the major buildings already mentioned.

The School owns and operates three busses for the transportation of the cadets to activities, trips, and parties away from the campus.

The staff car and jeep are also used for transporting smaller cadet groups away from the School.

The track and field area is located at the eastern edge of the campus, with the athletic field and parade grounds to the west. Tennis courts are located between the Gymnasium and the Junior School.

Library

The School Library, adjacent to the Study Hall, is available to assist the cadet in meeting his academic assignments as well as for leisure reading and browsing.

The Library will be open each day commencing at 0800 throughout the academic day until 1430.

All encyclopedias, dictionaries, and other reference materials on the Reference Shelf, as well as all books in the Howard Memorial Section and periodicals, may only be used in the Library. These are to be returned to their respective places after use by each cadet.

All other books, both fiction and non-fiction, may be checked out properly through a Library Assistant for a period of one week. Cadets wishing to use a book longer than one week must present the book again for rechecking.

Bottles of ink will be left in the cadet rooms. The Librarian will have a bottle of ink.

Officers and non-commissioned officers will help to supervise the Library.

Visual Education Room

The Visual Education room on B floor in the new barracks is used for two purposes. First of all, it is used for the purpose of visual-aid instruction to supplement class work during the academic day. Secondly, its projector for movie use serves as entertainment during leisure time on Sunday afternoons.

The television set for cadets is also located in this room for viewing during their free time.

Barbershop

The School Barbershop, which is open two nights a week, is located on the second floor landing in Vail Hall. Cadets who choose to sign up for haircuts at the School Barbershop get them at a reduced rate over downtown haircuts.

The barbershop hours are Monday and Thursday after evening mess until 2130.

Quartermaster and Tailor Shop

Hours of operation--Monday, Wednesday, Friday, 1820-1920.

The Quartermaster and Tailor Shop departments at the School are located in the basement of the barracks. Various sundry items such as stationery, stamps, shoe shine equipment, school supplies, and toilet articles may be purchased by school voucher.

Uniforms and other clothing items in need of alterations or repair may be left at the tailor shop for correction after they are returned from the dry cleaners. Charges for this service may also be paid by voucher.

Dry cleaning is sent to the cleaners each Sunday after evening mess and is returned to each cadet on Tuesday in the Q.M. A flat fee is charged to each cadet's incidental account.

Laundry is sent out each Thursday morning; therefore, each cadet must have his laundry in a laundry bag and place it just inside the south entrance to the old barracks before mess Thursday morning.

NOTICE: All items sent to the cleaners or laundry must be adequately marked with sewn-in numbered labels. Each cadet should send only his own laundry. The charge for laundry will be for whatever articles are sent.

School Bank

The School operates a school bank for the convenience of the cadets. There are two departments in the bank.

1. The Savings Bank: In this bank may be deposited, for safe-keeping, any amount of money. The withdrawal of funds from this account is at the cadet's own discretion. Parents who send money for the use of cadets should send it to the cadet in care of the School's bank. This gives the cadet and the School a record of the money transactions and is a service for the convenience and protection of the cadet, the parents, and the School. PARENTS SHOULD NEVER SEND MONEY DIRECTLY TO CADETS.

2. The Incidental Account: A checkbook system of banking similar to commercial banks is set up for the convenience of the cadets. Funds for this activity are provided by the parents and can be withdrawn subject to the will of the parents and the rules of the School. The following rules outline briefly the method of using the check voucher type account:
 - a. Weekly Allowance: When a cadet wishes to draw against his weekly allowance, he presents a voucher to the cashier made payable to the "bank" for all of his allowance due him for the current week. For special occasions, a cadet may draw an advance on his allowance if approval has been secured from the Rector or the Commandant, but in no event may he draw allowance for more than one week in advance. Listed below are the maximum allowances for each cadet according to grade:

Grade 12	\$3.00
Grade 11	2.75
Grade 10	2.50
Grade 9	2.25
Junior School	2.00

No cadet should have in his possession more than the amount of his weekly allowance. All excess money should be deposited in his account in the school bank.

- b. Down Town Purchases: A cadet may purchase merchandise from "approved" stores by presenting a voucher for payment. All such vouchers must be approved by the staff or faculty officer designated. These vouchers will be filled out in ink, no erasures, marking out, changes of any kind, and only one line will be used to list articles for purchase. No voucher will be approved for any purchase that is not considered a necessity without written authorization for the purchase from a parent or guardian. Vouchers given to barbershops for haircuts need not be approved but they must be presented only to

approved barbershops. Vouchers can be used for purchase of merchandise only and cannot be used for cash.

- c. "STOP CREDIT": When a cadet's account is past due and not paid, a stop credit order will be issued to the Voucher Approval Officer and thereafter cadets will not be able to use vouchers until the parents have paid the account up-to-date.
- d. General: School vouchers are not negotiable and cannot be given in payment for debts nor can they be used to buy merchandise when a voucher has not been properly approved. Folded, mutilated, improperly made out, or carelessly written vouchers will not be accepted by the bank.

The weekly allowance is granted each Tuesday after classes. Money from the savings bank may be withdrawn any time during the cashier's working day. Please remember that the bank is operated for your convenience and can be of great service to you if you will cooperate in its efficient management.

Approved Merchants

Clothing Stores

Gibbs Clothing Co.
R & S Men's Shop
Smith's Clothing Co.
Stevenson's

Barbershops

Clayton
Lamer Hotel
Keller

Drug Stores

Low's Drug Co.
Dietrich Drug Co.

Photographic Supplies

A-Smile A-Minute Photo Co.

Shoe Stores

Epp's Bootery
Combs Shoe Store
Kinney's Shoe Co.
Gibbs Clothing Co.
Seitz Shoe Co.
Stevenson's
R & S Men's Shop

Shoe Repair

Seitz Shoe Co.
Salina Shoe Repair
Star Shoe Shop
Walter's Shoe Shop

Music Supplies

Edgington's

Hobby Shop

St. Clair's

Jewelry Repairs

Hamm's
Vernon's
Webster Jewelry
Moore's

Department Store

Stiefel's
Montgomery Ward's
Penney's

Sporting Goods

Monroe's
Salina News
Robinson Sporting
Goods

School Nurse and Infirmary

The School Nurse and the Infirmary are a part of the School's responsibility to see that each cadet gets proper care in case he becomes ill, needs first aid, or needs appointments to see a doctor.

Cadets who wish to see the nurse for sick call may do so at the following times:

After morning Chapel
 After noon mess
 After evening mess
 Any time in an emergency

Cadets who have to see the nurse during the academic day may do so by securing a permit slip from the instructor of the particular class.

All doctor appointments must be made by the nurse. The appointment slip to see the doctor must be turned in to the Commandant's office before checking out to go down town for the doctor's appointment.

Visiting hours in the Infirmary are granted after evening mess each day.

If, for any reason, a cadet cannot take the required exercise, athletics, or cannot march in ranks, the nurse will furnish him with a written excuse from such activities until he is able to participate full time again.

Recreation Hall

The School Recreation Room located in the basement below the Mess Hall provides the facilities for wholesome fun for relaxation in the brief leisure hours in your daily schedule.

Pocket billiard tables, table tennis area, snack bar, booths, a juke box, and the dancing area are provided for your enjoyment. The Recreation Room is also used for many small informal parties throughout the year.

The Recreation Hall will be open for cadets only on Monday, Tuesday, Thursday, and Friday during the following times:

1250-1310	1830-1930
1600-1720	2100-2120

Wednesday's schedule for cadets only is:

1250-1310

1600-1720

Sunday's schedule for cadets only is:

After evening mess

2100-2120

Cadets may have guests in the Recreation Hall on Wednesday during the hours of 1830 to 2200; on Saturday during the hours of 1300-1600 and 1830-2200; and on Sunday afternoon during the hours of 1330 to 1660.

During the time that guests are invited to the Recreation Hall on Wednesday, Saturday, and Sunday, all cadets wishing to be in the Hall must be in the uniform of the day.

The following rules governing a cadet's behavior are provided for his guidance:

1. Smoking is permitted; however, care must be taken that the cigarette is extinguished in a proper receptacle. Butts will not be tossed on the floor.
2. No paper of any kind will be thrown on the floor.
3. All pop bottles will be put in cases provided.
4. No burning cigarettes will be laid on the edges of any tables.
5. Leaning or sitting on any tables will not be permitted.
6. Scuffling or obscene language will not be tolerated.
7. Any violation will result in a misconduct report and the Hall may be declared off bounds to the offender for a prescribed time.

Smoker-Concessions Room

This room for the convenience of the cadets is located at the end of the hall of A floor of the New Barracks.

This smoking area is provided for all cadets who smoke. Cadets may come here during their free time not only to smoke but they may make use of the vending and pop machines located here as well.

The room must be orderly and neat at all times. Officers and non-commissioned officers may delegate orderlies to keep the room cleaned.

VI

HISTORY, TRADITIONS, AND MANNERS

History

The Rt. Rev. Elisha Smith Thomas may be called the founder of St. John's. Soon after taking up his residence in Salina as Episcopal Bishop Coadjutor of Kansas, he interested a number of prominent citizens with the idea of a military school and soon the school was incorporated. Late in 1887 the Rt. Rev. Thomas H. Vail, Bishop of the Diocese of Kansas, laid the cornerstone of the building which is now known as Vail Hall.

Though still under construction, the school opened its doors in September of 1888 with 36 pupils.

Following Bishop Thomas as president of the Board of Trustees, the governing body of the school, the following clergymen all contributed a vast amount of time and effort toward the operation and continuous development of St. John's as it is today:

The Rt. Rev. Frank Rosebrook Millspaugh
 The Rt. Rev. Sheldon M. Griswold
 The Rt. Rev. John Charles Sage
 The Rt. Rev. George Allen Beecher
 The Rt. Rev. Robert Herbert Mize
 The Rt. Rev. Robert Nelson Spencer
 The Rt. Rev. Shirley Halls Nichols
 The Rt. Rev. Arnold Meredith Lewis, present
 Bishop of Salina.

Much might be said in praise of the many heads of the school and faculty who so unselfishly and tirelessly worked for its advancement. Bishop Mize gave the longest service. For eight years, 1898 to 1906, he was Rector of St. John's, and then he was closely associated with the school during his 17 years as Bishop. The late Colonel W. L. Ganssle headed the school during the years 1915-1928. Colonel Ganssle reopened St. John's after it had been closed for a few years. Both Bishop Mize and Colonel Ganssle died in 1956.

The school owed much to the former Commandant, Colonel Roy W. Perkins, who labored for many years in its behalf until his death in 1931.

Without a doubt the greatest strides forward in the history

of St. John's have been made during the period since 1936 when the school's leadership was assumed by Colonel R. L. Clem. A Presbyterian layman when he became Superintendent of St. John's, Colonel Clem studied for the priesthood and was ordained in 1940. He has served as Rector of St. John's since that time.

The School Shield



The official school shield first appeared in the 1930-31 catalogue. The details were the work of Bishop R. H. Mize and Colonel R. W. Perkins, the school Commandant, who made a study of several books on Heraldry. Below is given its interpretation.

CREST--A wreath bearing an eagle with extended wings resting on a rifle and unsheathed saber.

SHIELD--Orange and black with gold chevron and three fleurs-de-lis.

MOTTO--Scientia-Virtus-Disciplina (Learning-Vigor-Courtesy).

DESCRIPTION OF CREST: The eagle is fearless, possesses far vision, is resourceful, and is resting in an attitude of protection. The rifle and saber are emblematic of the defense of our State and institutions. The wreath has been taken from the Coat of Arms of the State of Kansas in which St. John's School is located.

DESCRIPTION OF SHIELD: A gold chevron and three fleurs-de-lis surmount a field of black and burnt orange (the approved school colors), which indicate religious and scholastic activities. The fleurs-de-lis taken from the shield of the first Bishop of England, symbolizes the three Bishops of Salina who played important rolls early in the life of the school; also that St. John's

School furnished soldiers to the federal government for three campaigns--Spanish-American War, Mexican Border War, and World War I--prior to the time the shield was adopted.

School Traditions

St. John's is a school rich in traditions built up over a half century of operation. It is the earnest desire of the Old Boys to perpetuate these traditions and to maintain certain standards throughout the passing years.

An Old Boy is a cadet who has successfully passed the Old Boy examination as given by the Cadet Court. Further, a cadet may maintain the Old Boy status so long as he maintains the standards of St. John's.

Therefore, a New Boy of St. John's is any cadet regardless of length of service at the School, who has not demonstrated his ability or who has not met the requirements of Old Boy status.

It has been noted that New Boys, commonly referred to as Rats, are grossly ignorant of certain vital information and responsibilities. It has been further noted that there is a slight indication that New Boys mean well in their own peculiar way. Therefore the following data are hereby published for the benefit of the New Boys so that they may know what they are to do until they become Old Boys.

1. Wash between First Call and Reveille.
2. Pour coffee, milk, and water at Mess, and take off the pitchers after mess.
3. Remain standing behind their chairs at Mess until all Old Boys have departed.
4. "Walk the wall" in both barracks and Vail Hall at attention.
5. Square all corners when walking.
6. When in Vail Hall outside of class they will not speak unless spoken to by an Old Boy or a Faculty Officer.
7. Upon passing the Gordon Prize plaque they will face and salute the plaque and then carry on.

Leadership

In any organized society some must lead and others must follow. Those who are to be the leaders of tomorrow must realize

early in life their responsibility to those who are to follow and strive to better their qualities of leadership.

In the Corps of Cadets it is necessary to select individuals as group leaders in order to maintain a military organization. It must be clearly understood that a selection does not mean that they are the only leaders in their group; it means that there is the responsibility. These cadets have been generally selected because they have been loyal followers.

All men are born with some power of leadership; this trait has been more clearly developed in some cadets than others. It is in the power of each cadet to develop his own qualities of leadership by following principles which have been found tried and true down through the years.

A Leader Must Be:

Loyal to an ideal, an institution, or the leader above him.

Able to take responsibility willingly, eagerly, with a keen sense of duty and ambition to do the job thoroughly.

Able to overcome fear or failure, humiliation, new and untried methods.

Sincere in having a real sense of fair play, justice on a high plane; sincere in having honor and truth high at all times.

Able to set aside petty desires, selfish instincts for the common good.

Able to know his followers, their capabilities and limitations, and their reactions so as to make sound decisions and distribute his work evenly.

Able to set the example for his followers within his ability.

Alert and maintain a perception ahead of those who follow.

An organizer with a thorough knowledge of the duties of those under his command.

Tactful, with a knowledge of when, how, and where to act.

Mess Hall Rules and Table Manners

Each cadet will enter the Mess Hall in an orderly fashion,

remove his cap, and silently move to his table. There he will stand at attention until the Battalion Officer says "Parade Rest". After grace the cadets will be given "Attention" and "Seats".

Table assignments shall be made by the Commandant and the Cadet Adjutant. Assignments are made for a period of one month.

If one or more tables are closed out, cadets assigned there shall remain standing until "Seats" is given. Then such cadets shall sit in unoccupied places at other tables without causing other cadets to change their regular place.

Tables will always be headed by a Faculty Officer, Cadet Officer, or Non-commissioned Officer.

The meat course and soup are to be served by the table head. All dishes of food that are to be passed shall start with the table head and shall be passed to the right or left, as directed by the table head. Each cadet serves himself as the dish is passed. A portion of each food item shall be taken by each cadet.

All necessary requests for seconds on food shall be made to the table head.

Cadets may have two glasses of milk or two cups of coffee at morning and evening mess. One glass of milk is permissible at the noon mess.

Drinks such as water, milk, and coffee are to be served by New Boys or cadets assigned by the table head.

The removal of the drink pitchers is the responsibility of the cadets who pour.

Desserts that are entirely fruit are a requirement. All other desserts are optional.

The table head shall see that the table manners are proper and in accordance with those set below!

Before, during, or after meals cadets shall not rest their forearms on the edge of the table or their elbows on the table. A cadet may sit at ease but shall not slump or sprawl.

Conversation and language at the table shall be in good taste. All corrections shall be made by the table head.

Rolls, biscuits, bread, and toast should be broken into small pieces before being buttered. Never butter a whole slice of bread. Never cut a roll, muffin, or biscuit in two with your knife.

Avoid all unpleasant noises while eating; it is inexcusable, for example, to drink coffee or soup in such a manner as to cause any noise whatsoever. Should it become necessary to cough or sneeze, the head should be turned to the side and bent forward and the nose and mouth covered with a handkerchief. One should never talk with food in one's mouth; and by the same token, the mouth should be closed when chewing.

Use of Silverware:

The knife is held with the handle in the palm and the index finger along the back of the blade. After using the knife, lay it across the upper half of the plate with the handle to the right. (This also applies to the fork.) No part of the knife should touch the table. When cutting salad or thin slices of cold meat, use the fork and not the knife. When cutting any parcel of food, only that part which is to be eaten immediately will be cut. When finished eating, place knife and fork side by side on the plate with ends in about the center of the plate and the handles on the edge.

When the fork is used with the knife for cutting meat or for similar purpose, it is held in the left hand with the tines down and the index finger extending along the back. At all other times it is held in the right hand. When in the right hand it is held with the tips of the tines turned upward and the handle controlled by the thumb and first two fingers in somewhat the same manner as a pencil would be held. The end of the handle should extend out between the thumb and index finger.

The spoon is held in the right hand in the same manner as prescribed for the fork. When used to convey soup to the mouth the spoon should be dipped away from you. When used with cereal it is dipped towards you. When using a spoon to stir coffee or other drinks, do so with the least possible noise. Never leave a spoon in the cup or glass--place it in the saucer. The bowl of the spoon should never be put in the mouth; put the side of it to the lips and tilt it so that the liquid flows of its own accord into the mouth.

Immediately upon seating yourself, a gentleman takes the napkin and places it in his lap. Use the napkin as much as is needed for the purpose for which it was intended, but treat it with consideration.

Cadets shall not play with dishes, glasses, or silverware.

Cadet mail and the "Skirmisher" shall be passed by the table head after the table has finished dessert. The mail or the paper shall not be read until such time.

The Mess Hall will come to "Attention" ordered by the Battalion Officer at the conclusion of the meal. When given "Rise" cadets shall stand at attention as before the meal. "Parade Rest" is given for grace. After "At Ease" necessary announcements will be made to the Corps. At the conclusion of announcements, "Attention" and "Dismissed" are ordered. New Boys will remain until all Old Boys have departed.

Social Customs

Introductions:

1. A man is always presented to a woman and a boy to a girl, as "Miss Adams, this is Mr. Jones."
2. Present young people to older people, and less distinguished people, as "Miss Smith, may I present my friend (or roommate), Louis Jones?" or "Major Brown, this is my friend, Miss Smith."
3. It is courteous to add a few words explaining those introduced to each other, or to open a topic of conversation in which both are interested.
4. Always be courteous to your mother, father, or guardian. Introduce your guests to them and ask them to join you.
5. Introductions should be given at once in order not to embarrass your friends.
6. When introduced, rise if the other is an older person, and remain standing until the older person is seated.
7. Do not say, "Glad to meet you," or "Pleased to meet you." Say "How do you do, Miss Brown."
8. Do not offer to shake hands unless the other person does, but be willing to accept his offering of friendship.
9. If you are one of a group that is being introduced, a smile and a bow are sufficient.
10. If you are being introduced to a group, recognize each in turn by a smile and a bow, and if possible a repetition of the name.

Courtesy Toward Ladies:

It is a time-honored rule that gentlemen do not remain seated in the presence of women who are standing; gentlemen rise whenever a woman in the company rises or approaches.

The hat or cap is always removed in private residences, in clubs, churches, and elsewhere when the intimacy of the surroundings or a sense of reverence or respect suggests that it is proper. Should a man meet a woman out of doors and stop to converse with her, he removes his hat and keeps it off as long as they remain standing together.

One should never call or whistle to a woman or otherwise attract her attention from a greater distance than that appropriate for ordinary conversation. When a lady and a gentleman pass one another in a public place, it is the lady who first gives the greeting. The man is not privileged to speak until the lady has indicated that she recognizes him.

A gentleman may offer his arm to a lady whenever it appears that the courtesy will be appreciated. It is never proper for a gentleman to offer his arm to a lady in day time unless there is a real necessity of assisting her through heavy traffic or over rough ground. Out of doors at night time when high heels and darkness make it difficult for a lady to watch her footing, a gentleman should offer his arm. A gentleman will offer his right arm, never his left, at formal functions.

When accompanying a lady on the street or elsewhere, a gentleman will walk on her right or left so as to be on the side of the heaviest traffic or the greatest danger.

Dances:

Before dancing and immediately after allowing the ladies to remove their wraps, all cadets should introduce their ladies to all of the chaperones or faculty. If the lady has met the faculty before at other dances, etc., she should still be escorted over to speak as mere matter of courtesy. The procedure should be repeated at the end of the dance to pay their respects before leaving.

Girls Visiting Campus

Girls may visit territory at the following times:

Sundays and Holidays--1330 to 1600.

Wednesday Pass Days--End of evening mess until 2220.

Saturday Pass Days--1330 to 1600 and at the end of evening mess until 2300.

Dances--Girls will be off territory within one hour after end of dance. Girls and Cadets will not be permitted to leave dances early without permission of the faculty. Girls and Cadets will not be permitted to be absent from a dance except for necessary trip to the rest room.

The following buildings and areas of the Campus are On Bounds to girls at the specified times listed above:

Recreation Hall
Faculty quarters
The area immediately in front of the main building and barracks
The Gym for dances and games only
The Guard Room for phone calls
The rest room in the main office.

Songs and Cheers

Saint John's Forever

1. In bright and sunny Kansas
Where Western breezes blow
Beneath the skies of azure
Is the school that we all know.
Thy halls and ivy towers
And loyal hearts so true
We'll sing thy praise forever
Dear Saint John's for you.

Chorus:

S. J. M. S. forever
Our praise shall ever be;
Our black and orange colors
Stream on to victory.
And down across the prairies
Our boys go marching on
With a cheer we hear forever,
Forever Saint John's.

2. Our team will ne'er surrender
When playing on the field.
They never know defeating

Saint John's will never yield.
 They fight with strength increasing;
 The line goes plunging on;
 And wins a glorious victory
 For our College Saint John's.

Hey-Hey take it away
 Hey-Hey take it away
 Hey-Hey take it away
 Hey-Hey what do you say
 Take it away
 Hey-Hey what do you say
 Take it away

V-I-C-T-O-R-Y, VICTORY, VICTORY
 Is our Cry. Are we in it?
 Well I guess.
 Will we win it?
 Will we win it?
 Yes! Yes! Yes!
 If we win it we will cry
 V-I-C-T-O-R-Y

Go Kadets go !
 Go Kadets go !
 Go Kadets !
 Go Kadets !
 Go go go !
 Fight Kadets fight !
 Fight Kadets fight !
 Fight Kadets !
 Fight Kadets !
 Fight ! Fight ! Fight !
 Win Kadets ! Win !
 Win Kadets ! Win !
 Win Kadets ! Win Kadets !
 Win ! WIN ! Win !

With a V
 With a V
 With a VIC
 With a C
 With a C
 With a CTO
 With an O
 With an O
 With an ORY
 V-I-C-T-O-R-Y
 That's the way you spell it
 Here's the way you yell it
 VICTORY!!!

Two bits
 Four bits
 Six bits---A dollar
 All for the Cadets
 Stand up and Holler!!!

S---J----M-----S FIGHT
 S---J----M-----S FIGHT
 SJMS FIGHT
 FIGHT FIGHT

Let's go, let's go, let's go, gang, go.
 Let's fight, let's fight, let's fight, gang, fight.
 Let's win, let's win, let's win, gang, win.
 Beat (whoever we're playing).

VII

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THE DEVELOPMENT OF A HANDBOOK AND CADET
REGULATIONS FOR THE UPPER SCHOOL OF
ST. JOHN'S MILITARY SCHOOL

by

HUBERT ERNEST NUSS

B. S., Fort Hays Kansas State College, 1947

AN ABSTRACT OF
A MASTER'S REPORT

submitted in partial fulfillment of the

requirements for the degree

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OF AGRICULTURE AND APPLIED SCIENCE

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The purpose for the development of a handbook for St. John's Military School was at least threefold. It was to serve as an orientation reference for the "New Boy" of the school when he first entered St. John's. Secondly, it was to serve the "Old Boy" to help refresh his memory when he returned to the School for another year. And thirdly, it was to serve as an omnibus source of information to guide each cadet for a more pleasant and profitable life during his stay at St. John's.

The following procedure was followed for the development of the handbook:

1. Reviewed the published literature in the field of school handbooks available at the Kansas State College and Kansas Wesleyan University libraries.

2. Held a St. John's Upper School faculty meeting, stating the problem to be undertaken.

3. A cadet corps meeting was held to acquaint the cadets with the proposal.

4. Wrote letters to seven selected military schools requesting their handbooks. Seven were received and reviewed.

5. Held cadet and faculty committee meetings.

6. Compiled and developed the handbook.

The author found that handbooks had their beginning in industry.

The handbook furnishes the student with information about the school. Particular information that a good handbook should contain is: table of contents, school rules, program of studies, schedules, student organizations and activities, general customs

and traditions, and an index.

The handbook should be written in a clear and simple manner, in large type, and be attractive in form. Materials should be arranged systematically for ready reference.

Names of handbooks were usually of four types. The most prosaic type, Handbook, prevailed.

Handbooks varied in size from three by five to six by nine inches, with the mode three and one-fourth by five and one-half inches.

The handbooks of the following military schools were used as a guide in the development of the St. John's handbook: Howe Military School, Kemper Military School, Missouri Military Academy, Northwestern Military and Naval Academy, Shattuck School, St. John's Military Academy, and Wentworth Military Academy.

Use of the military handbooks added the information not found in the published literature. They varied in size but the contents showed a great similarity. Only one contained a table of contents and an index. Five were printed and two were mimeographed.

Faculty and cadet committees of St. John's provided the material used in the handbook. This was done within the various organizations of the school. Cadet committees provided the information about courtesy and manners, mess hall procedures, and customs and traditions of the school. The military rules and regulations were revised by the commandant and approved by the faculty. Staff members provided the other school information. The compilation of this information was under the direction of

the author.

The St. John's handbook was organized into seven areas: Introduction; Academic Department; Extra-class Activities, Organizations, and Awards; Rules and Regulations; Other School Facilities; History, Traditions, and Manners; and Index.

The handbook to be used by the cadets will be printed on a good grade of paper four by six inches in size, with a white cover and orange lettering. It will be entitled "Handbook and Cadet Regulations."