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The Development of a Job Description for Assistant Principal and Athletic Director

David Michael Beube

Eastern Illinois University

This research is a product of the graduate program in Educational Administration at Eastern Illinois University. Find out more about the program.

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THE DEVELOPMENT OF A JOB DESCRIPTION FOR

ASSISTANT PRINCIPAL AND ATHLETIC DIRECTOR

BY

DAVID MICHAEL BEUBE

FIELD STUDY

THESIS

SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF SPECIALIST IN EDUCATION IN THE GRADUATE SCHOOL, EASTERN ILLINOIS UNIVERSITY CHARLESTON, ILLINOIS

1976

YEAR

I HEREBY RECOMMEND THIS THESIS BE ACCEPTED AS FULFILLING THIS PART OF THE GRADUATE DEGREE CITED ABOVE

[Signatures and dates for adviser and department head]
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CHAPTER I

INTRODUCTION

Statement of Approach to Development

It shall be the intent of this field study to use experiences of my first year as assistant principal and athletic director at Argenta-Oreana High School to develop a suitable job description of this position for use in that school district. The approach used in the development of this job description was the utilization of information gathered in conferences with both the principal and the superintendent of the school district, the use of directives from the local board of education, requests from faculty members, and the personal observations of this writer. By using the information gathered from the above sources, a job description could be developed to suit the needs of the school district.

Background and Need for Study

There had been in the past an assistant principal and an athletic director, but both individuals were full time teachers and did very little in the way of administrative work. Their salaries had been supplemented for those limited duties that they performed in the same manner as other stipends were paid.
Perhaps it could be said that there were two underlying reasons for the creation of this position. The first was the seemingly prevalent need for more discipline in our schools today. Apparently the board of education at Argenta-Oreana Community Unit District #1 felt that the hiring of additional staff would be a great help in the handling of the mounting discipline problems and would consequently bring about a reduction in the number of complaints from the community. The second reason for the creation of this position was the board of education's desire to free their coaching staffs from administrative details and to keep a tighter control on the spending of the athletic funds.

Now that my first full year has been completed, I feel that with the information gathered an accurate job description can now be developed and eventually implemented into the Argenta-Oreana Board of Education policy book.
CHAPTER II

DUTIES AND RESPONSIBILITIES OF THE
ASSISTANT PRINCIPAL

For the sake of clarification, I have divided this study into two parts. By separating the duties and responsibilities of the assistant principal from the duties and responsibilities of the athletic director, I feel that I have added some clarity to the job description. Also, if the board so chooses at a later date, the position may be divided very easily into two positions without the need of drawing up two new job descriptions.

The first area of responsibility of the assistant principal is an area that is of prime importance in all schools of this decade. This area being that of discipline or the lack of discipline in our schools today. It seems that with the emergence of student rights, there came with it a thorn in administrative policies. As was stated previously, the need for more discipline was instrumental in the creation of this position. The following eleven areas of responsibility are essential in the job description of the assistant principal.

1. The assistant principal is to supervise student behavior
in the school building and on the school grounds. The areas of supervision should include the patrolling of the halls at various times during the day, checking restrooms and other secluded areas for smokers, drinkers, and drug peddlers, the supervision of lunch-hour activities and cafeteria on the school grounds, and general supervision of passing classes. The mere presence of the assistant principal or any faculty member often deters poor student behavior. The need for this type of supervision can only be realized when it is discontinued for a short while.

Of course, the prevention of discipline problems is of the greatest importance, but it would be foolish to think that all discipline problems could be prevented by the mere presence of the assistant principal or a part of the administrative team. With this in mind, the second area of responsibility is realized.

2. The assistant principal has the responsibility to deal with all individual student discipline problems and to administer punishment whenever it is deemed appropriate. In schools larger than the Argenta-Oreana High School, it would probably be judged not feasible for the assistant principal to handle all of these discipline problems.

In the handling of these discipline problems, the assistant principal treats the students as individuals and recognizes
their rights and responsibilities through due process. Through experiences this past year, it was found that most students have a very good understanding of their rights but have failed to recognize what their responsibilities are. The individual problems that the assistant principal at Argenta-Oreana High School usually deals with are those that involve smoking, drinking, and using drugs on the school grounds. Other problems would include truancy, tardiness, skipping classes, occasional petting, disrespect, abusive language, and destruction of school property. The type of punishment administered usually depends on the severity and/or frequency of the misbehavior.

3. The third area of responsibility of the assistant principal stems directly from the presence of a discipline problem. This area of concern is the arrangement of parent conferences regarding student misbehavior. As stated earlier in this paper, the severity and frequency of the problem are always considered before the parents are contacted. But once it is deemed necessary to contact the parents of a discipline problem, it is the responsibility of the assistant principal to do so. It was the policy this past year to try to make a direct contact by phone if at all possible. Most of the time a simple phone call was enough to eliminate the problem. However, due to the seriousness of some offenses when a suspension or expulsion was warranted, the assistant principal not only contacted the
parents by phone but also sent a certified letter to the parents stating the problem that occurred, the action taken by the school, and the parents right to appeal this action. These follow-up letters serve both as a record of notification to the parents and as a means of protection for the assistant principal and the school district. A copy of the letter sent attached to the signed receipt is kept on file by the assistant principal.

4. The fourth area of responsibility of the assistant principal is directly related to these discipline problems. Since the assistant principal handles all of the discipline problems of the school, there is a great opportunity to provide individual counseling to these often troubled students. Through these sessions with these students, added insight can be derived and used in serving the school in helping students solve their own problems. A true and dedicated educator will use every dimension available to help the students, and it is the counseling dimension that the assistant principal tries to use when dealing with discipline problems. Unfortunately, this type of counseling is usually very limited and ends in some form of referral.

5. It is through this individual counseling of students that the fifth area of responsibility is derived. This area deals with the consultation with guidance personnel about problem students and the making of possible referrals to these same personnel.
The guidance department in any school system can be used as a valuable tool in eliminating many discipline problems and serving as a source of information on student attitudes and conflicts with the school. If the department is utilized to its fullest capacity, many discipline problems may very well be overcome.

6. It is this referral system that leads to another area of responsibility of the assistant principal. This would be in the area of referral to the county and state officials for more serious types of misbehaviors. These referrals would include the sale of liquor, alcoholic beverages, and drugs on the school properties. Also, frequent truancy, suspected child abuse, and other serious problems may be referred.

7. Along with this referral system, the assistant principal must also serve as a liaison officer with the local police on matters involving discipline and crime within the community. There are times in which the local schools and the local police must work together in preventing, detecting, and solving illegal activities within the community.

Attendance has become a very serious problem throughout the country. With the economy as it is forcing mothers to work, most school children are left with the responsibility of attending school on their own. With this factor in mind, the eighth respon-
sibility of the assistant principal is apparent.

8. The assistant principal will check on the attendance of students on a daily basis. At Argenta-Oreana High School this responsibility is done by phoning the homes of absent students. These phone calls are usually done by taking a random sampling of those students who are absent. Occasionally, only those students who are suspected of skipping are called. These suspicions are usually founded from teacher reference or student remarks. Invariably, two or three students are found to be skipping school. Most parents are grateful that this has been brought to their attention, and in most cases, the situation is corrected in the home.

The board of education has expressed the opinion that the school should be responsible for the attendance of its students. It is through this opinion that the added responsibility has been placed on the assistant principal's shoulders.

It should also be pointed out that in addition to these phone calls as a means of preventing truancy, the assistant principal also is in charge of the writing of all admittance slips, tardy slips, and absence slips. This control over the passes written by the office takes only approximately twenty minutes in the morning. It is during this time that students who skipped the previous day or are needed for conferences for any reason are detained in the office. This allows the assistant principal to handle a majority of these problems before the
school day actually begins.

9. The ninth area of responsibility of the assistant principal deals directly with discipline on school transportation. The transportation for the Argenta-Oreana Community Unit District #1 is provided for by a local busing company. With over eighty percent (80%) of the district's students being bused to their attendance centers, it should be of little surprise that there are discipline problems on the buses. The school district has reserved the right to discipline these students who cause problems on the buses. The bus company has no authority to do any of the actual punishing of the students. It does, however, have the cooperation of the school when these problems do arise.

The seriousness of busing problems often result in the suspension of students from riding the school buses for a certain length of time. These suspensions are handled in the same manner as suspensions from school. A certified letter is mailed to parents stating the problem, the punishment administered, and the parents' right to appeal the punishment. Most parents realize the serious consequences that can result from horseplay on school transportation. This realization results in a very small percentage of complaints from the parents.

Of course the students are not always in the wrong. There are occasions that the assistant principal must report improper behavior by one of their bus drivers. These reports are not
made until sufficient evidence warrants some type of action. These reports usually involve complaints of reckless driving, abuse of children both physically and verbally, and general unfair treatment of students. Since the school district does not do the employing of these drivers, the written complaints are the only recourse against a poor driver.

10. As is the case in most businesses, accurate record keeping is essential in the operation of the business. The same might also be said of the assistant high school principal. It is his responsibility to keep an accurate record of all discipline problems occurring under his supervision. This past year it was found that a simple card catalog on students was ideal for keeping a record of the problems. A notation was made for each report of misconduct. The date of occurrence and the type of punishment received was also recorded. It is from these cards that the assistant principal is able to make the required monthly reports on discipline to the board of education. These reports are no more than a list of students who were involved in a disciplinarian action for that month, the date on which it occurred, and the action taken by the assistant principal. These reports also serve as a type of reference for repeated offenders. This type of record keeping can later serve the school in dealing with serious offenders who may face permanent
expulsion from school. (Example: refer to appendix I)

11. The last area of responsibility of the assistant principal dealing with discipline is the supervision of the detention after school. Detentions are received by students for various misdemeanors in class from their teachers. These detentions are to be served after school in a designated area. For each detention received, the student must serve one and one half hour after school in the detention room. It is the responsibility of the assistant principal to supervise this room.

In addition to the eleven areas of responsibility in discipline, the assistant principal at Argenta-Oreana High School has several other responsibilities that effect the successful operation of the attendance center.

12. One of these additional responsibilities is the taking part in the organization of faculty meetings. The principal uses the assistant principal as a source of information concerning the success of certain administrative procedures. This, of course, necessitates the understanding of the operational procedures by the assistant principal. It is through this understanding that problems may be prevented before they occur.

13. Besides helping with the arrangement of faculty meetings, the weekly bulletin is a responsibility of the assistant principal. This bulletin is of extreme importance in that it effects nearly
12. every phase of the school operation. The cafeteria staff uses this bulletin to determine quantity of foods to be served and in some cases the time it is to be served. The bus company uses this bulletin to determine the pick-up and delivery of the students on a day to day basis. All extra duty buses, buses for athletic contests, pep buses, late buses, and buses needed for field trips are ordered through this school bulletin. Assemblies, class meetings, home rooms, and club meetings are also put on this bulletin. This effects all of the students and the faculty alike. The janitorial staff uses the bulletin in order to determine work schedules for ballgames and other extracurricular activities taking place on the school grounds. (Example: refer to appendix II.)

14. Announcements are also made daily by either the assistant principal or the principal during the last ten minutes of the first period of the day. Special announcements, reminders of items already on the bulletin, and emergencies are all made at this time so that classes need not be interrupted needlessly during the day. All other announcements that come in after the first period of the day are made the next day unless there has been a mistake or an emergency exists.

15. Another area of responsibility of the assistant principal is the assistance of new teachers in the school district.
New teachers are usually advised of school procedures during the initial faculty meeting. However, there are many times that a new teacher in the system needs the help of someone in the know. The assistant principal can help greatly by just dropping by these new teachers rooms for visits to talk about any problems that the teacher may be having. These could be problems involving students, problems with the room, the need for more supplies, or any other item of concern with the new teacher. These helpful visits often set the pace for the rest of the year and helps bridge the gap between the administrator and the teacher.

16. School schedules are a very vital part of the school structure. The principal, in consultation with the assistant principal organizes these schedules. The types of schedules referred to are special activity schedules, abbreviated school day schedules, and master schedules. The special activity schedules enables fluctuation of classes and class times in order to accomodate assemblies, class meetings, and special programs. The abbreviated schedule allows for early dismissals and final examination days. The master schedule refers to the schedule used to determine the classes to be offered, times classes are to be offered, the length of class periods, teacher work loads, lunch periods, and preparation periods. Since the master schedule virtually effects everyone concerned with the school, it becomes
a very important and vital part of the administrative function.

17. A joint responsibility of the assistant principal and
the principal is that of supervision of all nonathletic functions
held at the school or sponsored by the school. These functions
would include all types of dances, banquets, concerts, and
theatrical plays. The assistant principal is expected to help
by arranging for janitorial staff to be on duty, assisting in
making available needed school equipment, and by supervising the
student body in general. Of course, there are parent chaperones,
faculty sponsors, and usually the principal present also. Stud­
ents misbehaving are usually asked to leave. Serious problems
sometimes warrant the notification of the students parents as
soon as possible. Situations involving drugs and alcoholic
beverages are referred to the local police department. In cases
such as those, permanent exclusion from all future school activ­
ities are enforced.

CONCLUSION

In the previous pages, the duties and responsibilities of
the assistant principal at Argenta-Oreana High School, Argenta,
Illinois, have been listed and thoroughly explained. It is the
hope of this writer that a better understanding between the ad­
ministration, faculty, and the board of education will be the
result of this job description.
The following is a brief outline of the duties and responsibilities of the assistant principal.

Duties and Responsibilities of the Assistant Principal

1. Supervises student behavior in the building and on the school grounds.

2. Handles individual student discipline problems.

3. Arranges for and conducts parent conferences with parents of students with behavioral problems.

4. Provides for individual counseling of students.

5. Serves as a source of referrals with the guidance department.

6. Refers serious behavioral problems to the proper state and federal agencies.

7. Serves as a liaison officer with the local police department.

8. Serves as the attendance officer of the high school.

9. Handles disciplinarian problems on school transportation.

10. Makes out monthly discipline reports for distribution to the board of education.

11. Supervises detention room after school.

12. Consults with the principal in the organization of faculty meetings.

13. Makes out the weekly bulletins.

14. Makes announcements over the intercom concerning daily activities.

15. Assists new teachers in the school system.

16. Consults with the principal in organization of school schedules.

17. Supervises all nonathletic activities held by the school.
CHAPTER III

DUTIES AND RESPONSIBILITIES OF THE ATHLETIC DIRECTOR

The second area involved in this position is that of the athletic director. Before the creation of this new position, the work of the athletic director had been absorbed by either the principal or the head coaches of each sport. The board of education wanted all athletic duties more centralized so that expenditures for athletics, scheduling of games, and better communication from all areas could be accomplished. It was these basic concepts that resulted in the combining of the two positions.

The entire athletic program of the school district along with the physical education program is under the leadership of the athletic director. The activities involved are:

1. Three high school football teams
2. One high school cross-country team
3. Three high school basketball teams
4. Two junior high basketball teams
5. One high school baseball team
6. One junior high baseball team
7. Two high school track teams
8. Two junior high track teams
9. One high school wrestling team
10. High school girl's athletics
11. Junior high girl's athletics
12. All physical education

The duties and responsibilities of the athletic director deal mainly with the smooth operation of all athletic events held in the entire school district. These responsibilities have been separated into seventeen major areas and are explained in detail in the following paragraphs.

1. The first major area of responsibility of the athletic director includes the development of the master activities schedule. This schedule is of the greatest importance in that all activities for the entire school district are placed upon it. Even those activities not involving athletics are placed upon it so that conflicts with the use of the facilities can be avoided. The situation at Argenta-Oreana High School is that all activities are held in the same gymnasium including elementary and middle school activities. This obviously means that only one activity can be scheduled at home on any given night. It was found that the easiest and least complicated way to schedule these events was by using only one calendar with the
athletic director responsible for placing events onto it as they were scheduled. Conflicts were avoided by using this procedure since the athletic director had the sole responsibility in placing the activities onto the calendar.

2. The next area of responsibility is the actual scheduling of all athletic events in accordance with the Illinois High School and-Middle-School Association regulations. The athletic director must make certain that all regulations are followed so that no forfeiture of games or probation for the school occurs. With this in mind, the athletic director must then make contracts with the opposing schools for athletic contests usually two years in advance. It should be understood that most scheduling is done in cooperation with the head coaches of each sport. It is through this cooperation that the communication between the athletic director and the coaches is completed.

When larger events are held such as wrestling and basketball tournaments or invitational and conference track meets, special sanctions are required by the state office. The athletic director must then fill out these special forms at least 30 days in advance of the contest and mail them to the state headquarters.

3. Once the entire athletic schedule is completed. for at least the next year, the athletic director may then begin work on his next area of responsibility. This is the responsibility
of hiring state registered officials for all home contests. This is done in much the same manner as the scheduling of the contests. Contracts must be made out and signed by the school and by the official whose services are to be used. These contracts indicate the date, time, place of the event, and the amount to be paid the official. The contracts can only be broken through mutual agreement of the two parties involved.

4. Between five and ten days before the scheduled event, the participating schools must exchange what is called eligibility lists of all contestants involved in the contest. The responsibility also falls onto the shoulders of the athletic director. These sheets are verifications by the participating schools stating that all the athletes listed are eligible to participate according to Illinois High School Association rules. If these eligibility sheets are not received by the schools during the five to ten day period, a forfeiture does occur if the school chooses to protest the contest. It is in the severity of the penalties that magnifies the importance of these sheets.

5. In addition to the above responsibilities, the athletic director must also check the grades of all athletes weekly. According to the IHSA rules, an athlete must be passing at least fifteen semester hours of work each week. This is the
equivalent of three courses that would receive one full Carnegie unit of credit each. A special form is passed out to all of the teachers. They are to indicate by a check mark if an athlete is passing, failing, borderline to failing, or a discipline problem. It is from these special forms that the athletic director determines the scholastic eligibility of the athletes.

6. The care and maintenance of all athletic equipment is another responsibility of the athletic director. Each coach is required to turn in inventories before and after each session. This enables the athletic director and the coaches to keep an accurate account of all equipment on hand and gives them a rough estimate as to how much equipment will be needed for the next season. These inventories include only those items purchased and used solely by the athletic department.

7. Transportation for the athletic contests to away events is arranged by the athletic director. Since the school does not own their own buses, this scheduling of transportation must be done through the local bus company. The notification of the bus company is made through the weekly bulletins made out by the assistant principal. This scheduling of the buses is of extreme importance in that the foreman of the bus company
must hire extra duty drivers for these special trips. The athletic director must be certain that the departure times for the team buses are appropriate for the distances to be traveled.

8. During activities at home, the athletic director assumes another responsibility. He is to make certain that the necessary arrangements have been made for taking tickets, passing out programs, ambulance service for football games, public address systems, and local police to direct traffic. In addition to these tasks, timers, scorers, and statisticians must be found for the entire season.

9. The athletic budget also falls under the responsibility of the athletic director. Once the superintendent has determined the amount to be spent on athletics, it is then the athletic director's duty to designate how the money should be spent. Each sport is given a specific amount to use for the fiscal year. The head coach then usually decides on how this money will be spent. The inventories required of the coaches, individual requests of departments, and long-range purchases are all taken into consideration in the making out of the budget. A general fund is also appropriated in order to take care of unexpected expenses and purchases made that benefit the entire athletic department.
10. and 11. Approval of purchase and payment is then controlled by the athletic director. This enables the athletic director to prevent duplication of purchases, possible mismanagement of funds, and helps double check to see if the correct amounts are being billed and paid. At the end of the month, the athletic director makes out a budget report for reference by the athletic department heads and the board of education. This report included the total amount spent by each department and the total spent by the district for athletics and physical education. This report was met with approval by the board of education since one of the criticisms of the past was that the board had very little knowledge of what the money was being spent on and for what department. (Example: refer to appendix III.)

12. The supervision of all athletic functions also falls under the responsibility of the athletic director. This is especially important at all home contests. During the away games, the athletic director and the principal usually rotate this responsibility. Items such as scoreboard malfunctions, officials not arriving, blackouts due to weather conditions, and any unexpected occurrences that may occur are taken care of by the assistant principal and the athletic director.

13. The Argenta-Oreana School District has formed what is
called the athletic council. The athletic director is to preside over this council as the president. The major function of this council which meets monthly is to solve and discuss any problems that may have arisen involving the athletic programs. These problems could be internal in nature or may stem from complaints outside of the school system. The board of education has a representative on this council, and he reports any problems that exist to the board.

14. and 15. Perhaps the most unique responsibility of the athletic director at Argenta-Oreana School District is the writing of the athletic handbook. This handbook has in it the eligibility requirements for athletes, rules and regulations governing the actions of the athletes, criteria for the awarding of varsity letters, policies on school transportation to and from athletic contests, and a pledge page. In order for an athlete to participate on any athletic team, he and one of his parents must sign this page pledging that they fully understand the handbook and will abide by its rules and regulations. (Example: refer to appendix IV.)

If it is determined that one of the athletes has broken the pledge, it is also the responsibility of the athletic director, in conjunction with the building principal and the head coach
of that sport, to determine the punishment for that individual. If the infraction involves smoking, drinking, or the use of drugs, the penalty is already prescribed in the handbook and requires only the notification of the punishment to the athlete and his parents.

16. During the winter sports season, the facilities at Argenta-Oreana High School are overcrowded. These facilities consist of one large gymnasium, one small gymnasium, and an all-purpose room. These facilities are used by three cheerleading squads, one pom pon squad, one wrestling team, three basketball teams on the high school level, two girl's volleyball teams on the high school level, and the junior high school's basketball teams practice there whenever possible.

With all of these teams asking for practice space every night of the winter season, the athletic director is left with the responsibility of scheduling the facilities in the fairest manner possible. It was found that the most satisfactory solution to this problem was to draw up a practice schedule for the entire winter sports season. Each day was scheduled according to the availability of space. Priorities were given to those activities that required more practice time and received the most criticisms from the public. (Example: refer to appendix V.)
17. One additional responsibility of the athletic director is to see that the participants during the season are honored by some means. This is usually done in the way of an awards program or banquet. Guest speakers, facilities, food and drink, and notification of the athletes and their parents are all taken care of by the athletic director. Generally, an all-sports program is drawn up by the athletic director with the team rosters, coaches of each sport listed, accomplishments of the season, and individual and team records set for the year. After the program is concluded, it is the responsibility of the athletic director to notify the local news media to have the award winners announced in the paper.

CONCLUSION

In the previous few pages, the duties and the responsibilities of the athletic director have been listed and explained in detail. It is the hope of this writer that the information gathered in the development of this job description will serve as guide for the position of athletic director in the Argenta-Oreana School District # 1.

On the following page, a brief outline of the duties and the responsibilities of the athletic director is included.
Duties and Responsibilities of the Athletic Director

1. Develops the master schedule for activities in the entire school district.

2. Schedules and contracts all athletic contests in the school district.

3. Contracts registered officials for athletic events.

4. Sends eligibility lists to all participating schools.

5. Checks eligibility of all athletes participating in extracurricular activities.

6. Accepts responsibility for all athletic equipment which includes the storage, repair, and seasonal inventories.

7. Arranges for the transportation of players, coaches, and student spectators to out-of-town contests.

8. Makes necessary arrangements for ticket sales, programs, ambulance service, public address systems, flags, and other personnel needed for the operation of home contests.

9. Makes out the budget for athletics for the entire school district.

10. Approves the purchases for the athletic department.

11. Approves the payment of the athletic purchases.

12. Supervises all athletic functions.

13. Presides at the athletic council meetings.

14. Handles the disciplining of athletes according to the athletic handbook.

15. Makes recommendations for revisions and amendments to the athletic handbook.

16. Builds master schedule for use of the facilities.

17. Organizes and plans athletic awards programs and banquets.
CHAPTER IV

RESULTS AND RECOMMENDATIONS

It was evident upon the completion of the first year of serving as assistant principal and athletic director that the need for such a position was very apparent. The creation of this position brought about a better line of communication between the administration, faculty, student body, and the community. The existence of the athletic director freed the coaching staffs of all administrative details that had been a burden in the past. Students were aware of what was expected of them and knew the consequences of misbehavior. The board of education had a better understanding of athletic expenditures and discipline problems in the school setting. The principal was freed of many time consuming duties and was able to spend more time on teacher evaluations, curriculum, and community involvement.

It is recommended that the board of education take into consideration the job description of assistant principal and athletic director for utilization in the Argenta-Oreana School.
District # 1, Argenta, Illinois.

It is further recommended that these job descriptions be used as a means of evaluation for the position of assistant principal and athletic director, and that they be officially adopted as school board policy.

It is recommended that when the district is financially able to do so, that the position of assistant principal and athletic director be separated so that there be two positions instead of one.

It is recommended that in the future more specific job descriptions of all positions in the district be incorporated in the school board policy book.
Abel, Don -- 2 detentions for skipping class 9/30
Albert, Darla -- detention for 4 tardies to class 10/4
Bone, Patty -- detention for being late to class 9/10
Burgess, Dale -- 3 day suspension for smoking on school grounds 10/3
Douglas, Donna -- detention on for acting up in study hall 9/27

Fedir, Gary -- 2 detentions for skipping class 9/6
dropped from athletics for drinking alcoholic beverages
suspended from school for 6 days for repeated skipping 9/26
suspended from school for 10 days for "
Mr. Mosier met with parents on both occasions
Fleming, Rex -- detention for failure to dress for P.E.
Garrett, William -- detention for being late to class 9/10
Grotjan, Kent -- detention for being late to class 9/10
Helm, Jim -- 3 day suspension for smoking on school grounds 10/3
Hubbs, Bruce -- detention for skipping class 9/4
3 day suspension for repeated skipping of classes 10/2
Jones, Bobby -- detention for 3 tardies to class 10/8
Kaufman, Brian -- detention for talking in class 9/24
Kaufman, Doug -- detention for being late to class and leaving another
class early 9/10
Keller, Kathy -- detention for failure to cooperate 9/13
detention for excessive talking in class 9/23
detention for excessive talking in class 9/24
2 week suspension from bus for lighting matches on the
school bus, cussing the bus driver 9/27
detention for acting up in study hall 9/27
Keller, Joyce -- detention for being late to class four times 9/18
2 week suspension from bus for cussing driver and lighting
matches 9/27
detention for four tardies to class 10/3
Klukin, Mary Jo -- 3 day suspension for smoking on school grounds 9/25
Knight, Jim -- 1 week suspension for lighting matches on the school bus 9/27
Kohler, David -- 3 day suspension for skipping same class all week 9/11
3 day suspension for skipping class 9/25
withdraw from school 9/30

Leevy, Warren -- 2 detentions for setting off smoke bombs at the football
game 9/10

Lewis, Steve -- detention for excessive talking 9/5
detention for classroom disruptions 9/9

Moore, Kathy -- detention for 3 tardies to class 10/2
3 day suspension for skipping school 10/7

Morstatter, Laura -- 3 day suspension for smoking at school function during school hours 9/19

Neideffer, Ron -- detention for skipping class 9/12

Miles, Denise -- 3 day suspension for skipping class and smoking on school grounds 9/24

Nixon, Carol -- 3 day suspension for excessive skipping 9/25

O'Dear, Randy -- 1 week suspension from bus for lighting matches 9/27

Oros, Gaylan -- detention for riding cycle during noon hour 9/18

Poling, Faron -- detention for being late to class 9/10

Porter, Janice -- detention for classroom disturbances 10/3
detention for classroom disturbances 10/8

Posey, Carla -- 3 day suspension for writing phony note and suspected skipping school 10/8

Pygott, Larry -- detention for skipping class (correction for tardies) 10/2
detention for classroom disturbances 10/7

Ryan, Bill -- 2 detentions for skipping class 9/20

Schoen, Trina -- 3 day suspension for smoking on school grounds 9/24

Smith, Vicki -- detention for 4 tardies to class 10/4

Snyder, Rhonda -- 9/24 detention for disrupting class
withdrew from school 9/25

Theobald, Donald -- detention for disrupting class 9/10

Trimble, Dwayne -- 3 day suspension for skipping classes 10/2
3 day suspension for smoking on school grounds 10/8
permanent expulsion until parents come in because of swearing and being belligerent 10/8
Worked to mother on 10/8, she withdrew Dwayne from school

Van Horn, Kelly -- detention for being late to classes 9/12
DISCIPLINE REPORT CONTINUED

Watson, Linda -- dropped from cheerleading for drinking on school grounds
3 day suspension for skipping school 10/7

Wells, Sharon -- detention for paper littering in class 9/24

Wilkey, Shelly -- 3 day suspension for skipping classes and writing phony
notes 9/26
<table>
<thead>
<tr>
<th>Student</th>
<th>Offense Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brohard, Stacy</td>
<td>detention for classroom disruptions</td>
<td>10/22</td>
</tr>
<tr>
<td>Brown, Kevin</td>
<td>detention for talking in class</td>
<td>10/22</td>
</tr>
<tr>
<td>Budde, Jeanette</td>
<td>detention for throwing books</td>
<td>10/15</td>
</tr>
<tr>
<td>Burke, Pam</td>
<td>detention for being tardy to study hall</td>
<td>10/11</td>
</tr>
<tr>
<td>Davis, Colleen</td>
<td>3 day suspension for smoking on school grounds</td>
<td>10/28</td>
</tr>
<tr>
<td>Douglas, Donna</td>
<td>detention for foul language</td>
<td>10/11</td>
</tr>
<tr>
<td></td>
<td>detention for classroom misbehavior</td>
<td>10/15</td>
</tr>
<tr>
<td></td>
<td>detention for passing notes in class</td>
<td>10/18</td>
</tr>
<tr>
<td></td>
<td>detention for classroom misbehavior</td>
<td>10/22</td>
</tr>
<tr>
<td>Conway, Marcy</td>
<td>detention for getting kicked out of class</td>
<td>10/18</td>
</tr>
<tr>
<td>Fleming, Rex</td>
<td>detention for failure to dress for P.E.</td>
<td>10/10</td>
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<tr>
<td></td>
<td>detention for classroom misbehavior</td>
<td>10/18</td>
</tr>
<tr>
<td></td>
<td>detention for cussing and running around in class</td>
<td>10/25</td>
</tr>
<tr>
<td>Graf, Dave</td>
<td>detention for excessive talking</td>
<td>10/31</td>
</tr>
<tr>
<td>Helm, Jim</td>
<td>6 day suspension for repeated skipping of vocational school</td>
<td></td>
</tr>
<tr>
<td></td>
<td>father has been notified by phone and by mail</td>
<td></td>
</tr>
<tr>
<td>Hubbell, Cindy</td>
<td>detention for classroom misbehavior</td>
<td>10/11</td>
</tr>
<tr>
<td>Jones, Bobby</td>
<td>detention for classroom disturbances</td>
<td>10/28</td>
</tr>
<tr>
<td>Jordan, Dan</td>
<td>detention for scuffling in the library</td>
<td>10/11</td>
</tr>
<tr>
<td>Keller, Kathy</td>
<td>detention for classroom misbehavior</td>
<td>10/21</td>
</tr>
<tr>
<td></td>
<td>detention for classroom misbehavior</td>
<td>10/22</td>
</tr>
<tr>
<td></td>
<td>detention for classroom misbehavior</td>
<td>10/28</td>
</tr>
<tr>
<td></td>
<td>3 day suspension for skipping part of a class and failure to serve detentions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>parents have been notified both by phone and letter</td>
<td></td>
</tr>
<tr>
<td>Lucas, Rick</td>
<td>detention for excessive tardiness</td>
<td>11/4</td>
</tr>
<tr>
<td>McGregor, Nancy</td>
<td>detention for missing part of a class</td>
<td>10/31</td>
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<tr>
<td>McHood, Steve</td>
<td>detention for throwing garbage in class</td>
<td>10/21</td>
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<tr>
<td>Morstatter, Jerd</td>
<td>detention for excessive tardiness</td>
<td>10/24</td>
</tr>
<tr>
<td>Neideffer, Ron</td>
<td>detention for classroom misbehavior</td>
<td>10/24</td>
</tr>
<tr>
<td>Niles, Denise</td>
<td>detention for 3 tardies to class</td>
<td>10/25</td>
</tr>
</tbody>
</table>
Nixon, Carol - 1 day suspension for skipping school, talked to other several times about this situation and if any further problems arise, Carol will be expelled indefinitely 10/31 parents have been notified by letter also

O'Brien, Madonna - 3 day suspension for smoking on school grounds 10/28

Porter, Janice - detention for eating candy in class 10/18

Ragle, Eric - detention for excessive talking in class 10/17

Ray, Greg - 10/21 suspended for 3 days for skipping school
10/30 2 detentions for riding around during noon hour

Reynolds, Venita - detention for eating candy in class 10/9 detention for eating candy in class 10/18

Richards, Mike - detention for throwing paper in class 10/17

Ruch, Bart - detention for tardiness from uptown 10/10 detention for goofing around in class 10/24 detention for tardiness from uptown 11/4 conferred with parents on the phone

Ruch, Bret - detention for tardiness uptown 10/10 detention for disturbing class 10/28

Ryan, Teresa - detention for excessive tardiness 10/24 detention for excessive tardiness 11/4

Shepard, Rick - 2 detentions for repeated failure to sign out 11/5

Tussing, Jeff - detention for scuffling in the library 10/11

Wells, Sharon - detention for classroom misbehavior 10/15 detention for classroom misbehavior 10/18 detention for disturbing class 10/29

White, Sherrie - detention for missing part of a class 11/5

Wilkey, Shelly - detention for excessive tardiness 10/24

Wood, Duane - 3 day suspension for skipping school 10/21 6 day suspension for skipping school and stating he does not intend to attend vocational school 10/31 parents have been notified both by phone and letter
Alexander, Diane - detention for excessive talking in class 11/20

Brown, Kevin - detention for excessive talking in class 11/6

Budde, Jeannette - detention for rude and discourteous behavior 11/21

Chase, Barry - detention for classroom misbehavior 11/14

Clements, Duane - detention for rough-housing 11/19

Connelley, Mark - detention for not dressing in P.E. 11/8
detention for classroom misbehavior 11/13

Douglas, Donna - detention for passing notes in class 11/12
detention for tardiness 12/2
detention for excessive talking in class 12/5

Graf, Dave - detention for tardiness 11/6
detention for throwing snowballs 12/5

Helm, Jim - suspended for refusing to attend classes at the area vocational center, letter sent home, student withdrew 11/14

Hubbell, Cindy - detention for tardiness 12/2

Hubba, B.G. - detention for disturbing class 11/22
detention for leaving class early 11/27

Jones, Bobby - detention for classroom misbehavior 11/8
detention for classroom disturbances 11/13
detention for classroom disturbances 11/22

Karr, Tammi - detention for not dressing in P.E. 12/2
detention for tardiness 12/2

Keller, Kathy - 3 day suspension for skipping classes and not serving detention 11/1
detention for tardiness 12/2
detention for excessive talking 12/5

Knight, Jim - detention for continual talking 11/18

Kramer, Bill - detention for rough-housing in class 11/6

Lewis, Bill - detention for horsing around in class 11/6

Lewis, Steve - detention for excessive talking 11/14

Lucas, Rick - detention for tardiness 11/4

Marsland, Loretta - detention for tardiness 11/12

McGregor, Nancy - detention for missing part of a class 11/5
detention for disruptive behavior 12/2
Miles, Rodney - detention for classroom misbehavior 11/13

Moore, Kathy - detention for tardiness 11/7
detention for tardiness 11/8
3 day suspension for refusing to serve detention and showing disrespect to a teacher 12/3

Napier, Teresa - 3 day suspension for skipping classes 12/4

Niles, Denise - detention for disobedience 11/7
detention for not staying in her seat 11/19

Nixon, Carol - 3 day suspension for skipping school 12/4

O'Brien, Madonna - 3 day suspension for skipping school 12/3

Porter, Janice - detention for passing notes in class 11/12
detention for excessive talking 11/25
detention for disruptive behavior 12/2

Porter, Linda - 3 day suspension for skipping several classes 12/4

Ragle, Eric - detention for rough-housing 11/26

Ray, Greg - 3 day suspension for smoking on the school grounds 11/14
detention for eating candy in class 11/27
3 day suspension for skipping classes 12/3

Reynolds, Venita - detention for smart-mouthing a teacher 11/7
detention for passing notes 11/12
3 day suspension for skipping classes 11/27

Roberts, Dan - detention for rough-housing 11/26

Ruch, Bart - detention for tardiness 11/4

Ruch, Bret - detention for disobedience 11/7
detention for dangerous actions in lab class 11/14

Ryan, Kevin - 3 day suspension for skipping school 11/25

Twist, Rod - detention for throwing paper in class 11/19

Wells, Sharon - detention for tardiness 11/6

White, Sherrie - detention for missing part of a class 11/5
detention for passing notes in class 11/12

Wilkey, Shelly - 3 day suspension for leaving school and skipping classes 11/6
3 day suspension for skipping two days of school 12/3

Wood, Duane - permanent suspension until parents confer with the school about the problem, Duane skipped vocational school several times 11/14

Wood, Jim - 2 detentions for not bringing books to class 11/7
detention for throwing snowballs 12/5
Ziegler, Debbie - 3 day suspension for skipping school and writing a phony note 11/7

Ziegler, Cheri - 3 day suspension for skipping school and writing a phony note 11/7
Blakeman, Renee - detention for tardiness

Burgess, Dale - 3 day suspension for riding on the hood of a car on the school grounds 1/10

Connelley, Mark - detention for not dressing in P.E. 1/6

Douglas, Donna - detention for tardiness 12/13
detention for refusing to work in class 1/7

Foulks, Dave - detention for excessive talking 12/12

Graf, Dave - detention for excessive talking in class 12/18

Grotjan, Kent - detention for eating candy in class 12/10

Hubbs, B.G. - detention for tardiness 12/10
detention for eating candy in class 12/10

Jones, Bobby - detention for talking in class 12/12

Karr, Tammi - detention for tardiness 12/18
detention for being sent to the office 1/8

Keller, Joyce - detention for smart-mouthing a teacher 1/2
detention for refusing to work in class 1/7
detention for talking in class 1/8
3 day suspension for smoking on school grounds 1/9

Keller, Kathy - detention for tardiness 12/13
detention for excessive talking 12/12
2 week bus suspension for fighting on school bus 1/10

Lewis, Steve - detention for excessive talking 12/12

Norstatter, Jerd - 3 day suspension for riding on the hood of a car during noon hour on school grounds 1/10

Niles, Denise - detention for refusing to sit in class 1/2

Nixon, Carol - 3 day suspension for skipping school 1/13

O'Brien, Madonna - detention for tardiness 12/13

Pygott, Donna - 2 week bus suspension for fighting on the school bus 1/10

Pygott, Larry - detention for excessive tardiness 1/10

Reynolds, Venita - detention for classroom nuisance 1/8

Robb, Mike - detention for throwing things in class 1/9
Shaw, Rick - suspended from school for fighting 2/2/11
detention for refusing to work 1/6

Veech, Candy - detention for leaving class early 1/10

Wells, Sharon - detention for classroom misbehavior 12/9
detention for not dressing in P.E. 1/10

White, Sherrie - detention for talking in class 1/8

Wilkey, Shelly - detention for leaving class early 1/10

Wood, Duane - detention for skipping part of class 1/8
ARGENTA-OREANA HIGH SCHOOL DISCIPLINE REPORT # 5

Clements, Duane - detention for being sent to office 1/22
one week suspension for cussing at bus driver 1/31

Hubbs, Bege - 3 day suspension for skipping school 1/29

Jones, Bobby - detention for wearing hat in class 1/10

Karr, Tammi - detention for being obstinant in class 1/24
3 day suspension for skipping school 1/29

Keller, Joyce - detention for being discourteous 1/25
pink slip sent home for repeated tardiness 1/27

Morstatter, Laura - detention for excessive talking in class 1/21
detention for not dressing in P.E. 1/22
detention for not dressing in P.E. 1/23
pink slip home for the above 1/23
detention for not dressing in P.E. 1/30

Morgan, Patty - 3 day suspension for refusing to do as told, talking
back to teacher and principal 2/3

Heideffer, Ron - detention for leaving class early 2/5

Niles, Debbie - made to clean up writing on desk 1/31

Niles, Denise - made to clean up writing on desk 1/31

Hixon, Carol - 3 day suspension for skipping school 1/13

Poling, Faron - detention for being sent to the office 1/23
detention for excessive tardiness 2/5

Porter, Janece - detention for disruptive behavior 1/20

Porter, Linda - detention for not dressing in P.E. 2/5

Reynolds, Venita - detention for not dressing in P.E. 1/14

Shaw, Rick - detention for being sent to the office 1/21
detention for excessive talking in class 1/21

Thwasser, Phil - 3 day suspension for fighting 1/23
3 day suspension for skipping school 1/23

Harworth, Brenda - 3 day suspension for skipping school 1/29
Adams, Pam - detention for talking without permission 2/11
Blair, Jim - detention for tardiness 2/14
Brown, Jim - one week bus suspension for throwing poppers 2/21
Butcher, Kevin - detention for throwing airplanes 2/17
Clements, Duane - detention for being sent to the office 3/3
        3 day suspension for fighting in class 3/3
Conneelye, Mark - detention for throwing beans in class 2/6
        detention for tardiness 2/17
        3 day suspension for profanity in class 2/26
Cook, Mark - detention for throwing paper in class 2/6
Farrill, Tami - detention for cutting class 2/21
Foulks, Dave - detention for excessive talking 3/5
Frohman, Dave - detention for throwing paper in class 3/3
Grofman, Kent - detention for turning on gas jets in class 3/3
Hampsten, Tina - detention for excessive talking 3/6
Hesler, Dave - detention for talking in class 3/5
Hubbell, Cindy - detention for cutting class 2/21
        detention for not dressing 6 times 2/25
Hubba, B.G. - detention for not cooperating in class 2/14
        detention for leaving class early 3/4
Jones, Bobby - detention for classroom disturbances 2/25
        detention for classroom disturbances 2/28
Karr, Tami - 3 day suspension for smoking on school grounds 2/17
        detention for no books in class 2/24
        detention for not working in class 2/28
Keller, Kathy - detention for not dressing in P.E. 2/18
        detention for not dressing in P.E. 3/3
Lewis, Steve - 3 day suspension for smoking 2/18
        detention for talking in class 2/27
Logue, Dan - detention for disturbing class 2/18
Lucas, Rick - detention for foul language 2/20
McGregor, Nancy - detention for cutting class 2/21
detention for talking in class 3/4

Morttatter, Laura - 5 day suspension for repeated skipping 2/14

Napier, Teresa - pink slip for repeated refusal to dress in P.E. 2/14

Niles, Denise - detention for 3 tardies 3/3

O'Brien, Madonna - detention for tardiness 2/20

Porter, Janice - pink slip for frequent misbehavior 2/20

Porter, Linda - detention for not dressing in P.E. 2/25

Pygott, Donna - detention for not dressing in P.E. 2/14

Pygott, Larry - detention for goofing around in class 2/18
detention for the same as above 2/24

Pygott, Jim - detention for bus misbehavior 2/17

Randall, Mary - detention for cutting class 2/21

Reynolds, Venita - detention for cutting classes 2/21

Rostek, Kim - warning for bus violation 2/13

Ruch, Bart - 3 day suspension for smoking on school grounds 2/18

Ruch, Bret - detention for playing with faucets 2/11
detention for playing with faucets 3/3

Shaw, Rick - detention for tardiness 2/11
pink slip sent home for continual problems in classes 2/11

Sheumaker, Mike - detention for turning on gas jets 3/6

Smith, Vicki - detention for talking in class 3/4

Southard, Carolyn - detention for talking in class 3/4

Warmoth, Brenda - detention for tardiness 2/17

White, Sherrie - detention for cutting class 2/21
detention for smartmouthing 2/28

Wiegard, Chris - detention for not dressing in P.E. 2/18

Wood, Jim - detention for unnecessary noises in class 2/24
3 day suspension for skipping classes 3/3
ARGENTA-OREANA HIGH SCHOOL DISCIPLINE REPORT # 7

Adams, Pam - detention for tardiness 3/24
3 day suspension for smoking on school grounds 4/10

Albert, Bernard - detention for not working in class 3/20

Blair, Tom - detention for not working in class 3/25

Brown, Jayne - detention for classroom disturbances 3/12

Brown, Jim - detention for talking in class 3/24

Cook, Mark - detention for throwing paper wads 3/17

Dawson, Kathy - detention for talking in class 3/18

Flanagan, Bob - detention for tardiness 3/14

Fleming, Rex - 3 day suspension for smoking on school grounds 3/25
3 day suspension for skipping school 4/11

Fleming, Terri - 3 day suspension for smoking on school grounds 4/10

Garrett, Jim - 3 day suspension for smoking on school grounds 4/9

Graf, Dave - 3 day suspension for obscenity in the classroom 3/24

Gephart, Tom - 3 day suspension for skipping vocational continually 4/9

Grotjan, Kent - detention for excessive talking 4/3

Hubbell, Cindy - detention for not dressing in P.E. 4/14

Jones, Bobby - detention for not working in class 3/24

Keller, Joyce - 3 day suspension for smoking in Art room 4/11

Krall, Justin - detention for being sent to the office, pink slip home 3/27
 detention for excessive talking in class 4/9

Leevy, Warren - detention for throwing a comb in class 3/24

Morstatter, Jerd - detention for yelling out a window 3/17
3 day suspension for continual skipping 4/11

Niles, Denise - 3 day suspension for not signing out, using a phony note,
and not serving detentions 4/11

Nixon, Carol - 2 detentions for skipping a period 4/10

Poling, Faron - detention for sleeping in class 4/10

Pollock, Vic - detention for tardiness 3/26

Pool, Mark - 3/20 detention for class disturbances
Pygott, Larry - detention for being sent to the office 3/14
detention for leaving his seat without permission 4/3

Ruch, Bart - detention for excessive talking 3/20

Ruch, Bret - detention for excessive talking in class 4/3

Schoen, Trina - detention for classroom disturbances 3/21
3 day suspension for skipping detention and not
not signing out 8th hour 4/11

Sheumaker, Mike - detention for not sitting in assigned seat 3/26
detention for the same 3/26

Shaw, Rick - suspension for excessive trouble in all classes

Sinkosky, Tim - 3 day suspension for smoking in school 3/25
2 week suspension for athletics

Tussing, Jeff - detention for being tardy 3/20

Thorpe, Jill - detention for not dressing in P.E. 4/10

Veech, Candy - 3 day suspension for skipping school 4/11

Warmoth, Brenda - detention for being tardy 4/1

Wood, Jim - 3 day suspension for not serving detentions 3/24
Argenta-Oreana Discipline Report #8

Abel, Don - detention for talking in class 5/1

Adams, Pam - detention for not dressing in P.E. 4/16
  detention for not dressing in P.E. 4/29
  suspended for not serving detentions 5/2

Brown, Kevin - detention for talking in class 5/1
  detention for horsing around in class 5/1

Burgess, Dale - detention for yelling in class 4/24
  suspended for skipping school 5/1

Butcher, Kevin - detention for whistling in class 4/28

Clements, Duane - detention for horsing around in class 4/22

Fedie, Gary - detention for skipping part of a class 4/24

Fleming, Rex - detention for being unprepared for class 4/24
  suspended for skipping school 5/1

Doty, Starla - detention for disrupting class 5/5

Graf, Dave - detention for getting out of seat 4/15

Frank, Terry - detention for talking 5/2

Gessaman, Kraig - detention for being unprepared 5/3

Jostes, Dave - detention for skipping part of a class 4/24

Hampsten, Tina - detention for foul language 4/24

Hubbell, Cindy - detention for not dressing in P.E. 4/16
  detention for tardiness 4/16
  detention for not dressing in P.E. 4/21

Kaufman, Doug - detention for missing P.E. 4/16

Knight, Jim - detention for refusing to do as told 4/28

Knupp, Jenny - detention for disrupting assembly 5/5

Logue, Dan - detention for disrespect 4/25

Marsland, Loretta - detention for disrupting assembly 5/5

Miles, Rodney - detention for talking in class 5/2

Morstatter, Jerd - suspended for repeated skipping of school 5/1
Napier, Teresa - detention for faking passes 4/29
    detention for disrupting assembly 5/5

Miles, Denise - detention for not dressing in P.E. 5/1
    detention for disrupting assembly 5/5

Mixon, Carol - detention for not dressing in P.E. 4/21

Pygott, Larry - detention for backtalk 5/1

Ray, Greg - suspended for repeated driving at noon 4/24

Ruch, Bart - detention for being out of seat 4/28

Ruch, Bret - detention for classroom disturbances 4/29

Ryan, June - detention for disrupting assembly 5/5

Schoen, Trinn - suspended for not serving detentions 4/24
    detention for talking in class 5/1

Shaw, Rick - detention for disrupting assembly 5/5

Shuemaker, Mike - detention for wearing hat in class 4/22
    detention for being class clown 4/28

Spangler, Rick - detention for missing class 4/24

Stitzewitz, Dan - detention for talking in class 5/6

Thorpe, Jill - detention for not dressing in P.E. 4/21
    detention for not dressing in P.E. 4/10

Twist, Rod - detention for horsing around in class 5/1
    detention for horsing around in class 5/1

Veitch, Candy - detention for disrupting assembly 5/5

Witts, Kent - detention for throwing materials 4/25

Wood, Jim - detention for not listening in class 4/28
    suspended for skipping school 5/1
APPENDIX II

WEEKLY ACTIVITY BULLETINS
ACTIVITY SCHEDULE
ARGENTA-OREANA HIGH SCHOOL

MONDAY OCT. 14-SATURDAY OCT. 19

Monday Oct. 14
NO SCHOOL
Soph. Football at Mahomet Bus leaves 4:30
Cross Country at Clinton Bus leaves 3:00
No Late Bus

Tuesday Oct. 15
G. A. A. Softball
Late bus Argenta 5:30, Oreana 5:20

Wednesday Oct. 16
*BLANKENBERG PHOTOGRAPHER WILL BE HERE (see footnote)
Late bus Argenta 5:30, Oreana 5:20

Thursday, Oct. 17
Illinois Statewide High School Test will be given to all Juniors (listen for announcement)
Yearbook meeting for entire staff 3:15 Mrs. Parks rm.
Macon County Cross Country at Blue Mound Bus 2:50
G. A. A. Softball
Late bus Argenta 5:30, Oreana 5:20

Friday Oct. 18
Varsity football at Farmer City bus leaves 4:45
Pep bus leaves Oreana 6:10, Argenta 6:15
Late bus Argenta 5:00, Oreana 4:50

Saturday Oct. 19
Freshmen football Farmer City, Bus Leaves 4:45
G. A. A. Softball Tourney Here 9:00

The photographer will be here Wednesday, October 16, to make yearbook pictures. Pictures to be taken will be:

1. Football
2. Cross-country
3. Faculty who have not had pictures taken
4. Seniors who need pictures taken. Seniors should bring $5.00 for sitting fee.
5. A group picture will be taken of all graduating seniors. This will be taken in color, so wear clothing that will show up nicely in a color picture.
6. Underclassmen needing retakes or who were absent when the photographer was here before. You may have your picture made for the yearbook even if you do not wish to buy pictures.

If an underclassman is having his picture retaken because he paid for a package and did not receive one, he should bring his ID card and receipt of payment to receive a free retake.

Any other student wishing to buy pictures must bring $3.00 to make payment in advance.
ACTIVITY SCHEDULE
ARGENTA-OREANA HIGH SCHOOL
NOVEMBER 11-NOVEMBER 16

Monday, Nov. 11
NO SCHOOL— VETERANS DAY
Jr. High Basketball at Illiopolis

Tuesday, Nov. 12
G. A. A. Square and Modern Dance after school
F. H. A. in Miss Dezort's room at 4:30
High School Basketball scrimmage
Coaches Meeting 6:00 H. S. Band Room
Late bus Argenta 5:30, Oreana 5:20

Wed. Nov. 13
Jr. High Basketball at Illiopolis
Late bus Argenta 5:30, Oreana 5:20

Thursday, Nov. 14
G. A. A. Volleyball A & B teams at Maroa Bus 3:30
High School Production SAGA OF SAGEBRUSH SAL 8 p.m.
Late bus Argenta 5:30, Oreana 5:20

Friday, Nov. 15
Jr. High Basketball at Illiopolis
High School Production SAGA OF SAGEBRUSH SAL 8 p.m.
Late bus Argenta 5:30, Oreana 5:20

Saturday, Nov. 16
High School Production SAGA OF SAGEBRUSH SAL 8 p.m.
### Activity Schedule
**Argenta-Oreana High School**

<table>
<thead>
<tr>
<th>Date</th>
<th>Events</th>
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<tbody>
<tr>
<td><strong>Monday, Dec. 2</strong></td>
<td>F. H. A. Meeting after school in Home Ec. Room&lt;br&gt;A. S. V. A. B. test in H. S. Library at 12:30 (for Juniors and Seniors who have signed up)&lt;br&gt;H. S. Wrestling at Clinton, Bus leaves 5:30&lt;br&gt;Freshman basketball with Maroa here&lt;br&gt;Late bus Oreana: 5:20, Argenta 5:30</td>
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<tr>
<td><strong>Tuesday, Dec. 3</strong></td>
<td>Betty Crocker Scholarship Test 1st hour Home Ec Rm! (Senior girls who signed up with Miss Dezort)&lt;br&gt;G. A. A. Square and Modern practice&lt;br&gt;F. H. A. Chili Supper 4:30-7:00 H. S. Cafeteria&lt;br&gt;H. S. Basketball with Clinton here&lt;br&gt;Late bus Oreana: 5:20, Argenta 5:30</td>
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<tr>
<td><strong>Wednesday, Dec. 4</strong></td>
<td>1st hour -- last 10 min. Square Dance group meet in gym, IMPORTANT that all attend.&lt;br&gt;Wrestling Demonstration last 30 mins. of the day (will shorten 6th, 7th, and 8th hours)&lt;br&gt;G. A. A. General meeting after school in library&lt;br&gt;Late bus Oreana: 5:20, Argenta 5:30</td>
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<tr>
<td><strong>Thursday, Dec. 5</strong></td>
<td>G. A. A. Volleyball&lt;br&gt;Jr. High basketball with Macon here&lt;br&gt;Late bus Oreana: 5:20, Argenta 5:30</td>
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<tr>
<td><strong>Friday, Dec. 6</strong></td>
<td>H. S. Basketball at Deland-Weldon Bus 5:15&lt;br&gt;Pep bus Oreana 5:30, Argenta 5:40&lt;br&gt;Late bus Oreana: 5:20, Argenta 5:30</td>
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<tr>
<td><strong>Saturday, Dec. 7</strong></td>
<td>H. S. Wrestling at Delavan, bus leaves 10:30</td>
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</table>
Activity Schedule
Dec. 15-21

Sunday, Dec. 15
High School Choral Concert 3:00 H. S. Gym

Monday, Dec. 16
Fr. Basketball at Waukesha Bus leaves 5:20
Jr. High Basketball at Cerro Cordi, Bus leaves A.5:10, P. 5:30
Pop Bus leaves 6:00 Argenta — 6:10 Oreana
Late bus Oreana 5:20, Argenta 5:30
H. S. Class meeting: 6th hour (time will be announced)

Tuesday, Dec. 17
G. A. A. Volleyball at Blue Mound bus leaves 3:15
Christmas Concert All BANDS 7:30 H. S. gym
Late bus Oreana 5:20, Argenta 5:30

Wednesday, Dec. 18
H. S. Wrestling with Eisenhower 7:00
6th grade basketball at Maroa, bus leaves 5:35 A. 5:45 P.
Late bus Oreana 5:20, Argenta 5:30

Thursday, Dec. 19
G. A. A. Volleyball game small gym 4:30
Jr. High basketball at Lilliput bus leaves A. 4:50, P. 5:00
CHRISTMAS PLAY 7:30 and 8:30 in band room
Late bus Argenta 5:30

Friday, Dec. 20
H. S. Basketball at Lecom, bus leaves 5:00
EARLY DISMISSAL (time will be announced)
No late bus

Saturday, Dec. 21
Clinton wrestling "T", bus leaves 8:00
Fr. Basketball at Mahomet, bus leaves 8:15
ACTIVITY SCHEDULE

December 26th
Macon Co. B Basketball Tournament at Warrensburg 6:30
bus leaves 5:20 from Argenta

December 27th
Macon Co. Basketball Tournament at Warrensburg
bus leaves

December 28th
Macon Co. Basketball Tournament at Warrensburg
bus leaves
Freshman Basketball Tournament at Clinton
bus leaves 12:30

December 30th
G. A. A. Volleyball 2:00 big gym

January 2, 1975
G. A. A. Volleyball 4:30 big gym

January 3, 1975
H. S. Basketball at Warrensburg, bus leaves 5:20
Pep bus leaves Argenta 5:50, Oreada 6:00

School will be dismissed Friday, December 20, at 1:00.
Classes will resume on Thursday, January 2, at regular time.

MERRY CHRISTMAS

AND

HAPPY NEW YEAR
<table>
<thead>
<tr>
<th>Day</th>
<th>Activity Details</th>
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<tbody>
<tr>
<td>Saturday, Jan. 4</td>
<td>Jr. High Basketball at Stonington, bus leaves 4:50 Argenta, 5:00 Oreana</td>
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<tr>
<td>Monday, Jan. 6</td>
<td>J. V. Freshmen Basketball at Clinton, bus leaves 5:15</td>
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<tr>
<td></td>
<td>G. A. A. County Volleyball at Maroa, bus leaves 2:40</td>
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<tr>
<td></td>
<td>6th grade basketball at Maroa, bus leaves 5:30 Argenta, 5:40 Oreana</td>
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<td>Late bus Argenta 5:30, Oreana 5:20</td>
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<tr>
<td>Tuesday, Jan. 7</td>
<td>H. S. FACULTY MEETING after school</td>
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<td></td>
<td>G. A. A. Volleyball Practice</td>
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<td>Late bus Argenta 5:30, Oreana 5:20</td>
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<tr>
<td>Wednesday, Jan. 8</td>
<td>Fr. Basketball at Maroa, bus leaves 5:40</td>
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<td></td>
<td>G. A. A. District volleyball at Maroa, bus leaves 6:15</td>
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<tr>
<td></td>
<td>6th grade basketball at Clinton, bus leaves 3:00</td>
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<tr>
<td></td>
<td>Jr. High basketball at Stonington, Time will be announced</td>
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<tr>
<td></td>
<td>F. H. A. Officers meeting after school Home Ec Room</td>
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<td></td>
<td>Late bus Argenta 5:30, Oreana 5:20</td>
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<tr>
<td>Thursday, Jan. 9</td>
<td>H. S. Wrestling here with Leroy, 7:00 p.m.</td>
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<td></td>
<td>GROUP PICTURES WILL BE TAKEN BY CLANKENBERG DURING DAY</td>
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<td>Fr. Basketball at Lakeview, bus leaves 6:00</td>
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<tr>
<td></td>
<td>G. A. A. District T. at Maroa, Time will be announced</td>
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<tr>
<td></td>
<td>Jr. High basketball at Stonington, Time will be announced</td>
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<tr>
<td></td>
<td>F. H. A. Meeting after school Home Ec Room</td>
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<tr>
<td></td>
<td>Late bus Argenta 5:30, Oreana 5:20</td>
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<tr>
<td>Friday, Jan. 10</td>
<td>H. S. Basketball at Octavia, bus leaves 4:15</td>
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<td>Late bus Argenta 5:30, Oreana 5:20</td>
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<tr>
<td>Saturday, Jan. 11</td>
<td>6th grade basketball at Maroa, bus leaves Argenta 11:30, Oreana 11:40</td>
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</tbody>
</table>
Monday, Jan. 13
H. S. Wrestling at Bement, Bus leaves 5:30
Sr. High Basketball with Maroa, here  F. H. A. meeting last
Pr. Board Meeting
late bus Argenta 5:30, Oreana 5:20

Tuesday, Jan. 14
H. S. Basketball with Kincaid here
G. S. A. "B" Volleyball practice
Pr. club meeting last 25 mins. of 6th hour
late bus Argenta 5:30, Oreana 5:20

Wednesday, Jan. 15
Assembly 9:00
6th grade basketball here 6:30
G. S. A. Volleyball at Macon, bus leaves 2:15
late bus Argenta 5:30, Oreana 5:20

Thursday, Jan. 16
H. S. Wrestling at Mt. Zion, bus leaves 5:30
G. S. A. Bowling at Pla-Nor (must sign up with Mrs. Salyards
bus 3:25 before the end of the day)
Pr. Basketball with Warrensburg here
Sr. High basketball at Stonington, bus leaves Arg. 4:50, Ore. 5:00
FINAL EXAMS
late bus Argenta 5:30, Oreana 5:20

Friday, Jan. 17
H. S. Basketball at Fisher, bus leaves 4:50
Final exams, early dismissal 2:00
late bus Argenta 5:30, Oreana 5:20

Saturday, Jan. 18
H. S. Basketball at Stonington, bus leaves 4:50
Sr. High basketball at Illiopolis, bus leaves Argenta 6:00, Oreana 6:10
Argenta-Oreana High School
Activity Schedule
January 27-February 1

Monday, Jan. 27
- H. S. Wrestling with Lakeview here
- Jr. High basketball at Deland-Weldon, bus Argenta 5:20
- DVR Rep. 9:30 (6 Seniors)
- Pep bus 6:00 Oreana, Argenta 6:10
- Fr. Basketball at Atwood, bus leaves: 5:00
- F. H. A. meeting after school in Hom. Ec. Room
- Late bus Argenta 5:30, Oreana 5:20

Tuesday, Jan. 28
- In-Service workshop, School dismiss at 11:18
- G. A. A. Bowling 3:30
- Late bus Argenta 1:00

Wednesday, Jan. 29
- I. T. T. Representative Demo. 6th hour
- H. S. Wrestling with Warrensborough Here
- Jr. Class meeting last 20 mins. of 3rd hour
- H. S. Placement test 8th grade girls
- Student Council meeting 6th hour 1:00
- Late bus Argenta 5:30, Oreana 5:20

Thursday, Jan. 30
- Jr. High basketball with Clinton here
- H. S. Placement test 8th grade boys
- G. A. A. Bowling team practice only, station wagon
- Late bus Argenta 5:30, Oreana 5:20

Friday, Jan. 31
- H. S. basketball at Farmer City bus leaves 5:10
- Pep bus Argenta 5:30, Oreana 5:20
- Late bus Argenta 5:30, Oreana 5:20

Saturday, Feb. 1
- H. S. basketball with Fairbury Here
- Fr. basketball "T" at Marta, bus leaves 8:00 a.m.
- G. A. A. Bowling at Danville station wagon 10:00 a.m.
Argenta-Oreana High School
Activity Schedule
February 17-February 21

Monday, Feb. 17
J. V. Basketball with Monticello here
Late bus Argenta 5:30

Tuesday, Feb. 18
H. S. basketball with Mt. Pulaski here
Late bus Argenta 5:30, Oreana Ore 5:20
G. A. A. Swimming at Deland bus 3:30

Wednesday, Feb. 19
Late bus Argenta 5:30, Oreana 5:20
Yearbook meeting after school

Thursday, Feb. 20
Voting for Sweetheart Candidate 1st hour
Tickets will go on sale for Sweetheart Dance 4th & 5th hour
Fr. basketball at Cerro Gordo bus 6:00
Late bus Argenta 5:30, Oreana 5:20

Friday, Feb. 21
Tickets on sale for Sweetheart Dance 4th & 5th hour
H. S. basketball with Mahomet here
Late bus Argenta 5:30, Oreana 5:20

Saturday, Feb. 22
F. H. A. Sweetheart Dance in the old gym

*On Tuesday, February 18, and Wednesday February 19 there will be
State Visitation in our school district.
ARGENTA-ORCEANA HIGH SCHOOL
ACTIVITY SCHEDULE
February 24-February 28

Monday, Feb. 24
H. S. Regional Tournament 7:30
Yearbook meeting after school
Late bus Argenta 5:30, Oreana 5:20

Tuesday, Feb. 25
H. S. Regional tournament 7:00
G. A. A. Badminton small gym
Late bus Argenta 5:30, Oreana 5:20

Wednesday, Feb. 26
H. S. Regional Tournament 7:30
IN-SERVICE DAY EARLY DISMISSAL
Late bus Argenta 5:30

Thursday, Feb. 27
H. S. Regional Tournament 7:30
G. A. A. Badminton small gym
Late bus Argenta 5:30, Oreana 5:20

Friday, Feb. 28
H. S. Regional Tournament 7:30
Late bus Argenta 5:30, Oreana 5:20

Sat., March 1
Fr. Soph. Tournament at Hartshburg, bus 11:30
Argenta-Oreana High School  
Activity Schedule  
March 3 - March 8

**Monday, March 5**  
- Jr. Soph. "T" at Hartsburg, bus will be announced  
- S. Fac. meeting after school  
- Yearbook meeting after school  
- Late bus 5:30 Oreana 5:20

**Tuesday, March 6**  
- C. A. A. Badminton small gym  
- Late bus Argenta 5:30 Oreana 5:20

**Wednesday, March 7**  
- 1st 15 mins. 1st hour Wrestlettes meet (Mrs. Livesay)  
- Last 15 mins. 1st hour Cheerleaders meet (Mrs. Livesay)  
- Science Club meeting last half of 2nd hour  
- Student Council meeting 1:00  
- Late bus Argenta 5:30 Oreana 5:20

**Thursday, March 8**  
- Children's Play in Band Room at 7:00  
- Jr. Soph. "T" at Hartsburg, bus will be announced  
- C. A. A. Badminton, small gym  
- Late bus Argenta 5:30 Oreana 5:20

**Friday, March 9**  
- Late bus Argenta 5:30 Oreana 5:20

**Saturday, March 10**  
- Jr. Soph. "T" at Hartsburg, bus will be announced
ARGENTA-OPEANA HIGH SCHOOL

ACTIVITY SCHEDULE
March 10-March 14

Monday, March 10
Fr. Soph. Tourney at Harrisburg bus will be announced
F. H. A. Meeting after school home ec room
Extra 3:10 bus Oreana
Late bus Argenta 5:00, Oreana 4:45

Tuesday, March 11
G. A. A. big gym Badminton Practice
Late bus Argenta 5:30, Oreana 5:20
Extra 3:10 bus Oreana

Wednesday, March 12
8:45 a.m. two buses to Millikin University (Peade & Davis)
Yearbook meeting after school
Extra 3:10 bus Oreana
Late bus Argenta 5:00, Oreana 4:45

Thursday, March 13
Presidential candidate for Student Council will speak last 15 mins. of 3rd hour
G. A. A. big gym Badminton practice
Extra 3:10 bus Oreana
Late bus Argenta 5:30, Oreana 5:20

Friday, March 14
Juniors Hearing Tests (School Nurse will be here)
Last hour election of Student Council President
Late bus Argenta 5:00, Oreana 4:45
<table>
<thead>
<tr>
<th>Day</th>
<th>March 17</th>
<th>March 18</th>
<th>March 19</th>
<th>March 20</th>
<th>March 21</th>
<th>March 24</th>
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</thead>
<tbody>
<tr>
<td>Monday,</td>
<td>School Board</td>
<td>C. A. A. Badminton</td>
<td>G. A. A. Sports</td>
<td>G. A. A. Basketball</td>
<td>QUARTER ENDS,</td>
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<td>March 17</td>
<td>Building</td>
<td>Practice big</td>
<td>(Badminton) at</td>
<td>shooting</td>
<td>REPORT CARBS</td>
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<td>Inspection H. S.</td>
<td>gym</td>
<td>Warrensburg-Latham</td>
<td>practice</td>
<td>HOME March 27th</td>
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<td>8:30</td>
<td>Extra 3:10 bus</td>
<td>Station Wagon 2:30</td>
<td>Extra 3:19 bus</td>
<td>Extra bus 3:10</td>
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<td>Argenta 5:00</td>
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<td>Oreana 4:45</td>
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<tr>
<td>Monday,</td>
<td>SPECIAL HIGH</td>
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<td>March 24</td>
<td>SCHOOL FACULTY</td>
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<td>MEETING AFTER</td>
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<td>SCHOOL.</td>
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</table>
Monday, March 24
HIGH SCHOOL FACULTY MEETING 3:30 in Library
Extra 3:10 bus Oreana
Late bus Argenta 5:00

Tuesday, March 25
Extra 3:10 bus Oreana
Prom program committee meet
Late bus Argenta 5:00
after school

Wednesday, March 26
CLASS MEETINGS
(all classes will meet; times will be announced)
9:00 a.m. SOPHOMORES meet CLASS SING (bring 11:00 cassette).
Student Council Meeting 1:00 Mr. Kimler's room
Prom decorating committee meet K.G. Hall, after school
Extra 3:10 bus Oreana
Late bus Argenta 5:00
Donkey Ball game sponsored by Civic Club

Thursday, March 27
Extra 3:10 bus Oreana
Late bus Argenta 5:00

Friday, March 28
NO SCHOOL

Monday, March 31
NO SCHOOL
Argenta-Oreana High School
Activity Bulletin
Mon. March 31-Sat. April 5

Monday, March 31
NO SCHOOL

Tuesday, April 1
Jr. High Girls Track meet here 4:00
Extra 3:10 bus Oreana
Late bus Argenta 5:30

Wednesday, April 2
Jr. High boys track meet here 4:00
Extra 3:10 bus Oreana
High School girls track practice
Late bus Argenta 5:30

Thursday, April 3
Jr. High boys track meet here 4:00
Extra 3:10 bus Oreana
High School girls track practice
Late bus 5:30 Argenta

Friday, April 4
Jr. High Girls track meet here 4:00
Extra 3:10 bus Oreana
STUDENT COUNCIL AT-LARGE ELECTION
Late bus Argenta 5:30

Saturday, April 5
H. S. Scholastic Bowl at Warrensburg
Decatur Open

On Wednesday morning there will class meetings. These are the meetings postponed from Wednesday, March 26 because of time.
Monday, April 7
Jr. High Track here 4:00  H. S. FACULTY MEETING 3:45
Extra 3:10 bus Oreana
Late bus Argenta 5:30
Play rehearsal 5:30

Tuesday, April 8
H. S. track meet here 4:15
Jr. high track (girls) at Blue Mound, bus 2:45
Girls track practice after school, high school.
Extra 3:10 bus Oreana
Late bus Argenta 5:30
Play rehearsal 6:30

Wednesday, April 9
G. A. A. meeting last 15 mins. 8th hour big gym
F. H. A. officers meeting after school Home Ec room
Blankenberg photographer will be here
Extra 3:10 bus Oreana
Jr. High track (boys & girls) meet here 4:00
MASH dress rehearsal 6:30
Late bus Argenta 5:30

Thursday, April 10
H. S. Track meet here 4:00
Girls Track practice after school
Jr. High track at Mt. Zion bus 3:00
Extra 3:10 bus Oreana
MASH dress rehearsal 6:30
Late bus 5:30 Argenta

Friday, April 11
Jr. High track at Clinton bus 3:00
Extra 3:10 bus Oreana
MASH will be presented in the H. S. gym 8:00 p.m.
Jr. High girls track meet here 4:00
Late bus Argenta 5:30

Saturday, April 12
Paris Relays bus will be announced
H. S. girls track at Macon, bus 9:00
MASH will be presented in the H. S. gym 8:00 p.m.
Argenta-Jreana High School
Activity Schedule
April 14-April 18

Monday, April 14
Extra 3:10 bus Jreana
Jr. High boys track here 4:00
Late bus Argenta 5:30
School Board Meeting

Tuesday, April 15 (Office Practice Field Trip Kemper Ins. Bus 1:26)
H. S. Track at Monticello 4:15 Bus 3:20
Extra 3:10 bus Jreana
Jr. High Girls track here 4:00
H. S. Girls track practice
Late bus Argenta 5:30

Wednesday, April 16
Macon County track at Blue Mound Jr. High bus 10:30
F. H. A. officers meet after school in Home Ec. room
Extra 3:10 bus Jreana
C. A. A. Bake Sale 4th and 5th hours
Late bus Argenta 5:30
Jr. High girls track here 4:00

Thursday, April 17
1st hour Spring Carnival Organization meeting
(last 15 mins. in Mrs. Livesays study hall)
H. S. track meet here 4:00
H. S. Girls track practice
EARLY DISMISSAL 11:18 Bus time 11:50

Friday, April 18
MACON COUNTY INSTITUTE NO SCHOOL
A-O Relays 4:15

* Office Practice Trip rescheduled for Wednesday - Bus 1:26

On April 16 class representatives to student council will be elected. Each class will elect two boys and two girls. Interested candidates may get petitions from Mr. Kimler. A 3.0 grade point average is the only requirement. Candidates should be willing to give of their time if elected.
Argenta-Oreana High School
Activity Schedule
April 21-April 26

Monday, April 21
Ind. Arts Meeting 3rd hour last 20 minutes
Parents' Pm meeting 7:00 p.m. in library
Yearbook meeting after school
Jr. Class Spring Carnival Committee 8th hour in library
Jr. High track here 4:00
High School girls' track at Delund, bus 3:15
Extra 3:10 bus Oreana
Late bus Argenta 5:30
Student Council meeting at 10:40 in Mr. Kinders rm.

Tuesday, April 22
Macon County track meet here 4:30
Jr. High track at Blue Mound bus 3:00
Jr. Prom decoration committee, 8th hour in library
H. S. girls' track practice after school
Late bus Argenta 5:00, Oreana 5:45

Wednesday, April 23
Extra 3:10 bus Oreana
Faculty Board Banquet at Redwood 6:30
Late bus Argenta--5:00
H. S. girls' track practice after school
Jr. Prom ticket meeting 8th hour
Senior leaders meeting last 10 mins. of 3rd hour in gym
G. A. A. bake sale 4th and 5th hour lunch

Thursday, April 24
Extra 3:10 bus Oreana
Late bus 5:00 Argenta
Awards Program (H. S.) H. S. gym 7:00

Friday, April 25
Late bus Argenta 5:30
Jr. High District track here
Macon County Choral Festival at Argenta 8:00
(P. E. classes must meet in old gym
or go outside weather permitting)

Saturday, April 26
Normal Relays at Normal
Monticello Fr.-Soph. bus leaves 8:00 am
Scholastic Bowl at Mt. Pulaski
Girls Invitational Track at Millikin, bus 8:45
Monday, April 28
Post-Prom tickets on sale during lunch hour
Jr. High District at Niantic, Bus 11:15
Spring Carnival 6:00-9:00
Late bus Argenta 5:00
Fep Club meeting last 15 mins. of 1st hour
Girls track practice

Tuesday, April 29
Post Prom tickets on sale during lunch hours
High School track at Heyworth Bus 2:45
Late bus Argenta 5:00
Girls track practice
Advanced Biology Field trip to Allerton Park P.M.
Jr. High girls district track bus 12:00

Wednesday, April 30
High School girls track at Niantic bus 2:15
Please (dismiss girls at 2:05)
Student Council
meets 1:15

Thursday, May 1
High School boys track (boys & girls) at Farmer City bus 2:30
Late bus Argenta 5:00
Sangamon Valley Conf. girls track at Mahomet-Seymour

Friday, May 2
Jr. Sr. Prom Dance K. C. Hall Decatur 9:00-11:00 p.m.
Post-Prom The BOWL 12:00-4:00 a.m.
Shelbyville Open track meet
Late bus Argenta 5:00
Argenta-Oreana High School
Activity Schedule
May 5-May 10

Monday, May 5  
Assembly 9:00
Faculty meeting after school
G. A. A. decoration committee meeting last of 6th hour
Late bus Argenta 5:00
Macon County track at Niantic 2:15

Tuesday, May 6  
Sangamon Valley Conference varsity track meet
G. A. A. officers and Sr. leaders meet last 20 mins. 1st hr.
Late bus 5:00

Wednesday, May 7  
Macon County meeting Spring Conference at Redwood
Wrestlerette Clinic
Yearbook meeting after school
Late bus 5:00

Thursday, May 8  
Sangamon Valley Conference track Fr.-Soph.
Wrestlerettes Elections
Late bus 5:00

Friday, May 9  
Wrestlerette Election
Late bus Argenta 5:00

Saturday, May 10  
Jr. High Sectional at Arthur, bus will be announced
H. S. girls district track at Normal, bus 8:15
Activity Schedule
May 27-May 30

Tuesday, May 27
H. S. Baseball here 5:00
FINAL EXAMS
Late bus Argenta 5:00

Wednesday, May 28
FINAL EXAMS—early dismissal
Pom-Pom squad meeting after school home ec. room

Thursday, May 29
Report cards 1:00 (buses will begin rounds shortly after 12:00)
H. S. Graduation 7:30
School dismissal 1:30

Friday, May 30
H. S. Baseball at Deland, bus 4:15

SECOND SEMESTER EXAM SCHEDULE
May 27-May 28, 1975

The following exam schedule will be followed:

Tuesday, May 27
1st hour 8:30-10:00
2nd hour 10:05-11:30
Lunch 11:36-12:12
3rd hour 12:12-1:42
4th and 5th hours 1:48-3:18

Wednesday, May 28
6th hour 8:30-10:00
7th hour 10:05-11:40
Lunch 11:40-12:25
8th hour 12:25-2:00

All grades must be on report cards by Wednesday, May 28, 1975.

Students must stay the entire test period. Please instruct students to bring something to study or read if they complete the test before the period ends.

Lockers should be cleaned out. Turn locks in at old gym-time will be announced later—please follow schedule.

Books are to be turned in when you take your final exam. Any student not having his or her text will have to pay for the book before they will be allowed to take the exam.

Report cards will go home Thursday, May 29, at 1:00. Buses will leave at 1:30.

Juniors Graduation practice will be held in the gym immediately following issuance of report cards on Thursday, May 29.

No graduation pictures will be taken Thursday, May 29. Please wear your caps and gowns

1975
APPENDIX III

ATHLETIC BUDGET REPORTS
## ATHLETIC BUDGET REPORT

### December 6, 1974

<table>
<thead>
<tr>
<th>ACCOUNT NAME</th>
<th>AMT BUDGETED</th>
<th>AMT SPENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football</td>
<td>$4000.00</td>
<td>$3593.05</td>
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<tr>
<td>Cross-Country</td>
<td>300.00</td>
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</tr>
<tr>
<td>High School Basketball</td>
<td>1800.00</td>
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<tr>
<td>Wrestling</td>
<td>900.00</td>
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<tr>
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<tr>
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<tr>
<td>Jr. High Basketball</td>
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<tr>
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<tr>
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<tr>
<td>General Athletics</td>
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</table>

**Totals**

16,500.00  11,820.17

* Football budget expenditures show a drop from last month's report due to the receipt of several credits on returned items.

** Total expenditures for wrestling includes 250.00 for shoes that are to be purchased by the wrestlers and then deposited in the athletic fund.
# ATHLETIC BUDGET REPORT

**January 13, 1975**

<table>
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<tr>
<th>ACCOUNT NAME</th>
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<tr>
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<td>High School Basketball</td>
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<table>
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<tr>
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Elementary shows only an approximate amount spent.

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<td>--------------</td>
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<tr>
<td>Football</td>
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<tr>
<td>Cross-Country</td>
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<tr>
<td>High School Basketball</td>
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<td>Wrestling</td>
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<td>Jr. High Track (Boy's)</td>
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<tr>
<td>Jr. High Cheerleading</td>
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<tr>
<td>Jr. High P.E.</td>
<td>800.00</td>
</tr>
<tr>
<td>Medical Supplies</td>
<td>1000.00</td>
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<tr>
<td>Elementary</td>
<td>700.00</td>
</tr>
<tr>
<td>General Athletics</td>
<td>1450.00</td>
</tr>
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</table>

**Totals**  
16,500.00  
14,464.80
## ATHLETIC BUDGET REPORT

**Account Name** | **Amount Budgeted** | **Amount Spent**
--- | --- | ---
Football | $4000.00 | $3917.59
Cross-Country | 300.00 | 291.28
High School Basketball | 1800.00 | 1902.24
High School Wrestling | 900.00 | 820.71
High School Baseball | 600.00 | 202.45
High School Track | 600.00 | 549.22
High School Girls P.E. | 800.00 | 743.74
High School Boys P.E. | 800.00 | 813.00
G.A.A. | 100.00 | 99.57
High School Cheerleading | 400.00 | 386.47
Jr. High Baseball | 450.00 | 345.30
Jr. High Basketball | 750.00 | 878.82
Jr. High Track (Boy's) | 450.00 | 269.33
Medical Supplies | 1000.00 | 937.20
Jr. High Cheerleading | 150.00 | 145.84
Jr. High P.E. | 800.00 | 849.05
General Athletics | 1450.00 | 1589.71
Elementary | 700.00 | 642.71
Jr. High Girls Track | 450.00 | 300.40

---

**Totals** | **$16,500.00** | **$15,816.22**

All those who are affected by this budget report, please make certain that your purchases are cleared with me before you make the actual purchase. We are nearing the end of the year and I must have the bill by the June board meeting so that those expenditures will come off of this year's budget. Any bill's received after that date will be taken off of next year's budget. One note I would like to make is that the accounts will not remain the same for next year. Some changes will have to be made in order to distribute the money fairly. Please feel free to comment about this year's budget procedures and about your ideas for next year.

D. Michael Beube
ATHLETIC BUDGET REPORT

April 14, 1975

<table>
<thead>
<tr>
<th>ACCOUNT NAME</th>
<th>AMT BUDGETED</th>
<th>AMT SPENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football</td>
<td>$4000.00</td>
<td>$3917.59</td>
</tr>
<tr>
<td>Cross-Country</td>
<td>300.00</td>
<td>291.28</td>
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<tr>
<td>High School Basketball</td>
<td>1800.00</td>
<td>1902.24</td>
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<tr>
<td>High School Wrestling</td>
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<td>820.71</td>
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<tr>
<td>High School Baseball</td>
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</tr>
<tr>
<td>High School Track</td>
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<td>549.22</td>
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<tr>
<td>High School Girl's P.E.</td>
<td>800.00</td>
<td>743.74</td>
</tr>
<tr>
<td>High School Boy's P.E.</td>
<td>800.00</td>
<td>813.00</td>
</tr>
<tr>
<td>G.A.A.</td>
<td>100.00</td>
<td>99.57</td>
</tr>
<tr>
<td>High School Cheerleading</td>
<td>400.00</td>
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<td>750.00</td>
<td>878.82</td>
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<tr>
<td>Medical Supplies</td>
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<td>145.84</td>
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<tr>
<td>Jr. High Girl's Track</td>
<td>450.00</td>
<td>300.40</td>
</tr>
</tbody>
</table>

Totals                       | $16,500.00   | $15,816.22 |

All those who are affected by this budget report, please make certain that your purchases are cleared with me before you make the actual purchase. We are nearing the end of the year and I must have the bill by the June board meeting so that those expenditures will come off of this year's budget. Any bill's received after that date will be taken off of next year's budget. One note I would like to make is that the accounts will not remain the same for next year. Some changes will have to be made in order to distribute the money fairly. Please feel free to comment about this year's budget procedures and about your ideas for next year.

D. Michael Beube
<table>
<thead>
<tr>
<th>ACCOUNT NAME</th>
<th>AMT BUDGETED</th>
<th>AMT SPENT</th>
</tr>
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<tbody>
<tr>
<td>Football</td>
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<td>G.A.A.</td>
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Totals                             | $16,500.00   | $16,395.91 |
APPENDIX IV

ATHLETIC HANDBOOK
ATHLETIC HANDBOOK
ARGENTA-OREANA SCHOOL DISTRICT
ARGENTA, ILLINOIS

THIS HANDBOOK IS THE PROPERTY OF
THE ATHLETIC PLEDGE PAGE

If you are an athlete in Argenta-Oreana School District, you are required to sign this pledge page. When you sign this pledge page, you imply that you fully understand the rules and regulations set forth in the Athletic Handbook, that you will abide by the regulations therein, and that you expect to receive the prescribed punishment if you fail to comply with the rules and regulations.

In order to help the athlete to further understand the contents of this athletic handbook, the coaching staff of each individual sport will take the time at the beginning of the season to go over the handbook and its policies.

We, of the coaching staff, prefer that the parent sign the pledge page along with the participant. By doing so, we are in proper communication as to what the athletic policies are.

I have read the Athletic Handbook and I understand the policies.

Athlete's signature ________________________

Parent's signature ________________________

Tear off at the top line and return to your coach.
ELIGIBILITY

The Illinois High School Association has strict rules concerning the eligibility of its participants. A student must be careful so that he or she will not jeopardize their eligibility. If you are ever in doubt about something that concerns your eligibility, always check with your coach first.

You are NOT eligible:

1. If you reach nineteen years of age prior to August 15 for high school athletes and fifteen years of age for Jr. High.

2. If you did not receive credit for fifteen hours of work for high school credit in the previous semester, or if you are not currently passing fifteen hours of work per week this semester for high school credit. In the Jr. High you must pass 3/4 of your classes excluding P.E., band, and chorus.

3. If you have attended more than eight semesters after entering the ninth grade. Ten days of attendance constitutes a semester.

4. If you have participated in a sport for all or parts of four seasons.

5. If you have competed under a false name.

6. If you are not enrolled, and in attendance, at school by the beginning of the 11th day of the semester.

7. If you are absent for more than ten consecutive school days during the semester.

8. If you play on a non-school squad while you are a member of a school squad in that sport. You are a member of the school squad until the squad participates in its last contest in that sport.

9. If you have played on any college or university team, or on any "all-star" football or basketball team before you graduate, or on any "all-star" baseball team during the school year.

10. If, after entering an IHSA member school, you accept for athletic achievement any medal, cup, trophy, or other type of award with a value of more than $5.00.

11. If, after entering an IHSA member school, you play on a team with a player who is paid.

12. If you attend a summer coaching school, camp, or clinic
without complying with the cutoff deadlines. Athletes who will compete in a fall sport may not attend a summer coaching school, camp, or clinic after August 1. Athletes who compete in winter or spring sports may attend until the day school starts. In all instances, athletes may not attend a coaching school, camp, or clinic where a faculty representative of their school is an instructor during the time the athlete attends the camp.

13. If you do not have a licensed physician's certificate of physical fitness to participate issued within a year preceding your current participation.

14. If your parents do not live in the school district in which you attend school.

TRAINING RULES AND REGULATIONS

By participating in athletics, under these rules and policies we feel you will gain worthwhile experiences that will carry over with you the rest of your life.

1. Smoking and Drinking
   If a boy is observed smoking, drinking, or using drugs, he will be dropped the remainder of the season of the sport he is participating in and 1/2 of the following sport he participates in. During such time of suspension, he must dress for practice and games, and adhere to training rules during the probationary period.

2. Attendance in School and Practice Sessions
   You must attend school every day unless it is an absolute necessity that you miss. You will be permitted to practice the day you miss school only with the approval of the coach and the principal.

3. Bus Travel
   Players must ride to the games with the team on school transportation. No one will be allowed to be driven to the contest unless prior arrangements have been made with both the coach and the building principal.

   Players must ride school transportation home from the contest unless the parents of the individual requests "in person" to take their own child home. Any other circumstances must have prior approval of both the coach and the building principal.

4. Equipment
   Equipment issued to you must be well-cared for and not abused. Lost items must be paid for in an amount to cover the replacement costs.
5. **Physical Examination**
   All participants must have on file an up-to-date physical card before you are eligible to practice or participate in any athletic event.

6. **Attitude Towards Teachers and the School**
   You must always remember that athletics are considered to be extra-curricular activities. Therefore, your classroom responsibilities must come first. Athletes who are suspended from the classroom or from school will also be suspended from athletics until such a time when he is reinstated to the classroom.

---

**AWARDS**

The following policy has been established for the earning of awards. Awards to athletes will be of three different types:

1. **A monogram (A-O)**
2. Metal inserts representing the earning of a varsity monogram, but given when an athlete has received a letter during the current school year.
3. **Trophies for Special Awards**

   Freshmen athletes will receive a numeral indicating the year of their graduation for completing participation in a sport. Only one numeral will be given to an individual.

**HIGH SCHOOL**

Basketball - A letter will be awarded to an athlete who has participated in 1/2 of the quarters played. All letter winners must have been a member of the team before the season begins. Any player who receives an injury or becomes ill and unable to finish the season will be awarded a letter providing he has played in 1/2 of the quarters before he was forced to leave the team. Any senior who has participated in basketball for four consecutive years will receive a varsity letter.

A trophy will be awarded to the player who has the most rebounds for the season and another trophy will be awarded to the best free-throw percentage. A Frosh-Soph free-throw trophy will also be awarded. To win this award, a player must have attempted 35 or more shots.
Cross-Country - The top seven runners in point production will earn a varsity letter. The top point winner will receive a trophy. The point scoring system is as follows:

Dual Meet: To score you must finish in the top 12. Triangular meets will be counted as two dual meets. In meets involving four or more schools an individual may score 10 points by finishing in the top 10.

Points:

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Baseball - To earn a varsity letter in baseball a player must participate in 40 innings of baseball. Pitchers must pitch in at least one-third of the games. A trophy will be given to the hitter with the highest batting percentage. To earn this award a batter must have 25 official times at bat. A trophy will also be given to the top defensive player of the team to be chosen by the coach and the players. No one player may receive more than one trophy per year in baseball.

Football - To earn a varsity letter, a player must play in one-half of the quarters played by the team. By vote of the players, trophies will be awarded to the most valuable back, the most valuable lineman, and the most valuable defensive player.

Track - To earn a letter in track, a player must average one point per regular scheduled and invitational meets. Any athlete who participates in track for four years will receive a letter regardless of the points accumulated. In case of an injury, it will be up to the coach's discretion as to whether or not the athlete letters. A trophy will be awarded to the athlete who has accumulated the most points during the season, and another will be awarded to the trackman who is determined to be the most valuable by his teammates.

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Wrestling - A letter will be earned in wrestling if the athlete has achieved or scored 1 1/2 times as many points as there are dual meets. A state qualifier will automatically receive a varsity letter. Any wrestler who participates for four consecutive years will also receive a letter. The point system is as follows: one point for every wrestling match one point for every win one point for a pin

JUNIOR HIGH SCHOOL

Basketball - Play 20 quarters or make the team for two years.

Track - Average one point per meet or place in the county or district meets.

Baseball - Play in 1/2 of the innings played or if a pitcher, pitch in 1/3 of the games.

Manager - Be at all practices, games, and/or meets unless excused by the coach.

Trackette - Receive an insert after one year and a letter after two years of participation.

Scorekeeper - Letter for one complete season.

Statistics - Receive an insert for one year and a letter after two years.

Cheerleaders - Letter for one complete year.

Trophies - A trophy will be awarded to the basketball player who has the highest free-throw percentage for the year providing he has attempted at least 25. A trophy will also be given to the individual who scores the most points in class A track. Each of the above winners will also have their names engraved on the school plaque.

It should be understood that the coaches reserve the right to award a letter to any athlete who has contributed to the team in such a way that it is deemed appropriate for the awarding of a letter.
APPENDIX V

GYMNASIUM SCHEDULE
TO: Mr. Roberts, Mrs. Livesay, Mrs. Cox, Mr. Wasmer, Mr. Burke, Mr. Benion, Mrs. Salyards, and Mr. Shupe

FROM: Mike Beube, athletic director

Ref: Gym Usage

Attached you will find a schedule for the use of the gyms for the months October thru February. I realize that there is a problem fitting everyone into the schedule just as they would like to be. I have taken into account all of the comments, both good and bad, and have tried to work out a schedule that would be as fair as possible to all concerned.

One of first criteria I used for gym use was the number of students who would be involved in the activity. Understandably so, it would be impractical to allow only a handful of students use the large gym while thirty or so would have to go without. Secondly, it is my own personal opinion that when a person's employment is affected by the success he has in his activity, priority must be given to that activity.

One rule that I want strictly followed is that when a group has the gym scheduled for use, no other group may use it until they are finished with their activity. However, changes in the schedule may occur providing all groups concerned are in complete agreement. The athletic director should be notified of these changes whenever possible.

Sincerely yours,

Athletic Director
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