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The Field Experience: An Internship at Charleston High School

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Eastern Illinois University

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THE FIELD EXPERIENCE

AN INTERNSHIP AT CHARLESTON HIGH SCHOOL

(TITLE)

BY

GEORGE WILLIAM FLEMING

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

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THE FIELD EXPERIENCE
AN INTERNSHIP AT CHARLESTON HIGH SCHOOL

BY

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B. S. in Ed., West Chester State College, 1966
M. S. in Ed., West Chester State College, 1968

ABSTRACT OF A FIELD STUDY

Submitted in partial fulfillment of the requirements
for the degree of Specialist in Education at the Graduate School
of Eastern Illinois University

CHARLESTON, ILLINOIS
1976

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CHAPTER I

INTRODUCTION

The internship at Charleston High School, conducted through the Educational Administration Department at Eastern Illinois University, offers a prospective administrator a realistic challenge and introduction into the field of public school administration.

The internship is a ten-month program designed to place graduate students in a school setting while pursuing a prescribed program of course work at Eastern leading to either the Master's Degree or the Specialist Degree in Educational Administration. The program is under the direction of Dr. Robert V. Shuff, Head of the Department of Educational Administration. Assistance is also provided by the intern's advisor and other selected faculty members. This intern was assisted by Dr. Gerhard Matzner (advisor) and Dr. Walter Garland (faculty consultant).

The position at Charleston High School consisted of working at the high school level with Mr. Michael David (Principal) and Mr. Terry Weir (Assistant Principal). Preliminary discussion with Mr. David and Mr. Weir indicated the intern's duties would be assisting both these individuals in the performance of their duties.

A brief history of the establishment of the position is in order for an individual to understand this

intern's final responsibility. The school district had been unable to pass two tax referendums in order to solve a situation in which the school had been operating financially at a loss for fifteen years. The debt figure at the present time is 1.6 million dollars. To try and remedy this situation the school district was in a system-wide process of reducing programs and personnel. One of the steps was to reduce one of the two assistant principals' positions to an internship and to restore this position if a successful referendum was passed in November, 1975. The assistant principal's position, that was reduced to an internship, was responsible for attendance, discipline, and student activities.

The situation was further complicated by the hiring of Mr. David (Principal) in August, three weeks prior to the opening of school. This did not allow for adequate preparation for the opening of school the last week in August. In the pressures of opening of school with new administrative personnel and the tremendous work load that existed, this intern became responsible for attendance, discipline, and student activities. This was a slightly modified version of the previous assistant principal's position (see job description -- Senior High School Administrative Intern--Appendix A, p. 51).

This field study represents seven tenths of the full internship. It was determined by Dr. Shuff and the intern that the actual documentation of the field study would begin

on August 6, 1975, and end the last day in February, 1976, so that this participant could finish his Specialist Degree at the conclusion of Eastern's spring semester. However, the contract that was entered into and the actual time spent in the internship was from August 6, 1975, through June 6, 1976.

CHAPTER II
LOG OF DAILY EXPERIENCES

Introduction

Many of this intern's duties were routine and performed daily. In an effort to reduce confusion and excessive repetition, several areas of routine matters are discussed in this introduction.

First, the weeks prior to the opening of school were of orientation, adjustment, and job performance for this intern. From August 6 until the opening of school Mr. David, Mr. Weir and the author were in constant communication on the development of policies, reviewing of policies, and the tremendous problems that exist in the opening of a school of 1200 students.

Second, the routine for this intern developed into a consistent daily pattern. A typical day of events consisted of:

7:15-8:25 Office--handling paperwork, telephone calls, and conferences

8:25-9:00 Supervising parking lot and building

9:00-12:00 Office--handling paper work, student discipline and student problems

12:00-1:30 Supervising lunchroom and parking lot

1:30-3:25 Office--handling paper work, etc.

3:25-3:40 Supervising parking lot and building

3:40-5:00 Office--paper work, parent conferences, etc.

To further avoid duplication, the following list will enable

one to view the type of discipline problems associated with students at Charleston High School.

1. Truancy (full day)
2. Truancy (period)
3. Class dismissal (behavior)
4. Tardiness
5. Unacceptable language
6. Smoking
7. Stealing
8. Possession of stolen property
9. Alcohol and drugs
10. Fighting and physical abuse
11. Disrespect toward teachers, students or other school employees
12. Disobedience
13. Extreme dress
14. Destroying school property

Daily Log

August 6.--Met with Mr. David and Mr. Weir to discuss job duties and how the three individuals would work together. Mr. David accompanied the author to the central office, where he was introduced to the central office staff. Following this, he was given a tour of the high school building.

August 7.--Attended Administrative Council Meeting (Appendix F, p. 153). Spent the remainder of the afternoon preparing the office for use and meeting with Mr. Weir on computer scheduling.

August 8.--Spent morning in high school staff meeting. Discussed school discipline, and was assigned to develop a written policy on school discipline. In addition, the discussion centered around new teacher orientation and getting the building ready for the opening of school. The afternoon

was spent developing a student discipline policy and assisting with computer class schedule corrections.

August 11.--Registered students and worked on discipline Policy. Handed in a proposed discipline policy.

August 12.--Registered students. Received a briefing on registering new students and began registering new students. Assisted with student computer corrections. Received a "demerit system" from the Vocational Director to review. This was a system used in the shop area to try and modify unacceptable student conduct.

August 13.--Attended Administrative Council Meeting (Appendix F, pp. 154-156). Continued registration and assisted with schedule changes.

August 14.--Supervised re-arrangement of library area. Continued work with registration and schedule changes. Attended high school staff meeting and discussed proposed discipline policy and study halls.

August 15.--Supervised library change. Checked rooms to make sure they were ready for school opening. Continued work on schedule changes and registration.

August 18.--Met with new librarian. Viewed football practice and band practice. Continued registration.

Principal appointed the author as coordinator of Lake Land Evening Extension Courses (Appendix G, pp. 211-214).

August 19.--High school staff meeting--discussed freshman orientation and purchasing procedures. Attended Administrative Council Meeting.

August 20.--Spent morning working on Lake Land program. Helped with football practice. Met with Principal and discussed how student announcements would be handled.

August 22.--Worked with football team. Attended Administrative Council Meeting (Appendix F, pp. 157-159). Worked with the librarian on student control. Continued registration and schedule changes. Late afternoon worked with sophomore football team.

August 25.--First day teachers report back to school. Spent morning getting acquainted with faculty and attending faculty meeting (Appendix E, p. 146). Attended luncheon at Junior High. Attended faculty question and answer session. Drew up guidelines for a student detention system. Attended night meeting of coordinators at Lake Land.

August 26.--Spent morning attending district faculty meeting and building faculty meeting (Appendix E, p. 147). The afternoon was freshman orientation (Appendix H, p. 234). Met with Lt. Turner concerning crowd control at extra-

curricular activities.

August 27.--Wrote letter of the results of meeting with Lt. Turner (Appendix H, p. 232). Checked with study hall personnel and teachers to see what kinds of problems they were having. Attended Administrative Council Meeting (Appendix F, pp. 160-162).

August 28.--First day entire school reported back to school. Handled 5 discipline cases. Interviewed two candidates for study hall supervisor. Interviewed for article that appeared in Eastern News on internship.

August 29.--Handled 6 discipline cases. Interviewed three people for study hall supervisor.

September 3.--Worked on organizing Lake Land evening program. Handled 19 discipline cases. Talked with librarian on the coordination of study halls and the library.

September 4.--Continued work on Lake Land program. Handled 15 discipline cases. Worked with one faculty member on a student discipline problem.

September 5.--Worked on Lake Land registration program. Handled 11 discipline cases. Supervised sophomore football game.

September 8.--Continued work on Lake Land program.

Handled 11 discipline cases. Held evening registration for Lake Land program. Supervised sophomore football game.

September 9.--Continued work on Lake Land program--checking money and registration forms. Handled 9 discipline cases. Evening registration.

September 10.--Worked on public relation program for evening program (Appendix G, p. 215). Attended Administrative Council Meeting (Appendix F, pp. 163-165). Handled 5 discipline cases. Supervised home football game.

September 11.--Handled 12 discipline cases. Conference with new study hall supervisors concerning any problems they might have. Parent conference. Developed letter for advertising Lake Land program (Appendix G, pp. 217-218). Supervised frosh football game.

September 12.--Went to Lake Land to pick up textbooks for evening courses. Conference with five ninth grade students who complained about a home economics course. Handled 9 discipline cases. Suspended student for five days for disrespect and disobedience. Supervised home football game.

September 15.--Handled 18 discipline cases. Supervised picture retakes.

September 16.--Handled 17 discipline cases. Two parent conferences. Suspended one student for two days for disobedience. One psychological staffing. Developed format for suspension letter (Appendix B, p. 107).

September 17.--Attended Administrative Council Meeting (Appendix F, pp. 166-168). Handled 16 discipline cases. Suspended student for two days for disobedience. Worked on notification form letter (Appendix B, p. 102).

September 18.--Handled 9 discipline cases. Continued work on form letters (Appendix B, p. 103). Three parent conferences. Supervised frosh football game.

September 19.--Attended Principal's meeting to discuss homecoming (Appendix H, pp. 241-242). Continued work on form letters (Appendix B, pp. 104-105). Parent conference. Handled 10 discipline cases. Attended away football game.

September 22.--Handled 21 discipline cases. Parent conference.

September 23.--Handled 16 discipline cases. Suspended student four days for disobedience. Developed discipline form (Appendix B, p. 101).

September 26.--Three suspension, all for two days for disobedience. Handled 16 discipline cases. Removed student from riding the bus for disciplinary reasons. Attended

away football game.

September 29.--Handled 9 discipline cases. Four parent conferences. Supervised sophomore football game.

September 30.--Attended Administrative Council Meeting (Appendix F, pp. 172-174). Handled 8 discipline cases. Developed format for permission of visitors to visit classrooms (Appendix B, p. 108).

October 1.--Handled 11 discipline cases. Parent conference. Attended Faculty Council Meeting (Appendix D, p. 137).

October 2.--Handled 17 discipline cases. Attended chili supper at high school. Supervised homecoming bonfire.

October 3.--Handled 6 discipline cases. Removed student from riding the bus. Developed format for removing students from the bus (Appendix B, p. 109). Supervised home football game and dance.

October 6.--Handled 15 discipline cases. Suspended student for two days for disobedience. Parent conference concerning student's failure to conduct himself properly in the classroom. Attended sophomore football game away.

October 7.--Handled 9 discipline cases. Attended Faculty Council Meeting (Appendix D, pp. 138-139). Parent con-

ference with parent, teacher and student concerning student's dismissal from class.

October 8.--Handled 5 discipline cases. Attended two psychological staffings.

October 9.--Parent conference with four teachers and student concerning student's dismissal from classes and failing notices. Handled 7 discipline cases.

October 10.--County Institute day. Supervised home football game.

October 14.--Handled 11 discipline cases. Attended Faculty Meeting (Appendix E, p. 148). Conference with two faculty members concerning student's discipline problems.

October 15.--Handled 11 discipline cases. Found two students involved with drugs during school day. Suspended both students. One student was later expelled.

October 16.--Handled 7 discipline cases. Suspended two students--one for misbehaving and the other for disrespect and disobedience. Revised form letter (Appendix B, pp. 102-104).

October 17.--Handled 6 discipline cases. Attended Administrative Council Meeting (Appendix F, pp. 175-177). Revised form letters (Appendix B, pp. 105-106).

October 20.--Handled 17 discipline cases. Parent conference.

October 21.--Parent conference. Suspended student five days for misbehaving and disobedience. Handled 10 discipline cases.

October 22.--Student conference concerning withdrawing. Parent conference. Handled 13 discipline cases.

October 23.--Three parent conferences. Handled 12 discipline cases.

October 24.--Suspended student for one day for repeated class dismissals. Caught up on paper work. Attended away football game.

October 27.--Handled 11 discipline cases. Parent conference.

October 28.--Handled 9 discipline cases. Two parent conferences.

October 29.--Handled 14 discipline cases. Attended preliminary psychological staffing. Attended psychological staffing.

October 30.--Attended Administrative Council Meeting (Appendix F, pp. 178-180). Handled 9 discipline cases.

October 31.--Handled 9 discipline cases. Attended away football game.

November 3.--Handled 20 discipline cases. Held five parent conferences.

November 4.--Attended Faculty Council Meeting. Handled 10 discipline cases.

November 5.--Handled 28 discipline cases. Attended Administrative Council Meeting (Appendix F, pp. 181-183). Attended Illinois Dean's meeting in Peoria.

November 6.--Illinois Dean's meeting.

November 7.--Illinois Dean's meeting. Supervised powder puff football game.

November 10.--Handled 21 discipline cases. Attended Fall Sports Banquet.

November 12.--Handled 6 discipline cases. Worked on Lake Land spring semester of classes. Suspended student for two days for failing to make up detention. Attended faculty workshop (Appendix E, p. 149).

November 13.--Handled 6 discipline cases. Continued work on Lake Land spring schedule. Supervised student body march downtown for referendum.

November 17.--Handled 9 discipline cases.

November 18.--Handled 18 discipline cases. Suspended student for two days for failing to make up detention. Attended Administrative Council Meeting (Appendix F, p. 184).

Removed student from riding the bus.

November 19.--Handled 8 discipline cases. Parent conference.

November 20.--Handled 9 discipline cases. Conference with faculty member on student's discipline problem.

November 21.--Removed three students from riding the bus three days for disciplinary reasons. Removed student permanently from riding the bus.

November 24.--Handled 7 discipline cases. Attended away basketball game.

November 26.--Handled 4 discipline cases. Attended Administrative Council Meeting (Appendix F, pp. 185-186).

December 1.--Handled 8 discipline cases. Conference with faculty member and parent.

December 2.--Handled 10 discipline cases. Attended Faculty Council Meeting (Appendix E, p. 140). Three parent conferences.

December 3.--Handled 9 discipline cases. Parent conference.

December 4.--Handled 13 discipline cases.

December 5.--Handled 3 discipline cases. Attended faculty and staff Christmas Dinner.

December 8.--Handled 11 discipline cases. Met with Frank Adams of Lake Land concerning possibility of instituting an adult education program at Charleston High School.

December 9.--Attended Administrative Council Meeting (Appendix F, pp. 187-189). Attended Spanish Club Christmas party.

December 10.--Handled 11 discipline cases. Met with study hall supervisors concerning the number of dismissals from study hall and other problems.

December 11.--Met with parent on student's low grades. Suspended three students for failing to make up detentions. Removed one student from riding the bus.

December 12.--Handled 5 discipline cases. Suspended two students for failing to make up detentions. Attended away basketball game.

December 15.--Handled 3 discipline cases. Three parent conferences.

December 16.--Two parent conferences. Developed letter for Lake Land instructors teaching at Charleston High School (Appendix G, p. 220).

December 17.--Parent conference. Psychological staffing. Attended school board meeting and presented a proposed program for adult education in the school district. The Board approved the program. Removed two students from riding the bus.

December 18.--Handled 3 discipline cases. Psychological staffing. Attended Honor Society Tea. Attended Administrative Council Meeting (Appendix F, pp. 190-191).

December 19.--Handled 5 discipline cases. Supervised Christmas Assembly (Appendix H, p. 255). Attended "C" Club Christmas party. Developed two news releases on Lakeland program (Appendix G, pp. 217-219).

January 6.--Handled 2 discipline cases. Attended Administrative Council Meeting (Appendix F, pp. 192-194). Two parent conferences.

January 7.--Handled 7 discipline cases. Worked on registration of Lake Land program.

January 8.--Handled 1 discipline case. Parent conference. Worked on organization of Lake Land registration.

January 9.--Handled 9 discipline cases. Preliminary conference on psychological staffing. Attended away basketball game. Temporary removal of student from riding

the bus.

January 12.--Handled 2 discipline cases. Met with junior class officers. Attended coordinators meeting at Lake Land College (Appendix G, pp. 226-228).

January 13.--Handled 6 discipline cases. Attended Administrative Council Meeting (Appendix F, pp. 195-197). Developed news releases for Lake Land program (Appendix G, pp. 221-222).

January 14.--Handled 5 discipline cases. Parent conference. Developed news release for Lake Land program. (Appendix G, p. 223).

January 15.--Handled 3 discipline cases. Three parent conferences.

January 16.--Handled 2 discipline cases. Suspended student two days for not identifying himself to a faculty member.

January 19.--Handled 8 discipline cases. Registered Lake Land evening students. Developed final exam support schedule (Appendix H, p. 248). Went to Lake Land to pick up books for evening classes. Developed news release for Lake Land program (Appendix G, p. 224).

January 20.--Handled 12 discipline cases. Registered Lake Land evening students. Attended Administrative Council

Meeting (Appendix F, pp. 198-199).

January 21.--Handled 4 discipline cases. Registered Lake Land evening students. Suspended two students for two days for fighting.

January 22.--Handled 9 discipline cases. Registered Lake Land evening students. Supervised final exams. Attended faculty meeting (Appendix E, p. 150).

January 23.--Faculty workshop. Worked with assistant principal to make sure faculty entered grades correctly on computer forms. Registered Lake Land evening students.

January 26.--Handled 4 discipline cases. Parent conference. Registered Lake Land evening students. Developed procedures for Lake Land instructors (Appendix G, p. 229).

January 27.--Handled 11 discipline cases. Parent conference. Registered Lake Land evening students. Supervised basketball game.

January 28.--Handled 7 discipline cases. Two parent conferences. Worked Lake Land registration. Developed analysis of Lake Land courses and enrollment figures (appendix G, p. 230).

January 29.--Handled 3 discipline cases. Parent conference. Conference with faculty member on student's discipline.

problem.

January 30.--Handled 10 discipline cases. Attended Administrative Council Meeting (Appendix F, pp. 200-201). Supervised basketball game.

February 2.--Handled 8 discipline cases. Suspended two students for disrespect and repeatedly missing classes. Removed student from riding the bus. Registered freshman for next school year.

February 3.--Handled 2 discipline cases. Registered freshman. Registered juniors. Five parent conferences. Supervised basketball game.

February 4.--Handled 5 discipline cases. Registered freshman.

February 9.--Handled discipline cases. Supervised basketball game.

February 10.--Registered sophomores. Handled 3 discipline cases. Attended Faculty Meeting (Appendix E, p. 151).

February 11.--Handled 2 discipline cases. Supervised Valentines dance.

February 13.--Handled 2 discipline cases. Attended Faculty Council Meeting (Appendix D, p. 143). Attended away basketball game.

February 16.--Handled 9 discipline cases. Developed tornado drill procedures (Appendix H, p. 256).

February 17.--Handled 1 discipline case. Three parent conferences. Supervised basketball game. Suspended student one day for fighting.

February 18.--Handled 3 discipline cases. Attended Administrative Council Meeting (Appendix F, pp. 206-208). Two parent conferences. Developed format for letter to set up parent conferences when parents continually refuse to come to school for conference (Appendix B, p. 110).

February 19.--Handled 13 discipline cases. Supervised basketball game.

February 20.--Handled 4 discipline cases. Supervised assembly program (Appendix H, p. 254). Attended away basketball game.

February 23.--Handled 16 discipline cases. Supervised torando drill.

February 24.--Handled 11 discipline cases.

February 25.--Handled 13 discipline cases. Attended Administrative Council Meeting (Appendix F, pp. 208-209).

February 26.--Handled 6 discipline cases. Two parent

conferences.

February 27.--Handled 12 discipline cases. Two parent conferences.

CHAPTER III

EVALUATION OF THE INTERNSHIP EXPERIENCE

The internship, that this author had the opportunity to participate in at Charleston High School, could only be described as outstanding. Initially, it was expected that the internship would be an introduction into the field of public school administration--the acquiring of basic knowledge and the development of a beginning philosophical base of educational leadership. This internship far exceeded the initial outcomes and expectations of the program.

The setting of the internship at Charleston High School was characterized by a dichotomy of circumstances. On the one hand was a school district plagued by a serious financial debt (1.6 million dollar deficit). On the other side of the picture was an exceptionally fine educational program with outstanding facilities.

The internship from the start can best be described as total involvement in the administrative process. The assignment of assistant principal was accompanied by responsibility and decision making. The entire administrative staff, faculty, and noncertified personnel of the school district provided support as though the author were a functioning member of the administrative team. This was continually demonstrated by his involvement in many aspects

and decisions of the total educational program.

The prime areas of responsibility that this intern assumed as assistant principal were: discipline, attendance, and student activities (Appendix A, p. 51). The role of disciplinarian consumed the vast majority of time. Closely aligned with the discipline function was attendance. Period truancies were the biggest cause for disciplinary action. The discipline function required the development of a discipline system from scratch. It required the development of discipline procedures (Appendix B, pp. 93-98). Along with the development of a policy manual, was the development of forms and parent notification letters (Appendix B, pp. 100-110). The student activity function was concerned mainly with approving activity request forms, arranging for security personnel, being available for supervision at the activities, and following the guidelines as outlined in the faculty handbook (Appendix A, pp. 45-48). A schedule of activities can be found in Appendix C.

In addition to the above functions, this intern volunteered for and was assigned the position of Coordinator of the Lake Land Evening Extension Program at Charleston High School. This required the responsibility for registration, scheduling, and advertising the extension program (Appendix G).

Involvement in many other areas of the school

process was constantly being exposed to the author. As mentioned previously, this internship was sketched in a set of circumstances that provided a very valuable experience.

First, the district was constantly evaluating and reevaluating every facet of the educational programs and support programs to try and find a means of solving a 1.6 million dollar deficit. This had several ramifications. The budget had been reduced to bare minimums, and programs had been reduced prior to this internship. Further program and personnel reductions in the amount of three hundred thousand dollars were being instituted for the following year. The pressures and uncertainties on the professional staff were constantly being considered and evaluated. The financial situation also had an effect on the student body. The elimination of sports for the 1976-1977 school year and the reduction of other programs had to keep the students in a state of uncertainty.

Second, the involvement in the development of a referendum and the effects upon the school environment, the polarization of different elements of the community into various factions, the efforts that were made to try and pass a referendum, the negative criticism and skepticism concerning the operation of the school, the viewing of the power structure of the community and its effects on the school, all constituted a very real learning experience.

Third, the involvement in an expulsion of a student from the high school which required the presence of a hearing officer and lawyers for both parties was a significant experience.

Fourth, the involvement in teacher reduction contributed to this experience. The reducing of a full time teacher with seniority by contract negotiations to a four-fifths teaching load and the resultant grievance procedure contributed to the experience. Involvement in the release of a first year teacher for unsatisfactory performance and the possible elimination of a teacher coming up for tenure for failing to perform satisfactory service, provided insight into problems associated with dismissing teachers.

Fifth, the systematic evaluation of programs in an effort to decide which programs were going to be maintained and which ones were to be dropped, provided the opportunity to examine curriculum in depth. The problems, questions and apprehensions of the faculty that were associated with program reduction and increased class size were part of this experience.

Sixth, the responsibility for discipline continually provided opportunities for evaluation and re-evaluation of basic philosophical beliefs. It provided the opportunity for decision making and the evaluation of decisions made. By the nature of the discipline responsibility,

it provided considerable opportunity for investigating and utilizing other areas of the educational process: i.e. curriculum, teacher evaluation, grading, finances, maintenance, computer scheduling, support services, etc.

In summary, this internship has been a very rich and rewarding learning experience. It has helped this intern to refine his thoughts and ideas of the educational process. It has more than adequately developed his knowledge and skills for becoming an effective administrator. It has developed a feeling of confidence and satisfaction in the administrative field.

APPENDIX A
FACULTY HANDBOOK

INTRODUCTION

CHARLESTON HIGH SCHOOL

1975-76

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PHILOSOPHY FOR THE CHARLESTON COMMUNITY SCHOOLS

The Charleston Community Schools strive to provide each student with the opportunity to acquire the very best education according to his or her needs and abilities. Upon leaving the Charleston School System, each student should have an employable skill and/or an adequate preparation for further training or education so that he may become a responsible, productive citizen. The schools also attempt to develop in each student an understanding of and appreciation for our American heritage.

In accordance with these goals, boys and girls are guided toward an understanding of and respect for the dignity and worth of the individual, regardless of race, creed, or economic status. In addition, the schools attempt to foster interest and participation in the study and solution of community problems. The schools also attempt to foster interest in national and international problems.

The stimulation and development of ideals and the ability to think clearly, logically, and independently are essential to life in a democratic society. The Charleston Community Schools strive to use all possible resources, especially those of the community, to meet these goals.

Each child is expected to develop self-discipline based on respect for others. The schools assist in this development by reinforcing and rewarding independent, responsible behavior. The Charleston Community Schools also assist in this development by providing the necessary guidance and direction to aid individual students as they become responsible citizens in a democratic society.

OBJECTIVES
CHARLESTON COMMUNITY UNIT HIGH SCHOOL

1. To help each student develop to his maximum potentiality, this specifically includes giving time and attention to all intellectual levels--slow, gifted, and average.
2. To make it possible for each student to develop in such a way as to enable him to adjust to a changing physical and social world.
3. To prepare each student to enjoy life in an environment suited to his interests, needs, and ability.
4. To stimulate in students ideals and thinking that will be directed toward achieving the highest type of citizenship.
5. To instill in each a desire to preserve our democratic way of life, and to be able to participate actively in this process.
6. To encourage ideals and appreciations through a varied program of activities and experiences.
7. To make it possible for each student to be prepared to contribute as much as possible to the advancement of the social order.
8. To build in all students necessary skills, knowledge, and attitudes to the fullest extent of their capabilities.
9. To develop the types of personalities that can lend value to the improvement of social, political, and vocational affairs.
10. To make available to students both general and specialized training in adequate amounts to service the needs, interests, and abilities of all.
11. To prepare boys and girls for desirable vocational possibilities.
12. To so train youngsters that they can examine analytically and apply critical thinking to the solution of immediate and anticipated problems.
13. To help all to attain maximum personal satisfaction from personal service for the welfare of all.
14. To bring into each life an adequate amount of refinement and culture as well as personal growth and social achievement.
15. Along with intellectual and social growth, to provide experiences of enrichment and beauty that will give spiritual and aesthetic value to the living of each individual.
16. To be prepared for valuable and creative leisure-time activities.

17. To bring to each a knowledge of the rules of living that will result in the maintaining of good health and safety.
18. To make students familiar with practices, developments, and institutions that are essential to our defense and the preservation of our national security.
19. To teach students to speak, read, and write the English language effectively.
20. To provide an adequate terminal education for those who do not intend to go to college.
21. To provide a sufficient background for those boys and girls who desire to attend a college or university.
22. To guide youths in developing the ability to express their thoughts clearly and to read and listen with understanding.
23. To help each to master to the best of his ability those fundamentals that are required for effective and worthy living.
24. To give every student an opportunity to participate in extra-curricular activities suited to his interests and needs.

FACULTY DEPARTMENTAL ROSTER

ART

Lowe, Mrs. Jean

BUSINESS

Buffenmeyer, Mrs. Eloise
Lane, Miss Willa
Louthan, Mrs. Jan
Robertson, Mrs. Lillian

DRIVERS EDUCATION

Alexander, Dale
Monken, William

ENGLISH

Johnson, Mrs. Bette
Jones, Mrs. Jeanne
Kime, Miss Judy
Plath, Mrs. Glendora
Robinson, Mrs. Andrea
Schnorf, Mrs. Marge
Wiseman, Mrs. Nell
Wood, Mrs. Madeline

FOREIGN LANGUAGE

Connelly, Mrs. Frances
Harris, Mrs. Diane
Williams, Miss Lois

HEALTH

Bartling, Mrs. Lolita

HOME ECONOMICS

Kubicek, Mrs. Alice
Paris, Mrs. Harue
Stevens, Mrs. Ellen

MATH-SCIENCE

Ballsrud, Mrs. Mildred
Boroughs, Mrs. Carol
Compton, Miss Nancy
Douglas, Mrs. Sharon
Adkins, Stan
Compton, Charles
Hartrich, Miss Cathy
Ruddell, Paul
Starwalt, Mrs. Lana

MUSIC

Chaffin, John
Westcott, Mrs. Christine
Westcott, Rob

PHYSICAL EDUCATION

Baker, Mervin
Budde, Chuck
Drake, Jim
McFarland, Mrs. Dolly
Meenen, Miss Marge
Schmink, Mark
Whale, Miss Ellen

SPECIAL EDUCATION

Stoever, Mrs. Christena

SOCIAL STUDIES

Ambrose, Keith
Beusch, John
Carpenter, David
Monts, Herman
Pickens, Pierce
Schmitz, John
Walters, James

VOCATIONAL EDUCATION

Carrell, Robert
Christman, Dale
Easter, John
Feterl, John
Habicht, Gary
Tipsword, Ron
Weber, Dean

LEARNING MEDIA CENTER

Hill, William
Strader, Norman

GUIDANCE AND COUNSELING

Allen, Mrs. Wilma
Crane, Mrs. Mathiel
Hankins, Harold

August, 1975				
5 (26)	27	28	29	
September, 1975				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
October, 1975				
	1	2	3	
6	7	8	9	(10)
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
November, 1975				
3	4	5	6	7
10	X	12	13	14
17	18	19	20	21
24	25	26	X	=
December, 1975				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
=	=	=	X	=
=	=	=		
January, 1976				
			X	=
5	6	7	8	9
12	13	14	15	16
19	20*	21*(22)	23	
26	27	28	29	30
February, 1976				
2	3	4	5	6
9	10	11	X	13
16	17	18	19	20
23	24	25	26	27
March, 1976				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
=	=	=	=	=
29	30	31		
April, 1976				
			1	2
5	6	7	8	9
12	13	14	15	X
19	20	21	22	23
26	27	28	29	30
May, 1976				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26*	27*	28*
31				
June, 1976				
(1)	2	3s	4s	
7s	8s	9s		

In accordance with the powers and duties of School Boards specified in Section 10-19 of the Illinois School Code, the Board of Education for Charleston C.U. School District No. 1 establishes that the school term for 1975-76 shall open on August 26, 1975, and shall close on June 30, 1976. Within these times there shall be scheduled no more than a minimum term of 185 days of school, which there shall be 176 days of actual pupil attendance.

Mon.	Aug.	25	Orientation Day - New Teachers	
Tues.	Aug.	26	Faculty Workshop	
Wed.	Aug.	27	First Day of Attendance	
Mon.	Sept.	1	Labor Day	No School
Fri.	Oct.	10	County Teacher Institute	No School
Mon.	Oct.	13	Columbus Day	No School
Fri.	Oct.	31	End of 1st quarter	<u>45 Days</u>
Tues.	Nov.	11	Veterans' Day	No School
Nov.	27 & 28		Thanksgiving Vacation	No School
Fri.	Dec.	19	Christmas Vacation Begins	
			at Close of School Day	
Mon.	Jan.	5	Christmas Vacation Ends	
			at Opening of School Day	
Jan.	20 & 21		Semester Examination Days	
Thurs.	Jan.	22	End of 2nd quarter	<u>47 Days</u>
Thurs.	Jan.	22	End 1st Semester	<u>92 Days</u>
Thurs.	Jan.	22	Faculty Workshop	No School
Thurs.	Feb.	12	Lincoln's Birthday	No School
Fri.	Mar.	19	End of 3rd quarter	<u>39 Days</u>
Mar.	22, 23, 24			
		25 & 26	Spring Vacation	No School
Fri.	Apr.	16	Good Friday	No School
May	26, 27, 28		Semester Examination Days	
Tues.	June	1	Faculty Workshop	No School
Wed.	June	2	End 4th quarter	<u>45 Days</u>
Wed.	June	2	End 2nd Semester	<u>84 Days</u>
Wed.	June	2	Last Day of School & Commencement	
June 3, 4, 7, 8, 9			Emergency Make-Up Days	

DAYS IN SESSION BY SCHOOL MONTH FOR PURPOSE OF COMPUTING ATTENDANCE

Aug. 27 - Sept. 30	24 Days
Oct. 1 - Oct. 31	21 Days
Nov. 1 - Nov. 30	17 Days
Dec. 1 - Dec. 31	15 Days
Jan. 1 - Jan. 31	19 Days
Feb. 1 - Feb. 29	19 Days
Mar. 1 - Mar. 31	18 Days
Apr. 1 - Apr. 30	21 Days
May 1 - June 2	22 Days
TOTAL	176 Days

Days of Student Attendance	176
Institutes & Workshops	4
Emergency Make-up Days	5
TOTAL	185 Days

X Legal School Holidays
 () Institutes & Workshops
 * Examination Days

COURSE LISTINGS

ENGLISH PROGRAM

- 001 Literature and Composition
- 005 Speech I
- 007 Practical English (Fundamental Skills)
- 010 Practical English (Fundamental Skills)
- 011 Anthology Approach
- 013 Genre Approach
- 015 Communication Skills
- 017 Introduction to Journalism
- 019 Speech II
- 021 American Poetry and Novels
- 023 American Short Story and Novels
- 025 Mass Media
- 027 Multi-Ethnic Literature
- 032 English Literature to 1800
- 033 English Literature 1800 to Present
- 034 English Literature-Independent Study
- 035 20th Century Fiction
- 036 Advanced Rhetoric
- 037 Creative Writing
- 038 20th Century Drama

MATH PROGRAM

- 101 Practical Math
- 103 Basic Algebra I
- 109 Algebra I
- 115 Geometry
- 121 Consumer Related Mathematics
- 123 Algebra II - A Modern Course
- 125 Senior Mathematics
- 130 Introduction to Computer Programming

SOCIAL STUDIES PROGRAM

- 201 Social Studies
- 203 Practical Social Studies
- 211 Ancient History to 1500 (First Semester)
- 212 Ancient History to 1500 (Second Semester)
- 213 Western Civilization Since 1500 (First Semester)
- 214 Western Civilization Since 1500 (Second Semester)
- 215 Practical Western Civilization
- 217 Physical Geography
- 219 Economic Geography
- 221 American History Survey Course
- 222 Practical American History Survey
- 223 American History - Colonial to 1824
- 225 American History - 1824 to 1877

SOCIAL STUDIES PROGRAM (Con'd)

- 227 American History - 1877 to 1928
- 229 American History - 1928 to Present
- 231 Workshop in Political Action
- 233 Insights in Democracy
- 235 World Affairs
- 237 Sociology I
- 239 Sociology II
- 241 Personal Insights
- 243 Consumer Education
- 251 Individual Research in Social Studies

SCIENCE PROGRAM

- 301 Biology I
- 305 General Science
- 311 Biology II
- 313 Chemical Science
- 315 Physical Science
- 317 Environment and Ecology
- 319 Earth Science
- 320 Astronomy
- 321 Chemistry
- 323 Modern Physics

FOREIGN LANGUAGE PROGRAM

- 401 French I
- 403 Spanish I
- 405 Latin I
- 411 French II
- 413 Spanish II
- 415 Latin II
- 421 French III
- 423 Spanish III
- 431 French IV
- 433 Spanish IV

BUSINESS EDUCATION PROGRAM

- 501 Basic Business
- 511 General Recordkeeping
- 515 Typing I
- 517 Personal Typing
- 520 Business Cooperative Education
- 521 Business Cooperative Work
- 525 Typing II
- 527 Office Practice
- 529 Shorthand I
- 531 Shorthand II
- 535 Transcription
- 539 Accounting

INDUSTRIAL EDUCATION PROGRAM

601	Mechanical Drawing
602	Basic Metal
603	General Carpentry
604	Architectural Drafting
605	Basic Woods
606	Basic Electricity
607	Basic Graphic Arts
608	Basic Power Mechanics
612	Metal Work II
617	Advanced Graphic Arts
620	Industrial Cooperative Education
621	Industrial Cooperative Work
622	Metals III
625	Advanced Woods
626	Electricity II (Advanced Electronics)
627	Building Trades I
629	Nurse Aide Training
636	Electronics III (STA)
637	Production Printing
639	Building Trades II

HOME ECONOMICS EDUCATION PROGRAM

701	Home Economics Survey
711	Food Management, Production and Service
712	Home Furnishings, Equipment and Service
713	Child Care and Guidance
714	Clothing Care, Management and Construction
720	Home Economics Cooperative
721	Home Economics Cooperative Work
722	Advanced Clothing Skills and Employment Education
723	Food Career Training
724	Family Living I
725	Family Living II

MUSIC PROGRAM

801	Band
802	String Orchestra
803	Choral Techniques I
804	Music Theory
805	Music Appreciation
813	Choral Techniques II

ART PROGRAM

851	Art I
861	Art II
871	Beginning Drawing and Painting
873	Beginning Pottery
875	Advanced Drawing and Painting
877	Advanced Pottery
878	Creativity and Sculpture 39
879	Creativity and Crafts

PHYSICAL EDUCATION AND HEALTH; DRIVER EDUCATION

901	Health (Semester)
905	Fr. Boys P.E. (Semester)
907	Fr. Grils P.E. (Semester)
911	Driver Education (Semester)
915	Soph. Boys P.E. (Semester)
917	Soph. Girls P.E. (Semester)
923	Jr. Boys P.E.
927	Jr. Girls P.E.
935	Sr. Boys P.E.
939	Sr. Girls P.E.

DAILY SCHEDULE

SCHEDULE A === Normal Day
 SCHEDULE B === Early Dismissal Day
 SCHEDULE C === Assembly Schedule

A		B		C	
<u>Period</u>	<u>Time</u>	<u>Period</u>	<u>Time</u>	<u>Period</u>	<u>Time</u>
1	8:55 - 9:50	6	8:55 - 9:35	1	8:55 - 9:50
2	9:55 - 10:50	1	9:40 - 10:20	2	9:55 - 10:50
3	10:55 - 11:55	2	10:25 - 11:05	3	10:55 - 11:55
4A	12:00 - 12:30	3	11:10 - 11:50	4A	12:00 - 12:30
4B	12:30 - 1:00	4A	11:55 - 12:25	4B	12:30 - 1:00
4C	1:00 - 1:30	4B	12:25 - 12:55	4C	1:00 - 1:30
5	1:35 - 2:30	4C	12:55 - 1:20	5	1:35 - 2:20
6	2:35 - 3:30	5	1:25 - 2:00	6	2:25 - 3:05
				Assembly	3:10 - 3:30

OFFICE HOURS

Weekdays.....7:30 a.m. to 5:00 p.m.

GRADUATION REQUIREMENTS

40 credits or 20 units are required for graduation from Charleston High School. One credit is awarded for the successful completion of a course which meets one hour per day, five days per week, per semester. Two credits equal 1 unit.

All students who plan to graduate must take the subjects listed below. These subjects form the foundation for all kinds of education and contribute greatly to successful living. The foundation curriculum forms about half the subjects that one will take; the other half may be chosen according to the student's needs and interests.

- ENGLISH - 6 credits
 (2) Freshman - Speech I and Literature & Composition
 (2) Sophomore - Communication Skills and
 Anthology Approach or Genre Approach
 (2) Junior - Any two of American Poetry and Novels,
 Mass Media, American Short Stories,
 Multi-Ethnic Literature
 Senior - Elective
- MATH - 2 credits
 Practical Math
 Basic Algebra I
 Algebra I
- SCIENCE - 2 credits
 Biology I or General Science
- SOCIAL STUDIES - 4 credits for students on work programs
 5 credits for all others
 Freshman - Social Studies
 Junior - American History Survey or American
 History 1928 and one of the following:
 American History Colonial to 1824,
 American History 1824 to 1877,
 American History 1877 to 1928
 Senior - Consumer Education (unless student is
 on a work program)
- HEALTH - 1 credit
- DRIVER EDUCATION - 1 credit (Successful Completion of Driver Education
 Class)
- PHYSICAL EDUCATION - 6 credits

SECTION II: ORGANIZATION
AND RESPONSIBILITIES

Extra-Class Teacher-Sponsor Role

All extra-class and student activities sponsored by the school are justified on an educational basis and exist as a means of providing learning experiences for pupils. In this regard, they are similar to the program of formal courses offered.

The teacher-sponsor serves as the school's representative in exercising supervision over the activity and is responsible for the quality of pupil learning experiences.

Extra Class Assignments

Each staff member will be asked to share in the responsibility of sponsoring and for chaperoning school related student activities.

The following are extra-class assignments for the 1975-76 school year:

Freshman Class Sponsors

Harold Hankins
Wilma Allen
Lois Williams

Sophomore Class Sponsors

John Easter
Stan Adkins
Mildred Ballsrud
Ron Tipsword

Junior Class Sponsors

John Beusch
John Feterl
Eloise Buffenmeyer
Fran Connelly

Senior Class Sponsors

Dale Alexander
Mathiel Crane
John Schmitz

Athletic Director

Mervin Baker

Audio Visual and Media

William Hill
Norman Strader

Basketball

Steve Hutton
Ken Baker
Jim Drake

Extra Class Assignments (Con'd)

Baseball

Bill Monken
Chuck Budde

Cheerleaders

Nell Wiseman

Football

Chuck Budde
Bill Monken
Jim Drake
Ken Baker
Renny Garshelis
Chuck White

Musicals-Vocal Music

John Chaffin

Orchestra

Christine Westcott

Speech

Jeanne Jones

Student Council

Judy Kime
John Chaffin

Trojets

Dolly McFarland

Yearbook Sponsor

Gary Habicht

Golf

Dale Alexander

Wrestling

Renny Garshelis
Lew Hankenson

Cross Country

Mark Schmink
Rick Everett

Track

Mark Schmink

I.M.

John Beusch

PLEASE NOTE: Those staff members who have extra-curricular assignments for which NO compensation is received will not be asked to chaperone buses or dances unless they volunteer to do so.

Chaperone List

The following is a list of staff members that will be used for assigning chaperones for the various social events.....

Jones	Douglas
Compton, N.	Carpenter
Pickens	Drake
Lane	Robinson
Bartling	Boroughs
Kubicek	Harris
Habicht	Monken
Ruddell	Johnson
Farkas	Whale
Compton, C.	Ambrose
Baker	Hill
Walters	Hartrich
Meenen	Budde
Wood	Lowe
Stoever	Westcott, R.
Wiseman	McFarland
Schmink	Monts
Robertson	Plath
Carrell	Westcott, C.
Stevens	Weber
Louthan	Schnorf

SECONDARY SCHOOL PRINCIPAL

Required Training and Experience

1. Master's degree
2. State administrator's certificate
3. Teaching experience
4. Administrative experience

Desired Training and Experience

1. Five years of teaching experience in a senior high school
2. Three years of experience as a secondary or junior high school principal or assistant principal
3. A specialist's degree in education or a doctor's degree in education

Special Requirements of the Position

1. Strong leadership and scholarship
2. Empathy for and an understanding of all areas of the junior and senior high school curriculum
3. Ability to approach problems creatively
4. Ability to make sound decisions
5. Ability to work with others

Length of Contract

12 months

Working Relationship

Reports to: Associate Superintendent

Supervises: All personnel assigned to his building

Position Responsibilities and Duties

1. Evaluate and supervise the instructional program.
2. Supervise non-instructional staff members assigned to the high school.
3. Assist in the interviewing and recruitment of prospective employees.
4. Make recommendations relative to teacher employment, re-employment, tenure and dismissal.
5. Keep records of teacher attendance and arrange for substitute teachers.
6. Establish friendly and cooperative relationships with parents.
7. Serve as chairman of the Secondary Curriculum Council.

8. Keep the curriculum consistent with the philosophy of the school.
9. Supervise the guidance and counseling programs.
10. Maintain a system of communication which keeps the faculty and staff informed.
11. Encourage faculty creativity, experimentation, and research.
12. Understand and know recent trends and research in secondary school curriculum and instruction.
13. Supervise the preparation of and recommend approval of the secondary school budget.
14. Approve the master schedule (for classes and teacher assignments).
15. Approve the school's official calendar of events.
16. Conduct parent, teacher, and student conferences as they are necessary.
17. Administer the school's athletic program.
18. Visit classrooms for the purposes of improving instruction and assessing teacher effectiveness.
19. Conduct departmental meetings as such meetings are either necessary or desirable.
20. Assist teachers with instructional problems.
21. Approve or disapprove all purchase orders originating in and for the secondary school.
22. Recommend to the superintendent the possible exclusion of a student from school.
23. Submit periodic and regular reports as requested from authorized sources.
24. Forward to the Associate Superintendent of Schools his recommendation for approval or disapproval of each travel request originating in his building.
25. Insure proper pupil conduct at all school functions.
26. Encourage and promote a sound program of school citizenship.
27. Accept additional duties to promote a sound secondary school educational program.

SENIOR HIGH SCHOOL ASSISTANT PRINCIPAL

Required Training and Experience

1. Master's degree in administration
2. Valid administrative certificate
3. Minimum of two years of teaching experience at the senior or junior high school level

Desired Training and Experience

1. Administrative experience
2. Advanced graduate work in school administration
3. Experience with developing master schedules

Length of Contract

11 months

Working Relationship

Reports to: School Principal

Supervises: Personnel and programs designated by the principal

Position Responsibilities and Duties

1. Serve as principal in the absence of the principal.
2. Assist in the general supervision of instruction.
3. Assist in the general supervision of school activities.
4. Conduct departmental meetings as such meetings are either necessary or desirable.
5. Assist teachers with instructional problems.
6. Coordinate the area of pupil attendance including:
 - a. recordkeeping
 - b. truancy
 - c. homebound instruction
7. Administer the process of scheduling including:
 - a. pupil registration
 - b. development of the master schedule
 - c. teacher assignments

8. Administer the fiscal operations of the high school including:
 - a. development of needs assessment
 - b. school and activity accounts
 - c. maintaining proper records of revenue and expenditures
9. Administer the program of building maintenance including:
 - a. instructional use of the facility
 - b. safety reports
 - c. developing work requests
 - d. supervision of the head custodian
10. Coordination and supervision of school activities including:
 - a. scheduling school activities
 - b. overseeing club activities
 - c. assigning faculty sponsorship and/or chaperones for school activities
11. Assist in coordinating the program of student discipline including:
 - a. overseeing student conduct
 - b. receiving teacher referrals
 - c. supervision of study hall supervisors and lunch room supervisors
 - d. maintain up-to-date records concerning discipline
12. Coordination and development of assemblies, lyceums, and field trips including:
 - a. arrangements for transportation
 - b. parental permission slips
 - c. approval or denial of requests
13. Organize, coordinate, and supervise any part of the school program as directed by the principal.

SENIOR HIGH SCHOOL ADMINISTRATIVE INTERN

Required Training and Experience

1. B.S. Education Degree
2. Enrollment in graduate school

Desired Training and Experience

1. Secondary Teaching Experience

Length of Contract

9 months

Working Relationship

Reports to: School Principal

Supervises: Programs as designated by the principal

Position Responsibilities and Duties

1. Assist the Assistant Principal in coordination of student discipline including:
 - a. overseeing student conduct
 - b. receiving teacher referrals
 - c. maintain up-to-date records concerning discipline
2. Assist the Assistant Principal in coordination of student attendance:
 - a. recordkeeping
 - b. truancy
 - c. homebound instruction
3. Supervise halls and parking lot before and after school and hallways during passing periods
4. Supervision of study hall supervisors
5. Supervision of lunch room supervisors
6. Coordination and supervision of school activities including:
 - a. scheduling school activities
 - b. overseeing club activities
 - c. assigning faculty sponsorship and/or chaperones for school activities
7. Coordinate student teacher activities in the building
8. Perform other duties as assigned by the Principal or Assistant Principal

DIRECTOR OF VOCATIONAL AND INDUSTRIAL EDUCATION

Required Training and Experience

1. Master's degree
2. Appropriate and valid State Supervisory Certificate
3. Two years of experience in a vocational and/or technical education program as a teacher, supervisor, administrator or comparable experience in education, business and/or industry.
4. One year (2,000 hours) employment experience in an occupational field.

Desired Training and Experience

1. Advanced graduate work
2. Teaching and/or supervisory experience in at least two subject areas of vocational and/or industrial education.

Special Requirements of the Position

1. Ability to work with young men and women
2. Leadership necessary to develop vocational and industrial education programs commensurate with the desires of the community and the needs of its youth
3. Broad understanding of school administration, management, supervision of instruction, and curriculum development
4. Good organizational ability

Length of Contract

10 months

Working Relationships

Reports to: Appropriate building principals

Supervises: 1. Teaching staff in vocational and industrial education
2. All vocational and industrial education programs

Position Responsibilities and Duties

1. Plan, promote, execute, coordinate and supervise all local vocational and industrial education programs approved by the local Board of Education.
2. Determine needs for facilities, equipment, and materials, and also to organize the care and maintenance of all facilities, materials and equipment.
3. Serve as a member of a curriculum committee.
4. Plan, organize and direct inservice teacher training for the vocational and industrial education staffs.

5. Organize and work with vocational advisory committees to determine training needs, facilities, equipment, course content, and further development and improvement of vocational and industrial education in the community.
6. Help plan and organize programs of student recruitment, guidance, placement, and follow-up.
7. Evaluate local vocational and industrial education programs with respect to meeting State Plan requirements.
8. Work in conjunction with the Assistant Superintendent-Business Affairs and building principals in coordinating the purchase of equipment for the vocational and/or industrial education program.
9. Prepare the annual and five-year vocational proposal for submission to the State Board for approval.
10. Serve as department chairman of Vocational and Industrial Education.
11. Assist in the preparation of Adult Education programs.
12. Approve all news releases concerning Vocational and Industrial Education.
13. Accept additional duties from appropriate administrators for the promotion of sound instructional and vocational programs.

DIRECTOR OF PHYSICAL EDUCATION, HEALTH, AND ATHLETICS

Required Training and Experience

1. Master's degree
2. Teaching and coaching experience
3. State teaching certificate

Desired Training and Experience

1. Three years of teaching and head coaching experience
2. Advanced graduate work
3. Administrative certificate with a general supervisory endorsement.

Special Requirements for the Position

1. Ability to work effectively with young men and women
2. Leadership necessary to develop a sound athletic program commensurate with the desires of the community and the needs of its youth
3. Broad understanding of school administration, management, supervision of instruction, and curriculum development
4. Good organizational ability

Length of Contract

10½ months

Working Relationships

Reports to: Appropriate building principals

Supervises: Coaching staff
Teachers of physical education and health and safety

Position Responsibilities and Duties

1. Provide supervision to physical education and health & safety teachers in the school district.
2. Coordinate with building principals the preparation and execution of the inter-scholastic athletic schedules.
3. Coordinate all inter-scholastic athletic tournaments in cooperation with the principal or his designate.
4. Schedule game officials for all school contests working with head coaches and the principal (or his designate).
5. Prepare contracts for game officials and opposing teams including subordinate squads.

6. Schedule school athletic medical examinations in cooperation with appropriate staff members.
7. Approve all athletic awards.
8. Articulate the insurance program for all sports in cooperation with the principals and the business manager.
9. Arrange all athletic banquets.
10. Approve athletic news releases.
11. Assist in the preparation of athletic budgets and submit budgets according to schedule.
12. Work in conjunction with the Assistant Superintendent-Business Affairs and building principals in coordinating the purchase of athletic equipment.
13. Coordinate equipment inventories and maintenance procedures with appropriate staff members.
14. Serve as a member of a curriculum committee and to make recommendations relative to curriculum improvement in physical education and health.
15. Teach summer school recreation at Jefferson Elementary School.
16. Accept additional duties from appropriate administrators for the promotion of sound instructional and athletic programs.

FACULTY COUNCIL

Every school faces an assortment of problems, some universal, some unique. Charleston High School is no exception. The Faculty Council will play a very important role in the operation of the total school program assisting in identifying, studying, and recommending alternative solutions to common school problems.

Included in its role are the following primary functions:

1. Act as the High School Curriculum Committee in the modification, adoption, evaluation, and improvement of the instructional program.
2. Advise the school administration in all types of matters directly affecting the schools operation.
3. Represents a main vehicle for communications between the school staff and administration, be it in the voicing of concerns or dissemination of information.

The Faculty Council membership will include a departmental representative, the Director of Vocational and Industrial Education, the Director of Athletics, the Director of Guidance, a LMC representative, and an at-large member selected by the Council.

The Council will meet weekly or as often as determined by need.

FACULTY MEETINGS

The principal will schedule general faculty meetings at the opening of school and at other times during the school year as they become necessary. Notification of such meetings will be issued at least one week in advance. All members of the faculty are expected to be present.

SECTION III
FACULTY - GENERAL

The Teacher Role and Professional Growth

A teacher is in a unique position to be a "good will ambassador" for the educational enterprise of which he is a part. Exemplary personal example is the best means of interpreting education as a profession. The ethical and professional behavior of the teacher most certainly establishes the tone, climate and indeed the success of the educational enterprise. As a result, professional growth is expected of all teachers to enable them to keep abreast of the changes and additional knowledge in adolescent psychology, human growth and development, and specific subject matters.

General Duties of Teachers: Illinois School Code

Charleston High School is an institution dedicated to the instruction and furtherance of learning of adolescents. As a school which is officially recognized by the Superintendent of Public Instruction of the State of Illinois, it is obliged to comply with provisions of the Illinois School Code.

In general, the following are duties and authority delegated to the teachers by the State:

Teachers are public employees but are not public officers. Although the duties of a school teacher are said to be purely secular, a teacher of public school is under an implied duty to guard the morals of the children entrusted in his care. Teachers stand somewhat in place of the parents in training the minds and shaping the moral character of their pupils. They must endeavor to maintain good discipline over all pupils under their charge, and to guard the physical and mental welfare of their pupils whether in the classroom, on field trips, or on the athletic field, during the period in which such pupils are in the immediate charge or care of such teacher. A teacher may be personally liable in damages for injuries directly and proximately sustained by pupils while under the care of such teacher if negligence or failure of duty on the part of such teacher can be proven.

Important Records

It is very important that each teacher keep the following records:

1. The names of all pupils enrolled in each class
2. An account of all grades earned on specific assignments
3. An evaluation of student achievement for each grading period
4. An account of student tardiness
5. An account of student absences
6. Such other information as requested by the principal or the Superintendent of Public Instruction

Teacher Absences

In case of absence, teachers should notify Mr. David no later than 7:00 a.m. on the day of absence.

It is important that he be notified in time that a qualified substitute can be contacted. Whenever possible, absence should be reported prior to the date of the absence.

Please call the high school office before the end of the school day so that we can notify the substitute whether or not they will be needed the following day.

Personal Leave (Professional Negotiations Agreement: Article XX, Section B)

Each teacher shall be entitled to a total of two (2) days personal leave with pay during the school year. Current personal leave shall not be used as sick leave. Personal leave unused at the close of the contract year will accumulate as sick leave.

Written advance notice, except in emergency, shall be presented to the Superintendent or his designee for approval. Forms to be used for requesting Personal Leave are available in the principal's office.

Leave shall be approved for emergencies and legitimate business that cannot be conducted on other than school days. Leave for the day immediately preceding or following a legal holiday or school recess shall not be recognized as personal leave without the approval of the Unit Superintendent. Leave for seeking other or additional employment or earning money shall not be granted.

Teacher Substitutes

Each substitute teacher should have available from the regular teacher the following information:

- a. Teacher's daily schedule
- b. Daily lesson plans and text materials
- c. Seating charts and class lists

The substitute teacher will need the following assistance:

- a. Problems of discipline and administrative procedures are to be referred to the Assistant Principal
- b. Department member should be available to answer any questions relative to class or program concerns. Please help to make the substitute "feel at home."

The substitute teacher is responsible for the following:

- a. Assume the role of teacher in the classroom
- b. Carry out assignment as specified on the daily lesson plan

Teacher Substitutes (Con'd)

- c. Check and mark work involved in the days work
- d. Leave a report of the work completed
- e. Keep the room locked when not in use
- f. Report to the main office before and after the first and last class period
- g. DO NOT HESITATE TO ASK QUESTIONS

Teacher Schedule

A full-time teaching assignment consists of five (5) class assignments and one (1) prep period. There will be no teacher check in or out system on arrival or departure times at the beginning or end of the school day. However, teachers are asked to arrive and spend the time necessary to accomplish and perform their teaching duties.

Prep periods serve an important function and should be treated just as a classroom assignment. If a teacher feels it is essential to leave the school during a prep period, such a departure must first be cleared through the principal.

Teacher Parking

The parking lots on the east (Route 130) and south (Route 16) side of the school building are reserved for faculty and visitor parking ONLY.

Faculty members are asked to display a parking sticker in the window of their car. Faculty parking stickers will be new for 1975-76 and may be obtained upon request in the principal's office.

Workroom Services for Teachers

The WORKROOM offers all staff members facilities for duplicating material either by Therma-Fax or spirit duplicator. Mrs. Pat Rennels and Mrs. Kay Helton are there to assist you. Among other things, they can help you with typing (especially exams) if you will allow at least two days before needed. The workroom secretaries also help with:

Textbooks...Process and check in and out textbooks to teachers

Supplies...Disburse supplies as requested, if available

Purchase Orders...Type purchase orders, disburse copies and check materials as they arrive

Progress Reports...Type addresses for progress reports and see that they are mailed to parents

Programs...Type stencils and run programs that aren't printed by the Graphic Arts Dept.

Print tickets...(Ditto) and ballots as needed

At years end measure seniors for caps and gowns and make sure that each one is properly fitted for graduation, besides helping with graduation ceremony.

SECTION IV
GENERAL PROCEDURES AND INFORMATION

Add and Drop Slips

Add and Drop Slips are used to change a student from one class to another. If a student enters your class the name and number must be added to the class roster; if a student drops the class, his name and number should be deleted from your class roster.

Announcements and Weekly Calendar

A weekly calendar of events and announcements will be issued from the office each Friday. Items that are to be included on this calendar should be turned in to the office by 3:00 p.m. on Thursday.

Daily announcements of interest and importance to students and faculty will be made at the beginning of third period. Announcements made during this time must be written, signed by the sponsor and turned in to Mrs. Wilson by 3:45 p.m. on the day before the announcement is to appear. (Use Form)

Information concerning activities unrelated to the school will not be permitted without the approval of the administration.

Activity Time

All clubs, organizations, etc., will meet outside of school time.

Assembly Program

All assembly activities are intended to compliment and contribute to the overall educational program of the school. To insure this end, activities should be so planned as to be of genuine interest and value to all members of the student body and faculty. Teachers are urged to submit ideas, and encourage student suggestions in regard to assembly activities.

Assembly Conduct

All staff members are expected to attend assemblies with their class and supervise their class during the assembly program. Areas will be assigned for seating and classes will be dismissed by P A for all assemblies. Please do not release people for assemblies unless they have been cleared in advance.

The assembly program is viewed as an important supplement to the Charleston High School Educational program. It is intended to provide educational experiences, varied forms of entertainment, and information of interest to all members of the student body and faculty. To facilitate this end, it is important that each student observe the following standards of conduct:

1. Students are expected to treat all assembly participants with respect and common courtesy.

DAILY BULLETIN APPROVAL FORM

Announcements for:

Announcement to Appear
(Circle one or two) M T W Th F

TEACHERS _____

STUDENTS _____

DATE _____

All announcements must have
teacher's signed approval.

All announcements are subject
to editing as necessary.

DEADLINE: 3:45 p.m. on the day
before the announcement is to
appear.

Organization or individual submitting announcement:

Faculty sponsor's approval _____

Assembly Conduct (Con'd)

2. As soon as a person appears before the assembly, students are expected to become and remain quiet.
3. Applause upon occasion is entirely appropriate but should not be carried to excess.
4. Whistling, yelling, booing, feet stomping, etc., are considered inappropriate forms of expression and should not be used at any time during the assembly program.

We ask that teachers discuss these standards with students prior to the first regular assembly.

Attendance Procedure

By-law, (Chapter 122, Section 24-18) the teacher must maintain accurate attendance records. Absences can be checked properly only if teachers are alert and punctual in performing their responsibilities. It is the personal and professional responsibility of each teacher to record in the classbook the absence of each and every student. Obviously, teacher cooperation is essential.

A student, upon returning to school after an absence, that has NOT previously been cleared, must obtain from the main office an admit slip and present it to the teacher of each class missed. Teachers are not to admit any student to class following an absence unless the absence has been cleared or the student has an admit slip. Failure to do so will cause errors in the attendance record.

We will use attendance cards for attendance during the period one class. Have each student PRINT his full name (last name first) in ink on the attendance cards. These cards will be used period one only.

1. Take roll at the beginning of period one.
2. Place cards for period one absentees on your attendance clip. (Cards will be returned to your mailbox for use the following day).
3. A list will be compiled from these cards to be used the following day.
4. Any student absent from your class on the preceding day, and not marked with an office clearance on the attendance list, MUST have an admit slip before he is admitted to your class.
5. Admit slips will be issued in the main office before period one. (Please see example admit slips) NOTE: A student who has an excused admit means only that the parent has verified the reason for absence, it is still the student's responsibility to complete any make-up work before he receives credit for what was missed.

Attendance Procedure (Con'd)

6. Attendance will be taken in all periods and will be picked up each and every period. The regular attendance slips will be used for all periods except the first one.
7. Report all absentees regardless of length of absence until you are notified otherwise.
8. It is the obligation of a teacher who detains a pupil to provide him with a pass to his next class.

IMPORTANT: Teachers, please read carefully those sections of the Student-Parent Handbook pertaining to Attendance and Discipline.

Teacher Dismissal of Students From Class

All teachers have the prerogative of temporarily removing from class, any student who seriously interferes or disrupts the learning-teaching situation.

A student is dismissed from class with a dismissal form filled out by the teacher. The teacher should fill in the student's name, the date, and the reason for dismissal. The student should be told to report to the assistant principal's office and should bring the dismissal slip with him. If a student does not have a dismissal slip with him, he will be sent back to class immediately. The teacher may be asked to provide additional information or to sit in on a conference concerning the matter. (Please see example dismissal form).

After action has been taken, the dismissal form will be returned to the teacher with a statement of disposition. The form should be initialed by the teacher and returned to the office so that it may be filed in the student's discipline folder.

Please note: Never dismiss a student without telling him to report to the office.

Classroom Visits

There are some very exciting programs going on at Charleston High School as well as some very fine teaching techniques. It's about time that we share what's happening with our fellow staff members. An expectation of all teachers is that each semester, a minimum of two prep periods be spent visiting a fellow department member's classroom as well as the classroom of a staff member outside of the department.

Please check with the staff member prior to the visit, be on time, and try to visit for a while after the class is over.

 ADMIT SLIP

CHARLESTON COMMUNITY HIGH SCHOOL

Date _____ Time Issued _____ o'clock

Name _____

has made satisfactory explanation at the office and is excused for tardiness

absence } occurring _____

Students must get signatures of instructors whose classes have been missed and leave this with the last teacher signing it.

Signature of teacher: _____ 1st _____ 2nd _____

3rd _____ 4th _____ 5th _____ 6th _____

 Principal or Dean

 ADMIT SLIP

CHARLESTON COMMUNITY HIGH SCHOOL

Date _____ Time Issued _____ o'clock

Name _____

has not made satisfactory explanation at the office and is not excused for tardiness

absence } occurring _____

Students must get signatures of instructors whose classes have been missed and leave this with the last teacher signing it.

Signature of teacher: _____ 1st _____ 2nd _____

3rd _____ 4th _____ 5th _____ 6th _____

 Principal or Dean

DISMISSAL FORM

DISMISSAL FROM CLASS

STUDENT DISMISSED _____ DATE _____

REASON _____

TEACHER _____

STUDENT VERSION _____

STUDENT _____

DISPOSITION: _____

TEACHER _____ SIGNED _____

The student presents this slip to the teacher when he returns to class. The teacher initials it and returns it to the office, where it is filed with the student's permanent record.

Enrollment Card

The Enrollment Card is filled out by all students during first period on the first day of school. The entire card should be filled out except the Date Withdrew. If the student is a transfer student, they should fill in the name of the school they are transferring from. Please arrange all cards in alphabetical order and turn them in to the office before noon on the first day of school.

COMMUNITY UNIT SCHOOLS ENROLLMENT CARD Charleston, Illinois

Name _____

School _____

Birth _____ Grade _____ Teacher _____

Parent _____ Phone _____

Address _____

Date Entered _____ Date Withdrew _____
Transferred _____

Transferred to _____
from _____

Guidance Information

Each student is required to register in four half-unit courses and physical education for each semester of the year. Registration for more or less than four half-unit courses and physical education requires the approval of the counselor and principal. No student may carry more than five solid subjects. All courses listed in the Faculty Handbook are to be pursued for one year for one unit of credit unless otherwise marked. Courses are listed under the year in which they are required or recommended, but may be taken in other years with the approval of the counselor and the principal. Only in very exceptional cases may a student enroll in a course more than one year below or above his class status at the time of registration. For instance, a senior may not take a freshman course without approval of the administration.

In case a student fails to receive credit in a required subject, he must be registered in it again the next time it is offered, either the following semester or the following year. A student planning to attend college or a university is advised to investigate all entrance requirements of the school he may attend. Some colleges require foreign language for entrance; others

Guidance Information (Con'd)

require it as a prerequisite for certain courses of study. When foreign language is required, the student must have two years or more of credit in one foreign language; in addition he may have one or more years of credit in any other foreign language. Students may find out requirements for different institutions by checking with a counselor. A student who plans to attend college should decide as early as possible what college or junior college he wishes to attend and what course of study he will pursue. He can then plan his course of study in high school so that he will be able to meet all of the requirements for college entrance.

This handbook should be thoroughly studied in order that teachers may have an adequate knowledge of the courses offered in Charleston High School. Each student should have a conference with his counselor at which time his program of studies through to graduation should be planned. This long term planning should be very carefully done, although changes may be made later on a basis of changed interests or conditions.

Colleges and universities require entrance examinations before a student is accepted into the college or university. The two tests given for entrance examination are the American College Test (ACT) and the College Entrance Examination Board (CEEB). Students should talk to their counselor to find out the entrance examination they should take and when the examination should be taken. Students should see the counselor for requirements for entrance to a college or university. For instance there are five patterns for entrance for the University of Illinois, the counselor can help the student with vocational and occupational information as well as college entrance information.

Tests given at Charleston High School are as follows: Juniors are given the Iowa Test of Educational Development. This is an achievement test which will give information in nine areas as well as a composite score. Sophomores are given the Differential Aptitude Tests. This series shows the student's aptitude in English, math, mechanics, and clerical fields.

Fire Drill Bulletin.....Evacuation Procedure

The signal for evacuation will be the fire-drill alarm. Pupils are to move quickly from the building in a quiet and orderly manner. Students will exit from the doors designated. REACT TO THE FIRE DRILL ALARM ANYTIME IT RINGS. All teachers take classbooks so that you may check the group to see that everyone is present.

Floor guards will:

- (a) appoint a pupil to see all doors and windows are closed
- (b) appoint a pupil to hold the doors
- (c) see that everyone on the floor is out
- (d) see that there is no delay in the line
- (e) give signal for return of pupils

Return signal will be given by the floor guards at the sound of the ringing of the regular class bells.

West Door
Old Building

Offices

Rooms	200	210	311
	203	300	312
	204	301	313
	205	302	
	209	303	

South Door
New Building

Room 301 (Music)

North Door
New Building

Room 302 (music)

South West Door
New Building

Rooms	407	410
	417	411
	408	412
	409	400

North East Door
New Building

Cafeteria 413, 414
Resource Center 401, 402, 403

West Door
New Building

Sandy Hall (212)
Home Economics 211, 212, 213

South Door (Cyn)
Old Building

Old Cyn
Auditorium

North Door
Old Building

Rooms	205	103	304	308
	207	104	305	309
	208	105	306	310
		106	307	

South West Door
Old Building (Bottom Floor)

Rooms	100
	101
	202
	107

North West Door
New Building

Rooms	404	415
	405	416
	406	

West Door
New P.E.

New P. E. Area

Fire Drill Bulletin...Evacuation Procedure (Con'd)

Floor guards are:

- Gym and Music - Mr. Budde, Mr. Westcott
- Main Floor New Building Mr. Hill, Mr. Strader
- Second Floor New Building - Mr. Pickens, Mr. Ambrose
- Main Floor Main Building - Mr. Adkins, Mr. Compton
- Basement Floor Main Building - Mr. Habicht, Mrs. Lowe
- Third Floor Main Building - Miss Williams, Mrs. Buffenmeyer

Hall Passes

When teachers release a pupil(s) during class time, they are responsible for the welfare and behavior of the student(s).

A student who is out of his scheduled room must have a corridor pass signed by the teacher to whose room he is assigned. This pass must show where he is from, the destination, and time the pass was issued.

Any student who abuses the privilege of using corridor passes should be denied further privileges.

Your cooperation is essential.



STUDENT HALL PASS

DATE _____

PASS _____

FROM _____ TO _____

RELEASING:

_____ TIME

_____ TEACHER

RETURNING:

_____ TIME

_____ TEACHER

Information Card

The information card should be handed out to all students with the instructions that the card be taken home, filled in completely and signed on the backside by their parent or guardian. Also instruct the student to return this card to you during first period on the second day of school. Please arrange all cards in alphabetical order and turn them in to the office as soon as possible. Please include a list of all unreturned cards.

INFORMATION CARD COMMUNITY UNIT SCHOOLS DISTRICT NO. 1, CHARLESTON, ILLINOIS

To the Parents:—Please fill out this card and send to your child's teacher.

Name of Pupil _____ 19____
(Last Name) (First Name) (Middle Name)
 Date of Birth: Month _____ Day _____ Year _____
 Birthplace of Pupil _____
 Present Address _____ Tel. No. _____
 Family Physician _____
 Last School Attended _____
 Was this pupil ever enrolled in the Charleston Unit Schools before this year _____
 Father's Name _____ Last Grade Completed _____
 Occupation _____ Bus. Tel. No. _____
 Mother's Name _____ Last Grade Completed _____
 Occupation _____ Bus. Tel. No. _____

over

Names of other children in the family	Date of birth—Mo., Day and Year
_____	_____
_____	_____
_____	_____
_____	_____

Name of responsible adult who will assume responsibility for the child if parents cannot be reached:

Name _____ Tel. No. _____

If you and the physician of choice as indicated above cannot be reached in an emergency and, if in the judgment of the school authorities immediate medical and/or hospital attention is indicated, do you authorize responsible school authorities to send your child (properly accompanied) to an available hospital or physician? Yes _____ No _____

signature of Parent or Guardian

Media Center

The services of the Media Center will be available to students, faculty, and staff. The Media Center will provide books, magazines, pamphlets and audio visual materials and services. We will offer instruction on the use of the library and audio visual equipment.

Teachers are encouraged to bring their classes to the Media Center for a general introduction to the Center and for class assignments or for research.

All faculty are urged to request materials to support their subject and program areas. The Media Center will provide subject or author bibliographies on request.

The Media Center will be open before school and after school. All students are encouraged to use the Media Center for classroom work or for personal development.

Students may come to the Media Center from the study hall by signing the library sheet which will be available in each study hall. Students may also come to the Center from classes with the permission of their teacher.

Personal conduct in the Media Center will be governed by simple rules of courtesy, common sense, and consideration for other people.

Permanent Record Information

All students entering Charleston High School for the first time must fill out this form. The information from this form is recorded on the student's permanent record card.

NEW STUDENT ENROLLMENT

Name: _____ Student Number: _____
 Address _____ Telephone _____
 City & State _____ Birthdate _____ Sex: F M
 Ride School Bus? Yes/No _____ Place of Birth _____
 Father's Name _____ Place of Employment _____
 Mother's Name _____ Place of Employment _____
 Date entered CHS _____ Entering Grade Level _____
 School Entered From _____
 School Address _____
 Grade Point Average _____ Attempted Credits _____

PURCHASING PROCEDURE

As a result of the change in the district wide philosophy and procedure for budgeting and purchasing, it is necessary that we modify the procedure that we follow at the building level.

One of these changes will require us to keep a record of ALL expenditures and ALL budget balances. To do this, it is necessary that we follow these very definite and precise steps when ordering materials and supplies. Please follow these instructions without deviation.

1. Requisition forms may be picked up from Mrs. Rennels. Anyone desiring to order materials should fill out a requisition and return it to Mrs. Rennels.
2. Purchase orders will then be typed and approved by the administration. After approval they will be sent to the Central Office for mailing.
3. The orders will be shipped to our building where they will be checked in by Pat Rennels and you will be notified when your order is ready to be picked up.
4. Records will be kept in our building in order that we may check budget balances as needed.
5. No purchase will be honored unless a requisition has been filled out and cleared in advance. DO NOT MAKE A PURCHASE AND THEN FILL OUT A REQUISITION.

School Dance Policy

These policies are to be observed at all regular "after-the-game" and other record dances.

PURPOSE: These dances are permitted solely for the students of the high school in order that they may have a place to go where they can enjoy themselves under proper supervision.

TIME: Dances held after a home game must close no later than 11:00 p.m. Other dances except those such as Homecoming, must close no later than 10:30 p.m. and may be no longer than 2½ hours from opening to closing.

ENTRANCE AND EXIT: Only the south door to the gym corridor may be used for either entering or leaving. All other doors must be kept closed at all times. Any student or guest, who leaves can not be readmitted.

CHAPERONES: Six chaperones, in addition to the sponsor, are required-- at least two of whom must be teachers. A chaperone is to be stationed at each of the following points:

1. North gym corridor door
2. Each of the two entrances at the West end of the gym
3. East entrance to the building
4. Two inside the gym proper
5. A teacher must be at the main entrance THROUGHOUT the dance to check on all who enter. The teacher should have the "guest" list for this purpose.

GUESTS: High school students may bring guests; however, all guests must be registered in the office before the dance and each student may bring only one guest. Furthermore, each student may bring a guest of the opposite sex only. In every instance each student is completely responsible for the behavior of his or her guest. Guests will not be admitted at the door unless accompanied by the student registering the guest.

SHOES: Shoes must be removed before going into the gym and left outside the gym.

REFRESHMENTS: Refreshments may not be taken into the gym.

LIGHT: Both of the inside doors at the West end (upstairs and down) of the gym must be open with the lights burning in the entrance ways.

SMOKING: Smoking is, of course, completely forbidden anywhere in the building.

SPONSOR: The sponsor of the class or organization in charge is completely responsible for seeing that the party is properly organized, that chaperones are provided, and stationed at the respective points, and that the dance is promoted in an orderly manner.

THE ASSISTANT PRINCIPAL is the final authority at all dances. However, he should be called upon for assistance only when it is necessary. The sponsor is the primary authority and should see that the affair is planned in such a way that necessary assistance will be reduced to a minimum.

Planning School Social Events--Sponsors

The sponsor(s) of the student group in charge of the activity is completely responsible for seeing that the event is properly organized, that chaperones are secured and stationed at respective points, and that the event is promoted in an orderly manner.

All social events must be listed on the school calendar. A "School Activity Request Form" (see next page) must be completed and signed by the sponsor and submitted to the assistant principal for approval at least one week in advance of the event.

The Student Council will be responsible for chartering and overseeing all clubs.

Reminders For Bus Chaperones

Try to arrive at school at least two minutes before the bus is scheduled to leave.

You should get on the bus first, pick up the parent permit slips from the students as they get on the bus. It is helpful if you count the number of students that are getting on your bus.

Make acquaintance of the bus driver before leaving on the trip.

Discuss with the bus driver the discipline expected by both the driver and yourself.

If the driver thinks that students are too unruly for him to operate the bus safely, he is to let you know and you are to make an effort to quiet the students. If you need help, ask the driver to help you.

Students are expected to talk in normal tones, no cheering out in the country, be absolutely quiet at railroad crossings and intersections, remain in their seats at all times while the bus is in motion.

Before returning from a trip, check the roll from the parent permit slips that you picked up when students were boarding the bus. If all students are not present the bus should not leave until all missing students are accounted for.

Students that ride a fan bus to a game are expected to ride home on the same bus, unless special arrangements have been made with the principal or assistant principal for the student to ride home with their parents. Students should never be allowed to ride home with a friend or a boyfriend.

Report to the principal the next morning any serious difficulty experienced on the bus trip.

SCHOOL ACTIVITY REQUEST FORM

Return One Week Before Activity

ORGANIZATION _____

PRESIDENT _____

SPONSOR(S) _____

TYPE OF ACTIVITY _____

DATE _____ TIME _____

PURPOSE _____

LOCATION _____

CHAPERONES.....Parents two (2) sets

1.

2.

Teachers

1.

2.

3.

Chaperone placement:

In gym (2) _____

North gym corridor _____

Each of the two entrances at west end of gym _____

East entrance to building _____

Main entrance (teacher to check all who enter and guest list _____

If activity is located in an area other than gym a plan for chaperone placement must be submitted.

Auxiliary Police Yes _____ No _____

SCHOOL ACTIVITY REQUEST FORM

Page 2

Entertainment and Person In Charge _____
_____Method of Advertisement and Person in Charge _____
_____Refreshments, if any, and Person in Charge _____
_____Clean up provisions (after dance, hallway posters, etc.,) and Person
in Charge _____
_____List any other committees, their function, and Person in Charge

Attach general rules sheet plus Planning School Events-Sponsors

The sponsor whose signature appears below has overall responsibility
for this event._____
Assistant Principal_____
Sponsor's Signature

Approval Yes _____

No _____

Comments or Conditions _____

(Copy of general rules should be given to every chaperone prior to the activity)

Sales: Money Making Activities

All door-to-door sales are prohibited. All other sales must be approved by the assistant principal. The Student Council will assist in the organization and scheduling of sales within the school.

Request for Student

The request for student form is used when it is necessary to have a student report to the office. This form will be used by the principal, assistant principal, counselors and office secretaries. Students should be instructed to report to the individual signing the request.

NOTE: If marked "At Once", please send the student to the office immediately.

PERIOD.....

REQUEST FOR STUDENT

TO..... Room.....

PLEASE SEND.....

TO THE OFFICE:

1. AT ONCE
2. AT THE END OF PERIOD
3. AS SOON AS IT IS CONVENIENT FOR HIM/HER TO LEAVE CLASS.

.....

TEXTBOOK INVENTORY
CHARLESTON SENIOR HIGH SCHOOL

Room # _____

Teacher _____

TITLE OF TEXT	PUBLISHER	EDITION	# OF USEABLE COPIES

BOOK NO. _____

Textbook Cards

All textbooks have a card in the front of the book with the title of the book and the number of the book on it. When checking out books have the student fill in their name and date of issuance on the card and also on the rental record in the front of the book. The teacher should keep these cards in their possession. When checking in books at the end of the year or semester, be sure the book the student turns in corresponds with the number of the book issued.

NOTE: The first two numbers on the book card designates the year the book was purchased. If there is any question as to the value of a book should it be lost, check with the office for the purchase price.

CHARLESTON COMMUNITY UNIT
SCHOOL DISTRICT NO. 1

Name	Issued	Rec'd.

Visitors (Board Policy December 1968)

Resolved that any person or persons, other than students and staff, entering upon the school grounds or any school building is to go to the principal's office and identify himself and the purpose of his presence. All school employees are authorized to request the above information and ask that visitors report to the principal's office.

If, in the judgement of the principal, or a designated representative, their presence and purpose interferes with the smooth operation of the school, he may ask them to leave. In the event they refuse to leave, the principal, or a designated representative, is to request the assistance of law enforcement officers.

Visitors Pass

The law requires that all visitors in a school building shall report to the principal's office, immediately upon arrival, and state their reason and purpose for being in the building. If a student who is not assigned to your class comes to your class, you should ask him for a visitors pass. If he does not have a pass, he should be instructed to report to the office immediately and you should notify the office that there is unauthorized personnel in the building. From time to time there will be methods classes from Eastern Illinois University visiting in the building for the purpose of student observations and these students will not have visitors passes, but prior arrangements for their visitation will be made with all teachers involved.

VISITORS PASS

NAME _____

FROM _____

TO VISIT WITH _____

DATE _____

APPENDIX B
DISCIPLINE

SCHOOL BEHAVIOR

- * Rights
- * Responsibilities
- * Regulations
- * Expectations

C.U.#1
SEAL

Superintendent
HOWARD S. SMUCKER

CHARLESTON COMMUNITY UNIT SCHOOLS
410 WEST POLK AVENUE - CHARLESTON, ILLINOIS 61920

SCHOOL BEHAVIOR

RIGHTS, RESPONSIBILITIES AND REGULATIONS

This handbook is intended, in general terms, to describe some of the rights and responsibilities of students in the Charleston Community Unit Schools and to set forth appropriate regulations governing school behavior.

The Board of Education of Charleston Community Unit School District #1 believes that the primary function of its schools must be the preparation of all students for meaningful rewarding participation in our democratic society. Each student has the right to those educational experiences which will enable him to meet his present and future needs and to realize his individual potential for participation. This right will be respected and protected for each student so long as it does not result in behavior which denies to others the self-same right. This is a basic concept of democracy which must be progressively nurtured in all our students during their school years as a part of their normal physical, social and emotional maturation.

Every school district has the inherent right to require cooperation of its members, staff and students, in the performance of its educational function and to take appropriate action when the conduct of any of its members impedes, obstructs or threatens the harmony of the institution or the realization of its educational objectives.

In order to provide an equitable and just basis upon which to work toward the performance of its educational objectives free from the obstruction of disruptive influences, either from within or without the school, the

board of Education has the responsibility to set forth policies clarifying the individual rights of students, standards of behavior and regulations designed to help each student conduct himself as a good citizen.

The rules and standards set forth in this handbook apply to conduct on school premises or on school buses or involving school property, to conduct off school premises which directly affects other students or the school, and to conduct at school functions of any kind. Please note that this handbook does not define all types and aspects of student behavior.

I. ESTABLISHMENT OF POLICIES, RULES AND REGULATIONS

The Board of Education and the Superintendent of Schools, through the authority granted by Illinois School Code _____, may establish written policies, rules and regulations of general application governing student conduct in all schools.

In addition, each principal, within his or her school, may establish certain written rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools.

II. AREAS OF PROHIBITED STUDENT CONDUCT

The Board of Education subscribes to the theory that a democratic society can function successfully only when there is an intelligent citizenry. The Board of Education also places strong emphasis upon individual student responsibility for both learning and behavior, but it is also essential that rules and regulations imperative in governing the relationship between the school and its members be communicated in clear concise policies. Therefore, the Board of Education has enumerated some of the main areas of conduct which may lead to disciplinary action, including possible expulsion for a period in excess of ten (10) school

days or for the balance of the semester or school year. The Superintendent of Schools is authorized to suspend and/or recommend to the Board of Education expulsion in cases of flagrant and continuing misconduct.

Flagrant misconduct includes the following:

- A. Violation of public law, such as theft, arson, assault and battery, and destruction of property.
- B. Possessing, using or transmitting any object that, in fact or under the circumstances, can reasonably be considered to constitute a weapon.
- C. Causing or attempting to cause physical injury or harm to any student, teacher or other school employee, or visitor on school grounds or during a school function or event.
- D. Threatening or intimidating any student, teacher or other school employee, or visitor.
- E. Interfering with school purposes or with the orderly operation of the school by using, threatening to use, or counseling other persons to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
- F. Possessing, using, selling, buying, transmitting, or secreting any alcoholic beverage, narcotic or hallucinogenic drug, marijuana, barbiturate, amphetamine, or intoxicant while on the school premises, or partaking of such elements prior to coming on school premises.
- G. Involvement in any conduct on school premises or during a school function or event which violates local, state, or federal law, where such conduct or the likelihood of engaging in such conduct poses a clear and present danger to the health, welfare or safety of other students, teachers or other employees, or visitors.

- H. Refusal or failure to comply with state and local attendance laws, including, but not limited to, truancy from specific classes and tardiness to school in general or to specific classes.
- I. Gambling on school premises or at school events.
- J. Smoking on school premises.
- K. Willful failure to comply with the directions of teachers, student teachers, school aides, bus drivers, principals, or other authorized school personnel. This shall include, but shall not be limited to, the refusal to show a student identification card when asked to do so.
- L. Subject to the lawful exercise of First Amendment rights, participating in any activity which substantially disrupts or materially interferes with, or is likely to so disrupt or interfere with, any school function, activity, or purpose.
- M. Dressing or grooming in a manner which presents a clear and present danger to a student's health and safety, or in a manner which causes an interference with school work or which creates a classroom or school disruption.
- N. Willfully or negligently defacing, destroying or damaging or causing the same to be done to any school property. The student will be held financially responsible for such damage to the extent that the school administration shall judge the culpability in relation to the cost of replacing or restoring such property to its original condition.

- O. Making a false fire alarm or any other knowingly false and disruptive rumor or report.
- P. Inability to adjust to the demands of school life as evidenced by continuing misconduct and poor grades.

III. SUSPENSION OR EXPULSION AND RIGHT TO HEARING

Chapter 122, Section 10-22.6 of the Illinois Revised Statutes provides that students may be expelled for gross disobedience or misconduct, and further provides that students may be suspended for a period not to exceed ten (10) school days pending review by the School Board.

- A. Any principal may deny a student the right to attend school or to take part in any school function for a period of up to ten (10) school days if the student violates any of the rules set forth in or contemplated by this handbook. Any such suspension shall be reported immediately to the parents or guardian of such pupil along with a full statement of the reasons for such suspension and a notice of their right to a review, a copy of which shall be given to the School Board.
- B. If a student is to face disciplinary action which could result in his expulsion from school for the balance of the semester or school year, he will be notified of this fact. Under policies, rules and regulations adopted by the Board of Education, expulsion shall take place only after the parents have been requested to appear at a meeting of the board, or with a hearing officer appointed by it, to discuss their child's behavior. Such request shall be made by registered or certified mail and shall state the time, place and purpose of the meeting. The board, or a hearing officer appointed by it, at such meeting shall state the reasons for dismissal and the date on which the expulsion is

to become effective. If a hearing officer is appointed by the board, he shall report to the board at the meeting and the board may take such action thereon as it finds appropriate.

IV. STUDENT RECORDS

It is the responsibility of the school administration to maintain accurate and complete records of school attendance, progress, and participation throughout the student's years in the public schools. These cumulative records are kept in the attendance center where the student is enrolled. They are available to all professional staff members authorized by the Board of Education.

The OSPI regulations on student records, Section 4-14, essentially reflect the stipulations of federal court decisions:

1. A student and/or the student's parents or guardians have a right to know the contents of the student's file.
2. Information contained in a student's file is confidential and should not be released to anyone other than school personnel without the express, written consent of the student and/or parents or guardians.
3. Information contained in the records should be relevant, up-to-date, and objective.

In some cases, such as with psychological testing, social work profiles, and special education placements, parents and students should seek an interpretation from persons specially trained in the administration and interpretation of such tests. Anyone else wishing to see a student's record must get written permission from either the parents or the student or the courts.

V. CORPORAL PUNISHMENT

For purposes of enforcing discipline in the school, the teacher and other certified educational employees stand in relation of parents and guardians to the pupils, and may administer reasonable corporal punishment in order to enforce reasonable rules.

The OSPI regulation on corporal punishment, Circular Series A-160, Section 4-32, recognizes that parents or guardians have the primary responsibility for the discipline of their child or ward. If the parents or guardians are opposed to the use of corporal punishment by school personnel, then they may request that their children or wards not be physically punished. The school must honor that request. Parents or guardians should direct a letter to the principal of the school stating their wishes on this matter.

VI. SCHOOL LOCKERS

Lockers are school property and may be searched by school officials, with or without the student's permission, when the officials believe an illegal or dangerous substance is hidden.

VII. OTHER COURSES OF ACTION

The Superintendent, principal, administrative personnel, any teacher, or any other person authorized to be in charge of a school function or event, including, but not limited to, bus drivers in the course of conveying students to and from school or school functions, are authorized to take such action in connection with student behavior as is reasonably desirable or necessary. Such action shall be taken to help any student, to further school purposes or to prevent an interference therewith, including, but not limited to, counseling, parent conferences, assignment of additional work, rearrangement of class schedules, requiring the student to remain in school after regular school hours, or restriction of extra-curricular activity.

CHARLESTON HIGH SCHOOL

RECOMMENDED CORRECTIVE PROCEDURES FOR INFRACTIONS OF SCHOOL POLICY

The following policy and procedures shall apply to discipline situations at Charleston High School.

In all discipline cases, maximum effort will be expended by the staff to learn all about the cause of the behavior, and special service will be offered to help the student correct his behavior.

Teachers and building staff shall make referrals to the assistant principal's office. This shall be accomplished via a "Dismissal From Class Form". The type of infraction, situation, and teacher's name should be filled out. The penalty shall be followed consistently according to the following:

I. (A) Truancy

A. First Time

1. A report is sent to the superintendent of the Educational Service Region with the recommendation that if the student is truant again, the state's attorney's office will be notified.
2. Parents are notified of the truancy and of the report as soon as possible.
3. Students may be asked to make up missed time by the principal or assistant principal.
4. Six detentions

B. Second Time

1. Send a report to the superintendent of the Educational Service Region indicating this is the second time, with the recommendation that the state's attorney's office either send a letter to the parents or visit the home.
2. Notify the parents as soon as possible.
3. ~~Suspension from school - two days.~~ (6 detentions)
4. Parent conference held.

C. Third Time

1. Send a report to the superintendent of the Educational Service Region indicating this is the third time with the recommendation that the truant officer or other official from the state's attorney's office make a home visit.
2. Notify parents.
3. ~~Suspension - five days.~~ *6 detentions*
4. Parent conference held.
5. Superintendent of Schools informed.

D. (A) Fourth Time

1. Send a report to the superintendent of the Educational Service Region indicating this is the fourth time.
2. School officials may request legal action against student or parents.
3. Student is suspended from school for turancy with recommendation that if the student is truant again the student will be considered for expulsion.
4. ~~Suspension - five to 10 days.~~ *6 detentions*

E. Fifth Time

1. Ask Board of Education for expulsion.
2. Ask state's attorney's office to file legal action.

II. (A) Cutting Class

- 1st offense - Letter to parent
1 ~~2~~ day detention
for each class
missed
- 2nd offense - Letter to parent
2 ~~4~~ day detention
for each class
missed
- 3rd offense - Letter to parent
~~2-5 day suspension~~
Parent conference
3 day det

* Any student who is absent from class 12 periods or more (excused or unexcused) will be subject to receiving no credit at the teacher's discretion.

- III. (A) Tardiness
Teacher handled (at point
Where teacher feels ineffective,
then referred to office via "Tardy
Slip Form"

1st referral - 1 day

2nd referral - 2 day

3rd referral - 3 day detention
or suspension
parent conference
- IV. (B) Alcohol & Drug
5 - 10 days suspension
Minimum of 5 day suspension
Immediate parent conference (before
student accepted back in school)
- V. Smoking
1st offense - 1 day detention

2nd offense - 2 day detention

3rd offense - 2 - 5 day suspension
parent conference
- VI. (C) Stealing
A. Restitution

B. Can be suspended 1 - 5 days
- VII. (C) Possession of Stolen
Property
Can be suspended 1 - 5 days
- VIII. (C) (F) Fighting & Physical
Abuse
Can be suspended 1 - 5 days
- IX. (F) Disrespect toward
teachers, students, or
other school employees
Can be suspended 1 - 5 days
- X. (E) Disobedience
Can be suspended 1 - 5 days

- * XI. (E)(H) Unacceptable language
in the school, class-
room or grounds
 - 1st offense - conference with
student - 2 days
detention
 - 2nd offense - suspension
- XII. (D) Extreme dress
 - 1st offense - conference with
student - immediate
correction of dress
 - 2nd offense - correction of situation
2 days detention
 - 3rd offense - suspension
- XIII. (C) Destroying school
property
 - A. Restitution
 - B. Can be suspended 1 - 5 days
- XIV. (E) Failure to attend
teacher detention
 - A. 1 administrative detention
 - B. Make up of teacher detention
- XV. (E) Failure to attend
administrative
detention
 - 1st offense - Make up original
detention
 - 2nd offense - Additional admin-
istrative detention
 - 3rd offense - 2 - 5 day suspension

* Repeated incidents may be classified as disrespect or disobedience and result in a suspension for 1 to 5 days. Gross infractions classified as disrespect and disobedience, may result in recommendations for expulsion from school.

A suspension constitutes elimination of all school activities, i.e. football games, basketball games, musicals, etc.

DEFINITIONS AND CLASSIFICATIONS MISCONDUCT

- A. (1)(2)(3) - Refusal or failure to comply with state and local attendance laws, including, but not limited to, truancy from specific classes and tardiness to school in general or to specific classes.
- B. (4) - Possession, using, selling, buying, transmitting, or secreting any alcoholic beverage, narcotic or hallucinogenic drug, marijuana, barbiturate, amphetamine, or intoxicant while on the school premises, or partaking of such elements prior to coming on school premises.
- C. (6)(7)(8)(13) - 1. Violation of public law, such as theft, arson, assault and battery, and destruction of property.
2. Willfully or negligently defacing, destroying or damaging or causing the same to be done to any school property. The student will be held financially responsible for such damage to the extent that the school administration shall judge the culpability in relation to the cost of replacing or restoring such property to its original condition.
- D. (12) - Dressing or grooming in a manner which presents a clear and present to a student's health and safety, or in a manner which causes an interference with school work or which creates a classroom or school disruption. The minimal dress standards are these: the body will be covered by an opaque material from shoulders to mid-thigh. For health reasons, sandals or shoes must be worn at all times while in the building.
- E. (10) - Willful failure to comply with the directions of teachers, student teachers, school aides, bus drivers, principals, students, or other authorized school personnel.
- F. (9)(8) Threatening or intimidating any student, teacher or other school employee or visitor.

Possessing, using or transmitting any object that, in fact or under the circumstances, can reasonably be considered to constitute a weapon.

Interfering with school purposes or with the orderly operation of the school by using, threatening to use, or counseling other persons to use violence, force, coercion, threats, intimidation, fear, or disruptive means.

Involvement in any conduct on school premises or during a school function or event which violates local, state, or federal law, where such conduct or the likelihood of engaging in such conduct poses a clear and present danger to the health, welfare or safety of other students, teachers or other employees or visitors.

- G. (8) - Causing or attempting to cause physical injury or harm to any student, teacher or other school employee, or visitor on school grounds or during a school function or event.
- H. (10) - Subject to the lawful exercise of First Amendment rights, participating in any activity which substantially disrupts or materially interferes with, or is likely to so disrupt or interfere with, and is to include abusive language, at any school function, activity, or purpose.

STUDENT PARKING

RULES AND REGULATIONS

1975--1976

In an effort to provide a service and convenience to students, Charleston High School will provide the following areas for student parking: Northwest Lot and Vocational Lot. Charleston High School Administrators reserve the right to deny any student the right to park in the fore-mentioned areas. The school also reserves the right to close these areas to all students when it is in the best interest of the school to do so.

1. Any vehicle (cars, trucks, motorcycles, etc.) entering school property must have proper authorization (parking sticker or written permission from office) prior to using school facilities.
2. All vehicles will display a parking sticker inside rear window.
3. All vehicles will park in the designated student area and within the parking lines.
4. Once a vehicle is parked, all persons in the vehicle shall vacate it IMMEDIATELY, and clear the parking lot.
5. Once a driver enters school premises, there is to be NO SMOKING in the vehicle. The driver is responsible for ALL individuals within his (her) vehicle and subject to lose parking privileges if any individual in his (her) vehicle is caught smoking on school premises.
6. NO DRUGS or intoxicating beverages are permitted on school premises.
7. The use of abusive and obscene language is prohibited.
8. Any speeding or squealing tires is prohibited.
9. A DRIVER OF VEHICLE ON SCHOOL PREMISES IS RESPONSIBLE FOR CONDUCT OF ALL INDIVIDUALS IN HIS (HER) VEHICLE.

Violation of any of the above rules will result in a minimum of ONE MONTH loss of parking privileges; the second offense will result in loss of parking privileges for the SEMESTER.

I have read the above rules and regulations and I understand that if I do not comply with these rules and regulations, I will lose the privilege of using school parking facilities.

Parking
Sticker Number _____

Signature _____

SUPERVISED STUDY
(DETENTION HALL)

DAY _____

DATE: _____

STUDENTS NAME	GRADE	TYPE DET.	STUDENT SIGNATURE	MON. INITIAL
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
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25.				
26.				
27.				

CHARLESTON COMMUNITY SCHOOLS

COMMUNITY UNIT SCHOOL DISTRICT NO. 1

CHARLESTON, ILLINOIS

61920

OFFICE OF THE PRINCIPAL
Charleston High School
Route 16 & 130

Phone (217) 345-2196

Dear Parent:

It is with concern that we inform you that _____
was truant from his/her _____ period class on
_____, 1975.

In an effort to help this student correct this behavior, he/she has
been assigned detentions.

We ask that you talk with your child in order to add your voice to
ours in an attempt to prevent any future truancies which could
lead to removal from class.

If I can be of any service to you, please call me at 345-2196.

Sincerely,

G. Bill Fleming
Assistant Principal

llr

CHARLESTON COMMUNITY SCHOOLS

COMMUNITY UNIT SCHOOL DISTRICT NO. 1

CHARLESTON, ILLINOIS

61920

OFFICE OF THE PRINCIPAL
Charleston High School
Route 16 & 130

Phone (217) 345-2196

Dear Parent:

We feel it necessary to inform you that _____
failed to attend detention hall on _____.

Detention halls have been established in order that the school has an opportunity to correct unacceptable student behavior without removing the student from the entire educational process. We feel that the Detention Program is a vital aspect of our educational program and it is important that students understand its importance. Further disregard for school policy could result in suspension from school.

Our detention system has been established from 3:40 to 4:20. According to state requirements and recent court decisions, we are obligated to give a student one day's notice to make arrangements for transportation---other than school transportation.

We hope that you, as parents or guardians, could reinforce the necessity for students meeting their obligations at school. If I can be of any service to you, please call me at 345-2196.

Sincerely,

G. Bill Fleming
Assistant Principal

llr

CHARLESTON COMMUNITY SCHOOLS

COMMUNITY UNIT SCHOOL DISTRICT NO. 1

CHARLESTON, ILLINOIS

61920

OFFICE OF THE PRINCIPAL
Charleston High School
Route 16 & 130

Phone (217) 345-2196

Dear Parent:

It is with concern that we inform you that _____
was late to _____ period class on _____.
This is not the first time that this student has been tardy for
class. It is important that students report to their assigned
classes on time. When a student is late, it not only hinders his
learning but it interrupts the educational opportunities of the
entire class.

In an effort to help this student correct this behavior, he/she has
been assigned detentions. We also hope that you, as parents or
guardians, could reinforce the necessity for punctuality to class.

If I can be of any service to you, please call me at 345-2196.

Sincerely,

G. Bill Fleming
Assistant Principal

llr

CHARLESTON COMMUNITY SCHOOLS

COMMUNITY UNIT SCHOOL DISTRICT NO. 1

CHARLESTON, ILLINOIS

61920

OFFICE OF THE PRINCIPAL
Charleston High School
Route 16 & 130

Phone (217) 345-2196

Dear Parent:

It is with concern that we inform you that _____
was dismissed from _____ period class on _____
_____ for misbehaving.

In an effort to help this student correct this behavior, he/she has been assigned detentions. We also hope that you at home could reinforce the necessity of proper behavior in the classroom.

If I can be of any service to you, please call me at 345-2196.

Sincerely,

G. Bill Fleming
Assistant Principal

llr

CHARLESTON COMMUNITY SCHOOLS

COMMUNITY UNIT SCHOOL DISTRICT NO. 1

CHARLESTON, ILLINOIS

61920

OFFICE OF THE PRINCIPAL
Charleston High School
Route 16 & 130

Phone (217) 345-2196

Dear Parent:

It is with concern that we inform you that _____
was caught smoking on school property on _____.

School district policy states that students are not permitted to smoke on school premises. In an effort to help this student correct this unacceptable conduct, he/she has been assigned detentions.

Please discuss this matter with your child to find out what the problems may be as continued violations move a student one step closer to removal from school.

If I can be of any service to you, please call me at 345-2196.

Sincerely,

G. Bill Fleming
Assistant Principal

llr

CHARLESTON COMMUNITY SCHOOLS

COMMUNITY UNIT SCHOOL DISTRICT NO. 1

CHARLESTON, ILLINOIS

61920

OFFICE OF THE PRINCIPAL

Charleston High School

Route 16 & 130

Phone (217) 346-2196

March 5, 1976

Mr. and Mrs. John Doe
2365 Riverdale Road
Charleston, Illinois

Dear Mr. and Mrs. Doe:

This letter is to inform you that Joe Doe has been suspended from attendance at Charleston High School for one school day. The date of this suspension is Monday, March 8, 1976. Joe may return to school on Tuesday, March 9, 1976.

Joe was suspended from school attendance for the following reasons:

1. Disobedience - refusing to identify himself
2. Refusing to report to the office

If you desire a review hearing on this suspension, the request must be made in writing ten days after receipt of this notice.

Sincerely,

G. Bill Fleming
Assistant Principal

llr

Parent Signature

This letter must be signed and returned for the student to be reinstated to attendance at Charleston High School.

CHARLESTON COMMUNITY SCHOOLS

COMMUNITY UNIT SCHOOL DISTRICT NO. 1

CHARLESTON, ILLINOIS

61920

OFFICE OF THE PRINCIPAL
Charleston High School
Route 16 & 130

Phone (217) 345-2196

March 17, 1976

TO THE TEACHERS OF JOHN DOE:

John Doe would like permission to bring a guest, JOE BROWN from Joliet, Illinois, to his classes on Friday, March 19, 1976.

If you feel that this would not inconvenience or disturb your class, please sign below.

G. Bill Fleming

First Period _____
Second Period _____
Third Period _____
Fourth Period _____
Fifth Period _____
Sixth Period _____

CHARLESTON COMMUNITY SCHOOLS

COMMUNITY UNIT SCHOOL DISTRICT NO. 1

CHARLESTON, ILLINOIS

61920

OFFICE OF THE PRINCIPAL

Charleston High School

Route 16 & 130

Phone (217) 345-2196

September 24, 1975

Mr. and Mrs. John Doe
R. R. # 3
Arcola, Illinois

Dear Mr. and Mrs. Doe:

Joe Doe has been reported for fighting on the bus on September 23, 1975. This is the second time he has been referred to my office for unacceptable conduct while riding the bus. He has been suspended from riding the bus for one week from September 25, 1975, through October 1, 1975.

It is requested that you contact me as soon as possible. Joe will not be reinstated to ride the bus until I hear from you. Please call my office at 345-2196 or contact me in person.

Sincerely,

G. Bill Fleming
Assistant Principal

llr

Parent Signature

CHARLESTON COMMUNITY SCHOOLS

COMMUNITY UNIT SCHOOL DISTRICT NO. 1

CHARLESTON, ILLINOIS

61920

OFFICE OF THE PRINCIPAL

Charleston High School

Route 16 & 130

Phone (217) 346-2196

March 5, 1976

Mr. John Doe
2412 Eldorado Avenue
Charleston, Illinois

Dear Mr. Doe:

You are requested to have a conference with school personnel on Tuesday, March 9, 1976, at 1:00 PM in the conference room concerning the social and emotional development of your son, Joe Doe. If this conference is not held within one week, your son will be sent home until the conference is held.

If you cannot have the conference on the above date, please contact the school at 345-2196 to arrange for a more convenient date.

Sincerely,

G. Bill Fleming
Assistant Principal

llr

APPENDIX C
STUDENT ACTIVITIES

CHARLESTON HIGH SCHOOL
CALENDAR FOR WEEK OF SEPTEMBER 1 THRU SEPTEMBER 6

MONDAY: LABOR DAY - NO SCHOOL
TUESDAY: WELCOME BACK TO TROJAN COUNTRY
WEDNESDAY: TROJETS - Gym 7:00 - 9:00 p.m.
Apollo Meeting - Holiday Inn- Mattoon 6:30 p.m.
THURSDAY: CROSS COUNTRY - Rantoul Here
FRIDAY: TROJAN FOOTBALL - Taylorville - Here 7:30
SOC HOP after game - Trojets
SATURDAY: CROSS COUNTRY - PARIS INVITATIONAL - There

MENU

Monday - No School -

Tuesday - Hamburger Patties, Bun, Pickle slices, Buttered Corn,
Cherry Salad, Milk.

Wednesday - Chicken & Noodles, Mashed Potatoes, Pickled Beets,
Peach slices, Bread, Butter, Milk.

Thursday - Italian Spaghetti, Buttered carrots, Cole Slaw,
Applesauce, Bread, Butter, Milk.

Friday - Fish Sandwich, Bun, Mixed Vegetables, Lime Jello,
Apricots, Milk.

CHARLESTON HIGH SCHOOL

Calendar for September 8 - September 13, 1975

- MONDAY.....Soph Football - Effingham - Here - 7:00 p.m.
Lake Land Classes in High School
- TUESDAY.....Cross Country At Darville - 4:30 p.m.
Golf - At Lakeview - 4:15 p.m.
Early Dismissal - 2:00 p.m.
E.I.U. Class in Room 205 - 7:00 to 9:00 p.m.
- WEDNESDAY.....Golf - Newton - Here - 4:15 p.m.
Trojets - Gym - 7:00 to 9:00 p.m.
Marching Band Practice - Trojan Hill - 7:00 to 9:00 p.m.
- THURSDAY.....Fresh Football - Cumberland - Here - 7:00 p.m.
Cheerleaders - Gym - 3:30 to 5:00 p.m.
- FRIDAY.....Football.....Olney - Here - 7:30 p.m.
- SATURDAY.....Cross Country - C.H.S. Jamboree - 1:00 p.m.
-

MENU

- Monday.....Barbecue, Bun, Pickle slices, Buttered Corn, Pear Half, Milk
- Tuesday.....Corn Dog, Cheese slice, Buttered Peas, Apple Crisp, Bread, Butter, Milk
- Wednesday.....Pork Fritter, Mashed Potatoes, Chilled Tomatoes, Fruit Cup, Bread, Butter
Milk
- Thursday.....Turkey Salad Sandwich, Lettuce Salad, Peach Half, Milk
- Friday.....Bologna & Cheese, French Fries, Peach Half, Brownie, Milk

CHARLESTON HIGH SCHOOL

Calendar for September 15 - September 20, 1975

- MONDAY.....Golf...Mt. Zion - Here - 4:15 p.m.
Jazz Lecture-Dance Demonstration - Old Gym - 3:45 p.m.
Lake Land Classes in building
- TUESDAY.....E.I.U. Class in Room 205 - 7:00 to 9:00 p.m.
A.F.S. Picnic - Morton Park - 5:00 p.m.
- WEDNESDAY....Cross Country...Triad Invitational - 4:30 p.m.
Golf...At Robinson - 4:15 p.m.
Trojets - Gym - 7:00 to 9:00 p.m.
- THURSDAY.....Frosh Football...East Park Jr. High Danville - Here - 7:00 p.m.
Cheerleaders - Gym - 3:30 to 5:00 p.m.
- FRIDAY.....Football...At Rantoul - 7:30 p.m.
- SATURDAY.....Cross Country...Olney Invitational - 10:00 a.m.

MENU

- Monday.....Weiner, Bun, Potato Sticks, Baked Beans, Peach Pie, Milk
- Tuesday.....Sausage Pizza, Cheese Slice, Cole Slaw, Buttered Corn, Applesauce,
Bread, Butter, Milk
- Wednesday...Hamburger Pattie, Bun, French Fries, Buttered Peas, Fruit Cup, Milk
- Thursday.....Beef & Noodles, Mashed Potatoes, Buttered Green Beans, Pineapple &
Cheese Salad, Bread, Butter, Milk
- Friday.....Chili Mac, Lettuce Salad, Buttered Carrots, Pear Half, Hot Rolls, Butter,
Milk

DID YOU KNOW.....

Middle age is when everything starts to wear out, fall out, or spread out.

Men get their pictures on money, but women get their hands on it.

The cheapest way to have your family tree traced is to run for public office.

Calendar for September 22 - September 27, 1975

- MONDAY.....**Golf - At Newton - 4:15 p.m.
 Soph Football...At Mattoon - 7:00 p.m.
 Lake Land Classes in high school building
 Mr. Cotton from Balfour here during lunch hours
 C.E.A. Picnic - Cafe - 5:00 p.m. - (Rain Place)
- TUESDAY.....**Cross Country....At Newton - 4:15 p.m.
 E.I.U. Class in Room 205 - 7:00 to 9:00 p.m.
 Coaches involved in nite sports, A.D., Prin., I.M. coaches, meet
 in Conference Room - 7:30 a.m.
 Football Meeting - Dr. Educ. Room
- WEDNESDAY.....**Golf - At Warrensburg - 4:00 p.m.
 Trojets - Gym - 7:00 to 9:00 p.m.
 Booster Club - Lecture Room - 7:00 p.m.
- THURSDAY.....**Cross Country....Champaign Centennial - Here - 4:15 p.m.
 Frosh Football...At Casey - 7:00 p.m.
 Cheerleaders - Gym - 3:30 to 5:00 p.m.
 Madrigal-Concert Choir Rehearsal - 7:00 to 9:00 p.m.
- FRIDAY.....**Football.....At Benton - 8:00 p.m.
 Cross Country....Mattoon Frosh/Soph - 4:45 p.m.

MENU

- Monday.....**Hamburger, Bun, Tater Tots, Chilled Tomatoes, Fruit Cup, Milk
- Tuesday.....**Beef Fritter, Macaroni & Cheese, Buttered Green Beans, Peach Slices,
 Bread, Butter, Milk
- Wednesday...**Hoagie Burger, Bun, Buttered Corn, Perfection Salad, Applesauce, Milk
- Thursday.....**Italian Spaghetti, Mixed Vegetables, Cole Slaw, Orange Juice, Rolls, Butter
 Milk
- Friday.....**Tuna Salad Sandwich, Buttered Peas, Chocolate Pudding, Pear Slices, Milk
-

THINK METRIC

A miss is as good as 1.609 kilometers
 Take it with a decigram of salt
 He was beaten within 2.54 centimeters of his life
 28.350 grams of prevention are worth 453.59237 grams of cure
 Peter Piper picked 8.01 liters of pickled peppers

- MONDAY.....** Golf - At Mt. Zion - 4:15 p.m.
 Soph Football - Lakeview - Here - 7:00 p.m.
 Lake Land Classes Here in building.
- TUESDAY.....** Golf - At Paris - 4:15 p.m.
 Football Meeting - Dr. Education Room
- WEDNESDAY.....** Progress reports due in office - 4:00 p.m.
 Trojans - Gym - 7:00 to 9:00 p.m.
 Marching Band Practice - Trojan Hall - 7:00 to 9:00 p.m.
 Charleston Hospital Diabetic Meeting - Room 210 - 3:30 to 7:00 p.m.
- THURSDAY.....** Cross Country - Robinson - Here - 4:15 p.m.
 Cheerleaders - Gym - 3:30 to 5:00 p.m.
 Senior Class Chili Supper - Cafeteria - 5:00 to 8:00 p.m.
 Madrigal-Concert Choir Rehearsal - 7:00 to 9:00 p.m.
 Charleston Hospital Diabetic Meeting - Room 210 - 3:30 to 7:00 p.m.
 Bonfire - 8:30 p.m.
- FRIDAY.....**
 Football - Robinson-Here - 7:30 p.m.
 Homecoming Assembly - 1:30 p.m.
 Homecoming Parade - 2:05 p.m.
 Homecoming Soc Hop sponsored by Cheerleaders after game
 Golf - Apollo Conference Meet
- SATURDAY.....** Golf - Newton Fresh/Soph - 8:00 a.m.
 Fresh Football - At North Ridge Jr. High Danville - 10:00 a.m.
 Homecoming Dance - Gym - 3:30 to 11:00 p.m.

MENU

- Monday.....** Ravioli, Cheese Sticks, Green Beans, Applesauce, Rolls, Butter, Milk
- Tuesday....** Sliced Turkey Sandwich, Scalloped Potatoes, Lettuce Salad, Apricots, Milk
- Wednesday....** Fried Chicken, Hashed Potatoes, Buttered Spinach, Fruit Cup, Bread, Butter, Milk
- Thursday.....** Ham & Beans, Pickled Beets, Peach Slices, Cornbread, Puffin, Milk
- Friday.....** Fish Sandwich, Buttered Corned, Cole Slaw, Pear Slices, Milk

CHARLESTON HIGH SCHOOL
Calendar for October 6 - October 11, 1975

- MONDAY.....Sophomore Football - At Paris - 7:00 p.m.
Lake Land Classes in building
Recorder Meeting - Room 106 - 7:00 p.m.
- TUESDAY.....Cross Country - Apollo Conference Meet - E.I.U. - 4:30 p.m.
Golf - Paris - Here - 4:15 p.m.
Faculty Council Meeting - Conference Room - 3:40 p.m.
Football Meeting - Dr. Education Room
- WEDNESDAY.....Trojets - Gym - 7:00 to 9:00 p.m.
Marching Band Practice - Trojan Hill - 7:00 to 9:00 p.m.
Charleston Hospital Diabetic Meeting - Room 210 - 3:30 to 7:00 p.m.
- THURSDAY.....Cross Country - Effingham Invitational - 4:00 p.m.
Frosh Football - At Newton - 7:00 p.m.
Cheerleaders - Gym - 3:30 to 5:00 p.m.
Madrigal-Concert Choir Rehearsal - 7:00 to 9:00 p.m.
Charleston Hospital Diabetic Meeting - Room 210 - 3:30 to 7:00 p.m.
- FRIDAY.....County Teacher Institute - No School
Football - Paris - Here - 7:00 p.m.
- SATURDAY.....E.I.U. Marching Band Festival
Cross Country - Mattoon Invitational - 10:30 a.m.
Golf - District Meet
Thrasher Brothers Concert - Aud - 8:00 p.m.
-

MENU

- Monday.....Barbecue, Bun, Buttered Corn, Chilled Tomatoes, Pineapple & Cheese Salad, Milk
- Tuesday.....Beef Fritter, Mashed Potatoes, Buttered Green Beans, Peach Slices, Bread,
Butter, Milk
- Wednesday.....Weiner, Bun, Baked Beans, Carrot Sticks, Pear Half, Cookie
- Thursday.....Turkey & Noodles, Mashed Potatoes, Buttered Peas, Cranberry Sauce, Rolls,
Butter, Milk
- Friday.....NO SCHOOL

CHARLESTON HIGH SCHOOL
Calendar for October 13 - October 18, 1975

- MONDAY.....Columbus Day - No School
Sophomore Football - At Robinson - 7:00 p.m.
Recorder Meeting - Room 105 -- 7:00 p.m.
- TUESDAY.....Cross Country - Paris & C.H.S. at Stephen Decatur - 4:00 p.m.
Early Dismissal - 2:00 p.m.
Football Meeting - Driver Education Room
- WEDNESDAY.....Golf - Robinson - Here - 4:15 p.m.
Trojets - Gym - 7:00 to 9:00 p.m.
Marching Band Practice - Trojan Field - 7:00 to 9:00 p.m.
- THURSDAY.....Frosh Football - Robinson - Here - 7:00 p.m.
Chaerleaders - Gym - 3:30 to 5:00 p.m.
Madrigal-Concert Choir Rehearsal - 7:00 to 9:00 p.m.
- FRIDAY.....Football - Mt. Zion - Here - 7:30 p.m.
- SATURDAY.....Golf - Sectional Meet
E.I.U. Homecoming Parade - 9:30 a.m.
-

MENU

- Monday.....No School
- Tuesday.....Pork Fritter, Scalloped Potatoes, Mixed Vegetables, Apple Crisp, Bread
Butter, Milk
- Wednesday.....Cheeseburger, Bun, French Fries, Cole Salw, Chilled Peaches, Milk
- Thursday.....Chili Mac, Peas, Perfection Salad, Applesauce, Rolls, Butter, Milk
- Friday.....Pizzaburger, Bun, Green Beans, Lettuce Salad, Pear Slices, Milk
-

THOUGHTS!!!!!!

Success is getting what you want; Happiness is wanting what you get.
Living in the past has one thing in its favor--it's cheaper!
If something will go without saying--Let it.

CHARLESTON HIGH SCHOOL
Calendar for October 20 - October 25, 1975

- MONDAY.....Kiwanis Travelogue - Aud - 8:00 p.m.
Lake Land Classes in Building
Soph Football.....Rantoul - Here - 7:00 p.m.
Recorder Meeting - Room 106 - 7:00 p.m.
- TUESDAY.....P.S.A.T.-National Merit Test - Aud - 9:00 a.m. to 12:00 noon
Football meeting - Driver Education Room
- WEDNESDAY.....Trojets - Gym - 7:00 to 9:00 p.m.
Booster Club - Lecture Room - 7:00 p.m.
- THURSDAY.....Fresh Football - At Paris - 7:00 p.m.
Cheerleaders - Gym - 7:00 to 9:00 p.m.
Madrigal-Concert Choir Rehearsal - 7:00 to 9:00 p.m.
Building Trades Classes to National Building Show in Chicago
- FRIDAY.....Football..... At Newton - 7:30 p.m.
Golf - State Meet
A.F.S. Tag Day
- SATURDAY.....Cross Country - Sectional Meet - Rantoul
Golf - State Meet
A.F.S. Tag Day

MENU

- Monday.....Chili soup, Crackers, Celery sticks, Apricots, Peanut Butter sandwich,
Cake, Milk
- Tuesday.....Turkey & Noodles, Mashed potatoes, Buttered corn, Pear half, Hot rolls,
Butter, Milk
- Wednesday.....Corn Dog, Peas in cheese sauce, Buttered carrots, Fruit jello,
Peanut butter sandwich, Milk
- Thursday.....Fried Chicken, Mixed vegetables, Cole slaw, Applesauce, Bread, Butter, Milk
- Friday.....Fish Sandwich, Macaroni & Cheese, Buttered green beans, Peach crisp, Milk

DEFINITIONS

HEMP POWER: Most it takes for a person to eat and drink people and that the

WASH STOKEN: Coconut d. sp.

DANGEROUS AGE: Middle thirties.

CHARLESTON HIGH SCHOOL
Calendar for October 27 - November 1, 1975

- MONDAY.....Lake Land Classes in building
Sophomore Football - Newton - Here - 7:00 p.m.
Recorder Meeting - Room 106 - 7:00 p.m.
- TUESDAY.....Cross Country - Fresh/Soph at Rantoul - 4:15 p.m.
Football Meeting - Driver Education Room
- WEDNESDAY....Trojets - Gym - 7:00 to 9:00 p.m.
- THURSDAY.....Fresh Football - Mt. Zion - Here - 7:00 p.m.
Cheerleaders - Gym - 3:30 to 5:00 p.m.
Madrigal-Concert Choir Rehearsal - 7:00 to 9:00 p.m.
A.F.S. Halloween Party - Cafeteria - 7:00 to 9:00 p.m.
- FRIDAY.....Football - At Lakeview - 7:30 p.m.
End First Nine Weeks - Grades due to Mrs. Reidick by 3:00 p.m.
- SATURDAY.....Cross Country - State Meet - Getweiler Park - Peoria - 11:00 a.m.
Sophomore Football - At Mt. Zion - 10:00 p.m.

MENU

- Monday.....Weiner, Bun, Baked beans, Mixed vegetables, Orange juice, Cake, Milk
- Tuesday.....Pork fritter, Mashed potatoes, Buttered peas, Fruit cup, Hot rolls, Butter, Milk
- Wednesday.... Ham salad sandwich, Buttered corn, Lettuce salad, Spiced apples, Milk
- Thursday.....Italian spaghetti, Buttered spinach, Applesauce, Cookie, Bread, Butter, Milk
- Friday.....Tuna Salad sandwich, French fries, Buttered green beans, Peach slices, Milk

THOUGHTS

Without a leg to stand on still have a way of getting around.

Johnson may be wrong, but he doesn't deserve a death sentence.

Give us commandments--we don't want them.

CHARLESTON HIGH SCHOOL
Calendar for November 3 - November 8, 1975

MONDAY.....Lake Land Classes in building
Recorder Meeting - Room 106 - 7:00 p.m.

TUESDAY.....High School Faculty Council - Conference Room - 3:40 p.m.

WEDNESDAY.....Trojets - Gym - 7:00 to 9:00 p.m.
First round Football Finals

THURSDAY.....Cheerleaders - Gym - 3:30 to 5:00 p.m.
Madrigal-Concert Choir Rehearsal - 7:00 to 9:00 p.m.
 $\frac{1}{2}$ Day School - Faculty In Action Workshop - 1:00 to 3:30 p.m.

FRIDAY.....Powder Puff Football Game - 7:00 p.m.

SATURDAY.....Quarter Finals Football game
East Central Illinois Choral Festival - Casey

MENU

Monday.....Barbecue, Bun, Potato sticks, Buttered peas, Prunes, Brownie, Milk

Tuesday.....Beef Fritter, Mixed Vegetables, Cole Slaw, Pear Half, Hot Rolls, Butter, Milk

Wednesday.....Hamburger, Bun, Mashed potatoes, Buttered green beans, Peach slices, Milk

Thursday.....No Lunch - $\frac{1}{2}$ Day School

Friday.....Fish Sandwich, Scalloped Potatoes, Lettuce Salad, Cherry Salad, Milk

THOUGHTS

Feed your faith, and your doubts will starve to death.

WYOMING HIGH SCHOOL
Calendar for November 10 - November 15, 1975

MONDAY.....Lake Land Classes in building
Recorder Meeting - Room 106 - 7:00 p.m.
Fall Sports Luncheon - Sr. High Cafeteria - 6:30 p.m.

TUESDAY.....Veteran's Day - No School

WEDNESDAY.....Trojans - Gym - 7:00 to 9:00 p.m.
1/2 day school in session - Faculty Workshop 1:00 to 3:00 p.m.
Choraleaders - Gym - 3:30 to 5:00 p.m.

THURSDAY.....Madrigal-Convant Choir Rehearsal - 7:00 to 9:00 p.m.

FRIDAY.....

SATURDAY.....Football Semi Finals
Community Unit #1 Referendum - VOTE
District 3 Music Festival - E.I.U.

MEI

Monday.....Chuckwagon Sandwiches, Buttered Corn, Prunes, Orange Juice, Milk

Tuesday.....Turkey & Noodles, Mashed Potatoes, Buttered Green Beans, Apricots,
Hot Rolls, Butter, Milk

Wednesday.....NO LUNCH

Thursday.....Pizzaburger, Sun, Peas in Cheese Sauce, Cole Slaw, Peach Slices, Milk

Friday.....Chili Soup, Crackers, Cheese & Carrots Sticks, Applesauce, Cake,
Peanut Butter Sandwich, Milk

THOUGHTS

The life of the party may be death on the highway.

The hardest thing in the world to open is a closed mind.

Nothing's harder on your laurels than resting on them.

CHARLESTON HIGH SCHOOL
Calendar for November 17 - November 22, 1975

- MONDAY.....American Education Week "Our Future Is In Our Schools"
Lake Land Classes in Building
Recorder Meeting - Room 105 - 7:00 a.m.
4th Period Multi-Start: Class Dinner - Room 210 - 4:30 to 7:30 p.m.
- TUESDAY.....Early Dismissal - 2:00 p.m. - Follow Schedule B
- WEDNESDAY.....Trojans - Gym - 7:00 to 9:00 p.m.
Cheerleaders -- gym -- 3:00 to 5:00 p.m.
- THURSDAY.....Madrigal-Concert Choir Rehearsal - 7:00 to 9:00 p.m.
Coles Moultrie Electric Coop - Aud - 7:00 p.m.
- FRIDAY.....Football State Finals - Bloomington
- SATURDAY.....Football State Finals - Bloomington

MENU

- Monday.....Hamburger, Bun, Tater Tots, Buttered Spinach, Spiced Apples, Milk
- Tuesday.....Perk Fritter, Scalloped Potatoes, Buttered Green Beans, Peach Slices
Hot Rolls, Butter, Milk
- Wednesday.....Fish Sandwich, Bun, Cheese Slice, Buttered Peas, Chilled Tomatoes,
Pear Slices, Milk
- Thursday.....Beef Fritter, Washed Potatoes, Buttered Carrots, Applesauce, Bread,
Butter, Milk
- Friday.....Barbecue, Bun, Pickle Slices, Buttered Corn, Plain Jello, Fruit Cup, Milk

COMMENTS

Money does make all the difference. If you have two jobs and you're rich, you have diversified interests. If you have two jobs and you're poor, you're moonlighting.

Every ten a dollar can look so big when you take it to church, and so small when you take it to the store.

If there are always two sides to every question, how come there is only one answer?

CHARLESTON HIGH SCHOOL
Calendar for November 24 - November 29, 1975

- MONDAY.....Kiwanis Travelogue - Aud - 8:00 p.m.
Lake Land Classes in Building
Recorder Meeting - Room 100 - 7:00 p.m.
- TUESDAY.....Basketball - At Penn - 6:30 and 8:00 p.m.
- WEDNESDAY.....Trojets - Gym - 7:00 to 9:00 p.m.
Cheerleaders - Gym - 3:00 to 5:00 p.m.
Booster Club Meeting - Lecture Room - 7:00 p.m.
Ministerial Association Thanksgiving Eve Intra Service - Aud - 7:30 p.m.
- THURSDAY.....HAPPY THANKSGIVING
- FRIDAY.....Thanksgiving Vacation - No School
Wrestling - Tournament of Champions - E.I.U. - 1:00 p.m.
- SATURDAY.....Wrestling - Tournament of Champions - E.I.U. - 1:00 p.m.
-

MENU

- Monday.....Meiner, Bun, Baked Beans, Cole Slaw, Peach Crisp, Milk
- Tuesday.....Italian Spaghetti, Mixed Vegetables, Chocolate Pudding, Pear Slices
Bread, Butter, Milk
- Wednesday.....Turkey & Noodles, Mashed Potatoes, Buttered Green Beans, Apricots,
Hot Rolls, Butter, Milk
- Thursday & Friday.....No School
-

THOUGHTS

It is easy to tell a lie. BUT it is hard to tell only one lie!

He need not worry so much about what men descends from--
it's what he descends to that shapes the human race.

CHARLESTON HIGH SCHOOL
Calendar for December 1 - December 6, 1975

- MONDAY.....Lake Land Classes in building
Recorder Meeting - Room 106 - 7:00 p.m.
Meet Wrestling Trojans - Gym - 7:30 p.m.
- TUESDAY.....Basketball - At Teutopolis - 6:30 and 8:00 p.m.
Faculty Council Meeting - 3:30 p.m. Conference Room
- WEDNESDAY.....Progress reports due in office by 4:00 p.m.
Trojets - Gym - 7:00 to 9:00 p.m.
Cheerleaders - Gym - 3:30 to 5:00 p.m.
- THURSDAY.....Wrestling - At Cumberland - 4:00 p.m.
Madrigal-Concert Choir Rehearsal - 7:00 to 9:00 p.m.
A.F.S. Chapter Pot Luck - Cafeteria - 6:00 p.m.
- FRIDAY.....Faculty and Staff Christmas Dinner - Charleston Holiday Inn - 5:30 p.m.
- SATURDAY.....Basketball - Effingham - Here - 6:30 and 8:00 p.m.
Trojets perform at half-time
Soc Hop sponsored by Cheerleaders after game
Elks Hoop Shoot Contest - Gyms - 8:00 a.m. to 4:00 p.m.
-

MENU

- Monday.....Sloppy Joe, Bun, Pickle Slices, Buttered Peas, Potato Sticks,
Applesauce, Milk
- Tuesday.....Corn Dog, Macaroni & Cheese, Green Beans, Pear Half, Bread, Butter,
Milk
- Wednesday.....Ham Salad Sandwich, Hash Browns, Chocolate Pudding, Peach Slices, Milk
- Thursday.....Chili Mac, Buttered Corn, Cole Slaw, Orange Juice, Hot Rolls, Butter
Milk
- Friday.....Fish Sandwich, Baked Beans, Buttered Spinach, Fruit Cup, Milk
-

THOUGHTS

He who blows his stack adds to the world's pollution.

A closed mind, like a closed room, can become awfully stuffy.

Middle age is when everything starts to wear out, fall out,
or spread out.

CHARLESTON HIGH SCHOOL
Calendar for December 8 - December 13, 1975

- MONDAY.....Lake Land Class in building
Recorder Meeting - Room 106 - 7:00 p.m.
- TUESDAY.....Early Dismissal - 2:00 Follow Schedule B
Spanish Honor Initiation - Lecture Room and Room 300 - 7:00 p.m.
Band Parents Pot Luck - Cafeteria - 6:00 p.m.
- WEDNESDAY.....Trojets - Gym - 7:00 to 8:00 p.m.
Cheerleaders - Gym - 3:30 to 5:00 p.m.
- THURSDAY.....Madrigal-Concert Choir Rehearsal - 7:00 to 9:00 p.m.
- FRIDAY.....Basketball.....At Robinson - 6:30 & 8:00 p.m.
- SATURDAY.....Wrestling - Lawrenceville & Mt. Carmel - Here - 10:00 a.m.
Christmas Dance - Gym - 8:00 to 11:00 p.m.

MENU

- Monday.....Raviola, Cottage Cheese, Mixed Vegetables, Peach Slices, Bread, Butter, Milk
- Tuesday.....Weiner, Bun, Scalloped Potatoes, Pickled Beets, Fruit Cup, Milk
- Wednesday.....Beef Fritter, Mashed Potatoes, Buttered Carrots, Pear Half,
Bread, Butter, Milk
- Thursday.....Barbecue, Bun, Buttered Green Beans, Plain Jello, Apricots, Milk
- Friday.....Tuna Salad Sandwich, Buttered Peas, French Fries, Applesauce, Milk

THOUGHTS

By the time a man can afford to lose a golf ball, he just can't hit it that far.

Roughing it--to camp out without a television set.

The only place success comes before work is in the dictionary.

CHARLESTON HIGH SCHOOL
Calendar for December 15 - December 20, 1975

- MONDAY.....**Lake Land Classes in building
Recorder Meeting - Room 103 - 7:00 p.m.
Frosh/Soph Basketball - At Robinson - 6:15 & 8:00 p.m.
Intramural Basketball - Gym - 7:30 to 9:30 p.m.
- TUESDAY.....**Christmas Concert - 7:30 p.m. - Dyorak Concert Hall - E.I.U.
- WEDNESDAY.....**Trojets - Gym - 7:00 to 9:00 p.m.
Booster Club Meeting - Lecture Room - 7:00 p.m.
Foreign Language Classes Caroling at Jr. High - 6th period
Cheerleaders - Gym - 3:30 to 5:00 p.m.
- THURSDAY.....**Madrigal-Concert Choir Rehearsal - 7:00 to 9:00 p.m.
National Honor Society Christmas Tea - Periods 5 & 6 - Lib. Conf. Room
- FRIDAY.....**Christmas Vacation Begins at close of school
Basketball - Lakeview - Here - 6:30 & 8:00 p.m.
Trojets perform at half-time
Twirlers perform at half-time
Christmas Assembly - Gym - 11:10 - 11:50 a.m.
-

MENU

- Monday.....**Hamburger, Bun, Potato Sticks, Green Beans, Pear Slices, Milk
- Tuesday.....**Chili Soup & Crackers, Cheese & Celery Sticks, Peach Slices, Peanut Butter Sandwich, Cookie, Milk
- Wednesday.....**Chuckwagon, Bun, Baked Beans, Plain Jello, Applesauce, Milk
- Thursday.....**Fish Sandwich, Bun, French Fries, Lettuce Salad, Fruit Cup, Milk
- Friday.....**Turkey & Noodles, Mashed Potatoes, Buttered Peas, Cherry Salad, Ice Cream, Rolls, Butter, Milk
-

TO ALL OF YOU.....FROM ALL THE OFFICE PERSONNEL

A V E R Y M E R R Y C H R I S T M A S

A N D

H A P P Y N E W Y E A R

- MONDAY.....Kilmer's Travelogue - Aud - 2:00 p.m.
Boys Intramurals - New Gym - 6:00 to 7:00 p.m.
Fresh/Soph Basketball - 1st. Gym - Home - 6:15 and 8:00 p.m.
- TUESDAY.....Basketball - Wind-Tis - Home - 6:30 and 8:00 p.m.
Gifts presented Miss Stout Properties at 7:45 p.m.
Boys Intramurals - New Gym - 6:00 to 7:00 p.m.
- WEDNESDAY.....Casper's Orders - Aud - 3:30 to 5:00 p.m.
Trojans - Gym - 7:00 to 8:00 p.m.
Baseball - Dance Room - 6:30 to 8:00 p.m.
- THURSDAY.....Fresh/Soph Basketball - Casey - Home - 6:15 and 8:00 p.m.
Medieval-Concert Choir Rehearsal - 7:00 to 9:00 p.m.
Boys Intramurals - New Gym - 6:00 to 7:00 p.m.
Girls Intramurals - New Gym - 3:30 to 5:30 p.m.
- FRIDAY.....Basketball.....At Paris - 6:30 and 8:00 p.m.
Baseball - Dance Room - 6:30 to 8:00 p.m.
-

MENU

- Monday.....Werner, Bun, Macaroni & Cheese, Buttered Peas, Fruit Cup, Milk
- Tuesday....Beef & Noodles, Hashed Potatoes, Green Beans, Apricots, Bread, Butter, Milk
- Wednesday....Hamburger, Bun, French Fries, Jello, Peach Slices, Milk
- Thursday....Italian Spaghetti, Buttered Spinach, Diced Carrots, Applesauce, Hot Rolls, Butter, Milk
- Friday.....Fish Sandwich, Bun, Scalloped Potatoes, Fork & Beans, Pear Slices, Milk
-

THOUGHTS

Success is getting what you want; Happiness is wanting what you get.
Good conversation depends as much on listening as on speaking.
A piggy bank is an attempt to live below your yearnings.

CHARLESTON HIGH SCHOOL

Calendar for January 12 - January 17, 1976

- MONDAY.....Basketball - Shelbyville Tournament
Frosh/Soph Basketball - Paris - Here - 6:15 & 8:00 p.m.
Boys Intramurals - New Gym - 6:00 to 9:00 p.m.
- TUESDAY.....Basketball - Shelbyville Tournament
Early Dismissal - 2:00.....Follow Schedule B
Boys Intramurals - New Gym - 6:00 to 9:00 p.m.
- WEDNESDAY.....Basketball - Shelbyville Tournament
Trojans - Gym - 7:00 to 9:00 p.m.
Cheerleaders - Gym - 3:30 to 5:00 p.m.
Baseball - Dance Room - 6:30 to 8:00 p.m.
- THURSDAY.....Frosh/Soph Basketball - Cumberland - Here - 6:15 & 8:00 p.m.
Madrigal-Concert Choir Rehearsal - 7:00 to 9:00 p.m.
Girls Intramurals - New Gym - 3:30 to 5:30 p.m.
Boys Intramurals - New Gym - 6:00 to 9:00 p.m.
- FRIDAY.....Baseball - Dance Room - 3:30 to 5:00 p.m.
- SATURDAY.....Farm Bureau Annual Meeting - Aud & Cafe - 8:30 to 2:30
-

MENU

- Monday.....Barbecue, Bun, Pickle slices, Buttered Corn, Spiced Apples, Milk
- Tuesday.....Beef Fritter, Mashed Potatoes, Pickled Beets, Peach slices, Hot Rolls,
Butter, Milk
- Wednesday.....Chili soup, Crackers, Apple Crisp, Carrot & Cheese sticks,
Peanut Butter Sandwich, Milk
- Thursday.....Fish Sandwich, Peas, Cheese Sauce, Buttered Carrots, Pear Slices, Milk
- Friday.....Pizzaburger, Bun, Buttered Green Beans, Potato Sticks, Pineapple &
Cheese Salad, Milk

Calendar for January 19 - January 24, 1976

MONDAY..... Boys Intramurals - New Gym - 6:00 to 9:00 p.m.
 Lake Land Registration - Aud - 6:30 to 8:15 p.m.
 Creative Writing Film - Lecture Room - 6:30 p.m.
 Multi-Ethnic Dinner - Room 219 - 5:00 to 7:45 p.m.
 G.E.D. Class - Library Conference Room - 6:30 to 9:00 p.m.

TUESDAY..... Boys Intramurals - New Gym - 6:00 to 9:00 p.m.

WEDNESDAY..... Semester Exam 9:55 to 10:35..... 3rd period exam
 10:45 to 12:25..... 4th period exam
 12:25 to 1:30..... Lunch
 1:35 to 3:15..... 6th period exam
 Trojets - Gym - 7:00 to 9:00 p.m.
 Cheerleaders - Gym - 3:30 to 5:00 p.m.
 Baseball - Dance Room - 6:30 to 8:00 p.m.
 G.E.D. Class - Library Conference Room - 6:30 to 9:00 p.m.

THURSDAY..... Semester Exam 8:55 to 10:35..... 1st period exam
 10:45 to 12:25..... 2nd period exam
 12:25 to 1:30..... Lunch
 1:35 to 3:15..... 5th period exam
 All State Music Conference - Arlington Heights
 Frosh/Soph Basketball - At Teutopolis - 6:15 & 8:00 p.m.
 Boys Intramurals - New Gym - 6:00 to 9:00 p.m.
 Girls Intramurals - New Gym - 3:30 to 5:30 p.m.

FRIDAY..... End of 2nd Nine Weeks and First Semester
 Family Workshop - No School
 Potluck Luncheon - Cafe - 12:00 noon
 All State Music Conference - Arlington Heights
 Baseball - Dance Room - 3:30 to 5:00 p.m.

SATURDAY..... Southern Illinois Track Coaches Clinic - Aud - 8:00 to 4:00
 All State Music Conference - Arlington Heights
 Frosh Basketball Tourney - Gym - Games at 12:00, 1:30, 7:00 & 8:30

Menu

Monday..... Chili Mac, Spinach, Pear Slices, Cookies, Bread, Butter, Milk
 Tuesday..... Corn Dog, Buttered Green Beans, French Fries, French Half, Bread, Butter, Milk
 Wednesday..... Pizzaburger, Bun, Buttered Green Beans, Potato Sticks, Pineapple & Cheese Salad, Milk
 Thursday..... Fish SeaButch, Baked Beans, Corn, Milk
 Friday..... No School

CHARLESTON HIGH SCHOOL
Calendar for January 26 - January 31, 1976

- MONDAY.....Wrestling - At Shelbyville - 7:00 p.m.
G.E.D. Class - Library Conference Room - 6:30 to 9:00 p.m.
Frosh Basketball Tournoy - Here - 6:30 and 8:00 p.m.
Boys Intramurals - New Gym - 6:00 to 9:00 p.m.
- TUESDAY.....Basketball - Robinson - Here - 6:30 and 8:00 p.m.
Boys Intramurals - New Gym - 6:00 to 9:00 p.m.
Seniors order announcements - Media Center - All day
- WEDNESDAY.....Wrestling - Georgetown - There - 7:00 p.m.
Trojets - Gym - 7:00 to 9:00 p.m.
Booster Club Meeting - Lecture Room - 7:00 p.m.
Cheerleaders - Gym - 3:30 to 5:00 p.m.
Baseball - Dance Room - 6:30 to 8:00 p.m.
G.E.D. Class - Library Conference Room - 6:30 to 9:00 p.m.
Preliminary Election for Mr. Irresistible
- THURSDAY.....Madrigal-Concert Choir Rehearsal - 7:00 to 9:00 p.m.
Girls Intramurals - New Gym - 3:30 to 5:30 p.m.
Boys Intramurals - New Gym - 6:00 to 9:00 p.m.
- FRIDAY.....Basketball - Newton - Here - 6:30 and 8:00 p.m.
Trojets perform at half-time
Twirlers perform at half-time
Baseball - Dance Room - 3:30 to 5:00 p.m.
- SATURDAY.....Basketball - At Mt. Zion - 8:30 & 8:00 p.m.
Brownie Bash - Sr. Scouts - Gym - 6:45 a.m. to 3:00 p.m.

MENU

- Monday.....Beef & Noodles, Mashed Potatoes, Glazed carrots, Applesauce, Bread, Butter, Milk
- Tuesday.....Wainer, Bun, Buttered Corn, Plain Jello, Fruit Cup, Milk
- Wednesday,....Ham Salad Sandwich, Tater Tots, Lettuce Salad, Peach Slices, Milk
- Thursday.....Pork Fritter, Sweet Potatoes, Buttered Peas, Pear Slices, Hot Rolls,
Butter, Milk
- Friday.....Tuna Salad Sandwich, Green Beans, French Fries, Apricots, Milk

CHARLESTON HIGH SCHOOL
Calendar for February 2 - February 7, 1976

- MONDAY.....Frosh/Soph Basketball - Teutopolis - Here - 6:15 & 8:00 p.m.
Boys Intramurals - New Gym - 6:00 to 9:00 p.m.
G.E.D. Class - Library Conference Room - 6:30 to 9:00 p.m.
Registration for 1976-77 Freshmen - Media Center - 3:30 to 7:30 p.m.
- TUESDAY.....Basketball - Marshall - Here - 6:30 & 8:00 p.m.
Boys Intramurals - New Gym - 6:00 to 9:00 p.m.
Registration for 1976-77 Freshmen - Media Center - 3:30 to 7:30 p.m.
Adult Pottery Class - Room 102 - 7:00 to 10:00 p.m.
- WEDNESDAY....Trojets - Gym - 7:00 to 9:00 p.m.
Cheerleaders - Gym - 3:30 to 5:00 p.m.
Baseball - Dance Room - 6:30 to 8:00 p.m.
G.E.D. Class - Library Conference Room - 6:30 to 9:00 p.m.
Registration for 1976-77 Freshmen - Media Center - 3:30 to 7:30 p.m.
Registration for 1976-77 Seniors - Media Center - 9:00 a.m. to 12:00 noon
- THURSDAY.....Frosh/Soph Basketball - Effingham - Here - 6:15 & 8:00 p.m.
Madrigals-Concert Choir Rehearsal - 7:00 to 9:00 p.m.
Boys Intramurals - New Gym - 6:00 to 9:00 p.m.
Girls Intramurals - New Gym - 3:30 to 5:30 p.m.
Registration for 1976-77 Freshmen - 3:30 to 7:30 p.m.
Registration for 1976-77 Juniors - 9:00 a.m. to 12:00 noon - Media Center
- FRIDAY.....Basketball - Paris - Here - 6:30 & 8:00 p.m.
Trojets perform at half-time
Twirlers perform at half-time
Immunizations for 9th graders - 12:00 to 1:30 p.m.
Baseball - Dance Room - 3:30 to 5:00 p.m.
Registration for 1976-77 Sophomores - Media Center - 9:00 a.m. to 12:00 noon
- SATURDAY.....Wrestling - At Catlin - Frosh/Soph

MENU

- Monday....Chili soup, Crackers, Carrot sticks, Fruit cup, Peanut Butter Sandwich,
Cookie, Milk
- Tuesday....Beef Fritter, Mashed potatoes, Lima beans, Apricots, Hot rolls, Butter, milk
- Wednesday....Hamburger, Bun, Buttered peas, Plain jello, Appiesauce, Milk
- Thursday....Italian Spaghetti, Corn, Cole slaw, Pear half, Bread, Butter, Milk
- Friday....Fish Sandwich, Au gratin potatoes, Peach slices, Chocolate cake, Milk

- MONDAY.....**Kiwanis Travelogue - Aud - 8:00 p.m.
 Frosh/Soph Basketball - Newton - Here - 6:15 & 8:00 p.m.
 Boys Intramurals - New Gym - 6:00 to 9:00 p.m.
 G.E.D. Class - Library Conference Room - 6:30 to 9:00 p.m.
- TUESDAY.....**Boys Intramurals - New Gym - 6:00 to 9:00 p.m.
 Election for Mr. Irresistible - Lunch hours in cafeteria
 Early Dismissal - 2:00 p.m.
 Trojets - Gym - 2:00 to 3:30 p.m.
 Adult Pottery Class - Room 102 - 7:00 to 10:00 p.m.
- WEDNESDAY....**Cheerleaders - Gym - 3:30 to 5:00 p.m.
 Mr. Irresistible Dance - Gym - 8:00 to 10:30 p.m.
 Baseball - Dance Room - 6:30 to 8:30 p.m.
 G.E.D. Class - Library Conference Room - 6:30 to 9:00 p.m.
- THURSDAY.....**Lincoln's Birthday - No School
 Frosh/Soph Basketball - At Mt. Zion - 6:15 & 8:00 p.m.
- FRIDAY.....**Basketball - At Lakeview - 6:30 & 8:00 p.m.
 Wrestling - District at Clinton
 Baseball - Dance Room - 3:30 to 5:00 p.m.
 A.F.S. Weekend - A.F.S. Potluck - Cafeteria - 6:00 p.m.
- SATURDAY.....**Wrestling - District at Clinton
 University of Illinois Indoor Track Meet - 9:30 a.m.
-

MENU

- Monday...Weiner, Bun, Baked Beans, Potato Sticks, Apricots, Cookie, Milk
- Tuesday...Barbecue, Bun, Corn, Buttered Spinach, Fruit Cdp, Milk
- Wednesday...Meat Sandwich, French Fries, Peach Slices, Cake, Milk
- Thursday...No School - Lincoln's Birthday
- Friday...Beef & Noodles, Mashed Potatoes, Mixed Vegetables, Cranberry Sauce,
Hot Rolls, Butter, Milk

CHARLESTON HIGH SCHOOL
Calendar for February 16 - February 21, 1976

- MONDAY.....** Fresh/Soph Basketball - At Casey - 6:15 & 8:00 p.m.
 Wrestling - Grade School Tourney - 6:30 to 9:00 - Gym
 Boys Intramurals - New Gym - 6:00 to 9:00 p.m.
 G.E.D. Class - Library Conference Room - 6:30 to 9:00 p.m.
 Baseball Practice Starts - 7:30 to 8:40 a.m. & 8:30 to 9:00 p.m.
- TUESDAY.....** Basketball - Casey - Here - 6:30 & 8:00 p.m.
 Trojans perform at half-time
 Twirlers perform at half-time
 Boys Intramurals - New Gym - 6:00 to 9:00 p.m.
 Adult Pottery Class - Room 102 - 7:00 to 10:00 p.m.
- WEDNESDAY.....** G.E.D. Class - Library Conference Room - 6:30 to 9:00 p.m.
 Cheerleaders - Gym - 3:30 to 5:00 p.m.
 Fresh/Soph Basketball - Effingham St. Anthony - Here - 6:15 & 8:00 p.m.
- THURSDAY.....** Fresh/Soph Basketball - Robinson - Here - 6:15 & 8:00 p.m.
 Madrigal-Concert Choir Rehearsal - 7:00 to 9:00 p.m.
 Girls Intramurals - New Gym - 3:30 to 5:30 p.m.
 Boys Intramurals - New Gym - 6:00 to 9:00 p.m.
- FRIDAY.....** Basketball - At Newton - 6:30 & 8:00 p.m.
 Wrestling - Sectional Meet at Champaign
 Forest View High School Jazz Band Assembly - Gym - 2:15 p.m.
 Band Potluck - Cafeteria - 5:00 to 7:00 p.m.
- SATURDAY.....** Wrestling - Sectional Meet at Champaign
 Baseball Practice - 9:00 to 11:30 a.m.

MENU

- Monday.....** Hamburger, Bun, Lima Beans, Plain Jello, Ipar Half, Milk
- Tuesday.....** Pork Fryer, Bun, Washed Potatoes, Applesauce, Brownie, Milk
- Wednesday.....** Corn Dog, Macaroni & Cheese, Green Beans, Fruit Cup, Bread, Butter, Milk
- Thursday.....** Fried Chicken, Washed Potatoes, Peas, Peach Slices, Soda, Butter, Milk
- Friday.....** Pizza, Sweet Potatoes, Lettuce Salad, Cherry Carnival Cake, Bread, Butter, Milk

CHARLESTON HIGH SCHOOL
Calendar for February 23 - February 28, 1976

- MONDAY.....Boys Intramurals - New Gym - 6:00 to 9:00 p.m.
G.E.D. Class - Library Conference Room - 6:30 to 9:00 p.m.
Citizens Meeting with Board of Education - Media Center - 7:30 p.m.
- TUESDAY.....Basketball - At Rantoul - 6:30 and 8:00 p.m.
Boys Intramurals - New Gym - 6:00 to 9:00 p.m.
Adult Pottery Class - Room 102 - 7:00 to 10:00 p.m.
- WEDNESDAY.....Trojets - Gym - 7:00 to 9:00 p.m.
Booster Club Meeting - Lecture Room - 7:00 p.m.
Cheerleaders - Gym - 3:30 to 5:00 p.m.
G.E.D. Class - Library Conference Room - 6:30 to 9:00 p.m.
- THURSDAY.....Madrigal-Concert Choir Rehearsal - 7:00 to 9:00 p.m.
Boys Intramurals - New Gym - 6:00 to 9:00 p.m.
Girls Intramurals - New Gym - 3:30 to 5:30 p.m.
- FRIDAY.....Basketball - At Centralia - 6:30 and 8:00 p.m.
Wrestling - State Tourney
- SATURDAY.....Wrestling - State Tourney
Apollo Conference Soph Basketball Tourney - Decatur Lakeview - 12:00 noon
Baseball practice - 9:00 to 11:30 a.m.

MENU

- Monday.....Barbecue, Bun, Potato Sticks, Lima Beans, Peach Slices, Cake, Milk
- Tuesday.....Beef & Noodles, Mashed Potatoes, Mixed Vegetables, Fruit, Hot Rolls,
Butter, Milk
- Wednesday.....Bologna & Cheese Sandwich, French Fries, Pickled Beets, Fruit Cup, Milk
- Thursday.....Chili Mac, Buttered Corn, Apricots, Cookie, Bread, Butter, Milk
- Friday.....Fish Sandwich, Creamed Peas, Buttered Carrots, Applesauce, Milk

APPENDIX D
FACULTY COUNCIL MEETINGS

To: Faculty Council

From: Mike David

Date: October 1, 1975

The two following proposals are for the half day workshops on November 6 and November 12, 1975.

NOVEMBER 6, 1975

Classes dismissed at	11:55
Lunch break	12:00 to 1:00
Faculty Meeting	1:00 to 1:30
Faculty in Action	1:30 to 3:30

Teachers will have their choice of attending faculty presentations. Faculty who have agreed to participate include:

Monken & Alexander	Driver Education Simulators
Lowe	Pottery
Habicht	Printing
Williams	Language Lab

Other teachers may also be involved in demonstrations. We would give the teachers their choice of attending about three - 30 to 40 minute demonstrations. The afternoon will then be organized so the staff moves around the building to the site of the demonstration.

NOVEMBER 12, 1975

Community Resources Day.....

I have talked to Bill Browning about coordinating a program with community people talking about various resources available to aid the classroom teacher.

This day is not as fully developed as November 6, but these two topics were the most popular between John Schaitz, Stan Adkins, and myself.

Please write your reactions, approval or disapproval, on this sheet and return by Friday, October 3, 1975.

Thanks!

CHARLESTON HIGH SCHOOL
FACULTY COUNCIL
October 7, 1975

Present: Mr. Adkins, Mr. Baker, Mr. Carrell, Mr. Chaffin, Mr. Hankins,
Mrs. Kubicek, Mrs. Plath, Mr. Schmitz, Miss Williams, Mr. Hill,
Mrs. Bouknight, Mr. Weir, Mr. Fleming, Mr. David

1. Building needs and review of custodial services---Each member sited specific needs for certain rooms and reviewed the services received by the custodians. This list will be passed on to Gary and taken care of immediately.
2. Study Halls---Mr. Fleming explained some experimental procedures being used in the study halls. Because of the large number of discipline cases referred from study hall during the first few weeks, the study halls have been divided between those that want a quiet study period and those that want to study but also converse with a neighbor. This system is still being reviewed, but it has cut down the number of discipline cases, leaving more time to assist classroom teachers with their needs.
3. Mr. David made a curriculum proposal for 1976-77 that will be discussed in departmental meetings Tuesday, October 14 and studied for the next couple of months. This proposal is that all students be required to take six courses. The rationale for the proposal was based upon the large number of students that are now in the study halls and the small proportion of those students that are really making productive use of their time. If study halls are a waste of time, then perhaps a sixth class would be more educationally sound. Mr. Weir stated that approximately 50% of our student body is enrolled in six classes now.
4. November 6 and November 12 Half-day Workshops---November 6th workshop will be "Faculty in Action". Approximately 6 or 7 faculty members will give demonstrations in their particular teaching fields. The faculty will have a choice of attending 3 or 4 of these demonstrations. The November 12th workshop will be community resources program with Bill Browning and other community people delivering the program. Specific details for these workshops will follow.
5. Early Dismissal---Tuesday, October 14th there will be an early dismissal schedule with a faculty meeting convening at 2:15 in the cafeteria with department meetings to follow.
6. American Education Week - November 16-22---The council felt that this was the wrong time to really have an open house because it would benefit us more to have it before the November 15th referendum. Mr. David proposed that we have two times a week where the public is invited to see us as we are type of open house instead of a formal, rather planned, open house. For example, at 9:30 a.m. on Tuesday morning and 1:30 p.m. on Thursday tours of the building will be conducted and the public is welcome to come in and see the high school in action. Council unanimously approved this proposal.
7. A request for a guest speaker was considered from Mr. Walters. The council approved Mr. Walters having this speaker for one session and allowing all

students enrolled in Sociology to attend the meeting. Specific details of when the speaker will be here have not been worked out. This case will be reviewed so that we can have more of this type activity with a minimal disruption of class time.

8. Some student traffic problems were discussed. Mrs. Plath is concerned about students milling around in the new resource area before school. The administrators will patrol this area to clear up this problem. There is also a running in the hallways problem just before the lunch periods. An announcement will be made to correct this problem. Mr. Baker mentioned the problem of students walking across the gym floor rather than going up and walking through the balcony. This problem will be studied because there does not seem to be an easy solution.

Next regular meeting November 4, 1975 at 3:40 p.m.

CHARLESTON HIGH SCHOOL
FACULTY COUNCIL
December 2, 1975

Present: Mr. Adkins, Mr. Baker, Mr. Carroll, Mr. Chaffin, Mr. Hankins,
Mr. Hill, Mrs. Kubicki, Mrs. Plath, Mr. Schmitz, Miss Williams,
Mrs. Bouknight, Mr. Hair, Mr. Fleming, Mr. David

Members of faculty council are to make an appointment with Mr. David to review grade distribution for the first nine weeks.

Please take the time to review our present policy for working with anticipated absences and make suggestions.

On Friday, December 5 we will run Schedule C so that we may have a pep session for our first home basketball game.

Suggestion was made to review our present Progress Report Form and the possibility of designing a form combining checklist and written comment approach.

Discussion was held on student teaching program. We should look at our present program to see what we can do without hurting our program. Lack of extra-curricular activities next year could mean a lack of total experience for student teachers. General consensus was 3 weeks experience was too short. Charleston schools should possibly adopt their own set of standards for accepting student teachers.

On December 10 the Board of Education will meet as a committee of whole to discuss steps for beginning budget preparation for next year. We need as much input as possible in gathering information to prepare for possible additional cuts at our level.

Next meeting will be Tuesday, December 16th.

CHARLESTON HIGH SCHOOL

FACULTY COUNCIL

January 6, 1976

Present: Mr. David, Mr. Weir, Mr. Fleming, Mr. Hankins, Mr. Hill, Mrs. Kubicek, Mr. Adkins, Mr. Chaffin, Mr. Baker, Mr. Carrell, Mrs. Plath, Mr. Schnitz, Miss Williams, Mrs. Bouknight

REGISTRATION 1976-77---Registration for the next school year will begin by February 2, 1976. Please take the time to review present course offerings, course descriptions, etc. in order to have updated information for registration. Meetings with counselors are being held to review the method of registration.

EXAM SCHEDULE---Final exam days are January 21 and 22. Periods 3, 4, and 6 on the 21st and periods 1, 2, and 5 on the 22nd. We will follow a schedule as in the past. Students are required to be in class for the entire exam time. The periods a student has study hall or physical education they are not required to be in school. Students must be in class or in the study area if they are in the building.

EARLY DISMISSAL---January 13, 1976 we will have joint department meetings with the junior high staff. Begin now to make plans and anticipate areas of concern for discussion.

GRADE DISTRIBUTION---Discussion was held on the distribution of the first 9 weeks grades and the possibility of arriving at definitions of grades for school wide use. The grade definition would explain what each grade should mean but not set a percentage or point value for grading.

LUNCH HOUR---The possibility of changing from a three period lunch hour to a two period lunch hour was discussed. If this could be done it would eliminate some classes having a break right in the middle of class. Longer lines seems to be one major consideration at this point.

CHARLESTON HIGH SCHOOL
FACULTY COUNCIL AGENDA

1. January 13 faculty meeting will be held jointly with the Junior High School staff. Plans for the departmental meetings should be made.
2. Grade distribution and definitions of respective letter grades---A, B, C, D, E, and F.

3. Consider changing from a three period lunch hour to a two period lunch hour. A two period lunch hour would be as follows:

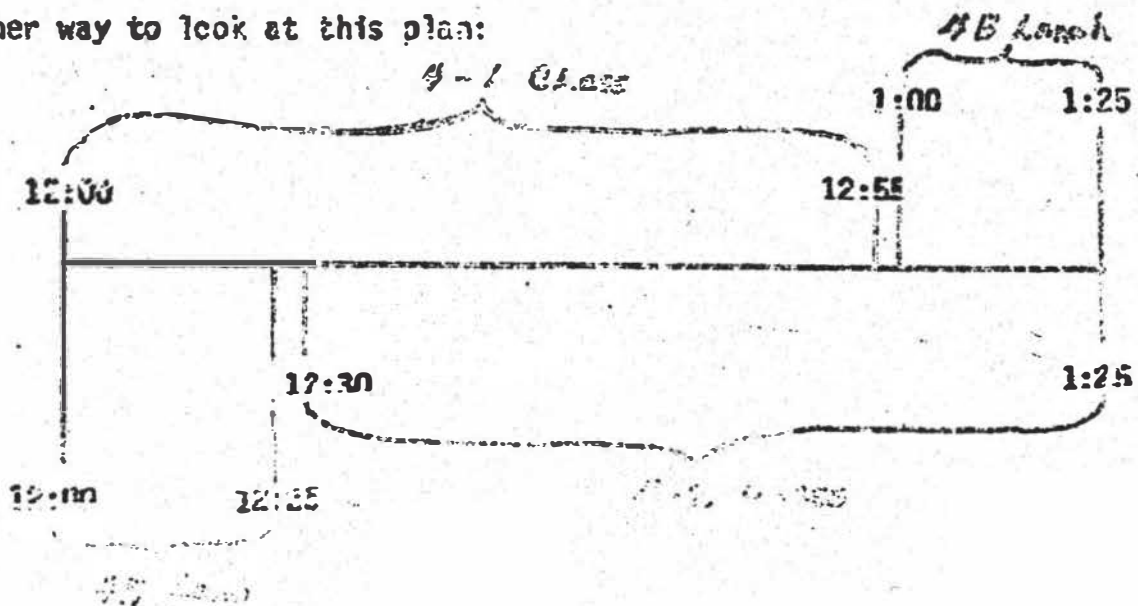
4A lunch.....12:00 to 12:25

4B lunch..... 1:00 to 1:25

4A lunch students would have class from 12:30 to 1:25 and 4B lunch students would have class from 12:00 to 12:55.

To implement this change we would divide those classes currently eating during the middle lunch period between the 4A and 4B lunch times. We would also have to make sure the cafeteria can accommodate the increase in the numbers.

Another way to look at this plan:



To: Faculty Council Members

From: Mike David

Date: February 13, 1976

There will be a faculty council meeting on Tuesday, February 17 in the conference room at 3:40.

AGENDA

1. Textbook budget money

2. 1975--76 year end calendar

3. Proposed 1976-77 school calendar.

February 17, 1976

All members present

- I After ordering textbooks needed for second semester, we have some additional textbook money available for supplemental materials and/or anticipating needs for the next school year. Departmental proposals for textbook needs should be turned in by February 25 in order that purchase orders be completed by March 1.

Discussion was also held on establishing guidelines for the distribution and control of textbooks.

- II Reminder: The date for the end of the third quarter has been changed from March 19th to April 2. Progress reports are due February 25th.

- III Discussion was held on the proposed calendar for 1976-77. The consensus was that it would be better if 2 school days could be picked up by August 25 and resuming on January 3 after Christmas break which would allow Christmas break to begin December 17.

It was also suggested that exam days be moved to May 31 and June 1, or if possible the last week changed to full day May 31, exam days June 1 and 2, and workshop on June 3.

- IV Plans for summer school registration will be made and presented in the near future.

- V The suggested topic for the next faculty council meeting is to review and discuss the present exam schedule.

APPENDIX E
FACULTY MEETINGS

CHARLESTON HIGH SCHOOL

**New Teacher Orientation
Monday, August 25, 1975**

- 8:30 - 9:00 Coffee and Donuts --- Cafeteria
- 9:00 - 11:30 Lecture Hall
- a. Introductions.....Mr. David
 - b. Faculty Handbook.....Mr. Weir
 - c. Student Handbook.....Mr. Fleming
- Break for Building Tour
- d. Opening Week Schedule
 - e. Day to Day Procedures
 - f. Evaluation Policies and Procedures
- 11:30 - 1:30 Lunch at Junior High School Cafeteria
- 1:30 - 2:45 Individual Projects in Rooms or Building
- 2:45 - 3:30 Question and Answer Time

CHARLESTON HIGH SCHOOL FACULTY MEETING

Tuesday, August 26, 1975
Cafeteria 10:45 a.m.

A. Introductions

B. Opening Week Schedule

1. Freshmen Orientation
2. Half day of school, August 27 a.m.
 - 8:55 a.m. Students arrive
 - 9:00 - 9:30 Period 1
 - a. announcements
 - b. fill out cards
 - c. review policies & procedures
 - d. course introduction
 - e. class count
 - 9:35 - 9:43 Period 2
 - 9:48 - 9:56 Period 3
 - 10:01 -10:09 Period 4
 - 10:14 -10:22 Period 5
 - 10:27 -10:35 Period 6
 - 10:35 Dismissal
3. Faculty Meeting, August 27th, 1:00 p.m.
4. Full Day --- August 28th
5. Full Day --- August 29th with picture taking for 9, 10, 11, 12 grades

C. Changes in Faculty Handbook

D. Review of Student Policies

FACULTY MEETING AGENDA
Tuesday, October 14, 1975

- I. First Quarter ends October 31.
 - A. Friday, October 17 - Corrected class list due in the office
 - B. Wednesday, October 29 - Grade sheets given out to staff
 - C. Friday, October 31 - Grade sheets turned in to Mrs. Reddick by 4:00 p.m.
 - D. Wednesday, November 5 - Grade cards will be mailed home
- II. 1976-77 Curriculum study
 - A. Consider all students enrolling in six classes
- III. Custodial services, classroom needs and instructional needs should be discussed in the departmental meetings.
- IV. Open house
- V. Referendum - November 15th
 - A. Distribute fact sheet
 - B. Mark vote lists in advance of vote
 - C. Callers
 - D. Auto drivers/ride
 - E. Poll checkers
 - F. Absentee ballots
 - * Must reside in district 28 days and be registered in order to vote.
 - * Absentee ballots
 - a. vote at district office up till Wednesday, November 12
 - b. district office will mail an absentee ballot up till Monday, November 10
- VI. New Business

To: All Faculty
From: Mike David
Date: November 10, 1975
Re: Wednesday's Workshop

Wednesday, November 12, the faculty workshop will be composed of two speakers dealing with community information that can be helpful to teachers.

Bill Browning will speak at 1:00 p.m. His topic will be "Let's Get Back to Basics in the Free Enterprise System."

Jim Dedman, assistant state attorney, will present information about the juvenile and the law at 2:00 p.m.

Our meeting will conclude with Jim Hennaf and Dr. Smucker providing an update on the forthcoming election.

The workshop will be held in the Lecture Room.

Remember that periods 4, 5, and 6 will meet Wednesday morning.

Have a relaxing day, Tuesday!

I believe that any program for American Education Week which commences November 16th would certainly be anticlimactic to our schools involvement in this weeks count down for the referendum. The theme of American Education Week is "Our Future is in Our Schools" and I know we all project this theme every day, but let's keep it in mind for next week.

We are not having a special open house or program for American Education Week. If parents should ask, please remind them that school is open at all times and they may seek teacher appointments at their convenience and we are offering an open house every Tuesday at 9:30 a.m. and Thursday at 1:30 p.m. throughout the school year.

To: All Faculty

From: Mike David

Date: January 22, 1976

Thank you for your cooperation in helping to make the final examination days conducive to writing tests.

Tomorrow I want to meet with the student teachers at 9:00 a.m. in the cafeteria. This will be a short get-acquainted session. If you have a student teacher, please tell them to report to the cafeteria at 9:00 a.m.

At 10:00 a.m. the faculty will meet in the cafeteria. Final plans for 1976-77 registration will be explained at this time. I also would like some faculty opinions about semester examinations, and the exam days. Now is the time to plan for how we wish to conduct the second semester exams.

Other agenda items:

1. Early spring dismissal for graduating seniors
2. Assembly program for February 20th

I promise to keep the faculty meeting short.

February 10, 1976

Calendar Revisions 1975-76

Monday, May 31 - Full day of school
Last regular day for seniors
Commencement practice

Tuesday, June 1 - Exams

Wednesday, June 2 - Exams

Thursday, June 3 - Workshop - No School

Friday, June 4 - One half day of school
Commencement

Sample calendar for 1976-77

Dr. Joe Cronin, Office of Education, will send a study group to review
Community Unit District #1

Grades

- A. Corrections
- B. Third quarter mid-term is week of February 16
- C. Third quarter ends Friday, March 19

Budget items

Letters of intent

APPENDIX F
ADMINISTRATIVE COUNCIL MEETINGS

ADMINISTRATIVE COUNCIL MEETING

AUGUST 6, 1975

9:00 A.M.

A G E N D A

- I. New Teacher Orientation
- II. Teacher Workshops:
 - * August 26
 - * January 22
 - * June 1
- III. Employment and Staff Assignments
- IV. Administrative Job Descriptions
- V. Student Registration August 11-15:
 - * News Releases
 - * Registration Materials
 - * Kindergarten Lists for Transportation People
- VI. Noon Hour Supervisors
- VII. Assignment of Rardin Students -
 - Adjustment of boundaries for elementary attendance centers
- III. Guidelines for Professional Travel
- IX. Handbook for Kindergarten Parents and Kindergarten Curriculum Guide
- X. Daily Schedules

ADMINISTRATIVE COUNCIL MEETING

AUGUST 13, 1975

9:00 A.M.

A G E N D A

- I. Registration
- II. Early Dismissal Dates 1975-76
- III. Rardin Account - Mr. Kenney
- IV. Picture Taking Schedule - Curt Erickson - Thurs. or Fri.
- V. Luncheon at Junior High School - Monday, August 25th
New Teacher Orientation
- VI. Federal Revenue Sharing - County Board - for playground equip.
- VII. Policy on Substitutes
- VIII. Elementary School Student Transfers

TO: MEMBERS - ADMINISTRATIVE COUNCIL
MEMBERS - BOARD OF EDUCATION

Bill

FROM: HOWARD S. SMUCKER

SUBJECT: MINUTES - MEETING - AUGUST 13, 1975 - 9:00 A.M.

MRS. SHERRY CAMP, OUR NEW SCHOOL PSYCHOLOGIST, visited with the Administrative Council briefly and described her new job with special education. She will spend one-half time working with the l.d. teachers in the special ed. district and one-half time with Charleston as our school psychologist. We plan to have office space available here in the Central Office for Mrs. Camp.

BOOK RENTAL FEES - Several building principals expressed concern about the legality of book rental. If you have a similar problem, please note the School Code of Illinois, page 83, Chapter 122, 10 - 22.25.

INSURANCE DENIAL FORMS - Denise Cox asked building principals to check their records for the "denial forms" with regard to the student insurance for school year 1974-75.

SEMESTER EXAM SCHEDULE - It was suggested that the high school change their examination schedule from May 26, 27 and 28, to May 27, 28, and 31.

EARLY DISMISSAL DATES - The early dismissal day for November will be Tuesday, the 18th. This change was required because the second Tuesday of November is November 11, which is Veterans' Day.

PARENT CONFERENCES - for the fall will be Thursday, November 6 and Wednesday, November 12. Spring parent conferences will be held on Wednesday, March 31 and Thursday, April 8.

1975-76 SCHOOL CALENDAR - A request was made to check on the reason why January 22 is the end of the first semester and faculty workshop. It was suggested that we take a look at Friday, January 23 as the date for the end of the first semester and faculty workshop.

RARDIN ACCOUNT - Mr. Kenney indicated that even though Rardin School is closed, the account as far as the budget is concerned, will remain the same. Incidentally, before equipment from Rardin is re-distributed, a careful inventory will be completed first.

NATIONAL SCHOOL STUDIOS - Mr. Curt Erickson, will be in the district Thursday, August 14th to set up picture-taking schedules.

TEACHER ORIENTATION SCHEDULES - The schedule for new and transfer teacher orientation will be as follows:

All new teachers and teachers who have transferred to new attendance centers should reports to their respective buildings at 8:30 a.m. on Monday, August 25. At 11:30 a.m., we will assemble in the Media Center at the Junior High School for lunch and a short program.

The tentative schedule for all faculty members, all student teachers, etc., for Tuesday, August 26, is as follows:

9:00 to 10:00 a.m. - entire staff will meet at the high school auditorium
10:15 a.m. - coffee break
10:45 a.m. - meetings schedule with individual building principals

JIM BENNETT AND JARL BLANK OF THE COUNTY BOARD - indicated that we have some revenue sharing money available. The County Board would like to assist the schools by providing some outdoor recreational facilities. Don Kenney needs to know what your needs are with regard to playground equipment, play services, tennis courts, etc., by Friday, August 15th.

SUBSTITUTE TEACHERS - It was suggested that guidelines be developed and sent to building principals with regard to providing substitutes for teachers during participation in professional activities. Recent budget cuts dictate establishment of modified guidelines for 1975-76. A memorandum will be sent to each principal on Monday, August 18.

EASTERN ILLINOIS UNIVERSITY'S ANNUAL READING CONFERENCE - scheduled for this coming school year will be held on a Saturday, as usual. Faculty members interested in attending this worthwhile conference should be urged to attend because of its location. However, faculty expenses for luncheon tickets, etc., will not be paid by the Board of Education.

GOVERNOR WALKER'S BUDGET - Don Kenney talked about the fact that Governor Walker failed to take into account the need for \$35 million to take care of the state-wide impaction aid and similar school programs. Our good governor may have to seek an emergency appropriation and perhaps relieve one or two men of their responsibilities in the Bureau of the Budget.

STATE AID MONIES - Distribution of our State Aid will be approximately 97% over the next four months, and in January, will be 95% of the total amount we were scheduled to receive.

STUDENT TRANSFERS - A letter to parents indicating students to be transferred will need to be sent next week August 18-22. Names, addresses, etc., will need to be in my office by Tuesday, August 19.

BUSING OVER 1½ MILES - Mr. Kenney borrowed a machine from the Champaign Schools that measures distances in feet. He and Carolyn will measure 1½ miles from each attendance center on Thursday and Friday. We will sure welcome an accurate map.

NOTE: There are several items that we need to resolve:

- 1) Exact amounts to be budgeted for noon hour supervisors
- 2) Suggested dates for scheduled referendum.

ADMINISTRATIVE COUNCIL MEETING

AUGUST 22, 1975

8:30 A.M.

A G E N D A

- I. New Guidance & Educational Record
- II. Officer Friendly
- III. Monthly Meeting of L.D. Teachers and
Speech & Language Clinicians
- IV. Elementary Art & P.E.
- V. Curriculum Councils:
 - Elementary Representatives
 - Jr. & Sr. High Membership - Meeting Dates
- VI. Speech Therapy Assignments
- VII. Schedule for School Pictures
- VIII. Special Education Teacher's Certificates
- IX. Professional Travel
- X. Workshops
- XI. School Directory 1975-76
- XII. Project Head Start
- XIII. Negotiations

TO: MEMBERS - ADMINISTRATIVE COUNCIL
MEMBERS - BOARD OF EDUCATION

FROM: HOWARD S. SMUCKER

SUBJECT: MINUTES - MEETING - FRIDAY, AUGUST 22, 1975 - 8:30 A.M.

NEW GUIDANCE AND EDUCATIONAL RECORDS - The new record cards are to be used for kindergarten students only. We will have a new supply of the old cards; they should be used for ~~kindergarten~~ kindergarten students.

OFFICER FRIENDLY - Officer Earl Ashmore is planning the Officer Friendly program for grades K-4 again this year. We have scheduled him for September 15-17, October 20-22, and November 3-5. Elementary principals need to work out a schedule for their schools, allowing 30 minutes per class for grades 2-4, and 10-15 minutes per class for grades K-1. Please get this information to Mrs. Bouknight by Friday, August 29th.

MONTHLY MEETINGS OF L.D. TEACHERS AND SPEECH & LANGUAGE CLINICIANS - will be held on early dismissal days (second Tuesdays) in the clinicians' office at the Administration Building.

ELEMENTARY ART AND P.E. - This item was included in order to review decisions made earlier in the summer:

- 1) We will encourage classroom teachers to integrate art instruction with other subject areas.
- 2) Recommended time allowances for physical education and health are as follows:

Physical Education:	Grades 1-3, 60 min. per week
	Grades 4-6, 75 min. per week
Health & Safety:	Grades 1-3, 40 min. per week
	Grades 4-6, 50 min. per week
- 3) Two classes may not be combined for physical education unless two teachers are to be present.

CURRICULUM COUNCILS - Principals will submit names of the representatives to Mrs. Bouknight by Friday, August 29, please. She also needs meeting dates for junior and senior high school councils.

SPEECH THERAPY ASSIGNMENTS - for the 1975-76 school year are as follows:

- Mrs. James - Jefferson Elementary & Junior High
- Mrs. Thorsen - Lincoln, Ashmore, Mark Twain
- Mrs. Williams - Carl Sandburg, Lerna, Mark Twain

SCHEDULES FOR SCHOOL PICTURES - has been sent out to all attendance centers. Be sure to mark your calendars accordingly.

SPECIAL EDUCATION CERTIFICATES - Please have your special ed. teachers send copies of their certificates to Mrs. Bouknight by Wednesday, August 27. These are for Don Grewell (copies may be made on Xerox at Central Office).

PROFESSIONAL TRAVEL - No money for travel expenses or for substitutes, except for state and national officers. This includes gifted. With the principal's approval, teachers may travel at their own expense, provided they pay for their own substitutes. For personnel whose absence would not require substitute, the principal may approve absences without a deduction of substitute pay. Student teachers are not to be left in charge of classes while teachers are out of the building for an extended period of time.

WORKSHOPS - Information was distributed on a workshop in Nutrition Education and one on the new Elementary Science Program. Tuition waivers may be used for the workshop in Science.

SCHOOL DIRECTORY - Please use the format requested by Bob Miller's office. Send your typed lists to Pat at the Central Office by Friday, August 29.

PROJECT HEAD START - was approved by the Board of Education, August 20th. Preparations are underway by Mrs. Russell, Head Start Director; Dr. Smucker, Mrs. Bouknight, and Mr. Cougill. The program will operate at Jefferson Elementary.

NEGOTIATIONS - Dr. Smucker reviewed progress up to this time, then left to resume sessions at 10:00 a.m.

NEXT ADMINISTRATIVE COUNCIL MEETING - will be held on Wednesday, August 27th, at 3:00 p.m.

ADMINISTRATIVE COUNCIL MEETING

AUGUST 27, 1975

3:00 P.M.

A G E N D A

- I. Building Budgets - Watch Credits!
- II. Citizens' Consulting Council Meeting
Tuesday, September 2nd at 7:30 p.m.
- III. Head Start Interviews Today
1:00 - 3:00 p.m. - Mrs. Mary Russell
- IV. Time Cards - "Swan Song" - Monday, September 1st
- V. Student Teaching Assignments -
Football okay - but second!
- VI. Elementary & Secondary Enrollment
(Sixth Day Enrollment - Thursday, September 4th)
- VII. Letter to Students - Rules & Regulations
- VIII. Insurance Claim & Instruction Forms
- IX. Correction - Meeting Minutes
(Use of New Guidance & Educational Records)

TO: MEMBERS - ADMINISTRATIVE COUNCIL
MEMBERS - BOARD OF EDUCATION

FROM: HOWARD S. SMUCKER

SUBJECT: MINUTES - MEETING - WEDNESDAY, AUGUST 27, 1975, 3:00 P.M.

BUILDING BUDGETS - Printouts for each attendance center indicating the monthly status of your budget will be delivered to each building principal this month. This monthly printout will allow you to monitor your accounts. Mr. Kenney indicated that there are a few accounts that will need to be examined and funds transferred from one line item to another in order to avoid credits. Don indicated that he would assist you if you have questions concerning this printout.

CITIZENS' CONSULTING COUNCIL - will meet Tuesday, September 2nd, at 7:30 p.m. here in the Administrative Center. Dr. Victor Stoltzfus, the new chairman, will tackle the problem of enlisting support for the referendum November 15th.

HEAD START PROGRAM - Mrs. Mary Russell interviewed a number of candidates on August 27th for the Head Start Program. She plans to hire several by Friday.

NO MORE TIME CARDS - On Monday, September 1st, we plan to do away with the time cards for those non-certified employees who are on annual or weekly salaries. The new report form calls for careful reporting of exceptions and had the added feature of doing away with the report of substitute teachers. This report is due every Friday afternoon. Bus drivers, cooks, noon hour supervisors, will still use the cards, for obvious reasons. Authorized overtime for custodians or secretaries means just that - - Mr. Kenney must approve, or no pay. The suggestion was made that Mr. Kenney get all of the secretaries together for a clinic to discuss the kinds of reports that are requested by the Central Office, etc.

SIXTH DAY ENROLLMENT FIGURES - Thursday, September 4th, we need an account of your 6th day enrollment. This report should reflect enrollment by grade and total. Call Pat on Thursday with this information, please.

RULES AND REGULATIONS FOR SCHOOL BUS RIDERS - Mr. Kenney distributed a letter that contained the Rules and Regulations for Riding our School Buses. This letter is designed for parents and students, and we should urge them to take it home. Don't worry about the receipts.

INSURANCE CLAIM AND INSTRUCTION FORMS - were distributed by Mr. Kenney. These forms are basically the same as those for 1974-75.

ENROLLMENT FIGURES - Each attendance center reported the following student enrollment for the first day:

High School	1085
Junior High	568
Jefferson	672
Lincoln	122
Mark Twain	283
Lerna	137
Carl Sandburg	259
Ashmore	163
Total	<u>3289</u>

Lincoln reported 31 students in Kindergarten. Mark Twain reported 30 and 31 in fourth grade. Plans are underway to transfer an appropriate number of students to reduce the above classes to the 27-28 range. Don Schaefer felt that he could identify 1 or 2 families that might be willing to transfer their children.

READING TEXTBOOKS FOR 5TH AND 6TH GRADE - that are currently being stored in Rardin, will be sent to Jefferson immediately. If building principals are short of these texts, please see Dennis Cougill.

WORKSHOP, SEPTEMBER 15TH - Barbara, Carolyn and Pat of the Central Office staff plan to attend a workshop on September 15th, from 10:00a.m. to 12:00 noon at the E.I.U. Union for persons issuing work permits. Our good county office will plan for this workshop.

ADMINISTRATIVE COUNCIL MEETING

SEPTEMBER 10, 1975

10:00 A.M.

A G E N D A

- I. "Each One - Teach One" - League of Women Voters
- II. D.O. Students - Assignments - Budget Problems
- III. Traffic Problem - Jr. High Crossing Area
- IV. Extra Curricular Contracts
- V. Administrative Contracts
- VI. January 22-23 - End of First Semester
- VII. Action Committee, Thursday, September 11th
Jim Herauf, Chairman
- VIII. Rardin Materials
- IX. Prior Approval for Graduate Courses
- X. Curriculum Guides
- XI. Cub Scout Night - Tuesday, September 23, 7:30 p.m.
Elementary (grades 2-4)
- XII. Approval Personal Business Days

TO: MEMBERS - ADMINISTRATIVE COUNCIL
MEMBERS - BOARD OF EDUCATION

FROM: HOWARD S. SMUCKER

SUBJECT: MINUTES - MEETING - WEDNESDAY, SEPTEMBER 13, 1975 - 10:00 A.M.

"EACH ONE TEACH ONE" - Mrs. Butler and Mrs. Anderson from the League of Women Voters "Each One Teach One" project met with the Administrative Council for a brief orientation of their 1975-76 program. They plan to contact each building principal so that they can speak to the PTA groups. Wednesday, September 17th, they plan to develop workshops for orientation. October 13-17 tutors will then go to the schools and meet with principals, teachers, etc. There has been a teacher in each building designated as a communicator between the faculty and the league. Each building principal has been asked to gather information for project "Each One Teach One" via a tutor box which will be placed in the main office.

ASSIGNMENT OF D.O. STUDENTS - to responsible employment in the school district needs to be better organized. There is no doubt that the program is worthwhile and meaningful, but more care needs to go into approving assignments and budgeting for same. Assignments must be authorized by this office. Don Kenney and I will examine the current salary accounts and Mike David will visit with Bob Carrell to see if funds can be found to sustain the current employees. D.O. students assigned to elementary secretaries will probably be transferred.

TRAFFIC PROBLEM AT JUNIOR HIGH CROSSING AREA - was discussed. Perhaps lanes need to be marked for student crossing - - additional speed bumps placed near junior high - - enforcement of 20 mile per hour speed zone.

EXTRA-CURRICULAR AND ADMINISTRATIVE CONTRACTS - will be on the agenda for board consideration Wednesday, September 17th. The amount of the extra-curricular contracts has already been determined. The board will arrive at exact amounts for administrative contracts after an executive session Wednesday night.

1975-76 SCHOOL CALENDAR - should be modified slightly. I will recommend to the Board of Education that the end of the first semester be January 23rd and that the faculty workshop be moved from Thursday, January 22nd, to Friday, January 23rd. All building principals indicated no apparent conflicts with this modification.

REFERENDUM ACTION COMMITTEE, chaired by Mr. James Herauf, will meet Thursday night, September 11, at 7:30 p.m. We need your support and your ideas. All members of the administrative team are invited to attend and participate actively.

INSTRUCTIONAL MATERIALS AT RARDIN ELEMENTARY SCHOOL - that are needed by other attendance centers can be obtained by contacting Mrs. Bouknight.

CREDIT FOR GRADUATE WORK - Mrs. Bouknight pointed out that credit beyond the bachelor's and master's degrees must be approved by this office prior to starting the course in order to qualify for advancement on the salary schedule. Transcripts, or other proof of credit earned must be forwarded by September 15th in order to be applied to their new schedule of payment. Note should be made that teachers who are to receive flat grants for approved college credit should also submit proof of credit earned. This is the last year for flat grants in view of the fact that Sections H and I of Article XX of the PN Agreement were terminated as a result of negotiations.

CURRICULUM GUIDES - are available for the classroom teacher. However, student teachers, visitors and friends need to pay for them. Don't be so liberal. Seriously -- we cannot continue to give these things away because it now costs us at least \$6.00 per copy to reproduce them.

APPROVAL FOR PERSONAL BUSINESS DAYS - is the principal's responsibility. However, be sure you have a copy of the request on file in your office.

FUTURE ADMINISTRATIVE COULCIL MEETING DISCUSSION - will center around our food service program. The next Administrative Council meeting will be held Wednesday, September 17th, at 10:00 a.m.

BUILDING RENTAL FORMS - Mr. Kenney distributed new building rental forms. Building principals have the major responsibility for administrating the rental of school space for outside of school activities. If we can assist, please let us know.

TEACHER OF THE YEAR MATERIALS - have been distributed to the teachers' group. Deadline date - Friday, September 19th. Because things are screwed up, the State Teacher of the Year will be named first and then the Coles County Teacher of the Year named later this fall - - it's different!

ADMINISTRATIVE COUNCIL MEETING

SEPTEMBER 17, 1975

10:00 A.M.

A G E N D A

- I. Administrative Salary Increases
- II. Requests for North Central Visitation
- III. Referendum - November 15th
- IV. 1½ Mile Bus Notification - Principals
- V. Title I Census Cards
- VI. March 9th - Early Dismissal Program
November 6 & 12, March 31 & April 8 (Parent Conferences)
- VII. Special Education - Physical Therapist Procedure
- VIII.
- IX.

TO: MEMBERS - ADMINISTRATIVE COUNCIL
MEMBERS - BOARD OF EDUCATION

FROM: HOWARD S. SMUCKER

SUBJECT: MINUTES-MEETING-WEDNESDAY, SEPTEMBER 17, 1975-10:00 A.M.

ADMINISTRATIVE SALARY INCREASES FOR 1975-76 - were discussed. This item is now past history. The board elected to give each of the administrators a .0545% raise (with the exception of Mrs. Bouknight).

REQUESTS FOR NORTH CENTRAL OR I.O.E. VISITATIONS - have been rejected. These rejections support and maintain the policy of no teacher travel this school year.

REFERENDUM, NOVEMBER 15TH - A brief review of the proposed presentation was discussed by the council. As you know, the board approved the following rates for voter approval:

Education	\$2.30
Oper., Bldg. and Main.	.60
Transportation	.20

1½ MILE BUSING NOTIFICATION - We will develop a suggested letter to be sent home by building principals and a few items with regard to what to say when you telephone the parent.

TITLE I CENSUS CARDS - should be sent to your school by the parties involved. When you receive these cards, please forward them to June Bouknight. I am frankly rather skeptical about this new streamlined plan for obtaining an accurate census.

EARLY DISMISSAL PROGRAMS - were briefly reviewed. The general feeling was that early dismissal for parent conferences, November 6 & 12, would probably be spent to a greater advantage by having afternoon and evening visits when necessary. We need your current proposals for the March 31 and April 8 workshops by October 1.

A SPECIAL EDUCATION PHYSICAL THERAPIST - has been obtained on a part time basis. The Special Ed. Coop has developed a contract with the Mattoon Memorial Hospital for the services of Mrs. Katy Armstrong, a registered physical therapist, and her assistant. Please note the procedures for obtaining the services of this physical therapist:

1. If a district wants to provide physical therapy service to a child, they will contact Eastern Illinois Area of Special Education.
2. Eastern Illinois Area of Special Education will arrange for the delivery of service and exact cost. This would be put in the form of a "service agreement."
3. If the "service agreement" is satisfactory to the district, Eastern Illinois Area of Special Education will deliver the program.

4. The District would be billed for those services by Eastern Illinois Area of Special Education each month.
5. The State Reimbursement received for the program will be returned to the district, on a pro-rata basis, upon receipt.
6. Eastern Illinois Area of Special Education will also attempt to secure a 4366 (extraordinary services) grant for each child receiving services.

MATERIALS FROM RARDIN SCHOOL - should be distributed to the other attendance centers for use. If there is equipment you can use, you must complete an equipment transfer request.

SUBSTITUTE LIST - We need men on the substitute teacher list!
Any ideas?

ADMINISTRATIVE COUNCIL MEETING

SEPTEMBER 25, 1975

10:00 A.M.

A G E N D A

- I. Don Grewell - Orphanage Act
- II. Township - Revenue Sharing Funds
- III. Gifted Workshops
- IV. Referendum
- V. Fall Enrollment & Housing Reports - due in Central Office
Friday, October 3
- VI. Future Meeting to Discuss Food Service
- VII. New Statistical Forms for Attendance Reports (K-8) -
Need to Schedule Meeting
- VIII. Unit Calendar Dates
- IX. Administrative Contracts - return 1 signed copy
- X.
- XI.
- XII.

TO: MEMBERS - ADMINISTRATIVE COUNCIL
MEMBERS - BOARD OF EDUCATION

FROM: HOWARD S. SMUCKER

SUBJECT: MINUTES-MEETING-THUR., SEPTEMBER 25, 1975, 10:00 A.M.

DON GREWELL, EXECUTIVE DIRECTOR, EIASE - was not able to attend our meeting, but we did briefly discuss the relationship between Children and Family Services and their obligation to supply historical information so that better class placement can be arranged for by guidance counselors and school administrators. We plan to invite Don back at a more convenient time.

JUNIOR BLOCK AND SPEECH PARTICIPANT PROGRAMS - were briefly reviewed. All of these programs must be cleared through Mr. Ron Leathers, E.I.U. We will try to keep improving lines of communication so that building principals know what is going to happen next semester.

RARDIN GYMNASIUM - Mr. Kenney indicated that the Rardin Gym would be closed and the heating pipes drained so that they do not freeze up during the cold weather.

FIRE AND DISASTER DRILL SIGNS - should be posted in each classroom. We will try to find a universal sign that will allow individual building principals to fill in specific room directions. I am glad to note that building principals are concerned about fire and disaster drills and practice these drills regularly. If you have not had a fire drill this year --- pick an inopportune time to pull the fire drill whistle.

GIFTED WORKSHOPS - Mrs. Bouknight expressed concern that everyone needs to be on the ITEM mailing list. State Gifted Conference, December 4 and 5, Decatur Holiday Inn - we may need to establish quotas and allow teachers to attend for only 1 day. A Gifted Workshop is being planned for administrators at the Urbana office - January 27th, February 24th, and March 26th. TABA Workshop dates will be announced later.

REFERENDUM - NOVEMBER 15TH - I know that each building principal is involved. However, I am asking for more than just involvement. Roll up your shirt sleeves. Let's not leave a stone unturned. We need your assistance.

FALL ENROLLMENT & HOUSING REPORTS - were distributed - They must be typed! - Due Friday, October 3rd. Be sure to count only those employees who are based at your attendance center. All cooks will be counted as part-time in each attendance center where they work (do not count D.O. students). If you have any questions regarding this report, please call Pat.

NEW STATISTICAL FORMS - for monthly attendance reports have been distributed. We would like to call a meeting of all attendance secretaries for Tuesday, September 30, at 3:30 p.m. Barbara Sullivan will meet with attendance secretaries at this informal meeting.

UNIT CALENDAR DATES - If you do not turn your dates in two or three days before the end of each month, do not expect to see your item posted on the monthly calendar. "No checkee - no laundry!"

ADMINISTRATIVE CONTRACTS - were distributed. Please return one signed copy.

NEXT ADMINISTRATIVE COUNCIL MEETING - will be held on Tuesday, September 30, at 10:15 a.m.

* * * * *

SPECIAL NOTE - Happy Anniversary Don and Barb! We all enjoyed the cinnamon rolls that were thoughtfully purchased by Mike David in honor of this event which took place 21 years ago in Urbana --- honeymoon in Canada. Congratulations!!

PLEASE NOTE ATTACHED MATERIAL FROM STATE BOARD OF EDUCATION

ADMINISTRATIVE COUNCIL MEETING

SEPTEMBER 30, 1975

10:15 A.M.

A G E N D A

- I. Mrs. Betty Seeley, Director of Food Services

- II. Coles County Reading Conference
Saturday, November 1st

- III. Reminder - Meeting of Attendance Secretaries
Today - Central Office - 3:30 p.m.

- IV. Administrative Contracts:
- Merv Baker
- Gary Patterson

- V. Materials - Rardin School

- VI. Referendum - November 15th

- VII. PTA Assistance - Traffic Survey

* October Calendars are complete and in mail boxes

TO: MEMBERS - ADMINISTRATIVE COUNCIL
MEMBERS - BOARD OF EDUCATION

FROM: HOWARD S. SMUCKER

SUBJECT: MINUTES-MEETING-TUES., SEPTEMBER 30, 1975, 10:15 A.M.

FIFTH AND SIXTH GRADE BASKETBALL - has been cut from the program. There seems to be some general confusion about this program as of today. I called Bob Carlin of the Charleston Recreation Department and he knows of no program. Permission to use school facilities for such a program has not been approved.

BETTY SEELEY, DIRECTOR OF FOOD SERVICES - visited with the Administrative Council. The discussion was productive and the initial indications are that we need more of this kind of dialogue. Betty's major responsibilities were reviewed by Mr. Kenney and a number of concerns were generated:

- a) Improve communication. Mrs. Seeley was asked to contact the building principals with regard to problems - good or bad. The building principal is responsible for the total operation of his building.
- b) Suggestions were made that more consideration be given to the amount and variety of food for teachers and students.
- c) A suggestion was made to allow for certain condiments to be placed in the teachers' dining area for convenience.
- d) Soup bowls for everybody.
- e) Personal leave is the principal's responsibility and he should call Betty Seeley as soon as an employee is granted personal leave. This will allow Betty to obtain a substitute.

Generally speaking, the Administrative Council felt that this kind of dialogue should continue with Henry Bough, Director of Buildings and Grounds.

RARDIN MATERIALS - There are additional materials at Rardin School that should be distributed throughout the district. We will attempt to develop a list of items that are in "storage" that can be requested.

CENSUS DATA - Elementary Principals were thanked for assisting the city (Steve Childress) by obtaining volunteer parents for a headcount.

MEETING OF ATTENDANCE SECRETARIES - met with apparent success. I would like to thank each principal for allowing their secretaries to meet with Barb Sullivan. Perhaps we can arrange for this kind of session again, also.

ADMINISTRATIVE COUNCIL MEETING

OCTOBER 17, 1975

10:30 A.M.

A G E N D A

- I. Referendum - November 15th
- II. Unicef - Sunday, October 26th
- III. Use of Film Library
- IV. Recommendation for Library Fines
- V. Revised Job Descriptions - Insert in Board Policy
- VI. C.N.B. Calendars
- VII. State Gifted Conference
- VIII. First Aid Course
- IX. Don Kenney - School Food Field Supervisor's Report
(Elizabeth Lowe)
- X. Halloween Security Watch
- XI. A-160 Program Plan

TO: MEMBERS - ADMINISTRATIVE COUNCIL
MEMBERS - BOARD OF EDUCATION

FROM: HOWARD S. SMUCKER

SUBJECT: MINUTES-MEETING-FRIDAY, OCTOBER 17, 1975-10:30 A.M.

REFERENDUM - NOVEMBER 15TH - The council quickly reviewed the policies that the citizens' group is making with regard to meeting with PTA's, Chamber of Commerce, etc. We may have turned a corner!

UNICEF - SUNDAY, OCTOBER 26TH - Brochures were distributed to all school children.

USE OF THE AREA COOPERATIVE FILM LIBRARY - If a teacher in the Charleston School District wishes to obtain a film, they should go through the same procedure as anyone else. We have had a few teachers think that they are entitled to special privileges. We want teachers to use the films, but let's go by the rules.

LIBRARY FINES - The following policy regarding library materials was prepared by the librarians for the System-Wide Curriculum Council. It came to the Administrative Council as a recommendation from the System-Wide Council and was adopted to become a part of our Administrative Policy:

1. No fines to be charged for overdue books grades K-6.
Rationale: Students in lower grades need to be encouraged to use the library materials freely.
2. A fine of five cents (5¢) per day to be charged for overdue books in grades 7-12.
Rationale: Students in grades 7-12 need to accept the responsibility for returning materials on time.
3. For materials lost or damaged beyond repair, the student (K-12) to be charged at current library cost rounded up to the nearest dollar to help cover cost of processing, etc.
Rationale: With the tight budgets and continuing inflation, cost of replacement can be a real burden on the library budget.
4. Monies thus collected to be placed in separate fund in each school to be used by the librarian for replacement or purchase of new library materials.
Rationale: As these materials are originally purchased by monies allocated to the school and/or library, and staff members in the individual schools take time and effort to collect the fines, it seems reasonable that said monies be used to replace the materials.

CHARLESTON NATIONAL BANK CALENDARS - If you have extras, send them to Mrs. Bouknight so that we can redistribute them.

STATE GIFTED CONFERENCE - at Holiday Inn, Decatur. The following number of days were set as quotas for the different attendance centers for the State Gifted Conference, December 4-5, in Decatur:

Ashmore - 1
Lerna - 1
Lincoln - 1
Carl Sandburg - 2
Mark Twain - 2
Jefferson - 4
Junior High - 4
Senior High - 6

Expenses and substitutes will be covered by Gifted Reimbursement funds.

FIRST AID COURSE - November 15th - This course is basically designed for our bus drivers and secretaries who have not yet completed this requirement. We have two secretaries who should plan to attend: Kathy Stachowski and Donna Murbarger.

SCHOOL FOOD SERVICES FIELD SUPERVISOR - Mr. Kenney reviewed the School Food Field Supervisor's report by attendance center. The school district has 30 days in which to reply to the recommendations made by Mrs. Lowe. I would certainly recommend that we inaugurate the recommendations -- especially at Ashmore and Lerna.

HALLOWEEN SECURITY WATCH - for each attendance center will be 3 days in length. If you have questions concerning the watch program for the Halloween season, please contact Don Kenney.

KINDERGARTEN MILK - situation was reviewed by the Administrative Council. No recommendations at this time.

A-160 PROGRAM PLAN - will be distributed to each attendance center and should be reviewed by all teachers and principals.

DON'T FORGET THE UNITED WAY DRIVE - IF YOU DON'T DO IT, IT WON'T GET DONE!! Our chairman, Mr. John Dively, would like for our commitments to be turned in to him no later than Wednesday, October 29th.

ADMINISTRATIVE COUNCIL MEETING

OCTOBER 30, 1975

10:00 A.M.

A G E N D A

- I. Meetings with each faculty (Superintendent sit in at faculty meeting) - follow with a private discussion.
- II. A-160 and Relationship with Board - Formulation of Statements
- III. Principal in the Classroom?
- IV. Dismissal Times for Each Attendance Center for November 6 & 12
- V. Kindergarten Parent Conferences
- VI. E.I.U. Reading Conference - Saturday, November 1st
- VII. Tuition Students - Residence in District
- VIII. Family Rights & Privacy Act
- IX. Student Record Policy
- X. Pre-Student Teaching Survey
- XI. Building Administrator's Plan for Certificated Staff Evaluations
- XII. State Gifted Conference
- XIII. Danville - Officer Friendly Program Visit - November 13th - 8:30 a.m.
Mayor Hickman, Jarl Blank, etc.

TO: MEMBERS - ADMINISTRATIVE COUNCIL
MEMBERS - BOARD OF EDUCATION

FROM: HOWARD S. SMUCKER

SUBJECT: MINUTES-MEETING-THURS., OCTOBER 30, 1975-10:00 A.M.

CENTRAL OFFICE ADMINISTRATION AT FACULTY MEETINGS - Please plan to invite June Bouknight, Don Kenney, or myself to your faculty meetings. We do not want to be the featured speakers, we merely want to sit in and listen and maybe respond to questions. Don't plan a special faculty meeting for us, but please invite us.

A-160 - time line of activities was distributed. We would like to tie the revision of this state document with a revision of the local A-160 Program Plan. We may need to identify five new areas and develop objectives with relation to our budget and future program development. More later on A-160.

PRINCIPALS IN THE CLASSROOM? - Mike David suggested that the principals and Central Office administrators substitute teach once in a while. I personally think it is an excellent idea, and would invite each principal to give strong consideration to their own participation and involvement of the three of us here at the Central Office. Give us a call - we'll sure try.

EARLY DISMISSAL TIMES FOR NOVEMBER 6 & 12 - for parent-teacher conferences are as follows:

Ashmore and Lerna Elem.	10:50 a.m.
Carl Sandburg, Jefferson, Lincoln & Mark Twain Elem.	11:30 a.m.
Junior High School	11:50 a.m.
Senior High School	11:55 a.m.

KINDERGARTEN PARENT CONFERENCES - have been scheduled and it may be necessary for the building principals to hire a substitute teacher in the case of ½-time responsibilities and where a kindergarten teacher may not have had a student teacher.

EASTERN ILLINOIS UNIVERSITY READING CONFERENCE, SATURDAY, NOV. 1
June Bouknight will preside at the noon luncheon and we would like to urge our local teachers to attend. Enrollments this year are down, understandably, because of the budget crunch. However, we plan to sit down with Carol Helwig and discuss the district's participation in the Reading Council.

TUITION FOR STUDENTS - A memorandum was distributed from Julia Quinn Dempsey, our new Office of Education legal advisor, with regard to students entitled to tuition-free attendance. Key item -- if they are enrolled solely for the purpose of attending school here, they cannot be admitted tuition free.

FAMILY RIGHTS AND PRIVACY ACT INFORMATION - was distributed to council members. This explanation from Don Grewell should clarify some of our questions.

STUDENT RECORD POLICIES - should be reviewed with each of the teachers in your building once again. It was the general feeling of the council that our current guidelines are okay - full steam ahead!

PRE-STUDENT TEACHING SURVEY - indicated a number of problems with regard to urging instructors in Education 1230 to communicate with their students. We are not real sure where the problem is, but we will all meet with Ron Leathers on Wednesday, November 5th, to help gain answers to these questions.

BUILDING ADMINISTRATOR'S PLAN FOR STAFF EVALUATION - We need your lists of teachers who are scheduled for formal evaluation and self-evaluation. Let's do this as soon as possible!

STATE GIFTED CONFERENCE - we need your requests now! Mrs. Bouknight would like to send one check and one check only.

CAPITAL OUTLAY ITEMS - Mr. Kenney indicated that he would like for building principals to get their capital outlay items ordered immediately. He will also send building principals a form so that their building inventories can be up-dated.

NEW CATALOGUES - Mrs. Bouknight distributed catalogues from the Globe Book Company - grades 5-12. If you are interested, please contact her.

ITEM FOR FUTURE DISCUSSION - Special Education Placement - Perhaps a meeting with Mr. Grewell and Mrs. Camp is in order.

NEXT ADMINISTRATIVE COUNCIL MEETING - Wednesday, November 5th, 1:30 p.m.

ADMINISTRATIVE COUNCIL MEETING

NOVEMBER 5, 1975

1:30 P.M.

A G E N D A

- I. Mr. Ron Leathers, E.I.U.
- II. Old Furniture, Equipment, Etc. -
Ashmore Gym
- III. "C-Notes"

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ADMINISTRATIVE COUNCIL MEETING

NOVEMBER 5, 1975

1:30 P.M.

A G E N D A

- I. Ron Leathers, E.I.U.
- II. Old Furniture, Equipment, Etc. -
Ashmore Gym
- III. "C-Notes"

TO: MEMBERS - ADMINISTRATIVE COUNCIL
MEMBERS - BOARD OF EDUCATION

FROM: HOWARD S. SMUCKER

SUBJECT: MINUTES-MEETING-WEDNESDAY, NOVEMBER 5, 1975-1:30 P.M.

RARDIN EQUIPMENT, ETC. - Old furniture, equipment, school supplies, etc., should be put into circulation as soon as possible. I am suggesting that next Wednesday afternoon, November 12th, we plan to go out to Rardin and identify desks, chairs, school supplies, and then transport them to our attendance centers. We will try to have the district librarians identify books that should be incorporated in other attendance center libraries. If we cannot use them, lets send them to Appalachia.

SUPPLIES IN ASHMORE GYM - Old furniture, equipment, etc., in the Ashmore Gymnasium will be auctioned off at Richey's. There are some old chairs and equipment at Lincoln that should be hauled out there to be auctioned off, too. Seriously, we need to inventory the things that just sit around and collect from year to year.

RON LEATHERS, DIRECTOR OF PRE-STUDENT TEACHING ACTIVITIES AT EIU - visited with the council with regard to improving communication. We reached several conclusions that would seem to strengthen the program:

- 1) EIU instructors could plan to visit the attendance center and become more familiar with the building, teachers, etc.
- 2) Principals could provide maps of the school building so that rooms and instructors would be easy to find.
- 3) Classroom teachers can assist the program by simply not allowing students to observe on an unscheduled basis the last two (2) days of a term. If they put it off to the last minute, it's really their fault.
- 4) We could provide each instructor with a calendar so that students could be better informed with regard to vacations, etc.
- 5) The Charleston teaching staff would like to have junior block participation as well as 1230. We don't want all junior block students going to Mattoon, for example.
- 6) Mr. Leathers would be available to consult with us at a moment's notice if you have problems. Plan to call him.

Ron explained the waiver system at E.I.U. now. He has total responsibility for the pre-student teachers' waivers. Waivers earned by the building principal are to be used for professional staff. As you know, building principals earn one waiver for every five teacher waivers earned.

"C-NOTE" - Thank you for sending news articles in for the
"C-Note." I would like for all building principals to send
newsworthy items to my office whenever you feel so inclined.
Ask your staff members, too.

E.I.U. CHILDREN'S CONCERT - Thursday, November 13th, 1:00 p.m.
No transportation - no participation.

ADMINISTRATIVE COUNCIL MEETING FOR ELEMENTARY PRINCIPALS -
Wednesday, November 12th, 1:00 p.m. at Rardin Elementary
School.

TO: MEMBERS - ADMINISTRATIVE COUNCIL
MEMBERS - BOARD OF EDUCATION

FROM: HOWARD S. SMUCKER

SUBJECT: MINUTES-MEETING-TUESDAY, NOVEMBER 18, 1975-9:30 A.M.

HILDA TABA WORKSHOP - JANUARY 28TH AND FEBRUARY 18TH - will be held at the Administrative Center. See Mrs. Bouknight for further details.

COMMITTEE FOR THE CRITICAL RE-EVALUATION OF EDUCATIONAL RESOURCES - will meet tonight at 7:30 p.m. John Dively will represent the administrative team. We should probably plan to give John some relief from this assignment and ask someone else to serve if the committee plans to function.

1976-77 BUDGET PREPARATION - February is the target date for adoption of the 1976-77 Budget. In the development of the budget, we plan to follow the same format. However, we would like to crosswalk this budgeting procedure next year to the new program plan developed by the Illinois Office of Education. More on this later.

IHSA PARTICIPATION - Mike David discussed his conversation with Harry Fitzhugh, IHSA Executive Secretary. Mike reviewed the procedures necessary to close out and get releases from our contracts for next year.

BUDGET CUTS - The majority of the time was taken with the review of the scheduled cuts and the personnel affected in general. We hope to appraise each building principal with the magnitude of the problem of administrating a program of reductions. I would like to stress the need for your input and ideas. We need to do the best we can with what we have left!

ADMINISTRATIVE COUNCIL MEETING

NOVEMBER 26, 1975

10:00 A.M.

A G E N D A

I. Pressure Groups Around the Community -
How do members of the administrative team react?

II. Family Rights & Privacy Act:

Parental consent for the release of student records
are not required in the following cases:

- a. Not required when sending student permanent and
temporary records to other school districts. You
must however inform the parents that you are sending
the records and to whom. You must also inform the
parents that the records may be examined prior to
releasing them to another district.
- b. Parental consent is not required for State investigations
by the Illinois Office of Education or for any type of
federal audits for your federal programs.

III. 1976-77 Budget Supplies

IV. Workshop for Administrators

V. Title I Census

TO: MEMBERS - ADMINISTRATIVE COUNCIL
MEMBERS - BOARD OF EDUCATION

FROM: HOWARD S. SMUCKER

SUBJECT: MINUTES - MEETING - WEDNESDAY, NOVEMBER 26, 1975 - 10:00 A.M.

REACTIONS TO PRESSURE GROUPS - Basic discussion was held with regard to the question, "How do members of the Administrative Team react to the pressure groups around the community?" We are all interested in seeking a solution to the problem, but perhaps at this time great care should be exercised with regard to affiliation with the goals and direction of some of the groups in town.

FAMILY RIGHTS AND PRIVACY ACT - Please review the Family Rights and Privacy Act with regard to parental consent for the release of student records. I will investigate the possibility of a district-wide statement with regard to this problem. When students are transferring to the Special Education Program in Mattoon, we do not need parental consent - - they are us.

GIFTED PROGRAM - Mrs. Bouknight announced that there will be three half day sessions for school administrators interested in the Gifted Program - January 27th, February 24th, and March 26th. Registration is scheduled for January 15th. The meetings will be ehld in the Area Service Center, Urbana. If you are interested, please contact Mrs. Bouknight.

1976-77 BUDGET INFORMATION - Mr. Kenney distributed a memorandum with regard to obtaining 1976-77 budget information. More on this one later.

TITLE I CENSUS INFORMATION - is confusing at best. We plan to ask Bob Miller to provide a list of the families in our district who received cards. We are particularly interested in foster children, ages 5-17. When this information has been received from the E.S.R., we would like to ask each building principal to check their list with the known Title I students in their attendance centers. We feel that we are entitled to more funds than we have been receiving.

PLEASE MARK YOUR CALENDARS - - Next Administrative Council meeting is scheduled for Tuesday, December 9th at 10:30 a.m.

ADMINISTRATIVE COUNCIL MEETING

DECEMBER 9, 1975

10:30 A.M.

A G E N D A

- I. Mrs. Irma Justice, Civic Association Food Drive
- II. Elementary Testing Program for 1976-77
(SRA - Evaluation)
- III. Educational T.V.
- IV. Impact Aid
- V. Elementary Social Studies Curriculum Revision
- VI. Pictures - Elementary, Jr. High, High School - 1976-77
- VII. Gifted Workshop - Dr. Anthony F. Gregorc
In-Service Training
- VIII. 28 Tons of Paint - Rardin School
- IX. Payment for Textbooks - Public Aid

TO: MEMBERS - ADMINISTRATIVE COUNCIL
MEMBERS - BOARD OF EDUCATION

FROM: HOWARD S. SMUCKER

SUBJECT: MINUTES-MEETING-TUESDAY, DECEMBER 9, 1975-10:30 A.M.

MRS. IRMA JUSTICE, CIVIC ASSOCIATION - visited with us concerning this year's Christmas food drive. A truck will come around to each attendance center on Thursday, December 18th, to pick up collected food and deliver to the American Legion Hall. I would like to thank each building principal and faculty member for supporting this worthwhile cause.

EVALUATION OF OUR ELEMENTARY TESTING PROGRAM FOR 1976-77 - is in order. Some building principals prefer a fall rather than a spring testing date. The thought behind this change focuses on the benefits of properly tracking elementary students. Many parents are very positive about discussing test results with classroom teachers during parent conferences. To delete our testing program at this point was not advised. Several Carl Sandburg faculty members indicated a total lack of interest in using the testing materials properly. Their written statement seemed to be more of a priority list for cuts. More discussion later.

EDUCATIONAL TV PROGRAM FOR 1976-77 - Mr. Cougill will investigate the number of students registered for this school year. It was generally agreed that we would limit our registration to 1,000 students for 1976-77. Dennis thought that our registration for 1975-76 was in the area of 1,000 students anyway. More on this one later, too.

IMPACT AID - Mr. Kenney expects an audit within a year or two on our impact aid materials. We would like to have each building principal send Mr. Kenney the information cards for each student whose name appears on the impact aid list. The information cards will be retained in his office. Please try to get the requested information to Mr. Kenney by Friday, December 19th.

CHRISTMAS VACATION 1975-76 - Paychecks will be mailed to all employees on Friday, December 26th. Please indicate this to your certificated and non-certificated personnel. The following holidays shall be observed without loss of pay for all non-certificated personnel - All day December 24th, 25th, and January 1 and one-half day on December 31st. Mr. Kenney will send a memorandum to all personnel advising them of the board policy regarding this vacation schedule.

REVISION OF THE ELEMENTARY SOCIAL STUDIES CURRICULUM GUIDE - was discussed by the curriculum council and the administrative council. Several members of the curriculum council were rather negative because of budget limitations. It is recommended that on February 10th, early dismissal will focus on grade level meetings at Jefferson Elementary School. Time will be spent at these grade level meetings discussing this important topic.

RUTH HAWKINS, HOUGHTON-MIFFLIN REPRESENTATIVE - will follow this visitation schedule for the elementary schools:

Thursday, December 11th

10:00 a.m. - 12:00 Lerna
1:00 p.m. - 3:30 Jefferson

Friday, December 12th

8:30 a.m. - 10:30 Carl Sandburg
11:00 a.m. - 12:00 Lincoln
1:00 p.m. - 3:00 Mark Twain

Monday, December 15th

8:30 a.m. - 10:30 Ashmore

STUDENT PICTURES - were discussed. Recommendations for improving the whole process should be ready for Curt Erickson at the end of this first semester. There was general agreement that the service was greatly improved. We still need to sharpen some of the contractual language with National School Studios. Thank you for your suggestions.

GIFTED CONFERENCE - Members of the council were asked to review the materials that Tony Gregorc presented at the Gifted Conference in Decatur last week. Would these be acceptable for a half-day institute funded by Gifted monies?

PAINT - Mr. Kenney will prepare a sample kit of the spray paint that is available -- 14 tons!

BOOK RENTAL - PUBLIC AID - Public Aid Department does not pay any rental for textbooks. Families who are on public aid need to pay book rental just like anyone else. Mike David will attempt to get a letter prepared to this effect. Clue your secretaries in. We must be consistent!

BUS DISCIPLINE - Some concern was indicated with regard to student discipline on the Rardin and Bushton buses. We will review the situation and try to get to some of the reasons for these problems. We may have to seek an alternate solution to supervising that bus.

* * * * *

SEE YOU SATURDAY, THE 13TH

TO: MEMBERS - ADMINISTRATIVE COUNCIL
MEMBERS - BOARD OF EDUCATION

FROM: HOWARD S. SMUCKER

SUBJECT: MINUTES-MEETING-THURSDAY, DECEMBER 18TH, 1975-10:30 A.M.

NATIONAL SCHOOL STUDIOS - Contracts were signed for 1976-77 with National School Studios. Please note the following picture schedule for 1976:

October 13th - Junior High
October 14th - Jefferson
October 18th - Lerna & Carl Sandburg
October 19th - Ashmore & Lincoln
October 20th - Mark Twain
Week of August 30th - High School

Efforts were made to listen to complaints and to improve the whole system. Thank you for your cooperation.

JUNIOR & SENIOR HIGH SCHOOL PRINCIPALS WILL BE ATTENDING A SCHEDULING WORKSHOP ON JANUARY 15TH - in the Effingham Room of the E.I.U. Union. Our current plans call for the report cards and class scheduling to be done through E.I.U.

NDEA TITLE III PROGRAMS - were reviewed by Mrs. Bouknight. Additional input from a few of the attendance centers was indicated. Several capital outlay items were identified as equipment that should probably not be purchased again in the future.

CHANGES IN P.N. AGREEMENT - Dennis Cougill and I will prepare a brief resume of the major changes in the P.N. Agreement. We will get this to you in 1976.

1976-77 BUDGET CONCERNS - were reviewed. I would like to compliment the building principals for letting us know what these concerns are (some of you do a better job than others). Don't wait to be asked to contribute. We need all of the help we can get.

HIGH SCHOOL TEXT LISTS - Mrs. Bouknight has requested a list of the text materials used in the high school. We need this for Brother Miller's office.

THANK YOU - for distributing the Christmas Greeting from the Board of Education to your staff members.

MERRY CHRISTMAS!!!

HAPPY NEW YEAR!!!

ADMINISTRATIVE COUNCIL MEETING

DECEMBER 18, 1975

10:30 A.M.

A G E N D A

- I. Clarification of Status of Corporal Punishment in Illinois Schools
- II. Jr. & Sr. High Principals - Scheduling Workshop - January 15th - Effingham Room - E.I.U. Union
- III. NDEA Title III
- IV. Changes in P.N. Agreement
- V. 1976-77 Budget

ADMINISTRATIVE COUNCIL MEETING

JANUARY 6, 1976

2:00 P.M.

A G E N D A

- I. 1976-77 Class Rosters - Special Education
- II. Title IX Workshop
- III. Textbooks for Students on Public Aid
- IV. I.O.E. Guidelines for Dismissal of Tenured Teachers
- V. Title I Summer School
- VI. Administrators Workshop
- VII.

TO: MEMBERS - ADMINISTRATIVE COUNCIL
MEMBERS - BOARD OF EDUCATION

FROM: HOWARD S. SMUCKER

SUBJECT: MINUTES-MEETING - TUESDAY, JANUARY 6TH, 1976-2:00 P.M.

1976-77 CLASS ROSTERS - SPECIAL EDUCATION - Our district's commitment to class rosters will be March 1, 1976. A timetable has been established to identify student placement. Actually, this affects only the Jefferson and Lincoln attendance centers. The timetable is as follows:

- Classroom teachers have already completed the annual staffing form
- January 12 - January 23 - Cluster meetings will be held
- January 26 - February 6 - Tentative class rosters will be given to each superintendent
- February 6 - February 29 - We will review these rosters and contact parents, if necessary

TITLE IX WORKSHOP - will be held Friday, February 13th, at the Ramada Inn, Champaign. This workshop is designed to present information and clarify issues related to Title IX. The program begins at 9:00 a.m. and ends at 4:15 p.m. Mark your calendars.

TEXTBOOKS FOR PUBLIC AID STUDENTS - Copies of a letter from George Crouse, Superintendent of the Coles County Department of Public Aid, were distributed to each building principal. It doesn't say much. I will contact the Bureau of Program Planning for more detailed information.

SENATE BILL 1371 - RULES AND REGULATIONS GOVERNING DISMISSAL OF TENURED TEACHERS - Copies of these Rules and Regulations were distributed to council members. If you have comments or suggestions that you would like to forward to Julia Dempsey, Legal Advisor, please let me know of your opinion by Friday, the 9th. I will send one general letter.

TITLE I SUMMER SCHOOL - Mrs. Bouknight reported on Title I Summer School for 1976. She reported that our current plans call for keeping the option open for a summer program, but we want to keep a close eye on carryover funds. If we don't have the money, we may not want to disturb our annual program with a summer school program.

ADMINISTRATORS WORKSHOP - GIFTED TABA - will be held January 27th, February 19th, and March 26th. Your attendance should have been sent to Mrs. Bouknight by December 15th.

LATTA - Mr. Kenney reviewed with the Administrative Council the problem we are having with Latta. We don't think that we should lean toward our first impulse of shutting off Latta completely because they did not live up to the contract. However, Mr. Kenney will review the situation again in the very near future. We may need the bidding leverage that Latta could provide while trying to get a good bid from Beckley-Cardy.

PROPOSALS FOR REDUCTIONS IN THE 1976-77 BUDGET - were reviewed with the Administrative Council. The Board of Education plans a committee meeting for Wednesday, January 7th. Final decisions will probably be made at this Wednesday meeting so that the tentative budget can be presented at the regular board meeting the 21st of January.

DATES TO MARK ON YOUR CALENDAR:

Wednesday, January 14th, 7:00 p.m. - Open meeting for Concerned Citizens - Administrative Center

Wednesday, February 18th, 7:30 p.m. - Regular Board Meeting

Wednesday, February 25th, 7:30 p.m. - Special Board Meeting, Public Hearing and Adoption of 1976-77 Budget

ADMINISTRATIVE COUNCIL MEETING

JANUARY 13, 1976

11:00 A.M.

A G E N D A

- I. E.I.U. Laboratory Student Teaching Survey
- II. Repairs to Title I A-V Equipment
- III. Needs Assessment for Title IV Proposal
- IV. I.P.A. Winter Workshop - January 23rd
(Same day as Faculty Workshop)
- V. Non-Certified Staff Members
- VI. Textbook Rental Fee Collections
- VII. Dissemination of Rardin Library Materials
- VIII.

TO: MEMBERS - ADMINISTRATIVE COUNCIL
MEMBERS - BOARD OF EDUCATION

FROM: JUNE B. BOUKNIGHT

SUBJECT: MINUTES-MEETING-TUESDAY, JANUARY 13, 1976 - 11:00 A.M.

E.I.U. LABORATORY - STUDENT TEACHING SURVEY - Survey sheets have been received from all schools. Thanks for being prompt! There was a lively discussion of the entire program. Some Eastern instructors still need to conduct thorough orientation sessions before sending their students out to the public schools. There is a move to discourage teachers from taking student teachers next year. The C.E.A. passed a resolution to that effect at yesterday's meeting. The administrators reviewed the policy that the decision to take a student teacher is an individual decision made by the teacher who is recommended for student teaching supervision.

REPAIRS TO TITLE I A-V EQUIPMENT - If any piece of Title I equipment has been repaired, the principal needs to provide Mrs. Bouknight with the serial number and a statement regarding repairs made.

NEEDS ASSESSMENT FOR TITLE IV PROPOSAL - Administrators responded to a questionnaire regarding district services to students with special needs. All certificated staff members will be asked to respond to a similar questionnaire during inservice meetings today. Two hundred questionnaires will be sent out to parents. Responses will be used in the needs assessment for our proposal "Optimal Learning in Regular Classrooms."

I.P.A. WINTER WORKSHOP - JANUARY 23 - Several principals have requested permission to attend this workshop. The question raised was whether it was advisable to have principals out of the building on this Faculty Workshop day.

NON-CERTIFIED STAFF MEMBERS - whose jobs are not in jeopardy should be assured of this whenever possible. Several questions were raised in regard to budget cuts to be announced at the January 21 meeting of the Board of Education. Principals requested that we schedule another Administrative Council meeting before that time.

TEXTBOOK RENTAL FEE COLLECTIONS - Principals should supply Dr. Smucker with a list of parents who have made no attempt to pay rental fees. Please give parent's name, grade, and amount due so that a letter can go out from this office.

DISSEMINATION OF RARDIN LIBRARY MATERIALS - Mrs. Curran and Mrs. Chaney will be asked to spend Friday, January 23 at Rardin School building. They will divide up the library books into stacks for the various elementary attendance centers. Later, the maintenance crew will box the books up and deliver them to the designated buildings.

BASAL MATERIALS STILL AT RARDIN - If we can get these materials sorted out, the maintenance crew can box them and bring them to Jefferson so that they will be available for use in all elementary centers. We're working on that, too.

FIELD TRIPS - Question was raised if there is any way that field trips can be reinstated for next year. Mr. Kenney indicated that impaction funds can be put in the Transportation Fund if some other cut could be made from the Education Fund. Could we plan alternate financing for next year by students, parents, P.T.A.'s, etc.?

NEXT ADMINISTRATIVE COUNCIL MEETING - will be held on Tuesday, January 20, 1976, at 10:00 a.m. in the Administrative Center.

TO: MEMBERS - ADMINISTRATIVE COUNCIL
MEMBERS - BOARD OF EDUCATION

FROM: HOWARD S. SMUCKER

SUBJECT: MINUTES-MEETING-TUESDAY, JANUARY 20, 1976 - 10:00 A.M.

STAFF DISMISSALS AND TRANSFERS - were reviewed by the Administrative Council. Each building principal is responsible for notifying each teacher who will receive a letter of dismissal either from their extra-curricular activities or from their teaching responsibilities. I would like for each principal to contact these teachers "eyeball to eyeball." We need to carefully point out why these cuts are coming at this time and what the implications for 1976-77 really are.

LETTERS OF INTENT - were distributed and are to be given to each certificated staff member. These letters are due back January 30th. Urge your teachers to participate.

TITLE IV, PART B GUIDELINES - were distributed by June Bouknight. We received a small grant from Title IV of \$3,777.38. Letters of intent for Title IV are also due in January 30th.

UNPAID BOOK RENTAL LISTS - were due in Wednesday, the 21st. Each school turned in their lists and the unpaid book rental fees are as follows:

Senior High School	\$ 487.50 *
Junior High School	387.50 *
Ashmore Elementary School	252.15
Carl Sandburg Elementary School	93.10
Jefferson Elementary School	491.20
Lerna Elementary School	184.70
Lincoln Elementary School	125.00
Mark Twain Elementary School	65.00

Total \$2,086.15

* Includes towel fees

I will call this situation to the attention of the Board of Education Wednesday night. I would like to urge people to pay their bills -- we need the money!

HASKINS MAPS - Everyone was unanimous in their opinion that we should continue to get the maps from the Haskins Map Company for our fifth graders. Please take time to thank Everett Brown if you think of it. The students may want to write a letter of thanks, too.

1976-77 TENTATIVE BUDGET - Presentation of the 1976-77 tentative budget was reviewed. The November and January cuts were checked and suggestions were called for with regard to possible cuts for the 1977-78 school year. Several thoughts were:

- a) We need to think in terms of reducing special education programs. It seems that our average students have taken it on the chin more than these special students.
- b) Close Ashmore, Lerna and Lincoln Elementary Schools.
- c) Freeze all salaries.

Plans were also discussed with regard to informing the board of the fact that we have had a 20% reduction of certificated staff and a 30% reduction in the administrative staff within the past two years.

It was emphasized that at no time in the recent history of this community have we faced a more important problem. There are answers to this problem, and we need to cooperate and support each other in arriving at solutions that are best for our needs. Please focus your efforts on this problem and let me know of new ideas that might prove to be helpful.

ADMINISTRATIVE COUNCIL MEETING

JANUARY 30, 1976

10:30 A.M.

A G E N D A

- I. Dr. Robert Zabka - Student Teaching 1976-77
- II. Reduced Price Lunches
- III. 1975-76 Public School Bilingual Census
- IV. Fourth Annual President's Concert - E.I.U.
- V. Legal Opinion - Office of Education
- VI. "Fly the Flag" -- February 10 & 17
Future Teachers - Senior Girl Scouts
- VII.
- VIII.

TO: MEMBERS - ADMINISTRATIVE COUNCIL
MEMBERS - BOARD OF EDUCATION

FROM: HOWARD S. SMUCKER

SUBJECT: MINUTES - MEETING - FRIDAY, JANUARY 30, 1976 - 10:30 A.M.

EASTERN ILLINOIS UNIVERSITY STUDENT TEACHING COORDINATOR, - Mr. Joe Carey, visited with the Administrative Council concerning student teaching assignments for 1976-77. It was mutually agreed that at the elementary level, we would not participate in the areas of music (including band), art, and physical education. At the junior high school level, we would not participate in p.e./coaching combinations, swimming and music (specifically instrumental and strings). We will offer a general music course at the junior high school. At the high school, we will not participate in p.e./coaching, driver ed./coaching, music (includes instrumental, vocal & strings). A letter will be sent to Dr. Zabka indicating that we will participate in all other major areas.

REDUCED PRICE LUNCHES - were reviewed by Mr. Kenney. He indicated that we are required to send out a new news release to the public explaining the fact that this is now a required program rather than optional. Application blanks are available in Mr. Kenney's office.

1975-76 PUBLIC SCHOOL BILINGUAL CENSUS REPORTS - were distributed for each attendance center. These are due back in my office by Friday, February 13th.

REMINDER - Fourth Annual President's Concert at Eastern Illinois University - to be held on Sunday, February 15, 1976 at 2:00 p.m. in the Dvorak Concert Hall.

LEGAL OPINIONS FROM THE ILLINOIS OFFICE OF EDUCATION - were distributed. The main concern we had with regard to teachers seeking tenure after two years of successful teaching in the district were positively clarified.

FLY THE FLAG PROGRAM, FEBRUARY 10 AND 17 - The senior girl scouts and future teachers from the high school will distribute the schedules to each building principal. I would like to see each attendance center participate 100% in this program.

ADMINISTRATIVE HOLDING ACCOUNT - A question was raised with regard to the special fund accounts (administrative holding account). Bring your money to Mr. Kenney and he will deposit it and write checks accordingly at your direction.

CUSTODIAL WORK PROGRAM - was discussed with Mr. Kenney. He identified the areas that custodians are assigned and reviewed the descriptions of their responsibilities. I would like to see the Administrative Council discuss openly the concerns they have with regard to these kinds of things and then leave them in the room.

CIRCULATION OF SCHOOL MAIL - was also a point of discussion. We need to know what items can be sent through the mail. For example -- film strip machines to be repaired at the high school, projectors, etc.

ADMINISTRATIVE COUNCIL MEETING

FEBRUARY 6, 1976

10:00 A.M.

A G E N D A

- I. School Publicity - Miss Judy Kime
- II. Children's Concert - March 4, 1976
- III. Charleston Women's Club - Reid Lewis - April 2, 1976
Dvorak Concert Hall
- IV. "Animal Bites & Rabies" - 20 minute film
- V. 1975-76 Calendar - Commencement
- VI. 1976-77 School Calendar
- VII. Inventory Storage - Music, Physical Education
- III. Tuesday, February 10th - Early Dismissal - In-Service
- IX. Priorities for Programs - If Referendum Successful
- X. Metric Rulers
- XI.
- XII.

TO: MEMBERS - ADMINISTRATIVE COUNCIL
MEMBERS - BOARD OF EDUCATION

FROM: HOWARD S. SMUCKER

SUBJECT: MINUTES-MEETING-FRIDAY, FEBRUARY 6, 1976 - 10:00 A.M.

SCHOOL PUBLICITY - Miss Judy Kime, high school communications teacher, will be meeting with Mrs. Wilson of the Schools Committee of the League of Women Voters to develop quality news releases for the newspaper and radio. We hope to concentrate on programs planned for next year. Each building principal can assist by developing positive news releases concerning some of your programs. Let's take full advantage of this opportunity.

CHILDREN'S CONCERT, MARCH 4TH - The orchestra at E.I.U. will be presenting bicentennial student compositions. Students may attend the Children's Concert with parental permission. The school district will not provide transportation.

CHARLESTON WOMEN'S CLUB - will present Mr. Reid Lewis April 2, 1976, at 7:30 p.m. in the Dvorak Concert Hall, E.I.U. I would like to urge each building principal to publicize this bicentennial program and urge students to attend with their families.

"ANIMAL BITES AND RABIES" FILM - will be shown during the week of March 15-19 by Dr. G. W. Lantis. The following schedule will be followed for this 20 minute film:

<u>Monday, March 15</u>	Carl Sandburg
<u>Tuesday, March 16</u>	Lerna
<u>Wednesday, March 17</u>	Lincoln & Mark Twain
<u>Thursday, March 18</u>	Ashmore
<u>Friday, March 19</u>	Jefferson

Mr. Lantis will also be available for evening meetings such as P.T.A., etc.

1975-76 SCHOOL CALENDAR - will be modified because of special school holidays. The last week of school will be as follows:

Monday, May 31	Full day of school
Tuesday, June 1	Semester Exam Day
Wednesday, June 2	Semester Exam Day
Thursday, June 3	Faculty Workshop - No School
Friday, June 4	Last day of School & High School Commencement

SAMPLE COPIES OF THE 1976-77 SCHOOL CALENDAR - were distributed to each building principal. Study these calendars carefully. Review the entire schedule with your faculty members. We need your ideas. The 1976-77 school calendar will be on the March agenda for the Board of Education.

INVENTORY AND STORAGE OF MUSIC AND P.E. EQUIPMENT - I will send out a directive to each building principal. I expect a thorough, accurate job done in each attendance center.

IN-SERVICE MEETINGS, TUESDAY, FEBRUARY 10TH - A short discussion was held with regard to in-service meetings to be held Tuesday, February 10. Grade level meetings for elementary schools will be held at Jefferson in the same rooms that were used the last time. Time - 1:45 p.m.

ITEM FOR NEXT ADMINISTRATIVE COUNCIL MEETING - Discussion of how the administrative team would rank the most important priorities in terms of the return of extra-curricular activities. We need to be able to list the programs we feel are most important educationally.

METRIC RULERS - We suggested that merchants in town purchase both metric and inch rulers for distribution to the students in school.

NEXT ADMINISTRATIVE COUNCIL MEETING - is scheduled for Wednesday, February 18, at 10:00 a.m. in my office.

ADMINISTRATIVE COUNCIL MEETING

FEBRUARY 18, 1976

10:00 A.M.

A G E N D A

- I. Publicity - Miss Judy Kime
- II. Inventories - Industrial Appraisal - Mr. Kenney
- III. Student Teaching Assignments - Interview by Building Principals
- IV. SRA Testing Dates
- V. Kindergarten Pre-Registration
- VI. Pre-School Screening - April 21 & 22 - Central Office
- VII. Final Teacher Workshop Day
Monday & Tuesday - regular school days
Wednesday & Thursday - exam days
Friday - workshop day
- VIII. Priority List - Referendum
- IX.
- X.

TO: MEMBERS - ADMINISTRATIVE COUNCIL
MEMBERS - BOARD OF EDUCATION

FROM: HOWARD S. SMUCKER

SUBJECT: MINUTES-MEETING-WEDNESDAY, FEBRUARY 18, 1976-10:00 A.M.

MISS JUDY KIME - visited with the Administrative Council with regard to her program of work for the development of news articles that might interest the public. Miss Kime will develop news articles for both the newspaper and radio. We would like to urge building principals to take full advantage of her released time from the high school.

INDUSTRIAL APPRAISAL - Mr. Kenney gave each building principal a copy of the Industrial Appraisal for their respective buildings. The industrial appraisal inventories need to be carefully up-dated in order to insure on the marine floater. If you have difficulty with prices, leave them blank, and Mr. Kenney will fill them in. If you do have difficulty, please call Don so that he can assist you. The sheets for acquisitions, deletions and transfers must be accurate. We realize that this is a big assignment and will be very time-consuming.

STUDENT TEACHING ASSIGNMENTS FOR 1976-77 - I would like for building principals to assume the responsibility for deciding what students from Eastern Illinois University do their student teaching in the attendance centers you supervise. I realize that in some cases interviews are impossible. However, we need to effectively screen E.I.U. students assigned for student teaching.

SRA TESTING DATES - are set for April 26-30. Mr. Hankenson would like to meet with the SRA representative in the near future to make plans.

KINDERGARTEN PRE-REGISTRATION - will be held on April 8, 1976. Begin to make plans now. Pre-school screening materials will be ready for distribution during this roundup.

PRE-SCHOOL SCREENING - will be held April 21 and 22, here in the Central Office.

PRIORITY LIST - was developed by the administrative team. All of the listed priorities will be costed out and shared with the administrative team at our next meeting.

NEXT MEETING OF ADMINISTRATIVE COUNCIL - is scheduled for Wednesday, February 25 at 9:00 a.m.

ADMINISTRATIVE COUNCIL MEETING

FEBRUARY 25, 1976

9:00 A.M.

A G E N D A

- I. Civil Defense - Mark Busekrus & Lester Lee
State-Wide Tornado Drill - March 3, 1976
- II. Teacher Evaluation
- III. Questionnaire Survey - Bruce Hunt
Graduate Study on Effective Half-Day Sessions
- IV. Children's Concert
- V. Elementary Social Studies
- VI. Pupil Progress Reports
- VII. Magazine Orders 1976-77
- VIII. Priority List
- IX.

TO: MEMBERS - ADMINISTRATIVE COUNCIL
MEMBERS - BOARD OF EDUCATION

FROM: HOWARD S. SMUCKER

SUBJECT: MINUTES - MEETING - WEDNESDAY, FEBRUARY 25, 1976 - 9:00 A.M.

STATE-WIDE CIVIL DEFENSE TORNADO DRILL - was held Wednesday, March 3rd. Mark Busekrus, Charleston's Civil Defense Director, met with us and indicated that they would monitor our tornado drill and then offer suggestions that might help us sharpen our future disaster drill program. Since I am rather late with my minutes, I would like to take this opportunity to thank each building principal for their cooperation in this drill.

TEACHER EVALUATION - focused on the real need for developing opportunities for recommendation. If we plan to dismiss anyone, it should not be anything new. We should be involved with the situation months before hand.

MR. BRUCE HUNT - will visit with the council on Monday, March 8, at 9:00 a.m. to discuss his research study. This is a graduate study on the effect of half-day sessions on students, teachers and parents.

CHILDREN'S CONCERT - sessions are filled and very few seats are available. June Bouknight talked to Mary Ann Bialek and we may be able to arrange for some 5th graders to go.

ELEMENTARY SOCIAL STUDIES PROGRAM - was reviewed by Mrs. Bouknight. The issue really focuses on whether or not we should revise our curriculum guide - multi-materials versus a basal text. The curriculum councils met and are preparing a format asking for suggestions in writing by April 30. We would like for every teacher to participate. The summer curriculum study proposal in Social Studies has \$2,000.00 in the new budget which would allow for a two-week workshop.

PUPIL PROGRESS REPORTS - are being discussed by some of the attendance center teachers groups. Some teachers are recommending that we throw the whole thing out, or dramatically modify our system of reporting to parents. We need further discussion in this area because no one said pupil evaluation was easy.

MAGAZINE ORDERS FOR 1976-77 - will be set up on an attendance center basis. Building principals will be responsible for ordering their own magazines. We will not order centrally.

PRIORITY LIST - The Administrative Council meeting concluded with building principals working on a list of priorities to be presented to the Board of Education. Another advantage of late minutes is simply again to say thank you for your assistance. Some of you have taken time to stop by and give personal input even after our meeting. I do appreciate this, and certainly hope it continues. I realize that it takes more effort on your part, but it is appreciated.

NEXT MEETING OF THE ADMINISTRATIVE COUNCIL - is scheduled for Monday, March 8, at 9:00 a.m. in the conference room of the Administrative Center.

March 4, 1976

APPENDIX G
LAKE LAND EVENING PROGRAM

LAKE LAND COLLEGE

February 22, 1974

MEMORANDUM

TO: Robert Webb, President

FROM: L. K. Voris, Dean of Evening College
& Community Services

RE: Memorandum, President Webb, dated Feb. 7, 1974

SUBJECT: (a) Evaluation of the position of Extension Coordinator-
Effingham High School
(b) Job description for extension Coordinators

Approximately one week prior to fall quarter 1973 registration, permission was granted, on a trial basis, to create the position of extension coordinator at the Effingham High School Extension center during the 1973-74 school year.

Prior to the above school year, Mr. Joe Green, Effingham High School Business Department Chairman, had been helping me, unofficially, develop schedules, recommend instructors, and perform other tasks that enabled me to take care of this constantly growing extension center. With the permission of the Effingham Community Unit School District Administration Mr. Green was hired to coordinate the extension program at this center.

Although the coordinator was hired just prior to the beginning of the Fall quarter his activities were significant in creating an enrollment of 312 in 24 classes and relieving me of the several chores ordinarily performed at this center so that my efforts could be deployed over several new extension centers and on campus registration.

A significant increase of classes generated can be noted for the Winter Extended Quarter 1974 at the Effingham extension center with 379 students enrolled in 30 classes.

Following are listed items taken care of by the coordinator much more efficiently than I could have done and which allowed me more time to devote to developing additional extension centers:

1. Complete schedule of classes giving consideration to sequential courses and introduction of new courses.
 - a. classroom assignments - no conflicts
 - b. arrangements for use of educational equipment
 - c. generation of more interest by local factory in conducting General studies and Vocational courses

2. Provided news articles describing many of the courses to be offered-obtained free radio announcements.
3. Conducted registration.
 - a. each evening prior to registration conducted a short orientation for faculty registering students
 - b. handled all registration applications
 - c. provided a display of all classes, scheduled each evening and charted the results of each registration
 - d. made decisions as to the status of classes that lacked enough students as of first registration
 - e. reviewed registrations for errors, incomplete information and correct fees
 - f. arranged for and provided textbooks for classes
4. During the quarter the coordinator is in attendance at the center on an unscheduled basis other than on evenings when he has a class.
5. Problems that have arisen relating to building policies, opening the extension center when the necessity arises, and other details have been taken care of by the coordinator.

During the Fall Quarter 1973 Extension Classes were conducted at Seventeen (17) Centers: Shelbyville, Sullivan, Neoga, Vandalia, St. Elmo, Altamont, Effingham High School, Effingham St. Anthony Hospital, Effingham Norge Plant, Teutopolis, Cumberland, Dieterich, Casey, Mattoon - General Electric, Donnelly's, Co-Air, Cowden-Herrick. Extension classes combined with the campus classes during the Fall Quarter produced over 1900 registrations involving over 1250 students and generated over 500 full time equivalent students.

Establishing a class or classes in an extension center involves obtaining permission and the cooperation of the administration, faculty and service staff. After the preliminaries, the schedule of classes must be developed which involves the assignment of appropriate classrooms, arranging for instructors, establishing dates, advertising and so forth. Following this registration must be conducted, textbooks provided and decisions made relative to continuing or cancellation of classes based on enrollment.

Lake Land College will have approximately 50% more potential extension centers next year. This potential combined with the anticipated growth of Public Service programs (Community Education, Seminars and Workshops etc.) will in my opinion necessitate an individual contact person at each extension center. Lake Land College is privileged to have access to the many public school facilities in the district. It is my opinion that we will be welcome as long as we do not interfere with the over all general operation of the public school programs. A coordinator can efficiently do the footwork in the district and provide the necessary information, make local arrangements and do the many chores, preliminary to and during the school year.

Job Description for Extension Coordinator

The Extension Coordinator will serve as the representative of the Lake Land College Dean of Evening College and Community Services. In this capacity he will assist in developing and implementing educational and community education programs commensurate with the needs, expressed and anticipated by individuals, industry, business, professions, governmental organizations, Service groups, labor organizations and all other groups in his respective community.

Specifically the extension coordinator will be responsible for carrying out the following duties:

1. Survey educational and community education needs.
2. Assist with the development of quarterly schedules, the making of facility assignments, and identifying prospective instructors.
3. Be responsible for local media publicity and advertising.
4. Orient instructors prior to registration to the following:
 - a. local school building policies
 - b. general housekeeping
 - c. contractual obligation of instructors
 - d. instructions for registration
5. Conduct all registrations.
 - a. recommend continuance or cancellation of classes
 - b. receive and check all class registration forms
 - c. transmit registrations to Dean of Evening College
 - d. during period of registration make daily report of class status to Dean of Evening College
 - e. transport and distribute textbooks during the beginning week of classes
 - f. on conclusion of classes, return textbooks to campus
6. During school year make periodic visits to extension center; checking to see that classes are meeting according to schedule, and building policies are being adhered to.
7. Responsible for communication with extension instructors relative to emergency situations and special events or local calendar adjustments.
8. Arrange for periodic counseling service from the college staff.
9. Maintain a complete up-to-date listing of active classes, the names, addresses, and phone numbers of each student and instructor.

10. Maintain constant liaison with local school administrators and the Dean of Evening College.
11. Identify and communicate with groups that are potential recipients of the services of the college.
12. Perform other duties that are realistically applicable to the job and requested by the Dean of Evening College.

CHARLESTON HIGH SCHOOL

TO: Local Industries in Charleston Area

FROM: Bill Fleming - Evening Program Coordinator

SUBJECT: Evening Courses Offered at Charleston High School

Lakeland College is offering college courses at Charleston High School in the evening. These courses carry college level credit and can be applied toward a degree from Lakeland or transferred to another college if desired. This fall, courses in the following areas are being offered:

I. Introduction to Psychology - 4 credits

A basic course which deals with the understanding of human behavior. Psychology attempts to answer the question of "why do people act the way they act?" This course will be an open classroom setting.

II. Business Law I - 4 credits

An introductory course in the nature, classification, and characteristics of law. The legal principles of the contract, agency and employment, negotiable instruments, bailments, and personal property.

III. Typewriting I, II, III - 4 credits

Individualized instruction directed at the student's present level of ability.

IV. Other Courses Being Offered:

- A. Small Gas Engines
- B. Basic Ceramics
- C. Parapsychology

NOTE: This program is approved for Veterans benefits.

For more information, contact Mr. Bill Fleming, Coordinator, Charleston High School, Phone 345-2196.

TO: Seniors in History, English and Math Classes

FROM: Mr. Fleming

SUBJECT: Lakeland Evening Courses

Lakeland College is offering courses in Psychology, Business Law and Typewriting. These courses are at the college level with college hours credit received by the student. The credit received may be transferred to any college or university. This is an outstanding opportunity for those students who are thinking about going to college. It would give you the opportunity to experience college level work. The only requirement for entering one of the evening courses is that you must be a B student and in the senior year.

If interested, fill out this form and return to Mr. Fleming as soon as possible.

NAME _____

CLASS _____

GRADE AVERAGE _____

CHARLESTON COMMUNITY SCHOOLS

COMMUNITY UNIT SCHOOL DISTRICT NO. 1

CHARLESTON, ILLINOIS

61920

OFFICE OF THE PRINCIPAL
Charleston High School
Route 16 & 130

Phone (217) 345-2196

December 19, 1975

NEWS RELEASE

Lake Land Eveing Courses at Charleston High School:

Spring registration for Lake Land Community College courses will take place on Monday, January 18, 1976, in the Charleston High School auditorium from 7:00 PM to 8:00 PM. These courses offer a twofold purpose: the opportunity for individuals to pursue a degree and second to provide self-improvement courses for interested community individuals. More information can be obtained by calling Bill Fleming at 345-2196. Following is a list of courses to be offered:

EXTENSION COURSES

CREDIT

Business

- Real Estate Transactions
- Office Accounting
- Office Procedures
- Typewriting I
- Typewriting II
- Typewriting III
- Greg Shorthand I
- Business Mathematics
- Business Correspondence
- Introduction to Business
- Principles of Accounting I
- Principles of Salesmanship
- Principles of Retailing

Data Processing

- Introduction to Data Processing

Mathematics

- College Algebra

Speech

- Public Speaking

Art

- Oil Painting I
- Basic Ceramics

English

- Reading and Study Skills
- Composition I
- The 20th Century Novel: English & American

Home Economics

- Basic Clothing Construction
- Advanced Clothing Construction

Social Science

- Comparative Government
- American National Government: Foundation
- State and Local Government
- Introduction to Psychology
- Principles of Economics I

COMMUNITY EDUCATION (Non-Credit)

- Introduction to Metric System
- Understanding Children Behavior
- Parapsychology II
- Driver Education
- Cake Decorating

CHARLESTON COMMUNITY SCHOOLS

COMMUNITY UNIT SCHOOL DISTRICT NO. 1

CHARLESTON, ILLINOIS

61920

OFFICE OF THE PRINCIPAL
Charleston High School
Route 16 & 130

Phone (217) 345-2196

December 19, 1975

NEWS RELEASE

ADULT DRIVER EDUCATION

Lake Land Community College will offer a program in Adult Driver Education at Charleston High School. The course will be offered to anyone over the age of 21 and to individuals under the age of 21 who are not currently enrolled in a high school program. High school credit will be given to individuals who complete the course. The program will consist of 20 hours of classroom and simulator work plus six hours of behind-the-wheel instruction. The classroom teaching will consist of the new state curriculum which is geared to help people have a better understanding of the state laws, basic habits and skills for car control, basic maneuvers and developing one's perception. Adults wishing to sign up for this course may do so on Monday, January 19, 1976, at 7:00 PM to 8:00 PM in the high school auditorium. If anyone would like to pre-register or have more information, they should contact Mr. Bill Fleming or Mr. Bill Monken at 345-2196.

CHARLESTON COMMUNITY SCHOOLS

COMMUNITY UNIT SCHOOL DISTRICT NO. 1

CHARLESTON, ILLINOIS

61820

OFFICE OF THE PRINCIPAL
Charleston High School
Route 16 & 130

Phone (217) 345-2196

TO: Lake Land Staff at Charleston High School

FROM: Bill Fleming, Coordinator

SUBJECT: Registration for Spring Quarter

DATE: January 6, 1976

I am looking forward to working with you this spring. Registration will be on Monday, January 19, 1976, from 7:00 PM to 8:00 PM.

Classes will begin on Monday, January 26, 1976. We will also register the first class meeting of each course. There will be a meeting of all staff members on the 19th of January, 1976, at 6:15 PM in the high school auditorium. Please be prompt. If you are unable to attend, please call me at 345-2196.

Sincerely yours,

Bill Fleming
Coordinator
Lake Land Evening Program

llr

CHARLESTON COMMUNITY SCHOOLS

COMMUNITY UNIT SCHOOL DISTRICT NO. 1

CHARLESTON, ILLINOIS

61920

Phone (217) 345-2196

OFFICE OF THE PRINCIPAL

Charleston High School

Route 16 & 130

January 13, 1976

NEWS RELEASE

Lake Land Evening Courses at Charleston High School:

Spring registration for Lake Land Community College courses at Charleston High School will take place on Monday, January 19, 1976, in the high school auditorium from 7:00 PM to 8:00 PM. A comprehensive course offering in business as well as courses in data processing, mathematics, speech, art, English, home economics, social science, and community education (non-credit) will be offered. These courses offer a two fold purpose: the opportunity for individual to pursue a degree and second, to provide self-improvement courses for interested community individuals. More information can be obtained by calling Bill Fleming at 345-2196. Following is a list of courses to be offered:

EXTENSION COURSES

CREDIT

Business

- Real Estate Transactions
- Office Accounting
- Office Procedures
- Typewriting I
- Typewriting II
- Typewriting III
- Greg Shorthand I
- Business Mathematics
- Business Correspondence
- Introduction to Business
- Principles of Accounting I
- Principles of Salesmanship
- Principles of Retailing

Data Processing

- Introduction to Data Processing

Mathematics

- College Algebra

Speech

- Public Speaking

Art

- Oil Painting I
- Basic Ceramics

English

- Reading and Study Skills
- Composition I
- The 20th Century Novel: English & American

Home Economics

- Basic Clothing Construction
- Advanced Clothing Construction

Social Science

- Comparative Government
- American National Government: Foundation
- State and Local Government
- Introduction to Psychology
- Principles of Economics I

COMMUNITY EDUCATION (Non-Credit)

- Introduction to Metric System
- Understanding Children Behavior
- Parapsychology II
- Driver Education
- Cake Decorating

CHARLESTON COMMUNITY SCHOOLS

COMMUNITY UNIT SCHOOL DISTRICT NO. 1

CHARLESTON, ILLINOIS

61920

OFFICE OF THE PRINCIPAL
Charleston High School
Route 18 & 130

January 14, 1976

Phone (217) 345-2196

NEWS RELEASE

Adult Driver Education at Charleston High School:

Lake Land Community College will offer a program in Adult Driver Education at Charleston High School. The course will be offered to anyone over the age of 21. The program will consist of 20 hours of classroom and simulator work plus six hours of behind-the-wheel instruction. The classroom teaching will consist of the new state curriculum which is geared to help people have a better knowledge of state laws, basic habits and skills for car control, basic maneuvers and developing one's perception. Adults wishing to sign up for this course may do so on Monday, January 19, 1976, at 7:00 PM to 8:00 PM in the high school auditorium. The cost for the complete course is \$41.00. The cost for individuals wishing only the classroom phase will be \$18.00. For more information please call 345-2196.

CHARLESTON COMMUNITY SCHOOLS

COMMUNITY UNIT SCHOOL DISTRICT NO. 1

CHARLESTON, ILLINOIS

61920

OFFICE OF THE PRINCIPAL
Charleston High School
Route 16 & 130

Phone (217) 345-2196

January 20, 1976

NEWS RELEASE

EXTENSION COURSES AT CHARLESTON HIGH SCHOOL:

Registration for Lake Land evening courses will continue through January 30, 1976. Any one still desiring to attend these courses can register during the scheduled meeting time for the course. A comprehensive course offering in business as well as courses in data processing, mathematics, speech, art, English, home economics, social science, and community education (non - credit) will be offered. For more information, please call 345-2196.

CHARLESTON COMMUNITY SCHOOLS

COMMUNITY UNIT SCHOOL DISTRICT NO. 1

CHARLESTON, ILLINOIS

61920

OFFICE OF THE PRINCIPAL
Charleston High School
Route 16 & 130

Phone (217) 345-2196

January 14, 1976

NEWS RELEASE

Adult Driver Education at Charleston High School:

Lake Land Community College will offer a program in Adult Driver Education at Charleston High School. The course will be offered to anyone over the age of 21. The program will consist of 20 hours of classroom and simulator work plus six hours of behind-the-wheel instruction. The classroom teaching will consist of the new state curriculum which is geared to help people have a better knowledge of state laws, basic habits and skills for car control, basic maneuvers and developing one's perception. Adults wishing to sign up for this course may do so on Monday, January 19, 1976, at 7:00 PM to 8:00 PM in the high school auditorium. The cost for the complete course is \$41.00. The cost for individuals wishing only the classroom phase will be \$18.00. For more information please call 345-2196.

MINUTES OF COORDINATOR MEETING

January 12, 1976

Introductions were given by L.K. Voris, Dean of Evening College of all the Extension Coordinators.

Gerry Fedrigo, Director of Admissions discussed applications and registration information.

- 1) Continuing student completes only orange card--not application
- 2) New students must fill out application and cards
- 3) Orange or yellow card may be used
- 4) Throw away old instructions - Be sure all instructors read new registration instructions
- 5) Students paying cash must have paid fee card for their receipt
- 6) After 2nd class session DR (Drop) is no longer used
- 7) Must have DR on 1st roster approximately 2 wks. after class starts
- 8) Student can W (withdraw) anytime thereafter the DR only 2 wks.
- 9) Continuing student name or address change form for computer records
- 10) High School Authorization must be completed before high school student may register

Donna Sherman, Manager of the Textbook Library stated that approximately 1000 books from last quarter were not turned in and she is unable to locate the texts because instructors failed to return their textbook sheets with student name, address, and textbook numbers. When instructors are filling out textbook sheets, please don't use nicknames. Several of the instructors from last quarter are holding their copies of textbooks--if they inform the bookstore, this creates no problem. Student's buying books should contact the bookstore for the price of the books and arrangements will be made for the student to purchase the textbook.

John Thompson substituted for John Flynn, Director of Financial Aids. He explained that a student enrolled in 6 or more hours was eligible for ISSC scholarship. Students covered under ISSC scholarship pay--no tuition, do pay lab fees, no service fee or book rental, do pay application fee and if student enrolls in more than 19 hours must pay additional tuition. The Veterans process to be certified is to contact John Flynn's office to see if eligible for GI benefits. Financial Aid will send or give the papers for the student to send in and he or she will be charged only service fee or book rental costs. Twelve quarter hours qualifies a veteran for full-time benefits and certification begins

January 6. Most veterans are certified for benefits for the entire year. It is the veteran's responsibility to notify Mr. Flynn's office relative to change in student load. BEOG Grant was touched on with the statement that the second payment is made available after March 1 on next year's application.

Mr. Ray Pranske, Assistant to Dean of Business Affairs, spoke on Out-of-District-Authorization for students who desire to attend Lake Land College. He stressed three steps that should be taken by a student who is a non-resident of the Lake Land Junior College District:

- 1) Student who has applied for authorization will be charged in-district fees at registration.
- 2) When authorization from College District office is received student must send or bring it in to Lake Land College
- 3) If the student does not receive authorization the individual student is responsible for the out-of-district charge back.

Don Stuckey, Director of Data Processing explained the conversion of registration material into computer records. There are a number of things that must be completed:

- 1) Be sure orange or yellow card has class number & section number, name and social security number
- 2) Complete back of card showing breakdown of fees
- 3) Do not use staples in assembling registration information
- 4) On the back of the registration card, please write whether student paid cash or check.
- 5) Do not put AUDIT on registration card--must be entered by instructor on 1st roster

Phyllis Fortner, GED Coordinator, described the areas covered in the GED classes. GED consists of $\frac{1}{2}$ Math and $\frac{1}{2}$ Reading and Grammar and is taught largely on an independent basis. Presently, there are GED classes at Cumberland High School, Sullivan High School, Shelbyville High School, and Effingham High School. Recruiting for GED students is done before each class begins. The college also provides for payment if the student is unable to pay, carpools, tutoring, and makes arrangements for the student to take the GED test when the course is completed. There is also a new program being offered in GED through public television. It is offered on Channel 12 and shown every Tuesday and Thursday for 17 weeks at several times per day: 8:30 a.m., 2:30 p.m., 10:00 p.m.

Dr. DeVecchio, Dean of Student Services noted that it is impossible to have a counselor on duty at all times but one would be made available whenever possible. If you are interested in having a counselor available at your extension center, please contact Dr. DeVecchio. Instructors are not allowed to give a student a W for Withdrawal from a class--it may only be done through an instructor recommendation for withdrawal form sent to Dr. DeVecchio's office by the instructor.

Mr. Cole, Dean of Vocational-Technical, handed out a listing of potential courses that might be of interest to businesses in the community. For example, factories in the local areas might wish to offer different classes to better their employees safety or knowledge; or to further their employees careers and provide more opportunity for advancement.

Roger Barry, Dean of Arts & Sciences, explained his duties as providing the necessary tools for instruction:

- 1) new instructor must be approved and all disciplines handled by the Division Chairman of the specific department
- 2) Textbooks and teachers manuals may be obtained through the Division Chairman. We must have an application, transcripts & W-4 forms on file.

There is a program being initiated that will assist in the in-service training at Lake Land College for teachers at extension centers. There will also be an evaluation process to assure that all students receive quality of instruction.

- 010--039 General Studies
- 040--099 Vo-Tech - Instructor needs 2000 hours or 1 yr. experience in field
- 100--299 Transfer courses - Instructor must have master's degree in teaching field

ASLD Degree - non-transfer

- 1) 26 required hours
- 2) Goals in life -bowling or whatever
- 3) Equivalent to college credit course
- 4) Older people

Mr. Adams, Dean of Public Services, spoke briefly on the 3-1 Program and mailed information to each extension center coordinator.

The meeting at 8:15 p.m. adjourned by L.K. Voris, Dean of Evening College.

CHARLESTON COMMUNITY SCHOOLS

COMMUNITY UNIT SCHOOL DISTRICT NO. 1

CHARLESTON, ILLINOIS

61920

OFFICE OF THE PRINCIPAL
Charleston High School
Route 16 & 130

Phone (217) 345-2196

January 26, 1976

TO: Lake Land Evening Faculty at Charleston High School

FROM: Bill Fleming, Coordinator

SUBJECT: General Information

1. All students are to use north doors. Students will not be able to get to class from south doors after January 29, 1976.
2. Class room arrangement may be adapted to your need, however, please make sure to leave the class the way you found it.
3. If you need any information or have any questions, please contact me during the day at 345-2196 or at home 275-3369.
4. NO SMOKING IN THE BUILDING. The faculty lounge area will be open for any individuals who would like to smoke.
5. Students who want to drop a course should contact me during the day.

LAKE LAND EVENING PROGRAM SUMMARY

1976 SPRING EXTENDED QUARTER

CHARLESTON HIGH SCHOOL

The spring extended quarter at Charleston High School had 222 people register in 16 courses. This averages out to approximately 14 students per class. Classes are scheduled on Monday, Tuesday, Wednesday, and Thursday nights from 7:00 PM through 9:45 PM.

<u>CLASS</u>	<u>DATE</u>	<u>ENROLLED</u>
1. Oil Painting I	W	15
2. Basic Ceramics	T	11
3. Real Estate Transactions I	T	35
4. Office Accounting	M	10
5. Typewriting I, II, III	M	20
6. Gregg Shorthand I	Th	10
7. Business Correspondence	T	8
8. Principles of Accounting I	M	15
9. Introduction to Data Processing	W	14
10. Composition I	W	9
11. Basic & Advanced Clothing Construction	T	14
12. Introduction to Psychology	T	17
13. Principles of Economics I	M	10
14. Woodworking & Home Repair	T	13
COMMUNITY EDUCATION (Non-Credit)		
15. Parapsychology II	M	8
ADULT EDUCATION		
16. Driver Education	T	13

APPENDIX H
MISCELLANEOUS

Charleston Community Unit Senior High School

Office Of The Principal

CHARLESTON, ILLINOIS 61920

TO: Mr. David, Mr. Weir, Mr. Kenney, Henry Bough, and Lt. Turner

DATE: August 27, 1975

SUBJECT: Crowd Control at Athletic Events

On Tuesday, August 26, 1975, I met with Lt. Turner concerning use of police at home football games and basketball games. The final outcome of the meeting resulted in a decision that two sheriff's deputies (McKenzie and Jenkins) and four police officers would be used at each of the home games.

The two sheriff's deputies will park cars prior to game. One officer will be stationed at each gate and the other two officers will be inside each gate. After the parking rush, the sheriff's deputies will then help control inside gate area.

During varsity basketball games the two sheriff's deputies and two police officers will be used.

For all other games only the two sheriff's deputies will be utilized.

I will also contact the Fire Chief to have an ambulance at varsity football games.

If for any reason there should be a correction or recommendations to above procedure, please notify me at once.

Sincerely yours,

G. Bill Fleming
Assistant Principal

llr

AGENDA FOR PICTURES

- 1. WHAT: Picture Taking
- WHEN: 29 August 75
- WHO: National School Studios
- WHERE: Gym
- WHY: A. Individual Pictures Packets \$3.00
B. Picture for ID Cards

ADDITIONAL NOTES

- 1. All students must set for pictures. Only those student's desiring picture packets have to pay fees.
- 2. Gym, Health, and Driver Education classes will be utilized for the following reasons:
 - A. Every student has one of the following classes
 - B. Movement within the building held to a minimum
- 3. Teachers of the above classes will notify their students on 27 August and 28 August to report immediately to the gym on the 29 August instead of Health and Driver Ed.
- 4. Teacher assigned the fore mention classes will also be responsible for helping with supervision.
- 5. Two photographers will be present and we will provide 4 secretaries to assist with the procedures.
- 6. Any student who does not have Gym, Health or Driver Ed. will report to the Gym during 6th period for their picture setting.
- 7. All faculty are encourage to set for their picture, as there are times when a photograph comes in handy.

CHARLESTON HIGH SCHOOL FRESHMEN ORIENTATION

Tuesday, August 26, 1975
1:00 - 3:30 p.m.

1:00 - 1:30

Assembly in Auditorium

Mr. David, Principal
Jackie Motley, Student Council President
Mr. Weir, Assistant Principal
Mr. Fleming, Administrative Intern
Mr. Hankins, Counselor

1:30 - 2:42

Follow Class Schedule

1:34 - 1:42.....Period 1
1:46 - 1:54.....Period 2
1:58 - 2:06.....Period 3
2:10 - 2:18.....Period 4
2:22 - 2:30.....Period 5
2:34 - 2:42.....Period 6

2:45 - 3:25

Assemble in Gymnasium for information on
Extra-Curricular Activities

3:30

Dismissal

Charleston Community Unit Senior High School

Office Of The Principal

CHARLESTON, ILLINOIS 61920

September 3, 1975

Mrs. Betty Smucker
2625 Village Road
Charleston, Illinois

Dear Mrs. Smucker:

I would like to take this opportunity to express my deep appreciation for your help on the 29th of August, 1975. Picture taking inevitably causes a tremendous problem to the administration. However, this year's program could not have run any smoother. This could only be the result of the total efforts put forth by those who aided with the program.

Once again, thank you for your help and cooperation in making this a success.

Sincerely yours,

G. Bill Fleming
Assistant Principal

llr

Charleston Community Unit Senior High School

Office Of The Principal

CHARLESTON, ILLINOIS 61920

September 3, 1975

Mrs. Sandra Gossett.
111 Jackson Street
Charleston, Illinois

Dear Mrs. Gossett:

I would like to take this opportunity to express my deep appreciation for your help on the 29th of August, 1975. Picture taking inevitably causes a tremendous problem to the administration. However, this year's program could not have run any smoother. This could only be the result of the total efforts put forth by those who aided with the program.

Once again, thank you for your help and cooperation in making this a success.

Sincerely yours,

G. Bill Fleming
Assistant Principal

llr

Charleston Community Unit Senior High School

Office Of The Principal

CHARLESTON, ILLINOIS 61920

September 3, 1975

Mrs. Barbara Kenney
1003 Williamsburg Drive
Charleston, Illinois

Dear Mrs. Kenney:

I would like to take this opportunity to express my deep appreciation for your help on the 29th of August, 1975. Picture taking inevitably causes a tremendous problem to the administration. However, this year's program could not have run any smoother. This could only be the result of the total efforts put forth by those who aided with the program.

Once again, thank you for your help and cooperation in making this a success.

Sincerely yours,

G. Bill Fleming
Assistant Principal

llr

Charleston Community Unit Senior High School

Office Of The Principal

CHARLESTON, ILLINOIS 61920

September 3, 1975

Ms. Kathy Reed
519 Eighteenth Street
Charleston, Illinois

Dear Ms. Reed:

I would like to take this opportunity to express my deep appreciation for your help on the 29th of August, 1975. Picture taking inevitably causes a tremendous problem to the administration. However, this year's program could not have run any smoother. This could only be the result of the total efforts put forth by those who aided with the program.

Once again, thank you for your help and cooperation in making this a success.

Sincerely yours,

G. Bill Fleming
Assistant Principal

llr

9-24-75

TO: Teachers

FROM: Bill Fleming

SUBJECT: Picture Retakes

The following students will be permitted to leave class TODAY, September 24, 1975. They should be dismissed during the period only under which their name appears. Pictures will be taken in the auditorium.

FIRST PERIOD

Tim Murphy
April Ray
Terry Catron
Karla Miller
Glenda Zeigler
Valerie Karraker
Jayna Bunch
Willa Stensaas
Becky Kaiser
Teresa Conover
Debbie Struska
Susan Summers
Lisa Ross
Leslie Garner
Cherie Rhoades
Gretchen Jaenike
April Shick
Betsy Switzer
Becky Madlem
Kim Preston
Maria Smyser
Linda Adducci
Lynda Jones
Denise Coughill
Cassandra Beasley
Becky Foreman
Wanda Shepherd
Nancy Dawn
Teresa Warpenburg
Marilyn Flunkay
Julie Feisfer
Willie Mahey
Lori Jobe
Jodie Henderson
Brenda Smyser
Brenda Keigley
Curt Alderton

Teresa Butler
Joe Davis
Dick Irwin
Christina Lenhart
Debbie Rogers
Tim Furlong
Steve Buchanan
Patricia Edwards
Paula Gammill
Greg Peterson
Becky Beull
Dee Ann Watson
Shelly Martin

SECOND PERIOD

Debbie Plummer
 Connie Hurst
 Cheryl Conley
 Kagan Mitchell
 Kathy Rardin
 Pam Rardin
 Judy Richelderfer
 Mark Evans
 Janet Malehorn
 Jerry Hackett
 Fletcher Crews
 Helen Warpenburg
 Teresa Jones
 Sue Gilbert
 Brenda Wright
 Steve Hsu
 Shelly Hickman
 Teresa Seeley
 Lora Morris
 Teresa Roaper
 Wendy Ryan
 Sid Peterson
 Donna Ball
 Christine Conover
 Bryan Snider
 Tracy Wogman
 Tim Krehbiel
 Kathy Percival
 Becky Stoltzfus
 Sue Snider
 Connie Morgan
 Eric Ditz
 Randy Ealy
 Carilee Edwards
 Teresa Herman
 Kayle Bunker
 Bret Katz
 Roger Kimmel
 John Vaughn
 Christy Ranken
 Angie Faust
 Debbie Hillman
 Pat Johnson
 Ellen Oakley
 Cindy Roaper
 Jack Spaniol
 Burch Jones
 Lukin White
 Beth Hildaway
 Heidi Hildaway
 Anita Eysa
 Pat Bolen
 Mary Reed
 Marsha Ferguson
 Bonnie Checkley
 Michele Boncheck
 Mike Wigley

THIRD PERIOD

Ann Murphy
 Donna Snider
 David Smith
 Ted Miller
 Stewart Smith
 Carol Lathrop
 Cathy Lawson
 Pam Stites
 Gary Johnson
 Sara O'Hair
 Ed Warpenburg
 Rita Straith
 Vicky Schmitt
 Mary Ann Rearden
 Dan Carrie
 Beth Swanson
 Jerry Coartney
 Brad Hatfill
 Jim Hayes
 Cindy Oakley
 Cheri Pearcey
 Connie Keller
 Trena Hutchison
 Diana Hillyer
 Becky Doughty
 Joe Ellen Austin
 Denise Gossett
 Doug Richey
 John Snoddy
 Kathy Sidenstricker
 Jenny Fulk
 Sheila Reed
 Dennis Larson
 Doug Brooks
 Tom Hussey
 Judy Coartney
 Chris White
 Patti Conover
 Tina Stoltzfus
 Tammy Alexander
 Kathy Kimball
 Gail Gilbert
 Mark Hackler
 Ron Woodyard
 Doug Cook
 Mike Murphy
 Chris Sims
 Sandy Schwartz
 Loretta Davis
 Connie Brady
 Marsha Boyd
 David Brooks
 Mike McKinney
 Winston Bonner
 Brenda Eubank
 Kevin Basley

HOME COMING

Friday, September 26	Queen Election
Monday, September 29	Hat & Tie Day
Tuesday, September 30	Inside-Out Day
Wednesday, October 1	50's Day Movie - "Walking Tall" - cut rates with I.D.'s
Thursday, October 2	Clash Day Bonfire (need a place) Chili Supper - Senior Class
Friday, October 3	Red & Gold Day Game - Alumni Tent Flowers passed out
1:30 to 2:30	Assembly.....flag ceremony, band, Trojets, twirlers, cheerleaders, Mr. Budde, Varsity skit, guest speaker, queen coronation
2:45	Parade.....cheerleaders, football, band, class officers, student council officers, A.F.S. officers, golf, cross country, basketball, wrestling, queen and court, chorus, Trojets, clowns, horses, floats??
Saturday, October 4	Dance Queen coronation Decorating gym Refreshments

HOMECOMING
1975--76

SCHEDULE B --- On Friday, October 3, the early dismissal schedule will be followed.

Period 6..... 8:55 - 9:35
Period 1..... 9:40 - 10:20
Period 2..... 10:25 - 11:05
Period 3..... 11:10 - 11:50
Period 4A..... 11:55 - 12:25
Period 4B..... 12:25 - 12:55
Period 4C..... 12:55 - 1:20
Period 5..... 1:25 - 1:55

Tuesday, September 30

Inside-Out Day

Wednesday, October 1

50's Day

7:00 p.m. Movie - "Walking Tall" - cut rates with I.D.'s

Thursday, October 2

Clash Day

5:00 to 8:00 p.m. - Chili Supper - Cafeteria
(Best parking lot will be blocked off.)

8:30 p.m. - Bonfire

Friday, October 3

Red & Gold Day

2:00 to 2:40 p.m. - Assembly - Gym

(Flag ceremony, Twirlers, Cheerleaders, Trojans,
Queen Announcement, Cheerleaders, Guest Speaker,
Cheerleaders, Coach Budde, School Song)

2:45 p.m. - Parade

(Cheerleaders, football boys, band, class officers,
student council officers, A.F.S. officers, golf,
cross country, basketball, wrestling, queen and
court, chorus, Trojans, clowns, horses, floats..???)

7:30 p.m. - Football game with Robinson
Alumni Team at game

9:30 p.m. - Soc Hop after game in gym

Saturday, October 4

Decorate gym - A.M.

8:30 to 11:00 p.m. - Homecoming Dance - Gym

9:50 p.m. - Queen Coronation
Refreshments

*** Required assembly... All students attend. Students may sit anywhere. Teachers will
be assigned seats for supervision.

OUTLINE FOR TOUR OF THE BUILDING

Please
Conduct
9:30 Tour
TUES.
10/21

A. Welcome.....Thank you for coming

B. Introductions

C. Open house tour is designed to show citizens the high school building and a few programs in progress. Many open houses are set up to have you see the school without the students. This tour is designed to show you Education in Action. Depending upon the response, these tours will be run throughout the 1975-76 school year.

D. School was originally constructed in 1954. Addition was completed last January so this is the first year in the new facilities.

20 per group.....:

Auditorium to offices....3 floor, 2 floor, 1st floor (old building) then to shop area.....then to Media Center, 2nd floor of new building.....then to gym area.....back to auditorium

CHARLESTON HIGH SCHOOL
1975-76

Subject: Authorized School Lunches

1. Steve Hagenbruch (Grad. Assistant)
2. Harvey Willis (Grad. Assistant)
3. Russell Ludemann (Grad. Assistant)
4. Bill Fleming (Grad. Intern)
5. John Beusch (when on lunch duty)
6. Chuck Budde
7. Hank Hawkins

This authorization has been approved by Don Kenney and Mike David.

G. Eill Fleming
Assistant Principal

CHARLESTON HIGH SCHOOL
1975-76

Subject: Study Hall Supervisors

1st period - Harvey Willis

2nd period - Harvey Willis, Pat Rice

3rd period - Harvey Willis, Pat Rice, Steve Hagenbruch

4th period - Pat Rice

5th period - Steve Hagenbruch, Joe Overturf

6th period - Steve Hagenbruch, Joe Overturf

7th period - (supervised study) Joe Overturf

G. Dill Fleming
Assistant Principal

CHARLESTON HIGH SCHOOL
1975-76

Subject: Lunch Room Supervisors

Graduate Assistants

1. Steve Hagenbruch (A,B,C lunch)
2. Harvey Willis (A,E,C lunch)
3. Russell Ludemann (A,B,C lunch)

Faculty Assistants

1. Chuck Budde (A & E lunch)
2. Hank Hawkins (C lunch)
3. John Beusch (when available)

G. Bill Fleming
Assistant Principal

M E M O R A N D U M

TO: Study Hall Supervisors

FROM: G. William Fleming, Assistant Principal
Charleston High School

DATE: October 22, 1975

RE: Duties and Responsibilities

1. Enclosed is a faculty handbook. Please become familiar with the information.
2. All supervisors should report to work at least 5 minutes prior to their study hall meeting.
3. In the event of sickness or absence, you should notify (call) Mr. David as soon as possible. Home phone 345-9641, School phone 345-2196. Terry Weir home phone 348-8837.
4. Study Hall passes should be used only in cases of emergencies. Time limits should be placed on restroom passes to avoid loitering, with no more than one student at any time being allowed to leave the study hall for this reason.
5. Study or other quiet activities will take place as determined by the study hall supervisor and no student or group of students will disturb those who do desire to study.

kh

FINAL EXAM SUPPORT SCHEDULE

Your cooperation in helping keep the halls quiet during the final examination days will be greatly appreciated. Individuals are assigned four exam periods below. This is one period less than the teacher meeting classes so please use your own discretion in circulating around the building during some period of time when you are not assigned.

Students who are not taking an exam may leave the building or go to the study hall (Room 213). Once they leave or enter the study hall, they must remain there until the next exam period.

Mr. David and Mr. Weir will move around the building to relieve monitors for coffee breaks, etc.

Thank you for your help.

- Second Floor - English - History Section
- Third Floor - Business - Math Section
- Main Floor - West - Science - Home Ec, Office Section
East - Library - Study hall
- Gym Area - New gym should be locked - supervise around Baker Gym and music area
- Basement - Driver Ed - Art - Drafting

WEDNESDAY, JANUARY 21, 1976

	MAIN FLOOR		3rd Floor	2nd Floor	GYM	BASEMENT
	East	West				
8:55 - 10:35	Hankins	Crane	McFarland	Schmink	Whale	Baker
10:45 - 12:25	Budde	Allen	Drake	Fleming	Meenen	Crane
12:25 - 1:30	LUNCH - Hankins, Meenen, Mecozzi, Hagenbruch, Willis					
1:35 - 3:15	Whale	Schmink	Drake	Allen	Baker	McFarland

THURSDAY, JANUARY 22, 1976

	MAIN FLOOR		3rd Floor	2nd Floor	GYM	BASEMENT
	East	West				
8:55 - 10:35	Whale	Schmink	Drake	Allen	Baker	McFarland
10:45 - 12:25	Hankins	Crane	McFarland	Schmink	Whale	Baker
12:25 - 1:30	LUNCH - Budde, Hankins, Meenen, Mecozzi, Hagenbruch, Willis					
1:35 - 3:15	Budde	Allen	Drake	Fleming	Meenen	Crane

LUNCH ASSIGNMENTS:

- Test + Lunch combination

- Budde - Same as during year
- Hankins - Northeast hallways
- Meenen - gym area
- Mecozzi, Hagenbruch, Willis - Library doors - split time for lunch.

EVALUATION OF STUDENT PROGRESS

TO:

FE:

Date(s) _____ thro _____

Please give a report to _____ by: _____

1. Time (s) late to class _____
2. Time (s) absent from class _____
3. Approximate grade for week _____
4. Approximate overall grade _____
4. Assignments: No. turned in _____. No failed to turn in _____
No. Satisfactory _____
No. Unsatisfactory _____
5. Assignments Due:
Homework this evaluation period - _____
Homework next evaluation period - _____
6. Behavior - Satisfactory or Unsatisfactory _____
7. Comments _____

CHARLESTON SENIOR HIGH SCHOOL

EXAM WEEK SCHEDULE

FIRST SEMESTER
January 1976

MONDAY, January 19

Regular day of classes

TUESDAY, January 20

Regular day of classes

WEDNESDAY, January 21

8:55 to 10:35

3rd period exam A

10:45 to 12:25

4th period exam B

12:25 to 1:30

Lunch C

1:35 to 3:15

5th period exam D

THURSDAY, January 22

8:55 to 10:35

1st period exam A E

10:45 to 12:25

2nd period exam B F

12:25 to 1:30

Lunch G G

1:35 to 3:15

5th period exam D H

FRIDAY, January 23

Faculty Workshop.....NO SCHOOL

On exam days, attendance will not be required for study hall and physical education classes. The study hall, Room 213, and library will be open for students wanting to study. Any student in the building not taking an exam must go to the study area.

Teachers should plan activities for the full duration of the exam period. Students are not to be excused early from any room and there are to be no students in the halls during exam periods. Halls will be monitored by the administration, counselors, and physical education teachers.

Friday, January 23

Faculty and Staff
P O T L U C K

FACULTY WORKSHOP DAY-----get together and visit with faculty and staff members during the lunch hour. There will be a potluck in the cafeteria at 12:00 noon. Coffee, tea, and table service will be furnished. In order to get an idea of what is planned in the way of food--won't you please sign the sheets on the mail table in the office as soon as you decide what dish you will bring ??

Announcements for Tuesday, February 17

Girls Basketball Intramurals will be played Thursday after school. Get a copy of the game schedule from Miss Whale before Thursday.

Future Nurses Club will meet on Wednesday, February 18. All members please come. See ya in Mrs. Bartling's room, 307, after school.

The following students see Mr. Hankins today....Wanda Black, Chris Butler, Mark Carey, Greg Coffey, Cheryl Cox, Richard Funk, Lana Galbreath, Kevin Gillis, Linda Good, Debra Gosney, Diane Gossett, Kim Hopper, Hilton Jones, Lisa King, Lois Myerholtz, LeAnn Myers, Tim Pfeiffer, Terry Rardin, David Rearden, Rick Shaffer, Terry Starwalt, Sue Strong, and Kelly Sweeney.

All students who are preparing for speech contest this Saturday at Rantoul are to come in and sign up for three practices this week with Mrs. Jones.

Friday night the Trojans journey to Newton to take on the Eagles. The fan bus will leave Baker Gym door at 5:15 providing we have 45 fans who want to go. Price of the fan bus is \$1.00 so come on fans, there aren't many games left.

Menu today...Pork Fritter, Bun, Mashed Potatoes, Applesauce, Brownie, Milk
A.F.S. regular meeting, Room 414, today after school.

TEACHERS.....Schedule for Friday, February 20

Period 1..... 8:55 to 9:42

Period 2..... 9:47 to 10:34

Period 3.....10:39 to 11:26

Period 4A.....11:31 to 11:58

4B.....12:03 to 12:30

4C.....12:35 to 1:01

Period 5..... 1:06 to 1:53

Period 6..... 1:58 to 2:45

Assembly..... 2:50 to 3:30

TO: FACULTY

FROM: TERRY WEIR

DATE: February 2, 1976

Please fill out a size of class report for today and leave it with Mrs. [Name] after your last class.

Room	Course Title	Number Present	Number Absent	Total Number Assigned to Class
1				
2				
3				
4				
5				
6				

To: Faculty
Subject: Support for Assembly Program
From: Bill Fleming

Assembly Procedures

Students will report to the assembly at the conclusion of 6th period. All teachers should check to find out if they are assigned a specific area of supervision. Any faculty member who does not have a specific assignment should provide general supervision in the gym.

North Top

Montz
Chaffin

Whale
Ambrose

Monken
Hankins

North Bottom

McFarland
Budde

Meenen
Carpenter

Easter
Kline

→
OFFICE

BASKETBALL COURT

South Bottom

Baker
Jones

Louthan
Peterl

Robinson
Harris

South Top

Schmink
Beusch

Drake
Adkins

Alexander
Ruddell

Security Procedures - Faculty assigned to this function should make sure all students clear the assigned area as soon as possible. Please remain in this area at least until 2:55

Plath - 2nd Floor - English, History
Ballard - 2nd Floor - Math, Business
Hartrich - Main Floor - Science, Home Ec.
Lowe - 1st Floor - Art, Industrial Arts
McCozzi - Library, Study Hall

ALCOBY

Ambrase

Carlander

Stevens

Morris

Kubicek

Louthan

Starwalt

Suffenmayer

Compton, C.

Crane

Ruddell

Robertson

Kime

Adkins

Lane

Schmink

Westcott

Weber

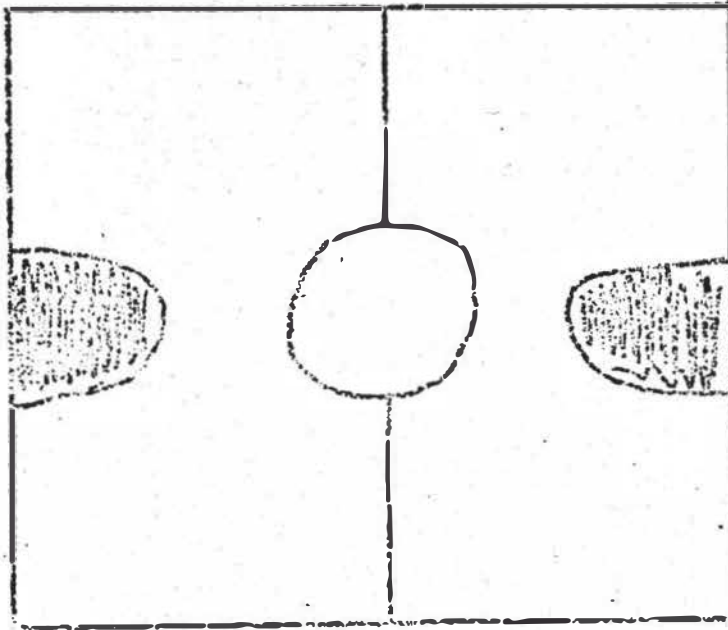
Wiseman

Burde

Alexander

Plath

Meenen



Farkas

Whale

Beusch

EAST

Williams

Jones

Hill

Baker

Compton, M.

Johnson

Hartlich

Monkan

McFarland

Habicht

Robinson

555

Faler

Ballard

Lord

Schmitz

Pickens

Wood

Schmitt

Connelly

Reese

Hankins

Walt

Stom

Ambrase

Carlander

Stevens

Morris

Kubicek

Louthan

Starwalt

Suffenmayer

Compton, C.

Crane

Ruddell

Robertson

Kime

Adkins

Lane

Schmink

Westcott

Weber

Wiseman

Burde

Alexander

Plath

Meenen

Whale

Beusch

EAST

Williams

Jones

Hill

Baker

Compton, M.

Johnson

Hartlich

Monkan

McFarland

Habicht

Robinson

TORNADO AND DISASTER PROCEDURES

1. All students and teachers are to proceed directly to other assigned areas. Line up on the south or west walls. Stay away from windows and doors.
2. If possible, do not stand in front of doors and windows.
3. If possible, turn lights off and open windows on north and east side of building.
4. Students in Rooms 100, 101, 102, 103, 104, 105, 106, and 107 should proceed to corridor outside their classrooms. Line up along west wall.
5. Students in Rooms 300, 301, 302, 303, 311, 312, and 313 should use south stairwell to first floor and line up in front of students already in place.
6. Students in Rooms 304, 305, 306, 307, 308, 309, and 310 use north stairwell to second floor and line up in front of students already in place.
7. Students in Rooms 204, 205, 206, 207, 208, 209, and 210 should proceed to corridor outside their classrooms. Line up along west wall.
8. Students in Rooms 400, 401, 402, 403, 412, 413, 414, and 415 use north stairwell and proceed to basement. Line up in front of students already in place.
9. Students in Rooms, 404, 405, 406, 407, 408, 409, 410, 411, 417 and 416 use south stairwell and proceed to second floor and line up in front of students already in place.
10. Students in Mr. Baker's and Mr. Drake's p.e. classes proceed to boys locker room in old gym.
11. Students in Miss Meenen's and Miss Whale's p.e. classes proceed to girls locker room in old gym.
12. All other students in p.e., band, and choral areas should proceed to corridor along main office and auditorium.
13. Students in library and study hall proceed to corridor outside counselor's office.
14. All students from vocational building should utilize restrooms and equipment rooms that have concrete blocks.