



AUSTIN HIGH SCHOOL

“Where Eagles Soar”

A Fully Accredited High School
(North Central Association Commission on Accreditation and School Improvement)
401 Highway 31 South
Austin, IN 47102
(812) 794-8730

2013-2014 Teacher Handbook

Property of: _____

Mission Statement

Austin High School is committed to meeting the needs of our students by teaching them to:

Use technology to research, collect, and apply information to everyday life

Think, reason, and solve problems individually and within a group setting

Adapt socially and academically in an ever-changing society so that as adults they are lifelong learners and productive citizens, in an educational environment.

School Mascot - Eagle

School Colors - Black and White

School Song - Washington and Lee Swing

A Member of Scott County School District 1 Corporation

Superintendent - Mr. Robert Anderson

Principal - Mr. Sherman Smith

Vice Principal – Mr. Wayne Carter

Administrative Assistant - Mrs. Kelly Goodin

Athletic Director- Mr. Mike Deaton

Counselor - Mrs. Angela Rathert

Counselors’ Secretary - Mrs. Anita Lapp

Social Worker- Mrs. Nicole Kilburn

School Hours: 8:19-3:15

Office Hours: 7:30-3:30

Principal - Mr. Sherman Smith ext:732
Vice Principal – Mr. Wayne Carter ext:733
Administrative Assistant - Mrs. Kelly Goodin ext:730
Athletic Director –Mr. Mike Deaton ext:734
Counselor - Mrs. Angela Rathert ext: 804
Counselors’ Secretary - Mrs. Anita Lapp ext: 735
Social Worker- Mrs. Nicole Kilburn ext: 805

Mr. Smith Cell # 812- 820-7880
Home # 812-752-6105

Austin High School Staff 2013-14

<u>Faculty Member</u>	<u>Room</u>	<u>Subject Area(s)</u>
Ahlbrand, Kyle	201	Math
Barrett, Teresa	213	Lang. Arts / Spec. Ed.
Carter, Jason	211	Science
Connor, Julie	217	Business
Daniel, Lindsey	209	Science
Fraley, Charlie	218	Media Center
Herald, Ryan	204	Social Studies
Hougland, Jason	409	Band
Hubbard, Gary	211	Study Hall
Long, Ruth	205	Math Lab.
McNew, Laura	221	Spanish
Norrington, Anita	202	Lang. Arts / Spec. Ed.
Ostertag, Elizabeth	406	French
Plasse, Steve	212	Language Arts
Rigel, Rick	205	Math
Schotter, Gary	222	Art
Sego, Kathy	408	Choir
Stagnolia, Brandon	405	SSU
Stearns, Nancy	207	Science
Stuckwish, Ryan	220	Social Studies
Sturgeon, Cassandra	301	Family & Consumer Science
Teimeyer, Katie	219	Health/PE
Turner, Euleda	208	Language Arts / Media
White, Curtis	203	Math
Watts, Isaiah	210	Language Arts
Amrhein, Kim Palmer	714	Aquatics
Trulock, Mike	Tech. Hub/745	Computers
Smith, Joe	Tech. Hub/749	Computers
Hickman, Robert	Tech. Hub/800	Computers
Hall, Maria	H.S.	Custodian
Napier, Christina	H.S.	Custodian
Wright, Ronnie	801	Head Maintenance
Alexander, Steve	807	Maintenance
McIntosh, Lanny	801	Maintenance
Combs, Kathy	SSU	Aide

**SCOTT COUNTY SCHOOL DISTRICT I
2013-14 SCHOOL CALENDAR**

Aug. 1-Thur.	8:00 A.M. Orientation and In Service- Teachers & Staff
Aug. 2-Fri.	7:50 A.M. First Full Student Day
Sept. 2-Mon.	Labor Day - NO SCHOOL
Oct. 21-25-Mon.-Fri.	Fall Break - NO SCHOOL
Nov. 5 -Tues.	Election Day-NO SCHOOL
Nov. 27-29 WTF	Thanksgiving Break - NO SCHOOL
Dec. 20-Fri.	Dismiss at 3:15 P.M. for Christmas Break Ending 2nd 9 Weeks Grading Period. Ending 1st Semester. (90 Student / 91 Teacher Days)
Dec. 23 to Jan 3	Christmas Break-NO SCHOOL
Jan. 6-Mon.	2nd Semester Begins
Jan. 20-Mon.	Snow Day-NO SCHOOL
Feb. 17-Mon.	Snow Day - NO SCHOOL
Mar. 24-28 Mon.-Fri.	Spring Break- NO SCHOOL
April 18-Fri	Good Friday- NO SCHOOL
May 2-Fri.	Snow Day- NO SCHOOL
May 5-Mon.	Snow Day-NO SCHOOL
May 6-Tues.	Election Day – NO SCHOOL
May 23-Fri.	Last Day of School for Students---Graduation Ending 4th Grading Period. Ending 2nd Sem. (90 Student / 94Teacher Days)
May 26-Mon.	Memorial Day-NO SCHOOL
May 27-Tues.	Records Day. Teachers & Staff --Total Days for Year (180 Student / 185 Teacher Days)

Bell Schedule 2013-14

1st Period	8:19-9:07	(48 minutes)
2nd Period	9:11-9:58	(47minutes)
Eagle Pride Period Home Room/Announcements	10:02-10:22	(20 minutes)
3rd Period	10:26-11:13	(47 minutes)
<u>1st Lunch</u>	<u>11:13-11:43</u>	
4th Period	11:43-12:33	(50 minutes)
Middle School Lunch	11:37-12:03	
4th Period	11:17-12:07	(50 minutes)
<u>2nd Lunch</u>	<u>12:07-12:37</u>	
5th Period	12:37-1:27	(50 minutes)
6th Period	1:31-2:21	(50 minutes)
7th Period	2:25-3:15	(50 minutes)

H.S. Time Schedule #2 PM-Activity Period

8:19-9:07	1st Period	<u>11:17-12:07</u>	<u>4th</u>
9:11-9:58	2 nd Period	12:07-12:37	2nd Lunch
10:02-10:22	Eagle Pride	12:37-1:22	5 th
10:26-11:13	3 rd Period	1:26-2:11	6 th
11:13-11:43	1 st Lunch	2:15-2:51	7th
11:43-12:33	4 th Period	2:55-3:15	Activity
11:37-12:03	M S Lunch		

2 - Hour Delay #5 Bell Schedule

10:20-10:53	1st Period
10:57-11:30	2 nd
11:34-12:07	3 rd
12:07-12:42	Lunch
12:48-1:24	4 th
1:28-2:01	5 th
2:05-2:38	6 th
2:42-3:15	7 th

Supervision Sheet 2013-2014

Supervision of the entire building and grounds at all times is everyone's responsibility. Certain areas require specified. When not assigned to this area, teachers should be at or near their room supervising it as the adjoining hallway. Anytime we have a school-wide convocation. Those on duty that week are to attend and supervise-those not on duty are to supervise ICU study hall in the library.

AM 7:50-8:15

Cafeteria (1)	A. Ahlbrand	B. White
Bus Front (1)	A. Stearns	B. Carter
Great Hall (1)	A. Norrington	G. Schotter
Band/ Choir Hall	A. Hougland	B. Sego
Library (ICU)	A. Plasse	B. Stuckwish
Hallways (2)	A. Barrett A. Turner	B. Conner B. Rigel

PM 3:15-3:25

Bus Front (2)	A. Watts A. Herald	B. Ostertag B. Teimeyer
Bus Back (2)	A. Daniel A. McNew	B. Sturgeon B. Hubbard

A-Week

AUG. 5
AUG. 19
SEPT. 2
SEPT. 16
SEPT. 30
OCT. 14
NOV. 4
NOV. 18
DEC. 2
DEC. 16
JAN. 13
JAN. 27
FEB. 10
FEB. 24
MAR. 10
MAR. 31
APR. 14
APR. 28
MAY 12

B-Week

AUG. 12
AUG 26
SEPT. 9
SEPT. 23
OCT. 7
OCT. 28
NOV. 11
NOV. 25
DEC. 9
JAN. 6
JAN. 20
FEB.3
FEB. 17
MAR. 3
MAR. 17
APR. 7
APR. 21
May 5
MAY 19

Supervision will rotate each week on the schedule listed below. Please make sure you enter the restrooms on a random basis throughout the day. Each teacher should commit to enter a restroom 2 times per day at varying times. This would help solve the problem of additional supervision lists.

**AUSTIN HIGH SCHOOL
LUNCH
1ST SEMESTER—2013-14
IF YOUR 4TH PERIOD CLASS IS IN THIS ROOM, YOU HAVE:**

**1ST LUNCH
(11:13-11:43)**

**2ND LUNCH
(12:07-12:37)**

201

204

203

212

208

219

210

220

211

222

217

223

221

301

406

Lunch assignments subject to change the first couple of days

**AUSTIN HIGH SCHOOL
GRADING SCALE 2013-2014**

Letter		
<u>Grade</u>	<u>Percentage</u>	
A+	100	
A	93-99	
A-	90-92	
B+	87-89	
B	83-86	+'s and -'s given in all classes according to scale
B-	80-82	
C+	77-79	
C	73-76	
C-	70-72	
D+	67-69	
D	63-66	
D-	60-62	

All courses should follow this uniform grading scale and grades issued accordingly.

All courses in which grades are given are included in determining a student's grade point average. Plus and minus grades are computed as well.

A+ Highest passing grade	4.0 pts.	C	2.0 pts.
A	4.0	C-	1.7
A-	3.7	D+	1.3
B+	3.3	D	1.0
B	3.0	D- Lowest Passing Grade	0.7
B-	2.7	F	0.0 pts.
C+	2.3		

**Credit only courses are considered only in total credits-they do not receive a grade and do not affect GPA (re office aide-1/2 credit).

Graduation Honors

Students who maintain a cumulative grade point average at high levels are eligible to graduate with special recognition. These are:

Distinction - Cum.	GPA = 3.5 or above
High Distinction -Cum.	GPA = 3.7 or above
Highest Distinction - Cum.	GPA = 3.9 or above

Jr. Usher---3.0 GPA Outstanding Jr. 3.3 GPA

**AHS CLASS SPONSORS
2013-2014**

**Seniors-Class of 2014
Teresa Barrett and Joyce Bush**

**Juniors – Class of 2015
Nancy Stearns and Angie Rathert**

**Sophomores – Class of 2016
Ryan Herald**

**Freshman – Class of 2017
Joyce Bush**

Grade Book: Although you will be entering your grades into the computer (STI) system, your “old fashion” grade book remains the true and reliable spot for your grades. Keep it close to you at all times.

Attendance: Attendance is also maintained in the computer system. This is a period by period record. However, like the grade book, your written down copy of daily attendance will be the most reliable.

Shared Computer Lab: Room 215 is a shared computer lab that may be ‘signed up’ for and used for classroom search and research some testing is done in here as well. Check the posted calendar. If you need it, sign up for it. If you sign up for it, use it.

Library Use: The library is a huge resource for classroom use. Much like the Computer Lab, you must plan for, sign up for, and use it for that purpose. Check with Miss Fraley for the sign up and use of the Library.

Sick Leave/Personal Leave: When absent due to illness or personal you should notify your building principal: Mr. Smith @ 752-6105 or 820-7880, who will contact a substitute for you. This should be done on a timely basis (usually between 6:15 and 6:45 a.m.) if you wake up sick. If you know you will be out the day before, notice in written form is best.

Professional Leave: Professional days are available for you, provided it is approved by the superintendent’s office. Most requests are granted if they are useful and relevant to your growth. You should first gain approval by you building principal who will forward your request to the central office.

Other Days Off: There are contractual days provided for bereavement as well as other things that may come up. You should refer to the master contract for these. Notify the building principal so a substitute can be called.

Announcements: As mentioned in “Pardon...” bulletin announcements should be written out given to the office. These are input during first period and then played the remainder of the day on classroom TVs. You can email announcements can be sent to Mrs. Hickman as an attachment to save time.

Telephones: With our phone system you can make local calls from your classrooms. This should enable much better teacher/parent contact. The phones are for your use not students.

Faculty Work Room: The workroom near offices contains mailboxes, copy machines, printer, and is the spot where deliveries are left. A copy pot and other refreshments may also be relocated here.

Copy Machines: Are located in the faculty work & office work area. Copies should be made during Prep time or non-duty time. Copy Machines are for Teacher Use Only. Do not send students to office for student or office staff to copy papers for you.

Deliveries: When having items shipped to the school, make sure you are identified as the recipient. Those items left in the workroom are your responsibility—check them.

Fax Machine: There is a fax machine in the office work area off of the office. If you something faxed there are instructions by fax machine. Fax number 794-8739. Please do not send student of ask office staff to fax for you.

Faculty Break and Rest Room: There is ‘Break Room’ located off the faculty work room. It has refrigerator and microwave and some soft seats. You may eat lunch in there, but your presence in the lunchroom would much appreciated.

Dress Code: One word would summarize the dress expectation for faculty: **Professional.** One question has been asked, “Do we have causal Friday’s?” My response is—“I never have.”

Pardon the Interruption

Here are some programs and “things” that you can expect to get in the way of instruction of your class. Hopefully each is worth the interruption!! These are just a few that come to mind—others definitely will come up.

Delayed School Days: We will have one and two-hour delayed openings of the school day. A separate bell schedule will be used that allows each class period to meet that day. Exceptions for Prosser students (who would miss classes here). **Faculty are expected to be here at regular time-or as soon as practical given the road conditions.**

Reality Store: A once-a-year (or more) “Game of life” experience for a selected class—usually sophomores. This takes about a half a day. Area business, industry, professional people come into the gym and students are given stations to attend to deal with the up and downs of life as it relates to financial stress and success/failure.

ATOD Survey: The Alcohol, Tobacco, and Other Drug Use Survey is done in the spring of each year. It is anonymous and is done by all students grade 9-12. It usually takes 25 to 30 minutes.

Acuity-this testing is done in lower grades (9). It has been a measuring stick for abilities and progress.

Core 40 Testing: End of course testing is done in Algebra and English 10. This would be a cross between the ISTEP and NWEA in that it will become the basis for graduation, but it will be given in the classroom setting.

Other Testing: One day in first semester (Oct. 12) achievement tests are given to all students. PSAT is given to Juniors and Sophomores. Work Keys is given to Seniors and Freshman are administered.

Sunshine Week-The most ‘interesting’ week of the school year is usually in the fall. Dress up and silly acting are the most interrupting part of the week. This tradition is one most of the girls in the club look forward to each year.

Field Trips: While we do not have an abundance of these, we tend to have our share. Students are responsible for making up their work(even though they are counted present)when gone from them. Class should continue despite missing some students.

P.A. Announcements: Although we do have a daily bulletin that is played on the TV in the classroom, some folks remain auditory by nature. We try do these at the end of the day, but sometimes classes have to be interrupted.

Programs/Presentations/Performances: We have speakers, concerts, movies, and other forms of mass educating in the auditorium or other venue. When practical, this will be done as little destruction of the regular day. Also, we tend to allow for students to have part of all classes each day. In other words, we try not to do away with a period in order to have a program.

Daily Words of Wisdom: Each day we have the Pledge of Allegiance and Words of Wisdom. The 'Words' are part of a purchased package that contains messages of inspiration, morality, and tolerance among other educational motivators.