

THE SCHOOL DISTRICT OF STURGEON BAY
Regular Board of Education Meeting
Wednesday, July 21, 2021

*As noted in Board Policy 0166 - Agenda, each agenda shall contain the following statement:
"This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda."*

7:00 P.M. Board of Education Meeting

Council Chambers at City Hall

Please note that the City of Sturgeon Bay moved the 6:00 P.M. Plan Commission meeting to 5:00 P.M. to accommodate our Board of Education meeting. It is possible, however, that the Plan Commission meeting would go longer than anticipated, thereby delaying the start of the Board of Education meeting.

CALL TO ORDER:

1. Pledge of Allegiance
2. Roll Call
3. Motion to Adopt Agenda

PUBLIC PARTICIPATION SECTION—ALSO KNOWN AS AUDIENCE TO VISITORS AND DELEGATIONS *(As noted in Board Policy 0167.3 Public Participation at Board Meetings):*

Note: Individuals who wish to address the Board should be residents of the School District of Sturgeon Bay or parents of students open-enrolled into the district. Speakers are asked to share their name, address, and be aware that comments may be limited to three minutes at the discretion of the Board President.

CONSENT AGENDA:

1. Approve June Minutes
 - a. Regular Meeting June 16, 2021
2. Approve June Bills
3. Accept resignations and retirements
4. Approve Sturgeon Bay High School Faculty and Staff Handbook
5. Approve Sturgeon Bay High School Student and Parent Handbook

OPERATIONS AGENDA:

1. Consent Agenda items requiring attention (if any)
2. 2021-2022 School Year Planning
3. Approve High School Technology Education Teacher
4. Approve High School Registrar
5. Approve Food Service Staff Member
6. Approve Bookkeeper
7. Approve High School Coaches: Assistant Volleyball, Head, Assistant and Freshman Girls Basketball, Head Girls Swim, Head Cheer
8. Approve Middle School Coaches: Girls Volleyball (7th and 8th)
9. Approve Annual Public Notice of Academic Standards
10. Approve Ticket Taker
11. Strategic Action Plan Draft for 2021-2022 (informational item)
12. Facility Project Update (informational item)
13. Reports:
 - a. Legislative
 - b. CESA
 - c. Committee/Seminars

d. Business Manager

e. Superintendent

14. Adjourn

NOTE: This notice may be supplemented with additions to the agenda that come to the attention of the board prior to the meeting. If there are changes, a final agenda will be posted and provided to the media no later than 24 hours prior to the meeting or no later than 2 hours prior to the meeting in the event of an emergency.

To: Board of Education
From: Dan Tjernagel
Date: July 13, 2021
RE: Background Information for the July 21, 2021 Regular Board Meeting
Reminder: *We will be meeting at City Hall in the Council Chambers on the second floor like we did last month.*

CONSENT AGENDA:

- 1. Approve June Minutes**
 - a. Regular Meeting June 16, 2021
- 2. Approve June Bills**
- 3. Accept Resignations (and Retirements):** John Berns has resigned from his position as our head baseball coach. Rachel Mallien has resigned from her position as our cheer team coach. Krista Moyer has resigned from her position as co-head coach of the girls swim team. Cindy Lemmens is resigning from her bookkeeper position at a date to be determined (likely this fall). Thanks to these individuals for their service to our young people.
- 4. Approve Sturgeon Bay High School Faculty and Staff Handbook**
- 5. Approve Sturgeon Bay High School Student and Parent Handbook**

OPERATIONS AGENDA:

1. Consent Agenda items requiring attention (if any)
This is a standing agenda item and utilized only if needed.
- 2. 2021-2022 School Year Planning**

As of the preparation of the meeting packet, there is no formal recommendation regarding labeling this agenda item either as an informational or action item. The Board would be able to take formal action regarding any specific actions or plans, if desired. Additionally, the Board could give the administration direction similar to what happens with a variety of different topics or tasks when it comes to operating the district in more “normal” times.

The Board has received information and has had the opportunity to discuss aspects of planning for this next school year. Additionally, a special learning session meeting will be held on July 14 so further discussion can occur, although no action would occur that evening.

As these notes are prepared on July 12, it is the hope of the Board and the administration that a message can go out to students, parents, and staff members about pertinent plans following the July 21 Board meeting. As in the past, greater detail could be shared at the school level after that regarding topics specific to that building (ex. Recess, Lunch, Extra-curriculars, etc.)

As we all can appreciate, we are in a very different place versus one year ago when we did not know if we would even be able to hold in-person school for any length of time or not. As we look ahead to the 2021-2022 school year, we will have in-person school five days per week in alignment with the school year calendar approved previously by our Board. (This calendar is available on the district website.) Additionally, we know that remote/virtual learning will be handled very differently; as our principals communicated to families last spring, the system each building will employ will not allow for movement back and forth between in-person and remote/virtual learning at any point throughout the school year like last year.

Additional information will be prepared for the Board, as well as families, staff, and interested members of the public following the July 14 special learning session, if needed. Stay tuned.

3. Approve High School Technology Education Teacher

From Principal Nerby:

Mr. Zachary Albers completed his first year of teaching at Plymouth in technology Education. Prior to that, he completed his student teaching in Technology education at Sheboygan North High School. Before entering education, Zach worked as a welder/machinist at Kohler company for five years. This experience will be extremely valuable as Zach will be teaching welding at Sturgeon Bay High School

Dr. Kevin Dietsche, Zach's college professor said he finds Zach to possess a high level of character, is honest and has a passion for students and student learning. Dr. Dietsche also shared that Zach has a vast knowledge of sound educational strategies and methodologies that impact student achievement.

During the interview process, it was clear that Zach has a strong background in welding and has worked at Kohler Industries as a professional welder before entering education. This knowledge and connection to industry will serve our students and community positively as we grow our partnerships and programs.

We look forward to Zach bringing his expertise and experience to the Technology Education department providing band students consistency and bringing balance back to our program.

A motion to approve Zachary Albers at Sturgeon Bay High School as a Technology Education teacher beginning with the 2021-2022 school year (pending successful completion of the formal background check process) is recommended.

4. Approve High School Registrar

From Principal Nerby:

Mrs. Amy Lautenbach has been the secondary school secretary at Sevastopol School District for the past 13 years. In that time, she has managed almost all aspects of the front office, attendance, student interactions, scheduling, and many other administrative tasks that are needed. Prior to serving as secondary secretary in Sevastopol, Amy was a secretary for 15 years at the Door County Department of Social Services. She possesses a

positive attitude, a willingness to learn Sturgeon Bay practices and a strong knowledge of our programs and systems.

Amy's current principal, Adam Baier, said she was instrumental to the day-to-day operations of the middle and high school buildings. He said she was always positive, welcoming, and thorough in her work and interactions. Mr. Baier indicated that he was very sad to see Amy leave and she would be very hard to replace. He indicated that her work ethic was superior and she was always willing to take on and learn new tasks that were asked of her.

During the interview process, it was clear that Amy would be a welcome addition to the front office staff at Sturgeon Bay High School. Her strong understanding of the programs, community, and functions of a high school will make a seamless transition into this role.

We look forward to Amy joining our team and bringing her vast expertise and experience to our district. Her disposition will serve our students and staff well.

A motion to approve Amy Lautenbach at Sturgeon Bay High School as a Registrar Secretary beginning with the 2021-2022 school year (pending successful completion of the formal background check process) is recommended.

5. Approve Food Service Staff Member

Director Spude recommends Amie Grimm as the newest addition to the Food Service team. Jenny will have Amie focus on supporting food service at Sunrise Elementary. (Amie and her husband relocated here from Alaska due to a Coast Guard reassignment.)

A motion to approve Amie Grimm as the newest member of the Food Service Team is recommended.

6. Approve Bookkeeper

As of the preparation of the meeting packet, there is not a formal recommendation although we are hopeful this could occur in time for approval at the July 21 meeting. In a nutshell, factors have our recent bookkeeper hire planning to accept a different position she was approached about, which is also in the same community as family.

A motion to approve a bookkeeper is anticipated.

7. Approve High School Coaches: Assistant Volleyball, Head & Assistant Girls Basketball; Head Girls Swim, Head Cheer

A. Assistant Volleyball – Principal Nerby and Athletic Director Meikle recommend Mary Harrington. *(Last month Mary was approved as a special education teacher at TJ Walker Middle School.)* A motion for approval is recommended.

B. Head Girls Basketball Coach – Principal Nerby and Athletic Director Meikle recommend Casey Harrington. *(Last month Casey was approved as a special education teacher at SBHS.)* A motion for approval is recommended.

- C. **Assistant Girls Basketball** – Principal Nerby and Athletic Director Meikle recommend Mary Harrington. (*Last month Mary was approved as a special education teacher at TJ Walker Middle School.*) A motion for approval is recommended.
- D. **Freshman Assistant Girls Basketball** – Principal Nerby and Athletic Director Meikle recommend Mark Felhofer. (*Mark has assisted with the program in the past.*) A motion for approval is recommended.
- E. **Head Girls Swim Coach** – Principal Nerby and Athletic Director Meikle recommend Kelly Rankin. Kelly has been involved in the program and was serving as a co-head coach. A motion for approval is recommended.
- F. **Head Cheer** – Principal Nerby and Athletic Director Meikle recommend Jen Propsom. Jen has been involved with our cheer and dance programs. A motion for approval is recommended.

8. Approve Middle School Coaches: Volleyball

- A. **7th Grade Volleyball** – Principal Smullen and Athletic Director Meikle recommend Casey Harrington. A motion for approval is recommended.
- B. **8th Grade Volleyball** – Principal Smullen and Athletic Director Meikle recommend Marnie Ostrand. A motion for approval is recommended.

9. Approve Annual Public Notice of Academic Standards

The 2015-2017 state budget, also known as 2015 Wisconsin Act 55, added several notice requirements for school districts. The items involve notice regarding academic standards, school report cards and ranking levels, educational options, and the special needs voucher program.

As we have been reminded by WASB in the past, “School Boards are reminded that they must include an item on the agenda of the first school board meeting of the school year (the first board meeting after July 1) that clearly identifies the student academic standards . . . that will be in effect for the school year . . . In addition, school boards are required . . . to notify the parents/guardians of students . . . This notice may be provided electronically, including by posting the notice or a link to the specific academic standards on the school district’s website.”

Once a new curriculum for a particular academic area has been adopted, that curriculum stays in place until a change is approved at a later date. Again, the requirement that we need to notify the public annually of these standards began just a few years ago.

In gathering feedback from various individuals and in alignment with our discussion on the topic in the past, it continues to appear that the clearest way of communicating this is that we follow “Sturgeon Bay Standards.” Work in recent years has involved the Wisconsin Academic Standards in most areas. Calling them Sturgeon Bay Standards gives us flexibility to be able to address any areas that may cause concern within our

school community, and avoids the perception of having to adopt something without the flexibility to adapt if and when concerns may arise when it comes to national or state standards conversations, if you will.

I am including a link to the DPI website and Academic Standards page for your convenience: <http://dpi.wi.gov/standards>.

A motion to give the required annual notice pertaining to academic standards utilized in the School District of Sturgeon Bay for the 2021-2022 school year is recommended.

10. Approve Ticket Taker

Athletic Director Meikle prepared a memo for the meeting packet which summarizes the thinking for this position and its pilot status for the 2021-2022 school year. This is similar to something I saw in my previous district and also aligns with some needs we've talked about here over time.

Athletic Director Meikle, as well as Principals Nerby and Smullen recommend Chris Maas for this position. Chris is a teacher in our school district and understands various aspects and logistics associated with what is needed to host athletic events.

A motion to approve Chris Maas for the ticket taker position as presented is recommended.

11. Strategic Action Plan Draft for 2021-2022 (informational item)

As we have discussed since the February 2017 Board and Administrative Team retreat, putting together a one-page document with identified priorities that can serve as a "strategic action plan" should help us not only with our internal processes and focus areas for a given year, but also should assist our work as we continue to work to communicate with our community.

The strategic action plan process is intended to:

- help provide clarity through annual priority areas for our organization,
- give us targeted items to monitor throughout the year, and
- provide a document for annual review so adjustments can be made for the following year.

As we have said in the past, feedback is welcome on the strategic action plan concept—as is focus as we consider our work, priorities, and overall focus for the upcoming year, as well as our ability to appropriately communicate those priorities to our families, staff members, and community members.

12. Facility Project Update (informational item)

The Board has seen various updates following standing construction project meetings, as well as updates from Business Manager Holtz. Any highlights or recent developments can be shared at this time.

13. Reports

14. Adjourn

THE SCHOOL DISTRICT OF STURGEON BAY
Regular Board of Education Meeting
Wednesday, June 16, 2021

President Stephani called the regular meeting to order at 7:02 PM in the Council Chambers at Sturgeon Bay City Hall, with a roll call vote. Present were Commissioners: Stephani, Holland, Hougaard (7:06), Wood, Kruse, Jennerjohn, Chisholm and Howard (7:40). Excused was Alger. Also present are Superintendent Tjernagel, Holtz, Ferry, M. Smullen, B. O’Handley, Smejkal, Sterckx, & A. DeMeuse. The Pledge of Allegiance was recited.

Motion: Wood/Jennerjohn to adopt the agenda, noting that the board will be going into closed session per statute 19.85(1) (c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Items being discussed are Compensation Requests from two Professional Staff Members. Motion carried unanimously.

PUBLIC PARTICIPATION SECTION—also known as audience to visitors and delegations (as noted in Board Policy 0167.3 Public Participation at Board Meetings): Jamie Haslam, 9th Ave., addressed the board. Nicole Carmody, 1779 Shiloh Rd. addressed the board.

CONSENT AGENDA:

1. Approve Minutes
 - a. Regular meeting of May 10, 2021
 - b. Learning Session of June 2, 2021
2. Approve May Bills
3. Accept Grants and Donations - The Tech Ed department received a grant in support of updated equipment in the soon-to-be-remodeled labs. Lutz and Ria Buesing donated \$100 to the school lunch program.
4. Approve Resignations and Retirements – Brian Pahl has resigned from his high school Tech Ed position. Andrew Pagel resigned as Band Director at the middle school. Amanda (Schleicher) McCaulley has resigned from 4K Teaching Associate position.
5. Second readings of the following employee-handbook related items:

Note: First readings took place at the May 19, 2021 regular Board of Education meeting

 - a. Professional Staff Employee Handbook
 - b. Professional Staff Salary and Supplemental Pay Guide
 - c. Support Staff Employee Handbook
6. Approve fundraising calendars for 2021-2022:

This is done annually as part of our operational procedures and preparing for the next school year. Contained in your packet should be fundraising calendars for the middle and high school levels.

On a related note, the only elementary fundraiser is the PTO fall fundraiser in September and October. As Ann has reviewed for us in the past, items such as cookie dough and candy may be sold, but are not consumed at school. Additionally, the focus is on adults for something like a PTO fundraiser and different from some fundraisers at middle and high school levels.

Note: Approval of the various handbooks occurs annually to ensure smooth operations and that proper updates are done, communicated to the Board, and available to the public.

- ~~7. Approve Sturgeon Bay High School Student-Parent Handbook~~
- ~~8. Approve Sturgeon Bay High School Faculty and Staff Handbook~~
9. Approve TJ Walker Middle School Student-Parent Handbook
10. Approve TJ Walker Middle School Faculty and Staff Handbook
11. Approve Elementary Student-Parent Handbook
12. Approve Elementary Faculty and Staff Handbook

13. Approve Special Education Policies and Procedures
Approval of the policies and procedures occurs annually to ensure smooth operations and that proper updates are done, communicated to the Board, and available to the public. We typically use the DPI sample guide.

14. Approve At-Risk Plan
Approval of the plan occurs annually to ensure smooth operations and that proper updates are done, communicated to the Board, and available to the public.

15. Approve Early Graduation Requests
There are several early graduation requests appropriately working their way through the established process and now come before the Board for approval in alignment with our past practice.

16. Approve Wisconsin Association of School Boards (WASB) Membership Renewal
Enclosed in the meeting packet is a scanned copy of the WASB renewal letter, as well as the Report to the Membership, a copy of complimentary subscriptions and publications we receive as part of our membership, and the dues invoice. After keeping the dues schedule flat since this past year, the annual dues would become \$4,884 (was \$4,336 for 2020-2021).

17. Approve Overnight Athletic Trips for the 2021-2022 School Year
Athletic director, Todd Meikle has worked with our head coaches and Principal Nickel to assemble the overnight athletic trip request for this next school year. Obviously, a trip to State could impact this, but that would be nothing new or reason to be concerned.

Motion: Chisholm/Wood to approve the consent agenda items as presented. Motion carried unanimously.

OPERATIONS AGENDA:

1. Consent Agenda items requiring attention (if any)
2. 2021-2022 School Year Planning
This has been noticed on the agenda as neither a formal approval item nor restricted to an informational item only. This is an opportunity for the Board to discuss things pertinent to the 2021-2022 school year based on our experiences with some practices and procedures that were new to us this past school year. If any action would be desired at this time, a Board member could make a motion and the Board could consider things from there.

As I prepare these notes for the Board, it would appear there are two main categories for consideration at this point: aspects around what procedures may or may not be in place for next year and a draft of the strategic action plan and priorities document for next year.

Procedures discussion

Dr. Amy Fogarty from DCMC serves as medical advisor for the school districts of Door County. In a typical year, most people probably don't even realize that districts have a medical advisor. Topics such as lice and the occasional school board policy matter are examples of things that may come up. In the

past year, however, things were very different as we all know. Since we now have an established continuum of procedures on many topics that can take into account, the level of uncertainty and anxiety should be considerably less. Plus, any discussions about even having in-person school should be nothing like it was last summer since we know that we plan to have in-person school five days per week.

Dr. Fogarty addressed the board. Recently the state has put together a network of school medical advisors from throughout the state. This network is pooling information about how schools provided education, how schools worked through the year as well as pooling data. This group meets monthly but will be increasing the frequency of their meetings. One of the data points indicates that when masking is in place, there was minimal intra-student spread. As a result, an option being discussed is to keep masks mandatory and not do contact tracing. Another option is to not make masking mandatory but then have having contact tracing in place. In discussions with Door County Public Health, the numbers are down and they could take back the responsibility to do contact tracing. Another option is mandatory masking for un-vaccinated students. Another thing to add to the considerations is what the WIAA comes up with. This is informational at this time, no action taken.

Priorities discussion

Included in the meeting packet is a draft of what the Strategic Action Plan & Priorities document could look like for 2021-2022. You'll see we kept the three main categories that go back to the 2017 Board Retreat. I took into account high points from our discussion in the June 2 learning session.

3. Approve TJ Walker Middle School Special Education Teacher
Motion Holland/Hougaard to approve Mary Harrington as a special education teacher at TJ Walker Middle School beginning with the 2021-2022 school year. Motion carried unanimously.
4. Approve Sturgeon Bay High School Special Education Teachers
 - A. Motion Jennerjohn/Wood to approve Jacyn Herlache as a special education teacher at Sturgeon Bay High School beginning with the 2021-2022 school year. Motion carried unanimously.
 - B. Motion Hougaard/Chisholm to approve Casey Harrington as a special education teacher at Sturgeon Bay High School beginning with the 2021-2022 school year. Motion carried unanimously.
5. Approve District Speech and Language Pathologist-tabled
6. Approve TJ Walker Middle School Band Teacher
Motion Jennerjohn/Hougaard to approve Andrea Cress as a Band teacher at TJ Walker Middle School beginning with the 2021-2022 school year. Motion carried unanimously.
7. Approve High School Coach: Assistant Girls Volleyball
Motion Wood/Hougaard to approve Eric Dean as the JV1/Assistant Varsity girls volleyball coach. Motion carried unanimously.
8. Approve 2021-2022 Board meeting Calendar
Based upon last month's Board reorganization meeting, a meeting calendar has been prepared. Motion Hougaard/Chisholm to approve the Board meeting calendar for the 2021-2022 fiscal year. Motion carried unanimously.
9. Approve Preliminary 2021-2022 Budget
Business Manager Holtz summarized the budget overview with the additional explanation and information as we look to the 2021-2022 year, adjustments to revenues and expenditures, and the looming impact of the state's next biennial budget. A Preliminary Budget spreadsheet plus Preliminary

Budget Narrative was reviewed. Motion Hougaard/Holland to approve the preliminary budget for 2021-2022 as presented. Motion carried unanimously.

10. Achievement Gap Reduction School Board Review (informational item)

Included in the meeting packet are the Achievement Gap Reduction (AGR) reports completed by Dr. Ann Smejkal. The report deals with math and reading for Kindergarten through third grade. This is simply an informational item, so no formal action is necessary.

11. Facility Project Update (informational item)

The Board has seen and heard a variety updates in recent weeks and months. Work is moving along.

Just as we are tonight, the plan is that we will hold our regular Board of Education meeting next month on July 21 here at City Hall in the City Council Chambers. Thanks again to the City for accommodating us.

12. Reports:

- a. Legislative – Commissioner Wood reminded members to keep in touch with our legislators.
- b. CESA – none.
- c. Committee/Seminars – none.
- d. Administrative Reports presented.
- e. Superintendent’s Report presented.

13. Executive Session –

Motion: Jennerjohn/Holland to adjourn to Executive Session (with roll call vote) at 9:05 PM noting the board will be going into closed session per statute 19.85(1) (c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Items being discussed are Compensation Requests from two Professional Staff Members. Present were Stephani, Holland, Hougaard, Wood, Kruse, Howard (remote), Jennerjohn & Chisholm. Excused was Ager. Motion carried unanimously.

Motion: Hougaard/Holland to return to open session at 10:00 PM.

1. First Professional Staff Member request was discussed. No action taken.
2. Motion: Hougaard/Chisholm to grant Step F for MB beginning with the 2021-2022 school year. Motion carried unanimously.

14. Adjourn Motion: Jennerjohn/Hougaard to adjourn at 10:03 PM. Motion carried unanimously.

Date: _____

President’s Signature: _____

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
06/03/2021	101006	R	17,400.00	21 E 400 999 162001 000	BENESH, JAMES	Golf outing fundraiser proceeds- donation
06/03/2021	101007	R	134.90	50 L 000 000 815000 000	BENZSHAWEL, VICKIE	Senior lunch balance refund- Thomas
06/03/2021	101008	R	115.00	10 E 800 310 162000 000	BERNS, JOHN	Awards dinner reimbursment
06/03/2021	101009	R	90.00	10 E 800 310 162000 000	BERO, RANDY	Umpire vs Peshtigo Baseball game
06/03/2021	101010	R	200.00	21 E 400 310 162212 000	BROSTEAU, MADELINE	HS Boys and Girls Golf Service Gift 20-21 School Year
06/03/2021	101010	R	200.00	21 E 400 310 162112 000	BROSTEAU, MADELINE	HS Boys and Girls Golf Service Gift 20-21 School Year
06/03/2021	202100557	A	340.00	10 E 800 480 221500 000	CESA 7	Digital Learners Network
06/03/2021	202100557	A	2,859.63	27 E 800 386 156600 341	CESA 7	Customer# 462 Personnel Charges 4/16/21 - 5/15/21
06/03/2021	101011	R	440.00	10 E 800 411 162000 000	CITY OF STURGEON BAY	Annual Data Usage 5/1/21 - 4/30/22
06/03/2021	101012	R	244.05	10 E 800 324 253000 000	CONGER INDUSTRIES IN	WO-192362- Performed PM service
06/03/2021	101013	R	270.00	10 E 800 310 239100 000	CROSSFIT ARMATI	District Membership- April 2021
06/03/2021	101014	R	700.00	21 E 800 411 161942 000	DOOR COUNTY ROD & GU	Clipper Clays 2021 Conference League Rounds- 154 rounds
06/03/2021	202100558	A	120.00	10 E 800 355 263300 000	DEMEUSE, NELSON	Personal Cell Phone Data Usage 04/01/21 - 06/30/21
06/03/2021	101015	R	225.00	10 E 800 411 239000 000	DESTINATION STURGEON	Retiree gifts
06/03/2021	202100559	A	70.00	10 E 800 310 162000 000	DOWNEY, JAMES	AR soccer girls vs Valders
06/03/2021	202100560	A	175.58	10 E 800 411 253000 000	EAGLE MECHANICAL	Work Order 16296- Parts and Supplies
06/03/2021	101016	R	262.59	50 E 800 324 257220 000	ECOLAB	Account# STUR0010-0005- Pest Control
06/03/2021	101017	R	4,440.00	27 R 800 110 411000 000	EDGENUITY	Account# 47140- Odysseyware Summer Options
06/03/2021	101018	R	90.00	10 E 800 943 219000 000	EQUAL RIGHTS DIVISIO	Work Permits (12)- May 2021
06/03/2021	202100561	A	240.00	10 E 800 355 263300 000	FERRY, LINDSAY	Personal Cell Phone Data Usage 01/01/21 - 06/30/21
06/03/2021	202100562	A	257.36	10 E 800 432 222200 031	FOLLETT SCHOOL SOLUT	Customer# 80045- Library Books: HS Classics
06/03/2021	202100562	A	153.19	10 E 800 432 222200 031	FOLLETT SCHOOL SOLUT	Customer# 80045- Library Books: SR March
06/03/2021	202100562	A	88.86	10 E 800 432 222200 031	FOLLETT SCHOOL SOLUT	Customer# 80045- Library Books: SW
06/03/2021	101019	R	89.70	50 L 000 000 815000 000	FOOR, TABITHA	Senior lunch balance refund- Michael
06/03/2021	202100563	A	240.00	10 E 800 355 263300 000	GORDON, KIM	Personal Cell Phone Data Usage 01/01/21 - 06/30/21
06/03/2021	202100564	A	240.00	10 E 800 355 263300 000	HOLTZ, JACOB	Personal Cell Phone Data Usage 01/01/21 - 06/30/21
06/03/2021	101020	R	1,185.00	10 E 200 449 241000 000	INNOVATIVE LED SOLUT	MS band room lighting- 50% maintenance, 50% MS
06/03/2021	101020	R	1,185.00	10 E 800 449 253000 000	INNOVATIVE LED SOLUT	MS band room lighting- 50% maintenance, 50% MS
06/03/2021	101021	R	130.35	50 L 000 000 815000 000	JENNERJOHN, JULIE	Senior lunch balance refund- Anthony
06/03/2021	101022	R	713.20	10 E 800 324 253000 000	JOHN'S REFRIGERATION	MS Freezer Repair

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
06/03/2021	202100565	A	224.88	10 E 400 411 125400 000	J W PEPPER & SON INC	SO# 2234863- Accompaniment tracks for City Rhythm and Treble/Mixed Choirs for Spring recording.
06/03/2021	202100566	A	480.00	10 E 800 310 231700 000	KEY BENEFIT CONCEPTS	OPEB- Compliance with current GASB Statements
06/03/2021	101023	R	345.95	27 E 800 310 223300 019	KYLES CONSULTING LLC	May 2021- Contracted Monthly SBS/MAC Fee
06/03/2021	101024	R	550.00	10 E 800 324 253000 000	LAKELAND LAWN CARE	Weed control application
06/03/2021	202100567	A	52.50	10 E 800 310 162000 000	LARDINOIS, JOSH	Baseball announcer for 5-28-21 vs SD
06/03/2021	101025	R	599.00	21 E 400 310 162319 000	LEROY, NATHAN	Shot put and discus coaching stipend
06/03/2021	202100568	A	80.00	10 E 800 310 162000 000	LESZKO, JOHN	Soccer official vs Two Rivers
06/03/2021	101026	R	4,278.14	10 E 200 449 241000 000	LIGHTHOUSE PRODUCTIO	MS Sound Tech Equipment
06/03/2021	101027	R	13.20	50 L 000 000 815000 000	LOPEZ, TANYA	Senior lunch balance refund- Monique & Erika
06/03/2021	101028	R	6,090.75	27 E 800 370 436000 341	MACHT VILLAGE SCHOOL	Services for K.VanEgeren- May 2021
06/03/2021	101029	R	50.00	10 E 800 310 239000 000	MALLIEN, DONALD	Memorial Gift
06/03/2021	202100569	A	18,000.00	49 E 800 310 239000 000	MOODYS INVESTOR SERV	Customer# 9000006554- Professional Services
06/03/2021	101030	R	16.50	50 L 000 000 815000 000	MOYNIHAN, PAULA	Senior lunch balance refund- Brenna
06/03/2021	202100570	A	240.00	10 E 800 355 263300 000	NICKEL, ROBERT	Personal Cell Phone Data Usage 01/01/21 - 06/30/21
06/03/2021	101031	R	106.00	10 E 800 310 162000 000	OTTENS, RODNEY	Center soccer girls vs Valdars
06/03/2021	202100571	A	240.00	10 E 800 355 263300 000	RICE, CORINNE	Personal Cell Phone Data Usage 01/01/21 - 06/30/21
06/03/2021	202100572	A	90.00	10 E 800 310 162000 000	ROEDELL, NICK	Umpire for SD baseball game
06/03/2021	202100573	A	90.00	10 E 800 310 162000 000	ROEDELL, RICHARD	Umpire for SD baseball game
06/03/2021	101032	R	1,110.00	21 E 400 411 165910 000	SCATURO'S BAKING COM	Senior Night Dinner 20-21
06/03/2021	101033	R	1,400.00	21 E 800 411 161942 000	SCTP- SCHOLASTIC CLA	Clipper Clays Ammo- 20 cases@ \$70 per case
06/03/2021	101034	R	30.30	50 L 000 000 815000 000	SKIPPON, HANNAH	Senior lunch balance refund- Hannah
06/03/2021	202100574	A	240.00	10 E 800 355 263300 000	SMEJKAL, ANN	Personal Cell Phone Data Usage 01/01/21 - 06/30/21
06/03/2021	202100575	A	240.00	10 E 800 355 263300 000	SMULLEN, MARK	Personal Cell Phone Data Usage 01/01/21 - 06/30/21
06/03/2021	202100576	A	80.00	10 E 800 310 162000 000	SPUDE, PAUL	Umpire for Softball vs Peshtigo
06/03/2021	101035	R	80.00	10 E 800 310 162000 000	STEINKE, DOUGLAS	Umpire for Softball vs Peshtigo
06/03/2021	202100577	A	240.00	10 E 800 355 263300 000	STERCKX, AMY	Personal Cell Phone Data Usage 01/01/21 - 06/30/21
06/03/2021	101036	R	36.00	50 L 000 000 815000 000	STRACKA, BETH	Senior lunch balance refund- Grace
06/03/2021	202100578	A	70.00	10 E 800 310 162000 000	VANG, HOUA	Soccer official vs Two Rivers
06/03/2021	202100579	A	70.00	10 E 800 310 162000 000	VANG, SOUA LONG	Girls Soccer AR vs Two Rivers
06/03/2021	101037	R	78.15	10 E 800 351 239000 000	WISCONSIN MEDIA	Account# 17600- district postings
06/03/2021	101038	R	300.00	21 E 400 310 162212 000	WOLDT, LARRY	HS Boys Golf Service Gift 20-21 School Year
06/03/2021	101039	R	17.75	10 E 200 411 241000 000	WOLTER ENGRAVING SER	MS Name Plates

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06/03/2021	101039	R	71.05	10 E 200 411 241000 000	WOLTER ENGRAVING SER	20-21 MS Award Plates
06/03/2021	202100580	A	90.00	10 E 800 310 162000 000	ZAHN, GARY	Umpire vs Peshtigo Baseball game
06/08/2021	101041	R	30.00	98 L 000 000 811671 000	AXA EQUITABLE	J Schopf
06/08/2021	101042	R	265.92	98 L 000 000 811680 000	GURSTEL LAW FIRM PC	Case No. 12-CV-224; File #802986
06/10/2021	202100581	A	70.73	10 E 800 342 121000 000	BAETEN, KATHERINE	8/24/2020-6/4/2021 2020-2021 Mileage Reimbursement
06/10/2021	202100581	A	96.32	10 E 800 342 121000 000	BAETEN, KATHERINE	8/24/2020-6/4/2021 2020-2021 Mileage Reimbursement
06/10/2021	101043	R	75.00	10 E 200 310 121000 000	BOGNER/JOSTENS, JAYM	You + I + We + Us 2021 Jostens Yearbook Workshop 8/2- M.Stahlke
06/10/2021	202100582	A	70.00	10 E 800 310 162000 000	BROOMHALL, MATTHEW	Girls Soccer official vs Valders
06/10/2021	101044	R	88.00	10 E 800 411 162000 000	BSN SPORTS REMIT	Order# 303796679- Softball apparel
06/10/2021	101044	R	426.52	10 E 800 411 162000 000	BSN SPORTS REMIT	Order# 303796431- Softball supplies
06/10/2021	101045	R	791.74	10 E 800 355 263300 000	CELLCOM WISCONSIN RS	Account# 003-00319495 Monthly billing
06/10/2021	202100583	A	70.00	10 E 800 310 162000 000	DOWNEY, JAMES	Soccer official AR vs Roncalli
06/10/2021	101046	R	41.80	50 L 000 000 815000 000	DVORK, PAULA	Refund on lunch balance
06/10/2021	101047	R	1,697.82	10 E 800 730 270000 000	DWD-UI	Account# 696368-000-4 Unemployment Charges- April/May 2021
06/10/2021	101048	R	536.67	10 E 800 310 239000 000	ERC INC	Monthly EAP Services- June 2021
06/10/2021	101049	R	34,242.27	49 E 800 310 239000 000	EUA	Project# 318509-01 May 2021
06/10/2021	202100584	A	740.73	10 E 800 432 222200 031	FOLLETT SCHOOL SOLUT	Customer# 80045- Library Books: MS
06/10/2021	101050	R	196.15	50 L 000 000 815000 000	HUBBARD, SUE ANN	Lunch balance refund
06/10/2021	202100585	A	8,043.91	10 E 800 310 256210 000	KOBUSSEN BUSES LTD	June 2021 Billing
06/10/2021	202100585	A	304.84	27 E 800 341 256750 011	KOBUSSEN BUSES LTD	June 2021 Billing
06/10/2021	202100585	A	570.58	10 E 800 310 256270 000	KOBUSSEN BUSES LTD	June 2021 Billing
06/10/2021	202100585	A	36,811.54	10 E 800 310 256210 000	KOBUSSEN BUSES LTD	May 2021 Billing
06/10/2021	202100585	A	2,254.23	27 E 800 341 256750 011	KOBUSSEN BUSES LTD	May 2021 Billing
06/10/2021	202100585	A	7,471.30	10 E 800 310 256240 000	KOBUSSEN BUSES LTD	May 2021 Billing
06/10/2021	202100585	A	381.76	80 E 800 310 256290 000	KOBUSSEN BUSES LTD	May 2021 Billing
06/10/2021	202100585	A	94.14	10 E 800 310 256270 000	KOBUSSEN BUSES LTD	May 2021 Billing
06/10/2021	202100586	A	70.00	10 E 800 310 162000 000	LEDVINA, PETER	Girls Soccer Official vs Sevastopol/Gibraltar
06/10/2021	202100587	A	309.17	10 E 120 411 111000 000	MAAS, CHRISTINE	8/12/2020-6/3/2021 Classroom supplies and phonics curriculum from Teachers Pay Teachers
06/10/2021	202100587	A	105.45	10 E 120 411 111000 000	MAAS, CHRISTINE	8/25/2020 Learning A-Z online books for children to read virtually
06/10/2021	202100588	A	80.00	10 E 800 310 162000 000	MILLS, JOSEPH	Soccer official Center vs Roncalli
06/10/2021	202100588	A	80.00	10 E 800 310 162000 000	MILLS, JOSEPH	Girls Soccer Official vs Sevastopol/Gibraltar
06/10/2021	202100589	A	51.52	10 E 800 342 264400 000	MUELLER, SAMUEL	1/15/2021-6/4/2021 mileage

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06/10/2021	202100589	A	1,027.08	10 E 800 291 221300 000	MUELLER, SAMUEL	6/2/2021 Graduate course enrolment and credits
06/10/2021	202100590	A	180.00	10 E 800 310 162000 000	NEUVILLE, ROBERT	Umpire vs Bonduel DH
06/10/2021	101051	R	100.00	10 E 800 411 239000 000	ONSITE MAINTENANCE S	HP P2035 (CE505A) toners (2)
06/10/2021	202100591	A	39.92	10 E 140 411 241000 000	PAYE-WEBER, JENNIFER	5/28/2021 Coffee for staff inservice at SR
06/10/2021	101052	R	234.84	10 E 800 351 239000 000	PENINSULA PULSE	Job postings for May 2021
06/10/2021	202100592	A	70.00	10 E 800 310 162000 000	PFAFF, SCOTT	Girls Soccer Official vs Sevastopol/Gibraltar
06/10/2021	202100593	A	165.20	10 E 800 342 121000 000	PFISTER, CHERYL	8/24/2020-5/28/2021 Mileage between schools
06/10/2021	202100594	A	4,039.02	50 E 800 415 257220 549	PRAIRIE FARMS	Account# 47-471- May 2021 billing
06/10/2021	202100595	A	70.00	10 E 800 310 162000 000	REUM, DENNIS	Soccer official AR vs Roncalli
06/10/2021	202100596	A	180.00	10 E 800 310 162000 000	RODELL, NICK	Baseball official
06/10/2021	101053	R	85.00	10 E 110 415 110400 000	SB LUNCH PROGRAM	Ice cream and cookies for 4K staff
06/10/2021	101054	R	180.00	10 E 800 310 162000 000	SCHARTNER, JEFFREY	Umpire vs Bonduel DH
06/10/2021	202100597	A	17.24	10 E 100 411 121000 000	SCHOOL SPECIALTY, LL	Order# 57111210
06/10/2021	101055	R	300.00	21 E 400 310 162205 000	SCHOOL DISTRICT OF S	Summer Basketball League Fees (varsity & JV2)
06/10/2021	202100598	A	34.90	10 E 100 411 241000 000	SMEJKAL, ANN	6/1/2021 Food for staff in-service
06/10/2021	101056	R	360.00	10 E 140 411 110000 000	SMOKIN' TOM'S TEAM B	Staff acknowledgement luncheon 6/4/21
06/10/2021	101057	R	3,000.00	10 E 800 382 239000 000	SOUTHERN DOOR SCHOOL	Liquidation fee for M.Harrington
06/10/2021	202100599	A	608.14	10 E 800 355 263300 000	SPECTRUM BUSINESS	Account# 8245 11 120 0173238- Monthly charges May and June 2021
06/10/2021	101058	R	3,420.00	21 E 400 411 162107 000	SULLY'S PRODUCE, LLC	May Dance Team Fundraiser
06/10/2021	202100600	A	1,235.00	27 E 800 370 436000 341	SUNSHINE HOUSE INC	Prevocational Training- R. Gonzales April 2021
06/10/2021	202100601	A	48.97	10 E 120 411 111000 000	TAUSCHEK, ERIK	5/31/2021-6/2/2021 School supplies and can be taken out of the first grade budget: 10 E 120 411 111 000 000
06/10/2021	202100602	A	1,823.80	10 E 800 354 258000 000	US BANK EQUIPMENT FI	Customer Credit Account# 1268355- monthly lease charges
06/10/2021	202100603	A	55.50	10 E 800 411 223900 000	VOGEL, CONSTANCE	5/28/2021 Staff breakfast for in-service for Sunrise School Employees
06/10/2021	101059	R	51.27	21 E 400 411 162107 000	WEISSMAN'S THEATRICA	Order# 0016545978- Dance Team Sample Outfit
06/10/2021	101060	R	840.00	21 E 800 310 161942 000	WI SCTP FOUNDATION I	State Sporting Clays Tournament Registration Fee
06/10/2021	101061	R	96.60	10 E 400 411 125500 000	WOLTER ENGRAVING SER	HS Band Awards 2021
06/10/2021	101062	R	240.00	21 E 400 310 162205 000	WRIGHTSTOWN FULL-COU	Summer Basketball League fees (one team JV1 & JV2)
06/10/2021	101063	R	37.70	10 E 400 411 125400 000	WIS SCHOOL MUSIC ASS	State S/E Choral Virtual (2)
06/16/2021	202100604	A	927.30	10 E 800 411 253000 000	BELSON CO	Customer# STB650- District Paper Towels
06/16/2021	202100605	A	86.80	10 E 800 310 162000 000	BERNARDY, PETER	Center girls soccer official vs Gillett/Suring regional game

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06/16/2021	101068	R	3,851.00	10 E 800 411 221900 000	COLLEGE BOARD	AP Exams Spring 2021
06/16/2021	101069	R	539.75	10 E 800 411 253000 000	CULLIGAN SERVICE	Account 8566801- water and salt
06/16/2021	101070	R	2,280.63	10 E 800 348 256510 000	DOOR COUNTY COOPERAT	Customer# 784909- District Fuel
06/16/2021	101071	R	24.94	10 E 800 411 162000 000	DOOR COUNTY HARDWARE	Account# 96718- May 2021 charges
06/16/2021	101071	R	52.58	10 E 800 480 295000 000	DOOR COUNTY HARDWARE	Account# 96718- May 2021 charges
06/16/2021	101071	R	70.98	10 E 800 411 253000 000	DOOR COUNTY HARDWARE	Account# 96718- May 2021 charges
06/16/2021	101072	R	6,400.00	10 E 800 310 214000 000	DOOR COUNTY MEDICAL	District Nursing- May 2021
06/16/2021	101072	R	16,097.43	27 E 800 310 218100 011	DOOR COUNTY MEDICAL	OT/PT- May 2021
06/16/2021	101072	R	4,169.43	27 E 800 310 218200 011	DOOR COUNTY MEDICAL	OT/PT- May 2021
06/16/2021	101073	R	2,247.84	27 E 800 386 156600 341	DOTCOM THERAPY, INC	Speech Therapy Service for April 2021
06/16/2021	202100606	A	82.83	10 E 800 432 222200 031	FOLLETT SCHOOL SOLUT	Account# 80045- Library Book Sets-SW
06/16/2021	202100607	A	311.34	10 E 200 411 125500 000	INSTRUMENTAL MUSIC C	MS Reeds and Books
06/16/2021	202100607	A	132.00	10 E 200 411 125500 000	INSTRUMENTAL MUSIC C	MS Band- Drum
06/16/2021	202100607	A	18.80	10 E 200 411 125500 000	INSTRUMENTAL MUSIC C	MS Band- Guitar Strap
06/16/2021	202100608	A	76.80	10 E 800 310 162000 000	LEDVINA, PETER	Girls regional vs Gillett Lena
06/16/2021	202100609	A	109.60	10 E 800 310 162000 000	LEGOIS, DAVID	Softball umpire vs Gillet/Suring
06/16/2021	202100610	A	70.00	10 E 800 310 162000 000	LEGOIS, STEVE	Softball umpire vs Gillet/Suring
06/16/2021	202100611	A	80.00	10 E 800 310 162000 000	MILLS, JOSEPH	Girls Soccer Official vs Sevastopol/Gibraltar
06/16/2021	202100611	A	80.00	10 E 800 310 162000 000	MILLS, JOSEPH	Soccer official Center vs Roncalli
06/16/2021	101074	R	25.00	10 R 800 292 162000 000	MOATS, KRISTIN	Refund of swimming fee for Krisitin
06/16/2021	101075	R	16.95	10 E 800 411 253000 000	O'REILLY AUTO PARTS	Customer# 1451981- Maintenance supply
06/16/2021	101076	R	85.00	10 E 800 411 239000 000	ONSITE MAINTENANCE S	DCP-L2550W DR730 Drum Unit
06/16/2021	101077	R	76.80	10 E 800 310 162000 000	OTTENS, RODNEY	Girls soccer official AR regional vs Gillett Lena
06/16/2021	202100612	A	348.78	50 E 800 415 257220 000	PRAIRIE FARMS	Billing# 47-471 June Billing
06/16/2021	202100613	A	666.00	21 E 800 310 161942 000	PROPSOM, MATTHEW	6/3/2021 State NSCA/NSSA Clipper Clays Fees
06/16/2021	202100614	A	24.44	10 E 800 342 222200 000	SELLE, HOLLY	9/1/2020-12/31/2020 Mileage
06/16/2021	202100614	A	40.04	10 E 800 342 222200 000	SELLE, HOLLY	1/1/2021-6/16/2021 Mileage
06/16/2021	101078	R	28.05	10 E 800 411 253000 000	SHORE TO SHORE RENTA	Maintenance supply
06/16/2021	101064	R	310.00	21 E 400 310 162121 000	SPORTS ADVANTAGE CEN	Volleyball Registration Fees
06/16/2021	101065	R	3,170.00	21 E 800 310 161942 000	WI SCTP FOUNDATION I	State Trap Fees @ Rome, WI (2021)
06/16/2021	101066	R	2,965.00	21 E 800 411 161942 000	WI SCTP FOUNDATION I	Raffle Ticket Fundraiser 2021
06/16/2021	101067	R	160.00	21 E 800 310 161942 000	WI SCTP FOUNDATION I	State Skeet Fees- 4 athletes @ \$40 each
06/16/2021	202100615	A	30.69	10 E 800 310 162000 000	WISC INTERSCHOLASTIC	2021 Girls Regional Soccer Payment
06/16/2021	202100616	A	3,584.48	10 E 800 351 239000 000	WISCONSIN DOCUMENT I	Account# GB3909- Contract# 3239-01
06/16/2021	101079	R	105.52	10 E 800 351 239000 000	WISCONSIN MEDIA	Account# 17600- BOE Postings

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06/22/2021	101083	R	160.00	98 L 000 000 811690 000	CROSSROADS AT BIG CR	Employee Donations
06/22/2021	101084	R	220.70	98 L 000 000 811680 000	GURSTEL LAW FIRM PC	Case No. 12-CV-224; File #802986
06/23/2021	101086	R	3,700.48	98 L 000 000 811634 000	MADISON NATIONAL LIF	Group Life - Premium Month - July 2021
06/23/2021	101087	R	1,052.30	98 L 000 000 811639 000	MADISON NATIONAL LIF	Policy #14196 - Short-Term Disability Ins.- July 2021
06/23/2021	101087	R	2,539.56	98 L 000 000 811635 000	MADISON NATIONAL LIF	Policy # 1449624 - LTD Insurance - July 2021
06/23/2021	101088	R	437.30	98 L 000 000 811637 000	MADISON NATIONAL LIF	Policy # 4521 - Voluntary Life - 24 Pay - July 2021
06/23/2021	101089	R	1,167.66	98 L 000 000 811647 000	SUPERIOR VISION INSU	Policyholder 03928901; Vision Ins. - Coverage Period July 1 - 21, 2021
06/22/2021	101085	R	759.00	98 L 000 000 811690 000	UNITED WAY	Employee Donations
06/22/2021	101085	R	60.00	98 L 000 000 811690 000	UNITED WAY	Employee Donations
06/24/2021	101090	R	82.76	10 E 400 411 143000 000	BSN SPORTS REMIT	Order# 303777317- HS Tennis Supply
06/24/2021	101091	R	200.00	10 E 800 310 162000 000	CAPTAIN COMMODOES	Football practice field and Clark field porta bathrooms
06/24/2021	101092	R	529.73	10 E 800 324 253000 000	CONGER INDUSTRIES IN	Maintenance for Model #PLC-24PLC - Work Order #WO-192364
06/24/2021	101092	R	261.48	10 E 800 324 253000 000	CONGER INDUSTRIES IN	Maintenance for Model #GS-2632 Work order # WO-194587
06/24/2021	101093	R	3,699.00	27 E 800 310 221300 011	CPI	Customer ID# 5264511: CPI Training- S.Wautier
06/24/2021	101094	R	270.00	10 E 800 310 239100 000	CROSSFIT ARMATI	May 2021 Memberships (9)
06/24/2021	101095	R	1,991.53	10 E 800 348 256510 000	DOOR COUNTY TREASURE	Customer# 31000- District Fuel
06/24/2021	101095	R	842.64	10 E 800 348 254500 000	DOOR COUNTY TREASURE	Customer# 31000- District Fuel
06/24/2021	101096	R	170.00	10 E 800 310 239100 000	DOOR COUNTY YMCA	Group 1 June 2021
06/24/2021	101096	R	340.00	10 E 800 310 239100 000	DOOR COUNTY YMCA	Group 2 June 2021
06/24/2021	202100617	A	1,750.00	10 E 800 480 221500 000	EXPLORELEARNING, LLC	Customer# 2222624: Explore Learning - Gizmo Student Licenses (Middle School Science)
06/24/2021	202100618	A	20.38	10 E 800 342 264400 000	HOFFMAN, LAURA	3/12/2021-5/21/2021 Mileage
06/24/2021	101097	R	500.50	10 E 800 411 122115 141	KLEIN EARLY READING	Klein Early Reading Mastery Games and Activities for Beginning and Struggling Readers
06/24/2021	101098	R	800.00	21 E 400 310 162121 000	MEG WOLOWICZ VOLLEYB	Volleyball Camp at St.Peter's Church 6/24/21
06/24/2021	202100619	A	58.92	10 E 800 411 162000 000	MEIKLE, TODD	6/13/2021 AD and Coaches All Conference Meeting for baseball and Softball
06/24/2021	202100620	A	396,816.87	49 E 800 324 254300 000	MIRON CONSTRUCTION C	Order# 203160 SW- Monthly Billing May 2021
06/24/2021	202100620	A	572,767.33	49 E 800 324 254300 000	MIRON CONSTRUCTION C	Project 203170 HS/MS/SR- June 2021 Billing
06/24/2021	101099	R	11,748.55	10 E 800 389 431000 000	NWTC-GREEN BAY CAMPU	ID: 01004570- Spring 2021 Classes

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06/24/2021	101100	R	188.30	10 E 800 389 431000 000	NWTC BOOKSTORE	Account# 82010- Textbooks
06/24/2021	101101	R	409.40	50 E 800 415 257220 000	PAN O GOLD	Account# 40014 Monthly Billing May 2021
06/24/2021	202100621	A	13,159.09	10 E 800 336 253300 000	STURGEON BAY UTILITI	Monthly billing- May 2021
06/24/2021	202100621	A	1,327.38	10 E 800 337 253300 000	STURGEON BAY UTILITI	Monthly billing- May 2021
06/24/2021	202100621	A	826.48	10 E 800 338 253300 000	STURGEON BAY UTILITI	Monthly billing- May 2021
06/24/2021	202100621	A	131.88	10 E 800 339 253300 000	STURGEON BAY UTILITI	Monthly billing- May 2021
06/24/2021	202100622	A	553.70	10 E 800 331 253300 000	SYMMETRY ENERGY SOLU	Customer# 34642- District Gas
06/24/2021	101102	R	35.03	21 E 200 411 161923 000	TADYCH'S ECONO FOODS	Customer# 42000040035- May 2021 billing
06/24/2021	101102	R	132.97	10 E 400 411 135200 000	TADYCH'S ECONO FOODS	Customer# 42000040035- May 2021 billing
06/24/2021	101102	R	1,000.93	50 E 800 415 257220 000	TADYCH'S ECONO FOODS	Customer# 42000040035- May 2021 billing
06/24/2021	101102	R	415.79	50 E 800 415 257220 549	TADYCH'S ECONO FOODS	Customer# 42000040035- May 2021 billing
06/24/2021	101102	R	338.17	50 E 800 415 257250 000	TADYCH'S ECONO FOODS	Customer# 42000040035- May 2021 billing
06/24/2021	101103	R	200.00	10 E 800 310 162000 000	TWO RIVERS PUBLIC SC	Track and Field Event Fee
06/24/2021	101104	R	46.55	10 E 800 353 263300 000	UNITED PARCEL SERVIC	Shipper# 586902- monthly billing
06/24/2021	202100624	A	389.10	10 E 800 324 253000 000	VANS FIRE & SAFETY I	High School - Customer #7900 - Work Order #00199178671
06/24/2021	202100624	A	582.61	10 E 800 324 253000 000	VANS FIRE & SAFETY I	TJ Walker MS - Customer #7900, Work Order #00199178673
06/24/2021	202100624	A	45.75	10 E 800 324 253000 000	VANS FIRE & SAFETY I	Sunset Elementary - Customer #7900, W/O 00199178669
06/24/2021	202100624	A	123.83	10 E 800 324 253000 000	VANS FIRE & SAFETY I	Sawyer Elementary - Customer #7900, W/O 00199178674
06/24/2021	202100624	A	136.00	10 E 800 324 253000 000	VANS FIRE & SAFETY I	Sunrise - Customer #7900 W/O 11099178670
06/24/2021	202100624	A	33.25	10 E 800 324 253000 000	VANS FIRE & SAFETY I	Customer #7900, W/O 00199178672
06/24/2021	101105	R	375.10	10 E 800 411 253000 000	VIKING ELECTRIC SUPP	Account# V11169- Maintenance Supplies
06/24/2021	202100625	A	110.00	21 E 400 310 162319 000	WISC INTERSCHOLASTIC	Girls Track Fees
06/24/2021	101106	R	75.00	10 E 800 941 239000 000	WIS ASSOC OF SCHOOL	WASSA Dues- A.Demeuse 21-22
06/24/2021	101107	R	652.30	10 E 800 411 122115 141	WINSOR LEARNING, INC	Sonday System 1 components.
06/24/2021	101108	R	42.45	10 E 200 411 241000 000	WOLTER ENGRAVING SER	MS Name Plates
06/29/2021	202100626	A	62.72	27 E 800 342 158100 341	ANSCHUTZ, NANETTE	1/18/2021-6/3/2021 Mileage from TJWMS to Sunshine Resources of Door County. (Working with RG.) Total miles per day (roundtrip) = 4 28 days total (Tuesdays & Thursdays)
06/29/2021	202100627	A	5,071.50	10 E 800 480 295000 000	FRONTLINE TECHNOLOGI	Account# 9023741 Absence & Substitute Management- 7/1/21-6/30/22
06/29/2021	202100628	A	2,757.11	10 E 800 310 256240 000	KOBUSSEN BUSES LTD	HS Athletic Trips- June 2021
06/29/2021	202100629	A	180.00	10 E 800 310 162000 000	KORTH, DARWIN	Umpire vs NEW and Gibraltar
06/29/2021	202100630	A	89.04	10 E 120 310 221300 000	MARTENS, KARLIE	6/28/2021 Travel reimbursement
06/29/2021	101109	R	1,644.52	98 L 000 000 811646 000	STANDARD INSURANCE C	Policy #00 758708 0001 - Accident Insurance - July

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06/29/2021	101109	R	1,563.60	98 L 000 000 811648 000	STANDARD INSURANCE C	Coverage Policy # 00 758708 0001 - Critical Illness Ins. - July Coverage
06/29/2021	101109	R	591.52	98 L 000 000 811649 000	STANDARD INSURANCE C	Policy # 00 758708 0001 - Hospital Indemnity July Coverage
07/08/2021	101121	R	179.51	10 E 800 355 263300 000	AT&T	Account #92074354939307 Monthly Service
07/08/2021	101122	R	0.26	10 E 800 355 263300 000	AT&T LONG DISTANCE	Acct #831-000-7711 955 Long Distance Service Monthly Billing
07/08/2021	101123	R	625.00	10 E 800 310 162000 000	ATHLETIC EQUIPMENT R	HS Football Helmet Maintenance
07/08/2021	212200006	A	200.00	21 E 400 999 162001 000	BENESH, JAMES	Golf Outing Fundraiser
07/08/2021	101124	R	40.00	10 E 800 411 162000 000	BSN SPORTS REMIT	Adult Baseball Pant - HS Softball Order #303687929
07/08/2021	101125	R	200.00	10 E 800 310 162000 000	CAPTAIN COMMODOES	June 2021 Monthly Service
07/08/2021	101126	R	12,836.08	27 E 800 386 436000 341	CESA 8	EEN - Final Invoice
06/30/2021	101110	R	275.00	10 E 800 386 431000 000	CESA #9	WI Virtual School May 2021 Enrollments
07/08/2021	101127	R	543.04	10 E 800 324 253000 000	CONGER INDUSTRIES IN	W/O - 192363 Planned Maintenance
07/08/2021	101128	R	182.85	10 E 800 411 253000 000	CULLIGAN SERVICE	Bottled Water, 80lb salt Account #8566801
07/08/2021	101129	R	486.96	10 E 800 348 256510 000	DOOR COUNTY COOPERAT	Account# 784909- June 2021 Monthly Billing
07/08/2021	101129	R	63.47	10 E 800 411 253000 000	DOOR COUNTY COOPERAT	Account# 784909- June 2021 Monthly Billing
07/08/2021	101130	R	554.22	10 E 800 411 253000 000	DOOR COUNTY HARDWARE	Account# 96718 Monthly billing
07/08/2021	101130	R	95.95	10 E 800 480 295000 000	DOOR COUNTY HARDWARE	Account# 96718 Monthly billing
07/08/2021	212200007	A	120.00	10 E 800 355 263300 000	DEMEUSE, NELSON	1/1/2021-3/31/2021 Cell Phone Q1 2021
07/08/2021	101131	R	1,500.00	10 E 800 355 263300 000	DEPARTMENT OF ADMINI	For TEACH Services
07/08/2021	212200008	A	343.50	10 E 800 324 253000 000	EAGLE MECHANICAL	Work Order 16664 Backflow Valve Service
07/08/2021	212200009	A	100.00	21 E 400 310 162121 000	ENGLEBERT, DAWN	HS VB Summer League Official
07/08/2021	101132	R	135.00	10 E 800 943 219000 000	EQUAL RIGHTS DIVISIO	Work Permits (18) - June 2021
07/08/2021	101133	R	32,616.57	49 E 800 310 239000 000	EUA	Project #318509-01 June 2021 Billing
07/08/2021	212200010	A	100.00	21 E 400 310 162121 000	HANSON, BETH	HS VB Summer League Official
07/08/2021	212200011	A	807.00	10 E 800 324 253000 000	HRI SERVICES	Labor and supply for MS transformer mount on roof
06/30/2021	101111	R	50.00	10 E 800 310 239000 000	JONES, JEFFREY	Memorial Gift
07/08/2021	101134	R	125.49	10 E 800 411 253000 000	LAMPERTS LUMBER	Maintenance Supplies Customer LA2302240
07/08/2021	101135	R	1,304.50	27 E 800 370 436000 341	MACHT VILLAGE SCHOOL	Crisis/School Meeting K. VanEgeren MVP School Classroom K. VanEgeren
07/08/2021	101136	R	118.09	10 E 800 411 253000 000	O'REILLY AUTO PARTS	Customer #1451981 Maintenance Supply
06/30/2021	101112	R	400.00	21 E 400 310 162216 000	OLSON, SHANE	Volunteer coach for girls soccer during the 2021 school year

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07/08/2021	101137	R	58.71	10 E 800 351 239000 000	PENINSULA PULSE	June 2021
07/08/2021	101138	R	1,390.32	10 E 800 411 253000 000	PIKE SYSTEMS INC	Finish, North Star 5 Gal Cust Acct: STUBAY
07/08/2021	101139	R	13,955.00	10 E 800 449 253000 000	PROFESSIONAL SUPPLY	FOCUS II 28 Boost 310 Ah wet batteries onboard charger, pad holder
07/08/2021	101140	R	100.00	10 E 800 480 295000 000	REDSKY	E911 Anywhere ECRC calls May 2021
06/30/2021	101113	R	1,817.00	10 E 800 480 295000 000	SNAP LEARNING INC- H	35" eGlass Pilot
07/08/2021	101141	R	9,288.45	10 E 800 382 431000 141	SOUTHERN DOOR SCHOOL	Title I Nonpublic Services 2020-21 School Year
07/08/2021	101142	R	105.00	10 E 120 411 241000 000	SUNFLOUR ARTISAN BAK	Muffins
07/08/2021	101143	R	116.44	50 E 800 415 257220 549	TADYCH'S ECONO FOODS	Code: 42000040035 June Monthly Billing
06/30/2021	101114	R	8,800.00	10 E 800 480 295000 000	TECHNOLOGY RESOURCE	Tech Ed & Bus Ed Staff Laptops
07/08/2021	212200012	A	1,823.80	10 E 800 354 258000 000	US BANK EQUIPMENT FI	Customer Credit Account Number 1268355 Monthly Equipment Lease Charges
07/08/2021	212200013	A	362.75	10 E 800 324 253000 000	VANS FIRE & SAFETY I	HS Semi Annual Inspection W/O 00199178252
07/08/2021	101144	R	57.14	10 E 800 480 295000 000	VIKING ELECTRIC SUPP	Acct #V11169 IT Maintenance Supplies
07/08/2021	101145	R	92.86	10 E 800 411 253000 000	WARNER-WEXEL LLC	Pallet Wrap
06/03/2021	202000799	W	361.64	50 E 800 415 257250 000	PEPSI-COLA OF GREEN	HS Vending Beverages
06/04/2021	202000857	W	80.79	50 E 800 449 257000 000	AMAZON.COM	Credit Card Payment AP Invoice.
06/04/2021	202000857	W	67.00	50 E 800 411 257000 000	AMAZON.COM	Credit Card Payment AP Invoice.
06/04/2021	202000857	W	699.98	10 E 800 480 295000 000	AMAZON.COM	Credit Card Payment AP Invoice.
06/04/2021	202000857	W	527.94	10 E 800 480 295000 000	AMAZON.COM	Credit Card Payment AP Invoice.
06/04/2021	202000857	W	499.84	27 E 800 449 158100 341	AMAZON.COM	Credit Card Payment AP Invoice.
06/04/2021	202000857	W	431.94	10 E 800 480 295000 000	AMAZON.COM	Credit Card Payment AP Invoice.
06/04/2021	202000857	W	226.98	50 E 800 411 257000 000	AMAZON.COM	Credit Card Payment AP Invoice.
06/04/2021	202000857	W	254.85	10 E 110 411 110000 000	AMAZON.COM	Credit Card Payment AP Invoice.
06/04/2021	202000857	W	113.49	50 E 800 411 257000 000	AMAZON.COM	Credit Card Payment AP Invoice.
06/04/2021	202000857	W	408.78	50 E 800 411 257000 000	AMAZON.COM	Credit Card Payment AP Invoice.
06/04/2021	202000857	W	84.95	27 E 400 411 158102 341	AMAZON.COM	Credit Card Payment AP Invoice.
06/04/2021	202000857	W	53.34	50 E 800 411 257000 000	AMAZON.COM	Credit Card Payment AP Invoice.
06/04/2021	202000857	W	175.46	50 E 800 411 257000 000	AMAZON.COM	Credit Card Payment AP Invoice.
06/04/2021	202000857	W	64.41	50 E 800 411 257000 000	AMAZON.COM	Credit Card Payment AP Invoice.
06/04/2021	202000858	W	59.00	10 E 200 411 241000 000	AMAZON.COM	Office chair for Stacy Judas's room
06/04/2021	202000859	W	76.18	10 E 140 449 110000 000	AMAZON.COM	Binders for staff for

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
06/04/2021	202000860	W	415.47	10 E 140 411 115000 000	AMAZON.COM	literacy training
06/04/2021	202000861	W	28.78	10 E 800 432 222200 031	AMAZON.COM	classroom supplies
06/04/2021	202000862	W	5.60	10 E 800 432 222200 031	AMAZON.COM	Library Books
06/04/2021	202000863	W	14.38	10 E 800 432 222200 031	AMAZON.COM	Library Books
06/04/2021	202000864	W	26.44	10 E 140 449 110000 000	AMAZON.COM	Library Books
06/04/2021	202000865	W	84.62	10 E 120 411 112000 000	AMAZON.COM	Office binders and inserts
06/04/2021	202000866	W	68.76	10 E 200 411 241000 000	AMAZON.COM	Page protectors, cardstock, pocket folders etc.
06/04/2021	202000867	W	39.01	10 E 200 411 124500 000	AMAZON.COM	MS office supplies - flag, pencil sharpener & tape dispensers
06/04/2021	202000868	W	134.91	10 E 800 411 253000 798	AMAZON.COM	Protractors
06/09/2021	202000800	W	452.84	98 L 000 000 811640 000	WEA TRUST ADVANTAGE	Facemasks for football
06/09/2021	202000800	W	394.72	98 L 000 000 811641 000	WEA TRUST ADVANTAGE	WEA Auto Insurance
06/09/2021	202000800	W	6,550.00	98 L 000 000 811642 000	WEA TRUST ADVANTAGE	WEA Home Owner's Ins
06/09/2021	202000800	W	10,132.00	98 L 000 000 811642 000	WEA TRUST ADVANTAGE	WEA Roth IRA
06/09/2021	202000800	W	622.33	98 L 000 000 811676 000	WEA TRUST ADVANTAGE	WEA Roth TSA
06/09/2021	202000800	W	13,150.00	98 L 000 000 811676 000	WEA TRUST ADVANTAGE	WEA Tax Sheltered Annuity (% calc)
06/09/2021	202000801	W	9,685.00	98 L 000 000 811672 000	WISCONSIN DEFERRED C	WEA Tax Sheltered Annuity
06/09/2021	202000801	W	1,650.00	98 L 000 000 811672 000	WISCONSIN DEFERRED C	Plan #98971-01 Employee Contributions
06/09/2021	202000802	W	209.30	98 L 000 000 811680 000	WIS DEPT OF REVENUE	Plan #98971-01 Roth Employee Contributions
06/16/2021	202100588	V	-80.00	10 E 800 310 162000 000	MILLS, JOSEPH	Payment Key 2893844
06/16/2021	202100588	V	-80.00	10 E 800 310 162000 000	MILLS, JOSEPH	Girls Soccer Official vs Sevastopol/Gibraltar
06/16/2021	202000849	W	255.49	50 E 800 415 257250 000	PEPSI-COLA OF GREEN	Soccer official Center vs Roncalli
06/16/2021	202000850	W	303.26	50 E 800 415 257250 000	PEPSI-COLA OF GREEN	HS Vending
06/16/2021	202000851	W	1,831.50	10 E 800 331 253300 000	WISCONSIN PUBLIC SER	HS Vending
06/23/2021	202000852	W	250.00	98 L 000 000 811642 000	WEA TRUST ADVANTAGE	District Utilities- Gas
06/23/2021	202000852	W	595.00	98 L 000 000 811642 000	WEA TRUST ADVANTAGE	WEA Roth IRA
06/23/2021	202000852	W	324.48	98 L 000 000 811676 000	WEA TRUST ADVANTAGE	WEA Roth TSA
06/23/2021	202000852	W	400.00	98 L 000 000 811676 000	WEA TRUST ADVANTAGE	WEA Tax Sheltered Annuity (% calc)
06/23/2021	202000853	W	235.00	98 L 000 000 811672 000	WISCONSIN DEFERRED C	WEA Tax Sheltered Annuity
06/23/2021	202000854	W	110.83	98 L 000 000 811680 000	WIS DEPT OF REVENUE	Plan #98971-01 Employee Contributions
06/23/2021	202000856	W	16,843.59	98 L 000 000 811901 000	DEAN HEALTH INC	Payment Key 2893844
06/23/2021	202000856	W	112,267.64	98 L 000 000 811630 000	DEAN HEALTH INC	Health Insurance - Coverage Period July 1 - 21, 2021
06/23/2021	202000856	W	21,871.87	10 E 800 290 292000 000	DEAN HEALTH INC	Health Insurance - Coverage Period July 1 - 21, 2021
06/23/2021	202000855	W	2,122.03	98 L 000 000 811632 000	DELTA DENTAL	Health Insurance - Coverage Period July 1 - 21, 2021
06/23/2021	202000855	W	13,842.94	98 L 000 000 811901 000	DELTA DENTAL	Dental Insurance - Coverage Period July 1 - 21, 2021
06/23/2021	202000855	W	461.33	10 E 800 290 292000 000	DELTA DENTAL	Dental Insurance - Coverage Period July 1 - 21, 2021
06/24/2021	202000870	W	1.01	10 E 800 355 263300 000	CENTURYLINK	Monthly charges
06/24/2021	202000871	W	188.72	50 E 800 415 257250 000	PEPSI-COLA OF GREEN	HS Vending
06/24/2021	202000869	W	305.67	10 E 800 331 253300 000	WISCONSIN PUBLIC SER	District Gas
06/29/2021	100899	V	-275.40	21 E 400 411 162204 000	TEAM SPORTING GOODS	Customer# 54235-119: Baseball

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06/30/2021	20200875	W	226.43	10 E 120 411 111000 000	AMAZON.COM	apparel Classroom books for large group reading comprehension
06/30/2021	20200876	W	1,312.00	10 E 800 480 295000 000	AMAZON.COM	External DVDs, Switch, AP
06/30/2021	20200877	W	349.99	10 E 800 480 295000 000	AMAZON.COM	External DVDs, Switch, AP
06/30/2021	20200878	W	429.00	10 E 800 480 295000 000	AMAZON.COM	External DVDs, Switch, AP
06/30/2021	20200879	W	34.90	10 E 800 411 295000 000	AMAZON.COM	Cases for district cell phones.
06/30/2021	20200880	W	26.94	50 E 800 411 257000 000	AMAZON.COM	Credit Card Payment AP Invoice.
06/30/2021	20200880	W	164.89	50 E 800 449 257000 000	AMAZON.COM	Credit Card Payment AP Invoice.
06/30/2021	20200880	W	40.98	50 E 800 449 257000 000	AMAZON.COM	Credit Card Payment AP Invoice.
06/30/2021	20200880	W	67.98	10 E 110 411 241000 000	AMAZON.COM	Credit Card Payment AP Invoice.
06/30/2021	20200881	W	50.00	21 E 400 411 161916 000	AMAZON.COM	Language Award for senior. Amazon Gift Card
06/30/2021	20200882	W	364.86	10 E 800 411 122115 141	AMAZON.COM	Summer book club. Shifting the Balance.
06/30/2021	20200883	W	-74.95	10 E 800 411 253000 798	AMAZON.COM	Facemasks for football
06/30/2021	20200884	W	-59.96	10 E 800 411 253000 798	AMAZON.COM	Facemasks for football
06/30/2021	20200885	W	144.96	10 E 400 450 136431 000	AMAZON.COM	classroom supplies for resale
06/27/2021	20200874	W	233.40	50 E 800 415 257250 000	PEPSI-COLA OF GREEN	HS Vending
06/30/2021	100808	V	-1,847.00	10 E 800 480 295000 000	SNAP LEARNING INC- H	35" eGlass Pilot
07/07/2021	20200873	W	175.00	98 L 000 000 811672 000	WISCONSIN DEFERRED C	Plan #98971-01 Employee Contributions

1,582,027.50 Totals for checks

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	0.00	25.00	218,503.76	218,528.76
21	SPECIAL REVENUE - GIFTS	0.00	0.00	35,550.90	35,550.90
27	SPECIAL EDUCATION	0.00	4,440.00	54,092.19	58,532.19
49	CAPITAL PROJECTS FUND	0.00	0.00	1,054,443.04	1,054,443.04
50	FOOD SERVICE FUND	688.90	0.00	9,696.69	10,385.59
80	COMMUNITY SERVICE FUND	0.00	0.00	381.76	381.76
98	PAYROLL CLEARING FUND	204,205.26	0.00	0.00	204,205.26
***	Fund Summary Totals ***	204,894.16	4,465.00	1,372,668.34	1,582,027.50

***** End of report *****

----- Forwarded message -----

From: **John Berns** <coachberns@sbcglobal.net>

Date: Wed, Jun 16, 2021 at 6:00 PM

Subject: Time To Retire From Coaching

To: Todd Meikle <tmeikle@sbsdmail.net>

Todd,

After 14 years as an umpire and 20 years as a coach, I have decided to make high school baseball a former chapter in my life. At the age of 72, I am resigning as the head baseball coach at Sturgeon Bay High school. It is time

for the Sturgeon Bay baseball program to hear both a different voice and a younger voice moving forward. My wish is that the next head coach enjoys the opportunity and experience as much as I have enjoyed the

opportunities and experiences which have been presented to me over these many years.

John Berns

After checking with Ann, I realized that Rachel Mallien's letter of resignation was never sent on to Dan from Bob or from me. Bob approved this email as her letter of resignation.

Please add the resignation of Rachel Mallien as cheer team coach for board approval in July.

Here is a copy of her email that I had sent to Bob and he accepted as her resignation.

Hey Todd. Just wondering if we have any info on the schedule for the football team. Just trying to get my ducks in a row for the coming months. Also.. Jenn Propsom has offered to help me out with coaching the cheer team this spring and I think I would be dumb to not take her up on that offer! It has been a rough and exhausting year at the hospital and I am running on vapors!

With that being said, I just wanted to give you a heads up that this will be my last year coaching cheer. I really struggled with this decision because I LOVE COACHING THE CHEER TEAM!! However, with everything that has happened this last year, I think I need some time to recuperate (mentally, physically and emotionally) and I have decided to step away from some things I have previously been very involved in. I am sorry that Cheer is one of those things.. and I am hoping and crossing my fingers that Jenn will maybe run with it!?! Not sure if that is something on her radar..but since she offered to help me out this year, maybe she'd consider it?

Thanks for all you do for our kiddos!

--

Rachel Mallien

Faculty and Staff Handbook 2021-22



Home of the Clippers

**Sturgeon Bay High School
1230 Michigan Street
Sturgeon Bay, WI 54235
Phone: 920.746.2800
Fax: 920.746.3888
www.sturbay.k12.wi.us**

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Preliminary Pages

Mission Statement

The School District of Sturgeon Bay, in partnership with the student, family, and community, will provide diverse educational opportunities for the development of informed, knowledgeable citizens and successful life-long learners.

Board of Education Policy [2105](#) – Mission of the District.

Nondiscrimination Policy

It is the policy of the School District of Sturgeon Bay, pursuant to s.118.13, Wis. Stats., and PI 9, that no person, on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other programs.

All vocational education programs follow the district's policies of non-discrimination on the basis of the above-mentioned reasons. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

For a copy of the complaint procedure or any questions or complaints concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of the above-mentioned reasons, contact:

Mr. Dan Tjernagel
Superintendent
School District of Sturgeon Bay
1230 Michigan Street
Sturgeon Bay, WI 54235
920.746.2801

Inquiries related to Section 504 of the Rehabilitation Act of 1972, which prohibits discrimination on the basis of handicap, should be directed to:

Mrs. Lindsay Ferry
Special Education and Pupil Services Director
School District of Sturgeon Bay
1230 Michigan Street
Sturgeon Bay, WI 54235
920.746.2804

For further information, refer to the following Board of Education policies:

[4362](#) – Employee Anti-Harassment

[5517](#) – Student Anti-Harassment

[1422](#) – Nondiscrimination and Equal Employment Opportunity

Personnel

Board of Education

Scott Alger	
Beth Chisholm	Clerk
Jessica Holland	
Chad Hougaard	
Damion Howard	
Angela Kruse	
Tina Jennerjohn	Vice President
Michael Stephani	President
Roger Wood	Treasurer

District Administration, Services, and Support

Dan Tjernagel	Superintendent
Ann DeMeuse	Administrative Assistant
Ann Smejkal	Director of Teaching and Learning
John Sullivan	Director of Building and Grounds
Jacob Holtz	Business Manager
Kim Gordon	Payroll and Benefits Specialist
Corinne Rice	Business Office Assistant
Casey Manders	Data Specialist
Jennifer Spude	Food Services Director
Holly Selle	Librarian
Mary Biggs	High School Library Associate
Lindsay Ferry	Special Education and Pupil Services Director
Seth Carreno	School Psychologist
Linnea Pichette	Pupil Services Secretary
Jolene Buhk	DCSCTP Job Coach
Contracted with DCMC	School Nurse
Derek Jennerjohn	School Resource Officer
Amy Sterckx	Director of Technology
Nelson DeMeuse	Network Technician
John Quaderer	Transportation Coordinator

Building Administration, Services, and Support

Keith Nerby	Principal
Michele Rankin	High School Secretary
Amy Lautenbach	Registrar
Todd Meikle	Athletic Director
Donald Mallien	Building Engineer
Morgan Kiedrowski	School Counselor – Grade 9
Jennifer O’Handley	School Counselor – Grades 10 through 12

Faculty and Teaching Associates

Beth Alumbaugh	Special Education Teaching Associate
Mary Biggs	Library Associate
Brock Blahnik	Social Science
Michael Bryfczynski	Technology and Engineering
Amélia Canilho	World Language
Kelly Coles	Mathematics
Robert Desotelle	Special Education Teaching Associate
Elizabeth Gerondale	World Language
Michelle Gibson	Business and Information Technology
Joanne Hathaway	Special Education Teaching Associate
Nicole Herbst	Art
Heidi Hintz	Music (Instrumental)
Abby Jacobson	English
John Jandrin	Social Science
Craig Kiekhaefer	Science
Rebecca Kiekhaefer	Mathematics
Michael LeRoy	Science
Scott McFarlane	Mathematics
Holly Meikle	English
Todd Meikle	Physical Education
Barry Mellen	Social Science
Samuel Mueller	Physical Education
Gail Nelson	Special Education Teaching Associate
Benjamin Olejniczak	Music (Choral) / Auditorium Supervisor
Brian Pahl	Technology and Engineering
Donna Parkansky	Special Education
Jacqueline Pfaff	Special Education
Samantha Routhieaux	Special Education Teaching Associate
Robert Schartner	English
Holly Selle	Librarian
Robert Tess	Science
Natalie Townsend	Family and Consumer Education
Steven Umentum	Special Education
Anna Walle	English
Shannon Wautier	Special Education

Clifford Wind
Joan Winkel

Mathematics
Special Education Teaching Associate

Departmental Organization

Art	Nicole Herbst
Business and Information Technology	Michelle Gibson
English	Abby Jacobson Holly Meikle Robert Schartner Anna Walle
Family and Consumer Education	Natalie Townsend
Library Media Center	Holly Selle Mary Biggs (Associate)
Mathematics	Kelly Coles Rebecca Kiekhaefer Scott McFarlane Clifford Wind
Music	Heidi Hintz (Instrumental) Benjamin Olejniczak (Choral)
Physical Education	Todd Meikle Samuel Mueller
School Counseling	Morgan Kiedrowski (Grade 9) Jennifer O’Handley (Grades 10 through 12)
Science	Craig Kiekhaefer Michael LeRoy Robert Tess
Social Science	Brock Blahnik John Jandrin Barry Mellen
Special Education	Beth Alumbaugh (Associate) Robert Desotelle (Associate) Joanne Hathaway (Associate) Gail Nelson (Associate) Donna Parkansky Jacqueline Pfaff Samantha Routhieaux (Associate) Steven Umentum Shannon Wautier Joan Winkel (Associate)

Technology and Engineering

Michael Bryfczynski
Zachary Albers

World Language

Amélia Canilho
Elizabeth Gerondale

Homeroom Advisors and Locations

Freshmen (Class of 2025)

Brock Blahnik	Room 201
Heidi Hintz	Band Room
Rebecca Kiekhaefer	Room 211
Jacqueline Pfaff	Room 209
Robert Schartner	Room 105

Sophomores (Class of 2024)

Amélia Canilho	Room 113
Elizabeth Gerondale	Room 111
Michael LeRoy	Room 205
Brian Pahl	Room 110
Robert Tess	Room 202
Natalie Townsend	Room 208
Steven Umentum	Room 199

Juniors (Class of 2023)

Michael Bryfczynski	Room 207
Kelly Coles	Room 210
Michelle Gibson	Room 108
Nicole Herbst	Room 129
Abby Jacobson	Room 101
John Jandrin	Room 203

Seniors (Class of 2022)

Craig Kiekhaefer	Room 214
Scott McFarlane	Room 216
Barry Mellen	Room 204
Benjamin Olejniczak	Room 104
Anna Walle	Room 103
Clifford Wind	Room 213

Holly Meikle	Room 104	<i>Graduation Activities Advisor</i>
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Selected Students

Donna Parkansky	Room 116
Shannon Wautier	Room 106

Unassigned for 2021-22

Todd Meikle

Student Organizations and Advisors

AODA / Project 180	Jennifer O’Handley and Morgan Kiedrowski
Audio/Visual Club	Nicole Herbst
Chess Club	Amélia Canilho
City Rhythm	Benjamin Olejniczak
City Rhythm – Assistant	Christine Henkel
Clipper Clays	Matthew Propsom
Dance Manager	Joan Winkel and Abby Jacobson
Forensics	Courtney Elm
Future Business Leaders of America	Michelle Gibson
Future Teachers of America	Nicole Herbs
History Club	Barry Mellen
HOSA – Future Health Professionals	Emily Orns
Intramurals	Todd Meikle
Jazz Band	Heidi Hintz
Math Team	Clifford Wind
Mock Trial	Brock Blahnik
Musical	Benjamin Olejniczak
Musical Set Design and Construction	Brian Pahl
National Honor Society	Abby Jacobson
Service Club	Holly Meikle
Ski and Snowboard Club	Brian Stephens
Student Council	John Jandrin
World Language Club	Elizabeth Gerondale
Yearbook	Nicole Herbst

Athletic Teams and Head Coaches

Athletic Director
Baseball
Basketball – Boys
Basketball – Girls
Cheerleading
Cross Country
Dance Team
Football
Golf – Boys
Golf – Girls
Soccer – Boys
Soccer – Girls
Softball
Swimming – Boys
Swimming – Girls
Track and Field
Volleyball
Wrestling

Todd Meikle
John Berns
James Benesh
Casey Harrington
Rachel Mallien
Leanne Pinkert
Jennifer Propsom
James Adams
Erik Tauschek
Erik Tauschek
Todd Maas
Robert Desotelle
James Benesh
Jeffrey Norton
Kelly Rankin
Michael LeRoy
Stacy Judas
Trevor Hasenjager

Sturgeon Bay High School Staff Directory

This [directory](#) of all personnel associated with Sturgeon Bay High School lists names, job titles, locations, phone numbers, and email addresses.

Guidelines for Building and District Operation

Absences / Substitute Teachers

Reporting Absences and Requesting Substitutes

The district uses Frontline – Absence Management for sub calling. (Absence Management is accessed with the same log-in information as is used for Frontline – Professional Development.) Follow these steps for obtaining a sub:

- All absences – pre-planned or unplanned, paid or unpaid, sub needed or no sub needed – must first be entered into Skyward. While entering the absence in Skyward, if a sub is needed, check the “Sub Needed” box.
- Once the box is checked, the system will redirect to the Absence Management software. Re-entry of the absence information is needed. Once the information is entered into Absence Management, the system will assist in locating a sub. Remember that if for some reason the absence is not approved by the building principal, the absence will need to be deleted from Absence Management.
- Absence Management will only be used to obtain and track subs for the district. It will not be used to track absences. Again, all absences must be entered in Skyward.

Advance Absence Process (more than 24-hour notice)

- Enter the absence in Skyward for approval by the building principal.
- Skyward will ask if a sub is needed. If so, indicate that a sub is needed. The system will redirect to Absence Management.
- Create the absence in Absence Management so a substitute can be contacted. (A teacher can arrange his/her own sub. If that is the case, assign the sub to the absence.)

Unplanned Absence Process (less than 24-hour notice)

- *Note: In the case of physical inability to enter the absence, call the substitute phone (920.493.1820) and speak with or leave a message for Angie Anderson. She and the building secretary will locate a sub. The absence will still need to be entered in Skyward at a later time.*
- Enter the absence in Skyward for approval by the building principal.
- Skyward will ask if a sub is needed. If so, indicate that a sub is needed. The system will redirect to Absence Management.
- Create the absence in Absence Management so a substitute can be contacted. (A teacher can arrange his/her own sub. If that is the case, assign the sub to the absence.)

Regular Teacher’s Preparations for Substitutes

- An up-to-date seating chart should be kept on the desk at all times. If there is no regular seating plan, one should be developed for times when a substitute is needed.
- An attendance roster should be available to the substitute so he/she may take attendance and record absences and tardies. In lieu of a roster, substitute teachers may log into PowerSchool to take attendance.
- Lesson plans should be written as specifically as possible.

Announcements

Announcements will be made over the PA system at the beginning of Block 1. The daily bulletin will be created in PowerSchool and is thus available electronically to teachers and staff. Announcements should be submitted through email by 7:50 a.m. on the morning that the announcement is to be read. All student-generated announcements must be approved by the teacher or staff member in charge or by the principal. All announcements should be written exactly as intended to be read over the PA system so that the announcer does not need to edit.

Audio/Visual Equipment Use

Audio/Visual multimedia equipment is available for staff use in the High School Commons. Cables and procedure guides are available for checkout in the High School Office. Staff members are requested to promptly return borrowed materials so that other staff members may make use of the equipment.

Auditorium Use

The Auditorium is equipped with professional-level sound, lighting, and audio-visual equipment. This facility is managed by a supervisor who oversees the scheduling and operation of the facility and equipment. Staff members who are interested in using the Auditorium must complete a request through the online Facility Scheduler tool.

Board of Education Policies

All teachers have a responsibility to become familiar with the policies of the Board of Education. A complete set of the policies is available on the district website.

Budget

Each spring, teachers are asked to begin planning for the next year's activities and to submit their budget requests for textbooks, supplies, and instructional materials. The principal will distribute worksheets for this purpose. Careful planning is essential. No materials or supplies may be ordered if funds have not been appropriated for that purpose during the budget-building process. All approved budget information will be available in Skyward. All requisitions must be submitted through Skyward. Budgets are normally frozen on March 1 of the current school year.

Bus Transportation

Field Trips (See additional information in "Field Trips " below.)

- Requests must be made through the district's transportation management software.
- Requests should be submitted at least two weeks prior to the trip date. Requests that are received with less than two weeks' notice may be rejected.
- If the field trip request is weather dependent, alternate dates should be submitted with the original request.
- Field trips may be canceled or shortened due to availability of buses. Every effort will be given to successfully grant the field trip transportation requests.
- The bus driver has the responsibility to make the final determination on safety issues. It is the teacher's (or other chaperone's) responsibility to make sure students are quiet and remain in their seats.
- Food and drink are not permitted on the bus unless prior approval has been obtained from the Transportation Department or the individual bus driver.

- Side trips or deviations that were not included in the original request are not permitted. For all out-of-town trips, a roster of all participants (i.e., students, teachers, and chaperones) must be provided to the Transportation Department and respective school office prior to departure. This roster must be prepared immediately prior to departure on the day of the trip so that it is current and accurate.
- An adult chaperone must accompany students on all class field trips.

Co-Curricular

- All departure times are required two weeks prior to the first contest or event of the season. Tournament play, make-up games, and those games not scheduled prior to the start of the season are exempt from this requirement.
- All side trips (e.g., restaurant stop) must be discussed with the driver before departure.
- For all out-of-town trips, a roster of all participants (i.e., players, managers, trainers, cheerleaders) must be provided to the Transportation Department and respective school office prior to departure. This roster must be prepared immediately prior to the departure on the day of the trip so that it is current and accurate.
- Alternative transportation home from an event may be with the student's parents only. The request must be in writing to the principal or athletic director and coach. An approval form signed by the parent and student must be presented to the coach and bus driver.
- If there is a shortage of buses (number of out-of-town events, breakdowns, etc.), every effort will be made to get teams to their destinations on time. This may include any or all of the following methods: modifying the departure time, doubling up with another team, or doubling up with another school.
- The bus driver has the responsibility to make the final determination on safety issues. It is the coach's responsibility to keep the players, managers, trainers, and cheerleaders quiet and in their seats.
- Food and drink will be allowed on the bus as long as the groups assist in maintaining a clean bus. Groups that do not maintain a clean bus will be prohibited from bringing food and drink aboard the bus on future trips.

Calendar

A complete calendar appears on the district website. Sponsors of events should submit dates upon request and whenever it is necessary to change the date of an event. The online calendar is filterable and allows users to set parameters for display of various levels of events (elementary schools, middle school, high school, district, athletic, etc.).

Classrooms and Keys

Classroom doors should be closed and locked at all times even when the room is in use. Teachers in charge of activities that require the use of the Gym or Auditorium should be sure to lock all doors and turn off all lights when leaving the areas. Students should not be allowed in these rooms without staff supervision. Keys or fobs should never be given to students.

Closing School (Inclement Weather or Emergency)

If it becomes necessary to close school due to inclement weather or other emergency situations, notification will be sent through SchoolMessenger. It may also be necessary to communicate closing or other information through the use of SchoolMessenger. Staff members who change their primary contact telephone numbers should notify the principal as soon as possible so that SchoolMessenger contact information may be kept up to date at all times.

Co-Curricular Event-Free Days and Times

As a general rule, high school activities and/or athletic practices shall conclude by 5:15 p.m. and middle school activities and/or athletic practices by 5:00 p.m. on Wednesday evening during the school year. No school activities will be allowed in the school buildings or on school grounds on Sunday before 2:00 p.m. Any school activity scheduled by school personnel shall be optional for students. Any school event scheduled in conflict to the above shall be cleared by the principal and the district administrator.

Dress Code for Professional Staff

Teaching is a profession, and teacher attire should reflect the significance of the profession. While a more casual approach to teacher attire may be taken on Fridays or days before vacations, teacher dress should routinely fall in the business casual category.

Employee Family Assistance Program (EFAP)

The School District of Sturgeon Bay has established a program for employee and family assistance with the sole purpose of maintaining and, when necessary, improving staff morale, health, productivity, and reputation. The Board of Education pays for the initial assessment with a counseling professional. Strict standards of confidentiality are maintained in this program. No employee may be disciplined in any manner for his/her involvement or refusal to be involved in any aspect of the EFAP.

Facility Use Requests

Personal Use of School Facility

Building use on non-school days by student groups must receive approval of the principal, and use of the facility must be reserved through the district's online Facilities Scheduler. Since custodians are not on duty, lights and doors are not checked. The individual who uses the building must assume the responsibility of door, lights, and total building security. Students are not to be in the building after school hours without the direct supervision of a teacher or staff member.

School Group/Organization Use of Facility

Use of the facility must be reserved through the district's online Facilities Scheduler. Failure to reserve facilities through this system may result in an event or activity being cancelled or moved to a less-than-desirable location.

Field Trips

As per Board of Education policy, no field trip off school property may be taken without the approval of the principal. Any field trip involving the use of a school vehicle or bus requires additional approval. Club or organization overnight trips require specific approval of the Board of Education. A request for such a trip must be made far enough in advance of the event so as to allow time for the board to study the situation. Board approval, when given, shall be dependent upon proper arrangements for housing and chaperoning. Parent permission is required for all field trips involving transportation of students. Forms are available online and in the High School Office for this purpose. The teacher in charge of a trip will provide the office and the staff with a list of students participating.

Fundraising

Any student fundraising campaign that takes place off campus must receive prior approval by the Board of Education. In-house fundraisers are permitted with the approval of the principal.

Injury

According to current insurance coverage, the following should occur should an employee be injured at work: Report the injury to the immediate supervisor, then call the EMC On-Call Nurse at 844.322.4668.

Leaving the Building

Teachers who need to leave the building for business or personal reasons must receive permission from the principal prior to departure.

Lesson Plans

Teachers must prepare lesson plans on a weekly basis. The GANAG format is the district preference for lesson planning.

Lost and Found Articles

Articles that are found should be returned to the High School Office where a “lost and found” area is located. Students should be instructed to take all found articles to the office and inquire there for lost articles. Unclaimed money or other valuables are generally returned to the finder when not claimed by the owner.

Money Collection

All purchases of workbooks and other consumable items will be handled through the High School Office. Teachers should not collect money for workbooks and other consumable items. Money for other purposes collected from students, including money collected by co-curricular organizations including athletic coaches, is to be sent to the Business Office as it is collected. Money should be deposited the day it is collected. No money should be kept in classrooms or desks. The school is not responsible for money or valuables lost by either students or teachers. Class and club funds are kept in one trust fund account, which is divided into separate sub-accounts. A monthly report is given to each trust account advisor.

Multimedia

Use of any media (books, movies, video clips, music, etc.) in the classroom should always be done in support of the content. In selecting media for use in course content, teachers need to be aware of the age level of the students and the appropriateness of that material for their use. It is in a teacher’s very best interest to notify parents when planning to use materials with adult themes or ratings. For example, if a teacher feels an R-rated movie is well suited to the content, the teacher needs to mail a letter to parents well in advance so they are aware the movie will be used in the classroom and giving them and their students an opportunity to opt out of the viewing. Although students often choose on their own to enjoy adult-themed media, incorporating it into a lesson is a completely different situation. Teachers should be proactive and make sure parents are informed well in advance. Do not trust students to convey the message. It is the teacher’s responsibility as the instructor to inform parents. In addition, the principal should also be notified of the plans well in advance. For specific guidelines regarding the teaching of controversial issues, refer to

board policy. It is important that all multimedia equipment be used correctly. If help is needed with the equipment, contact the technology coordinator before attempting use.

Ordering Supplies

Since it takes time to obtain supplies, teachers should requisition supplies well in advance of the time needed. Requisitions are completed through Skyward. An approval process is used within the Skyward ordering system.

Parent Newsletter

Approximately once each month, Clipper Connection – the Sturgeon Bay High School parent newsletter – is mailed to each student’s parent/guardian. Teachers interested in publicizing an event or communicating to parents/guardians should submit articles to the principal by the advertised deadline for each issue.

Personal Use of School Facilities, Property, and Vehicles

School Facilities

See Facility Use Requests / Personal Use of School Facility.

Property

Each employee of the School District should understand that all equipment, supplies, and facilities have been purchased by tax dollars for the specific use of the educational program and whatever public and general use the Board of Education may authorize.

Vans

School-owned vans may be used to transport six or fewer passengers plus the driver for school-related purposes or activities. Staff members are expected to use school-owned vans when available for approved workshops, conferences, etc. School-owned vans may be reserved through the Facilities Scheduler. Keys are stored in the High School Office. The driver and all passengers must wear seat belts. Vans must be refueled after use. Door County Highway Department pumps must be used. Directions for accessing the pumps are stored in each van.

Processing Freight

Instead of delivery to a central receiving site, all freight will be delivered to the individual schools. Teachers and staff will be responsible for opening and checking their own orders and contacting vendors in case of discrepancies. The following procedure should be used for all freight received:

- Check all packages as soon as they are received.
- Sign and date the packing slip. After verification, send the slip to the Business Office.
- If the packing slip is missing, contact the Business Office staff in writing or through email with the following information:
 - Name of vendor
 - Purchase order number
 - Description and number of items received
 - Description of discrepancies, if any
 - Your name
 - Current date.

- Call the vendor immediately to discuss discrepancies.

Note to secretaries: If an order arrives in a crushed, wet, torn, or damaged box, notify the delivery driver before signing for the order.

Reimbursements for Conference Attendance

Partial hotel and meal reimbursement may be paid to staff members attending approved conferences. Reimbursement will be made according to a schedule adopted by the superintendent. No expenses will be paid without a voucher that includes proper receipts for accounting purposes. The district does not reimburse for sales tax.

Shared Classroom

One classroom is considered shared space and is not necessarily assigned to a particular teacher:

- Room 206 – a classroom with tables, a computer, and a flat panel screen.

This classroom is available for use by all teachers. Room reservations are handled through the Facilities Scheduler.

Social Media and Messaging – Use and Abuse

Clipper Connection (the parent newsletter) and print forms of media provide a venue for staff members to highlight student activities and accomplishments. While valuable, these outlets do not provide the timely release of information that is unique to social media. The district Facebook page provides the opportunity for more immediate release of information. Staff members are encouraged to forward pictures and articles to the school social media advisor for use on the district Facebook page.

Staff members are urged to use extreme caution when contacting students through various forms of social media and messaging including email, texts, Facebook, etc.

Each student is issued a school email account. Staff-to-student communication via email should make use of school accounts only, and the content of these emails should be related to school activities only.

Student cell phone numbers are often harvested for a specific purpose (field trip, fan bus, rehearsal, etc.). Staff contact via student cell phone numbers should be related to school activities only. Staff should consider use of a general messaging system (e.g., [Remind](#)) in order to facilitate communication via text. There is no reason for a staff member to use his/her personal cell phone number to contact a student via his/her personal cell phone number for any purpose other than a school-related activity.

Students often build personal Facebook pages. Staff members are urged to use extreme caution when posting information on student Facebook pages or messaging a student on his/her personal Facebook page.

As social media evolves, the number of applications available for communication increases exponentially. As a staff member, a basic rule to follow is this: “If you are contacting a student about anything other than a specific school activity, you are risking crossing that student’s personal boundary.”

Staff Workroom

The Staff Workroom is available for use by all staff and is designed for staff and teacher preparation work. Service learners completing photocopying or other work for teachers should use the space and copiers in the Staff Workroom. As a back-up, the copier in the High School Office may be used.

Staff Meetings and Communication

Leadership Council

The Leadership Council – a small group of staff members representing the larger staff population – meets monthly to discuss educational initiatives, building goals and events, staff and principal concerns, and any other issues brought forth by the represented staff. The Leadership Council meeting is scheduled prior to the regular staff meeting so that timely information may be disseminated to the staff through written communication or through the next staff meeting agenda.

Staff and Professional Learning Community (PLC) Meetings

Full staff and Professional Learning Community (PLC) meetings will be held once each month. All staff members are expected to be in attendance unless permission for absence has been granted by the principal prior to the meeting.

Weekly Staff Bulletin

A weekly bulletin is published by the principal. This bulletin includes a calendar of the current week's events, announcements, and an overview of future events.

Student Chaperone Behavior

No teacher or other employee of the School District of Sturgeon Bay shall be under the influence of or consume any alcoholic drink or illegal drug when accompanying or supervising students on a school-sponsored or school-related activity. Anyone guilty of violating this directive is liable for disciplinary action that may include termination of employment with the district.

Teacher Attendance – Work Day

All teachers shall report for work by 7:45 a.m. The workday extends until 3:45 p.m. Teachers are expected to be in their rooms or in hallways adjoining their rooms and available to students from 7:45 to 8:00 a.m. and from the end of the class day until 3:45 p.m.

Technology Use

As the district will frequently rely upon email to disseminate information, teachers are responsible for checking and reading their email at least once per school day. Email access is also available outside the building via the web interface. Teachers should note that email is not entirely secure and that the district at all times retains the right to review files and communications in order to maintain system integrity and ensure that users are using the system responsibly. Communications over the networks and files stored on district servers are not private. Inappropriate use of district technology may lead to disciplinary action that may include termination of employment with the district.

Telephone

For school-related long distance calls, a long distance access code is not needed. For personal long distance calls, staff members are required to use personal calling cards or cell phones.

Textbook Selection Process

All new or replacement textbooks must be approved by the Board of Education prior to ordering. Textbook selection is generally the responsibility of the teaching staff with the final approval of the Board of Education. Teachers submit a written recommendation to the board along with a copy of the text selected at a regular board meeting. After members of the board have had an opportunity to review the selection, approval is voted upon at the next regular meeting.

Tobacco-Free Environment

As of July 1, 1990, all public schools and school-owned property in Wisconsin are by law smoke free for all persons. Smoking is not permitted in or on any school-owned property.

Guidelines for Classroom Operation

Alcohol, Tobacco, and Drug Use

Students are not permitted to be under the influence or in possession of alcoholic beverages and/or drugs at any time while in the school building, in buses, or on school grounds. This rule applies to student functions on or off school property. Students observed smoking, drinking, exchanging items, and/or under the influence of and/or in possession of alcohol or other drugs should be brought to or reported to the High School Office as soon as possible.

Assignments / Homework

All assignments should be made with a definite purpose in mind. It is suggested that daily assignments not be increased in size because of a vacation or weekend. Check occasionally to see if too much or too little independent practice is being assigned. Busy work is not educationally sound.

Attendance Reporting

It is extremely important for teachers to be timely and accurate in taking attendance. Attendance should be recorded electronically each period using PowerSchool. The only exceptions to this requirement are for Study Halls meeting in the Commons, classes in which there is a substitute teacher, and times of computer failure. In the event of one of these circumstances, please record attendance on a paper attendance sheet, and send it to the High School Office with a trustworthy student. Teachers should remember to make the appropriate corrections to attendance as needed (e.g., a student arrives late with an excused pass).

Books

Books are furnished by the Board of Education on a rental basis. Students are responsible for the good care of their textbooks. Lost or damaged books, or those subjected to excessive wear and tear, must be paid for by the student to whom they were issued. Teachers are required to have an accurate list of textbooks assigned to each of their students.

Bullying

The Sturgeon Bay School District strives to provide a safe, secure, and respectful learning environment for all students in school buildings, on school grounds, in school buses, and at school-sponsored activities. Bullying has a harmful social, physical, psychological, and academic impact on bullies, victims, and bystanders. The district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process. (See Board of Education Policy [4362](#) – Employee Anti-Harassment and Policy [5517](#) – Student Anti-Harassment for more information.) By definition, bullying is deliberate or intentional behavior using words or actions intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic such as but not limited to age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status.

Bullying behavior can be:

- physical (e.g., assault, hitting or punching, kicking, theft, or threatening behavior)

- verbal (e.g., threatening or intimidating language, teasing or name-calling, or racist remarks)
- indirect (e.g., spreading cruel rumors, intimidation through gestures, social exclusion, or sending insulting messages or pictures by mobile phone or using the Internet).

Bullying behavior is prohibited in all schools, buildings, property, and educational environments including any property or vehicle owned, leased, or used by the district. This includes public transportation regularly used by students to go to and from school. Educational environments include but are not limited to every activity under school supervision. Any student or other concerned individual who is either a victim of the bullying or is aware of the bullying is encouraged to report the conduct to the principal or school resource officer. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously, and a clear account of the incident will be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action. The principal, school resource officer, or designee shall within one school day interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each student involved in the bullying will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law. If after investigation it is determined that a student participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the district administration and Board of Education may take disciplinary action including but not limited to suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate.

Co-Curricular Code of Conduct

Sturgeon Bay High School requires that all students in co-curricular activities maintain a passing grade in all courses. This rule exceeds the minimum standards established by the WIAA. This rule is also in effect for all co-curricular activities. Any time a student represents Sturgeon Bay High School other than for classroom purposes, he/she must meet eligibility requirements. Coaches or sponsors may set additional eligibility requirements for their particular activity. The Co-Curricular Code of Conduct is posted on the school website.

Discipline

Behavioral expectations should be communicated to students at the beginning of a course, both verbally and in writing. Expectations should be high yet reasonable with the goal being the creation of a classroom environment in which teaching and learning are maximized. Expectations should be clearly stated and include an explanation of possible consequences that will result from failure to meet expectations. Behavior that interferes with teaching and learning must be addressed by the teacher. For cases in which a teacher's best efforts at holding a student accountable for repeated violations of school/class rules have not led to a change in behavior, the teacher should not hesitate to refer the student to the principal using the online referral tool in PowerSchool. The principal will then work with the student, teacher, and possibly parent/guardian to correct the problem. In general, a disruptive student should not be sent into the hallway for misbehavior unless all of the following apply:

- The teacher is able to monitor the student while in the hallway.
- The student is not disruptive to other classes while in the hallway.
- The removal is for a very short amount of time.

If it becomes necessary to remove a student from class for the remainder of the period in order to maintain the learning environment for others, the teacher must do all of the following:

- Instruct the disruptive student to report directly to the High School Office.
- Notify the office immediately by telephone that the student has been sent.
- Complete a referral in PowerSchool, and forward it to the principal as soon as possible.
- Contact the parent/guardian of the offending student within 24 hours of the removal from class. A phone call home by the principal does not take the place of a phone call by the teacher.

Students may not be removed from a class for longer than one class period except by the principal. In cases where a teacher becomes aware of major violations of school rules and/or dangerous or criminal behavior (e.g., violence; alcohol, drug, or tobacco possession/use; possession of weapons; theft; vandalism; serious incidents of disrespect or insubordinate behavior; etc.), the teacher should take whatever reasonable steps he/she can in order to address the situation initially and should then immediately inform the principal. As soon as possible afterward, the teacher should forward to the principal a written account of the incident using the referral tool in PowerSchool. A copy of the Code of Classroom Conduct is available [here](#) as well as in [Schoolology](#) / SBHS Faculty and Staff / Faculty and Staff Handbook.

Exam Guidelines

The Sturgeon Bay High School instructional staff has agreed that quarter and semester final exams are a valuable educational experience. With this in mind, teachers are required to follow these guidelines regarding quarter and semester final exams. Copies of the exam guidelines and bell schedules are available in [Schoolology](#) / SBHS Faculty and Staff / Schedules / Exams – Guidelines and Bell Schedules.

Google Accounts

Each teacher is assigned a Google account (e.g., jsmith@sbsdmail.net). This account has an associated email feature as well as document features. Students are also assigned Google accounts with the same features. Teacher email accounts also have a working alias (e.g., jsmith@sturbay.k12.wi.us).

Grading Information and Procedures

Grade Scale

Teachers at Sturgeon Bay High School use a common grade scale; however, the methods by which grades are calculated may differ from teacher to teacher (e.g., weighting of various categories of performance including class participation, homework, tests, quizzes, projects, semester exam, etc.). The Sturgeon Bay High School common grade scale is as follows:

A = 93 – 100	B+ = 88 – 89	C+ = 78 – 79	D+ = 68 – 69	F = 0 – 59
A- = 90 – 92	B = 83 – 87	C = 73 – 77	D = 63 – 67	
	B- = 80 – 82	C- = 70 – 72	D- = 60 – 62	

Gradebook

The PowerSchool student information system is used at Sturgeon Bay High School. PowerSchool features an integrated electronic gradebook. Parents may use the Internet to access teachers' gradebooks and monitor their students' progress. In order to help facilitate this communication

between school and home, it is imperative that all teachers use the electronic gradebook and input student scores regularly (minimally within three days of a regular assignment's due date). Teachers are reminded to log off whenever finished using the gradebook. If this is not done properly, students could possibly get into the system.

The High School Leadership Council has determined that the PowerSchool electronic gradebook will be set to round grades to the nearest whole percentage. Teachers may override the calculated grade based on professional judgment.

Progress Reports

Students' progress reports will be sent to parents of all students at the midpoint of each grading period. Progress report grades are due in PowerSchool by 4:00 p.m. on those dates specified on the high school calendar. Again, it is imperative that teachers maintain an up-to-date gradebook to ensure that the progress report grades are accurate. Although required progress reports will be mailed four times per school year, progress reports may be sent anytime during the quarter. Parents want timely information regarding their children's performance. There is no valid excuse for not sending a report on a student who is doing unsatisfactory work.

Report Cards – Quarter and Semester Grades

A final evaluation of student work is to be determined at the end of each 9-week quarter or 18-week semester on the basis of letter grades A through F. Teachers who are teaching quarter classes will assign final grades at the end of Quarters 1, 2, 3, and 4. Teachers who are teaching semester classes will assign final grades at the end of Semesters 1 and 2. The report card shows the grade earned in each course. Enough grades should be recorded in the gradebook to fairly determine a final quarter or semester grade. The more grades in the gradebook, the more evidence there will be to support the final grade and to help students and parents understand why the final grade was earned. A grade report on a report card should be an accurate reflection of the quarter or semester work. Each student should know why he/she received the grade. Inform the students that any questions about grades should first be directed to the teacher. Students have the right to question their grades, and teachers have the responsibility of justifying grades as well as demonstrating to students how grades are calculated.

Report Cards – Grade Changes

If a grade needs to be changed after the report card has been mailed, a grade change request must be submitted to the principal. After report card mailing, a grade change in the gradebook will not register in the student's historical (saved) grades. Only the teacher who originally issues the grade may change that grade.

Report Cards – Quarter or Semester Grades Other than A through F

P (Passing)

A P (passing) grade may be issued in special cases to indicate student performance was adequate for passing and earning credit for the course. There is no effect on GPA or rank-in-class calculations. A grade of P does not indicate poor performance. It is primarily used in select courses where a traditional grade is difficult to determine.

S (Satisfactory)

An S (passing) grade may be issued in special cases when a student works at his/her best level of performance but fails to meet class requirements. This grade allows credit for graduation but is not transferable.

I (Incomplete)

An I (incomplete) is issued to indicate that a student has incomplete work at the end of a grading period that will affect his/her final grade. Normally two weeks is the maximum amount of time an I may remain on the record. After two weeks, an I must be changed to an A through F. It is the teacher's responsibility to change the I to a final grade. A grade change request must be sent to the principal.

IP (In Progress)

An IP (in progress) is issued for an online student whose coursework is currently in progress. A grade of IP is used only by the principal and only for online courses. The IP grade is not to be used by the teaching staff or for face-to-face courses.

Graduation Requirements

Twenty-six credits of required and elective courses are needed to earn a Sturgeon Bay High School diploma.

Graduation requirements are defined in Board of Education Policy 5460 – Graduation Requirements and Administrative Rule 5460A – Graduation Requirements. Both documents are posted at [Schoolology](#) / SBHS Faculty and Staff / Faculty and Staff Handbook.

Library Media Center

The Library is open for student use daily except during the lunch period. Students may check out up to five items at a time for up to three weeks. Late fees will not be charged for overdue items, but students must pay the replacement cost for any lost or damaged items. During class time, students must have a pass to come to the Library. Students in Study Hall or on Study Hall release must report to Study Hall first and request a Library pass. All students should sign in upon entering the Library. Water with a screw cap will be allowed at the tables only. No other food or beverage is allowed in the Library. Students may use digital devices to listen to music. However, students may not play games or watch movies unless doing so for a class assignment. If a student is in the Library with nothing to do or is noisy and disruptive, he/she will be sent back to class.

Students may access digital library resources from home via the school website. The following login information should be used for all library databases: username – sturbay, password – clippers.

Make-Up Work and Incompletes

It is the responsibility of each student to arrange for make-up work when he/she is absent. Each individual teacher sets the amount of time allowed to complete make-up work; however, at a minimum, students must be given two days for the first day missed plus one day for each additional day missed due to illness. In the case of pre-arranged absences, all make-up work should be completed upon return to school. An I (incomplete) is issued to indicate that a student has incomplete work at the end of a grading period that will affect his/her final grade. Normally

two weeks is the maximum amount of time an I may remain on the record. After two weeks, an I must be changed to an A through F. It is the teacher's responsibility to change the I to a final grade. A grade change request must be submitted to the principal.

The High School Leadership Council has determined that teachers should exercise compassion in accepting late assignments. Late assignments may be subject to a reduced grade, but no teacher should have an "absolutely no late work accepted" policy.

The High School Leadership Council has further determined there is no requirement on the student to submit all assignments for a required course in order for the student to pass that course. Missing assignments will be counted as a zero, and the final grade will be calculated accordingly. The final grade will not be overridden with an F simply because there are missing assignments and the course is required for graduation.

Parent-Teacher Conferences

Teachers are expected to be present at all conferences. This includes all coaches unless the team is at a game/meet that particular afternoon/evening. Any absences except illness should have prior approval of the principal. In case of absence, the instructor should post a sheet for later phone contact.

During a conference:

- Begin the conference by talking about the student and what has been observed.
- Show the parent you know the child and can offer feedback on how he/she is doing as well as areas for improvement.
- Do not begin the conference by going directly to the gradebook to look at grades, percentages, etc.
- Do not begin the conference by asking or telling the parent to do something (e.g., check homework each night, address tardiness, etc.). These concepts may be worked into the conversation at a later point.
- Do not offer feedback such as, "Your son needs to do better on tests and quizzes."

Parties

Parties in classrooms are not permitted unless they have a direct connection to a planned curriculum unit of instruction and have prior approval of the principal.

Schoology (Course Management System)

The staff at Sturgeon Bay High School has adopted Schoology as the online course management tool. Each teacher has a Schoology account and uses the account with some or all courses. Additionally, there is a Schoology course managed by the principal. The course functions as a document warehouse with contents used throughout the school year (e.g., calendar, handbook, in-service schedules, etc.). In order to access the course, a teacher must have the principal's course access code.

Student / Parent Handbook

Each year an updated copy of the Student / Parent Handbook is made available to each student at Sturgeon Bay High School as well as to each parent. It is imperative that all teachers and staff read this handbook, review it on occasion, and clarify any questions that they have with the principal so that they have a clear understanding of all school expectations involving students and are able

to deal with student matters in a consistent and fair manner that corresponds to said expectations. The Student / Parent Handbook is available on the school website.

Student Schedule Changes

All schedule or program changes must be made through the School Counseling Department. No teacher should accept any student into any course or class without a properly executed schedule change notice from the School Counseling or High School Office. At no time should a teacher inform any student that he/she cannot be in a class or that he/she has been removed from a class without first discussing the situation with the principal and school counselor.

Supervision

General

Teachers must exercise careful supervision of the students not only in the classroom but also in all places throughout the school where students gather. Teachers should make a point of being in the hallways during passing times between classes and occasionally checking the restroom areas. Teachers should never leave student groups alone unless an emergency has arisen.

Co-Curricular

Many times during the school year it may be necessary to have students return to school in the evening or on a weekend for a class or club activity. It is absolutely essential that the teacher or coach sponsoring the student activity also plan for teacher supervision of the activity. Under no circumstances are students to be permitted in the building after school hours without a teacher or coach present. Supervision of students is not the responsibility of the custodians.

Study Hall

Study Halls are intended to be places for quiet study and should be conducted and supervised as regular classes. Study Halls are not free periods for either students or staff. Students are expected to be in attendance and on time daily. Roll must be taken and reported to the High School Office. Students must remain in their assigned Study Hall unless proper arrangements have been made previously for them to see another teacher or use the Library Media Center. Students must have a pass to leave a Study Hall. Students should not be dismissed from any class to go to the Commons to use the vending machines. All Study Hall students should:

- Be in their assigned seats when the bell rings.
- Start working immediately, and keep busy the entire period.
- Bring sufficient work to occupy their time for the entire period.
- Refrain from talking without the permission of the Study Hall supervisor.
- Obtain permission from the supervisor to ask a question or work with another student but keep the conversation from being heard by others in the Study Hall.
- Remain in their assigned seat unless given permission to move by the Study Hall supervisor.
- Keep the Study Hall clean, picking up any waste paper and other debris before leaving.
- Avoid all types of disturbances.

Students who deliberately attempt to disrupt the learning environment of the Study Hall will be disciplined accordingly.

Library Media Center Rules – Study Hall

The Library is open for student use daily except during the lunch period. Students may check out up to five items at a time for up to three weeks. Late fees will not be charged for overdue items, but students must pay the replacement cost for any lost or damaged items. During class time, students must have a pass to come to the Library. Students in Study Hall or on Study Hall release must report to Study Hall first and request a Library pass. All students should sign in upon entering the Library.

Tardiness

The need for teamwork and cooperation is nowhere more apparent than in the matter of student tardiness. All teachers must be consistent in their handling of this problem. If a student is late to class without a pass, the classroom teacher will record the tardy when attendance is taken. On the first and second occasions that a student is tardy to class during a quarter, the individual classroom teacher will hold the student accountable (i.e., talk to the student about the problem; assign a detention, etc.). On the third tardy and any subsequent tardies in a quarter, the teacher will complete a Behavior Referral and submit it to the principal. The student will then be assigned an administrative detention as a result of his/her chronic tardiness.

Visitors

All visitors must report to the High School Office for a visitor's pass before going anywhere in the building and must wear a visitor tag when in the building. The tag is to be returned to the office when the visitor is ready to leave the building. Students are not allowed to bring visitors to school.

Teachers who suspect that an unauthorized visitor is present in the building should notify the office immediately.

Wellness Policy

Board policy supports the mission of the School District of Sturgeon Bay by providing an environment that cultivates maximum student potential. Nutrition/activity influences a child's development, health, well-being, and potential for learning. The district-wide nutrition/activity policy encourages all members of the school community to create an environment that supports lifelong healthy eating and activity habits. Decisions made in all school programming need to reflect and encourage positive nutrition messages, healthy food choices, and active lifestyles. See Board of Education Policy [8510](#) – Wellness for more information.

Emergency Procedures

Child Abuse and Neglect

State law requires staff members to report suspected cases of child abuse or neglect. Failure to report could result in a possible fine and/or civil suit. This is a serious obligation. (See Board of Education Policy [8462](#) – Student Abuse and Neglect and Policy [8462](#) – Child Abuse or Neglect for more information.)

Crisis Management

A “Run, Hide, Fight” brochure is posted in each classroom and in other public areas around the building. The brochure details procedures to be followed for these emergency situations:

- Evacuation (Run)
- Lockdown (Hide, Fight)
- Modified Lockdown
- Medical Emergency
- Bomb Threat.

Fire Drills

A chart showing fire evacuation exits is posted in [Schoology](#) / SBHS Faculty and Staff / Safety Information. State laws require that fire drills be held at least once a month. Walk – do not run – to the fire evacuation exit indicated on the chart when the fire alarm is sounded. Every alarm should be taken seriously. Fire evacuation exit routes must be posted in each room of the building by the teacher or staff member primarily responsible for that room. Teachers must instruct all students using the room about the proper fire drill procedure for that room.

General Rules – Instructions for Students

- Immediately put aside whatever you are doing.
- Stand and walk quietly out of the room when told to do so by the teacher.
- Walk rapidly, single file, near the wall to the exit. Do not run, push, or talk. Do not take any books with you.
- The first two students to pass through the outside exit, where there are double doors, are to open and hold the doors until all have left the building.
- Move clear of the building. Cross the driveways to the lawn opposite the exits, but do not go into the street.
- Return to the building when you hear the all-clear signal.

The teacher should be the last person to leave the room. Make a final check to be sure all students have left the building.

Health Room

Students who become ill during the day may choose to rest in the High School Office. The secretary or principal must be notified when a student is placed in this area.

Student with Suicidal Tendencies – Staff Response

It is recognized by the Sturgeon Bay School District that suicide – whether “verbalized thought” or “attempt” – is a very serious problem requiring a prompt response. Since it is impossible to know

if the student will attempt to harm himself/herself, action must be taken immediately. (See Board of Education Policy 5350 – Suicide Intervention Process for more information.)

Procedure

- Any teacher or other school personnel who has reason to believe, by direct or indirect knowledge, that a student is at risk for suicide, no matter how trivial it seems, shall immediately report the student and incident to an available Pupil Services staff member, such as the school counselor or school psychologist. The building principal shall also be notified as soon as possible.
- If the student attempts suicide during the school day, the health and safety of the student is paramount, and 911 is to be called immediately. First aid will be rendered until professional medical treatment and/or transportation can be received. The building principal, school counselor, law enforcement, and parent/guardian should be notified as soon as possible.
- Confidentiality normally expected of Pupil Services staff including school counselors must be waived in lieu of concern for the student's life or the safety of another person.
- Any student suspected of suicidal behavior shall be brought to the office for direct supervision, monitoring, and an interview with the school counselor or Pupil Services staff member. The school counselor or Pupil Services staff member may elicit assistance or consultation from another member of the school district's crisis management team, law enforcement, or an appropriate community agency.
- After the school counselor or Pupil Services staff member has made his/her determination of the suicidal risk, the parent/guardian of the student will be notified as soon as possible.
 - If the situation is determined to be of moderate danger, the student will not be permitted to leave the school grounds until a conference is held with the parent. The student must remain in the actual physical custody of a staff member until a transfer to the parent/guardian, law enforcement, or protective agency.
 - When a student presents imminent/high danger to harming oneself/others, school staff should contact law enforcement. The student must remain in the actual physical custody of a staff member until a transfer to the parent/guardian, law enforcement, or protective agency.
 - The parent/guardian will be apprised of the seriousness of the situation and referred to a mental health provider.
 - The parent/guardian will be requested to sign a statement that he/she has been notified of the situation and the school's recommendation.
- Once the parent/guardian is contacted and/or referral is made to an outside agency, school staff will assume secondary counseling responsibilities only and will not take responsibility for being therapists. When an outside agency is to be utilized, a release of information form should be signed by the parent/guardian and student to allow a two-way flow of information between school and the community agency.
- A confidential written record, made by the counselor, of the procedure followed and recommendations made concerning the referred student will be kept by the school in the office of the director of Pupil Services.
- After the immediate incident has been resolved, the principal and a member of the Pupil Services staff will meet to evaluate the situation and decide on an appropriate role for the school to take in assisting the student. A designated member of the Pupil Services staff will document actions taken by the school in the case, facilitate the student's reentry into the academic setting and function as a resource of support to the student.
- Because failure to report is punishable by a fine and/or jail sentence, this policy will be distributed annually as widely as possible by means such as posting or publishing, and shall be included in the employee handbook.

Tornado / Disaster Drill (Weather)

The following procedure will be used in the high school when room evacuation is necessary due to dangerous weather conditions such as high wind or tornado alert.

- The alert will be given over the PA system. If electrical power is out, the office staff will canvass the building with a verbal notice.
- When the decision has been made to move students to safer areas, each classroom will evacuate to the specific locations.
- All persons moving into a protected area are to remain close to the walls. If a tornado is approaching, all are to sit covering their heads with hands, books, or arms until the all-clear is sounded.

Tornado and Fire Evacuation Sites

A chart showing tornado and fire evacuation location sites is posted in [Schoology](#) / SBHS Faculty and Staff / Safety Information.

Wisconsin Educator Effectiveness System

The Wisconsin Educator Effectiveness System provides a performance-based evaluation system designed by and for Wisconsin educators to support the continuous improvement of educator practice that leads to improved student learning. The system is a performance-based evaluation system that balances an educator's professional practice (50%) with evidence of student outcomes (50%). The DPI Educator Effectiveness Team implements and improves the Wisconsin Educator Effectiveness System to ensure that educators receive quality data to identify and inform individual areas of strength, needed improvement, and ongoing support for professional growth. More information about the Wisconsin Educator Effectiveness System may be found on the DPI website. Teachers in the Sturgeon Bay School District follow a specific timeline for Educator Effectiveness work during the school year. Documentation for the full three-year evaluation cycle (Supporting Year 1, Supporting Year 2, and Summary Year) is housed in Frontline Education Professional Development.

Schedules

The following documents are posted in [Schoology](#) / SBHS Faculty and Staff:

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Student / Parent Handbook 2021-22



Home of the Clippers

**Sturgeon Bay High School
1230 Michigan Street
Sturgeon Bay, WI 54235
Phone: 920.746.2800
Fax: 920.746.3888
www.sturbay.k12.wi.us**

2021-22 Student / Parent Handbook Acknowledgment Receipt

By signing my name to this sheet, I acknowledge that:

- The current edition of the Sturgeon Bay High School Student / Parent Handbook is posted online at www.sturbay.k12.wi.us/high/.
- A printed copy of this document is available upon request from the High School Office staff.
- It is my responsibility to read the entire document on my own and to seek clarification from a school staff member if I am unclear as to any of the expectations, policies, procedures, and rules of Sturgeon Bay High School.
- I am agreeing to follow the Sturgeon Bay High School Acceptable Use Policy as detailed in the “Internet, Network, and Computer Safety” section.

I also understand that I must turn in a signed (by both student and parent) Sturgeon Bay High School Co-Curricular Responsibility Agreement prior to participating in any Category I or Category II activities. Category I activities include interscholastic athletics. Category II activities include school organizations and activities.

My signature does not necessarily indicate my agreement with the information contained in the Student / Parent Handbook. However, it does indicate that I understand that I am responsible for all of the information contained within it and that I will be held accountable for it.

Student Name (please print): _____

Student Signature: _____

Date: _____

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8:00 – 8:05	Warning Bell
8:05 – 9:45	Block 1 (Pledge / Announcements)
9:45 – 9:55	Morning Break
10:00 – 11:35	Block 2
10:00 – 10:45	Block 2A
10:50 – 11:35	Block 2B
11:35 – 12:00	Lunch
12:05 – 1:40	Block 3
12:05 – 12:50	Block 3A
12:55 – 1:40	Block 3B
1:45 – 3:20	Block 4

Two-Hour Delay Bell Schedule

10:00 – 10:05	Warning Bell
10:05 – 11:15	Block 1 (Pledge / Announcements)
11:15 – 11:40	Lunch
11:45 – 12:55	Block 2
11:45 – 12:18	Block 2A
12:23 – 12:55	Block 2B
1:00 – 2:10	Block 3
1:00 – 1:33	Block 3A
1:38 – 2:10	Block 3B
2:15 – 3:20	Block 4

Morning 60-Minute Homeroom Bell Schedule

8:00 – 8:05	Warning Bell
8:05 – 9:30	Block 1 (Pledge / Announcements)
9:30 – 9:40	Morning Break
9:45 – 10:45	Homeroom
10:50 – 12:10	Block 2
10:50 – 11:28	Block 2A
11:33 – 12:10	Block 2B
12:10 – 12:35	Lunch
12:40 – 2:00	Block 3
12:40 – 1:18	Block 3A
1:23 – 2:00	Block 3B
2:05 – 3:20	Block 4

Morning 45-Minute Homeroom Bell Schedule

8:00 – 8:05	Warning Bell
8:05 – 9:30	Block 1 (Pledge / Announcements)
9:30 – 9:40	Morning Break
9:45 – 10:30	Homeroom
10:35 – 12:00	Block 2
10:35 – 11:15	Block 2A
11:20 – 12:00	Block 2B
12:00 – 12:25	Lunch
12:30 – 1:55	Block 3
12:30 – 1:10	Block 3A
1:15 – 1:55	Block 3B
2:00 – 3:20	Block 4

Afternoon 60-Minute Homeroom Bell Schedule

8:00 – 8:05	Warning Bell
8:05 – 9:30	Block 1 (Pledge / Announcements)
9:30 – 9:40	Morning Break
9:45 – 11:05	Block 2
9:45 – 10:23	Block 2A
10:28 – 11:05	Block 2B
11:05 – 11:30	Lunch
11:35 – 12:55	Block 3
11:35 – 12:13	Block 3A
12:18 – 12:55	Block 3B
1:00 – 2:00	Homeroom
2:05 – 3:20	Block 4

Afternoon 45-Minute Homeroom Bell Schedule

8:00 – 8:05	Warning Bell
8:05 – 9:30	Block 1 (Pledge / Announcements)
9:30 – 9:40	Morning Break
9:45 – 11:10	Block 2
9:45 – 10:25	Block 2A
10:30 – 11:10	Block 2B
11:10 – 11:35	Lunch
11:40 – 1:05	Block 3
11:40 – 12:20	Block 3A
12:25 – 1:05	Block 3B
1:10 – 1:55	Homeroom
2:00 – 3:20	Block 4

2021-22 Exam Schedules

Quarter 1 Exam Schedule

Exam Day 1

Tuesday, November 2, 2021

8:00	Warning Bell
8:05 – 8:50	Block 1 Class (Announcements)
8:55 – 9:40	Block 2 Class
8:55 – 9:15	Block 2A Class
9:20 – 9:40	Block 2B Class
9:45 – 10:30	Block 3 Class
9:45 – 10:05	Block 3A Class
10:10 – 10:30	Block 3B Class
10:35 – 11:15	Block 4 Class
11:15 – 11:40	Lunch
11:45 – 1:25	Block 3 Exam
11:45 – 12:33	Block 3A Exam
12:38 – 1:25	Block 3B Exam
1:40 – 3:20	Block 4 Exam

Exam Day 2

Wednesday, November 3, 2021

8:00	Warning Bell
8:05 – 9:50	Block 1 Exam
10:05 – 11:45	Block 2 Exam
10:05 – 10:53	Block 2A Exam
10:58 – 11:45	Block 2B Exam
11:45	Dismissal
11:45 – 3:45	Teacher Work Day

Quarter 2 Exam Schedule

Exam Day 1

Thursday, January 13, 2022

8:00	Warning Bell
8:05 – 9:50	Block 1 Exam
10:05 – 11:45	Block 2 Exam
10:05 – 10:53	Block 2A Exam
10:58 – 11:45	Block 2B Exam
11:45	Dismissal
11:45 – 3:45	Teacher Work Day

Exam Day 2

Friday, January 14, 2022

8:00	Warning Bell
8:05 – 9:50	Block 3 Exam
8:05 – 8:55	Block 3A Exam
9:00 – 9:50	Block 3B Exam
10:05 – 11:45	Block 4 Exam
11:45	Dismissal
11:45 – 3:45	Teacher Work Day

Quarter 3 Exam Schedule

Exam Day 1

Thursday, March 17, 2022

8:00	Warning Bell
8:05 – 8:50	Block 1 Class (Announcements)
8:55 – 9:40	Block 2 Class
8:55 – 9:15	Block 2A Class
9:20 – 9:40	Block 2B Class
9:45 – 10:30	Block 3 Class
9:45 – 10:05	Block 3A Class
10:10 – 10:30	Block 3B Class
10:35 – 11:15	Block 4 Class
11:15 – 11:40	Lunch
11:45 – 1:25	Block 3 Exam
11:45 – 12:33	Block 3A Exam
12:38 – 1:25	Block 3B Exam
1:40 – 3:20	Block 4 Exam

Exam Day 2

Friday, March 18, 2022

8:00	Warning Bell
8:05 – 9:50	Block 1 Exam
10:05 – 11:45	Block 2 Exam
10:05 – 10:53	Block 2A Exam
10:58 – 11:45	Block 2B Exam
11:45	Dismissal
11:45 – 3:45	Teacher Work Day

Quarter 4 Exam Schedule***Exam Day 1******Thursday, June 2, 2022***

8:00	Warning Bell
8:05 – 9:50	Block 1 Exam
10:05 – 11:45	Block 2 Exam
10:05 – 10:53	Block 2A Exam
10:58 – 11:45	Block 2B Exam
11:45	Dismissal
11:45 – 3:45	Teacher Work Day

Exam Day 2***Friday, June 3, 2022***

8:00	Warning Bell
8:05 – 9:50	Block 3 Exam
8:05 – 8:55	Block 3A Exam
9:00 – 9:50	Block 3B Exam
10:05 – 11:45	Block 4 Exam
11:45	Dismissal
11:45 – 3:45	Teacher Work Day

Introductory Information

Welcome

Welcome to Sturgeon Bay High School! I am excited to join the Clipper family and serve as high school principal of this exceptional district. On behalf of the faculty and staff, we are looking forward to an amazing 2021-2022 school year and welcoming our students back. As Clippers, we have a proud tradition of offering high quality educational opportunities to every student. The opportunities for students, both academically and socially, are unparalleled in our area. We offer a wide variety of academic offerings to meet every students' needs as well as a strong athletic and activities offering to encourage engagement and involvement. Our goal is to help every student feel connected to our school and community and to help them reach their full potential as individuals.

It is important that our students and families review this handbook as it outlines the rights, responsibilities, policies, procedures, and expectations that exist at Sturgeon Bay High School. We encourage our students to reach out with any questions regarding any specific expectations contained here. Parents are also encouraged to read through this handbook as it will answer many common questions you might have.

I feel that we are stronger as a school and community when we work together and put our students first. I look forward to building strong partnerships with our students, families, and staff and hope to meet each of you in person in the coming months. As always, please reach out to specific staff members, counselors, or administrators with any questions you might have. Thank you for your support and continued collaboration.

Mr. Keith Nerby
Principal

Mission Statement

The School District of Sturgeon Bay, in partnership with the student, family, and community, will provide diverse educational opportunities for the development of informed, knowledgeable citizens and successful lifelong learners.

Preamble

There is a strong commitment at Sturgeon Bay High School for the creation and maintenance of a school environment that presents our students with the opportunity to study and learn under the best possible conditions. Sturgeon Bay High School offers an educational program designed to meet the academic, career, and social needs of its students. Just as students have the right to expect this program to be of high quality and one in which they can fully develop their knowledge and skills, the school also expects all students to participate in a positive and productive manner. The maintenance of a good learning atmosphere depends on a sustained and cooperative effort on the part of students, parents/guardians, teachers, and administrators.

The expectations contained in this handbook are applicable in situations in which students are involved:

- school activities on property owned by the Sturgeon Bay Board of Education
- travel on school transportation

- off-site, school-sponsored activities
- on- or off-site, school-related activities which are the result or cause of disruptive behavior on school grounds.

While we have attempted to make this handbook as comprehensive as possible, it is impossible to foresee all situations and circumstances that may occur during the course of the year. Consequently, the administration reserves the right to make additions and/or modifications to this handbook where such additions and/or modifications do not conflict with Board of Education policies. Any additions or changes regarding student expectations will be communicated to the student body through morning announcements, school assemblies, homerooms, and/or written handouts.

The success of the expectations stated in this handbook requires the exercise of good faith by students, parents, and school district personnel, as well as basic respect for the worth of each individual and the individual's ability to contribute to society.

Non-Discrimination

It is the policy of the School District of Sturgeon Bay that no student may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's age, sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability or handicap as required by s. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

All vocational education programs follow the district's policies of non-discrimination on the basis of the above-mentioned reasons. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

For a copy of the complaint procedure or any questions or complaints concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of the above-mentioned reasons, contact:

Mr. Dan Tjernagel
Superintendent
School District of Sturgeon Bay
1230 Michigan Street
Sturgeon Bay, WI 54235
920.746.2801

Inquiries related to Section 504 of the Rehabilitation Act of 1972, which prohibits discrimination on the basis of handicap, should be directed to:

Mrs. Lindsay Ferry
Special Education and Pupil Services Director
School District of Sturgeon Bay
1230 Michigan Street
Sturgeon Bay, WI 54235
920.746.2804

Student Records Notice

Parents/guardians and adult students shall be notified annually of the following:

- their rights to inspect, review, and obtain copies of student records
- their rights to request the amendment of the student's school records if they believe the records are inaccurate, misleading, or otherwise in violation of the student's rights of privacy
- their rights to consent to the disclosure of the student's school records, except to the extent state and federal law authorizes disclosure without consent
- the categories of student record information which have been authorized as directory data and their right to deny the release of such information to members of the public, media, military recruiters, or institutions of higher education without prior written consent
- their right to file a complaint with the Family Policy Compliance Office of the U. S. Department of Education.

Notice of student records provisions will be made to parents/guardians and adult students at the beginning of each school year by public announcement, written notices, or paid advertisement. Contact the principal if you have any questions regarding the student records policy.

Due Process

Each student has the right to due process in the application of school policies and rules. Any student who believes that a policy or rule has been wrongfully interpreted or applied has the responsibility to put such grievance in writing and submit it to the principal. Any grievance not filed within five school days after the occurrence of the event or incident is waived. If the grievance involves any type of consequence that has been assigned to a student by a teacher or administrator, the student is obligated to comply with the consequence pending his/her submission of this written appeal.

Upon receipt of a written grievance, a meeting will be set within five school days of the filing of a grievance by the principal to hear and discuss the grievance.

Appeals to decisions rendered as a result of the filing of a grievance will be in accordance with the school's administrative structure. Exact procedures for appeal will be explained at the time of the grievance meeting.

Academic Information

Grade Point Average and Class Rank

GPA is calculated based on a weighted 4.0 scale. The following scale will be used to determine GPAs at Sturgeon Bay High School:

A = 4.000	B+ = 3.333	C+ = 2.333	D+ = 1.333	F = 0.000
A- = 3.667	B = 3.000	C = 2.000	D = 1.000	
	B- = 2.667	C- = 1.667	D- = 0.667	

A student who earns a grade of B- or above in any advanced placement course, technical college course (except College Technical Math 1A), or university course will have additional quality points of 0.0125 added to his/her grade point average for each 0.5 credit earned.

See “Credit and Grade Transfer Regulations” for additional information.

The Board of Education shall recognize two honor graduates categories at the commencement ceremony. High honor graduates will be those students who have earned a cumulative GPA of 4.0 or higher at the end of fourteen (14) quarters. These students will be identified with a gold cord worn at graduation. Honor graduates will be those students who have earned a cumulative grade point average of 3.667 to 3.999 at the end of fourteen (14) quarters. These students will be identified with a silver cord worn at graduation. The students shall be ranked in descending order from the highest to lowest GPA.

The Board of Education shall also designate the student with the highest GPA as valedictorian and the student with the second-highest GPA as salutatorian at the end of fourteen (14) quarters. To qualify for either of these designations, a student must have completed the last six (6) of the fourteen (14) quarters at Sturgeon Bay High School. To maintain either of these designations, a student must remain in full-time status at Sturgeon Bay High School for the two (2) quarters following either designation.

GPA and class rank will be updated at the end of each transcribed grading period rounded up to three decimal places. In case of a tie, each student with the same class rank when rounded up to three decimal places will remain tied in the final class rank and for any accompanying honors.

Graduation Requirements

Minimum Credit Requirement

A student must earn a minimum of 26 credits in order to graduate from Sturgeon Bay High School. Included in the credit requirements are the following:

- 4 credits of English
 - English 9 or English 9 – Honors
 - English 10 or English 10 – Honors
 - American Literature or American Literature – Honors
 - Grade 12:
 - Option 1: English 12
 - Option 2: English Composition 1 and Oral Communication (NWTC courses)
 - Option 3: Creative Writing
 - Option 4: AP English Literature and Composition

- 3 credits of Mathematics
 - Option 1: Algebra I, Geometry, Probability and Statistics, Algebra II or College Technical Math 1A (NWTC course)
 - Option 2: Pre-Algebra, Basic Geometry and Statistics, College Technical Math 1A (NWTC course) or Algebra I

- 3 credits of Science
 - Earth Science
 - Biology
 - 1 credit from any of the following:
 - Computer Programming I
 - Food and Nutrition
 - Sustainable Living
 - Astronomy
 - Ecology
 - Meteorology and Climate Change
 - Concepts of Chemistry
 - Chemistry
 - Concepts of Physics
 - Physics
 - Human Biology 102 (UWGB course)
 - Renewable Energy Technology (NWTC course)

- 3 credits of Social Science
 - World Cultures or Modern European History
 - Required: U. S. History
 - Required: American Studies

- 1.5 credits of Physical Education
 - Fitness Foundations – required for all students
 - 1 credit from any of the following:
 - Lifeguard Training
 - Lifetime Fitness – may be repeated but not during the same time of a successive school year
 - Physical Education Graduation Requirement Substitution Option – may be used once (equivalent of 0.5 credit)
 - Recreational Sports – may be repeated but not during the same time of a successive school year
 - Strength and Conditioning – may be repeated within the same school year or at any time in a successive school year
 - Swimming

- 0.5 credit of Health – may be met by taking the course in Grade 7 or 8, but no high school credit is awarded if completed before Grade 9

- 0.5 credit of Personal Money Management

- Elective credits necessary to bring the total credits earned to a minimum of 26
- Additional requirements and recommendations are as follows:
 - Students must serve and document completion of 40 hours of community service. Students may begin accumulating these service hours during the summer prior to the beginning of the freshman year.
 - Students must achieve a minimum cumulative grade point average of 1.5 after eight semesters of high school enrollment.
 - It is recommended that students complete eight semesters of attendance.

Transfer Students

Students who transfer to Sturgeon Bay High School shall not be denied the opportunity to graduate from high school in a timely fashion (four years) because of non-compliance with the above requirements provided that said transfer student has successfully completed all course work previously started in high school and was on schedule (credit-wise) to graduate and in compliance with graduation requirements in his/her previously attended high school.

Students Identified with Special Educational Needs

Students identified with special educational needs or having disabilities as defined in SS. 115 shall not be denied the opportunity to graduate with a Sturgeon Bay High School diploma in a timely fashion for failure to fully comply with the course requirements. Students whose integrated education is guided by an individualized education program (IEP) per SS.115.8 will be graduated with a Sturgeon Bay High School diploma based upon the substantial completion of the course requirements noted above (which may include academic modifications stipulated in the IEP), completion of all other non-modified regular education requirements, and – if required – support of graduation as documented in letters of recommendation from the faculty. These students are entitled to participate in graduation ceremonies. Students whose integrated education is guided by an IEP may be allowed to complete their educational program at the conclusion of Semester 1 of the senior year or up to a year after their senior year with a Sturgeon Bay High School diploma provided this stipulation appears in the current IEP. These students are entitled to participate in graduation ceremonies with their grade-level peers. Students identified with special education who have successfully attended and participated in primarily designated special education programs in the district and have met their IEP requirements may receive a certificate of attendance. Students who receive these certificates are entitled to participate in graduation ceremonies with their grade level peers.

Commencement Ceremony Participation

A commencement ceremony will be held each spring for the graduating class of Sturgeon Bay High School. Students who have completed all requirements for graduation may participate in the commencement ceremony.

Participation

Only those students who have met all district graduation requirements as set forth in this policy, are wearing the prescribed cap and gown, and have complied with all administrative behavioral expectations shall be permitted to participate in the commencement ceremony.

Satisfaction of Obligations

In order for a student to participate in the commencement ceremony, all fines, fees, and similar obligations arising from student participation in school programming must be satisfied by the end of Semester 1 of the student's senior year. If these obligations cannot be satisfied by the end of Semester 1 of the student's senior year, the parent/guardian must work with the principal to develop a plan to satisfy these obligations no later than the last day of the senior year. A student will be denied participation in the commencement ceremony if a plan is not developed or if the obligations described in the plan are not satisfied by the last day of the senior year.

Prescribed Cap and Gown

Students who wish to participate in the commencement ceremony must wear the prescribed cap and gown. The only other items allowed to be worn include the valedictorian and salutatorian medallions, high honors and honor cords, and National Honor Society cords/stoles.

Behavioral Expectations

In order to be eligible to participate in the commencement ceremony, a student must:

- be registered as a full-time student (enrolled in the equivalent of three full blocks of coursework) in the semester immediately prior to graduation
- not have met or exceeded the statutory definition of a habitual truant in the semester immediately prior to graduation.

Approval for Early Graduation

Students who have received Board of Education approval for early graduation are exempt from the eligibility requirements for participation in the commencement ceremony.

Diploma Distribution

The Board of Education shall select the person(s) to present diplomas to the graduating class.

Early Graduation

In exceptional cases, a student may arrange to graduate after completing the first semester of his/her senior year, in accordance with the following procedures:

- A student may apply for January (early) graduation during the second semester of his/her junior year. All applications must be received by the last day of school of the junior year.
- The request form must be filled out and signed by the student and parent(s)/guardian(s) and turned in to the School Counseling Office.
- The request form will be reviewed by the principal and school counselor to ensure graduation requirements are met.
- All requests for early graduation must be acted upon by the principal prior to the start of the school year.
- Approval of early graduation is contingent upon the student satisfying all credit requirements and completing a three-and-one-half-year enrollment requirement.
- No formal diploma shall be issued or commencement ceremony held in January. Early graduates shall be permitted to participate in spring commencement activities if they so desire. The school records shall indicate completion of all graduation requirements for the purpose of employment or post-high school training.

- Early graduates shall not be permitted to take part in any organized school activity (such as athletics, clubs, school dances, field trips, etc.) with the exception of spring commencement activities. They shall, however, be permitted to attend school functions open to the public, just as any other member of the adult community.
- Any request to graduate prior to January of the senior year shall be considered on an annual basis.

Students should be aware that post-secondary institutions do not always look favorably upon early graduation. Students should contact the post-secondary institution of choice to determine what, if any, restrictions may apply to early graduation.

Credit and Grade Transfer Regulations

The following regulations are in effect regarding transfer students, Sturgeon Bay High School students, and Sturgeon Bay High School Virtual Program students:

- All conversions will be reviewed by the high school counselor and principal.
- All credit and grades for transfer will be converted to the existing grade and credit system approved for Sturgeon Bay High School graduation requirements.
- Weighted grades will transfer only when Sturgeon Bay High School offers the same course for weighted credit.
- A student who earns a grade of B- or above in any advanced placement course, technical college course (except College Technical Math 1A), or university course will have additional quality points of 0.0125 added to his/her grade point average for each 0.5 credit earned.
- Grade point averages will be calculated according to the system currently used at Sturgeon Bay High School.
- Pass/fail grades will not be included in grade point average calculation but may be recorded for credit on the transcript.
- The principal will determine the credit awarded for courses taken in another country or from study abroad. Credits will not be included in grade point average calculation.
- Courses taken prior to Grade 9 will not be included in grade point average calculation but may be included on the transcript for post-secondary considerations.
- Grades received by a student for courses taken through post-secondary institutions for dual credit will be included in grade point average calculation. For each 1 credit of post-secondary study, the student will be granted 0.25 credit on the high school transcript.
- Grades received by a student for courses taken through a home-based educational program will not be used in grade point average calculation.
- If a student repeats a core or elective course, both grades will appear on the transcript. However, only the highest grade will count toward grade point average calculation.
- Coursework completed for credit recovery includes the following regulations:
 - Before enrollment, the course intended for credit recovery must be approved by the principal.
 - For each 1 credit of high school credit recovery coursework, the student will be granted 1 credit on the high school transcript.
 - Grades earned for credit recovery courses will be applied to the Sturgeon Bay High School grade scale.
 - Course vendor guidelines will be used to determine the percentage of a course that must be completed in order to earn a passing grade.
 - Courses completed for credit recovery will be included in the grade point average calculation.
- Sturgeon Bay High School offers a Virtual Student Program which includes the following regulations:

- A student in this program is defined as one whose school day consists of more than 50 percent online work.
- A student exclusively enrolled in this program will not be considered in class rank or be eligible for designation as valedictorian, salutatorian, high honors, or honors graduates. A Virtual Student Program student interested in pursuing any of these designations must re-enroll as a traditional student for the junior and senior year.
- Before enrollment, a course intended for use in the Virtual Student Program must be approved by the principal.
- For each 1 credit of high school online study, the student will be granted 1 credit on the high school transcript.
- Grades earned for online courses will be applied to the Sturgeon Bay High School grade scale.
- All online courses in which a student enrolls will be entered on the transcript and included in the grade point average calculation. The only exception is for a course the student drops within the course vendor's drop policy.
- Course vendor guidelines will be used to determine the percentage of a course that must be completed in order to earn a passing grade.
- Sturgeon Bay High School students may supplement their educational program through completion of online coursework from outside course vendors. The following regulations apply to this coursework:
 - No more than 50 percent of a student's class schedule may include online coursework.
 - A student who supplements his/her educational program through completion of online coursework from outside course vendors will maintain consideration in class rank and be eligible for designation as valedictorian, salutatorian, high honors, or honors graduates.
 - For each 1 credit of high school online study, the student will be granted 1 credit on the high school transcript.
 - Grades earned for online courses will be applied to the Sturgeon Bay High School grade scale.
 - Before enrollment, a course intended to supplement the student's educational program must be approved by the principal.
 - All online courses in which a student enrolls will be entered on the transcript and included in the grade point average calculation. This includes any course that causes the student to have more than a full schedule or any course for which time is not allowed during the daily schedule. The only exception is for a course the student drops within the course vendor's drop policy.
 - Course vendor guidelines will be used to determine the percentage of a course that must be completed in order to earn a passing grade.
- Summer institutes or mini-courses may be considered for credit depending on the number of hours but will not be included in grade point average calculation. In order to count for credit, this coursework needs to be approved prior to completion.
- Religious classes taken at a parochial school may be listed on the transcript but will not receive credit or be included in grade point average calculation.
- Restrictions or criteria may be waived for extenuating circumstances only by the principal.

Grade Scale

Official grade reports are issued at the end of each quarter. Progress reports are issued at the midpoint of each quarter.

Teachers at Sturgeon Bay High School use a common grade scale; however, the methods by which grades are calculated may differ from teacher to teacher (e.g., weighting of various categories of

performance including class participation, homework, tests, quizzes, projects, semester exam, etc.). At the beginning of each course, teachers are required to inform students of the method by which grades will be calculated.

The Sturgeon Bay High School common grade scale is as follows:

A = 93 – 100	B+ = 88 – 89	C+ = 78 – 79	D+ = 68 – 69	F = 0 – 59
A- = 90 – 92	B = 83 – 87	C = 73 – 77	D = 63 – 67	
	B- = 80 – 82	C- = 70 – 72	D- = 60 – 62	

Honor Roll

Students who achieve high standards academically are recognized on the A honor roll at the end of each semester. In order to be eligible for the A honor roll, a student must earn at least a 3.5 grade point average with no Ds or Fs.

PowerSchool

Sturgeon Bay High School uses PowerSchool to manage student information. Through the PowerSchool parent portal, parents/guardians have access to daily school announcements, attendance records, student schedules, current grades, assignments, progress reports, and report cards. Lunch balances may be checked, and lunch payments may be made through the parent portal.

Teachers are expected to enter scores into the electronic gradebook within three days of the due date of an assignment. Often scores will be entered before the three-day time period. However, there may be a delay for more complex assignments, such as term papers and/or other major projects, as these assignments may require extended time for grading.

For questions about a grade, contact the teacher of that course. For questions about PowerSchool, please feel free to contact the High School Office.

Class Schedules

All students are encouraged to enroll in a minimum of seven total credits each school year. In order to be considered full-time, a student must be enrolled in the equivalent of three full-block periods each quarter.

When making course selections each year, it is imperative that students and parents consider the district's graduation requirements, the interests and capabilities of the student, and his/her future career plans.

Since the initial student selection of courses plays a major role in determining the total number of course sections offered, teacher and staff placements, and budget allocations for textbooks, materials, and supplies, it is important that schedule changes are minimized to the extent possible. During the course selection process, each student will have a one-on-one meeting with a school counselor. A draft of the schedule will be created for each student. Parents will be given a specified amount of time at the end of the school year to check the schedule and raise questions or concerns. After a published deadline, the schedule will become final. After a schedule is finalized, the only changes that will be made will be due to serious academic concerns (e.g., failing a required course).

Courses may be repeated, but the previous course title will remain on the transcript. Credit will not be duplicated for repeated courses. The highest grade earned will be recorded on the transcript. The only exception to this rule is for courses in which the content may change (e.g., Social Issues and Current Events, etc.).

Online Learning – Supplemental

In order to offer as many academic opportunities as possible, Sturgeon Bay High School students may choose to enroll in an online course. Because online courses do not originate at Sturgeon Bay High School, there is a per-course, per-semester tuition charge for each course. Some courses are one semester in length while others are two semesters. The district pays the tuition charges for all online courses. Any fee charged to extend the deadline for an online course is the responsibility of the parent/student. Online learning is very different from face-to-face learning, and any student interested in online learning must meet with the principal and/or counselor to discuss this option.

See “Credit and Grade Transfer Regulations” for additional information.

Online Learning – Asynchronous Remote Learner Program

Due to the medical concerns surrounding COVID-19, we are aware that some families may have specific reasons for not wanting their students to return to the building. Because of these reasons, we have developed the Asynchronous Remote Learner Program. The enrollment agreement for this program is available in the High School Office.

Enrollment in this program guarantees that students are still members of the Sturgeon Bay High School student body and may fully participate in all school activities. Remote students are required to meet Sturgeon Bay High School graduation requirements. Coursework is primarily completed online from a variety of sources available to the district. Tuition for online courses is paid by the school district. Any fee charged to extend the deadline for an online course is the responsibility of the parent/student. A student who fails an online course may be required to return to the building for traditional educational programming.

See “Credit and Grade Transfer Regulations” for additional information.

Early College Credit Program (Dual-Credit Program for Universities)

Currently, Wisconsin’s Youth Options and Course Options programs enable public school students to attend courses from institutions of higher education and to receive high school and/or post-secondary credit for doing so. As of July 1, 2018, these programs will no longer exist; Course Options will be replaced by Part Time Open Enrollment, and Youth Options will be replaced by the Early College Credit Program (ECCP).

The ECCP offers students in all high school grades the opportunity to enroll in one of the following institutions of higher education for the purpose of taking one or more courses: an institution within the UW System, a tribally controlled college, or a private, nonprofit institution of higher education located in Wisconsin. The ECCP also explicitly permits attendance in a summer semester or session and allows a course to be taken for both high school and college credit.

Procedures

Students in all high school grades – rather than just those in Grades 11 and 12 – will be eligible to participate under the ECCP.

In order to take advantage of the ECCP, a student must submit an application to an institution of higher education in the school semester preceding the student's potential enrollment. The student must indicate whether he/she will be taking the course(s) for high school credit or post-secondary credit or both, if applicable. In addition, the student must specify that, if he/she is admitted, the institution may disclose the student's grades, the courses that he/she is taking, and his/her attendance record to the school in which the student is enrolled. In addition, a student who intends to enroll in an institution of higher education under the ECCP must notify the Board of Education of his/her intention no later than March 1 if the student intends to enroll in the fall semester and no later than October 1 if the student intends to enroll in the spring semester. This notice must include the titles of the courses in which the student intends to enroll, the number of credits of each course, and whether the student will be taking the courses for high school or post-secondary credit.

If a student specifies in this notice that he/she intends to take a course for high school credit, the Board of Education shall determine whether the course is comparable to a course offered in the school district, whether the course satisfies any of the high school graduation requirements, and the number of high school credits to award the student for the course, if any. The Board of Education shall then notify the student of its determinations in writing before the beginning of the semester in which the student will be enrolled.

Further, if a student is not admitted by the institution of higher education to attend the course that he/she specified in the notice, but the student is admitted to attend a different course, the student must immediately notify the Board of Education, and, as soon as practicable, the Board of Education must inform the student of its determinations about the course. A student who disagrees with the Board of Education determinations may appeal to the State Superintendent of Public Instruction.

Tuition Costs

Under the ECCP, the student and/or the student's school district will be responsible for paying tuition costs depending upon whether a student is taking a course for high school credit and whether the course is comparable to a course offered in the school district.

A student will not be responsible for any portion of tuition for courses taken for high school credit, provided that the course is not comparable to a course offered in the school district. The school district will be responsible for 75 percent of the actual cost of tuition for such courses. The school district is responsible for initially paying 100 percent of the actual cost of tuition to the institution of higher education but may recover up to 25 percent of the cost through state reimbursement (to the extent that funds are available).

A student will be responsible for 25 percent of the actual cost of tuition when the student takes a course only for post-secondary credit. The school district will also be responsible for 25 percent of the actual cost of tuition, with the remaining 50 percent to be covered by state reimbursement (again, to the extent that funds are available). The school district is responsible for initially making the full tuition payment to the institution. The district is then permitted to recover 25 percent of the total cost of tuition directly from the student and up to 50 percent of the total cost of tuition through state reimbursement.

Board of Education guidelines limit the number of credits for which the board will pay to the equivalent of 18 post-secondary semester credits per student.

Start College Now (Dual-Credit Program for Technical Colleges)

High school students in good academic standing and who have no record of significant disciplinary problems may have the opportunity to take college courses at Northeast Wisconsin Technical College. If the Board of Education determines a technical college course is eligible for high school credit and the course is not comparable to any course offered by the school district, the school district will pay for the course. Once a student graduates from high school, he/she can transfer those credits to any of the Wisconsin Technical Colleges.

Juniors and seniors interested in this option should meet with the school counselor to discuss career plans and connect with the Start College Now program. The deadline for applying is March 1 for the fall semester and October 1 for the spring semester. Courses that meet the requirements can be taken at any time throughout the week, during the regular academic school year. Start College Now is not available during the summer.

Attendance Information

Attendance

In accordance with Wisconsin State Statute, all children between 6 and 18 years of age must attend school full-time unless they have a legal excuse, fall into one of the exceptions outlined in state law, or have graduated from high school.

Regular attendance is essential to success in one's studies. Many failures in school are a direct result of poor student attendance. Since class participation can make up a substantial part of the grade and learning in each subject, continued absence will consequently cause lower grades.

Wisconsin Statute 118.15-16 places the ultimate responsibility for regular school attendance with each student's parents. The parent of a student is responsible for reporting an absence, its cause, and, if required, for sending information upon the student's return. (Note: Students who are 18 years of age or older and are living independently may request exemption from this parent-reporting requirement. Contact the principal for more information.) Parents are asked to consider the negative impact of school absences on student learning and are encouraged to minimize all absences to the extent possible.

Absence Reporting

Parents are asked to call the school attendance line – 920.746.3865 – by 9:00 a.m. to report the absence and state the reason. Prompt attention to this will eliminate confusion and problems later concerning the absence. If circumstances make it impossible to call by 9:00 a.m., then the call should be made as soon as possible. A message may be left on the attendance line voicemail 24 hours a day. An email from a parent/guardian is not preferred. Excuses are generally not accepted after 48 hours.

Forged written notes and/or fraudulent telephone excuses that do not originate from the parents/guardians will not be tolerated and will result in suspension and/or truancy sanctions.

Attendance and Co-Curricular Participation

A student must be in class for the full day on the day of a co-curricular practice or contest to be eligible to compete or participate. Students arriving late or leaving early due to illness are not eligible to participate. A principal-approved exception may be made if the student produces medical or legal documentation for the absence or if the absence is due to extraordinary circumstances.

A student suspended in school or out of school on the day of a co-curricular activity is also suspended from participation in co-curricular activities on the day of the suspension or that weekend. Exceptions may be made for absences resulting from medical or legal appointments (with prior notification) or with the prior approval of the principal or athletic director in the case of special circumstances.

Students must also be in attendance at school during the school day in order to attend co-curricular events as a spectator unless prior administrative approval is given.

Excused Absences

Excused absences are granted for the following:

- personal illness
- illness in the family
- family emergencies
- personal appointments of a professional nature
- death in the family
- funerals
- religious holidays
- court appearances
- special educational events
- approved school activities
- family vacations
- special circumstances that show good cause and are approved in advance by the principal.

If there is a question about whether or not an absence will be excused, please call the administrative assistant at 920.746.3865 for clarification prior to the absence. Absenteeism from school for reasons other than those cited shall be regarded as unexcused.

Absences/tardies due to oversleeping and/or vehicle problems are not considered excused.

According to Wis. Stat. sec. 118.15(3), a parent/guardian may excuse his/her child for a total of ten days in a school year. If an absence is related to a medical appointment, legal situation, college visit, or other reason deemed appropriate by the principal, the absence will not be counted as part of the ten days if the student provides documentation upon return to school. Once the ten-day limit has been reached, any further absences not documented as stated above will be coded as excessive absenteeism. Excessive absenteeism could result in a truancy citation. School attendance is one of the data pieces reported to the state. Parents/Guardians are asked to help the district keep absenteeism at a minimum so that district evaluation and student achievement are not negatively affected by the high school attendance rate.

It is the student's responsibility to request work missed due to an excused absence from school. The timeline for submitting make-up work following a period of illness is two days granted for the first day missed plus one day granted for each additional day missed. In the case of anticipated absences, all make-up work must be completed upon return to school.

Leaving the Building or Grounds

With the exception of the open campus lunch period, students must remain in the school building during school hours and may not leave without permission of the High School Office staff. Students must present valid notes and expect phone confirmation of such notes when requesting to leave during school hours. Students are required to sign out and sign in when leaving and returning to school during the school day.

The open campus lunch period is a privilege. If students choose to leave campus at lunch, they accept full responsibility for returning to school on time for their afternoon classes – without excuse. Exemplary behavior in the community is expected when students leave campus at lunch. The open campus privilege may be restricted or revoked if problems arise due to a student's misuse of this privilege.

Tardies

Students are expected to be in class on time. If a student is late to class without a pass, the classroom teacher will record the tardy when attendance is taken. The individual classroom teacher will hold the student accountable (e.g., talk to the student about the problem, assign a detention, etc.). If the student is chronically tardy, the teacher will complete a behavior referral and submit it to the principal. The student will then be assigned an administrative detention as a result of his/her chronic tardiness. **Absences/tardies due to oversleeping and/or vehicle problems are not considered excused.**

Truancy, Online Truancy, and Habitual Truancy

Truancy

A student is considered truant when the student is absent from school without an acceptable excuse. When a student has been truant for all or part of five days in which school is held during a semester, a citation requiring a court appearance will be issued. The difference between truancy and habitual truancy is based on the chronic nature of the absences.

Online Truancy

A student may be considered truant for lack of progress in an online course. In order to enroll in an online course, the student must sign an Enrollment Agreement, which contains the following section on truancy:

- I understand that attendance in online programming is performance based. It is measured not only by logging into the course(s) but by successful submission of completed coursework, participation in course activities such as threaded discussions, and communication with the online instructor. The minimum attendance requirement is to successfully submit at least one appropriately completed assignment for each online course every calendar week, except designated vacation weeks. Any student not meeting that expectation will be contacted by their local education guide for corrective action. Not meeting the minimum attendance requirement for any three weeks in a semester for any course (or combination of courses if enrolled in more than one course) is considered habitual truancy and is therefore in violation of Wisconsin's Compulsory Attendance Statutes 118.16(1)(c) and 118.163(1m) that require a child attend school regularly until graduation from high school, or until the end of the semester in which he/she turns 18 years of age, or until he/she is excused from attendance by the school board. The student and parent/guardian may be subject to legal sanctions.

Habitual Truancy

According to Wisconsin State Statute, a student is considered habitually truant after the student is absent from school without an acceptable excuse for all or part of five or more days in which school is held during a semester. The difference between truancy and habitual truancy is based on the chronic nature of the absences. When a student nears habitual truancy, the school will notify the parent by mail, and a parent meeting will be requested to discuss the student's truancy. If the student's truancy continues, consequences include but are not limited to the following:

- referral to police for municipal citation
- referral to the Department of Human Services
- detention
- in-school suspension
- loss of work permit.

If a student attends Sturgeon Bay High School on an open enrollment agreement, that agreement may be terminated if the student is truant. This would result in the student continuing his/her education at the high school in the district where he/she lives.

Unexcused Absences

Absences for reasons not listed above under “Excused Absences” and/or absences in which a student has not followed the correct attendance procedures are considered unexcused. If a student is not present and the reason for absence has not been reported, an attempt to notify the parents will be made by the school.

When a student is unexcused absent from school, he/she will be required to make up time before or after the school day as a result of the absence. Parents will also be notified in writing of the unexcused absence and the consequences. In addition, referrals for counseling may be made and/or parent meetings required in order to further discuss the student’s situation.

Withdrawal from School

Students who move from the school district or withdraw from school for other reasons must report this information to the principal. A student who is not transferring into another approved educational program or school must be 18 years old before legally withdrawing from school.

All students must complete a checkout procedure when withdrawing from school so that grades and credits earned may be properly recorded and forwarded to other schools or employers. As part of this procedure, all financial obligations to the district must be fully satisfied upon withdrawal from school.

Student Conduct Information

General School Conduct and Discipline

Students have the right to take advantage of instructional and related activities in an atmosphere where students can learn and teachers can teach. Each individual has the responsibility to behave in a way that will not infringe upon the rights of others. The school cannot function effectively without the students, staff, faculty, and administration working together to achieve the same goals. Students have the responsibility to abide by all reasonable district, building, and classroom rules established by school officials and to follow the reasonable directives of school administrators, faculty, and staff members. The directives of administrators, faculty, and staff members shall be presumed reasonable and, therefore, the burden of proving the directive unreasonable will be upon the student. If a student disagrees with a staff member's directive, then it is the student's responsibility to follow the provisions outlined in the "Due Process" section of this handbook in order to show that the directive was unreasonable.

Alcohol and Other Drugs

By policy, the Board of Education will not tolerate the following on any school property or at any school-sponsored activity:

- possession of drug-related paraphernalia
- possession and/or use of drugs or look-alike drugs, alcohol, inhalants, or other controlled substances
- distribution and/or sale of drugs or look-alike drugs, alcohol, inhalants, or other controlled substances
- sale, resale, or distribution of prescription drugs or over-the-counter drugs.

This policy is in effect 24 hours a day, 365 days a year. The administration will take the steps outlined below when the Student Alcohol and Other Drug Abuse policy is violated. In each case, the police and the parent/guardian will be contacted. Any or all of the alternatives listed below each type of violation may also be applied.

First Violation

Possession of drug-related paraphernalia:

- Confiscate drug-related paraphernalia.
- Suspend in-school.
- Suspend out-of-school.

Use of or under the influence of drugs, alcohol, inhalants, or other controlled substances:

- Suspend out-of-school.
- Refer for expulsion.
- Recommend or require parent/guardian seek ATODA assessment/counseling.

Possession of or use of drugs or look-alike drugs, alcohol, inhalants, or other controlled substances:

- Confiscate product.
- Suspend out-of-school.
- Refer for expulsion.
- Recommend or require parent/guardian seek ATODA assessment/counseling.

Selling and/or distribution of drugs, look-alike drugs, prescription drugs, or over-the-counter drugs; alcohol; inhalants; or other controlled substances:

- Confiscate product.
- Suspend out-of-school.
- Refer for expulsion.
- Recommend or require parent/guardian seek ATODA assessment/counseling.

Second Violation

- Alternatives listed in related section(s) above with the following modifications:
 - Require parent/guardian seek ATODA assessment/counseling.

Third Violation

- Suspend out-of-school and pursue expulsion hearing.

Assemblage

Students have the right to peaceably assemble for the expression of opinions and beliefs, within certain guidelines. Student assemblies that are not permitted by law, that disrupt normal operation of Sturgeon Bay High School, that prevent any student from securing regular access to school facilities or classes, and/or which are inconsistent with school goals for teaching/learning are not permitted. The times and locations of all student assemblies must be approved by the administration. Students may not miss their scheduled classes for any assembly unless cleared by an administrator or classroom teacher.

Bullying

The Sturgeon Bay School District strives to provide a safe, secure, and respectful learning environment for all students in school buildings, on school grounds, in school buses, and at school-sponsored activities. Bullying has a harmful social, physical, psychological, and academic impact on bullies, victims, and bystanders. The district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

By definition, bullying is deliberate or intentional behavior using words or actions intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic such as but not limited to age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status.

Bullying behavior can be:

- physical (e.g., assault, hitting or punching, kicking, theft, or threatening behavior)

- verbal (e.g., threatening or intimidating language, teasing or name-calling, or racist remarks)
- indirect (e.g., spreading cruel rumors, intimidation through gestures, social exclusion, or sending insulting messages or pictures by mobile phone or using the Internet).

Bullying behavior is prohibited in all schools, buildings, property, and educational environments including any property or vehicle owned, leased, or used by the district. This includes public transportation regularly used by students to go to and from school. Educational environments include but are not limited to every activity under school supervision.

Any student or other concerned individual who is either a victim of the bullying or is aware of the bullying is encouraged to report the conduct to the principal or principal's designee. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or written, will be taken seriously, and a clear account of the incident will be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

The principal or principal's designee shall within one school day interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each student involved in the bullying will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

If after investigation it is determined that a student participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the district administration and Board of Education may take disciplinary action including but not limited to suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate.

Cell Phones / Two-Way Communication Devices

As per Wisconsin State Statute, students may not use or be in possession of electronic paging or two-way communication devices (e.g., cell phones, smartphones, etc.) while on school-owned, -rented, or -controlled property without the prior approval of administration for legitimate uses. "Legitimate use" possession of cell phones is approved to high school students but only under the following conditions:

- For non-instructional and/or social purposes, cell phones may only be used on school property before school, during snack break, over the lunch period, during passing times, or after school.
- As a general rule, cell phones may not be used in the classroom during class sessions. However, cell phones may be used for instructional and/or other purposes at the discretion of the staff member supervising the class.
- Cell phones may not be used during homeroom periods, special assembly periods, and other times as designated by the principal.
- Under no circumstances are cell phones to be used by students in restrooms or locker rooms.
- Cell phones may never be used in a manner that interferes with the rights of others or which violates any federal, state, or local law or ordinance.

"Using" a cell phone is defined as but not limited to the following:

- Sending and/or receiving text messages or posts to forms of social media.
- Making and/or receiving calls.

- Taking or viewing pictures or other graphic images.
- Browsing the Internet and/or uploading or downloading files.
- Allowing the cell phone to give notification of a text message, call, or alarm (e.g., vibration, ring tone, or any other audible notification).
- Using any of the other features commonly found on cell phones (clock, calculator, games, etc.).

If a student violates any of these restrictions, the staff member who observed the violation will confiscate the student's cell phone and turn it over to the principal. The cell phone will be returned only after serving a 45-minute detention or paying a \$5 fine.

A student found to be using a cell phone during an exam will be given a grade of zero on that exam. (See the definition of "using" printed above.) There will be no opportunity to make up the exam. The phone will be confiscated and returned only after serving a 45-minute detention or paying a \$5 fine.

All fines collected will be deposited in the Student Council trust fund.

Repeated violation of this rule or lack of cooperation on the part of the student will result in more serious disciplinary action.

The school is not responsible for damage to or loss or theft of a cell phone that is brought into school or onto school grounds.

Classroom Code of Conduct

Students must adhere to the Classroom Code of Conduct, which was adopted by the Board of Education in the spring of 1999 in accordance with Wisconsin State Statutes. This code outlines behavior that may lead to the short- and long-term removal of students from class and the procedure that is to be followed for doing so. The Classroom Code of Conduct is printed at the back of this handbook.

Possible administrative actions for conduct violations:

- conference with student
- verbal and/or written notification to parents
- conference with student and parents
- detention time assigned
- restriction of privileges
- counseling referral (school or community)
- in-school suspension
- out-of-school suspension
- removal from class or activity (short-term or long-term)
- restitution
- co-curricular suspension
- referral to law enforcement
- referral to outside agencies
- pre-expulsion meeting
- recommendation of expulsion.

Dances

Middle school students are not permitted except as spectators. With permission, an allowance may be made for a guest who graduated one year before the current graduating class. See the principal for more information.

School policy allows each Sturgeon Bay High School student to bring one student who attends another high school to a school-sponsored dance, provided that the following information is completed, submitted, and authorized prior to the event.

The guest student must attend the dance with the Sturgeon Bay High School host student. The host is responsible for the guest's behavior. Failure to follow the guidelines could result in the guest being denied entrance into the dance. Should the guest or host conduct be in violation of Sturgeon Bay High School rules and expectations, the guest and host will be removed from the dance, ticket money will not be refunded, and the guest and host may face disciplinary action.

In order to attend:

- The student guest and his/her parent/guardian agree to the following: "I agree to abide by Sturgeon Bay High School rules and expectations as stated in the Student/Parent Handbook. I understand that failure to follow the guidelines outlined on this form could result in my being denied entrance into the dance. Should my conduct be in violation of Sturgeon Bay High School rules and expectations, I will be removed from the dance, ticket money will not be refunded, and I may face disciplinary action."
- The student guest's high school administrator approves the guest as follows: "The student named above is currently in Grade X at X School. He/She is in good standing and is recommended for attendance at a Sturgeon Bay High School dance."
- The student host and parent/guardian approve the guest as follows: "By my signature and the signature of my parent/guardian, I acknowledge that the student named on this form is my guest and will attend the dance with me. I understand that failure to follow the guidelines outlined on this form could result in my guest being denied entrance into the dance. Should my guest's or my conduct be in violation of Sturgeon Bay High School rules and expectations, my guest and I will be removed from the dance, ticket money will not be refunded, and we may face disciplinary action."

Detention

Detention requires the student to serve time at school outside normal school hours. Generally, detention is assigned as a consequence for truancy, tardiness, disrespectful or disruptive behavior, lack of cooperation, and other rule violations of a less-serious nature.

Any student assigned a detention is responsible for reporting to the designated location at the specified time. Teachers may assign detention as a consequence for classroom misbehavior or incomplete assignments. Detention is to be served with the individual assigning the consequence unless prior arrangements have been made.

Administrative detentions (i.e., those assigned through the office as opposed to those assigned by a teacher) are normally held on Tuesdays and Thursdays from 3:30 – 5:00 p.m. There may be variation based on other scheduled activities for the week. The location of the detention will vary depending on the particular teacher supervisor. Detention locations will be announced during morning announcements.

- Students will be given at least 24 hours' notice prior to being assigned an after-school detention. Students may waive this notice and choose to serve a detention on the same day

it is assigned. Because students receive advanced notice, they are expected to make all necessary transportation arrangements and other notifications required to be able to serve the detention.

- Students are expected to work quietly while serving a detention. If a student needs to work with a particular teacher during part or all of a scheduled detention, the student may arrange this in the office. It is expected that the student will return to the detention room after working with the teacher if the full detention time has not been served.
- Students may reschedule detentions at the discretion of the principal. This must be done prior to the scheduled time of the detention.
- Parents may request that detentions be rescheduled or scheduled on days other than Tuesdays or Thursdays. If a parent request to reschedule is not received, the student is expected to serve the detention at the designated time.
- Unserved detentions will not be rescheduled. Unserved detentions will be converted to community service time which must be served before graduation. This community service time will be in addition to the 40 hours required for graduation.

Disorderly Conduct

Students are expected to conduct themselves in a safe and orderly manner at all times. Any type of conduct which interferes with teaching and learning or which disrupts the good order of the school is unacceptable.

Dress

Students are expected to dress in a manner that maintains student safety, prevents learning distractions, and encourages a high-quality learning environment. Any attire that disrupts teaching and learning, interferes with school activities, compromises safety, or conflicts with the district's educational mission will not be allowed.

In all cases involving questionable dress, the principal's decision will be final. Students who are deemed to be non-compliant with the expectations for dress will be required to change their attire. In the case of repeated violations, a required parent meeting with the principal may be necessary.

The following guidelines relate to student dress:

- Shoes must be worn at all times in and around the school building. (Bedroom slippers are not considered shoes.)
- Bandanas, hats, hoods, other head coverings (unless for religious reasons), and sunglasses are not to be worn in the school building.
- Blankets may not be worn in the school building.
- Heavy coats, jackets, and/or other heavy apparel may only be worn when arriving to and departing from school. These items should remain in lockers during the school day.
- Backpacks may not be carried into classrooms and should remain in lockers.
- Clothing that depicts or advertises alcohol, tobacco, tobacco products, tobacco look-alike products, or drug products; clothing that displays slogans with vulgar or sexual content; clothing that demeans an individual's or group's ethnicity or culture; and/or clothing that disrupts the learning environment at school may not be worn to school or to school-sponsored activities.
- Clothing which is excessively baggy is not permitted.
- Regarding revealing clothing:
 - Skirts that are extremely short are not permitted.
 - Shirts/Tops that are extremely revealing are not permitted.

- Shirts/Tops that expose the midriff or lower back while standing or sitting are not permitted.
- Shirts/Tops must have straps wide enough so that undergarments are not be visible.
- Backless or strapless shirts/tops are not permitted.
- Gang-affiliated jewelry, dress, or identification may not be worn to school.
- Jewelry or articles worn on the body or clothing which could pose a hazard to self or others are not permitted. Such items can include but are not limited to spiked wristbands, spiked dog collars, or items that have a point and/or protrude.
- Wallet and/or pocket chains may not be worn.
- Students have the responsibility for wearing safety or special-purpose equipment whenever it is required.

The WIAA has ruled that bare-chested individuals are not allowed in attendance at any regular season or state tournament series indoor events.

Expulsion

Expulsion is the most serious consequence that the school may impose. An expulsion cancels the right of the student to attend school or to participate in any school activities for the period of expulsion. According to Wisconsin State Statute, the Board of Education may expel a student from school for the following offenses:

- repeated refusal or neglect to obey school rules
- knowingly communicating a threat to destroy school property by means of explosives
- behavior at school or while under school supervision which endangers the property, health, or safety of others
- behavior away from school that endangers the property, health, or safety of others either at school or under school supervision
- behavior that endangers the property, health, or safety of any employee or Board of Education member of the district in which the student is enrolled
- repeated behavior by a student at least 16 years old that disrupts the ability of school authorities to maintain order or an educational atmosphere at school or at school-supervised activities
- possession of a firearm at school or while under the supervision of school authorities.

Food and Drink

The Sturgeon Bay High School Commons is the primary area designated for eating and drinking. Students are encouraged to consume all food and drink in this area. Open containers of food and drink are not allowed in the computer labs or Library. Failure to follow this rule may result in the confiscation and loss of the food or drink item.

The degree to which food and drink are permitted outside of the Commons during the school day is directly dependent upon the student body's commitment to maintaining a clean building and school grounds of which all can take pride. Individual teachers may permit snacks in the classroom at their discretion if the privilege is not abused. If building cleanliness begins to suffer, then all food and drink will be confined to the Commons at the discretion of the principal.

General Classroom Guidelines

Though specific rules and expectations will vary in different classrooms, depending upon the teacher, the following are several general guidelines that are universal for all classes:

- Students should be in their assigned class and ready to work when the bell rings to begin class.
- Students should have all the necessary materials with them. Backpacks, purses, and non-essential items should be left in the student's locker.
- Students should continue to study if the teacher is required to temporarily leave the classroom.
- Students should cooperatively participate in all class activities to the best of their abilities.
- The teacher, not the bell, dismisses the class at the end of each block.
- During class time, students may not leave the room without first obtaining teacher permission and a hall pass.
- Students are also expected to learn and follow any rules as they pertain to the individual classrooms and teachers.

Harassment

Students have the right to attend school without fear of physical threat and harm or verbal abuse. The Sturgeon Bay School District does not tolerate harassment in any form and will take all necessary and appropriate action to eliminate it. It is the policy of the district to maintain and ensure a learning environment free of any form of harassment or intimidation toward and between students and to encourage victims of harassment to come forward. Individuals who engage in harassment are subject to discipline up to and including suspension, expulsion, and referral to law enforcement.

“Harassment” means any behavior towards students based in whole or in part on sex; race; religion; national origin; ancestry; creed; pregnancy, marital, or parental status; sexual orientation; or physical, mental, emotional, or learning disability which substantially interferes with a student's school performance or creates an intimidating, hostile, or offensive school environment. Objectionable behavior becomes harassment when the behavior persists after a warning has been issued; however, one-time incidents of disrespectful or abusive behavior are also subject to discipline depending upon the severity. Students have the responsibility to refrain from conduct that does not respect the rights, dignity, and safety to all individuals and to express their thoughts and feelings in a manner that does not offend, slander, or ridicule others.

Any student who believes that he/she has been subjected to harassment by another student, employee, or volunteer is strongly encouraged to directly inform the person engaging in harassing conduct that such conduct is offensive and must stop. A student who does not wish to communicate directly with the person whose conduct is offensive and/or who continues to be harassed after direct communication should report the incident to the principal, school resource officer, teacher, counselor, or staff member. All complaints will be thoroughly investigated, appropriate action taken, and a response given to the complainant within 15 days of the receipt of the complaint. If the complainant is not satisfied with the action taken, a written appeal may be filed with the superintendent. Additional information regarding harassment complaint procedures is available in the High School Office.

Identification

Students have a responsibility to identify themselves when requested by school personnel or activity supervisors. Refusal to do so and/or misrepresentation of one's identification will result in disciplinary action being taken.

Internet, Network, and Computer Safety

Students are required to follow the Sturgeon Bay High School Acceptable Use Policy regarding use of the school computer network:

- I will access only my own assigned computer, account, and/or files. If someone else is logged into a device, I will log him/her off and log in as myself.
- I will not use school devices or Internet access to create, access, upload, or transmit material that is obscene, profane, violent, discriminatory, or depicts or describes illegal activities. I will not participate in cyber-bullying by spreading gossip, insults, or other unkindness with the purpose of creating, viewing, or participating in the humiliation of others.
- I will not plagiarize by representing the work of others as my own; I will provide citations as needed to obey copyright law. I will not manipulate technology to cheat.
- I will use the school's devices, accounts, and school-assigned email address only for educational purposes.
- I will not give my password to another user nor attempt to learn or to use anyone else's password, and I will not transmit my address or telephone number or any personal or confidential information about myself or others.
- I will not damage or tamper with hardware or software; vandalize or destroy data; intrude upon, alter, or destroy the files of another user; introduce or use malicious software; access restricted information or networks; alter or change security settings; or block, intercept, or interfere with any email or electronic communications by teachers and administrators to parents or others.
- If I notice any strange or suspicious activity on the device I am using, I will report it immediately.
- I will follow all school rules while using my own device on school grounds, and I understand that the rules outlined above apply to my use of my own device on school property.

I understand that my use of the school district's computers, Google account, and wifi access is not private, and that the district reserves the right to monitor use to assure compliance with these guidelines. Violations may lead to revocation of computer access and/or other disciplinary measures.

Language

Students are expected to use appropriate language at all times while at school or while involved in school activities. Language, gestures, and other forms of communication that are violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly and that tend to cause or provoke a disturbance are inappropriate in a school environment. Serious and/or chronic offenses may result in suspension and a referral to law enforcement for disorderly conduct.

Laser Pointers

Student use of laser pointers in school or on school grounds is strictly prohibited. If a student violates this restriction, the supervising staff member will confiscate the laser pointer and will turn it over to the principal. The student must then meet with the principal or principal's designee to discuss the violation. The laser pointer will not be returned.

Library

The Library is open for student use from 8:05 to 11:35 a.m. and 12:05 to 3:25 p.m. daily. Students may check out up to five items at a time for up to three weeks. Late fees will not be charged for overdue items, but students must pay the replacement cost for any lost or damaged items. During class time, students must have a pass to come to the Library. Students in study hall or on study hall release must report to study hall first and request a Library pass. All students should sign in upon entering the Library.

Water with a screw cap will be allowed at the tables only. No other food or beverage is allowed in the Library.

Students may use digital devices to listen to music. However, students may not play games or watch movies unless doing so for a class assignment. If a student is in the Library with nothing to do or is noisy and disruptive, he/she will be sent back to class.

Students may access digital library resources from home via the school website. The following login information should be used for all library databases: username – sturbay, password – clippers.

Medication

The use of over-the-counter or prescription medication at school requires parental authorization and the permission of the principal or principal's designee. All medications brought to school are to be administered to students by school personnel. An authorization form may be obtained in the High School Office.

A student may carry in his/her possession an inhaler for the treatment of asthma provided three conditions are met:

- The inhaler is used before exercise to prevent the onset of breathing problems.
- The student has written permission from both a physician and his/her parent or guardian (if the student is a minor).
- The principal has a copy of the written approval of the physician and parents.

A student may carry in his/her possession an insulin pump for treatment of diabetes. A medical protocol must be on file in the High School Office for those students prescribed an insulin pump.

Personal Digital Devices

Personal digital devices may be used with headphones at the discretion of the supervising staff member. If a student violates this restriction, the supervising staff member will confiscate the device and turn it over to the principal. The device will be returned only after serving a 45-minute detention or paying a \$5 fine.

Students caught using personal digital devices during an exam will be given a grade of zero on that exam. There will be no opportunity to make up the exam. This rule does not apply to handheld electronic calculators used appropriately during an exam. This rule does apply to handheld electronic calculators used inappropriately during an exam.

All fines collected will be deposited in the Student Council trust fund.

Repeated violation of this rule or lack of cooperation on the part of the student will result in more serious disciplinary action.

The school is not responsible for damage to or loss or theft of any item brought into school or onto school grounds. If such loss or damage does occur, the student should immediately report it to the administration.

Personal Property

Students have the responsibility to use discretion and caution when choosing to bring to school valuable personal property including but not limited to notebook or netbook computers, cell

phones, personal digital devices, and calculators. Students are responsible for securing any property they choose to bring to school. Students should avoid bringing to school large sums of money.

Combination locks/lockers are provided to all students with the expectation that they be used. This includes locks/lockers provided in the Band Room for students' personal musical instruments and related equipment as well as locks/lockers provided in the Phy. Ed. locker room for clothing and related items. Only school locks will be permitted on student locker doors.

The school is not responsible for damage to or loss or theft of any item brought into school or onto school grounds. If such loss or damage does occur, the student should immediately report it to the administration.

Searches

Lockers and Other Storage Areas Provided for Student Use

All lockers and other storage areas provided for student use remain the property of the district. These lockers and storage areas are subject to inspection, access for maintenance, and search according to Board of Education policy. A student using the locker or storage area has no expectation of privacy in that locker or storage area or the contents contained in the locker or storage area. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal. Unapproved locks will be removed and destroyed. The principal may search student lockers and storage areas and the contents contained in the locker or storage area at any time for any justifiable reason. The principal may, at any time, request assistance of the Sturgeon Bay Police Department having jurisdiction over the facilities of the district. The law enforcement officer must have probable cause, however, to conduct a search of the lockers and storage areas and the contents contained in the locker or storage area.

Desks and Other Storage Areas

A desk or any other storage area in the school provided for student use as well as the contents contained in the desk or storage area may be searched when the principal has reasonable suspicion for a search.

Vehicles Parked on School Property

Any vehicle brought on district premises by a student may be searched when the principal has reasonable suspicion to justify the search. One of the conditions for granting permission for a student to bring a student-operated vehicle onto school premises is written consent by the student driver, the owner of the vehicle, and the parent/guardian of the student to allow search of that vehicle. Refusal by any of the parties to provide or allow access to a vehicle at the time of a search request shall be cause for terminating the privilege without further hearing. Searches of vehicles of staff members or visitors shall be conducted by law enforcement personnel.

Vehicles Parked near School Property

There is no expectation of privacy in the air space surrounding vehicles parked near school property. If a properly trained dog alerts to a vehicle, probable cause will have been determined, and the vehicle can be legally searched by law enforcement officers. Based on the results of the search, law enforcement consequences may be applied. School consequences may not be applied since the vehicle was not parked on school property.

Student

1. The personal search of a student may be conducted by the principal when there is reasonable suspicion for a search of that student. Authorized searches of the student's person are:
 - a. the student's pockets
 - b. purses, briefcases, or any other object in the possession of the student
 - c. a "pat down" of the exterior of the student's clothing and the removal of any item identified
 - d. removal of an article of exterior clothing such as a jacket.
2. Strip searches are not to be conducted by any official, employee, or agent of the district.
3. Personal searches shall be conducted in a private room by a person of the same gender as the student and designated by the principal. At least one but not more than three additional staff members of the same gender as the student being searched shall witness but not participate in the search.

At the request of the student to be searched, an additional person of the same gender as the student designated by the student, and then reasonably available on school premises, shall witness the search. The student's parents shall be notified of the search as soon as reasonably possible.

Use of Breath-Test Instruments

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever there is individualized reasonable suspicion to believe the student has consumed an alcoholic beverage. The principal shall first attempt to contact the Sturgeon Bay Police Department and arrange for it to conduct the test.

Use of Dogs

The Board of Education has authorized the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

- The presence of the dogs on school property must be authorized, in advance, by the principal or be pursuant to a court order or warrant.
- The dog must be handled by a law enforcement officer or a contracted person specially trained to safely and competently work with the dog.
- The dog is represented by the sheriff or chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.
- The dog will be allowed to examine a student's possessions, including vehicles, but any search of a student's person will be based upon individualized reasonable suspicion.
- The dog may be allowed to examine school property such as lockers as permitted by the building principal. Any limitation as to areas of school property to be examined by the dog shall be established by the principal at the time the use of dogs is authorized.

Items Found

Anything found in the course of a search which is evidence of a student violation of school rules or federal/state laws may be seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal until it is presented at the hearing. It may also be turned over to any law enforcement officer after proper notation and receipt.

Study Hall Guidelines

Study halls are provided to give students a quiet place to study and complete schoolwork. The following general guidelines apply to all study halls, although students are also responsible for following any additional guidelines specific to their particular assigned study hall:

- Be in your assigned seat when the bell rings.
- Start working immediately, and keep busy the entire period.
- Bring sufficient work to occupy your time for the entire period.
- Socializing is not permitted in study hall. Students may work quietly together on schoolwork at the discretion of the study hall supervisor.
- Do not leave your assigned seat without the permission of the study hall supervisor.
- Keep your area clean. Pick up any waste paper and other debris before leaving.
- Avoid all types of disturbances. Students who deliberately attempt to disrupt the learning environment of the study hall will be disciplined accordingly.

Study Hall Release Privilege

Requirements for study hall release privilege are as follows:

1. The student must be in Grade 11 or 12.
2. The student must be in good standing, which is defined as follows:
 - a. The student did not earn a grade of C+ or lower in any class during the quarter prior to the request. (If the student earned a grade of C+ or lower in any class, he/she may apply for study hall release after documenting acceptable grades in all classes on the mid-quarter progress report.)
 - b. The student is not earning a C+ or lower in any class during the current quarter of the request. (Mid-quarter progress reports will be checked. Release privilege will be revoked for the remainder of the quarter for a student who is earning a C+ or lower in any class.)
3. The student must maintain good attendance. If the student accumulates more than one period of unexcused absence in a quarter, he/she loses the release privilege for the remainder of the quarter.
4. The student must exhibit good conduct. Chronic behavior problems or one-time problems of a more serious nature may result in the suspension or revocation of the release privilege.
5. The student must have no outstanding financial obligations owed to the school.
6. The student may not be granted release from more than one study hall in a quarter.
7. If the student has been granted release privilege, he/she is free to leave the building but may choose to stay. If a student chooses to stay, he/she must report to study hall for attendance purposes. A pass to another classroom may then be given to the study hall supervisor.
8. Study hall release privilege must be renewed each quarter. At the beginning of each new quarter, the student must attend regular study hall until release privileges have been granted for the new quarter.

Suspension

Suspension is the temporary exclusion of the student from school and activities. A suspension may be assigned for more serious conduct violations including but not limited to fighting; alcohol, drug, and tobacco possession or use; serious incidents of disorderly conduct; actions considered to be violations of federal, state, or municipal law; repeated refusal to follow school rules; and/or defiance of legitimate school authority.

A suspension can be either in school or out of school and cannot exceed five days unless an expulsion hearing is pending. Students will be told the reason for the suspension and may appeal the decision as per the provisions outlined in the “Due Process” section of this handbook. Parents will be notified promptly of the suspension and the reason(s).

A student who has been placed on out-of-school suspension will not be allowed in the school building or on school grounds during the duration of the suspension. A student who has been placed on out-of-school suspension will remain in the High School Office until arrangements have been made for the parents or guardians to pick up the student or for the student to travel home. Any student under suspension will not be allowed to participate in co-curricular events as either a participant or a spectator.

Tobacco / Tobacco Products / Look-Alike Tobacco Products / Vaping Devices

A student may not use or possess any tobacco, tobacco products, or look-alike tobacco products including vaping devices anywhere on the school premises, at any school-sponsored activity, or on school transportation.

Students who possess tobacco, tobacco products, or look-alike tobacco products including vaping devices on school grounds, at a school-sponsored activity, or on school transportation will receive the following consequences:

First Violation

- Confiscation of the product.
- Notification to the parent/guardian and police.
- One-half day in-school suspension.

Second Violation

- Confiscation of the product.
- Notification to the parent/guardian and police.
- One day in-school suspension.

Third Violation

- Confiscation of the product.
- Notification to the parent/guardian and police.
- One day out-of-school suspension.

Students who use tobacco, tobacco products, or look-alike tobacco products including vaping devices on school grounds, at a school-sponsored activity, or on school transportation will receive the consequences listed above including notification to the Sturgeon Bay Police Department.

Video Surveillance

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Violence / Threats

The staff and administration of Sturgeon Bay High School are committed to providing students with a safe environment at school, and acts of physical violence will not be tolerated. Incidents of serious physical violence will result in an automatic suspension from school for all active participants and a referral being made to law enforcement. In addition, verbal threats, bullying, and other types of verbal intimidation will not be tolerated. In chronic or severe cases of violence/intimidation, a recommendation of expulsion referral may be made.

Weapons

No person may possess, use, or store a dangerous weapon or look-alike weapon in or on school property, in school vehicles, or at school activities. A dangerous weapon or look-alike weapon is defined as any object which, by the manner in which it is used or intended to be used, is capable of inflicting harm or could reasonably appear to be capable of inflicting bodily harm or endangering the health and safety of students or staff. Examples include but are not limited to firearms (loaded or unloaded), knives, razors, martial arts devices, ammunition, explosive devices, metal knuckles, and/or any other object that is used or may be used to inflict bodily harm. Any student who violates this policy shall be referred to law enforcement and face possible expulsion by the Board of Education.

Student Activities Information

Co-Curricular Activities

Co-curricular activities can be a valuable part of a student's education, and all students are encouraged to participate. Sturgeon Bay High School offers the following co-curricular activities to students:

Category I – Interscholastic Athletics

Athletic Trainers	Dance	Swimming and Diving
Baseball	Football	Track and Field
Basketball	Golf	Volleyball
Cheerleading	Soccer	Wrestling
Cross-Country	Softball	

Category II – School Organizations and Activities (Clubs / Competitive / Performance-Based)

Academic Competition Teams	Forensics	Math Team
AODA Peer Leaders	FTA	Mock Trial
Audio/Visual Club	Gender and Sexuality Alliance	Musical
Chess Club	History Club	Service Club
City Rhythm	HOSA	Student Council
Clipper Clays	Intramurals	Tech Challenge
FBLA	Jazz Band	World Language Club

Category III – Honorary Positions (One-Time or Special Events)

Badger Boys / Girls State	National Honor Society	Rotary Youth Leadership
Homecoming Court	Prom Court	Sadie Hawkins Court

Participation in co-curricular activities is a privilege, and all students participating in school-sponsored co-curricular programs or activities must adhere to the provisions set forth in the Co-Curricular Code of Conduct adopted by the Board of Education. The Co-Curricular Code of Conduct is printed at the back of this handbook.

Publications

Student publications shall serve as educational tools, as media for reporting school events, as means of expression for students, as forums for discourse of issues, and as sources of entertainment and enlightenment in the Sturgeon Bay School District. Student journalists have the responsibility to exercise responsible journalism in a manner that is not obscene, libelous, disruptive of the learning environment or the orderly operation of the school, and/or contrary to sound journalism practices. The regulation of student publications shall be vested with the building administration through a qualified faculty advisor.

Independently produced publications, posters, and other types of non-school-sanctioned literature for display or distribution on school premises must be approved by the building administration and stamped as “approved” beforehand.

Sportsmanship

Sturgeon Bay High School, the Packerland Conference, and the WIAA require good sportsmanship by student-athletes, coaches, parents, and all spectators at interscholastic athletics events. Good sportsmanship is demonstrated by respecting and positively supporting the student-athletes, coaches, spectators, and officials. Profanity; racial, sexist, or ethnic comments; and any other intimidating action that is directed at officials, student-athletes, coaches, or spectators will not be tolerated and will be grounds for removal from interscholastic athletic events.

(Note: For the safety of fans, players, and officials, spectators must not stand on the Gym floor during games.)

Student Council

The establishment and effective operation of a school council can provide students with the opportunity to participate in the orderly workings of the democratic processes of our society and to assist in improving the general welfare of all students.

The Student Council is encouraged to make recommendations to the school administration on any topic of student concern.

Miscellaneous Information

Announcements

Pertinent information is provided daily to students and staff through announcements read at the beginning of Block 1 and again at the end of the school day. All requests to have announcements read must be submitted through email (preferred) or in writing to the High School Office by 7:50 a.m. on the day the announcement is to be read. Announcements must have the approval of a faculty advisor or the principal. The daily announcements will be displayed on a monitor outside the High School Office. All students are responsible for the information contained in the daily announcements.

Fire Drills and Tornado Drills

Fire drills are practiced at regular intervals during all months of the school year. Tornado drills are practiced during the spring months. Students have the responsibility to conduct themselves in an appropriate manner whenever drills and alert procedures are being practiced or during an actual emergency situation. Fire and tornado evacuation routes are posted in each room. Students should become familiar with these routes and ask the teacher or supervisor of each room for clarification if they have questions.

During fire and tornado drills, students must move quickly and quietly to the designated evacuation point or safe area. No talking is permitted during drills so that participants can hear additional instructions that may be given during the drill. During fire drills, students must move away from the building while making sure not to obstruct driveways or access routes for emergency vehicles.

Police Interviews

All interviews, interrogations, or questioning of students at school will be conducted with full regard of fundamental fairness and protection of legal rights. They shall be conducted as discreetly as possible. Parents shall be notified by the principal or law enforcement officer prior to police questioning of students, if at all possible, or at the earliest possible convenience afterward. Depending on the situation, the principal may or may not be present during the session.

In the absence of parental consent, the principal will release students to law enforcement officials only if a warrant is issued, if the arresting officer provides a written statement that he/she has seen the student commit a specific offense, or if the officer is in "hot pursuit."

School Lunch Program

Sturgeon Bay School District serves meals under the National School Lunch Program. To apply for free or reduced-price meals, heads of households must fill out the application and return it to the school. Applications are available in the High School Office. The information provided on the application will be used for the purpose of determining eligibility and may be verified at any time during the school year by school or other officials. Applications may be submitted at any time during the school year.

In the operation of the child nutrition programs, no child will be discriminated against because of race, color, sex, national origin, age, or disability. If any member of a household believes he/she has been discriminated against, he/she should write immediately to the Secretary of Agriculture, Washington D.C. 20250.

In order to use the school lunch program, it is necessary to open a student account. Money must then be deposited to the account. Purchases made at breakfast and at lunch time are withdrawn from the student account. The automatic dialer will contact parents/guardians when the family lunch account is low.

School Song

We're loyal to you, Sturgeon Bay.
We'll ever be true, Sturgeon Bay.
We'll back you to stand,
we're the best in the land,
we're a strong, mighty team when we fight.
You rah!

And whether we win or we lose,
good sportsmanship is what we choose.
We'll know no defeat; no, never.
Our school will stand together.
Rah! Rah! for you, Sturgeon Bay.
Rah!

Student Parking

Student parking is provided in the parking lot behind Sturgeon Bay High School. Students are expected to drive in a safe, responsible manner at all times and to follow all school policies related to parking. Failure to do so will result in disciplinary action being taken including but not limited to the denial of parking privileges for a specified period of time and possible legal sanctions.

Parking in the school lot is a privilege, not a right. Students who choose to park in the school lot are expected to follow these guidelines:

- All student vehicles parked in the school lot must be registered with the High School Office and must display a parking permit. If a student has not registered his/her vehicle and obtained a permit, then that student may not park his/her vehicle anywhere on district property.
- Parking permits will be issued according to the guidelines printed on the Student Parking Permit Application.
- Students parking in the lot must abide by the rules and procedures printed on the Student Parking Permit Application.
- Parking permits may be revoked for reasons listed on the Student Parking Permit Application.
- Vehicles not owned by Sturgeon Bay High School students/parents will not be permitted in the lot during school hours.
- Motorcycles, mopeds, and bicycles are to be parked in designated areas only. Snowmobiles are not permitted on campus.
- Students who do not have parking lot privileges must park on the street. Students may not park in the lots of neighboring businesses, homeowners' driveways, or the lot behind T. J. Walker Middle School.

Transcripts

A transcript is the school's cumulative, permanent record of a student's academic progress. The following definitions and regulations relate to transcript processing by the staff at Sturgeon Bay High School:

Class Rank

Class rank is calculated at the end of each grading period. Class rank information is available upon request in the High School Office and is also published on the unofficial and official transcript.

Official Transcript

This type of transcript is sent electronically from the Sturgeon Bay High School Office – through an online transcript processing service – to a post-secondary institution, scholarship organization, or employer. The transcript contains the cumulative, permanent academic record. To maintain the integrity of the document, an official transcript is never released to the student or the student's parent/guardian.

Unofficial Transcript

This type of transcript may be released directly to the student or to the student's parent/guardian if the student is not yet 18 years of age. The transcript contains the cumulative, permanent academic record. The transcript is clearly marked "Unofficial."

Transcript Release

In order to request a transcript, the student must create an account in Parchment, the online transcript processing service. A link to Parchment is posted on the school website.

Fees

For current students, there are no fees associated with transcript processing. For alumni, there is a \$5 fee associated with transcript process.

Processing Time

Transcripts are normally processed within 48 hours of the initial request.

Transportation Privileges

High school students who reside more than two-thirds mile from school, who have a disability which makes it a necessity for them to ride to school, and students who reside or must walk from an area of the district designated by the state as an "unusually hazardous area" are eligible to ride the school bus to and from school. In addition, buses and/or other school vehicles may be used to transport high school students to field trip sites or co-curricular events.

All students are responsible for exercising safe practices and courteous conduct at all times when coming to, waiting for, riding on, and leaving a school bus or other school vehicle. Since safety is the prime concern, no misbehavior will be tolerated. Student expectations for riding a school bus are as follows:

- Obey the bus driver at all times.
- Obey all rules of safety while boarding and leaving the bus.
- Be courteous and respectful to others in both words and actions.
- Do not distract the driver with noise, actions, or behaviors.
- Remain seated at all times while the bus is in motion.
- Keep bus aisles free from obstructions.
- Possession of illegal and unlawful substances and objects and other substances and objects forbidden by school rules are forbidden on the bus.
- Respect the property of others.
- Remain silent at railroad crossings.
- No food or drink of any kind may be consumed while on the bus without authorization.
- The use of electronic devices is restricted at the request of authorized parties.

Students who violate bus rules are subject to disciplinary action including but not limited to suspension of riding privileges and/or police referral as follows:

- First violation: A written warning will occur. A copy of the bus discipline referral will be mailed by the bus contractor to the residence of the parents/guardians of the student. The bus contractor will also provide a copy of the referral to the district, and the referral will be documented at the school.
- Second violation: Bus privileges will be suspended for a period of 1 to 3 days.
- Third violation: Bus privileges will be suspended for a minimum of 5 days.
- Fourth violation: Bus privileges will be suspended for the remainder of the current school year and, at the discretion of the administration, may be extended into the following year.

Based on the severity of an infraction relating to bus rules, bypassing any and/or all steps may occur including the expulsion of a student's right to ride the bus. The district has the right and authority to further extend consequences to the school, extra-curricular, and co-curricular settings.

Students and parents/guardians are to be advised that district buses are equipped with video recording equipment. Recordings may be used for disciplinary purposes.

Visitors

Any persons other than Sturgeon Bay High School students, staff, or Board of Education personnel are regarded as visitors and must register in the High School Office before moving within the building or visiting school grounds during lunchtime.

Parents/Guardians are always welcome to visit the school and classes. Students are not allowed to bring visitors to school.

Website

The Sturgeon Bay School District maintains a website with information pertinent to both the district as well as the high school. The website address is www.sturbay.k12.wi.us. Use the school links across the top of the home page to access information about Sturgeon Bay High School as well as the other schools in the district.

Work Permits

Students have the right to enhance their education through constructive, profitable employment/work outside of the classroom. They have the responsibility to keep academic

performance their first priority, comply with statutory compulsory attendance laws, and follow established procedures when seeking work opportunities.

Students requesting a work permit must bring the following to the High School Office:

- birth certificate or baptismal certificate
- written parental permission
- written notice from the employer stating the job description and hours to be worked
- Social Security card
- \$10 fee.

Students aged 16 years or older do not need a work permit.

Work permits are not issued to students who have been determined to be habitually truant (as defined by Wisconsin State Statute), and the permit may be revoked if a student becomes habitually truant.

Appendix

[Code of Classroom Conduct](#)

[Co-Curricular Code of Conduct](#)

[National Honor Society Procedures for Selection, Appeal, Discipline, and Dismissal](#)

[SBHS School Calendar](#)

[SBHS Student Fees Schedule](#)

[SBHS Staff Directory](#)

Sturgeon Bay High School 2021-22 Calendar

Freshman Parent Orientation	Monday, August 23 – 7:00 p.m.
High School Open House	Wednesday, August 25 – 4:30 to 6:30 p.m.
First Day of School	Wednesday, September 1
Picture Day	Tuesday, September 14
Blood Drive	Wednesday, September 15 – 8:00 a.m.
Homecoming	Friday, September 24
Homecoming Dance	Saturday, September 25 – 7:00 to 11:00 p.m.
Quarter 1 Parent-Teacher Conferences	Thursday, October 7 – 4:30 to 7:00 p.m.
Teacher In-Service / No Classes	Friday, October 8
Fall Choir Concert	Friday, October 22 – 7:00 p.m.
Quarter 1 Exams	Tuesday, November 2, and Wednesday, November 3
<i>November 2: Classes for Blocks 1, 2, 3, and 4 in a.m. Exams for Blocks 3 and 4 in p.m.</i>	
<i>November 3: Exams for Blocks 1 and 2 in a.m. Students released at 11:45 a.m. Buses will run only at the end of the day on November 3. Please note that this early release is only for high school students.</i>	
Early Release Day	Friday, November 5 <i>Students released at 11:45 a.m. Buses will run at noon on November 6.</i>
Blood Drive	Wednesday, November 17 – 8:00 a.m.
Thanksgiving Break	Thursday and Friday, November 25 and 26
Winter Band Concert	Tuesday, December 7 – 7:00 p.m.
Winter Choir Concert	Monday, December 13 – 7:00 p.m.
Winter Break	Thursday, December 24 through Sunday, January 2
Classes Resume	Monday, January 3
Quarter 2 / Semester 1 Exams	Thursday, January 13, and Friday, January 14
<i>January 13: Exams for Blocks 1 and 2 in a.m. Students released at 11:45 a.m. Buses will only run at the end of the day.</i>	
<i>January 14: Exams for Blocks 3 and 4 in a.m. Students released at 11:45 a.m. Buses will run at noon on January 14.</i>	
Sadie Hawkins Dance	Saturday, January 29 – 7:00 to 11:00 p.m.
Solo and Ensemble Festival	
Teacher In-Service / No Classes	Friday, February 18
Quarter 3 Parent-Teacher Conferences	Thursday, February 24 – 4:30 to 7:00 p.m.
Middle School / High School Band Pops Concert	Saturday, February 26 – 4:00 p.m.
Academic Awards / NHS Induction Ceremonies	Monday, February 28 – 7:00 p.m.
City Rhythm Concert	Friday, March 4 – 7:00 p.m.
Grade 11 ACT Testing	Tuesday, March 8
Blood Drive	Wednesday, March 9
Quarter 3 Exams	Thursday, March 17, and Friday, March 18
<i>March 17: Classes for Blocks 1, 2, 3, and 4 in a.m. Exams for Blocks 3 and 4 in p.m.</i>	
<i>March 18: Exams for Blocks 1 and 2 in a.m. Students released at 11:45 a.m. Buses will run at noon on March 18.</i>	
Spring Break	Monday, March 21, through Friday, March 25
Classes Resume	Monday, March 28
Grade 10 Forward Exam	Tuesday, April 5
Grade 11 ACT Testing – Makeup Day	Wednesday, March 22
Grades 9 and 10 Aspire Testing	Wednesday, April 13
High School Musical	Wednesday, April 27 – 10:00 a.m. – Senior Citizens only Thursday, April 28 – 7:00 p.m. / Friday, April 29 – 7:00 p.m. / Saturday, April 30 – 2:00 p.m.
Prom	Saturday, April 30 – 7:00 to 11:00 p.m.
Post Prom	Saturday, April 30 – 11:30 p.m. to 1:30 a.m. – Apple Valley Lanes
Spring Band Concert	Wednesday, May 4 – 7:00 p.m.
Blood Drive	Wednesday, May 11 – 6:30 p.m.
Spring Choir Concert	Friday, May 13 – 7:00 p.m.
Senior Awards Ceremony	Thursday, May 26 – 6:30 p.m.
Teacher In-Service / No Classes	Friday, May 27
High School Commencement Ceremony	Saturday, May 28 – 10:00 a.m.
Memorial Day / No Classes	Monday, May 30
Quarter 4 / Semester 2 Exams	Thursday, June 2, and Friday, June 3
<i>June 2: Exams for Blocks 1 and 2 in a.m. Students released at 11:45 a.m. Buses will only run at the end of the day.</i>	
<i>June 3: Exams for Blocks 3 and 4 in a.m. Students released at 11:45 a.m. Buses will run at noon on June 3.</i>	

**Sturgeon Bay High School
2021-22 Staff Directory**

Main High School Number: 920.746.2800

Name	Position or Department	Room	Phone	Email @sturbay.k12.wi.us
Albers, Zach	Technology and Engineering Department	110 / Metal Shop	920.746.5774	Zalbers
Alumbaugh, Beth	Teaching Associate	106	920.746.3881	balumbaugh
Biggs, Mary	Library Associate	High School Library	920.746.3866	mbiggs
Blahnik, Brock	Social Science Department	201	920.746.5768	bblahnik
Bryfczynski, Michael	Technology and Engineering Department	Wood Shop	920.746.5757	mbryfczynski
Buhk, Jolene	DCSCTP Job Coach	Door County Medical Center	920.746.3721	jbuhk
Canilho, Amélia	World Language Department	113	920.746.5745	acanilho
Carreno, Seth	School Psychologist	High School Office	920.746.5811	scarreno
Coles, Kelly	Mathematics Department	210	920.746.5764	kcoles
DeMeuse, Ann	District Office Administrative Assistant	District Office	920.746.2807	ademeuse
Desotelle, Robert	Teaching Associate	116	920.746.3840	rdesotelle
Ferry, Lindsay	Special Education and Pupil Services Director	Special Education Office	920.746.2804	lferry
Gerondale, Elizabeth	World Language Department	111	920.746.3852	egerondale
Gibson, Michelle	Business and Information Technology Department	108	920.746.5758	mgibson
Hathaway, Joanne	Teaching Associate	106	920.746.3881	jmhathaway
Herbst, Nicole	Art Department	129	920.746.5763	nherbst
Hintz, Heidi	Music Department – Instrumental	High School Band Room	920.746.3874	hhintz
Jacobson, Abby	English Department	101	920.746.5767	ajacobson
Jandrin, John	Social Science Department	203	920.746.3883	jjandrin
Jennerjohn, Derek	School Resource Officer	High School Office	920.746.3860	sro
Kiedrowski, Morgan	Counselor – Grade 9	Middle School Office	920.746.3875	mkiedrowski
Kiekhaefer, Craig	Science Department	214	920.746.5746	ckiekhaefer
Kiekhaefer, Rebecca	Mathematics Department	211	920.746.5770	rkiekhaefer
Lautenbach, Amy	Registrar	High School Office	920.746.3865	mlautenbach

LeRoy, Michael	Science Department	205	920.746.5748	mleeroy
Manders, Casey	Data Specialist	High School Office	920.746.3876	cmanders
McFarlane, Scott	Mathematics Department	216	920.746.5741	smcfarlane
Meikle, Holly	English Department	104	920.746.5752	hmeikle
Meikle, Todd	Athletic Director / Physical Education Department	High School Gym	920.746.1830	tmeikle
Mellen, Barry	Social Science Department	204	920.746.5726	bmellen
Mueller, Samuel	Physical Education Department	Sunset School	920.746.5918	samueller
Nelson, Gail	Teaching Associate	106	920.746.3881	gnelson
Nerby, Keith	Principal	High School Office	920.746.2802	knerby
O'Handley, Jennifer	Counselor – Grades 10 through 12	High School Office	920.746.3867	johandley
Olejniczak, Benjamin	Music Department – Choral	Choir Room / 130	920.746.5742	bolejniczak
Parkansky, Donna	Special Education Department	116	920.746.3840	dparkansky
Pfaff, Jacqueline	Special Education Department	209	920.746.5733	jpfaff
Pichette, Linnea	Pupil Services Secretary	Special Education Office	920.746.2816	lpichette
Rankin, Michele	High School Secretary	High School Office	920.746.2819	mrankin
Routhieaux, Samantha	Teaching Associate	106	920.746.3881	srouthieaux
Schartner, Robert	English Department	105	920.746.5754	rschartner
Selle, Holly	Library Media Specialist	Library	920.746.3882	hselle
Smejkal, Ann	Director of Teaching and Learning	High School Office	920.746.2815	asmejkal
Spude, Jennifer	Food Services Director	High School Kitchen	920.746.3877	jspude
Sullivan, John	Director of Building and Grounds	128	920.746.1834	jsullivan
Tess, Robert	Science Department	202	920.746.5772	rtess
Tjernagel, Dan	Superintendent	District Office	920.746.2801	dtjernagel
Townsend, Natalie	Family and Consumer Education Department	208	920.746.3850	ntownsend
Umentum, Steven	Special Education Department	206	920.746.5719	sumentum
Walle, Anna	English Department	103	920.746.5727	awalle
Wautier, Shannon	Special Education Department	106	920.746.3881	swautier
Wind, Clifford	Mathematics Department	213	920.746.3872	cwind
Winkel, Joan	Teaching Associate	116	920.746.5874	jwinkel

**Sturgeon Bay High School
2021-2022 Student Fees Schedule**

Activity Passes:

Students	\$20.00
Adults	\$30.00
Family (includes parents and children in Grades K – 8)	\$55.00
Senior Citizens (district residents aged 60+)	Free for Life
Athletic Participation Fee (per student, per sport)	\$0.00

Meals:

Breakfast	\$0.00
Main Line	\$0.00
Food Bar	\$0.00
Clipper Line	\$0.00
Second Entree	\$1.90
Specialty Salads	\$0.00
Milk	\$0.35

Course-Related Fees See the Supply List and Course Description Booklet

Parking \$40.00 per Year

Parking Fine \$15 per Incident

Registration Fee \$20.00

**CODE OF CLASSROOM CONDUCT
PURSUANT TO SECTION 118.164, WISCONSIN STATUTES**

STATEMENT OF PRINCIPLE

The School District of Sturgeon Bay recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment conducive to teaching and to the learning processes. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers, must use their training, experience, and authority to create schools and classes where effective learning is possible. Students are expected to come to school, and to every class, ready and willing to learn. Parents should be aware of their children's activities, performance, and behavior in school and are asked to cooperate and consult with the school to prevent or address problems.

The School District of Sturgeon Bay has a legal duty to make its schools as free as possible of the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment. This duty is enforced through the district's policy on suspension and expulsion, which provides procedures by which students may be removed from the school community either temporarily, or in the case of certain expulsions, permanently.

But equally important, The School District of Sturgeon Bay owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students who, for whatever reason, are unwilling, unready, or unable to avail themselves of the opportunity for an education. Such behavior, while not necessarily so serious or pervasive to warrant suspension or expulsion, can be nearly as destructive to the educational environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity ("short-term removal" or "temporary removal"). Such removal serves the multiple purposes of eliminating (or minimizing) the disruption, of reinforcing the district's strong commitment to an appropriate educational environment, and of allowing a "cooling off" period, for disciplinary or other reasons, short of suspension or expulsion.

In other circumstances, the student's conduct, or the best interests of the student and the other members of the class, may warrant longer-term removal from the class ("long-term removal"). Long-term removal may, but need not always, be for disciplinary purposes.

Beginning August 1, 1999, a teacher employed by the School District of Sturgeon Bay may temporarily remove a pupil from the teacher's class if the pupil violates the terms of this Code of Student Conduct (the "Code"). In addition, long-term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the district from pursuing or implementing other disciplinary measures, including but not limited to detentions, suspension or expulsion, for the conduct for which the student was removed.

1. What are the grounds for disciplinary removal from class?

A student may be removed from class for conduct or behavior which (a) violates the district's policies regarding suspension or expulsion; (b) violates the behavioral rules and expectations set forth in the student handbooks; (c) is disruptive, dangerous or unruly; (d) which otherwise interferes with the ability of the teacher to teach effectively; or (e) which is incompatible with effective teaching and learning in the class.

Removal is a serious measure and should not be imposed in an arbitrary, casual, or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed, where their terms are communicated as clearly as possible to students and staff. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior or every inappropriate circumstance that would justify removal under this Code. A teacher's primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provision of this Code, in every circumstance the teacher should exercise his/her best judgment in deciding whether it is appropriate to remove a student temporarily from class.

In ordinary circumstances and in practical terms, a teacher's decision to remove a student temporarily from class will stand. However, there may be circumstances when the building administrator may, exercising his/her discretion, overrule the teacher's decision to remove the student and return the student to class.

(a) Behavior that violates the district's policies on suspension and expulsion.

The district policies regarding suspension and expulsion are set for in Codes JGD/JGE and JGD/JGE-R. It should be noted that decisions regarding suspension are made by building administrators, and recommendations for expulsion are made by the district's central administration. Thus, a teacher's decision to remove a student from class for behavior that violates the district's policies regarding suspension and expulsion may but does not necessarily mean that the student will also be suspended or expelled.

(b) Behavior that violates the behavioral rules and expectations in the student handbooks and/or district board policies.

The student handbooks contain behavioral expectations for the individual schools in the district. These rules and expectations are generally explained and discussed with the students near the beginning of each school year. Such discussions should include an explanation of this Code, and the district's policy regarding removal.

(c) Behavior which is disruptive, dangerous, or unruly.

Notwithstanding any inconsistent or contrary provisions in the district's policies regarding suspension and expulsion or in the student handbooks, for the purposes of this Code, the following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous, or unruly so as to warrant removal from class:

- possession or use of a weapon or other item that might cause bodily harm to persons in the classroom
- possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others
- theft of or willful damage to school equipment or property or the property of others
- being under the influence of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of district student alcohol and other drug policies
- dressing or grooming in a manner that presents a danger to health or safety, advertises alcohol, tobacco or drugs, has slogans with vulgar, violent, or sexually suggestive themes or may signify gang affiliations or causes interference with classroom order
- disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations
- use of profanity or obscene gestures
- verbal or physical harassment or threats such as taunting, baiting, inciting and/or encouraging a fight or disruption, or hazing
- sexual harassment (physical or verbal)
- physical confrontations such as pushing, striking, or fighting with a student or staff member
- behavior that interferes with another person's work or school performance or creates an intimidating, hostile, or offensive classroom environment
- behavior that causes the teacher or other students fear of physical or psychological harm including throwing objects in the classroom, confronting staff argumentatively
- interfering with the orderly operation of the classroom by using, threatening to use, or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means
- defiance of authority (willful refusal to follow directions or orders given by the teacher), including repeated disruption or violation of classroom rules, repeated classroom interruptions, excessive or disruptive talking, making loud noises or refusing to follow directions, repeatedly reporting to class without bringing necessary materials to participate in class activities
- obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties

(d) Behavior which interferes with the ability of the teacher to teach effectively.

Students are required to cooperate with the teacher by listening attentively, obeying all instructions promptly, and responding appropriately when called upon. A student's non-compliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation, a student may be removed for behavior which constitutes:

- Open defiance of the teacher, manifest in words, gestures, or other overt behavior
- Open disrespect of the teacher, manifest in words, gestures, or other overt behavior
- Other behavior likely or intended to sabotage or undermine the instruction

(e) Behavior which is inconsistent with class decorum and the ability of others to learn.

In addition, there may be grounds for removal for behavior which, though not necessarily violative of the provisions of (a) through (d) [above], is inconsistent with basic classroom decorum. Such behavior may, in the determination of the teacher, warrant removal because of its interference with the ability of others to learn effectively. Such behavior may include, without limitation, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

2. What are other, non-disciplinary reasons for removal of a student from class?

In some cases, a teacher may believe that a student should be removed from the class for the good of the student and in the best interests of the class as a whole. Such reasons may, but need not, be disciplinary in nature, and include, for purposes of illustration and without limitation, irreconcilable personality differences or issues between the student and other students, or in rare circumstances, between the student and the teacher.

3. Who may remove a student from class?

Any student may be temporarily removed from class under this Code by a teacher of that class. For the purpose of this Code, “student” means any student enrolled in the district, exchange student, or student visitor to the district’s schools.

Any student may be removed on a long-term basis from a class based upon the request of a teacher as upheld and implemented in the discretion of the building administrator.

For the purposes of this Code, a “class” is any class, meeting, or activity which students attend or in which they participate while in school under the control or direction of the district. This definition of “class” includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. “Class” also includes regularly scheduled district-sponsored extracurricular activities either during or outside of school hours. Such activities include, by example and without limitation, district-sponsored field trips, after-school clubs, and sporting activities.

A “teacher” is any certified instructor, counselor, nurse, or administrator in the employ of the district.

For the purposes of this Code, a “teacher of that class” is a certified instructor, teacher aide, or any other instructional staff member. This definition includes, without limitation, anyone assigned student supervision. Where there is more than one teacher in a class, any teacher may remove a student from that class, upon informing the other teacher(s) of his/her intent to do so. It is advisable, though not absolutely

required, that all teachers of a class assent to the removal of the student. A “building administrator” means a principal of a school or other individual duly designated by the building administrator or superintendent.

4. What procedures must be followed in temporarily removing a student from class?

Except where the behavior is extreme, a teacher should generally warn a student that continued misbehavior may lead to temporary removal from class. When the teacher determines that removal is appropriate, the teacher should take one of the following courses of action:

(a) Instruct the student to go to the office. The teacher should submit an Incident Report/Behavioral Referral form with the student or as soon as possible. Immediately contact the office regarding the student's removal.

(b) Obtain coverage for the class and escort the student to the main office.

(c) Seek assistance from the office or other available staff. When assistance arrives, the teacher or the other adult should accompany the student to the office.

In the event Option (b) or (c) above is selected, the teacher will complete a Behavioral Referral form and send it to the office as soon as practical and possible.

When the student arrives at the main office, the building administrator or designee should give the student an opportunity to briefly explain the situation. If the building administrator or designee is not available immediately upon the student's arrival, the student should be taken to the removal area, and the administrator or designee should speak to the student as soon as practicable thereafter.

As soon as practicable, but in any event within 24 hours of the removal, the teacher or building administrator shall attempt to inform the student's parents that the student was removed from class. Such notice may be by telephone. The parents of the student shall be sent written notice of the removal postmarked within two business days of the removal. Such written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. The building administrator or designee shall keep written logs or records regarding unsuccessful attempts to contact the parents in accordance with this provision.

5. Where shall students be sent pending and during short-term removal from class?

Prior to the initiation of the 1999-2000 school year, each building administrator shall designate a room or other suitable place where students shall remain during any period of removal from the classroom (the “short-term removal area”).

Students who are removed by their teachers must immediately and directly go, or be taken, to the main office. For the duration of the removal, the student shall stay in the short-term removal area. In the discretion of the building administrator or designee, the student may instead be sent to another appropriate

class, program, or educational setting, provided the student is supervised in such alternative setting. The building administrator should also take steps to ensure that the students are supervised while in the short-term removal area. In general, students should be required to do work of an academic nature while in the short-term removal area. Such work should ordinarily be related to the work in the class from which the student was removed or may be related to the student's misconduct (e.g. writing an apology or account of the situation). In no event should students' time in the removal area be recreation or other free time.

6. How long shall a short-term removal last?

Removal is a serious matter, and should not be taken lightly either by the teacher or the student. In most cases, a student shall remain in the short-term removal area for at least the duration of the class or activity from which she or he was removed. Prior to allowing the student to resume his/her normal schedule, the building principal or designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without a recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building administrator or designee shall either retain the student in short-term removal, or, where necessary, appropriate and practicable, shall take steps to have the student sent home.

7. What are the procedures for long-term removal?

Long-term removal is an extremely serious step, which should not be undertaken hastily or for less than compelling reasons. Such a step could have profound consequences for the affected student and his/her class, as well as any new class or teacher to which the student may then be assigned. For these reasons, long-term removal should not ordinarily be considered or implemented except after a thorough consultation, including a thorough consideration of alternatives between the teacher(s) and the building principal or designee. For the same reasons, long-term removal should not ordinarily be considered on the basis of a single incident. The ultimate decision regarding long-term removal rests with the administration.

Where a teacher believes that the best interests of the student and/or the class require long-term removal, the teacher should so notify the appropriate administrator in writing. Such statement should set forth as clearly and completely as possible (a) the basis for the removal request; (b) the alternatives, approaches, and other steps considered and/or taken to avoid the need for the removal; (c) the impact, positive and negative, on the removed student; and (d) the impact, positive and negative, on the rest of the class.

Upon receipt of such statement, the appropriate administrator may, in his/her discretion, consult with the teacher and/or other district staff. In most cases it is appropriate to inform the student and his/her parents of the request for long-term removal and discuss that possibility.

Following consideration of the teacher's statement and any other information, the administrator shall, in his/her discretion, take one of the following steps:

(a) Place the student in an alternative education program as defined by law.

(b) Place the student in another class in the school or in another appropriate place in the school.

(c) Place the student in another instructional setting.

(d) Return the student to, or retain the student in, the class from which he or she was removed or proposed to be removed. (Without good reason, a student will not be returned to the class of a teacher if the student has: [a] committed an assaultive act upon the teacher or [b] repeated a threat of harm upon the teacher.)

In any event, a student in long-term removal must continue to receive an educational program and services comparable to, though not necessarily identical with, those of the class from which he/she was removed. Such program need not be in the precise academic subject of the student's former class.

Long-term removal is an administrative decision not subject to a formal right of appeal. However, the parents of the student, and/or the student, shall have the right to request a meeting with the administrator and/or the teacher(s) who made the request for removal. Where possible, such meeting shall take place within five business days of the request for a meeting. At the meeting, the administrator shall inform the parents and/or student as fully as possible regarding the basis for the removal, the alternatives considered, and the basis for any decision. However, nothing in this Code shall prevent the administrator from implementing a removal to another class, placement, or setting prior to any meeting and notwithstanding the objection of the parent(s) or student.

8. What discretion or flexibility is appropriate for individual teachers, administrators, and schools?

It is expected that administrators and teachers will meet prior to the implementation of this Code to arrive at a consensus regarding how its provisions should be interpreted and applied. However, this Code and the procedures regarding removal are intended primarily as tools to assist teachers to maintain an appropriate educational environment in their classes.

9. To what extent is removal applicable to students identified as disabled under the IDEA?

Some different rules and considerations apply for students identified as requiring special education services under the IDEA or Section 504. In particular, placement for such students is a decision of the student's IEP team, subject to stringent procedural safeguards, and cannot be made unilaterally by teachers or the administration. In addition, most students covered by the IDEA should have a behavior plan, which will address: (a) whether and to what extent the student should be expected to conform to the behavioral requirements applicable to non-disabled students; and (b) alternative consequences or procedures for addressing behavioral issues. It is highly advisable that all IEP teams address these issues, and this Code, at least annually, setting forth the consensus of the IEP team regarding behavioral expectations and consequences.

Notwithstanding these issues, students identified as requiring special education services under the IDEA or Section 504 may, in general, be temporarily removed from class under the same terms and conditions as non-disabled students.

For the reasons noted above, no change in placement for more than ten school days may be made for a student with disabilities outside of the IEP process.

Prior to the 1999-2000 school year, a copy of this Code shall be sent to each parent in the School District of Sturgeon Bay. In addition, this Code shall be provided to, and discussed with, students of the School District of Sturgeon Bay early in the 1999-2000 school year.

Adopted May 19, 1999



Sturgeon Bay High School National Honor Society

Procedures for Selection, Appeal, Discipline, and Dismissal

Eligibility for membership in the National Honor Society is based on scholarship, leadership, service, and character. The procedures for selection used by Sturgeon Bay High School are aligned with the procedures set out by the National Association of Secondary School Principals, the organization that governs the National Honor Society.

A committee of five teachers, referred to as the Faculty Council, is given the authority of selecting candidates for membership. The adviser, functioning as the student advocate, provides all necessary information regarding each candidate and then facilitates the meeting where this information is reviewed.

Determination of Eligible Candidates

To be eligible for candidacy, a student must be at least a second-semester sophomore and have a cumulative grade point average (GPA) of 3.667 or above. A cumulative GPA of at least 3.667 satisfies the scholarship component of candidacy in the Sturgeon Bay High School chapter. The adviser will obtain a list of current GPAs after the first semester of the school year.

Students who have earned a cumulative GPA of 3.667 or better will be notified of eligibility. A copy of this document – Procedures for Selection, Discipline, and Dismissal – will accompany the student letter. (This document is also printed in the Student / Parent Handbook, a copy of which is provided to every student on the first day of school each year.)

Completion of the Student Activity Information Form

As part of the notification process, students will be instructed to complete a Student Activity Information Form (SAIF). This form is the document whereby students supply the necessary leadership and service information used in the selection process. This form is not an application for membership, and no student is selected for membership simply by completing the form.

The SAIF is available electronically on the school website. Each student should save as a word document (not a google doc.), complete his/her form electronically, print a completed copy of the form, and return the printout to the chapter adviser. Please use a paperclip. Do not staple. A parent/guardian signature is required.

A deadline will be set for returning the completed SAIF. Students who choose not to return a completed form or return the form after the deadline will no longer be considered for membership during the current school year.

Review of Character

The adviser will consult with the principal regarding any concerns of character for those candidates who have submitted completed SAIFs. Examples of concerns of character include but are not limited to violations as described in the Sturgeon Bay High School Student / Parent Handbook, the Sturgeon Bay High School Code of Classroom Conduct, and the Sturgeon Bay High School Co-Curricular Code of Conduct. The code documents are printed in the Student / Parent Handbook. Information provided by the principal will be used by the Faculty Senate in their determination of a student's candidacy.

Review of Leadership and Service

The Faculty Council will set minimum standards for leadership and service. The adviser will provide for the Faculty Council copies of the completed SAIF for each candidate. The Faculty Council will review each candidate's leadership and service components. Those candidates who meet or exceed the minimum standards for leadership and service will be selected for membership.

Students will be notified of their selection or non-selection for membership.

Appeals Process

This process applies only to seniors as non-selected underclassmen may have additional opportunities for selection.

Any senior who submitted a SAIF but who was not selected for membership may choose to appeal the Faculty Senate's decision using the process outlined below:

- Within five school days of the date of the non-selection letter, the candidate must:
 - o Initiate a meeting with the adviser regarding the Faculty Council's feedback/concerns regarding the candidate's SAIF.
 - o Submit a typed letter to the adviser, written to the Faculty Council, addressing the concerns of the Faculty Council. Concerns should be explained as specifically as possible.
- Within five school days of receipt of the candidate's letter of appeal, the adviser will:
 - o Initiate a Faculty Council meeting
 - o Provide copies of the candidate's letter to the Faculty Council
 - o Personally hand a decision letter from the Faculty Council to the candidate and mail a copy to the candidate's home address.

All decisions from the Faculty Council's appeals meeting shall be considered final.

Induction Ceremony

A candidate cannot become an actual member of the National Honor Society without participating in the induction ceremony. The details of the ceremony will be communicated to the selected candidates and their parents/guardians.

Maintenance of High Standards

Current members of the National Honor Society are instructed during the ceremony to uphold the ideals of the Society. National Honor Society members should understand that they are subject to discipline and/or dismissal if they do not maintain the standards of scholarship, leadership, service, and character that were used as a basis for their selection. Described below is the procedure that is followed in disciplining members of and dismissing members from the Sturgeon Bay High School chapter of the National Honor Society.

The chapter adviser periodically reviews the standing of members for compliance with Society standards. Examples of this include a cumulative grade point average below 3.667 or violations as described in the Sturgeon Bay High School Student / Parent Handbook, the Sturgeon Bay High School Code of Classroom Conduct, and the Sturgeon Bay High School Co-Curricular Code of Conduct. The Faculty Council is called together to review situations in which a current member is in jeopardy of dismissal from the Society. When a member falls below the standards, the adviser will initiate the appropriate process outlined below:

1. Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or the law, a member does not have to be warned.
2. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.
3. In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council.
4. For purposes of dismissal, a majority vote of the Faculty Council is required.
5. A member who has been dismissed may appeal the decision of the Faculty Council to the principal and thereafter under the same rules for disciplinary appeals in the school district.
6. The National Association of Secondary School Principals shall hear no appeals in dismissal cases.

Dismissal from the Society is a reality and not a threat. Once a student is dismissed, he/she is never again eligible for membership in or benefits of the Society.

To: Board of Education

From: Todd Meikle, Athletic Director

Date: June 23, 2021

Subject: Ticket Taker Position Pilot Program

The Sturgeon Bay Athletic Program proposes the creation of a ticket taker position beginning with the 2021-22 school year. This program will foster a working relationship between our athletic director, staff members, student athletes, and our parents of student athletes in grades 6-12.

The Ticket Taker schedule will be as follows:

- Coordinating staff to sell tickets at all athletic events for the MS and HS
- Communicating and posting sports schedules, programs, and senior recognition
- August through June

The Ticket Taker responsibilities will be:

- Scheduling staff to sell tickets at all the home athletic games in the MS and HS
- Creating schedules and communication with The Booster Club
- Game day programs
- Senior recognition and acknowledgement
- Coverage for all athletic events (If needed, pay will be the ticket taker rate)

The stipend amount currently aligns with our lunchroom supervisor position at the high school level. Once we work through the pilot year we'll have a better idea if indeed this is the right approach and will then plan to add it to Appendix C in the future.

The stipend requested for this position is \$2,760.87.

2021-2022 Strategic Action Plan & Priorities

DRAFT—Revised 5/27/2021

These three areas and identified priorities are from ongoing work which originated at the 2017 Annual Board of Education and Administrative Team Retreat. The strategic action plan process is intended to provide clarity through annual priority areas, give us targeted items to monitor throughout the year, and provide a document for annual review so adjustments can be made for the following year.

Teaching & Learning

- **4K-12 Literacy Growth**
 - *4K-5 Foundations of Reading focus with professional development from Dr. Nell Thompson*
 - *6-8 Literacy Instruction and Intervention with Language Live in select small group settings, and guidance from Dr. Nell Thompson's "Quick wins"*
 - *9-12 Literacy Instruction and Intervention with adapted grade 9-10 ELA course, Language Live in select small group settings, and guidance from Dr. Nell Thompson's "Quick wins"*
- **Utilize DuFour's guiding questions to challenge and support "every student every day"—focusing on the PLC questions to continue to guide our work.**
 - *What do we want our students to learn? How will we know? How will we respond if they did not learn it OR have already demonstrated proficiency?*
 - *Implement Co-Teaching Model in select 4K-12 classrooms.*
 - *Continue use of unit planning templates; begin to utilize lesson planning template in support of Co-Teaching Model.*
- **Quality instructional practices & technology integration**
 - *How can I build my virtual teaching/learning skills? Consider engagement, technology integration, Digital Citizenship, and more.*
 - *Moving beyond navigating the pandemic. – Engage students in a technology-enabled, data-driven, digital learning environment as well as offer enhanced virtual course opportunities.*

Community Engagement

- Update and engage stakeholders regarding the educational programming operational referendum that goes to the voters in April 2022.
- Update and engage stakeholders regarding appropriate aspects of the capital referendum project.

Finance, Facilities, & Operations

- Continue the short and long-term budget planning process as part of the operational referendum cycle in order to continue the educational programming and appropriate staffing the community has come to expect.
- Continue the comprehensive facility process we began in 2019 that the community supported through the April 2020 capital referendum and complete the construction process that resulted.
- Attract and retain quality staff by supporting growth, continual improvement, and leadership, as well as continuing to develop a compensation strategy which includes but is not limited to salary, health insurance, wellness, and a sustainable approach to post-employment benefits.
- *Note: Navigate reopening procedures for the 2021-2022 school year, as needed.*



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July 21, 2021 Board of Education Meeting Superintendent Report

Prepared by Dan Tjernagel, Superintendent of Schools

Prepared for the meeting packet on July 13, 2021; Additional updates may be added later in section 4

1. Teaching & Learning

- a. **Summer!** – While some of the more traditional things like summer school are not happening as they typically would, it has been nice to see the various summer sports activities and some summer band happening since those things could not occur last summer.

Additionally, staff have been involved in literacy training, as well as a variety of special things associated with construction, packing up classrooms, and more. New staff members at virtually all levels of the organization have begun to transition as well. All this and much more will be important as we prepare for another important school year of teaching and learning in our district.

- b. **Administrative Team Meeting #1** – The 2021-2022 school year edition of the administrative team is holding its first official meeting of the new year on the afternoon of July 21. Various conversations, interviews, and more have been ongoing for some time, of course, but after all the special administrative and board meetings, I felt the group needed a break, as well as a chance to get other tasks accomplished.

2. Community Engagement

- a. **DCEDC Board** - The monthly DCEDC Board meeting is Monday, July 19.
- b. **YMCA Board meetings** – The regular monthly YMCA Board meeting is Thursday, July 22.
- c. **Public Health, DCMC, and Door County School District Meeting** – The group held a meeting at 8 A.M. on Tuesday, July 13. Public Health summarized several data points from the past month and the past year. Key topics such as facial coverings, quarantine length, contact tracing, on-site testing, and upcoming school board meeting dates were among the things we discussed.

We scheduled our next meeting for 8 A.M. on July 22.

- d. **Sunset Open House/Goodbye** – Thanks to Ann Smejkal for working with some folks to arrange an opportunity for current and former students and staff members, as well as anyone else who is interested, to visit Sunset from 4:30 – 6:00 P.M. on Tuesday, July 20.

- e. **School Perceptions Meet and Process** – I’ve been in contact with Bill Foster at School Perceptions as the Board had heard earlier about some sort of community update and short survey that the Board can use for budget and operational referendum planning purposes. Right now, it looks like our next meeting would be early the week of July 19-23.

3. **Finance, Facilities, & Operations**

- a. **2021-2022 School Year Communication** – As the Board knows, I am hopeful that a high-level communication can go out to students, parents, and staff members after the July 21 Board meeting. In addition to the planning document I shared back in May, I prepared some comments for the background document, and anticipate adding to that after the July 14 special Board learning session that was added. After all the special meetings and communications from last summer it is nice to be in a better place this summer, but it is time for an update so people can finalize their plans—and hopefully have a greater sense of relief knowing what will and will not be the case—based on what we know at this time.
- b. **Capital Project Update** –Regular construction-related meetings with the Miron and EUA teams occur every other Tuesday morning, with additional special meetings in between.
- c. **Neola Board Policy Updates** –
 - Update 29.2 is next. Ann, Jean, and I had met on January 12, but I have not been able to prioritize the follow up with staff and legal counsel needed on a portion of the policies.
 - There is also an Edgar 2.0 update to have Jake and the Business review before seeing what may need Board attention.
 - Update 30.1 would then be the next set of revisions.
- d. **Compensation related items** – As discussed in the June 2 learning session and summarized for all staff in my June 3 email update, the Board will assemble a work group to move forward on things in the fall. I have added seven “placeholder” dates for work group sessions, although once the make-up of the work group is known we can customize meeting dates and times as desired by the board members.

In the meantime, Jake and I have been in communication with our point person at M3 as a consultant who can not only help the group and board as a whole through the process, but prepare some scenarios based on the discussion faculty reps, admin team reps, and board member reps have had to date. The various philosophical discussions combined with the desired clarity as work done by people who have attended meetings (such as the sample a staff member created with a “vesting schedule”) should be able to move this forward after all these years.

4. **Additional Items and/or Updates** *(added after I submitted my report for the Board packet)*