

Student / Parent Handbook 2009-10



Home of the Clippers

Sturgeon Bay High School

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Sturgeon Bay High School 2009-10 Bell Schedules
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Regular Bell Schedule

8:05	Warning Bell
8:10 – 9:45	Block 1 (Announcements from 8:10 – 8:15)
9:45 – 10:00	Break
10:00 – 11:30	Block 2
10:00 – 10:43	Block 2A
10:43 – 10:47	Passing Time
10:47 – 11:30	Block 2B
11:30 – 12:05	Lunch
12:05 – 1:35	Block 3
12:05 – 12:48	Block 3A
12:48 – 12:52	Passing Time
12:52 – 1:35	Block 3B
1:35 – 1:40	Passing Time
1:40 – 3:10	Block 4

Half-Day Bell Schedule

8:05	Warning Bell
8:10 – 9:06	Block 1 (Announcements from 8:10 – 8:15)
9:06 – 9:11	Passing Time
9:11 – 10:02	Block 2
9:11 – 9:34	Block 2A
9:34 – 9:38	Passing Time
9:38 – 10:02	Block 2B
10:02 – 10:07	Passing Time
10:07 – 10:59	Block 3
10:07 – 10:31	Block 3A
10:31 – 10:35	Passing Time
10:35 – 10:59	Block 3B
10:59 – 11:04	Passing Time
11:04 – 11:55	Block 4

Homeroom Bell Schedule (35-minute Homeroom)

8:05	Warning Bell
8:10 – 9:35	Block 1 (Announcements from 8:10 – 8:15)
9:35 – 9:50	Break
9:50 – 10:25	Homeroom Group Meetings
10:25 – 10:30	Passing Time
10:30 – 11:50	Block 2
10:30 – 11:08	Block 2A
11:08 – 11:12	Passing Time
11:12 – 11:50	Block 2B
11:50 – 12:25	Lunch
12:25 – 1:45	Block 3
12:25 – 1:03	Block 3A
1:03 – 1:07	Passing Time
1:07 – 1:45	Block 3B
1:45 – 1:50	Passing Time
1:50 – 3:10	Block 4

Homeroom Bell Schedule (15-minute Homeroom)

8:05	Warning Bell
8:10 – 9:40	Block 1 (Announcements from 8:10 – 8:15)
9:40 – 9:55	Break
9:55 – 10:10	Homeroom Group Meetings
10:10 – 10:15	Passing Time
10:15 – 11:40	Block 2
10:15 – 10:55	Block 2A
10:55 – 11:00	Passing Time
11:00 – 11:40	Block 2B
11:40 – 12:15	Lunch
12:15 – 1:40	Block 3
12:15 – 12:55	Block 3A
12:55 – 1:00	Passing Time
1:00 – 1:40	Block 3B
1:40 – 1:45	Passing Time
1:45 – 3:10	Block 4

Introductory Information

Welcome

Welcome to Sturgeon Bay High School! The administration, faculty, and staff are looking forward to the upcoming school year with great anticipation. Sturgeon Bay High School has a proud tradition of excellence in a variety of areas and seeks to build on this success by providing high-quality opportunities for student learning and growth. We encourage each student to take full advantage of the opportunities available in order to develop his/her potential to the fullest. We will assist in any way we can.

This handbook outlines the basic rights, responsibilities, policies, procedures, and rules that exist at Sturgeon Bay High School. Students are expected to familiarize themselves with the information contained in this handbook and, if they have any questions regarding particular school expectations, to seek clarification from a faculty member, counselor, or administrator. Parents are also strongly encouraged to read through the entire handbook to become familiar with the information contained in it and to likewise seek clarification if they have questions or concerns. By working together, I have no doubt that this school year will be a successful one.

Mr. Robert Nickel
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 possible 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 require 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. Joe Stutting
Superintendent
School District of Sturgeon Bay
1230 Michigan Street
Sturgeon Bay, WI 54235
920.746.2800

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

Ms. Sharon Sanderson
Director of Pupil Services
School District of Sturgeon Bay
1230 Michigan Street
Sturgeon Bay, WI 54235
920.746.2816

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 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

Class Rank / Grade Point Average

Two categories of honor graduates are recognized at the commencement ceremony. Those students comprising the top 10 percent of their class after 14 terms are designated as “high honors” graduates and are so identified by wearing a gold cord at the commencement ceremony. Those students who have earned a cumulative grade point average of at least 3.750 are designated as “honors” graduates and are so identified by wearing a silver cord at the commencement ceremony.

The student with the highest grade point average based on 14 terms will be designated as valedictorian, and the student with the second-highest grade point average will be designated as salutatorian. Grade point averages are calculated based on an unweighted 4.0 scale. Grade point averages are rounded up to three decimal places in order to determine class rank. In case of a tie, each student with the same class rank will remain tied in the final class rank and for any accompanying honors.

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.

The following system of honor points is used in calculating grade point average:

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	WF = 0.000
	B- = 2.667	C- = 1.667	D- = 0.667	

Students who earn a grade of B- or above in advanced placement or college-credit courses that are taught by Sturgeon Bay High School faculty members will have additional quality points of 0.0125 added to their grade point average for each 0.5 credit earned.

Additional information is available in the High School Office regarding courses taken at other schools and/or as a part of alternative educational programs and how these courses impact grade point average and class rank. (Also see “Credit for Grade Transfer Regulations” below for further information regarding calculation of grade point average.)

Commencement Participation

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

- meet the credit and community volunteerism requirements of the Board of Education
- be registered as a full-time student (enrolled in a minimum of three classes) in the transcribed grading period immediately prior to graduation (unless prior permission to graduate early has been granted by the high school administration and Board of Education)
- not have met or exceeded the statutory definition of a habitual truant (unexcused for all or part of five days during a semester) during the last two terms immediately prior to graduation.

Credit and Grade Transfer Regulations

According to board policy, 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.
- Beginning with the Class of 2010, students who earn a grade of B- or above in advanced placement or college-credit courses that are taught by Sturgeon Bay High School faculty members will have additional quality points of 0.0125 added to their grade point averages 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 students for courses taken through the Youth Options program or other 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 students for courses taken through home-based educational programs will not be used in grade point average calculation.
- Credits earned for credit recovery coursework not taught by a Sturgeon Bay High School faculty member will not be included in grade point average calculation but may be recorded for credit on the high school transcript.
- All online courses completed by Sturgeon Bay High School Virtual Program students will be included in grade point average calculation. For each 1 credit of high school online study, the student will be granted 1 credit on the high school transcript. (Virtual Program students are defined as those students whose school day consists of 50 percent or more online work.)

- Students enrolled in the Sturgeon Bay High School Virtual Program will not be considered in class rank or be eligible for designation as valedictorian or salutatorian.
- For Sturgeon Bay High School students not enrolled in the Virtual Program, online courses taken in place of required courses shall be included in grade point average calculation. For each 1 credit of high school online study, the student will be granted 1 credit on the high school transcript.
- For Sturgeon Bay High School students not enrolled in the Virtual Program, online courses taken as electives will not be included in grade point average calculation but will be recorded on the transcript and earn credit toward graduation.
- 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 or the principal's designee.

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 exercise 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.

Grade Scale

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

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			

Graduation Requirements

Twenty-six credits of required and elective courses in the following areas are needed to earn a Sturgeon Bay High School diploma:

English	4 credits
Social Studies	3 credits
1 credit Geography <u>or</u> World History I <u>or</u> World History II	
1 credit U.S. History	
1 credit American Studies	
Mathematics	2 credits
1 credit Algebra <u>and</u>	
0.5 credit Geometry <u>and</u> 0.5 credit Probability and Statistics	
OR	
1 credit Pre-Algebra <u>or</u> 1 credit Applied Math 1 <u>and</u>	
1 credit Basic Geometry and Statistics	
Science	2 credits
1 credit Earth Science	
1 credit Biology	
Physical Education	1.5 credits
Health	0.5 credit
This course requirement may be satisfied in Grade 7 or 8	
but will not count for high school credit. If the course is	
taken in high school, then 0.5 credit is awarded to the	
student.	
Life Skills (Beginning with the Class of 2011)	0.5 credit
Personal Money Management	0.5 credit
Elective Credits	
Students must earn enough elective credits to bring the	
total credits earned to a minimum of 26 credits.	
Total	26 credits

Additional requirements 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.
- Beginning with the Class of 2012, students must achieve a minimum cumulative grade point average of 1.5 after eight semesters of high school enrollment.
- Beginning with the Class of 2012, students must obtain a score of Basic or better on all five sub-tests (Reading, Language, Mathematics, Science, Social Studies) of the Grade 10 Wisconsin Knowledge and Concepts Examination (WKCE). If a Basic score cannot be achieved in one or more areas, the student will be required to demonstrate competency through an assessment tool

determined by the principal (e.g., WKCE retesting, PLAN, ACT, PSAT, ACCUPLACER, TABE, ASVAB, etc.)

It is recommended that students complete eight semesters of attendance.

Honor Roll

Students who achieve high standards academically are recognized on the A and B honor rolls at the end of each term. 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. In order to be eligible for the B honor roll, a student must earn at least a 3.0 grade point average with no Ds or Fs.

PowerSchool

Sturgeon Bay High School uses PowerSchool to manage student information. One of the features of PowerSchool is the ability to access grades and other information via the Internet. Through PowerSchool, students and parents/guardians have access to daily school announcements, attendance records, and grades.

To use PowerSchool, it is necessary to have a computer with Internet access as well as a username and password. Usernames and passwords are supplied by high school personnel. Use the following directions to access PowerSchool:

1. Open a web browser (e.g., Internet Explorer, Firefox, Safari, etc.).
2. Navigate to the district website, www.sturgeonbayschools.org.
3. Several links will appear along the left side of the homepage. Click on the "Parent Access" link, and enter the username and password. (Reminder: Usernames and passwords are confidential. Keep them in a safe place!)

When viewing grades, the following may also be done:

- To view all of the individual assignments, projects, tests, and/or quizzes for a course, click on the grade for that course.
- To contact a teacher, click on that teacher's name. The email program will start, and a blank email message will appear. Complete the email, and send it to the teacher.

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.

Student Scheduling / Schedule Changes

All students are encouraged to enroll for 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 term. 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. If students or parents have questions in any of these areas, they should make an appointment with a counselor to discuss the student's scheduling choices.

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. Before a schedule may be changed, permission must be obtained from a counselor or the principal as well as written parental permission.

All course additions must be finalized within five days of the beginning of a term. No changes, except drops, will be permitted after the fifth day of a term. Courses dropped within the first 15 days of a term will be recorded on a student's transcript as a W with no effect on grade point average. A course dropped after the first 15 days of a term will be recorded as a WF which will count the same as an F in grade point average calculations. The WF grade may only be waived with the written consent of the teacher and principal.

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 specifically related to current events (e.g., Social Issues and Current Events).

Tuition

In order to offer as many academic opportunities as possible, Sturgeon Bay High School students may enroll in courses offered outside the district. The following guidelines apply to tuition charges for out-of-district courses:

- Advanced Placement (AP) courses not offered at Sturgeon Bay High School: Students pay the tuition charges. Students who complete and pass an AP course will be reimbursed \$200 per course.
- Distance learning, online, or correspondence courses not offered at Sturgeon Bay High School: Students pay the tuition charges. Students who complete and pass a course will be reimbursed \$200 per course.
- Distance learning, online, or correspondence courses taken in lieu of those offered at Sturgeon Bay High School: Students pay the tuition charges. No amount of the tuition charges is reimbursable.
- Youth Options (see below): The Board of Education pays the cost as specified for the program if the course is approved for high school credit, unless the board determines that the post-secondary course is comparable (80 percent match) to a course offered and available to the student in the district. Students pay the cost if enrolled in a program for post-secondary credit only. If a student receives both high school and post-secondary credit, the district is required to pay the cost.
- Virtual Student Program (see below): Tuition for online courses is paid by the school district. Students who fail a course must reimburse the district the cost of the tuition. According to course provider guidelines, students are normally allowed a set time limit for completion of a course. If an extension is needed, the student/parent must request the extension and pay any related fees. The district will not pre-pay or reimburse costs incurred for extensions.

Virtual Student Program

Occasionally students find that the regular mode of academic programming does not meet their individual preferences for education. Often these students opt for a home-based educational program (i.e., homeschool) and are no longer considered members of the Sturgeon Bay High School student body. As an option, Sturgeon Bay High School offers a Virtual Student Program, in which students complete some or all of their coursework online but do not report to the school building to do so. 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.

Virtual Program 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. Students who fail a course must reimburse the district the cost of the tuition. According to course provider guidelines, students are normally allowed a set time limit for completion of a course. If an extension is needed, the student/parent must request the extension and pay any related fees. The district will not pre-pay or reimburse costs incurred for extensions.

Virtual Program students may also choose an academic program that involves a combination of online as well as face-to-face courses. The program allows for some flexibility, and regular meetings with the school counselor are required in order to maintain accurate academic progress records as well as continually updated academic and career plans.

Board of Education policy that addresses the Virtual Student Program is as follows:

- All online courses completed by Sturgeon Bay High School Virtual Program students will be included in grade point average calculation. For each 1 credit of high school online study, the student will be granted 1 credit on the high school transcript. (Virtual Program students are defined as those students whose school day consists of 50 percent or more online work.)
- Students enrolled in the Sturgeon Bay High School Virtual Program will not be considered in class rank or be eligible for designation as valedictorian or salutatorian.

Youth Options Program

A junior or senior may enroll in a Wisconsin institution of higher education for the purpose of taking one or more nonsectarian courses. Students seeking high school or college credit through this program must apply to the Board of Education for approval by March 1 for the fall semester and by October 1 for the spring semester. By the end of the semester in which the student applies, the Board of Education must notify the student if post-secondary coursework will be approved for high school credit and how much credit will be awarded.

A student participating in the program may appeal the Board of Education's decision not to award high school credit to the state superintendent of public instruction within 30 days of the decision. The state superintendent has the final authority to decide if high school credit should be awarded.

The Board of Education pays the cost as specified for the program if the course is approved for high school credit, unless the board determines that the post-secondary course is comparable (80 percent match) to a course offered and available to the student in the district. Students pay the cost if enrolled in a program for post-secondary credit only. If a student receives both high school and post-secondary credit, the district is required to pay the cost.

The Board of Education shall limit payment for post-secondary credits to not more than 18. If a student receives a failing grade or fails to complete a course for which the district has made payment, the student is responsible for reimbursement to the district of all costs related to the course. Any questions regarding the Youth Options Program should be directed to the high school counselor or principal.

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 secretary (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 secretary's voicemail 24 hours a day). Excuses are 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 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 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
- special circumstances that show good cause and are approved in advance by the attendance officer.

In addition, a student may be excused for family vacations and other pre-arranged absences if a student/parent completes a pre-arranged absence form and returns it to the High School Office prior to the absence. Failure to clear pre-arranged absences in advance will result in the absence being unexcused. If there is a question about whether or not an absence will be excused, please call the attendance officer (746.1830) or attendance secretary (746.3865) prior to the absence for clarification. Absenteeism from school for reasons other than those cited shall be regarded as unexcused.

Absences/tardies due to oversleeping and/or vehicle problems – two common reasons that students arrive late to school – are not considered excused.

A parent/guardian may excuse his/her child for a total of ten days in a school year. Once this threshold has been reached, the student will not be excused from school unless medical or legal documentation is provided. Exceptions require Board of Education authorization.

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 pre-arranged absences, all make-up work must be completed upon return to school.

Habitual Truancy

According to Wisconsin State Statute, a student is considered a "habitual 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. When a student becomes a habitual truant, the school will notify the parent by registered or certified mail, and a parent meeting will be scheduled 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 Social Services
- loss of on-campus parking privileges
- loss of work permit
- detention
- in-school suspension.

Hall Passes / Accountability

Students at Sturgeon Bay High School have the responsibility to be in class or assigned areas at all times except during passing time or while carrying a hall pass. Any student in a hallway must have a pass from the teacher. If a student does not have a pass, the student will be considered unexcused.

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 the written permission of the High School Office. Students must

present valid notes and expect phone confirmation of such notes when requesting to leave during school hours. They are required to sign out and sign in when leaving and returning to school during the school day. Failure to follow this procedure will result in the absence from school being considered unexcused.

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.

Students who are five or more minutes late to a class without an excused pass will be considered unexcused/absent.

Absences/tardies due to oversleeping and/or vehicle problems – two common reasons that students arrive late to school – are not considered excused.

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, the student will have a conference with the attendance officer, who will use judgment and discretion in dealing with individual student circumstances while at the same time maintaining a high level of consistency and fairness in the application of attendance policies and procedures. Students will be required to make up time before or after the school day as a result of being unexcused absent. 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.

Students may be denied full or partial credit for class work missed due to unexcused absences at the discretion of individual teachers (in accordance with each teacher’s stated classroom policies.) Students shall be allowed to make up major exams missed regardless of the reason for the absence. It is the student’s responsibility to request such make-up exams immediately upon return to school. Individual teachers shall determine the conditions under which the make-up exams will be administered.

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 absent themselves from their scheduled classes for any assembly unless cleared by an administrator or classroom teacher.

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) 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:

- Cell phones may only be used on school property before school, during snack break, over the lunch period, and after school.
- Cell phones may not be used during scheduled class periods, homeroom periods, special assembly periods, and passing times.
- Cell phones should be stored in students’ lockers or vehicles. They should not be carried during the school day.
- 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.
- 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 to 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-term 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

All Code of Conduct rules apply to student behavior at school-sponsored dances. Middle School students are not permitted except as spectators in the balcony. Adult guests ages 20 and above require the permission of the principal. Sturgeon Bay High School students must register their guests in the High School Office during the week prior to a dance. Each Sturgeon Bay High School student may only bring one non-school guest. Attendance will be checked at the dance.

Detention

Detention requires the student to put in 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. Failure to serve a detention as assigned will be considered insubordination and will result in additional detention time being added and/or possible suspension. Work is not an acceptable reason for failing to serve detention 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.

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, and sunglasses are not to be worn in the school building.
- Heavy coats, jackets, and/or other heavy apparel may only be worn when arriving at 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, 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:
 - Shirts/Tops that are extremely low-cut are not permitted.
 - Shirts/Tops that expose the midriff or lower back while standing or sitting are not permitted.
 - Shirts/Tops must have at least 2-inch straps. Undergarments should not be visible.
 - Backless or strapless shirts/tops are not permitted.
 - The length of shorts and skirts must be mid-thigh.

- 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 is 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 each block.
- 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 or a 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 monitors. Refusal to do so and/or misrepresentation of one’s identification will result in disciplinary action being taken.

Internet, Network, and Computer Safety

(Note: This is an excerpt from the full Board of Education Policy JQA – User Policy for Internet, Network, and Computer Safety.)

Internet Safety

The School District of Sturgeon Bay employs Internet filtering through Wiscnet, using software especially designed for the purpose of screening any type of pornography, material harmful to minors, and

obscene material.

The School District of Sturgeon Bay requires parent or guardian approval before a student is allowed to use the Internet at school. Parents may specify restrictions to additional Internet sites they feel are inappropriate for their children. A signed "Permission Form for Internet Access" (Board of Education Policy JQ-PF) must be on file in the office of the district's technology coordinator before a student will be permitted to access the Internet from a school district computer.

Students and staff may not disable the district's filtering software at any time when students are using the district Internet system if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act.

Network and Computer Safety

No person shall create, view, send, receive, store, display, or print text or graphics which may reasonably be construed to be obscene, invasive of the privacy of another person, disruptive or harmful to the educational or working environment. No person shall access or transmit specific types of materials on the Internet, such as the following:

- any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material
- defamatory material
- material designed or likely to cause annoyance, inconvenience or needless anxiety
- materials inconsistent with the school's code of conduct or the district's educational goals
- material that is profane or obscene, that advocates illegal acts, that advocates drug use or that advocates violence or discrimination towards other people. The use of an Internet filter shall not diminish the user's personal responsibility for appropriate use of the district's computer network.

If a user finds that he/she is connected to a site that contains any of the above material, he/she is expected to exit that site immediately, regardless of whether that site has been previously deemed acceptable by any screening or rating program. If a user sees another user accessing inappropriate sites, he/she must inform the administrator, teacher, or supervisor of the incident to report the site.

Students may only use e-mail as part of curricular-based classroom activities under staff supervision. Students who receive any e-mail message they feel is inappropriate or that causes discomfort should inform appropriate school officials.

The following restrictions against inappropriate speech and messages apply to all speech communicated and accessed through the district Internet system, including all e-mail, web pages, and web logs. Staff or students shall not send obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful messages. Staff or students shall not post information that could cause damage, danger, or disruption, or engage in personal attacks (cyber bullying). Students shall not harass another person or knowingly or recklessly post false or defamatory information about a person or organization.

Students at school are prohibited from sharing personal information about themselves or others on the Internet without authorization, including personal pictures, passwords, full names, addresses, phone numbers, social security numbers, credit card information, and/or agreeing to a meet with someone they have met online at school without parent/guardian approval.

For the safety of our students, the school district's Internet content filter is programmed to block student access to, among others, popular social networking sites (e.g., MySpace, Facebook, etc.) blogs, wikis, and all manner of audio and video file sharing sites, sites collectively referred to as Web 2.0 sites. Students

are also prohibited from using private email services (e.g., Hotmail, Google Mail, etc.), and instant messaging software or services (e.g., Microsoft Instant Messenger, iChat, Skype, Google Talk, etc.) while using the district's network unless directly related to classroom activities and only under the direct supervision of a teacher.

Each person using district network resources should know that it is unlawful to:

- transmit frightening, intimidating, threatening, abusive or harassing messages to persons on e-mail or other computerized communication systems
- copy copyrighted material obtained online except as authorized by existing copyright laws
- intercept and disclose electronic communication, including email, while it is in transit
- access stored electronic communications, such as system files, e-mail, pagers or voice mail, while it is in electronic storage, without the owner's consent
- vandalize or destroy computer hardware, software, or files.

Students' home and personal Internet use can have an impact on the school district and on other students. If students' personal Internet expression – such as a threatening message to a staff member or another student or a website advocating violence – creates a likelihood of material disruption of the school's operations, students may face discipline and criminal penalties. Additionally, the deployment of various types of web servers outside the district network for the express purpose of importing inappropriate electronic materials onto the district's network or evading the district's content filtering software is considered disruptive to the operation of the district. Offenders will be subject to disciplinary and legal actions.

All network users should be aware that district computers and their software are educational tools owned by the district and that Internet and other communications are public and not private in nature. The district reserves the right to monitor and access any user's Internet activities and e-mail content accessed with school equipment.

The district retains, at all times, 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.

Disciplinary action will be taken against anyone who violates this policy, including withdrawing Internet privileges, suspension/expulsion/dismissal and, if appropriate, referral to the proper authorities or any other consequence deemed appropriate by the administration or Board of Education.

Examples of behavior not permitted on the district computer network:

- sending or displaying offensive messages or pictures
- assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition
- using obscene language
- accessing pornographic websites
- harassing, insulting, intimidating, or attacking others
- unauthorized access or attempting unauthorized access of district workstations, network servers, or other network devices
- using district network equipment to attempt unauthorized access of network devices external to the district network
- intentionally altering the installed configuration of a district workstation such that it significantly alters the workstation's functionality or its accessibility by others

- the unauthorized installation of software either from foreign media or downloaded from an external source (e.g., games, etc.)
- engaging in practices that threaten the network (e.g., loading files that may introduce a virus)
- violating copyright laws
- using others' passwords
- trespassing in others' folders, documents, or files
- intentionally wasting limited resources (e.g., printer supplies)
- employing the network for commercial purposes
- violating regulations prescribed by the network provider
- other behaviors in violation of federal or state laws or district policy or regulations.

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.

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:

1. The inhaler is used before exercise to prevent the onset of breathing problems.
2. The student has written permission from both a physician and his/her parent or guardian (if the student is a minor).
3. 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 Music Players

Electronic devices intended solely for entertainment purposes (e.g., games, movies, etc.) are not allowed in school. Personal digital music players, however, 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 music players or other electronic 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 to 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 personal digital music player that is brought into school or onto school grounds.

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 music players, calculators, and other electronic devices. 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 expectancy 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 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.

School Property

Desks, lockers, books, and other equipment and property loaned to students for their use remain the property of the district while in possession of the student. Such property is provided for the convenience of students and shall be used only for authorized purposes. Students have the responsibility to protect school property assigned for their use, and they may be required to reimburse the district for damage to school property (deliberate or accidental) or for the loss or theft of such property.

School property may be opened and inspected by school authorities at any time, for any reason, without notice, without student consent, and without a search warrant. This includes containers or articles placed in lockers or other school equipment. Other types of searches (e.g., backpacks, purses, or other containers in the immediate possession of students; students' persons; and/or vehicles parked on school property) may be conducted by school administration only if there is a reasonable suspicion that a student may be in possession of an item prohibited under federal, state, or municipal law or school rules.

In order to maintain a drug-free school environment, the use of canines trained for drug detection accompanied by law enforcement officials may be used for purposes of the exploratory sniffing of the outside of lockers, vehicles parked on school property, and any other area of school property deemed appropriate. This activity will be carried out on a random or periodic basis and/or when reasonable suspicion exists. In the event of a canine hit, the locker or other area will be searched further using established district procedures. Individuals will be subject to prosecution as well as action by the school administration if prohibited items are discovered in the locker, vehicle, or an area under the individual's control.

Vandalism, theft, and other criminal acts involving the property of the school or others will be addressed very seriously through suspensions, recommendations of expulsion, and referrals to law enforcement.

Skateboards and Inline Skates

The use of skateboards and/or inline skates is not allowed on school grounds. Students who bring these items to school must carry them when on school property and store them in lockers when in the building.

Use of inline skates is also prohibited on the track.

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:

- The student must be in Grade 11 or 12.
- The student must be in good standing, which is defined as follows:
 - The student did not earn a grade of D+ or lower in any class during the term prior to the request. (If the student earned a grade of D+ or lower in any class, he/she may apply for study hall release after documenting passing grades in all classes on the midterm progress report.)
 - The student is not earning a D+ or lower in any class during the current term of the request. (Midterm progress reports will be checked. Release privilege will be revoked for the remainder of the term for a student who is earning a D+ or lower in any class.)
- The student must maintain good attendance.
 - If the student accumulates more than one period of unexcused absence in a term, he/she loses the release privilege for four calendar weeks.
 - This consequence will carry over to the next term if not completed in a given term.
- 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.
- The student must have no outstanding financial obligations owed to the school.
- The student may not be granted release from more than one study hall in a term.
- If the student has been granted release privilege, he/she is not to be in the building or on school grounds until the passing time preceding his/her next regularly scheduled class unless permission from the office has been given. If permission has been given, the student must report to a classroom under teacher supervision or report to the Library.
- Study hall release privilege must be renewed each term.

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 extracurricular events as either a participant or a spectator.

Tobacco / Tobacco Products

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

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

First Violation

- Confiscation of the product.
- Notification of the parent.
- One-half day in-school suspension.

Second Violation

- Confiscation of the product.
- Notification of the parent.
- One day in-school suspension.

Third Violation

- Confiscation of the product.
- Notification of the parent.
- One day out-of-school suspension.

Students who use tobacco products on school grounds, at a school-sponsored activity, or on school transportation will receive the consequences listed above including notification of law enforcement officials.

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 physi-

cal 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.

Visitors – General

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.

Day visitors as guests of Sturgeon Bay High School students will be allowed only at the discretion of the principal.

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	Ecology Club	Math Team
Academic Decathlon	Envirothon	Mock Trial Team
AODA Peer Leaders	F. T. A.	School Play / Musical
Art Club	Film Club	Service Club
Chess Club	Forensics	Student Council
City Rhythm	History Club	Tech Challenge
Destination Imagination	Intramurals	
Diversity Club	Jazz Band	

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

Badger Boys / Girls State
Homecoming Court

National Honor Society
Prom Court

Rotary Youth Leadership
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.

Printed copies of daily announcements will be posted 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. A school representative will be present during the questioning unless the student requests otherwise.

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, 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 morning snack break 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.
- Permits will be issued according to the guidelines printed on the Parking Permit Application.
- Students must show a valid driver's license to obtain a permit. Parking permits are not transferable to other students.
- When students register their vehicles, they will be informed of the specific areas of the lot designated for student parking. Students are prohibited from parking in any non-designated areas of the lot or property.
- Vehicles must be locked while parked on school property.
- Students may not access their vehicles during the school day unless prior permission is given through the office. The exception would be during the lunch period or other authorized school activity with administrative approval.
- 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.
- Other guidelines related to student parking will be given to students at the time of their application for a parking permit and/or announced at a later date.
- 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.
- Parking permits may be revoked for truancy, tardiness, and/or failure to follow school parking guidelines. Other consequences for failure to follow school parking guidelines include, but are not limited to, the issuance of parking tickets, detention time, and the towing of vehicles (without notice and at the owner's expense).

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:

- Follow directives given by the driver.
- Sit in your seat facing forward (assigned seat, when issued).
- Stand to exit only after the bus stops.
- Speak in a normal voice, and use appropriate words.
- No eating or drinking on the bus.
- Do not throw objects within or out of the bus.

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

Parent expectations for high school riders are as follows:

- Register your student to ride the bus.
- Select one location for pick-up and one location for drop-off.
- Communicate problems or issues to appropriate school staff.
- Take an active role in the discipline of your student related to bus behavior.

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

Visitors – Students

Parents are always welcome to visit the school and classes. As a general rule, student visitors are discouraged unless there is good cause for the visit. All student visitors must be approved by the principal in advance. Student visitor passes will not be issued on days prior to scheduled school vacations. All visitors (adult and student) must report to the High School Office upon arrival to sign in and to obtain a visitor’s pass. This pass should be worn and visible at all times while on the premises.

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.sturgeonbayschools.org. Use the “Schools” link on the left of the screen 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.

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