

Student / Family Handbook 2025-2026



Home of the Clippers

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

2025 - 2026 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 <https://www.sturbay.k12.wi.us/schools/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: _____

Table of Contents

[2025-26 Bell Schedules](#)

[Regular Bell Schedule](#)

[Two-Hour Delay Bell Schedule](#)

[2025-26 Exam Schedules](#)

[Quarter 1 Exam Schedule](#)

[Quarter 2 Exam Schedule](#)

[Quarter 3 Exam Schedule](#)

[Quarter 4 Exam Schedule](#)

[Introductory Information](#)

[Welcome](#)

[Mission Statement](#)

[Preamble](#)

[Non-Discrimination](#)

[Student Records Notice](#)

[Due Process](#)

[Academic Information](#)

[Grade Point Average and Class Rank](#)

[Graduation Requirements](#)

[Minimum Credit Requirement](#)

[Transfer Students](#)

[Students Identified with Special Educational Needs](#)

[Commencement Ceremony Participation](#)

[Participation](#)

[Satisfaction of Obligations](#)

[Prescribed Cap and Gown](#)

[Behavioral Expectations](#)

[Approval for Early Graduation](#)

[Diploma Distribution](#)

[Early Graduation](#)

[Credit and Grade Transfer Regulations](#)

[Grade Scale](#)

[Honor Roll](#)

[PowerSchool](#)

[Class Schedules](#)

[Online Learning – Supplemental](#)

[Early College Credit Program \(Dual-Credit Program for Universities\)](#)

[Procedures](#)

[Tuition Costs](#)

[Start College Now \(Dual-Credit Program for Technical Colleges\)](#)

Attendance Information

Attendance

Absence Reporting

Attendance and Co-Curricular Participation

Excused Absences

Leaving the Building or Grounds

Tardies

Truancy, Online Truancy, and Habitual Truancy

Truancy

Online Truancy

Habitual Truancy

Unexcused Absences

Withdrawal from School

Student Conduct Information

General School Conduct and Discipline

Alcohol and Other Drugs

First Violation

Second Violation

Third Violation

Assemblage

Bullying

Cell Phones / Two-Way Communication Devices

Classroom Code of Conduct

Dances

Detention

Disorderly Conduct

Dress

Expulsion

Food and Drink

General Classroom Guidelines

Harassment

Identification

Internet, Network, and Computer Safety

Language

Laser Pointers

Library

Medication

Personal Property

Searches

Lockers and Other Storage Areas Provided for Student Use

Desks and Other Storage Areas

Vehicles Parked on School Property

[Vehicles Parked near School Property](#)

[Student](#)

[Use of Breath-Test Instruments](#)

[Use of Dogs](#)

[Items Found](#)

[Study Hall Guidelines](#)

[Study Hall Release Privilege](#)

[Suspension](#)

[Tobacco / Tobacco Products / Look-Alike Tobacco Products / Vaping Devices](#)

[First Violation](#)

[Second Violation](#)

[Third Violation](#)

[Video Surveillance](#)

[Violence / Threats](#)

[Weapons](#)

[Student Activities Information](#)

[Co-Curricular Activities](#)

[Category I – Interscholastic Athletics](#)

[Category II – School Organizations and Activities \(Clubs / Competitive / Performance-Based\)](#)

[Category III – Honorary Positions \(One-Time or Special Events\)](#)

[Publications](#)

[Sportsmanship](#)

[Student Council](#)

[Miscellaneous Information](#)

[Announcements](#)

[Fire Drills and Tornado Drills](#)

[Police Interviews](#)

[School Lunch Program](#)

[School Song](#)

[Student Parking](#)

[Transcripts](#)

[Class Rank](#)

[Official Transcript](#)

[Unofficial Transcript](#)

[Transcript Release](#)

[Fees](#)

[Processing Time](#)

[Transportation Privileges](#)

[Visitors](#)

[Website](#)

[Work Permits](#)

[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](#)

2025-2026 Bell Schedules

Regular Bell Schedule Bell Schedule

Bell Schedule
Block 1 8:00 - 9:30
Morning Break 9:30-9:40
Block 2 9:40 - 11:10
Block 2A 9:40 - 10:23
Block 2B 10:27 - 11:10
Lunch 11:10- 11:35
Block 3 11:40 - 1:10
Block 3A 11:40 - 12:23
Block 3B 12:27 - 1:10
Clipper Time 1:15 - 1:45
Block 4 1:50 - 3:20

2 Hour Delay Bell Schedule

2 Hour Delay Bell
Block 1 10:00 - 11:10
Lunch 11:10 - 11:40
Block 2 11:45 - 12:55
Block 2A 11:45 - 12:18
Block 2B 12:22 - 12:55
Block 3 1:00 - 2:10
Block 3A 1:00 - 1:33
Block 3B 1:37 - 2:10
Block 4 2:15 - 3:20

EXAM Bell Schedule

Day 1
Block 1 - EXAM 8:00 - 9:45
Block 2 - EXAM 10:00 - 11:45
Block 2A - EXAM 10:00 - 10:50
Block 2B - EXAM 10:55 - 11:45
Dismissal 11:45
Teacher Grading/Data 11:45 - 3:45

**Buses dismiss at regular end of school time

Day 2
Block 3 - EXAM 8:00 - 9:45
Block 3A - EXAM 8:00 - 8:50
Block 3B - EXAM 8:55 - 9:45
Block 4 - EXAM 10:00 - 11:45
Dismissal 11:45
Teacher Grading/Data 11:45 - 3:45

**Buses dismiss at regular end of school time

End of Day Assembly Bell Schedule

End of Day Assembly
Block 1 8:00 - 9:20
Morning Break 9:20 - 9:30
Block 2 9:30 - 10:40
Block 2A 9:30 - 10:00
Block 2B 10:05 - 10:40
Block 3 10:45 - 11:55
Block 3A 10:45 - 11:15
Block 3B 11:20 - 11:55
Lunch 11:55 - 12:20
Block 4 12:25 - 1:35
Assembly 1:35-3:20

Introductory Information

Welcome

Welcome to Sturgeon Bay High School! On behalf of the faculty and staff, we are looking forward to an amazing 2025-2026 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

A-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:
 - Food and Nutrition
 - Sustainable Living
 - Astronomy
 - Ecology
 - Meteorology and Climate Change
 - Concepts of Chemistry
 - Chemistry
 - Concepts of Physics
 - Physics
 - Human Biology 102 (UWGB 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, prior to the date of 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. 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 that a student earns a passing grade in. 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. Students may not take online courses that are offered in person at Sturgeon Bay High School except in very rare circumstances where there is no way to fit that class into the students schedule.

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

Homebound Instruction:

Special education services and placement are determined through the IEP team process and are based on each individual student’s disability related needs. Under state and federal law, the school district is required to provide IEP services in the least restrictive environment. Requests for services provided in the home will be considered by the IEP team. However, the option of homebound or virtual services may be declined or rejected if the special education services required for the student to make progress cannot be provided in the home or through virtual learning.

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 if students successfully pass the course. Students who don't successfully complete the course for credit, are required to reimburse the district for the cost of 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. 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.

Family Trips/Planned Absences

If your family has a planned absence during a time when school attendance is expected, please let the school office and individual teachers know at least one week in advance. Your child's teachers will work individually with each student and family on accommodations and assignments. The family will be responsible to assist their student in the completion of assignments. No school textbooks will be sent on family trips.

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 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/Personal Electronic 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.
- Cell phones may not be used in the classroom during class sessions.
- 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/main office. The cell phone will be returned only after serving a 45-minute detention. On the third time a student has their device confiscated, the device will be held until a parent or guardian comes to the office to retrieve it.

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. After the third time a student has their device confiscated, the device will be held until a parent or guardian comes to the office to retrieve it.

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

Students are not permitted to bring their own laptop, chromebook, or other computer devices to school unless written permission is granted by the school principal for rare exceptions. Students are issued a Chromebook device for all school related work. This includes and is not limited to classroom assignments, work, research, and printing. This includes any online classes students may be taking while on school grounds.

The school is not responsible for damage to or loss or theft of any devices that are brought into school or onto school grounds, even if the damage occurs while the device is confiscated.

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.

Allied Arts Performance Selection Process

High school theater productions will be reviewed and approved by a majority of committee that will include at least one parent, two staff members, the building principal, and a student. The committee will review the selection and approve the production that will be performed at the high school.

Dances

In order for students to attend school sponsored dances, the student must be in good standing at Sturgeon Bay High School and must not have excessive tardies or trancies or unserved detentions. Middle school students are not permitted. 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. Cell phones or other electronic devices are not allowed during 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.)
- Hoods or other head coverings that cover the ears (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.
- 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.
 - All clothing must completely cover all parts of undergarments.
 - 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, chains, 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. Cafeteria trays are not allowed to be taken out of the High School Commons area. Students are encouraged to consume all food and drink in this area. Open containers of food and drink are not allowed in the 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 8:00 to 11:10 a.m. and 12:45 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.

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.

Members of the public have the right to inspect instructional materials, including but not limited to print and nonprint materials, teacher's manuals, films, tapes, and any other supplementary material used as

part of the educational curriculum. To inspect materials, contact the district office to fill out Form 9130 *F3 Request to Inspect Instructional Materials*.

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 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. Students are expected to keep their lockers closed and locked when not in use. 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. Only locks provided by or approved by the principal are to be used on lockers. 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 day in-school suspension.

Second Violation

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

Third Violation

- Confiscation of the product.
- Notification to the parent/guardian and police.
- One to three days 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. Students must be in good standing academically with no serious disciplinary records must not be considered truant.

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. 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. 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.

Students are not permitted to have any food or beverages delivered to school. If a parent wishes to bring in lunch for their child, that must be arranged ahead of time and must be for their child only. We will not permit food delivered from restaurants or third parties and they will be turned away at the purchaser's own expense.

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 no longer receive work permits through the school. Families must go to the Wisconsin.gov site listed here: <https://dwd.wisconsin.gov/er/laborstandards/workpermit/>

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 Events Calendar](#)

[SBHS Student Fees Schedule](#)

[SBHS Staff Directory](#)