

Sevastopol School Mission Statement

At Sevastopol School, parents, staff, and students share in the responsibility of providing a learning environment of trust and mutual respect. All are committed to high standards so that each student can maximize his/her learning.

Our staff strives to:

- Model a love of learning
- Provide quality curriculum, meaningful instruction, and appropriate assessment
- Promote student self-control and self-discipline
- Create a classroom learning environment with high expectations
- Value instructional time

Our students strive to:

- Actively participate and produce independent, high-quality products
- Become independent learners
- Attend class promptly and arrive prepared
- Conduct themselves in a manner that contributes to an orderly atmosphere and ensures the rights of others

Parents/Community strive to:

- Establish high expectations for students
- Show dissatisfaction with minimal effort and low-quality work
- Insist on good attendance
- Be actively involved in the school and supportive of its work

2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education is committed to providing an equal educational opportunity for all students in the District.

The Board of Education does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, including transgender status, change of sex or gender identity, disability, age (except as authorized by law), military status or physical, mental, emotional, or learning disability in any of its student program and activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to their membership in the Protected Classes, race, color, national origin, sex, disability, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

In order to achieve the aforesaid goal, the District Administrator shall:

A. Curriculum Content

review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both sexes various races, ethnic groups, etc. toward the development of human society;

provide that necessary programs are available for students with limited use of the English language;

B. Staff Training

develop an ongoing program of staff training and in-service training for school personnel designed to identify and solve problems of bias based upon the Protected Classes in all aspects of the program;

C. Student Access

1. review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;

2. verify that facilities are made available, in accordance with Board Policy [7510](#) - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a

patriotic society;

D. District Support

require that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation

verify that tests, procedures, or guidance and counseling materials, which is/are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the Protected Classes.

The District Administrator shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or equal access. The Compliance Officer(s) also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination Act of 1975 is provided to students, their parents, staff members, and the general public.

The District Administrator shall attempt annually to identify children with disabilities, ages 3 - 21, who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient, including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (see AG 2260F).

118.13 Wis. Stats.

P.I. 9, 41, Wis. Adm. Code

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendments Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act

29 U.S.C. Section 794, Rehabilitation Act of 1973, as amended

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. Section 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 6101 et seq., Age Discrimination Act of 1975

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

Revised 3/22/10

Revised 10/16/14

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School Board of Education

Lisa Bieri	President
Keith Volkmann	Vice President
Jay Zahn	Treasurer
Karen Brauer	Clerk
Cindy Zellner-Ehlers.....	Assistant Clerk
Dave Kacmarynski.....	Board Member
Sue Today.....	Board Member

**Elementary, Middle and High School
Administration, Faculty, and Staff**

Mr. Kyle Luedtke (Ext. 1103)	Superintendent
Adam Baier (Ext. 1104)	Middle and Senior High School Principal
Aaron Hilts (Ext. 1106)	K-5 Principal – MS Dean
Melissa Marggraf (Ext. 1111)	Director of Special Ed
Steven Tucholski (Ext. 1242)	Technology Coordinator
Jennifer Wiesner (Ext. 1112)	Athletic Director

Anschutz, Sue (Ext. 1132)	Pupil Services Secretary
Asher, Cally (Ext. 1142)	Special Education
Ayer, Stephanie (Ext. 1109)	Fifth Grade
Bley, Heather (Ext. 1173)	4K
Bley, Lisa (Ext. 1135)	First Grade
Bowers, Bridget (Ext. 1113)	IMC
Brandt, Sarah (Ext. 1162)	Spanish
Carlson, Dale (Ext. 1124)	Agriculture / FFA
Chier, Dawn (Ext. 1148)	MS English
Colburn, Liz (Ext. 1190)	Fourth Grade
Cooke, Jean (Ext. 1101)	District Secretary
Dantoin, Deb (Ext. 1144)	Sixth Grade Math / Language
de Young, Lindsay (Ext. 1120)	Physical Education
de Young, Nick (Ext. 1171)	Special Education
Desotelle, Tami (Ext. 1166)	4K
Dufeck, Tricia (Ext. 1140)	Special Education / At-Risk / Reading
Fellner-Spetz, Heather (Ext. 1172)	English
Frank, Ron (Ext. 1121)	Physical Education
Grooters, Katie (Ext. 1134)	Second Grade
Hanson, Danielle (Ext. 1175)	Speech Specialist
Hasenjager, Tanya (Ext. 1186)	Instrumental Music
Hilbert, Ryan (Ext. 1143)	English / Social Studies
Horvat, Chris (Ext. 1110)	Special Education
Horvat, Megan (Ext. 1159)	Kindergarten
Huehns, Katie (Ext. 1137)	Kindergarten
Hutchison, Cara (Ext. 1133)	Art
Jenquin, Diane (Ext. 1115)	Reading Specialist
Judas, Daniel (Ext. 1174)	Social Studies
Kindt, Klayton (Ext. 1169)	Art
Kotte, Lynn (Ext. 1168)	Science
Lama, Kim (Ext. 1313)	Special Education
Lautenbach, Amy (Ext. 1105)	MS and HS Secretary
Lautenbach, Roch (Ext. 1116)	Director of Transportation
LeClair, Tara (Ext. 1164)	Family and Consumer Science
Leonardson, Leann (Ext. 1154)	Special Education
Malcore, Melissa (Ext. 1108)	6-12 Grade Counselor
Marggraf, Jason (Ext. 1149)	Science
Mulrain, Carrie (Ext. 1184)	English / Reading
Neuman, Allison (Ext. 1158)	Fourth Grade
Newton, Tim (Ext. 1145)	MS Math
Phillips, David (Ext. 1161)	Business Education
Ploor, Ann (Ext. 1152)	First Grade
Rentmeester, Kerri (Ext. 1166)	Spanish

Retzlaff, Chad (Ext. 1123) Sixth Grade Social Studies / Science
 Retzlaff, Holly (Ext. 1146) K-5 Grade Counselor
 Rikkola, Beth (Ext. 1151) Fifth Grade
 Sanborn, Dan (Ext. 1167) Technology Education
 Saunders, Dina (Ext. 1141) 4K-12 Grade ELL
 Schauske, Joel (Ext. 1157) Fourth Grade
 Schleis, Kyle (Ext. 1165) Math
 Schroeder, Stacey (Ext. 1150) Fifth Grade
 Sheehan, Shannon (Ext. 1187)..... Music
 Sincox, Erin (Ext. 1163) Science
 Skiba, Justin (Ext. 1155) Third Grade
 Symons, Paula (Ext. 1107)..... Elementary Secretary
 Tanck, Brooke (Ext. 1156) Second Grade
 Thomas, Kim (Ext. 1139) Third Grade
 Vanderhoof, Mindi (Ext. 1125) English / Journalism
 Volkmann, Karl (Ext. 1102) District Business Manager
 Wheat, David (Ext. 1160) Math
 Wiesner, Jennifer (Ext. 1112) Health / Physical Education

High School Daily Schedule

Period 1	8:05	-	8:50
Announcements	8:50	-	8:53
Morning Break	8:53	-	9:05
Period 2	9:05	-	9:50
Period 3	9:54	-	10:39
Period 4	10:43	-	11:28
Lunch	11:32	-	11:56
Period 5B-C	12:00	-	12:45
Period 6	12:49	-	1:34
Period 7	1:38	-	2:23
Period 8	2:27	-	3:12

Grade 6, 7, 8 Daily Schedule

	Grade 6	Grade 7	Grade 8
Period 1	8:05-9:05	8:05-9:05	8:05-8:50
Announcements			8:50-8:53
Period 2	9:08-10:08	9:08-10:08	8:57-9:42
Period 3	Study Hall at Teacher Discretion	10:08-10:15 MB 10:17-10:42 SH	9:42-10:05 SH 10:05-10:12 MB
Period 4	10:12-11:12	10:43-11:28	10:12-11:12
Period 5	11:16-12:16	11:32-12:17	11:16-12:16
Lunch	12:20-12:45	12:20-12:45	12:20-12:45
Period 6	12:49-1:34	12:49-1:34	12:49-1:34
Period 7	1:38-2:23	1:38-2:23	1:38-2:23
Period 8	2:27-3:12	2:27-3:12	2:27-3:12

Late Start Schedule

PERIOD	TIME
PRE FIRST BELL	10:00
1 st BELL	10:05-10:36
Pre-K and K lunch	10:40
Elementary Lunch	10:45-11:15
2 nd BELL	10:40 - 11:11
3 rd BELL	11:15 - 11:46
HIGH SCHOOL LUNCH (note no bell will ring)	11:46 - 12:16
4 th FOR Middle School	11:50 - 12:21
4 th FOR High School (note that no bell will ring at 12:20)	12:20 - 12:51
MIDDLE SCHOOL LUNCH	12:21 - 12:51
5 th BELL	12:55 - 1:26
6 th BELL	1:30 - 2:01
7 th BELL	2:05 – 2:36
8 th BELL	2:40 – 3:11

HS Final Exam Schedule

Period 2	8:05-9:35	Period 1	8:05-9:35
Morning Break	9:39-9:54	Morning Break	9:39-9:54
Period 4	9:58-11:28	Period 3	9:58-11:28
Lunch	11:32-11:56	Lunch	11:32-11:56
Period 6	12:00-1:30	Period 5	12:00-1:30
Period 8	1:40-3:12	Period 7	1:40-3:12

Middle School will follow normal schedule.

Final Exam Guidelines

All students are required to take the final exam created by their teachers.

Students are required to attend all scheduled classes. Teacher aides must make arrangements with their supervising teachers.

Students may not be excused early from scheduled class periods. Teachers are advised to remind students to bring extra work and/or provide assignments.

Passes will not be given during exam periods unless absolutely necessary; therefore, be prepared!

Middle & High School Grade Scale

<u>GPA</u>	<u>Letter</u>	<u>Grade Scale</u>
4.00	A	93-100
3.67	A-	90-92
3.33	B+	87-89
3.00	B	83-86
2.67	B-	80-82
2.33	C+	77-79
2.00	C	73-76
1.67	C-	70-72
1.33	D+	67-69
1.00	D	63-66
.67	D-	60-62
0.00	F	Below 60

Elementary Grading Policy

Each teacher is to establish a grading policy based on standards based report card on a semester basis. It is very important that a teacher defines clearly what is expected to his/her students and parents and what grading system will be used. It should be made clear how much classroom participation, quizzes, reports, etc. count. All staff must be up-to-date with Power School grades.

Homework Policy/Rationale:

It is the board's belief that homework is an essential part of each child's educational development. Homework is defined as activities assigned by the teacher which are promptly graded and which are to be completed outside of the classroom environment by the student.

Make-up Assignment (K-5)

District students shall be given the opportunity to make up schoolwork missed due to absences that are considered unavoidable. They shall have the same number of days as their absence plus one to complete their work for credit. Extenuating circumstances requiring time extensions may be considered on an individual basis. Parents shall complete the "Planned Absent" form and submit it to the elementary office.

Retention

Student retention is taken very seriously. By December 1 any teacher who has a student that they wish to consider for retention monitoring should communicate this to the principal. A meeting with the principal, classroom teacher and other key staff will occur to review and set a plan of how to further support this student. Underlying causes of student needs including further diagnostic testing, special education referral, Title One or ELL service plan, increased time in school if a 3 day a week student in 4K, the students social and emotional needs, and any other items that seem pertinent may be considered to assist this child in achieving age appropriate success. A retention-monitoring plan will be created and monthly follow up meetings with parent, classroom teacher and principal will occur. (This might be slightly different if the student is a summer birthday 4K student as appropriate for his/her developmental level.)

Elementary, Middle and High School 2018-19 Faculty Calendar

August 6	Middle School Orientation
August 7	Freshman Orientation
August 16 & 23.....	New Staff In-Service
August 27, 28, and 29.....	All Staff In-Service
August 28	Elementary 4K-5 Open House
September 3	Labor Day
September 4	First Day of School
September 21.....	School Picture Day
September 28	Staff In-Service (No School)
October 2	(Elem Grade Check) MS/HS Progress Grades Due at 4:00/Newsletter
October 12-13	Homecoming
October 15.....	Parent-Teacher Conferences
October 18	(11:30 Dismissal) Parent-Teacher Conferences
October 19	No School
November 1-4	High School Musical
November 2	End of Quarter 1
November 3.....	Turkey Trot
November 8	(Elem Grade Check) MS/HS Quarter Grades Due at 4:00/Newsletter
November 18, 19 and 20	Band/Choir Concert
November 21	(11:30 Dismissal) Staff In-Service
November 22 & 23.....	Thanksgiving Recess
November 30.....	End of First Trimester (8 th Grade)
December 7	(Elem Grade Check) MS/HS Progress Grades Due at 4:00/Newsletter
December (TBA)	Holiday Concerts
December 24.....	First Day of Winter Break
January 2	Classes Resume
January 14-17	Semester 1 Final Exams (Sr. High)
January 18	End of Quarter 2
January 18	Staff In-Service (No School)
January 22	First Day of Semester 2
January 23	ALL 4K-12 TEACHERS! Semester Grades Due at 4:00/Newsletter
February (TBD)	Sadie Hawkins Dance (Sr. High)
February 15	(Elem Grade Check) MS/HS Progress Grades Due at 4:00/Newsletter
February 21	(11:30 Dismissal) Parent-Teacher Conferences
February 22	Staff In-Service (No School)
March 8-10	Spring Play
March 10	End of Second Trimester (8 th Grade)
March 29	End of Quarter 3
March 25-29	Spring Break (No School)
April 4	(Elem Grade Check) MS/HS Quarter Grades Due at 4:00/Newsletter
April 19	No School
April 29-30.....	MS/HS Spring Band & Choir Concert
May TBA.....	Prom (Sr. High)
May 3	(Elem Grade Check) MS/HS Progress Grades Due at 4:00/Newsletter
May 27	Memorial Day (No School)
June 2	Graduation
June 3-6	Semester 2 Final Exams (Sr. High)
June 5	Middle School Awards and Graduation
June 6	Last Day of School
June 7	Staff In-Service
June 11	ALL 4K-12 TEACHERS! Semester Grades Due at 4:00/Newsletter

K-12 updated sports calendar please go to:

www.sevastopol.k12.wi.us

On the Home Page > Click the Activities Schedule

This will connect you to the packerlandconference.org site in which you can view weekly activities or list activities by sport.

Contact Jen Wiesner to reserve gym space on the activities calendar.
Contact Jean Coogle for meeting room space on the activities calendar.

Sports schedules are updated by the Athletic Director

Three-Year Faculty Evaluation Cycle

2018-2019

Dale Carlson
Dawn Chier
Katie Grooters
Tanya Hasenjager
Ryan Hilbert
Chris Horvat
Diane Jenquin
Klayton Kindt
Lynne Kotte
Allison Neuman
David Phillips
Chad Retzlaff
Beth Rikkola
Dina Saunders
Joel Schauske
Kyle Schleis
Justin Skiba
Brooke Tanck
Kim Thomas
David Wheat

2019-2020

Lisa Bley
Sarah Brandt
Elizabeth Colburn
Deb Dantoin
Ron Frank
Danielle Hanson
Cara Hutchinson
Kim Lama
Tara LeClair
Leann Leonardson
Jason Marggraf
Carrie Mulrain
Tim Newton
Kerri Rentmeester
Holly Retzlaff
Erin Sincox
Heather Spetz
Mindi Vanderhoof

2020-2021

Stephanie Ayer
Heather Bley
Lindsay de Young
Nick de Young
Tami Desotelle
Tricia Dufeck
Megan Horvat
Katie Huehns
Dan Judas
Melissa Malcore
Ann Ploor
Dan Sanborn
Stacey Schroeder
Shannon Sheehan
Jen Wiesner

**Aide Evaluations will occur annually through informal and formal observations by your administrative supervisor in collaboration with regular and special education teacher feedback and aide self-reflection feedback.

See the Professional Practice Portfolio for additional information.

**4K-12 Committee Representatives
2018-2019**

District Newsletter

Adam Baier
Aaron Hilts
David Phillips
Dan Sanborn
Kyle Luedtke

Evaluation

Kyle Luedtke
Adam Baier
Aaron Hilts
Melissa Marggraf

P.T.O.

Bridget Bowers
Lisa Bley
Lisa Turner
Shelly Orthober
Tina Dvorak (parent rep)
Aaron Hilts
Ann Ploor
Joel Schauske
Lynn Kotte

Pod I (EC-2nd)

Heather Bley
Tami Desotelle
Katie Huehns
Megan Horvat
Lisa Bley
Ann Ploor
Kim Lama

Staff Development and Curriculum

Adam Baier
Bridget Bowers
Sarah Brandt (Elective)
Deb Dantoin
Ryan Hilbert (Social Studies)
Aaron Hilts
Diane Jenquin (District ELA)
Lisa Bley (District Rep)
Tami Desotelle (Pod I Rep./Co-Facilitator)
Kim Lama (Special Ed/Co-Facilitator)
Brooke Tanck (Science Rep)

Katie Grooters (Pod II Rep)
Board Representative
Kyle Luedtke
Melissa Marggraf

Pod II (2nd-5th)

Justin Skiba
Kim Thomas
Allison Neuman
Stacey Schroeder
Stephanie Ayer
Beth Rikkola
Katie Grooters
Brooke Tanck
Joel Schauske

Technology

Adam Baier
Lisa Bley
Bridget Bowers
Nick de Young
David Kacmarynski
Lynn Kotte
Leann Leonardson
Kyle Luedtke
David Phillips
Heather Spetz
Dan Sanborn
Justin Skiba
Steven Tucholski

Scholarship

Adam Baier
Melissa Malcore
Heather Spetz
Kyle Schleis
Melissa Marggraf
David Phillips

NHS Faculty Council

Heather Spetz
Melissa Malcore

Academic Excellence

Adam Baier
Melissa Malcore

**Monthly Meeting Dates
2018-19
3:20 PM Start Time Unless Indicated**

Monday	Tuesday	Wednesday	Thursday
Staff Development	Elementary Staff	Administration (1:00pm) WOW (3:30pm)	6-12 Staff Senate
PTO	MS Faculty	Administration (1:00pm) WOW (3:30pm)	Special Ed EC-12 POD I
ACT Focus	POD II ACT Focus	Administration (1:00pm) WOW (3:30pm) Literacy Team	Technology School Board (7pm)
	HS Faculty School Goal: Progress Monitoring Review Intervention Reading Students	Administration (1:00pm) WOW (3:30pm)	Mentor/Mentee Special Ed and Aides

**Sr. High School
Class and Activity Advisors
2018-19**

Freshmen / Fundraising

Dan Sanborn
Dale Carlson
David Phillips*
Jennifer Wiesner

Sophomores / Sadies

Daniel Judas
Kerri Rentmeester
David Wheat*

Juniors / Prom

Bridget Bowers
Lindsay de Young*
Chris Horvat
Jason Marggraf
Klayton Kindt

Seniors:

Graduation Advisors:

Sarah Brandt
Melissa Malcore*
Erin Sincox
Mindi Vanderhoof

Homecoming:

Heather Fellner-Spetz* - Seniors
Tanya Hasenjager - Sophomores
Kyle Schleis - Juniors
Tara LeClair - Freshmen

* = head advisor

Faculty Advisory Committee

Ryan Hilbert
Klayton Kindt
Melissa Malcore
Kerri Rentmeester*
Heather Spetz*
Tanya Hasenjager

**Co-Curricular Assignments
2018-19**

Musical	Shannon Sheehan
Badger Boys and Girls	Melissa Malcore
Destination Imagination	TBD
FFA Advisor	Dale Carlson
Forensics	Sarah Brandt
Jazz Band	Tanya Hasenjager
Journalism	Mindi Vanderhoof
Math Team	Kyle Schleis
Multi-Cultural Club	Carrie Mulrain & Erin Sincox
National Honor Society	Heather Spetz
Peer Mentors	Mindi Vanderhoof & Stephanie Ayer
Pep Band/Jazz Band	Tanya Hasenjager
Production Printing	Dan Sanborn
Project 180	Chris Horvat & Jen Wiesner
S. A. D. D.	David Wheat
Student Council	Lindsay de Young

**MS and HS
Coaching Assignments
2018-19**

HS Football

Ron Frank - Var.
Mike Laaksonen - Asst. Var.
Scott Walker - Asst. Var.
Joel Schauske - JV
Jason Stenzel - JV

MS Football

Rob Rankin
Brent Rankin

MS & HS Volleyball

Mary Volkmann - Varsity
Chad Retzlaff - Asst. Var
Heather Bley - JV
TBD - JV Reserve

Katie Grooters - MS
Ann Ploor - MS

MS & HS Cross-Country

Chris Horvat - Var.
Megan Horvat - Asst. Var.

Deb Dantoin - Grade 6-8

Girls Swimming

Dave Bubnik (St Bay)

Boys Swimming

Jeff Norton

HS Boys Basketball

Andy Symons - Var.
Rob Pollman - Var. Asst.
TBD - JV

MS Boys Basketball

TBD - Grade 8
TBD - Grade 7

HS Girls Basketball

Dan Judas - Var.
TBD - Assistant Var.
Jen Wiesner - JV

MS Girls Basketball

Beth Rikkola - Grade 7
Dale Jorgenson - Grade 8

MS & HS Wrestling

Trevor Hasenjager - Var.
Mark Thiede - Asst. Var.
Ryan Barnard - Asst. Var.
Peter Hurth - MS
Leif Lautenbach - MS

HS Track

Dennis Ploor - Var.
Chris Horvat - Asst. Var.
Tanya Hasenjager - Asst.
Ann Ploor - Asst.

MS Track

Lindsay de Young - Co-Head
Ron Frank - Co-Head

HS Softball

Jay Brauer - Var.
Erin Ellefson - Asst. Var.
Brooke Lauritzen - Asst. Var.

HS Baseball

Jason Marggraf - Var.
TBD - Asst. Var.
Dale Schartner - JV

HS Girls Soccer

Chad Andreae - Var.
Anika Enger - Asst. Var.

HS Boys Soccer

Steve Weitman - Var.

HS Golf

Brian Baus - Var.

2018-2019
High School Curriculum Committees

Language Arts

Bridget Bowers
Dawn Chier
Tricia Dufeck
Diane Jenquin
Carrie Mulrain
Chad Retzlaff
Heather Spetz

Fine Arts

Tanya Hasenjager
Klayton Kindt
Shannon Sheehan

Math

Debbie Dantoin
Melissa Marggraf
Tim Newton
Kyle Schleis
David Wheat

Science

Jason Marggraf
Lynn Kotte
Erin Sincox

Social Studies

Daniel Judas
Ryan Hilbert
Chad Retzlaff

Academic and Career Planning

Dale Carlson
Tara LeClair
Melissa Malcore
David Phillips
Chad Retzlaff
Dan Sanborn

PE/Health

Lindsay de Young
Jen Wiesner

Foreign Language

Sarah Brandt
Kerri Rentmeester

Staff General Information

Parking

Staff are to park in the north lot or the high school back lot. Please lock your vehicles. Please immediately report any vandalism to the district office. You will be required to have a parking pass displayed in your vehicle while on school premises during school hours. Please see the high school office for your vehicle pass.

Money in the Classroom

Money should not be kept in the classroom. All fees collected should be given to the district office at the end of each day unless otherwise authorized by the principal.

Recycling

Sevastopol encourages recycling of all paper, glass, cardboard, tin and aluminum. You have been provided with club recycling containers for your room. Large blue recycling barrels are placed throughout the building. We ask that any large cardboard recycling be placed in barrels by the hallway on first floor near the elevator.

School Vehicles

A school-owned vehicle, which is not a school bus, may be used to transport nine or fewer passengers plus the operator for school-related purposes or activities. Staff members are expected to use school-owned vehicles when available for approved workshops, conferences, etc. Arrangements are to be made with transportation director after approval is given for the trip. The driver and passengers must wear seat belts. Students must have parent permission to ride in a school vehicle.

Discipline

Educator Handbook will be utilized for documentation purposes.

Custody and Health Issues

Please refer to Powerschool for student health concerns. If you are unsure how, please ask the office. Health Protocols will be handled by the school nurse and shared with appropriate staff.

Playground Procedures:

See student handbook/ Google shared folder for expectations

Field Trips

All field trips must be submitted and budgeted for approval. Forms are available in the staff workroom.

Two signatures will be required two weeks prior to the fieldtrip - transportation director and principal. One week prior to the fieldtrip a list of chaperones - who have an approved background check must be submitted to the school office. The chaperone to student ratio must meet the minimum of 1 chaperone to 5 students.

Preparation for Substitute Teacher

Substitute teacher folders must be submitted to the elementary office within the first full week of school.

Lesson Plans

Lesson plans need to be displayed on your desk every day and turned into the school office by Monday at 8:00 am electronically. This can be done by scanning a paper-pencil document

or by creating it electronically- whichever works best for your teaching style. Learning targets and resources must be included as similar to the secondary expectations.

Facility Use Request

Facility use forms must be submitted to the district office two weeks in advance. Forms are available in the staff workroom.

Student passes

A student pass from the classroom should be used when leaving the classroom to go to the office or any unscheduled destination. Please remember that when a student arrives late to school, they will need a student pass from the office to enter the classroom.

Work Requests

All work requests for the maintenance department must be submitted by email to the principal. The principal will then approve and direct it to the building and grounds director.

Student Incident Forms

Student incident forms are available in the staff workroom. Any student injury that requires first aid must have an accident form completed. The classroom teacher or immediate supervisor during the time of injury will be responsible to complete this form. All completed forms need to be turned into the office's the same day as the incident.

Staff Lounge/Lunch Area

The staff lounge is located on the third floor next to the elevator. A refrigerator, coffee maker, two microwaves are provided for staff use only. Please clean up after yourself.

Fire / Emergency Drills

Please review your fire and emergency drills that is posted in your classroom and also on your clipboard.

Media Contact

If you have questions about media contact, please see your building principal.

Fundraising Activities

The building principal and submitted to the district office prior to the school year must approve all fundraising activities.

After School Student Supervision

No student should stay after school without adult supervision.

School Newsletter's

The Pioneer Slate and Pioneer Trails will come out once a month Sept thru June, with the exception of March. From October thru June your grade level and/or department will be asked to provide pictures and information to share with our parent community. The information may also be used on the Facebook site for Sevastopol School.