

Sevastopol School

Faculty

Staff Handbook

2022-2023

Sevastopol School Mission Statement

Mission Statement: Where excellence is cultivated, in a caring and nurturing community, the Sevastopol School District is dedicated to Pioneering the next generation to be inquisitive, solution-minded learners of integrity and resilience who embrace the power of differences through an inclusive, collaborative and innovative learning environment enriched by meaningful adult and peer relationships.

We believe that . . .

1. In a continuous growth mindset in becoming lifelong learners to prepare world citizens for an ever-changing global society.
2. Staff and student wellness is foundational to creating and maintaining a positive culture that celebrates individual successes.
3. Positive adult and peer relationships have the power to create a sense of belonging and being valued that fosters engagement and growth.
4. In supporting individuals by providing internal and external resources necessary to navigate pathways in order to orchestrate continuous growth.
5. In providing challenging experiences so that children develop grit and resilience as a way to overcome complacency and adapt to a changing world.
6. Cultivating inherent curiosity promotes self-discovery, imagination, and innovative thinking, which promotes individual flexibility of thought and encourages creativity.
7. In creating an inclusive setting that accepts, honors, and embraces diversity, promoting an equal voice for all individuals.

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
 Dave Kacmarynski..... Treasurer
 Sue Todey Board Member
 Richard Weidman Assistant Clerk
 Jerry Worrick Board Member
 Jeff Isaksen Clerk

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

Kyle Luedtke (Ext. 1103) Superintendent
 Troy Schaefer (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
 Brooke Tanck (Ext. 1156) Athletic Director/Gifted and Talented
 Steven Tucholski (Ext. 1242) Technology Coordinator

Albertson, Kristen (Ext. 1166) 4K
 Anderson, Anna (Ext. 1166) Spanish
 Anschutz, Sue (Ext. 1132) Pupil Services Secretary
 Asher, Cally (Ext. 1142) Special Education
 Ayer, Stephanie (Ext. 1109) Fifth Grade
 Bley, Heather (Ext. 1173) 4K
 Bortle, Samantha (Ext. 1135) Second Grade
 Bowers, Bridget (Ext. 1113) IMC
 Brandt, Sarah (Ext. 1162) Spanish
 Carlson, Dale (Ext. 1124) Agriculture / FFA
 Carriere, Craig (Ext. 1163) HS Science
 Chier, Dawn (Ext. 1148) MS English
 Dantoin, Deb (Ext. 1144) Sixth Grade Math / Language
 de Young, Lindsay (Ext. 1120) Health / Physical Education
 de Young, Nick (Ext. 1171) Special Education
 Fellner-Spetz, Heather (Ext. 1172) English
 Frank, Ron (Ext. 1121) Physical Education
 Gantzer, Jennifer (Ext. 1170) MS Special Education
 Grooters, Katie (Ext. 1134) Second Grade
 Hanson, Danielle (Ext. 1175) Speech Specialist
 Hasenjager, Tanya (Ext. 1186) Instrumental Music
 Herrell, Mark (Ext. 1190) Sixth Grade
 Hilbert, Ryan (Ext. 1143) English / Social Studies
 Horvat, Chris (Ext. 1110) Special Education
 Horvat, Megan (Ext. 1159) Kindergarten
 Huehns, Katie (Ext. 1137) Kindergarten
 Hurst, Debra (Ext. 1115) Reading Specialist
 Judas, Daniel (Ext. 1174) Social Studies
 Kindt, Klayton (Ext. 1169) Art
 Kotte, Lynn (Ext. 1168) Science
 Krueger, Cara (Ext. 1133) Art
 Lama, Kim (Ext. 1313) Special Education
 Larson, Trent (Ext. 1187) Music
 LeClair, Tara (Ext. 1164) Family and Consumer Science
 Liu, Rebekah (Ext. 1160) Math
 Luedeman, Rebecca (Ext. 1140) Special Education / At-Risk / Reading
 Malcore, Melissa (Ext. 1108) 6-12 Grade Counselor
 Marggraf, Jason (Ext. 1149) Science
 Moe, Chris (Ext. 1101) District Secretary
 Muraski, Sarah (Ext. 1184) English / Reading
 Neuman, Allison (Ext. 1158) Fourth Grade
 Newton, Tim (Ext. 1145) MS Math
 Olson, Melissa (Ext. 1107) Elementary Secretary
 Pahl, Brian (Ext. 1167) Technology Education
 Petrina, Dan (Ext. 1197) Director of Transportation

Phillips, David (Ext. 1161) Business Education
 Ploor, Ann (Ext. 1152) First Grade
 Retzlaff, Chad (Ext. 1123) Sixth Grade Social Studies / Science
 Retzlaff, Holly (Ext. 1146) K-5 Grade Counselor
 Rikkola, Beth (Ext. 1151) Fifth Grade
 Saunders, Dina (Ext. 1141) 4K-12 Grade ELL
 Schauske, Joel (Ext. 1157) Fourth Grade
 Schleis, Kyle (Ext. 1165) Math
 Schroeder, Stacey (Ext. 1150) First Grade
 Skiba, Justin (Ext. 1155) Third Grade
 Stenzel, Shelley (Ext. 1105) MS and HS Administrative Assistant
 Thomas, Kim (Ext. 1139) Third Grade
 Vanderhoof, Mindi (Ext. 1125) English / Journalism
 Volkmann, Karl (Ext. 1102) District Business Manager
 Wiesner, Jennifer (Ext. 1112) Physical Education

Middle School Daily Schedule

<i>Period</i>	6	<i>Period</i>	7-8
1	7:55 - 8:59 / homeroom	1	7:55 - 8:40
2	9:03 - 10:03	2	8:44 - 9:29
3	10:07 - 11:07	3	9:33-10:18
4 <i>Lunch</i>	11:11 - 11:45	4	10:22 - 11:07
5	11:48 - 12:42	<i>Lunch</i>	11:11 - 11:45
6	12:47- 1:32	5	11:48 - 12:42
7	1:36 - 2:21	6	12:47- 1:32
8	2:25 - 3:10	7	1:36 - 2:21
		8	2:25 - 3:10

High School Daily Schedule

<i>Period</i>	<i>Grades 11-12</i>	<i>Grades 9-10</i>
<i>1</i>	7:55 - 8:40	7:55-8:55
<i>2</i>	8:44 - 9:29	8:59-9:59
<i>3</i>	9:33-10:18	--
<i>R</i>	10:22-10:39	10:03-10:39
<i>4</i>	10:43 - 11:28	10:43 - 11:28
<i>5</i>	11:32 - 12:17	11:32 - 12:17
<i>Lunch</i>	12:17-12:43	12:17-12:43
<i>6</i>	12:47- 1:32	12:47- 1:32
<i>7</i>	1:36 - 2:21	1:36 - 2:21
<i>8</i>	2:25 - 3:10	2:25 - 3:10

Elem Late Start

10:05 Report to classes and take attendance

Lunch:

4K/K 10:40 recess to follow

1st Grade 10:50 recess to follow

2nd and 3rd Grades 11:00 recess to follow

4th and 5th Grades 11:10 recess to follow

The afternoon will run as close to the regular schedule as possible

MS Late Start Schedule

	Grade 6 and 7	Grade 8
Period 1	(1) 10:00-10:31	(1) 10:00-10:31
Period 2	(2)10:35-11:06	(2)10:35-11:06
Period 3	(3)11:10-11:41	(3)11:10-11:41
Period 4	(4)11:45-12:16	(4)11:45-12:16
Lunch	12:21-12:55	12:21-12:55
Period 5	(5)12:56-1:26	(5)12:56-1:26
Period 6	1:30-2:01	1:30-2:01
Period 7	2:05-2:36	2:05-2:36
Period 8	2:40-3:10	2:40-3:10

HS Late Start Schedule

<u>PERIOD</u>	<u>TIME</u>
PRE FIRST BELL	10:00
1 st Period	10:00-10:36
2 nd Period	10:40 - 11:11
3 rd Period	11:15 - 11:46
➤ 9/10 Grade ~ Resource 11/12 Grade ~ 3 rd Period	
NO R (Resource) HOUR for 11/12 Grade	
HIGH SCHOOL LUNCH	11:46 - 12:16
4 th Period	12:20 - 12:51
5 th Period	12:55 - 1:26
6 th Period	1:30 - 2:01
7 th Period	2:05 - 2:36
8 th Period	2:40 - 3:10

HS Final Exam Schedule

There are two days for high school final exams. The bell schedule will remain the same for the exam days.

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

4.00 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

High School Weighted GPA Only

<u>GPA</u>	<u>Letter</u>	<u>Grade Scale</u>
5.00	A	93-100
4.67	A-	90-92
4.33	B+	87-89
4.00	B	83-86
3.67	B-	80-82
3.33	C+	77-79
3.00	C	73-76
2.67	C-	70-72
2.33	D+	67-69
2.00	D	63-66
1.67	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 2022-23 Faculty Calendar

August 1	PreK-12 Registration 12-6:30
August 2	PreK-12 Registration 12-6:30
August 16 & 17	New Staff In-Service
August 17	Substitute Teacher Staff In-Service
August 29-September 31	All Staff In-Service
August 30	All School Open House
September 1	First Day of School
September 5	Labor Day (No School)
September 7	Newsletter articles due
September 19	MS/HS Grade Check
September 22	School Picture Day
September 28	Newsletter articles due
September 30	Staff In-Service (No School)
September 30	Homecoming Football Game
October 1	Homecoming Dance
October 3	MS/HS Progress Grades Due at 4:00
October 20	In-service 8-12/Parent-Teacher Conferences 1-4:30 & 5-8 pm (No School)
October 24	MS/HS Grade Check
October TBD	MS/HS Band & Choir Concert
November 4	End of Quarter 1
November 8	Newsletter articles due
November 10	MS/HS Quarter Grades Due at 4:00
November TBD	Fall Play
November 21	MS/HS Grade Check
November 23, 24 & 25	Thanksgiving Recess
December 2	End of First Trimester (8 th Grade)
December 7	Newsletter articles due
December 12	MS/HS Progress Grades Due at 4:00
December 18	MS/HS Band Concert at 4:30
December 20	Grades 2-5 Christmas Concert Noon & 6:30 pm
December 26-January 1	Winter Break
January 4	MS/HS Grade Check
January 7	BAMA Honor's Band TBD
January 11	End of Quarter 2
January 11	Newsletter articles due
January 12-13	Semester 1 Final Exams (Sr. High), end of Semester 1
January 16	Staff In-Service (No School)
January 19	ALL 4K-12 TEACHERS! Semester Grades Due at 4:00
January 30	MS/HS Grade Check
February 1	Newsletter articles due
February (TBD)	Sadie Hawkins Dance (Sr. High)
February 9	Parent-Teacher Conferences 4-7:30pm (Student full day)
February 10	Parent-Teacher Conferences 8 am -12 pm (No School)
February 13	MS/HS Progress Grades Due at 4:00

March 3	End of Second Trimester (8 th Grade)
March 6	MS/HS Grade Check
March TBD	High School Musical
March 17	End of Quarter 3
March 20-24	Spring Break (No School)
March 28	Newsletter articles due
March 30	MS/HS Quarter Grades Due at 4:00
April 7	No School
April 17	MS/HS Band Concert 6:30
April 17	MS/HS Grade Check
April 26	Newsletter articles due
April 28	Staff In-Service (No School)
May 1	MS/HS Progress Grades Due at 4:00
May 6	Prom (Sr. High)
May 16	MS/HS Choir Concert 6:30
May 22	MS/HS Grade Check
May 29	Memorial Day
May 30	8 th Grade Graduation
June 1-2	Semester 2 Final Exams (Sr. High)
June 2	Last Day of School
June 4	HS Senior Graduation at 2 pm
June 5	Staff In-Service
June 6	ALL 4K-5 TEACHERS! Semester Grades Due at 4:00/Newsletter

UPDATED August, 2022

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 Brooke Tanck to reserve gym space on the activities calendar.
 Contact Chris Moe for meeting room space on the activities calendar.

Sports schedules are updated by the Athletic Director

Week of	AM/PM Bus (North)	AM/PM Student (South)	MS Green Slip Mon-Thurs. PM Only	Week of	AM/PM Bus (North)	AM/PM Student (South)	MS Green Slip Mon-Thur. PM Only
Sept 1	Anderson, Bowers	Brandt, Carlson	*****	Jan. 16	Anderson, Bowers	Brandt, Carlson	Newton
Sept 6	Carriere, Chier	Dantoin, deYoung N.	Brandt	Jan. 23	Carriere, Chier	Dantoin, deYoung N.	Retzlaff C.
Sept. 12	de Young L, Spetz	Frank, Gantzer	Chier	Jan. 30	de Young L, Spetz	Frank, Gantzer	Brandt
Sept. 19	Hanson, Hasenjager	Herrell, Hilbert	Dantoin	Feb. 6	Hanson, Hasenjager	Herrell, Hilbert	Chier
Sept. 26	Horvat, Hurst	Judas, Kindt	De Young N	Feb. 13	Horvat, Hurst	Judas, Kindt	Dantoin
Oct. 3	Kotte, Krueger	Larson, LeClair	Herrell	Feb. 20	Kotte, Krueger	Larson, LeClair	de Young N
Oct. 10	Liu, Luedeman	Malcore, Marggraf J	Hilbert	Feb. 27	Liu, Luedeman	Malcore, Marggraf J	Herrell
Oct. 17	Muraski, Newton	Oram-Rankin, Pahl	Kotte	March 6	Muraski, Newton	Oram-Rankin, Pahl	Hilbert
Oct. 24	Phillips, Retzlaff H.	Retzlaff C, Stousland	Gantzer	March 13	Phillips, Retzlaff H.	Retzlaff C, Stousland	Kotte
Oct. 31	Vanderhoof, Wiesner	Anderson, Bowers	Newton	March 27	Vanderhoof, Wiesner	Anderson, Bowers	Gantzer
Nov. 7	Brandt, Carlson	Carriere, Chier	Retzlaff, C.	April 3	Brandt, Carlson	Carriere, Chier	Newton
Nov. 14	Dantoin, deYoung N.	De Young L., Spetz	Brandt	April 10	Dantoin, deYoung N.	De Young L., Spetz	Retzlaff C
Nov. 21	Frank, Gantzer	Hanson, Hasenjager	Chier	April 17	Frank, Gantzer	Hanson, Hasenjager	Brandt
Nov. 28	Herrell, Hilbert	Horvat, Hurst	Dantoin	April 24	Herrell, Hilbert	Horvat, Hurst	Chier
Dec. 5	Judas, Kindt	Kotte, Krueger	de Young N	May1	Judas, Kindt	Kotte, Krueger	Dantoin
Dec. 12	Larson, LeClair	Liu, Luedeman	Herrell	May 8	Larson, LeClair	Liu, Luedeman	de Young N
Dec. 19	Malcore, Marggraf J.	Muraski, Newton	Hilbert	May 15	Malcore, Marggraf J.	Muraski, Newton	Herrell
Jan. 2	Oram-Rankin, Pahl	Phillips, Retzlaff H.	Kotte	May 22	Oram-Rankin, Pahl	Phillips, Retzlaff H.	Hilbert
Jan. 9	Retzlaff C., Stousland	Vanderhoof, Wiesner	Gantzer	May 29	Retzlaff C., Stousland	Vanderhoof, Wiesner	Kotte

3-Year Evaluation Cycle

Teaching Staff

2022-2023	2023-2024	2024-2025
Kristen Albertson* Sarah Brandt Sam Bortle Craig Carriere* Deb Dantoin Ron Frank Danielle Hanson Cara Krueger Kim Lama Trent Larson* Tara LeClair Becky Liu* Jason Marggraf Allison Newman Tim Newton Holly Retzlaff Heather Spetz Emily Stousland* Christopher Tarver* Mindi Vanderhoof	Stephanie Ayer Heather Bley Bridget Bowers Lindsay de Young Nick de Young Mark Herrell Megan Horvat Katie Huehns Dan Judas Melissa Malcore Sarah Muraski Ann Floor Stacey Schroeder Jen Wiesner	Anna Anderson Cally Asher Dale Carlson Dawn Chier Jen Gantzer Katie Grooters Tanya Hasenjager Ryan Hilbert Chris Horvat Debra Hurst Klayton Kindt Lynn Kotte Rebecca Luedeman Brian Pahl David Phillips Chad Retzlaff Beth Rikkola Dina Saunders Joel Schauske Kyle Schleis Justin Skiba Brooke Tanck Kim Thomas

*New staff

Associate Staff

2022-2023	2023-2024	2024-2025
Lori Baumgart* Ben Baumann Chris Irwin Bridget Isaksen* Prem Lama Lisa Mauch* Randi Petrina Liz Schopf Lincoln Whipple* Melissa Rayner*	Michelle Cormier Jen Dominio Liz Fahey Claudia Garcia-Baharona Kim Haen Mary Jackson Tiffany Kelsey Pam Roets Julie Salisbury	Tina Dvorak Michele Lautenbach Laura Lempke Lisa Morrison Shelly Orthober Andy Symons Jessica Killenburg

See the Professional Practice Portfolio for additional information.

4K-12 Committee Representatives

2022-2023

District Newsletter

Troy Schaefer
Aaron Hilts
David Phillips
Kyle Luedtke
Mindi Vanderhoof
Beth Rikkola
Justin Skiba
Ryan Hilbert
Katie Grooters
Susan Anschutz
Lisa Bieri
Brook Tanck
Jerry Worrick

Evaluation

Troy Schaefer
Aaron Hilts
Melissa Marggraf

Pod I (EC-2nd)

Heather Bley
Kristen Albertson
Katie Huehns
Megan Horvat
Ann Ploor
Kim Lama
Stacey Schroeder

Staff Development and Curriculum

Troy Schaefer
Bridget Bowers
Sarah Brandt (Elective)
Deb Dantoin
Dan Judas (Social Studies)

Aaron Hilts
Debra Hurst (District ELA)
Tami Desotelle (Pod I Rep./Co-Facilitator)
Kim Lama (Special Ed/Co-Facilitator)
Katie Grooters (Pod II Rep)
Kyle Schleis (Math)
Jason Marggraf (Science)
Board Representative
Melissa Marggraf

Pod II (2nd-5th)

Justin Skiba
Kim Thomas
Allison Neuman
Stephanie Ayer
Beth Rikkola
Katie Grooters
Samantha Bortle
Joel Schauske

Scholarship

Troy Schaefer
Melissa Malcore
Heather Spetz
Kyle Schleis
Melissa Marggraf
David Phillips

NHS Faculty Council

Heather Spetz
Selected Faculty

Academic Excellence

Troy Schaefer
Melissa Malcore

Monthly Meeting Dates

2022-23

3:20 PM Start Time Unless Indicated

Monday	Tuesday	Wednesday	Thursday
Staff Development	Elementary Staff	WOW (3:30pm)	
	MS Faculty Elementary Writing	WOW (3:30pm)	Special Ed EC-12 POD I
	POD II ACT Focus	WOW (3:30pm) School Board (7pm)	
Action Team	HS Faculty	WOW (3:30pm)	Mentor/Mentee Special Ed and Aides

**High School
Class and Activity Advisors
2022-23**

Freshmen / Fundraising

Brian Pahl
Dale Carlson
David Phillips*
Sarah Muraski

Sophomores / Sadies

Daniel Judas*
Anna Anderson
Ron Frank
Rebekah Liu

Juniors / Prom

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

Seniors:

Graduation Advisors:

Sarah Brandt
Melissa Malcore*
Craig Carriere
Mindi Vanderhoof

Homecoming:

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

* = head advisor

Facebook Schedule 2022-2023

Week #	Week of	Grade/Subject 1	Grade/Subject 2
1	September 5, 2022	4K	MS/HS Math
2	September 12, 2022	5K	MS/HS Science
3	September 19, 2022	1st	MS/HS English
4	September 26, 2022	2nd	MS/HS Social Studies
5	October 3, 2022	3rd	Agriculture
6	October 10, 2022	4th	FACE
7	October 17, 2022	5th	Art
8	October 24, 2022	6th	Business Ed
9	October 31, 2022	4K	Phy Ed
10	November 7, 2022	5K	Industrial Arts
11	November 14, 2022	1st	Spanish/ELL
12	November 21, 2022	2nd	Music
13	November 28, 2022	3rd	Guidance
14	December 5, 2022	4th	MS/HS Math
15	December 12, 2022	5th	MS/HS Science
16	December 19, 2022	6th	MS/HS English
17	January 2, 2023	4K	MS/HS Social Studies
18	January 9, 2023	5K	Agriculture
19	January 16, 2023	1st	FACE
20	January 23, 2023	2nd	Art
21	January 30, 2023	3rd	Business Ed
22	February 6, 2023	4th	Phy Ed
23	February 13, 2023	5th	Industrial Arts
24	February 20, 2023	6th	Spanish/ELL
25	February 27, 2023	4K	Music
26	March 6, 2023	5K	Guidance
27	March 13, 2023	1st	MS/HS Math+Sci
28	March 27, 2023	2nd	MS/HS Eng+SS
29	April 3, 2023	3rd	Ag+Industrial Arts
30	April 10, 2023	4th	FACE
31	April 17, 2023	5th	Art
32	April 24, 2023	6th	Business Ed
33	May 1, 2023	4K+5K	Phy Ed
34	May 8, 2023	1st+2nd	Spanish/ELL
35	May 15, 2022	3rd+4th	Music
36	May 29, 2023	5th+6th	Guidance

Co-Curricular Assignments 2022-23

Musical	Amy Ensign
Badger Boys and Girls	Melissa Malcore
Destination Imagination	Annie Rabach
FFA Advisor	Dale Carlson
Forensics	Sarah Brandt
Jazz Band	Tanya Hasenjager
Journalism	Mindi Vanderhoof
HS Math Team	Kyle Schleis
MS Math Team	Tim Newton
Multicultural Club	Sarah Muraski
HS National Honor Society	Heather Spetz
MS National Honor Society	Lynn Kotte & Ryan Hilbert
Peer Mentors	Mindi Vanderhoof & Stephanie Ayer
Pep Band/Jazz Band	Tanya Hasenjager
Project 180 / S.A.D.D.	Chris Horvat & Jen Wiesner
Robotics	David Phillips
S.A.G.A	Lynn Kotte & Melissa Malcore
Student Council	Chris Irwin
Student Athlete Leadership Council	Brooke Tanck, Heather Spetz, & Joel Schauske

Club Meetings

(During lunch unless otherwise specified)

- ❖ Student Council- 4th Monday
- ❖ FFA Officer Meeting- 2nd Monday (All members at 7pm)
- ❖ Multicultural Club- 3rd Tuesday
- ❖ Computer and Robotics- Every Wednesday
- ❖ S.A.D.D. & Project 180- 2nd and 4th Wednesday
- ❖ Peer Mentor- One Friday
- ❖ SAGA- 2nd and 4th Tuesday
- ❖ Math Team- Monday's (December-February)
- ❖ NHS – 2nd Thursday
- ❖ Student Athlete Leadership Council – 2nd and 4th Wednesday

**MS and HS
Coaching Assignments
2022-23**

HS Football

Ron Frank - Var.
Mike Laaksonen - Asst. Var.
Joel Schauske - Asst. Var.
Dan Judas - Asst. Var.

MS Football

Rob Rankin
Bryan Kuehn
Karl Volkmann

MS & HS Volleyball

Roxanne Schopf – Var.
Mary Volkmann - Asst. Var
Robynn Schopf– JV1
Heather Fellner-Spetz-JV2

Katie Grooters - MS
Ann Ploor - MS

MS & HS Cross-Country

Annie Kapolnek - Var.
Dennis Ploor- Asst. Var.
Megan Horvat - Grade 6-8
Tanya Hasenjager - Grade 6-8

Girls Swimming

Kelly Oram-Rankin (St Bay)

Boys Swimming

Jeff Norton

HS Boys Basketball

Ron Frank- Var.
Chris Irwin – Asst. Var.
Matt Henrickson– JV1

MS Boys Basketball

Dale Fuller – Head MS
Dale Jorgenson – Asst.

HS Girls Basketball

Ben Rikkola - Var.
Tom Ash– Asst. Var.
Beth Rikkola– JV1.

MS Girls Basketball

Jamie Kuehn - Grade 7
Chris Ranly - Grade 8

MS & HS Wrestling

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

HS Track

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

MS Track

Annie Kapolnek - Co-Head
Ron Frank - Co-Head

HS Softball

Brooke Lauritzen - Var.
Heather Spetz - Asst. Var.
Morgan Gulley – Asst.

HS Baseball

Tom Ash - Var.
Derele Niedzwiecki - Asst.
Joe Sawyer – JV1

HS Girls Soccer

Chad Andreae - Var.
TBD - Asst. Var.

HS Boys Soccer

Chris Roedl - Var.

HS Golf

John Miron - Var.

2022-2023
High School Curriculum Committees

Language Arts

Bridget Bowers
Dawn Chier
Sarah Muraski
Chad Retzlaff
Heather Spetz
Mindi Vanderhoof

Fine Arts

Tanya Hasenjager
Klayton Kindt
Trent Larson

Math

Debbie Dantoin
Melissa Marggraf
Tim Newton
Kyle Schleis
Rebekah Liu

Science

Craig Carriere
Lynn Kotte
Jason Marggraf

Social Studies

Ryan Hilbert
Daniel Judas
Chad Retzlaff

Academic and Career Planning

Dale Carlson
Tara LeClair
Melissa Malcore
David Phillips
Chad Retzlaff
Brian Pahl

PE/Health

Lindsay de Young
Ron Frank

Foreign Language

Anna Anderson
Sarah Brandt

Staff General Information

Parking

Staff are to park in the north 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.

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 are request for teachers in their first 3 years of teaching. 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 first floor next to the elevator and the second floor at the north end of the elementary hallway. A refrigerator, coffee maker, and 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.

Media Contact

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

Fundraising Activities

Requires prior approval from district administrator.

After School Student Supervision

No student should stay after school without adult supervision.

School Newsletters

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.