

**OUR VISION...** *The vision of William Horlick High School is to develop a culture of mutual respect and academic excellence through rigorous instruction which produces college and career ready graduates.*



Wm. Horlick High School  
2119 Rapids Dr.  
Racine, WI 53404  
PH: 262.619.4300  
Fax: 262.619.4390  
[www.rusd.org/horlick](http://www.rusd.org/horlick)

It is the policy of the Racine Unified School District, pursuant to Wisconsin Statutes s.118.13 and PI9, that no person on the basis of gender, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity.

This policy also prohibits discrimination under related Federal Statutes, including Title VI of Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (gender) and Section 504 of the Rehabilitation Act of 1973 (handicap),

Any person who believes that he or she has been discriminated against, in violation of this policy, may file a written complaint with the appropriate district official as designated by the Superintendent.

Racine Unified School District  
3109 Mount Pleasant St.  
Racine, WI 53404

[www.rusd.org](http://www.rusd.org)



## The Academies of Racine

WM. HORLICK HIGH SCHOOL



**2019 - 2020**

**Parent and Student Handbook**

**HORLICK ADMINISTRATION, CLERICAL, & DEPT. CHAIRS**

**DIRECTING PRINCIPAL**

**Mrs. A. Ress Apmann**

Secretary – Mrs. T. Gangl ..... 619-4301  
Switchboard - Mrs. B. Pedersen ..... 619-4300  
Purchasing - Mrs. P. Lewis..... 619-4321

**ACADEMY OF HEALTH SCIENCES AND AVIATION**

**Mr. J. Sturdevant**

Secretary – Mrs. T. McCaskill..... 619-4306  
Secretary/Data Processing - Mrs. L. Riekkoff..... 619-4350  
Attendance Line.....619-4371

**ACADEMY OF BUSINESS AND CULINARY ARTS**

**Mr. K. Goggins**

Secretary – Ms. Denise Stark..... 619-4304  
Attendance Line..... 619-4310

**ACADEMY OF EDUCATION AND TECHNICAL SERVICES**

**Mrs. A. Levonian**

Secretary – Mrs. J. Firtko..... 619-4308  
Attendance Line ..... 619-4309

**FRESHMEN ACADEMY PRINCIPAL AND ATHLETICS /ACTIVITIES DIRECTOR**

**Mr. J. Wendt**

Freshmen Academy Dean – Mr. B. Gottfredsen ..... 619- 4378  
Secretary - Mrs. S. Alton ..... 619-4378  
Attendance Line .....619-4381

**HORLICK DEPARTMENT OFFICE NUMBERS/CHAIRPERSONS**

Art – Mrs. K. Kingma .....619-4367  
Business – Ms. M. Dawson .....619-4352  
Counseling Dept. – Mrs. K. Schnetzky.....619-4315  
Drama – Ms. K. Kowbel.....619-4366  
English – Ms. Kelly DaPra.....619-4358  
ESL – Mr. J. Thoennes.....619-4300 (Ext: 8974)  
FACS (Family/Consumer Sci.)- TBD.....619-4377  
Library – Ms. Charlene Harteau .....619-4369  
Math – Ms. K. Althoff.....619-4360  
Media Productions –.....619-4300 (Ext: 5178)  
Instrumental Music – Mr. J. Sherman.....619-4342  
Physical Education – Ms. W. Warg.....619-4365  
Science – Mrs. C. Emmons.....619-4362  
Social Studies – Mrs. K. Sett.....619-4345  
Special Education – Mrs. K. LaMacchia.....619-4373  
Technology Education – Mr. Tony Ingram.....619-4300  
Vocal Music – Mr. B. Plehn.....619-4322  
World Languages -Mrs. T. Bachmann- Burgner.....619-4361



**NO CELL PHONES, HEADPHONES,  
OR OTHER  
ELECTRONIC DEVICES  
DURING SCHOOL HOURS**

**THE REBEL WAY!**

- **Be Here**
- **Be Respectful**
- **Be Responsible**
- **Be Safe**

## IMPORTANT DATES TO REMEMBER 2019 - 2020

### SEPTEMBER

September 3 ..... First Day of School

### OCTOBER

October 14 - 19.....Homecoming Week! (Football Game 10/18, Dance 10/19)

October – DATE TBD ..... High School Open House

October 24 & 25..... NO SCHOOL – All RUSD full day Professional Learning

### NOVEMBER

November 7 ..... Parent/Teacher Conferences – (Early Release 12:45 PM)

November 8 ..... Parent/Teacher Conferences – NO SCHOOL

November 8 ..... End of 1<sup>st</sup> Quarter

November 27, 28, and 29 .....Thanksgiving Recess - NO SCHOOL

### DECEMBER

December 23 – January 3, 2020..... Holiday Recess – NO SCHOOL

### JANUARY

January 6, 2020 .....School Resumes

January 20 ..... Martin Luther King Jr. Day – NO SCHOOL

January 21 - 24 .....Semester 1 - Final Exams – School Dismissed at 12:45 PM

January 24 ..... End of First Semester

### FEBRUARY

February 14..... Professional Learning – NO SCHOOL

February 17..... Winter Break Day – (No School; contingent school day)

### MARCH

March 12 ..... Parent/Teacher Conferences – (Early Release 12:45 PM)

March 13 ..... Parent/Teacher Conferences – NO SCHOOL

March 27 ..... End of 3<sup>rd</sup> Quarter

### APRIL

April 10-17 ..... Spring Recess – NO SCHOOL

April 20.....School Resumes following Spring Recess

### MAY

May 16 .....PROM (Tentative Date)

May 20 .....Senior Awards Banquet

May 25 .....Memorial Day - NO SCHOOL

May - Date TBD .....Underclassmen Awards

### JUNE

June 5-8, June 10.....Semester 2 - Final Exams – School Dismissed at 12:45 PM

June 11\* ..... Last Day of School (End of 2nd Semester) \*May be adjusted for inclement weather

TBD ..... Commencement

June 12 ..... Records Day – (contingent school day)

## WILLIAM HORLICK HIGH SCHOOL



### THE REBEL WAY!

- Be Here
- Be Respectful
- Be Responsible
- Be Safe



**Dear Parents and Students,**

***The entire William Horlick High School staff welcomes you to the 2019 - 2020 school year and the continuation of the Academies of Racine.***

***This handbook is being provided to you to help you become familiar with your responsibilities as well as general procedures and school regulations.***

***As the school year begins, there is no better time than now to set high goals for the year. Most successful individuals set goals for themselves and develop a plan to achieve their objectives. The comprehensive program at Horlick can prepare you for the future. It is very important that you seize the opportunity to explore and learn as much as you can throughout the year. Make sure you challenge yourself to achieve your goals and prepare yourself to be college/career ready.***

***As you look at how Horlick can help you prepare for the future, think about the following qualities employers are seeking in their workers:***

- ***Responsibility and honesty***
- ***Excellent attendance and punctuality***
- ***Ability to work cooperatively with others***
- ***Ability to solve problems and use technology***
- ***Respect***

***I wish all of you a safe and successful school year!***

**Mrs. A. Ress Apmann**  
Directing Principal  
Wm. Horlick High School

## COUNSELING/STUDENT SERVICES

The Student Service area at Horlick High School houses (10) ten staff members composed of (6) six counselors, (2) two social workers, a school engagement worker, (2) two psychologists, and a secretary. Counselors will be assigned according to grade level and sub school. The breakdown is as follows:

**FRESHMEN ACADEMY COUNSELORS:** Ms. Kisner and Mr. Tajnai

### **Academy of Education & Technical Services**

Grades 10-12 Mrs. Schnetzky

### **Academy of Business & Culinary Arts**

Grades 10-12 Ms. Moreno

### **Academy of Health Science & Aviation**

Grades 10-12 Mrs. Valdivia

### **At Risk and Special Education**

Grades 10-12 Mrs. Mach

### Guidance Secretary

Ms. Andrea LaMartina  
(619-4314)

### Social Worker

Ms. R. Quebbeman  
Ms. C. Cannon

### Psychologists

Ms. P. White  
Ms. J. Gutierrez

## STUDENT EXPECTATIONS

1. Be in class on time.
2. Attend classes regularly, complete all assignments, and behave appropriately.
3. Have ID on them at ALL times, presenting them to staff when requested.
4. Obtain a hall pass from an adult to travel in the halls during class time. Passes will be issued on the back of the student's ID.
5. Dress appropriately for school - leave hats, coats, and bandanas in lockers.
6. Carry books/materials to class, all other items should be kept in your locker i.e - skateboards).
7. Turn off ALL electronic equipment including: cell phones/pagers, iPods/MP3 players, CD Players- keep them in a secure location. Headphones need to be kept in lockers.
8. Remain in the building during the school day unless during lunch period- Sophomores, Juniors, and Seniors are entitled to off campus lunch privileges. Freshmen cannot leave for lunch.
9. Avoid loitering between class periods and in the building after school.
10. Be quiet in the halls during class times.
11. Be respectful of the rights of others.
12. Remember...NO FOOD or DRINK is allowed in classrooms/hallways
13. Refrain from possessing or using tobacco products.
14. Use appropriate language at all times - profanity WILL NOT be tolerated.
15. Practice non-violent behavior during times of conflict with other students and adults.
16. Keep the building neat and clean at all times.
17. Take advantage of the wide variety of activities and classes available.
18. Refrain from use, sale and/or possession of illegal substances or possession of products made with illegal substances.
19. Graduate from William Horlick High School.

## RACINE COUNTY RESOURCES

### Abuse

To Report Physical or Sexual Abuse (211)..... 638-6752  
Child Abuse and Neglect Information.....638-7720  
Domestic Abuse (Women's Resource Center) 24 hrs..... 633-3233  
National Domestic Violence Hotline..... 1-800-799-7233  
Sexual Assault Services..... 637-7233  
Women's and Children's Horizons, Inc. (Crisis Line)..... 652-9900

### Advocacy

Family Service of Racine..... 634-2391

### Child Care

Teen Moms (S.E. WI, Youth for Christ)..... 633-BABY  
Child Care Information (Wisconsin Works Program) .....1-888-713-5437

### Counseling

Alcohol and Other Drug Abuse..... 554-6611  
Alpha Center (Pregnancy) ..... 637-8323  
Crisis Intervention (211)..... 637-9557  
Evangelical Child and Family Agency.....1-262-789-1881  
Health and Nutrition Services (WIC) ..... 637-7750  
Racine Counseling Center..... 554-0205  
Safe Haven (Runaway Hotline) (211)..... 637-9559  
National Runaway Switchboard.....1-800-RUNAWAY  
SOS House (Mental Health and Detox)..... 752-0751  
Family Services of Racine.....634-2391

### Education/Employment Training Assistance

Workforce Development Center..... 638-6312  
Workforce Development Center (Work Permits)..... 638-6424  
Job Hotline..... 619-5627  
Opportunities Industrialization Center (OIC)..... 636-3818

### Health

Aids Resource Center of Wisconsin.....1-800-924-6601  
Racine Health Department..... 636-9201

### Housing

Love and Charity Mission)..... 634-7059  
HALO..... 633-3235  
Women's Resource Center)..... 633-3233

### Information, Referral, and Supportive Listening

211- Racine Safe Haven)..... 632-0424  
Suicide Prevention Lifeline.....637-9557 or 1-800-273-TALK

### LGBT

LGBT Center....262- 664-4100 The Trevor Project.....1-866-488-7386

### YWCA – Dress for Success

Women's free outfit for interview. Once hired, more free work clothing available (Contact : Janet Vaughn)..... 898-5533

## CLUBS AND ACTIVITIES\*

<b>AMP (Class)</b> (Adv. Media Production)	<b>International Club</b> (TBD)
<b>Anime Club</b> (TBD)	<b>Intl. Thespian Society</b> (K. Kowbel)
<b>Art Club</b> (K. Yang)	<b>Jazz Ensemble (Class)</b> (J. Sherman)
<b>Band (Class)</b> (J. Sherman)	<b>Key Club</b> (T. Bachmann-Burgner)
<b>Bowling Club</b> (S. Stills)	<b>Legacy Leaders</b> (J. Wendt)
<b>Choir (Class)</b> (B. Plehn)	<b>Link Crew</b> (K. Althoff/S. Dyer)
<b>D&amp;D</b> (G. Smith)	<b>National Honor Society</b> (K. Prott)
<b>DECA (Marketing)</b> (TBD)	<b>Orchestra (Class)</b> (J. Sherman)
<b>ESPORTS</b> (G. Smith)	<b>Polaris (Yearbook Class)</b> (D. Marcinkus)
<b>Educators Rising</b> (S. Dyer/J. Davies)	<b>Positive Impact</b> (TBD)
<b>FBLA</b> (TBD)	<b>Powerlifting</b> (P. Nees)
<b>FCCLA</b> (C. Person)	<b>Rebel Strength &amp; Conditioning</b> (B. Fletcher)
<b>Geography Bowl</b> (S. Benner)	<b>Skills USA</b> (T. Ingram)
<b>GSA</b> (K. Kingma)	<b>Student Government</b> (G. Stoner/K. DaPra)
<b>HERO</b> (C. Person)	<b>Theater Arts/Drama (Class)</b> (K. Kowbel)
<b>HOSA</b> (M. Burdick)	<b>YES</b> (TBD)

\*Please stop in the Athletics/Activities Office for updated information clubs/activities

## SCHOOL SONG

We are the students of Horlick High,  
We're proud of what we stand for  
Ours is the will to do or die;  
Our emblem is the North Star.  
We're all for you at Horlick High,  
Whatever come what may...  
H-O-R-L-I-C-K  
It's Scarlet and gray.



## NEED HELP WITH...?

### **Settling an Argument...**

Freshmen should see your Freshmen Advocate, Freshmen Dean of Students, or Freshmen Academy Principal. Students in grades 10-12 - ask for mediation in your sub school/academy office

### **Locker Concern...**

All locker concerns are to be reported to the Academy of Education & Technical Services (across from Main Office)

### **Drug or Alcohol Concern...**

See your counselor or the school social worker

### **Talk About Future Plans...**

See your counselor

### **Lost or Missing Items...**

Check the lost and found located in the Main Office. Be aware that we are NOT responsible for lost and/or stolen electronic devices.

### **Psychologist or Social Worker Appointment...**

See the Counseling Office Clerk

### **Free/Reduced Lunch Forms...**

Ask for a form - available in the Main Office or Counseling Office

### **Need a Job...**

Check the board near the Counseling Office

### **Bullying Concerns...**

Report the situation to a teacher, counselor, or your academy office

### **Feel Unsafe...**

Report the situation to the nearest staff member

### **Injury...**

Report the injury to your academy office

### **Lost ID or Need a Temporary ID...**

Report to the Library for a replacement ID (cost \$5.00) or your academy office for a temporary ID's (cost \$1.00). ID's may be obtained before school or during Block 1 or 2 only and will NOT be sold during lunch hours.

### **Parking Permits/Parking Concerns...**

All parking concerns are to be directed to the Academy of Education & Technical Services (across from Main Office)

### **Health Condition...**

See the school nurse, counselor, social worker, or your academy office

### **Busing Concerns...**

Stop and see the Secretary in the Business & Culinary Arts Academy Office

### **Pay Fees or Book Rental...**

Go to your academy office or the Main Office to take care of Book Rental, Lost Book Fees or other Fines, and Fees.

### **Using the Internet...**

See the Librarian

### **Other Questions/Concerns?...**

Stop in your assigned sub school/academy office or the Main Office

**ACADEMIC/GRADUATION INFORMATION**

To earn a Wm. Horlick High School Diploma, a student must complete (26) twenty-six credits. (\*Note: No student crosses the stage at graduation in June unless his or her requirements are fully met. Students should make sure to talk with their counselor about scheduling courses to meet specific requirements). The breakdown of credits is as follows:

Beginning with the class of 2020 and thereafter, in addition to the twenty-six (26) Carnegie units required for graduation, students will meet the provisions of Wis. Stat. § 118.33 (1)(a).General Provisions. The twenty-six (26) units required will be as follows:

- English (4.0 credits)
- Mathematics (3.0 credits)
- Science (3.0 credits)
- Social Studies (3.5 credits)
- Physical Education (1.5 credits)\*
- Health Education (.5 credits)
- Fine Arts - (Art, Music, Speech, Drama) (1.0 credit)
- Electives (7.5 Credits)\*\*
- Career & Technical Ed. (CTE) (1.0 credit)\*\*
- Freshmen Seminar (1.0 credit)
- Civics Exam (\*See specifics on pg. 7) **TOTAL: 26 Credits**

English: Students must take a writing composition course. All students must complete .5 credit during the last two semesters – excluding summer school. Yearbook Publication, Publications Photography, and Newspaper Publication **do not** meet the English requirement.

Mathematics: This includes courses at or above the level of Algebra 1 (for the classes of 2017-2018 and thereafter). The Board of Education shall award a pupil up to one mathematics credit for successfully completing in the high school grades a course in computer sciences that the department has determined qualifies as computer sciences according to criteria established by the department. The Board of Education shall award a pupil up to one mathematics credit for successfully completing in the high school grades a career and technical education course that the Board determines satisfies a mathematics requirement but may not award any credit for that course if the Board of Education awards any credit for that same course as a science course.

Science: This includes courses at or above the level of 9<sup>th</sup> Lab Science (for the classes of 2017-2018 and thereafter). The school board shall award a pupil a science credit for successfully completing in the high school grades each course in agriculture that the department has determined qualifies as science according to criteria established by the department. The Board of Education shall award a pupil up to one science credit for successfully completing in the high school grades a career and technical education course that the Board of Education determines satisfies a science requirement but may not award any credit for that course if the Board of Education awards any credit for that same course as a mathematics course.

Social Studies: The following are required courses: U.S. History (1.0), World History (1.0), American Government (.5), Economics (.5), and Sociology (.5). All students are required to take United States History, World History as well as one semester of American Government, Sociology and Economics, totaling 3.5 credits. Each student must complete .5 credit during the last two (2) semesters of their senior year – excluding summer school.

CTE: All Racine Unified School District students are required to earn at least one career or technical education credit (for the class of 2017-2018 and all classes thereafter). A student may complete the CTE requirement for graduation through the following department course options: Business Education, Marketing Education, Family and Consumer Science, Health Science Occupations, Technology and Engineering Education.

For the class of 2017-2018 and thereafter, a student need only complete 1.0 credit in physical education if the student participates in one sport, during one season. If this option is used, the student is required to take an additional .5 credit in math, English, social studies, science, or health education in lieu of the physical education credit. \*\*Applies to the class of 2017-2018 and thereafter.

**SUMMER GRADUATION INFORMATION**

If a student did not meet the credit requirements for graduation, they may choose to attend summer school to assist in completing their course/credit requirements. Students who attend summer school, pass, and obtain the necessary credit requirements for graduation, will be issued a diploma at the **END** of the summer school session (usually towards the end of July), with the summer school graduation date imprinted on the diploma. Students who have completed the requirements and will be graduating at the end of summer school may also participate in a graduation ceremony held after the conclusion of summer school.

For students who completed their graduation requirements during the summer school session following their senior year, final transcripts with the summer graduation date are usually available the first full week of August.

**ATHLETIC OPPORTUNITIES**

ATHLETIC AND ACTIVITIES OFFICE...619-4378

WWW.SOUTHEASTWI.ORG

**FALL SPORTS**

<b>BOYS</b>	<b>HEAD COACH</b>	<b>E-mail</b>
Cross Country	Josh Slamka	joshua.slamka@rusd.org
Football	Brian Fletcher	brian.fletcher@rusd.org
Soccer	Galen Irish	galen.irish@gmail.com
Volleyball	Dana Marcinkus	dana.marcinkus@rusd.org

<b>GIRLS</b>	<b>HEAD COACH</b>	<b>E-mail</b>
Cross Country	John Hay	jon.hay@rusd.org
Golf	Darrell Perry	darrell.perry@rusd.org
Swimming	Katie James	coachkatiejames@gmail.com
Tennis	Brent Oglesby	brent.oglesby@rusd.org
Volleyball	Melissa Firtko	Melissa.firtko@rusd.org

**WINTER SPORTS**

<b>BOYS</b>	<b>HEAD COACH</b>	<b>E-mail</b>
Basketball	Jason Treutelaar	jason.treutelaar@rusd.org
Swimming	Kobe Gardner	kobe.gardner@rusd.org
Wrestling	Jerry Kupper	jerry.kupper@rusd.org

<b>GIRLS</b>	<b>HEAD COACH</b>	<b>E-mail</b>
Basketball	Ambrial Sanders	ambrial.sanders@rusd.org

**SPRING SPORTS**

<b>BOYS</b>	<b>HEAD COACH</b>	<b>E-mail</b>
Baseball	Tyler Funk	Tyler.funk@rusd.org
Golf	Darrell Perry	darrell.perry@rusd.org
Tennis	TBD	TBD
Track	Josh Slamka	joshua.slamka@rusd.org

<b>GIRLS</b>	<b>HEAD COACH</b>	<b>E-mail</b>
Soccer	Becky Hallenbach	rhallebach2@gmail.com
Softball	Kerry Timler	Kerry.timler@rusd.org
Track	Kobe Gardner	kobe.gardner@rusd.org

**YEAR ROUND**

Cheerleaders	Carol Sobotka	horlickcheer@yahoo.com
Poms	Brittany Dobrowski	Brittany.dobrowski@rusd.org



## HORLICK ACTIVITIES: INFORMATION FOR ATHLETES

**ATHLETIC USER FEE: \$70.00 PER SPORT/MAX. \$140.00 PER STUDENT MAX. \$210.00 PER HOUSEHOLD FAMILY (EXCLUDES MATERIALS FEE – SEE BELOW)**

**THERE IS ALSO A \$10 ATHLETICS MATERIALS FEE PER SPORT – THIS FEE IS NOT SUBJECT TO WAIVER**

The user fee and family maximum are set by the board each year and are subject to change. Checks should be made payable to: Horlick High School.

User fees are only refundable if the athlete is cut from the sport or out due to injury (signed doctor's note is required). All refunds are generated through the Athletics/Activities office.

### REQUIREMENTS FOR ATHLETES

#### ALL ATHLETES MUST COMPLETE AND TURN IN THE FOLLOWING:

- WIAA Physical Examination Form or Alternate Year Form (if applicable)
- Emergency Card
- Insurance/Waiver Card (Insurance is a requirement for all athletes)
- Signed Concussion Form
- User Fee (\$70.00 per student or \$140.00 per student max. or \$210 family/household max.) and \$10.00 Athletics Materials Fee per sport

Any outstanding uniforms/equipment from a previous sport (must be returned or paid for)

### EXPECTATIONS OF ATHLETES

All students will abide by the RUSD Extracurricular Activities Code. As a student athlete, you represent your school. Students will refrain from ANY conduct that is unbecoming of an athlete (see the activities code) and be responsible for their behavior. Students must meet academic standards as well (see the activities code). Good Sportsmanship is ESSENTIAL! The Activities Code Book is available in the Activities Office, in the Main Office, and is distributed to parents/guardians and players and the Pre-Season Meeting.

### EXTRA-CURRICULAR ACTIVITIES - IN-SCHOOL SUSPENSION POLICY

Any participant in an extra-curricular activity who has been assigned an In-School Suspension (ISS) during the season of participation will be ineligible for (1) one contest/competition/performance.

### CROWD BEHAVIOR - AT HOME ACTIVITIES AND EVENTS

Each student attending a school in the Southeast Conference is expected to follow the following spectator rules:

- Behave in a manner, which respects everyone.
- Refrain from using tobacco on school property
- Keep language so it will reflect favorably on the school and the students.
- Understand that spectators under the influence of alcohol or drugs will be removed and parents and/or police will be notified.
- Whenever possible, be seated in the section or area designated for their school.
- Know that re-entry to events will not be allowed.
- Show common courtesy to all visiting spectators and their cheers.
- Respect all decisions of contest officials.
- Comply with school site rules.

**Violation of any of the above rules will result in disciplinary action, which could include removal from the contest. If necessary, referral to the local law enforcement agency will be pursued.**

## ACADEMIC/GRADUATION INFORMATION

Racine Unified School District – Graduation Requirements				
Subject	Class of 2020	Class of 2021	Class of 2022	Class of 2023
<b>Carnegie units required for graduation</b>				
<b>English</b> <ul style="list-style-type: none"> <li>• Writing Composition is Required</li> <li>• Excluded: Yearbook Publication, Publications Photography and Newspaper Publication</li> </ul>	4.0	4.0	4.0	4.0
<b>Mathematics</b> <ul style="list-style-type: none"> <li>• Courses must be Algebra 1 or higher</li> <li>• Computer sciences can qualify<sup>1</sup></li> <li>• Digital Electronics can qualify<sup>1</sup></li> </ul>	3.0	3.0	3.0	3.0
<b>Science</b> <ul style="list-style-type: none"> <li>• Courses must be 9<sup>th</sup> Lab Science or higher</li> <li>• Principles of Engineering can qualify<sup>2</sup></li> </ul>	3.0	3.0	3.0	3.0
<b>Social Studies (required):</b> <ul style="list-style-type: none"> <li>• US History (1.0)</li> <li>• World History (1.0)</li> <li>• American Gov't. (0.5)</li> <li>• Economics (0.5)</li> <li>• Sociology (0.5)</li> </ul> <i>Walden Students must complete 4.0 credits with additional 0.5 credits in Geography</i>	3.5	3.5	3.5	3.5
<b>Physical Education</b>	1.5 <i>Waiver for 0.5 credits optional. See Adm Reg 6142.15</i>			
<b>Health Education</b>	0.5	0.5	0.5	0.5
<b>Fine Arts (Art, Music, Speech, Drama)</b> <i>Walden Students must complete 1.5 credits</i>	1.0	1.0	1.0	1.0
<b>Electives</b> <i>Walden Students must complete 4.0 credits</i>	7.5	7.5	7.5	7.5
<b>Career and Technical Education (CTE)</b>	1.0	1.0	1.0	1.0
<b>Freshmen Seminar</b> <i>Excludes REAL School and Walden</i>	Required	Required	Required	Required
<b>Civics Exam (*)</b>	Required	Required	Required	Required
<b>ROPE (WALDEN ONLY) – Walden students must successfully complete all requirements</b>	0.5	0.5	0.5	0.5
<b>Total Credits</b> <i>Total Credits Walden</i>	26.0 23.0	26.0 23.0	26.0 23.0	26.0 23.0

## ACADEMIC/GRADUATION INFORMATION (CONTINUED)

(\*) Students must correctly answer at least 60 out of 100 questions from the INS Citizenship Test to successfully complete the Wisconsin Civics Examination requirement (includes students receiving LEP or 504 services). Students receiving special education services must participate in the examination, but do not have to pass the test in order to graduate. The examination will be administered by the District with multiple opportunities for students to be successful.

(1) The Board of Education shall award a pupil up to one mathematics credit for successfully completing in the high school grades a course in computer sciences that the department has determined qualifies as computer sciences according to criteria established by the Wisconsin Department of Public Instruction.

The Board of Education shall award a student up to one (1) mathematics credit for successfully completing in the high school grades a career and technical education course that the Board of Education determines satisfies a mathematics requirement but may not award any credit for that course if the Board awards any credit for that same course as a science course.

(2) The Board shall award a student a science credit for successfully completing in the high school grades each course in agriculture that the department has determined qualifies as science according to criteria established by the Wisconsin Department of Public Instruction. The Board shall award a student up to one (1) science credit for successfully completing in the high school grades a career and technical education course that the Board determines satisfies a science requirement but may not award any credit for that course if the Board awards any credit for that same course as a mathematics course.

Additionally, a student may be awarded a diploma by:

- a) Successfully completing an approved Individual Education Plan (IEP) that specifically defines any graduation requirement modifications.
- b) Successfully completing an approved Language Development Plan (LDP) that specifically defines any graduation requirement modifications.
- c) Successfully completing an approved Section 504 Plan that specifically defines any graduation requirement modifications.

### High School Credit for Middle School Coursework

The Board of Education may grant high school credit for courses taken in middle school provided all of the following apply:

1. Course(s) must be successfully completed in 7<sup>th</sup> or 8<sup>th</sup> grade.
2. The student's performance on a state examination or similar examination approved by the Board must demonstrate that the student is academically prepared for coursework that is offered in the high school grades.
3. The credit must be earned in a course that is taught by a teacher who is licensed to teach the subject in the high school grades.
4. The credit must be earned in a course that is taught using a curriculum and assessments that are equivalent to the curriculum and assessments used to teach the subject in the high school grades.
5. This first applies to a course completed by a student in grade 7 or 8 during the 2016-17 school year. Retroactive credit cannot be earned.

**Credits will appear on high school transcripts but will not be computed in the high school grade point average.**

## A-Z INFORMATION (CONTINUED)

### WORK PERMITS

Work permits are required for students under the age of 18 to hold a job. These permits may be obtained at the following location:

Workforce Development Center  
1717 Taylor Avenue  
(262-638-6428)

There is a fee, which you must bring along with your application and legal proof of birth (birth or baptismal certificate).

Be aware that any student with a felony will be ineligible for many types of hospital and public service employment, as well as military service.

Students who are 14 and 15 years of age may not work more than 18 hours per week when school is in session.

Students 16 and 17 years of age may not work more than 26 hours per week when school is in session.

**NOTE: Students should be aware that work permits could be revoked if a student exhibits poor grades and/or poor attendance**

### HORLICK ACTIVITIES: GENERAL FEES AND INFORMATION

**NOTE: Some activities will require that all detentions be cleared and all fines/fees be paid in full to purchase a ticket. THIS APPLIES TO HOMECOMING AND PROM.**

### EXTRA-CURRICULAR ADMISSION FEES\* (PER EVENT)

Adults	\$5.00
Students	\$4.00
Senior Citizens (60+)	\$3.00
Child (Age 6 and Under)	\$3.00
High School Activity Pass**	\$35.00 (student - per year) \$70.00 (family pass* - per year)
	(*Family Pass – up to (4) family members)

\* Fees are subject to change, not subject to waiver, and may vary by activity.

\*\* Note: Activity Passes are optional and sold to RUSD students only. The pass allows the pass holder entrance to events that are held within District boundaries, unless hosted by a WIAA or conference. Passes are non-transferrable and non-refundable. Depending on the nature and cost involved in presenting the activity, admission to a few special activities/programs will not be included in the cost of the activity pass such as, but not limited to: school dances, Prom, Madrigal Dinner, Musicals, etc., as these have a different pricing scale. To find out if an activity is covered under the cost of the activity pass, please contact the Athletics/Activities Office at 619-4378.



## A-Z INFORMATION (CONTINUED)

### NEWS AND INFORMATION (WEBSITE/POSTCARDS) – INFO. FOR PARENTS

Any news/information will be available on the Horlick High School website at: <http://www.rusd.org/horlick/>. Information added to the website will contain information from Administration and the Guidance Department as well as updates and current events from the various departments, activities, and clubs. You may also receive postcards mailed to your home with upcoming information and updates.

### PTSA (FOR PARENTS, TEACHERS, AND STUDENTS)

Did you ever wish YOU could have some say in your education? The purpose of the PTSA is to become active partners with the school to help create the best learning environment possible. We are also active advocates on issues as they relate to health, safety, education, and welfare of our students whether it be on the local, state, or national level. YOU, as a student, are a welcome part of the PTSA! Please contact Horlick PTA President Sheila Lietzke (s.lietzke@att.net) at for more information.

### SMOKING & TOBACCO USE

**NOTE TO MINORS AND ADULTS (OVER AGE 18) - THERE IS NO SMOKING ALLOWED ON SCHOOL/DISTRICT PROPERTY AND AT SCHOOL/DISTRICT SPONSORED EVENTS. Smoking and tobacco use includes, but is not limited to: Cigarettes, cigars, pipes, electronic cigarettes, vapes, or any other type of smoking device.**

Be aware that *Racine* has a city ordinance relating to the **purchase or possession** of tobacco products by a minor (under age 18). Tickets will be issued for attempt to purchase, possessing, and/or using a smoking product. Any student caught in possession of or using a tobacco product on campus is subject to a fine of over \$50.00. Unpaid fines can result in suspension of the minor's operating privilege (driver's license) for 30-90 days.

### STUDENT PUBLICATION – YEARBOOK

The *Polaris* is our yearbook, which may be ordered in the fall with distribution in the spring.

### STUDENT PARKING

Parking on the Horlick Campus is restricted to staff and visitors. Special student parking spaces are available to selected academic achievers for a \$90.00 fee\* (*\*Fee may be prorated by semester*). Permit applications are turned in during one school year to obtain parking for the next school year, grades are checked at the end of the school year and a determination is made for parking privileges for the following school year. Academic Achievers may obtain an application for a parking permit and a list of rules from the **Education & Technical Services Academy Office** (located across from the Main Office). Space is not provided for general student parking. **All parking spaces are numbered and correspond to a permit. STUDENTS - DO NOT PARK IN A SPOT THAT IS NOT ASSIGNED TO YOU. Fines could be imposed for parking in a spot that is not assigned to you.**

**Cars parked in the lot illegally without a properly displayed parking permit will be ticketed by the Racine Police Department and will result in a fine. Parking in restricted zones (fire, etc.) will result in a higher fine. And towing.**

**Truancy from school will result in the revocation of the parking permit indefinitely. No monies will be refunded.**

### TELEPHONE USAGE

Student initiated requests for use of academy office phones will be allowed only in emergencies. Students will NOT be called out of class for any message other than an emergency situation with their immediate family.

## ACADEMIC/GRADUATION INFORMATION (CONTINUED)

### Alternative Requirements

The Board of Education may grant a high school diploma to a student who has not satisfied the requirements of Wis. Stat § 118.33(1)(a) if all of the following apply:

1. The student was enrolled in an alternative education program, as defined in Wis. Stat § 115.28(7)(e)1.
2. The Board determines that the student has demonstrated a level of proficiency in the subjects listed above equivalent to that which he/she would attain if he/she had satisfied the requirements under Wis. Stat § 118.33(1)(a).
3. The student satisfies the Wisconsin Civics Exam requirements in Wis. Stat. § 111.33(1m)(a).

### Credits earned outside of RUSD

- Credits earned at Institutes of Higher Education (IHE) through Youth Options and/or Course Options will be awarded at the ratio of 0.25 District credits for every 1.0 IHE credit.
- Grades earned at an IHE will not count in the District GPA calculations.

Legal Reference: Wis. Stat § 118.33; Wis. Adm. Code Ch. PI 18

Policy adopted:	April 11, 1977	Policy amended:	September 12, 1977
Policy amended:	September 11, 1978	Policy amended:	December 11, 1978
Policy edited:	January 8, 1976	Policy edited:	January 13, 1996
Policy revised:	August 21, 2000	Policy revised:	February 19, 2001
Policy edited:	July 18, 2002	Policy revised:	March 3, 2014
Administrative regulation modified:	April 28, 2014		
Administrative regulation modified:	July 21, 2014		
Administrative regulation modified:	May 18, 2015		
Administrative regulation modified:			

### GRADING POLICY

Teachers are required to give a written grading policy to each of their students during the first week of school. This policy should be shown to their parents/guardians and retained by students so that they understand on what basis grades are being issued.

### PASS/NO GRADE OPTION

A student and parent may contract for up to two (2) courses per school year (four (4) during the student's senior year), for a total of one (1) credit (two (2) credits for seniors), to be graded on a pass/no grade basis. A maximum of five (5) credits will be allowed during a student's high school years. For a course to be considered not required, **ONE** (1) of the following statements **MUST** be answered **TRUE**:

1. *This course is not in a subject area, which is required for graduation.*
2. *The graduation requirement for this subject area has previously been met.*

**A contract for the Pass/No Grade Option is available from the student's guidance counselor. The contract must be completed by STUDENT and PARENT. The requirements are as follows:**

1. *To receive a grade of "P" (passing grade), the student must fulfill the requirements for a grade of "A".*

**If the requirements for a grade of "A" are not fulfilled, the student will earn a grade of "B", "C", "D", or "F", and this will affect the student's grade point average.**

1. *The student's permanent record will reflect a grade of "P".*
2. *The student will receive credit for the elective course.*
3. *The "P" grade will not count for or against the student's grade point average.*
4. **The contract must be completed during the first four (4) weeks of the semester. The contract will be kept in the programming office.**
5. *The contract can be for one semester or for a year-long class.*

## STUDENT ADVISORY

Each student's Advisory room number is printed on his/her class schedule.

### DAILY TIME SCHEDULES

William Horlick High School uses a block schedule – (4) blocks per day – with an “A Day” and a “B Day”

**School begins at 7:15 a.m. and ends at 2:45 p.m.**

#### REGULAR

- Block 1:** 7:15 – 8:51 (96 - Class)  
**Block 2:** 8:58 – 10:34 (96 - Class/Announcements)  
**Block 3-1:** 10:41 – 11:28 (47 - Lunch)  
11:28 – 1:02 (94 - Class)  
**Block 3-2:** 11:28 – 12:15 (47 - Lunch)  
10:41 – 11:28, 12:15 – 1:02 (94 - Class)  
**Block 3-3:** 12:15 – 1:02 (47 - Lunch)  
10:41 – 12:15 (94 - Class)  
**Block 4:** 1:09 – 2:45 (96 - Class)

**LUNCH PERIODS:**  
Block 3-1,  
3-2, and 3-3

#### ADVISORY SCHEDULE\*

- Block 1:** 7:15 – 8:40 (85 - Class)  
**Advisory:** 8:47 – 9:25 (38 - Class/Announcements)  
**Block 2:** 9:32 – 10:57 (85 - Class)  
**Block 3-1:** 11:04 – 11:47 (43 - Lunch)  
11:47 – 1:13 (86 - Class)  
**Block 3-2:** 11:47 – 12:30 (43 - Lunch)  
11:04 – 11:47, 12:30 – 1:13 (86 - Class)  
**Block 3-3:** 12:30 – 1:13 (43 - Lunch)  
11:04 – 12:30 (86 - Class)  
**Block 4:** 1:20 – 2:45 (85 - Class)

\*Mondays and Thursdays and as needed

**LUNCH PERIODS:**  
Block 3-1,  
3-2, and 3-3

## A-Z INFORMATION (CONTINUED)

### ID POLICIES AND PROCEDURES - GET IN THE HABIT - CARRY YOUR ID!

Student Identification Cards (ID's) are important to help our school building be as secure as possible and aid in giving students the best setting in which to learn. **ALL STUDENTS ARE REQUIRED TO CARRY THEIR ID'S WHILE IN THE BUILDING.** Students may also find that their picture ID's are good for personal identification outside the building as well. **Students using other student's ID's will be subject to disciplinary action.**

#### **ID Cards are needed to:**

- Come into the library
- Purchase food in the cafeteria
- Identify students as belonging in our building
- Be in the hallway with a pass
- Computer lab
- Purchase tickets and attend school activities and athletic events
- Attend dances
- Go to the restroom (during class time)

**Remember the following:** Defacing, decorating, or losing a School Photo ID will require that a replacement be purchased in the Library for \$5.00. **For \$1.00, a temporary ID may be purchased in your sub school/academy office before school or during Block 1 or 2 ONLY. Temporary ID's MUST BE PURCHASED BEFORE LUNCH HOURS.** This ID is again only temporary and good for only the date purchased. If a staff member asks to see your ID, you should hold it out so that your name, picture, and lunch hour are clearly visible.

### LOCKERS

Students will be assigned a locker and are to stay in the lockers assigned to them and keep them clean. Defacement of lockers will result in disciplinary action and reimbursement for damages. **Sharing lockers is strongly discouraged as it compromises security. Note: Administrators may search lockers and their contents with reasonable suspicion. The school may conduct unscheduled locker checks at any time.**

### SEARCH POLICIES

**School-Provided Storage Searches:** The school provides a locker for convenience of the student to be used solely for the storage of outer garments, footwear and school-related materials. No student shall use the locker for any other purpose. The locker assigned to a student is the property of the School District. At no time does the District relinquish its exclusive control of such lockers. A locker may be searched as determined necessary or appropriate without notice, without student consent, and without a search warrant. The search may be conducted by the district administrator, a building principal, an assistant principal, a police-school liaison officer, other police and fire personnel, or a school employee designated by the Superintendent or building principal.

**Canine Searches:** District staff may engage law enforcement officers to use specially trained dogs to sniff school buildings, lockers, grounds, and vehicles parked on school property. The use of sniff dogs (including those trained to detect the odor of controlled substances) may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

## A-Z INFORMATION

### HALLWAY CONDUCT

Hall sweeps will be conducted each period. Please see the specific information within this handbook on Hall Sweep Policies & Procedures.

Students should pass between classes in an orderly manner. They should be out of the hallway and in their classroom before the end of the (7) seven minute passing time. To be in the halls during class time, a student needs to have their ID and permission from their classroom teacher in the form of a written hall pass.

There is to be no public display of inappropriate affection such as kissing, and/or hugging. There shall be no running, pushing, scuffling, whistling, shouting, obscene language, or any other disorderliness in the halls. Any of these actions are subject to progressive discipline.

### ADVISORY

All students are assigned to an Advisory in a specific Academy. Advisory will meet twice a week (Mondays and Thursdays), and on special occasions such as handing out schedules, reviewing school rules, and assemblies.

There is a special schedule for Advisory days printed with the rest of the schedules located within this handbook. Attendance in Advisory is mandatory and attendance is taken. Attendance is considered the same as a regular class with comparable penalties when missed. When a student misses Advisory, they WILL be marked as truant from that class period.

### HEALTH CONCERNS AND IMMUNIZATIONS

***Students need to abide by Wisconsin law that requires all students to be immunized.*** Student immunization records must be on file at the beginning of the school year. Students without up to date immunizations or those whose information is not on file, may be excluded from school until such requirements are met.

Students who have health conditions that might affect their learning (e.g. heart disease, epilepsy, partial deafness, diabetes, etc.), are urged to be sure that the school nurse, as well as each of the student's teachers, are aware of the student's condition.

### INTERNET ACCESS

A signed Network Use Agreement shall be required prior to a student being granted independent access to electronic media involving District facilities or resources. The required agreement form, which shall specify acceptable use, rules of on-line behavior, access privileges and penalties for violations of Board policies or administrative regulations, must be signed by the parent or legal guardian of minor students (under age of 18 years), by the student, and by the sponsoring teacher. This document shall be kept on file as a legal, binding contract. A written request from the student's parent or legal guardian must be submitted to Administration in order to modify or rescind this agreement. Copies of this agreement are available in the library.

### EARLY RELEASE

- Block 1:** 7:15 – 8:24 (69 - Class)  
**Block 2:** 8:31 – 9:40 (69 - Class/Announcements)  
**Block 3-1:** 9:47 – 10:21 (34 - Lunch)  
10:21 – 11:29 (68 - Class)  
**Block 3-2:** 10:21 – 10:55 (34 - Lunch)  
9:47 – 10:21, 10:55 – 11:29 (68 - Class)  
**Block 3-3:** 10:55 – 11:29 (34 - Lunch)  
9:47 – 10:55 (68 - Class)  
**Block 4:** 11:36 – 12:45 (69 - Class)

**LUNCH PERIODS:**  
**Block 3-1, 3-2, and 3-3**

### LATE START

- Block 1:** 9:15 – 10:24 (69 - Class)  
**Block 2:** 10:31 – 11:40 (69 - Class/Announcements)  
**Block 3-1:** 11:47 – 12:21 (34 - Lunch)  
12:21 – 1:29 (68 - Class)  
**Block 3-2:** 12:21 – 12:55 (34 - Lunch)  
11:47 – 12:21, 12:55 – 1:29 (68 - Class)  
**Block 3-3:** 12:55 – 1:29 (34 - Lunch)  
11:47 – 12:55 (68 - Class)  
**Block 4:** 1:36 – 2:45 (69 - Class)

**LUNCH PERIODS:**  
**Block 3-1, 3-2, and 3-3**

**ATTENDANCE**

**REGULAR ATTENDANCE IS REQUIRED\* – SCHOOL STARTS AT 7:15 A.M.** A student must be physically present in class to be able to demonstrate the ability to meet the course requirements. This includes **ALL** classes, study halls, and advisory. Unexcused absences may result in the following:

- Detentions
- Suspensions (including athletic suspension)
- Revocation of Work Permit
- Revocation of Parking Permit (non-refundable)
- Possible Fines

\*Students can only miss ten (10) school days for the year. All missed days over ten (10) must be accompanied by a signed doctor's excuse. If a signed doctor's excuse is not provided, this will result in un-excused absences and will count towards all dance requirements.

**ACADEMY OFFICES**

Each student is assigned an advisory and an academy office. Each academy has its own office used by the students assigned to that particular academy. Academy offices can assist with many of your student's needs including, but not limited to: checking in and out of school and attendance questions.

<b><u>ACADEMY OFFICE ATTENDANCE NUMBERS</u></b>	
<i>Acad. Of Education &amp; Technical Services</i>	<b>619-4309</b>
<i>Academy of Business &amp; Culinary Arts</i>	<b>619-4310</b>
<i>Academy of Health Sciences &amp; Aviation</i>	<b>619-4371</b>
<i>Freshmen Academy</i>	<b>619-4381</b>

**STUDENT ABSENCE:** Students must have their parents/guardians call the appropriate sub school/academy office between the hours of 6:30 a.m. and 11:00 a.m. the morning of the absence. Calls placed earlier than 6:30 a.m., may be picked up by the answering machine. **If a parent/guardian does not call in an absence, the student is considered truant.**

**LATE ARRIVAL – STUDENT\*:** Students must have their parents/guardians call the appropriate sub school/academy office between the hours of 6:30 a.m. and 7:15 a.m. the morning the student will be late. **If the call is placed after 7:15 a.m., the late student may be caught in the Hall Sweep and will have to clear up the matter in his or her sub school. There is more information on Hall Sweeps located within this handbook.**

**OTHER ATTENDANCE PROCEDURES**

It is the parent/guardian's responsibility to clear truancies from the student's attendance record within ten (10) calendar days. After ten (10) days, the attendance record will not be adjusted. To make a correction, a student must:

1. Bring a parent note to the Academy principal (for his/her signature), informing him/her the reason for the student's absence.
2. Take the signed note to all of their teachers for their signatures. After all signatures have been obtained, the student must return the note to their Academy Office by the end of the school day
3. All extended or chronic absences due to illness may require a doctor's notification in order for it to be cleared.

**This is the ONLY procedure for clearing up an unreported absence!**

**EMERGENCY CARD INFORMATION**

Student Emergency Card information is now entered on-line on the Infinite Campus Parent Portal. To obtain your parent access code, please contact your students Academy Office.

**FIGHTING AND BULLYING**

**Physical assault and battery (obvious willful attempt with force or violence to do harm to another), conduct without regard to the health and safety of others, bullying, and/or severe verbal intimidation or harassment, are prohibited on the school premises, at school activities, or en-route to and from school.**

Violations are subject to police citations for assault and/or disorderly conduct and may carry a fine of **over \$300.00 and may lead to arrest.**

**FOOD AND DRINK IN THE BUILDING**

Vending machines will be turned on and available for students at lunch. Food and drink are NOT allowed in classrooms. Any food purchased in the cafeteria during lunch times must be eaten there. **STUDENTS ARE NOT ALLOWED TO TAKE FOOD OUT OF THE CAFETERIA.**

**GAMBLING**

No gambling or throwing dice is permitted on school premises or at any school function.

**GANGS AND GANG-RELATED ACTIVITIES**

The Racine Unified School District affirms its position that schools in the District shall provide an orderly place for learning. By this policy, Racine Unified School District acts to prohibit the existence of gangs on school property or at any activity associated with or under the general guidance of school authorities. "Gang" as used in this policy shall mean two or more individuals who associate with each other primarily for criminal, disruptive and/or other activities prohibited by law and/or District rules and regulations.

1. NO STUDENT ON SCHOOL PREMISES:

- a. shall wear, possess, use, distribute, or display or sell any clothing, jewelry, emblem, badge, symbol, sign, or other item which is evidence of membership or affiliation with any gang;
- b. shall draw gang graffiti or distribute gang-related literature;
- c. shall use any speech or act in furtherance of gang activity;
- d. shall solicit others for membership in any gang;
- e. shall request any person to pay protection or otherwise engage in acts of extortion;
- f. shall incite other persons to act with physical violence or to threaten other persons connected with gang activities;
- g. shall attend any activity that could be interpreted as relating to gangs or gang activity.

2. PENALTIES FOR VIOLATIONS:

All gang-related paraphernalia and materials will be confiscated. Students violating this policy shall be subject to disciplinary action, which may include suspension or expulsion.

## A-Z INFORMATION (CONTINUED)

### DRESS AND APPEARANCE (SEE DISTRICT DRESS CODE POLICY)

Any clothing deemed inappropriate or indecent regarding language, symbols, or references, WILL NOT be allowed. Any student reporting to school in any attire deemed "inappropriate" may be sent home to change.

Hats, head covers, hooded vests, letter jackets, and coats of any kind are to be stored in the student's locker and **ARE NOT** to be worn during the school day. Hooded sweatshirts may be worn but students are **NOT** allowed to wear their hood up during the school day.

Pants **MUST** be worn at the waist and **NOT BELOW**. Pants worn below the hip area, and short shorts, short skirts/skorts/dresses (need to be longer than fingertip length), bare midriffs, spaghetti straps, halter tops, and strapless tops are INAPPROPRIATE.

**Pajamas/Pajama Pants and/or slippers WILL NOT be permitted.**

### ELECTRONIC EQUIPMENT

**Be aware that we are NOT responsible for lost and/or stolen electronic devices.** Cell phones, headphones, MP3 players, iPods, radios, etc. must be kept in the student's locker and MAY NOT be displayed or used by the students in school during the school day. If discovered or caught being used during the school day, the equipment will be confiscated and given to the main office and kept until a **parent or guardian** comes to school to pick it up between the hours of 6:45 a.m. and 3:00 p.m. **THE USE OF CELL PHONES AND /OR ELECTRONIC DEVICES IS ALSO PROHIBITED IN ALL RESTROOMS AND LOCKER ROOMS.**

**\*Note:** Items confiscated during the school day, may not be available for pick-up until after the end of the school day at 2:45 p.m.

**Also, please remember unless arrangements have been made with a student's Academy Office administrator and presented to the Main Office in writing, it must be the student's parent or guardian who picks up the item.**

### FALSE ALARMS

False alarms and discharging of fire extinguishers are prohibited. Wisconsin Statute 941.13 provides that "whoever intentionally gives a false alarm to any public officer or employee, or interferes with a proper functioning of a fire alarm system or interferes with the lawful effort of firemen to extinguish a fire, may be fined up to \$500 or imprisoned not more than one year or both." Suspension will be assigned, and possible expulsion may be recommended.

## EXCUSED ABSENCES

### DOCTOR/DENTIST/COURT APPOINTMENT ABSENCE

Students arriving late or early due to doctor/dentist appointments or court appointments, must have their parent/guardian call the student's Academy Office, between the hours of 6:30 a.m. and 11:00 a.m. on the day of the absence. This type of absence must also be supported by a written note of explanation and brought to the Academy Office when the student returns to school following the appointment. Leaving school during the school day for such appointments, require students to check out with their Academy Office to receive a "Check-out Pass". **Students should not leave campus without obtaining this pass.**

### PLANNED ABSENCES\* (I.E – VACATION)

Arranging for a planned absence\* such as a family vacation must also be done through the student's sub school/academy office, but must be done in advance, prior to the absence.

The procedures for notifying the school of a "planned absence" are as follows:

1. The student should obtain an "Excused Absence Form" from his or her Academy Office by presenting a written note signed by the student's parent/guardian several days before the absence.
2. This "Excused Absence Form" is to be taken to each of the student's teachers for their signature. The teacher will then note on the form, any concerns they may have about the student missing class time.
3. After each teacher has signed the form, the student must take the form home for parent/guardian review and signature.
4. After the parent/guardian reviews and signs the form, the student must return the form to their Academy Office prior to the beginning of their absence.
5. Failure to obtain, complete, and return the signed form, may result in the student's absences being reported as a truancy.

**\*BEFORE PLANNING VACATIONS, COLLEGE VISITS, ETC...PLEASE MAKE SURE YOUR PLANNED VACATION DOES NOT INTERFERE WITH THE WI. DEPT. OF PUBLIC INSTRUCTION (10) DAY ABSENCE POLICY. CONTACT YOUR SUB-SCHOOL/ACADEMY OFFICE FOR MORE INFORMATION. IF THE PLANNED ABSENCE PUTS YOUR CHILD OVER THE TEN (10) DAY LIMIT, THE STUDENT WILL NOT BE ABLE TO ATTEND HOMECOMING, PROM, ETC...**

### DISTRICT REPORTING FOR TRUANCY

Attending school regularly is the most important thing a student can do to help himself or herself be successful in high school.

Wisconsin Law requires students who have **not** graduated from high school and are between the ages of 6 and 18 years of age, to attend school on a regular basis.

**Truancy means:** Any absence of part or all of one or more days from school during which the school attendance officer, principal, or teacher has not been notified in writing of the legal cause of such absence by the parent/guardian of the absent pupil. Truancy includes absence(s) which exceed the ten (10) excused days allowable, but which have not been approved as excused by the District. Truancy also means intermittent attendance carried on for the purpose of defeating the intent of Wisconsin Statute 118.15.

## TRUANCY POLICIES AND PROCEDURES

When students miss class, there are a series of steps that are taken to help that student get back on track of regularly attending school:

- If a student misses a single class four (4) times (unexcused) within a quarter, the teacher will document the absences and contact the student's parent(s)/guardian(s). The teacher documents contact information and the Academy Office is notified.
- If a student misses a single class eight (8) times (unexcused) within a quarter, the teacher must notify the student's counselor as well as the student's Academy secretary. The teacher and the Academy secretary document the contact information.
- If a student accumulates a total of ten (10) total class periods across their schedule (unexcused), parents will be directed to contact the school social worker. The social worker will be notified of this directive and will follow-up with the referral process.

## ASSISTING STUDENTS WITH TRUANCY PROBLEMS

**To help students with truancy problems, the following steps will be taken:**

- Students who were present in class, but were marked truant, have ten (10) calendar days to correct their attendance record. For a student to correct their attendance record, they must get an "Attendance Verification Slip" signed by the teacher who recorded the truancy in question. After the slip is signed it must be returned to the student's Academy secretary.

**Students with truancy and discipline issues will experience loss of privileges. These are some of the options for re-directing behavior: (Principal's discretion)**

- Students may be required to sit in designated areas for lunch
- Loss of privileges to the computer lab and library
- Loss of privilege as a student worker
- Loss of privilege to attend Homecoming Dance
- Loss of privilege to be on Homecoming Court
- Loss of privilege to attend Prom
- Loss of privilege to be on Prom Court
- Loss of privilege to maintain parking permit privilege
- Loss of privilege to participate in student activities (*i.e.: athletics, musicals, plays, etc.*)
- Loss of privilege to participate in graduation ceremony
- Assignment to Work It Out Room or ISS (In School Suspension)
- Loss of pass privileges
- Out-of-school suspension

## A-Z INFORMATION (CONTINUED)

### DANCE POLICIES

***It is understood that student dances are a privilege and not a right. To that end, these policies have been put into effect for the appropriate enjoyment for all attendees. Violation of rules requiring student removal from the dance will be done without a refund. Any behavior demonstrated at a dance that leads to a school suspension may prohibit future participation in dances for the remainder of the school year.***

### ALL SCHOOL DANCES

1. Middle school students and anyone over the age of 20 are not permitted to attend.
2. Inappropriate and/or sexually explicit dancing is not permitted. If an administrator and/or chaperone deems it inappropriate and/or indecent, it will not be permitted.
3. All attendees must have a photo ID to enter.
4. Appropriate dress is required. *Appropriate dress is defined by this Code of Rights and Responsibilities in the section titled Dress Code Policy. Appropriate dress for school dances may also include independent school level expectations, i.e.: no jeans or street shoes.* Whatever an administrator and/or chaperone deems inappropriate, revealing, and/or indecent, will not be permitted.
5. Guest attendance is up to the discretion of the guest's current school administration or that of the last school attended. The appropriate approval form must be completed and on file in order for a guest to attend.
6. Each High School may enforce additional rules for dance attendance, but the following minimum rules and requirements are in effect for the (4) four weeks leading up to the day before the dance for *all students*.
  - a. No school suspensions of any kind.
  - b. No truanancies, as defined in the RUSD Code Book of Rights and Responsibilities Glossary
  - c. No more than three (3) hall sweeps and/or tardies for all periods.
  - d. All fines and fees must be paid - cash/money order only - no checks
  - e. No personal checks allowed for ticket purchases.

If a student is free from listed violations, they may obtain a dance form from their sub-school/academy office. Dance permits are required in order to purchase a ticket. ***Dance forms must be obtained one week prior to the event.***

### SENIORS

### ADDITIONAL POLICIES FOR PROM

***NOTE: PLEASE READ THE "INFORMATION FOR SENIOR'S" MEMOS HANDED OUT DURING ADVISORY THROUGHOUT THE SCHOOL YEAR FOR UP TO DATE PROM INFORMATION, POLICIES, AND PROCEDURES FOR STUDENTS AND THEIR GUESTS.***





## A-Z INFORMATION

### ACTIVITY PASS

Activity Passes are available for purchase in the Activities Office at the cost of \$35.00 per student pass or \$70.00 for an Adult/Family Pass. This pass can be used for admission to events held within the District but excludes: WIAA Tournaments, Prom, Homecoming, and Musicals/Plays. The student pass is only available to RUSD students and is non-transferrable. The Family Pass is valid for up to four (4) family members.

### TEXTBOOKS AND MATERIALS FEE (BOOK RENTAL)

Horlick students must rent their textbooks. Fees are as follows:

**\$60.00 for the year** (\$30.00 per semester if paid separately)

**NOTE: Students who receive free or reduced lunch DO NOT automatically have their book rental fees waived (see below):**

*If the student qualifies for Free or Reduced Lunch, they should make sure to fill out the Book Rental Waiver Form located within the same packet of information as the Free/Reduced Lunch Forms. Forms can be obtained from the Main Office or Guidance Office.*

**All textbook, library books, and IMC Kit Books, should be kept in good condition and turned into the teacher at the end of the course or the student will be assessed additional charges for lost or damaged books.**

### BREAKFAST

Breakfast is served daily for students from 6:50 a.m. – 7:05 a.m. The student cost for breakfast is \$1.25. Students who qualify for free or reduced lunch receive breakfast at no cost.

Students coming to school for breakfast will need to enter the building through the tennis court doors starting at 6:50 a.m. and report directly to the cafeteria. Students must remain in the cafeteria until the 7:00 a.m. bell.

Breakfast includes a daily hot breakfast or whole grain cereal, yogurt or string cheese with whole grain graham crackers or breakfast bar, fresh fruit or 100% fruit juice and hormone-free skim milk. Students need to take at least (3) different items of the (4) offered items to have a complete meal.

## A-Z INFORMATION

### CAFETERIA

**\*\*FOOD IS NOT ALLOWED TO BE TAKEN OUT OF THE CAFETERIA\*\***

Any Horlick student may use the cafeteria during their assigned lunch hour, either Block 3-1, Block 3-2 (Freshmen Only), or Block 3-3.

**Students must have their ID to purchase lunch. If a student loses their ID, a temporary ID may be purchased in their sub school before school through Block 2 only. Students will NOT be dismissed from the cafeteria to obtain a temporary ID.**

Prices are \$2.90 for students (\$0.40 for reduced) and \$4.00 for adults. Meals can be paid for up to a month in advance. Students may also bring bag lunches. Our cafeteria menu includes a variety of items for students to choose from. Students may lose the privilege of eating in the lunchroom because of behavior.

### FRESHMEN CANNOT LEAVE FOR LUNCH.

Sophomores, Juniors, and Seniors are entitled to off campus lunch privileges. Any student leaving for lunch must be back on time for the start of their next class. Those who return late will be subject to hall sweeps, and/or other tardy/truancy discipline procedures

### CHANGING SCHEDULES

Course schedules need to be followed as printed. Change requests are made through a student's counselor and are not made for convenience. Not meeting a prerequisite or needing a course to graduate are the types of serious situations that merit a schedule change.

If a student is enrolling in a yearlong class, it must be taken in the first semester. A course officially dropped (with paperwork properly filled out through your counselor), before the end of the 4th week of a class, has no bearing on the grade point average. However, a drop after the 4th week will stand as an "F" and will reflect in a student's grade point average. **\*Please note: After 3<sup>rd</sup> Friday Count in September and January, student's schedules may need to be changed due to staffing.**