

**OUR VISION...** *The vision of The Academies of Racine 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.*



Academies of Racine  
William 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 P19, 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)

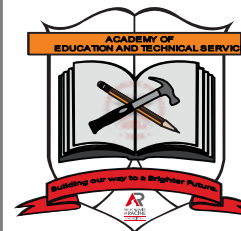


## THE ACADEMIES OF RACINE WM. HORLICK HIGH SCHOOL



THE ACADEMIES  
OF RACINE  
◀ HORLICK ▶

## 2021 – 2022 PARENT AND STUDENT HANDBOOK



**THE ACADEMIES OF RACINE HORLICK HIGH SCHOOL  
ADMINISTRATION, CLERICAL, & DEPT. CHAIRS  
EXECUTIVE 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**

**Administrator - Mr. J. Sturdevant**

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

**ACADEMY OF BUSINESS AND CULINARY ARTS**

**Administrator - Mr. K. Goggins**

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

**ACADEMY OF EDUCATION AND TECHNICAL SERVICES**

**Administrator - Mrs. A. Levonian**

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

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

**Administrator - Mr. J. Wendt**

Freshmen Academy Dean – Ms. T. King..... 619- 4378  
Secretary - Mrs. S. Alton ..... 619-4378  
Attendance Line .....619-4381

**HORLICK DEPARTMENT CONTACTS**

Art – Mrs. K. Kingma  
Business – Ms. M. Dawson  
Community Connector – Mr. J. Farr  
Counseling – Mrs. K. Schnetzky  
Drama – Ms. K. Kowbel  
English – Mrs. S. Dyer  
FCS (Family/Consumer Sci). – Mrs. M. Burdick  
Library – Mrs. Charlene Harteau  
Math – Ms. K. Althoff  
Media Productions – Mr. C. Robbins  
Instrumental Music – Mr. J. Myers  
Physical Education – Ms. W. Warg  
Science – Mrs. C. Emmons  
Social Studies – Mr. J. Longsine  
Special Education – Mrs. K. LaMacchia  
Technology Education – Mr. D. Perry  
Vocal Music – Mr. B. Plehn  
World Languages - Mrs. T. Bachmann- Burgner

**STUDENT CALL CENTER – TECHNOLOGY SUPPORT FOR STUDENTS**

Available 24/7 for students having issues with District Technology  
(i.e. Chromebooks) and software.....1-844-989-2943



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

**THE REBEL WAY!**

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

**IMPORTANT DATES TO REMEMBER 2021 - 2022**

**SEPTEMBER**

September 1 ..... First Day of School  
 September 6 ..... Labor Day – NO SCHOOL

**OCTOBER**

October 29 ..... NO SCHOOL – All RUSD full day Professional Learning

**NOVEMBER**

November 4 .... Fall Parent/Teacher Conferences 2 Hour Early Release- Conf. 2-7:00 PM (High School)  
 November 5 ..... Fall Parent/Teacher Conferences NO SCHOOL - Conferences 8-11:00 AM  
 November 3 ..... End of 1<sup>st</sup> Quarter  
 November 24, 25, and 26 .....Thanksgiving Recess - NO SCHOOL

**DECEMBER**

December 23 – January 2, 2022..... Holiday Recess – NO SCHOOL

**JANUARY**

January 3, 2022 .....School Resumes  
 January 17 ..... Martin Luther King Jr. Day – NO SCHOOL  
 TBD .....Semester 1 - Final Exams  
 January 20 ..... End of First Semester  
 January 21 ..... NO SCHOOL – All RUSD full day Professional Learning

**FEBRUARY**

February 21 ..... Winter Break Day – (NO SCHOOL ; contingent school day)

**MARCH**

March 3 ..... Spring Parent/Teacher Conferences 2 Hour Early Release(High School)  
 March 4 ..... Spring Parent/Teacher Conferences NO SCHOOL  
 March 24 ..... End of 3<sup>rd</sup> Quarter  
 March 25 ..... NO SCHOOL – All RUSD full day Professional Learning

**APRIL**

April 15-22 ..... Spring Recess – NO SCHOOL  
 April 25 ..... School Resumes following Spring Recess

**MAY**

May 21 .....PROM  
 May 18 .....Senior Awards Banquet  
 May 30 .....Memorial Day - NO SCHOOL

**JUNE**

TBD.....Semester 2 - Final Exams  
 June 7\* ..... Last Day of School (End of 2nd Semester) \*May be adjusted for inclement weather  
 June 2<sup>nd</sup> (7:00 p.m.) ..... Commencement  
 June 8 ..... Records Day – (contingent school day)

*Please note: All dates are subject to change.*

**THE ACADEMIES OF RACINE HORLICK HIGH SCHOOL**



**THE REBEL WAY!**

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- **Be Responsible**
- **Be Safe**



**Dear Parents and Students,**

***The entire Academies of Racine Horlick High School staff welcomes you to the 2021 - 2022 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 The Academies of Racine Horlick High School 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 The Academies of Racine 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. Angela Ress Apmann**  
 Executive Principal  
 The Academies of Racine Horlick High School

## COUNSELING/STUDENT SERVICES

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

### **FRESHMEN ACADEMY COUNSELORS:**

Ms. Kisner 619-4318 (All Freshmen Gray Cohort Students)  
Mr. Tajnai 619-4315 (All Freshmen Scarlet Cohort Students)  
Mrs. Mach 619-4317 (All Freshmen White Cohort Students)

**ACADEMY OF EDUCATION & TECHNICAL SERVICES** Gr. 10-12 Mrs. Schnetzky 619-4316  
Ms. Kisner 619-4318

**ACADEMY OF BUSINESS & CULINARY ARTS** Gr. 10-12 Ms. Moreno 619-4312  
Mr. Tajnai 619-4315

**ACADEMY OF HEALTH SCIENCE & AVIATION** Gr. 10-12 Mrs. Valdivia 619-4313  
Mrs. Mach 619-4317

### SOCIAL WORKERS

Ms. R. Quebbeman (619-4311)  
Ms. C. Gedemer\* (619-4375)  
(\*Freshmen Social Worker)

### PSYCHOLOGISTS

Ms. P. White (619-4320)  
Mr. K. LaMay (619-4376)

## 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 RED hall pass from an adult to travel in the halls during class time.
5. Dress appropriately for school - leave hats, coats, and bandanas in lockers.
6. Carry Chromebooks/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/headphones/Ear Buds keep them in a secure location.
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. Students are not allowed to have food delivered during the school day (Grub Hub, Uber Eats, Door Dash, etc.)
10. Avoid loitering between class periods and in the building after school.
11. Be quiet in the halls during class times.
12. Be respectful of the rights of others.
13. Remember...NO FOOD or DRINK is allowed in classrooms/hallways
14. Refrain from possessing or using tobacco products/e-cigarettes/vaping products
15. Use appropriate language at all times - profanity WILL NOT be tolerated.
16. Practice non-violent behavior during times of conflict with other students and adults.
17. Keep the building neat and clean at all times.
18. Take advantage of the wide variety of activities and classes available.
19. Refrain from use, sale and/or possession of vapes, tobacco, alcohol, illegal substances or possession of products made with illegal substances.
20. Graduate from The Academies of William Horlick High School.

## RACINE COUNTY RESOURCES

### Crisis

Crisis Reporting..... 211  
Child Abuse and Neglect Information.....262-638-7720  
Domestic Abuse (Women's Resource Center) 24 hrs.....262-633-3274  
National Domestic Violence Hotline..... 1-800-799-7233  
Sexual Assault Services.....262-619-1634 (x18)...TEXT 262-619-1638  
Crisis Service Assessment Center.....262-638-6741

### Advocacy

Wheaton Franciscan Counseling Center.....262-687-2273

### Teen Mom Support

Teen Moms (S.E. WI, Youth for Christ).....262-633-9016

### Mental Health

Focus on Community (Alcohol and Other Drug Abuse Issues).....262-632-6200  
Health and Nutrition Services (WIC) .....262-637-7750  
Safe Haven (Runaway Hotline) .....262-637-9559  
National Runaway Safeline..... 1-800-RUNAWAY  
Family Services of Racine.....262-634-2391  
Harvest Consulting Company.....262-488-1536

### Education/Employment Training Assistance

Workforce Development Center.....262-638-6312

### Health

Aids Resource Center of Wisconsin.....1-800-486-6276  
Racine Health Department..... 636-9201

### Housing

Love and Charity Mission.....262-883-5824  
HALO, Inc.....262-633-3235  
Women's Resource Center.....262-633-3274

### Information, Referral, and Supportive Listening

211- Racine Safe Haven..... 211  
National Suicide Prevention Lifeline.....262-637-9557 or 1-800-273-8255

### LGBT

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

## CLUBS AND ACTIVITIES\*

<b>AMP (Class)</b> (Adv. Media Production)	<b>International Club</b> (TBD)
<b>Anime Club</b> (H. Ayotte)	<b>Intl. Thespian Society</b> (K. Kowbel)
<b>Art Club</b> (K. Yang)	<b>Jazz Ensemble (Class)</b> (J. Myers)
<b>Band (Class)</b> (J. Myers)	<b>Key (Volunteer) 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> (N. Mach)
<b>DECA (Marketing)</b> (TBD)	<b>Orchestra (Class)</b> (J. Myers)
<b>ESPORTS</b> (G. Smith)	<b>Polaris (Yearbook)</b> (TBD)
<b>Educators Rising</b> (C. Harteau)	<b>Powerlifting</b> (P. Nees)
<b>FBLA</b> (M. King)	<b>Rebel Strength &amp; Conditioning</b> (B. Fletcher)
<b>FCCLA</b> (TBD)	<b>Skills USA</b> (D. Perry)
<b>Geography Bowl</b> (S. Benner)	<b>Student Government</b> (G. Stoner & N. Ramczyk)
<b>GSA</b> (K. Kingma)	<b>Theater Arts/Drama (Class)</b> (K. Kowbel)
<b>HERO</b> (TBD)	<b>YES</b>
<b>HOSA</b> (M. Burdick)	

\*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 – see your counselor or Academy Principal

### **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, School Resource Officer, or one of the school social workers

### **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...**

Please stop in the Main Office

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

Check the board near the Counseling Office or talk to Workplace Learning staff member Ms. Langlois (Office next to the library)

### **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 Teacher and Academy Office

### **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.

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

Stop in your assigned Academy Office or the Main Office

## ACADEMIC/GRADUATION INFORMATION

### UPDATES FOR GRADUATION REQUIREMENTS

COMING SOON!!!

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:

- 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)

**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 hereafter). 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), and Economics (.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. 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.

#### PE:

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.

### 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... 1-262-619-4378

WWW.SOUTHEASTWI.ORG

### FALL SPORTS

BOYS	HEAD COACH	E-mail
Cross Country	Josh Slamka	joshua.slamka@rusd.org
Football	Brian Fletcher	brian.fletcher@rusd.org
Soccer	Galen Irish	galen.irish@gmail.com
Volleyball	DJ Thomas	devonjthomas92@yahoo.com

GIRLS	HEAD COACH	E-mail
Cross Country	TBD	
Golf	Tom Pfeiffer	thomas.pfeiffer@rusd.org
Swimming	Brandon George	brandon.george@rusd.org
Tennis	Joel Tank	joel.tank@rusd.org
Volleyball	Corbyn Thornton and Sam Ryder	corbyn.thornton@rusd.org Samantha.ryder@rusd.org

### WINTER SPORTS

BOYS	HEAD COACH	E-mail
Basketball	Jason Treutelaar	jason.treutelaar@rusd.org
Swimming	TBD	
Wrestling	Jerry Kupper	jerry.kupper@rusd.org

GIRLS	HEAD COACH	E-mail
Basketball	Ambrial Sanders	ambrial.sanders@rusd.org

### SPRING SPORTS

BOYS	HEAD COACH	E-mail
Baseball	Tyler Funk	tyler.funk@rusd.org
Golf	Tom Pfeiffer	thomas.pfeiffer@rusd.org
Tennis	Joel Tank	joel.tank@rusd.org
Track	Josh Slamka	joshua.slamka@rusd.org

GIRLS	HEAD COACH	E-mail
Soccer	Becky Hallebach	rhallebach2@gmail.com
Softball	Greg Harris	glorycoachgreg@gmail.com
Track	Ambrial Sanders	ambrial.sanders@rusd.org

YEAR ROUND		
Cheerleaders	Carol Sobotka	horlickcheer@yahoo.com
Poms	Lindsay Wakefield	lindsay.wakefield@rusd.org

## HORLICK ACTIVITIES: INFORMATION FOR ATHLETES

**ATHLETIC USER FEE: \$70.00 PER SPORT, WITH AN INDIVIDUAL MAXIMUM OF \$140.00 OR FAMILY MAXIMUM OF \$210.00.** This fee can be waived for students who receive free or reduced lunch.

**ATHLETIC MATERIALS FEE: \$10.00 PER SPORT, NO MAXIMUM. THIS FEE MUST BE PAID BY ALL ATHLETES, FOR ALL SPORTS, EVERY TIME.**

All fees are set by the RUSD school board and are subject to change. Cash, checks, and credit cards are accepted. Checks should be made payable to: Horlick High School. Both fees can be combined on one check for \$80.00.

**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 Athletic 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
- Athletic Materials Fee/Athletic Participation Fee

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 at their Pre-Season Meeting.

## 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

UPDATES FOR GRADUATION REQUIREMENTS

COMING SOON!!!

Racine Unified School District – Graduation Requirements				
Subject	Class of 2022	Class of 2023	Class of 2024	Class of 2025
<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)</b> – <i>Walden students must successfully complete all requirements</i>	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)

### UPDATES FOR GRADUATION REQUIREMENTS

COMING SOON!!!

(\*) 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, PROM, AND COMMENCEMENT.***

### 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 or information, will be available on the Academies of Racine 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! For more information, please contact Horlick PTA President Ann Cerny (acerny@att.net) or to sign-up visit our website at <https://horlick-2119rapids.memberhub.com/store>. All Parents, Teachers and Students are welcome!

### SMOKING, VAPING AND TOBACCO USE

***NOTE TO MINORS AND ADULTS (OVER AGE 18) - THERE IS NO SMOKING/VAPING ALLOWED ON SCHOOL/DISTRICT PROPERTY AND AT SCHOOL/DISTRICT SPONSORED EVENTS. Smoking, vaping, 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 PARKING

Parking on the Academies of Racine 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 school parking lot or church lot across from Horlick 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 SCHEDULE

The Academies of Racine 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 SCHEDULE

**Advisory:** 7:15 – 7:47 (32)

**Block 1:** 7:52 – 9:22 (90 - Class)

**Block 2:** 9:27 – 10:57 (90 – Class)

**Block 3-1:** 11:02 – 11:43 (Lunch)

11:47 – 1:13 (Class)

**Block 3-2:** (3-2 Lunch is FRESHMEN ONLY)

11:02 – 11:43 (Class)

11:47 – 12:28 (**LUNCH - FRESHMEN ONLY**)

12:32 – 1:13 (Class)

**Block 3-3:** 11:02 – 12:28 (Class)

12:32 - 1:13 (Lunch)

**Block 4:** 1:18 – 2:45 (87 - Class)

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)

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

### 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 as needed.

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 (5) five 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, fighting, 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 everyday from 7:15 – 7:47 a.m.

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. The school nurse can be reached at 262-619-4353.

### 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.

## 2 HOUR EARLY RELEASE SCHEDULE

**Block 1:** 7:15 – 8:25 (70 - Class)

**Block 2:** 8:30 – 9:40 (70 - Class)

**Block 3-1:** 9:45 – 10:20 (35 – Lunch)  
10:20 – 11:30 (70 – Class)

**Block 3-2:** (3-2 Lunch is **FRESHMEN ONLY**)  
9:45 – 10:20 (35 – Class)  
10:20 – 10:55 (35 – Lunch)  
10:55 – 11:30 (35 – Class)

**Block 3-3:** 9:45 – 10:55 (70 – Class)  
10:55 – 11:30 (35 – Lunch)

**Block 4:** 11:35 – 12:45 (70 - Class)

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

## 3 HOUR EARLY RELEASE SCHEDULE

(3 Hour Early Release Dates: 2/9, 2/23, 3/9, 3/23, 4/6, 4/27, 5/11, 5/25)

Academies of Racine Horlick Three-Hour Early Release Schedule				
Period		Start	End	Minutes
Block 1		7:15 AM	8:07 AM	52
Block 2		8:12 AM	9:04 AM	52
Block 3		9:09 AM	10:48 AM	66
LUNCH	3-1	9:09 AM	9:42 AM	33 Min Lunch
	3-2	9:42 AM	10:15 AM	33 Min Lunch
	3-3	10:15 AM	10:48 AM	33 Min Lunch
Block 4		10:53 AM	11:45 AM	52

**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 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 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 Academy Office.**

**OTHER ATTENDANCE PROCEDURES**

It is the parent/guardian's responsibility to clear truanancies 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 INFORMATION**

Student Emergency information is now entered on-line on the Infinite Campus Parent Portal. To obtain your parent access code, please contact your student's 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**

Food and drink are NOT allowed in classrooms. Any food from the cafeteria during lunch times must be eaten there. **STUDENTS ARE NOT ALLOWED TO TAKE FOOD OUT OF THE CAFETERIA.** Students are **NOT** allowed to order food and have it delivered to school (i.e – Door Dash, Grub Hub, Uber eats, or any other delivery service)

**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 CODEBOOK FOR FULL DRESS CODE POLICY –**  
<https://rusd.org/student-codebook> (page 34)

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.

**BLANKETS ARE NOT PERMITTED. STUDENTS ARE NOT ALLOWED TO BRING/CARRY/OR WRAP IN A BLANKET DURING THE SCHOOL DAY.**

**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, ear buds, 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. **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)

**SEE DISTRICT CODE BOOK FOR MORE INFORMATION ON STUDENT ATTENDANCE AND ABSENCES**  
<https://rusd.org/student-codebook> (page 9)

Arranging for a planned absence\* such as a family vacation must also be done through the student’s 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 one of the school social workers. 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 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
- Loss of pass privileges
- Out-of-school suspension

## A-Z INFORMATION (CONTINUED)

### DANCE POLICIES

Racine Unified School District | Code of Rights and Responsibilities, 2021-2022

#### **Dance Policies for all RUSD High Schools**

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 will result in being banned from further participation from dances for the school year. Any student who is ineligible to participate in dances, due to a behavioral violation or if a student does not meet the criteria outlined below for being considered in Good Standing, may utilize a school based appeal process. Contact your principal to find out how to file an appeal.

#### **I. All School Dances**

1. Middle school students and guests over the age of 20 are **not** permitted to attend.
2. Inappropriate and/or sexually explicit dancing is not permitted and could result in dismissal from the dance. Whatever an administrator and/or chaperone deems inappropriate and/or indecent will not be permitted.
3. All attendees must have a picture 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.*
5. Guest attendance is up to the discretion of the school administration. The appropriate approval form must be completed and on file in order for a guest to attend.
6. All fines and fees must be paid.

#### **High Schools**

A student must be in Good Standing in order to be eligible to attend any school dance. Good Standing may be identified by the following criteria each semester:

**Academic:** Passing ALL classes. No failing grades

**Attendance:** Students must maintain at least 90% attendance at the beginning of 4<sup>th</sup> quarter.

**Behavior:** Students must maintain consistent appropriate conduct. Appropriate conduct is identified by having no Out of School Suspensions at a level 3 or higher.

If a student is in Good Standing, a dance permit may be obtained. Dance permits are required in order to purchase a ticket.

#### **II. Additional Policies for Prom**

##### **Senior**

1. As expected for all dances, a student must be in Good Standing as identified above.
2. At the start of 4<sup>th</sup> quarter administrator confirmation that they are on track to graduate with their co-hort.
3. All fines and fees must be paid

If a student is in Good Standing, a dance permit may be obtained. Dance permits are required in order to purchase a ticket.

##### **Guests**

1. All RUSD guest attendees are required to follow the same rules for student attendees as listed above.
2. No student who has dropped out of school may attend.
3. Credit Requirement upon acquisition of the dance permit:
  - a. Juniors must have a minimum of 15 credits
  - b. Sophomores must have a minimum of 9 credits
  - c. Freshmen must have a minimum of 3 credits

## TARDINESS POLICY

### A-Z INFORMATION (CONTINUED)

#### CHEATING

Honesty and integrity are valued characteristics in society. Actions such as cheating will be dealt with on an individual basis and are viewed as serious infractions of school rules and will be appropriately disciplined.

Examples of cheating include:

1. Handing in work you have not done yourself
2. Copying from other student's homework or test paper
3. Presenting material as "your" when it has been taken directly from a source (such as the internet), and without "declaring" the source. This is viewed as **plagiarism** - presenting words and/or ideas of another as one's own.

#### BULLYING/DEROGATORY STATEMENTS

The Academies of Racine Horlick High School community should be an environment where individuals respect one another. Bullying of any kind and/or statements, which degrade or demean others on the basis of appearance, handicap, body type, ethnicity, sex, or sexual preference **WILL NOT BE TOLERATED.**

#### DISRUPTION

No Student shall:

1. Occupy any portion of the school premises with an intent to deprive others of its use, or where the effect thereof is to deprive others of its use.
2. Block any entrance or exit of the school building or property or corridor room
3. Set fire to or otherwise damage any school building or property.
4. so as to deprive others of access.
5. Set fire to or otherwise damage any school building or property.
6. Discharge, display, or otherwise threatening use of any firearms, explosives, or other weapons on school premises.
7. Prevent or attempt to prevent the convening or continued function of any school class, activity, or lawful meeting or assembly on the school campus or adjacent grounds.
8. Continuously and intentionally make noise or act in any other manner so as to interfere seriously with a teacher's ability to conduct their class. Progressive discipline at an appropriate level will apply.

Tardiness not only distracts from the continuous education of the tardy student, but is also a disruption of the instructional process, the teacher, and other students in the classroom.

#### Tardies are counted by QUARTER:

- |                                 |   |
|---------------------------------|---|
| (4) Tardies in a single period  | Teacher talks with student and parent or detention with teacher |
| (6+) Tardies in a single period | Referral to counselor or social worker                          |

**\* Phone calls excusing first hour tardiness, need to be received in the student's Academy Office before 7:15 a.m. Remember, even if a student is called in tardy, this DOES NOT automatically excuse them...for example: "running late" is not an excused reason. – Please contact your Academy Office for information on excused and un-excused tardies (phone numbers are listed on page 1).**

**STUDENTS ARRIVING LATE TO SCHOOL BECAUSE OF MISSING THE BUS, OVERSLEEPING, CAR PROBLEMS, OR JUST "RUNNING LATE", WILL NOT BE EXCUSED.** To find out more about "Excused and Unexcused" tardy policies, please contact your student's Academy Office.

#### **SEE DISTRICT CODE BOOK FOR MORE INFORMATION ON STUDENT ATTENDANCE AND ABSENCES**

<https://rusd.org/student-codebook> (page 9)

If you choose to send a written note excusing the student's tardiness, have the student report to their Academy Office with the written excuse.

**Should you need to arrive at school after the 7:15 a.m. starting time, you (the student) are required to:**

1. Enter by the Tennis Court Doors ONLY (the rest of the doors will be locked)
2. Check-in to receive a pass with the attendant until 7:20 a.m. After 7:20 a.m., you will check-in at the window in the Tennis Court Foyer.
3. Go to your locker and then to class

All students must have an authorized pass to be admitted to class.

Chronic tardiness is subject to the same loss of privileges as outlined in the truancy policy.

## 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.

## A-Z INFORMATION

### 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)

To pay online, please go to <https://racine.revtrak.net>

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

Materials and Supply (4K-5), Textbook and Materials (6-12), Instrument Rental, Class fees, Extended Learning fees, AP, IB, PSAT, and ACT Testing Fees (HS only) can only be waived for families who have completed the Alternate Household Income form and Sharing Information with Other Programs form and are determined to be eligible. If you have been notified that your children automatically qualify for free or reduced meals or submitted a paper application already, please do not submit an online application. Online applications are available by visiting <https://rusd.org/departments/food-service/income-application-sharing-information-forms>

**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

**Starting for the 21-22 school year, all 28 RUSD schools will serve breakfast and lunch at no charge to its students regardless of their eligibility. This is possible due to the community eligibility program (cep). This program is offered as an amendment to the district's national school lunch program and school breakfast program. This program excludes adult and staff meals as well as ala carte, second meals and double portions.**

Breakfast is served daily for students from 6:50 a.m. – 7:05 a.m. The student cost for a second meal or double portion of breakfast is \$1.25.

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.

### CAFETERIA

**Starting for the 21-22 school year, all 28 RUSD schools will serve breakfast and lunch at no charge to its students regardless of their eligibility. This is possible due to the community eligibility program (cep). This program is offered as an amendment to the district's national school lunch program and school breakfast program. This program excludes adult and staff meals as well as ala carte, second meals and double portions.**

**\*\*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.**

### CAFETERIA (CONTINUED)

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. The student cost for a second meal or double portion is lunches are \$3.25. Adult lunch cost is \$4.00.

### FRESHMEN CANNOT LEAVE FOR LUNCH.

### LUNCH - SOPHOMORES, JUNIORS, & SENIORS

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. **Students who chose to leave for lunch will not be allowed back into the building until the end of their lunch period.** Students who choose to have lunch in the cafeteria must remain in the cafeteria until the end of the lunch period. They may not eat lunch in the cafeteria and then leave after. Also, food may not be taken out of the cafeteria. Those who choose to leave and return late will be subject to hall sweeps, and/or other tardy/truancy discipline procedures.

### CLOSED CAMPUS - FRESHMEN

Our campus is closed for all freshmen (**3-2 lunch is for Freshmen ONLY**). This means Freshmen students must stay in the building from when they arrive in the morning until the end of the school day. Freshmen **ARE NOT** allowed to leave campus for lunch. Sophomores, juniors, and seniors, may leave campus and then only during their assigned lunch periods.

A student's grade level for this purpose is assigned by years on campus and the student's completed number of credits.

**To be considered a sophomore and therefore eligible for open lunch, a student must be in their second (2) year of high school.**

**STUDENTS ARE NOT ALLOWED TO ORDER DOOR DASH, GRUB HUB, UBER EATS, OR OTHER DELIVERY SERVICES DURING THE SCHOOL DAY.**

### 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.***