

**2016-17**

## **LCHS Extra-Curricular Guidelines**

### **Introduction**

Little Chute High School is proud to have students be a part of its' extra-curricular programs. As an integral part of the total school effort and experience, the extra-curricular program is committed to excellence and designed to help student/athletes become successful individuals and better student citizens of their school, community, state, and nation.

The academic program is the primary mission of LCHS. However, participation in the extra-curricular program may open the door to definite opportunities and provide additional training and experiences not ordinarily obtainable in the regular curriculum. The choice in joining an activity indicates awareness on the part of the student/athlete and their parents to the extended benefits of this part of the educational curriculum.

The intent of the extra-curricular policy is to provide coaches, student athletes, and their parents or guardians with a reference to their responsibilities and the expectations for participation in the Little Chute High School's Extra-Curricular program. The school, along with parents and the community, will share the responsibility for advancing the extra-curricular philosophy during the year.

The student athlete's participation in the extra-curricular program is a desired, but not required part of the total educational experience. It takes a committed student to make the extra effort to participate in the regular school curriculum and extra-curricular activity demands. The expectations are listed in the form of specific rules and regulations for all students who take part in any of the extra-curricular programs.

Little Chute High School is committed to excellence in all programs and welcome all students to participate in the extra-curricular program.

### **NOTES, RULES, REGULATIONS**

Little Chute High School is committed to providing as many opportunities as possible at all levels for as many students as possible. However, opportunities for participation at certain levels could be limited. Extra-curricular activities will abide by School District Policy, which encompasses WIAA or other local, state or national affiliation guidelines.

#### **District Extra-Curricular Goals**

1. Provide extra-curricular activities, which encourage student participation in order to develop lifetime interests, acquire new skills, and enhance existing skills.
2. Pursue excellence in extra-curricular activities through the proper mental, physical and emotional growth of students.
3. Provide an environment conducive to extra-curricular excellence which includes, but is not limited to:
  - Safe and appropriate physical facilities
  - Qualified, dedicated, and motivated advisors/coaches/staff.
  - Strong community support.
4. Provide extra-curricular programming in such a fashion as to generate a feeling of unity between all stakeholders including, but not limited to students, faculty, administration, parents/guardians, and the community.

#### **Extra-Curricular Values**

1. Extra-curricular participants are expected to be successful academically.
2. Extra-curricular participation is a privilege with attendant responsibilities to fellow students, the faculty and administration, and the community.
3. Extra-curricular students should possess a desire to pursue excellence in such a fashion as to provide a positive image for the community.
4. Provide extra-curricular programming that will allow participant opportunities to be exposed to:
  - Physical, mental, and emotional growth and development.
  - Development of commitments such as loyalty, cooperation, fair play, and other desirable social traits.
  - Emotional stability, self-discipline, self-motivation, excellence, and other ideals of good sportsmanship.
  - Creation of a desire to succeed and excel.
  - High ideals of fairness in all human relationships.

### **CLUB & ACTIVITIES MEETING SCHEDULE**

Scheduled meetings are posted weekly in the faculty bulletin and monthly on the student council calendar. A club schedule will be published at the beginning of the school year to eliminate meeting conflicts.

### Participation Categories

For establishing standards to apply to the many extra-curricular activities offered to students at Little Chute High School, three categories of participation are defined. The activities included below are currently sponsored this year. It is understood that any other activities that gain school sponsorship during the school year will automatically fall under the expectations contained in this handbook.

CATEGORY I	CATEGORY III
Athletics	Academic Bowl
	Class Officers
	Earth Club
	FBLA – (Future Business Leaders of America)
	FCCLA (Family & Consumer Community Leaders of America)
CATEGORY II	Homecoming/Prom Court Members
Cheerleading	International Club
Color Guard	Key Club
Destination Imagination	Kickball
Forensics	Musical/Drama
Dance Team	Mustang Mentors
Solo Ensemble	National Honor Society
	Pep Band
	Ski Club
	Student Council
	Ultimate Frisbee
	Talent Show Participants

### Participant Expectations

**Academic:** A participant will pass all classes.

At the end of each term, teachers will notify the principal or designee of ineligible students due to academic failure or deficiencies. The athletic director or designee will be responsible to notify all students of their ineligibility as soon as grades are posted. The athletic director/dean of students will be responsible for sending a letter to the parents of these students to notify them of ineligibility. The period of ineligibility will begin the day the student is informed of their ineligibility.

Upon receiving a failing grade or having a **1.667** or below GPA at the end of any term, the participant will be expected to comply with the following Little Chute High School expectations:

1. No competition for a **minimum** of 10% of the season. If, at that time, the participant is doing passing work, eligibility is regained; if not, the participant remains ineligible until he/she is passing. (The participant is expected to obtain an eligibility form, signed by all teachers to indicate that the student is passing all subjects.)
2. They will participate in all practices, competitions, meetings, or activities with the exception of early-release competitions.

Upon receiving a failing grade in more than one subject at the end of any term, the participant will be expected to comply with the following WIAA expectations:

1. No competition for a minimum of 15 scheduled school days. If, at that time, the participant is doing passing work, eligibility is regained on the next school day; if not, the participant remains ineligible until he/she is passing. (The participant is expected to obtain an eligibility form, signed by all teachers to indicate that the student is passing all subjects.)
2. They will participate in all practices, competitions, meetings, or activities with the exception of early-release competitions.
3. The student athlete is ultimately responsible for his/her academic performance.

Athletic academic ineligibility due to fourth-term violations/failures may be regained during comparable and successful summer school completion. The student, parent/guardian, principal/athletic director are responsible to see that academic compliance is carried out. This applies to 8<sup>th</sup> grade violations as well.

#### Attendance

In order to participate in an extra-curricular event or practice, such participants must be in attendance for blocks 3-4 if applicable. Any deviation from this must be pre-arranged and excused by the building principal and/or the athletic director.

All participants are expected to be at every practice, competition, and/or group meeting. The quality of your involvement may affect your amount of participation.

Students that receive an unexcused absence are ineligible to participate in extra-curricular activities for that school day. This may include students removed from class for inappropriate behavior.

Students that are defined as habitually truant may become ineligible to participate in extra-curricular activities. Students that are tardy nine or more times per season (a season is defined as fall, winter, and spring) may become ineligible to participate in extra-curricular activities.

The student, parent/guardian, principal/athletic director, teaching staff, and coach/advisor are responsible to see that attendance compliance is carried out. However, ultimately the student athlete is responsible for his/her attendance.

If a school day follows an activity/contest/performance, the student will be expected to be in attendance. If excessive tardiness or "illness" takes place on the day after an activity/contest/performance, an evaluation of the student's participation will be made. If a student athlete incurs a 20% absent rate during their competitive season, the student will be held out of participation for the next meet, game, performance, or contest.

**Eligibility:** To be eligible for extra-curricular activities, a student must comply with the Little Chute High School Policies concerning correct and legal enrollment and the rules and regulations of the individual activity associations (i.e. athletics-WIAA, forensics-National Forensic League, etc.)

Each school year, all students participating in athletics must turn in a parent/guardian signed Emergency Card and Concussion Form, and a WIAA Physical Examination Clearance Form before receiving any equipment or participating in any practice sessions. Students must also pay their participation fee before their first competition of the season. Category 1 fee is \$30 and Category 2 fee is \$15. Category 3 is not required to pay the fee due to their service nature. There is a family maximum level of \$150 per year.

Each year, both student and parent/guardian must sign a statement indicating an understanding of the extra-curricular code before the student may actively participate. The student, parent/guardian, principal/athletic director, coach/advisor are responsible to see that eligibility compliance is carried out.

**Travel:** All participants are required to travel to and from out-of-town contests with the team unless prior arrangements are made. These arrangements include the completion of a travel release form from the high school office that must be completed and given to the coach or advisor before departing for the event. Student athletes will only be released to their own parent/guardian. The form is found in the high school office or with individual coaches.

- The student, parent/guardian, coach/advisor, principal/athletic director are responsible to see that travel compliance is carried out.
- *Students who are in violation of the athletic code will not be released early for extra-curricular events.*

## **Behavioral Expectations for All Extra-Curricular Categories**

### **WIAA**

The following is an excerpt of the WIAA rules of eligibility dealing with the conduct of athletes:

- A. A school shall have a code of conduct for its athletes, and it is strongly recommended that the code (a) designate the period of time involved in a suspension in advance of the school year and (b) be developed with the involvement of students, coaches and administration and adopted by the Board of Education.
  1. A student is required to follow the school's code of conduct on a year-round (12-month) basis.
  2. In-season violations of the school code will result in immediate suspension of the student from inter-scholastic competition for no less than one day of competition (but not less than one complete game or meet)
  3. The school district will determine minimum penalties for violation of any other provisions of its code of conduct, including (a) all out-of-season offenses and (b) any other unacceptable conduct contrary to the ideals, principles, and standards of the school and this Association.

**Note:** If a student denies violating the code of conduct, the school must provide an opportunity for the student to be heard before the next interscholastic competition.

Little Chute High School expects students involved in the extra-curricular programs to represent their school, their community, their parents, and themselves in a positive fashion at all times. This includes activities in which students volunteer to participate. It is understood that students should be encouraged to be involved in these activities; however, it should be stated that commitment to regular schoolwork should take precedence over involvement in any activities.

Student participants must refrain from the consumption, distribution (including, but not limited to buying or selling), or possession of any amount of alcoholic beverages (Violation of Village Ordinance 12.01 adopting State Statute 125.07), tobacco products (Violation of Village Ordinance 11.15 adopting State Statute 48.983) or controlled substances (Violation of Village Ordinance 9.32 adopting State Statute 161 & 167.32). All Behavioral Expectations are enforced throughout the entire calendar year (365 days).

A student/athlete violating any of the Behavioral Expectations for the first time can earn a letter, but is ineligible to receive any individual awards such as captain, MVP, or All-Conference. If the suspension overlaps two sports, the loss of eligibility for individual awards will only apply to the sport season during which the violation occurred.

Insubordination, illegal acts, or misconduct in direct violation of district rules and/or the philosophy and goals of the extra-curricular program result in ineligibility. Students must refrain from socially unacceptable behavior or they may become ineligible to participate in extra-curricular activities. This means activities which are unlawful or which are viewed as contrary to the generally accepted moral and ethical standards of the community for the development level of high school students.

Students MAY be suspended from extra-curricular activities for unacceptable conduct (according to board policy and/or state statute when applicable) at school or in the community. Such conduct includes but is not limited to the following action:

1. Defiance to authority
2. Disorderly or disruptive conduct
3. Fighting
4. Foul or abusive language or gestures
5. Illegal Gambling
6. Harassing, threatening, or intimidating others including cyber bullying/harassment through social networking activities, internet postings, or other forms of electronic communication
7. Loitering
8. Possession of weapons or dangerous articles
9. Possessing or using tobacco and nicotine products (including electronic cigarettes and look-a-like paraphernalia)
10. Record and identification falsification
11. Setting false fire alarms
12. Misuse or destruction of any school equipment or facilities
13. Repeated tardiness and/or truancy
14. Theft, robbery, or extortion
15. Use, possession, sale, distribution or being under the influence of alcohol or any other illegal controlled substance
16. Vandalism
17. Willful disobedience
18. Arrests or convictions, such as an ordinance violation, a misdemeanor, or felony
19. Traffic violation on or adjacent to school property, related to student safety or contrary to the educational environment.
20. Hazing
21. Receiving a ticket/citation from law enforcement

#### **Process for Handling Violations**

1. Any notification of violation(s) will be reported in person or by signed statement to high school administration as soon as possible.
2. The high school administration will meet with the student to determine if a violation has occurred.
3. Parents and students will be informed in writing and/or by telephone of the nature of the accusation and penalty.

#### **Penalties for Violations Apply to all Extra-Curricular Activities**

1. Regardless of whether an activity has a specific season or is all year long, the extra-curricular participants will be subject to disciplinary action throughout the entire school year.
2. When a violation occurs between activities, to regain eligibility the student must actively participate and successfully complete any and all activities in good standing before competing in the next activity.
3. Violations which occur after 8<sup>th</sup> Grade graduation will be disciplined under the High School Extra-Curricular Code.

**Students who are expelled and granted re-entry to school will begin serving athletic violations upon re-entry. No credit is given for expulsion time served.**

#### **APPEAL PROCEDURE**

This process recognizes the right of the individual. It outlines his/her recourse in the event he/she feels that the alleged offense did not occur or the proper procedures were not followed. The appeal procedure outlined hereafter is the process a student and his/her parents/guardians are to follow in appealing decisions relating to suspension from extra-curricular events.

1. An individual and his/her parents/guardians may formally appeal a suspension decision in writing to the principal within five school days from the time of the suspension notification.

2. The date for the appeal hearing shall be set by the principal to take place no sooner than two school days or longer than five school days from the date of the appeal request. At the written request of the student or student's parents/guardians, the minimum time can be waived. The appeal is presented to an Appeals Committee comprised of two representatives from the LCEA, preferably a coach from a sport that the student/athlete is not involved in, and another Association Representative, preferably a teacher from the school the student/athlete is attending when possible. The remainder of the committee will be comprised of an administrator(s) and parent representative from the Extra-Curricular Committee. The Association appoints representatives.
3. Proceedings of the hearing, including the decision, shall be put in writing, and a copy of these proceedings must be mailed to the student and his/her parents/guardians within five school days.
4. If not satisfied with the decision of the Appeals Board, parent/athletes may submit a written appeal to the Board of Education within five school days.

### **VIOLATIONS ARE CUMULATIVE**

Violations are cumulative from year to year. One violation will be removed from a student's record if he/she does not commit a second violation for two or more years. For example, a student who commits one violation in the 9<sup>th</sup> grade and another in the 12<sup>th</sup> grade would have the 12<sup>th</sup> grade violation treated as a first violation. Students must continue to practice and attend meets, contests and activities with the team or other members of the event during a suspension period in order to regain eligibility, except for early-release competitions. (Exception: a student athlete with three violations will not be able to participate with their team while under suspension.) If there are not sufficient events or activities remaining in a specific extra-curricular activity/season to complete a suspension, the remaining portion of suspension will carry over into the next season/activity area in which the student participates. For athletes, the number of contests in the season the violation occurs determines the carry-over percentage in the new season.

## **REQUIREMENTS OF BEHAVIORAL EXPECTATIONS**

### **CATEGORY I**

This area includes all interscholastic athletic and other activities directly related to athletics where involvement normally occurs outside of the regular school day. Letter and/or certificate awards are presented for successful completion of the activity as determined by the coach/ advisor and athletic director. The public is the primary audience. **ALL PARTICIPANTS AT ALL TIMES DURING THE CALENDAR YEAR (365 days) MUST OBSERVE THESE RULES.**

In order to join one of the interscholastic athletic teams at Little Chute, a student must attend the first organizational meeting for that team. In most cases, all students who wish to join a team may do so. However, some teams may require students to try out for the team in order to become a member. In the case of fall sports, information is published in the July parent newsletter to let interested students know where the first meeting of these sports will be held.

### **Parent/Self-Referral For Behavioral Expectations Violation**

Self-referral mainly applies to ATODA violations. When a student violates the Behavioral Expectations and is not ticketed by the police, but chooses to inform school personnel, it is considered a self-referral. Student athletes that self-refer and/or are referred by parents within 72 hours of the violation subject themselves to the following sanctions:

**First Offense:** One contest suspension and must agree to appropriate counseling or an alternative action determined by administration if counseling does not address violation. Student athlete undergoes an assessment by a state-certified ATODA Counselor and follows all the recommended treatment to the satisfaction of the treatment agency, if appropriate.

**Second Offense:** The student athlete shall be suspended as follows:

Sports with 8 or less contests	2 contests
9-11 contests	3 contests
12-14 contests	4 contests
15-17 contests	5 contests
18-20 contests	6 contests
21 or more	7 contests

### **IN ADDITION, the student athlete agrees to:**

1. Go through an assessment by a state-certified ATODA Counselor and follows all the recommended treatment to the satisfaction of the treatment agency, if appropriate.
2. Meet with the Athletic Director, along with parent/guardian, and follow recommendations.
3. Go through an appropriate assessment that addresses violations that do not focus on alcohol or other illegal drugs (ATODA). If no counseling addresses the violation, an administration approved action will be completed.

**Third Offense:** A student athlete violating the Behavioral Expectations for the third time shall be suspended from interscholastic competition for one calendar year. The student athlete must go through appropriate assessment. The student athlete and parent/guardian must meet with the athletic director and the appeals committee for approval to be reinstated. In addition, an athlete in violation of the Behavioral Expectations cannot earn a letter and is ineligible to receive any individual awards, such as captain, MVP, or All-Conference.

### **Students Found In Violation By School Administration**

**First Offense:** The student athlete shall be suspended as follows:

Sports with 8 or less contests	3 contests
9-11 contests	4 contests
12-14 contests	5 contests
15-17 contests	6 contests
18-20 contests	7 contests
21 or more	8 contests

**OR** if the student athlete agrees to go through an appropriate assessment (ATODA screening, individual counseling) and follows the recommendations, the suspension will be reduced by two contests. If the violation /offense are not addressed through appropriate counseling, an alternative action will be determined by the administration to reduce the suspension by two contests.

A student/athlete violating any of the Behavior Expectations for the first time can earn a letter, but is ineligible to receive any individual awards such as captain, MVP, or All-Conference. If the suspension overlaps two sports, the loss of eligibility for individual awards will only apply to the sport season during which the violation occurred.

**Second Offense:** The student athlete shall be suspended as follows:

Sports with 8 or less contests	5 contests
9-11 contests	6 contests
12-14 contests	8 contests
15-17 contests	10 contests
18-20 contests	12 contests
21 or more	14 contests

### **IN ADDITION, the student/athlete agrees to:**

1. Go through an assessment by a state-certified ATODA Counselor and follows all the recommended treatment to the satisfaction of the treatment agency, if appropriate. If the violation /offense are not addressed through appropriate counseling, an alternative action will be determined by the administration to reduce the suspension by two contests.
2. The student athlete and parent/guardian meet with the Athletic Director, the second offense penalty shall be reduced by two contests.

A student athlete violating the Behavioral Expectation Requirements the second time cannot earn a letter, MVP, or All-Conference. If the suspension overlaps two sports, the loss of eligibility for individual awards applies to the sport season in which the violation occurred.

**Third Offense:** A student athlete violating the Behavioral Expectations for the third time shall be suspended from interscholastic competition for one calendar year. The student athlete must go through a state-certified assessment and follow the recommendations of the assessment if appropriate. For reinstatement, the student athlete and parent/guardian must meet with the Athletic Director and the Appeals Committee. In addition, an athlete violating the Behavioral Expectations for the third time cannot earn a letter and is ineligible to receive any individual awards, such as captain, MVP, or All Conference.

### **CATEGORY II**

This area includes school activities, which, for the most part, involve the student in competition against other students or where the student involved is representing the school. In most cases, awards and/or recognition are awarded for successful completion of the activity.

As with the interscholastic athletic program, students are provided with an opportunity to participate in a number of academic teams and other conference sanctioned activities.

In order to join one of these activities, a student should attend the first organizational meeting. In some cases, all students who wish to join one of these teams or organizations may do so. In other cases, students must try out in order to become a member. Students should feel free to stop at the office for more information about these activities or contact the coach or advisor directly at the start of the school year.

The consequences for violations of Category II are the same as those for Category I Activities. **SPECIAL NOTE:** In the case of participation in school activities where there are a limited number of actual contests, performances, or events, suspension from a percentage involvement may be impractical. In these cases, the specific consequences for violations of eligibility rules in this category will be presented to the student by the coach/advisor after consulting with the administration.

### **CATEGORY III**

This area includes activities in which students volunteer to participate. It is understood that students should be encouraged to be involved in these activities; however, it should be stated that commitment to regular schoolwork should take precedence over involvement in any activities. The extra-curricular activities that are offered are designed primarily to meet the special interests that are expressed by students. This part of the activities program is composed of clubs and other recreational type activities that provide students with an outlet for their energies and interests. Involvement in a club activity also provides a student with the opportunity to meet other students who share the same types of interests. Students with a special interest can request that a club be formed during the school year by making a request to the high school principal.

There is no stipulated conduct or academic standards. Each advisor will monitor his/her respective group to uphold and maintain reasonable expectations. In cases where disciplinary situations arise, the advisor will confer with the activity director to determine appropriate action. Additionally, clubs with national affiliation will also comply with their national codes of conduct and behavior.