

**LITTLE CHUTE  
HIGH SCHOOL &  
CAREER PATHWAYS ACADEMY  
2024-25 STUDENT HANDBOOK  
Grades 9-12**



**LITTLE CHUTE**  
Area School District  
*fostering a community of learners*

**1402 Freedom Rd  
Little Chute, WI 54140  
Phone: 920-788-7600  
FAX: 920-788-7841  
[www.littlechute.k12.wi.us](http://www.littlechute.k12.wi.us)**

**Mr. Tony Bird - Principal  
Mr. Samuel Appleton - 5-12 Associate Principal  
Ms. Lisa Gretz & Mrs. Michelle Mokrzycki - School Counselors  
Mrs. Kelly Wallace - Activities Director**

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# PRINCIPAL'S MESSAGE

Hello Students/Parents/Guardians,

Welcome to another great year at Little Chute High School and the Career Pathways Academy. Little Chute offers a wide variety of programming to meet your academic, career, co-curricular and social needs. We encourage you to get involved in any way you see fit to become a well-rounded member of the Little Chute family.

The purpose of your education is to prepare you for life beyond high school. That LIFE may include college, technical school, military or workforce. Regardless of your passion, Little Chute will provide you the opportunity to gain the necessary skills to be productive members of the community and beyond. Find something you love to do, and you will never work a day in your life. The purpose of the Little Chute Handbook is to provide you information about rules, policies, academic requirements, privileges and responsibilities. The policies in this handbook are the result of a concerted effort by the faculty and the administration. This information is presented for your benefit so that expectations are clear and you can prepare yourself for the journey ahead.

The guidelines set forth in this handbook are to ensure a safe, healthy, and productive learning environment for all the members of the high school. We are all obligated and called to follow certain rules of conduct so we can all thrive in a conducive learning environment.

My title is principal but my job is to foster a community that challenges us to become the best version of ourselves.

Have a great year and Go Mustangs!

Mr. Tony Bird  
Principal LCHS/LCCPA

# LITTLE CHUTE AREA SCHOOL DISTRICT - FOSTERING A COMMUNITY OF LEARNERS

**MISSION:** The Little Chute Area School District exists to foster a community of learners by providing quality-learning experiences so that ALL can safely maximize their full potential and become contributing members of society.

**VISION:** Little Chute Schools will be learning communities where students hunger to learn in a welcoming and secure environment. We will challenge every learner to become engineers of their own future by nurturing their creative and intellectual growth. We will provide the launch pad for students to excel in any field of interest by developing the whole child in a data-driven society.

**DISTRICT LEARNER GOALS:** Consistent with its adopted mission and philosophy, the Little Chute Area School District believes that in order to lead productive and fulfilling lives in a complex and changing society and to continue learning.

Our graduates shall demonstrate the knowledge, skills, and attitudes to be:

- **Self-Directed Learners** who set priorities and achievable goals, create options for themselves, monitor and evaluate their progress, assume personal responsibility, and use core values to create positive visions for their future;
- **Effective Communicators** who are able to decipher and assess information and who effectively express ideas mathematically, orally and in writing;
- **Problem-Solvers and Critical Thinkers** who identify, assess, integrate, and use the available resources and information to reason, make decisions, and solve problems in a variety of contexts;
- **Utilize Technology to be Quality Producers** who use advanced technologies to create practical, intellectual, and physical products, which reflect originality and high standards;
- **Cooperative Societal Contributors** who share time, energies, and talents to improve the quality of life and who are able to appropriately gather information to vote responsibly in a democratic process;
- **Global Cultural Participants** who are aware of local, national, and international issues and cultures; who can interact in a responsible manner and who understand how these interactions impact others;
- **Artistic Appreciators** who perceive the world's creative values as intrinsic and who understand that the application of design principles enhances their lives;
- **Responsible for Personal Wellness** who are capable of taking action to achieve physical, mental, and social well-being.

## ACADEMIC POLICY

### FLEX TIME - RTI GROUPS

All students are assigned to a specific Flex Time adviser (RTI group), which will meet Monday, Tuesday, Thursday and Friday from 9:27-9:57 am and Wednesday (Early Release day) from 9:02-9:32am. Flex Time will allow students to complete a variety of activities, have class meetings, receive academic support, and develop a portfolio to satisfy the graduation requirement by collecting classroom work samples and/or outside activities that reflect the student's continuing mastery of the district's eight graduation outcomes. Each term, students are required to place these samples in their electronic portfolio. Examination skills like critical review, peer editing, polishing work samples, etc. are learned in the homerooms.

### GRADE REPORTS

Semester grades are a combination of standards that are assessed throughout the semester. Standards are assessed in a variety of ways such as daily class grades, quiz and test scores, participation, and assigned reports or projects, and are an indication of how a student is doing at certain points during the school year. Grade Reports are available for view on the Infinite Campus Portal approximately ten days after the grading period ends.

## GRADING POLICY

Grades are an important measurement of a student's success at LCHS and represent a student's progress toward achieving district standards. The purpose of this policy is to communicate a consistent and fair grading policy that will guide teachers at LCHS in reporting to students and parents as well as outlining expectations for learners.

Grades are relative to a particular course and represent student achievement to understanding the designed curricular concepts and district standards. Students are evaluated on a semester basis. Only semester grades are permanent records and generate credit.

The Little Chute Area School District (LCASD) has implemented standards-based grading and reporting. Student progress will be measured by academic and life/career skills standards.

LCASD believes the purpose of grading is to provide the students and parents with a snapshot view of a student's proficiency on academic and life/career skills at a particular time.

The foundational beliefs of a standards-based system include:

- Academic grades are dependent upon student proficiency against identified essential standards and are not influenced by non-academic factors.
- Academic grades reflect the student's level of proficiency attained on identified essential standards, as measured by specific assessments aligned to the essential standard.
- Life/Career skills grades are also assessed and reported using defined rubrics.
- Students receive a separate grade for current academic scores and life/career skills scores.
- To ensure accuracy in reporting what students know and can do against identified essential standards, extra credit as a way to increase a student's academic grade is not offered.
- Homework is a tool that helps learning, but is not used to determine a student's summative score for academics.

## CHEATING

The acts of cheating, plagiarism, or forgery in connection with academic endeavors or school procedures are detrimental to the educational process and are subject to disciplinary action and may result in a failing grade.

### **Cheating is:**

- copying someone else's work (assignment, quiz, test, report, or internet download) and submitting it as your work
- allowing another student to copy your work
- utilizing aids such as AI software and crib notes to assist with an assignment, quiz or test when such aids are not authorized

## COPYRIGHT AND PLAGIARISM GUIDELINES

- You may use copyrighted material to do your schoolwork, but if you use an author's ideas you must give the author credit, either in the text or in a footnote. If you use an author's words, you must put the words in quotation marks or other indication of direct quotation. Failure to give credit to the author is plagiarism. If you use an extensive amount of a single work, you must obtain permission.
- Use of copyrighted materials outside of regular class work may require written permission of the copyright holder unless you can qualify for fair use. Graphic material such as cartoon characters on posters or other spirit or decorative matter would be included.
- You may not copy computer software from the school computers.
- You may not download or upload any file through the school network that may be used to plagiarize or violate copyright.

## INCOMPLETE GRADES

A grade of "Incomplete" may be used if work is not completed due to extenuating circumstances. A plan for completion must be drawn up by the teacher and signed by the student and parent. In these cases, the teacher and principal will authorize the length and time necessary for completing the incomplete work. If the student fails to complete the work by the specified date, the incomplete grade will transfer to the grade earned with the missing work factored in. It is the student's responsibility to make arrangements to finish the work that is essential to receive a passing grade for the course.

## WITHDRAWALS

Students who withdraw from a course before the completion of the term will receive a "F" (failure) on their report card and transcript. A withdrawn failure is calculated into a student's GPA as a failure (F).

## DROP & ADD PROCEDURES

Courses must be added or dropped before the beginning of all terms unless academic ability, an extended illness, or for reasons initiated by a teacher, parent, principal, and/or guidance counselor. **Disliking the subject matter, requirements, or the teacher's presentation is not viewed as valid reasons for dropping the course.** Insisting on dropping a course in progress, without the support of the teacher, principal, and guidance counselor, **will result in a failing grade for that course.**

## HONORS REQUIREMENTS

Students with grade point averages from 3.00-3.49 graduate with honors. To graduate with high honors, students must maintain a grade point average of 3.50 to 3.99. To graduate with highest honors a grade point average of 4.00 must be maintained.

## PHYSICAL EDUCATION ALTERNATIVE CREDIT (Policy 5460)

The Little Chute Area School District will grant substitute credit for one-half physical education credit of the 1.5 physical education credits otherwise required for graduation. The substituted one-half credit must be in the English, math, science, and/or social studies departments.

The course being substituted for the one-half physical education credit must be approved by the high school principal prior to the substitute credit option being recorded on the student's high school transcript. An approval form for such substitute credit options will be kept with the student's permanent academic records.

Students who participate in a Varsity/JV level WIAA sanctioned sport, including Poms, offered and completed at Little Chute High School during their junior year or prior to the end of the first semester of the student's senior year may be considered for the substitute credit option provided they successfully complete the season in good standing as determined by the head coach, athletic director and high school principal. A violation of the District's athletic code that causes a suspension from competition at any point during the season will prevent the student from using that season for purposes credit substitution.

Any appeals for the substitute credit option will be made to the District Administrator whose decision will be final.

## CURRICULUM MODIFICATION

As per Wisconsin law SS 118.15, any parent or guardian may request program or curriculum modifications including but not limited to modifications to the child's current academic program; work study; enrollment in alternative public school or nonsectarian private school program within the district; enrollment in any public educational program outside of the school district. For further explanation, please contact the principal at 788-7600.

## YOU HAVE TO PARTICIPATE TO GRADUATE

- Each student is responsible to report to school and scheduled classes on time.
- Each student is responsible to prepare for class and to participate meaningfully.

Wisconsin Law (ss. 118.15, 118.16) establishes the ultimate responsibility for regular school attendance with each student's parents. The parent is responsible for reporting any absence, its cause, and, if required, for sending information upon the student's return. (Except where the responsibility of emancipation has been granted by the parent(s) to a student 18 years of age or older.)

## PHYSICAL EDUCATION MEDICAL EXCUSES

All students are expected to participate in the physical education curriculum on a daily basis as assigned by term. Exceptions can be made with a written note from a parent/guardian for one day only. For nonparticipation beyond one day, written instructions from the student's medical practitioner noting the level of restriction and duration of nonparticipation are required. Medical absences will be dealt with on an individual basis.

## ATTENDANCE

### SCHOOL DAY

The school day starts at 7:50 a.m. and ends at 3:24 p.m. The Intermediate/Middle/High School Entrance and the Flex Academy entrance doors are open at 7:20 a.m. At 7:50 a.m. the doors will be locked until 3:24 p.m. Students arriving after 7:50 a.m. will need to enter the Intermediate/Middle/High School Main Entrance doors and sign in.

### TRAFFIC AND PARKING

Traffic is extremely busy before and after school as many parents drop-off and pick-up. Use caution when driving as there are many young children trying to get into school or out of school at the same time. Please obey parking restrictions around the school to ensure student safety and to allow for an orderly traffic flow. The horseshoe drive near the district entrance is for bus drop off and pick up only and should not be used by parents for student drop off or pick up. Parking violations will be monitored by the Fox Valley Metro Police Department.

### STUDENT TRANSPORTATION

Many students ride bicycles, roller blades, scooters, and skateboards to school. For safety purposes, all items must be walked after reaching school property or reaching streets adjacent to school grounds for the safety of the riders as well as pedestrians. Bikes are to be parked in the bike racks and locked at all times. Skateboards are to be placed in the student lockers during the school day. If the skateboard does not fit in the student's locker, students should talk with the office personnel for storage options.

Students who arrange their own transportation to school assume the responsibility for their arrival time. Students who arrive at school tardy due to personal transportation problems – including trains - will be unexcused. Students should allow additional transportation time in the event of poor weather.

### STUDENT ATTENDANCE PROCEDURES

It is critical to our student's success that they attend school regularly. Study after study links the value of students attending school and being on time, with a higher level of achievement. If student learning and growth are to take place, parents, students, and school staff must acknowledge their responsibility to assure student attendance. Wisconsin state law requires that students are in school during all days and hours that school is in session. Our full board policy on attendance can be found on our website under Policy 5200. The LCASD Attendance Procedures are designed to ensure that our students and parents not only comply with state statutes, but also gain the most value from their education.



Any person having under their control a child who is between the ages of 6 and 18 years of age (including through the end of the term in which the child becomes 18 years of age), or a child enrolled in 5-year-old kindergarten in the District, shall cause the child to attend school regularly in accordance with state law. The child is expected to attend school on each day school is in session, unless he/she is excused from school attendance.

## SCHOOL ATTENDANCE OFFICER

The principal or designee shall serve as the school attendance officer for each school in the District. The school attendance officer shall deal with all matters relating to school attendance and truancy as defined by state statute 118.16.

## EXCUSED ABSENCES

All excused absences require parent/guardian verification to be submitted verbally or in writing to the school attendance officer or designee in advance of the absence or prior to re-admittance to school. Please contact the office by telephone/online. Voicemail is available before or after school, as is online absence requests through the parent portal of Infinite Campus. If the office does not receive notice of an absence, a parent/guardian will be contacted by telephone. This contact is to prevent children from getting lost or loitering on their way to school. The student must sign out in the office before leaving for the appointment and must sign back in upon return to school.

- A. **Illness** - The District may request the parent/guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or psychological condition of the student. Such an excuse shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 30 school days.
- B. **General Absences:** It is recommended that parents contact school to report absences by 8:30am on the day of the absence to be excused. All absences must be reported within 1 school day to be considered excused. The school attendance officer or designee is empowered to approve a legal excuse to any student for the following reasons:
  - 1. A family emergency or other crisis requiring the student's absence.
  - 2. The death of an immediate family member or funeral for relative or close friend
  - 3. Religious holidays
  - 4. Attendance at special events of educational value as approved by school attendance officer or designee.
  - 5. Approved school activities during class time.
  - 6. Special circumstances approved by the school attendance officer/designee.
  - 7. Any Suspension, in or out of school

Any student who must leave the building is required to obtain a pass from the intermediate/middle/high school office and sign out in the office **before** leaving the premises. An additional pass from the intermediate/middle/high school office is required when the student returns to school.

Attendance in school is mandatory for participation in and attendance at any co-curricular event scheduled for the school day. **Students must be in school for all afternoon classes to be eligible for any extra-curricular participation.** Students who leave school ill are not eligible. Exceptions may only be granted by administration. Note: If a student leaves school for an excused absence other than illness or due to a pre-arranged absence, the student may be allowed to participate in or be a spectator at a school-sponsored event that same day.

Pre-arranged absences such as vacations, surgery, college visits, etc. must be pre-arranged with the Pre-Arranged Absence form from the school office. Parents need to call or send a note stating dates students will be gone. The students will then be given a pre-arranged absence form to be filled out by teachers. Pre-arranged absence forms are to be started **3-10 days prior** to the absence, completed and returned to the school office before the anticipated absence. When your students teacher/s have signed the form, the principal will sign off the sheet for approval before said absence. Students are responsible for all missed assignments.

Parents/guardians will be notified verbally and/or in writing when a student is developing excessive absence or tardy patterns. If the problem continues, the principal/associate principal may request a parent-student-counselor meeting to discuss a particular attendance concern. This authority is granted to school administrators under State Statute 118.15.

This will be done whether the absences are excused or unexcused, unless the student is under medical supervision and a written statement from a physician is on file. If excused absences become excessive, the school will notify the parent that further absences may require a physician's excuse.

As indicated above, absence from school during a period of suspension will be considered an excused absence for purposes of this policy. Students serving a suspension will be permitted to make up class work and examinations missed during their suspension from school under the same conditions as other excused absences.

Students who are participating, with District approval, in extracurricular activities, athletics, and other District-sponsored programs or events during any portion of an instructional day are not considered absent from school, but teachers shall treat their absence from class as excused with the right to make up work to the same extent permitted in connection with excused absences from school.

Students who do not attend school regularly may be subject to restrictions for extracurricular activities including but not limited to athletics, clubs, dances, etc.

## TRUANCY

Students who are absent from school without an acceptable excuse as authorized above will be considered truant and shall be dealt with in accordance with state law and established District procedures. Truancy is defined as to be absent without a valid excuse from all or any part of the school day. Habitual Truant means a pupil who is absent from school without an acceptable excuse under sub (4) of State Statute 118.15 for the following:

- A. Part or all of 5 or more days on which school is held during a school semester (18 weeks)
- B. If the student meets the state-definition of being a "habitual truant," a court referral will be initiated.

Students with unexcused absences (truant students) will be permitted to make up tests and examinations that were missed during the unexcused absence period provided that that test/examination can be completed independently and by a reasonable deadline that is established by the teacher. Such students will also be permitted to make up assignments missed during their truancy to the extent such assignments can be completed independently and were not integrated with an in-school or group-based activity that the student missed while truant.

Students who are absent without an acceptable excuse for any part of five or more days on which school is held during a semester are considered to be **habitually truant**. Once a student is identified as being habitually truant, legal action can be taken against them and their parents in either the municipal or the circuit court system and services can be mandated to address the truancy problem.

## TARDINESS

The District recognizes that a student, without an acceptable excuse, may arrive late for school or for a particular class or activity on an occasional and sporadic basis, and that such tardiness should not immediately and in all cases result in a finding of truancy. At the same time, repeated tardiness is inconsistent with the purpose of the compulsory attendance law and can be disruptive to a student's learning and/or to school/classroom operations. Further, regularly tolerating tardiness without any consequence can inhibit the development of a student's personal responsibility.

## TARDINESS DEFINITIONS

**Tardy:** Students are expected to be in the classroom before the bell rings or class begins. If they are not, a student is "late" for class.

**Unexcused Absence:** A student is late for the majority of a class(s) or day without a written or phone excuse from a parent or guardian.

## TARDY PROCEDURES

If a student accumulates more than five tardy notations in his/her attendance record during a semester, the school attendance officer or a designee will attempt to contact parent and/or meet with the student and/or the student's parent or

guardian to evaluate the reasons for the tardiness, to consider any available strategies the parent/student can use to avoid future tardiness, and to establish progressive consequences.

- Students accumulating 8 tardy notations will serve 1 detention. If students do not serve the detention, students will receive one warning and must reschedule with administration or the attendance administrative assistant. If the student does not attend, they will serve one half day of in-school suspension.
- If students accumulate 8 more tardy notifications, they will serve 2 detentions.
- If students accumulate 8 more tardy notifications, they will serve 3 detentions. Parent/guardian contact made.
- If students accumulate 8 more tardy notifications, they will serve 4 detentions.

If student tardy numbers become a prevalent issue and little or no effort is made to improve, any/all of the following may occur during the term:

- Students may be required to serve an after school detention for 30 minutes AND are suspended from all activities (practices, competitions, meetings) outside of the school day (7:50-3:23 pm) for one day.
- Students may be required to serve an in-school suspension (partial or full day) AND are suspended from all activities (practices, competitions, meetings) outside of the school day (7:50-3:23 pm) for one day.
- Code violation for activities/athletics
- Students will be ineligible to attend extra curricular activities (school dances, incentives, pep rallies, etc.)
- Referral to TRAC program
- Students may receive a municipal truancy or referral to Outagamie County Truancy
  - Municipal citations may include suspended driving privileges, fines, etc.
  - County citations may involve fines to parents of up to \$500
  - Further tardies may result in a second municipal citation and/or county truancy procedures.

Tardies, detentions and in-school suspensions are wiped clean at the end of each term. TRAC, citations, and county referrals accumulate throughout the year.

If a student skips detention, the student serves an in-school suspension (one-half day) on the next full day of school. If a student skips detention a second time, the student serves a full day in-school suspension on the next full day of school.

Students may serve detention during non-class time. Any discussion about a student being excused from detention, suspension, etc. must be directed to the principal or assistant principal only. The attendance administrative assistant will only notify/remind students of their detention and process paperwork.

## MAKE UP POLICY

Although a student cannot fail a course solely on attendance, it is the student's responsibility upon returning to school from any absence to check with the teachers involved for assignments or any other work missed. The assignment of make-up work should not be construed as being a punishment for being absent, but rather a vehicle to assist students in covering the material that was missed. All students involved in co-curricular activities and any field trip are required to complete and return any assignments due on a day of participation prior to leaving to the assigning teacher.

Teachers will provide missing work and allow one day for each day of school missed to complete missed work. Other mutually agreeable arrangements may be made between the teacher and the student. When a student has been informed in advance of an impending assignment or test, and then has been absent from school, the student is expected to turn in the assignment or take the test on the day they return to school.

## DETENTION - LUNCH

Detention is a supervised study period used as consequences for conduct or attendance infractions. Detention assignments are **not** excused due to conflicts with jobs, activities, or transportation problems, etc. The only acceptable excuses are excused absences from school or a personal emergency in which the parent calls to make prior arrangements for detention. If a student misses detention, they serve an in-school suspension; one-half day for the 1st time followed by a full day in school suspension for any subsequent skips. Detention meets in a designated teacher classroom each scheduled day. Students are required to be on good behavior and must bring academic work to do or a book to read. A student will be removed for any misconduct and referred to administration.

## WEATHER

The District Administrator will close schools when weather conditions threaten the health or safety of students. The district will contact local media, send out an emergency Infinite Campus message and post it on LCASD Facebook. Please do not call the school to ask about school closing early. Telephone lines need to be open to communicate between buildings and for emergency situations. Please plan ahead as to how you will handle a school closing.

## ELECTRONIC COMMUNICATION

LCASD utilizes Infinite Campus (IC) to send mass emails or telephone messages to parents. Parents will be asked at registration to provide the appropriate contact information. Infinite Campus is utilized to communicate upcoming events, to provide notification of the school/parent newsletter, and/or to communicate emergency situations as they occur. This is our main form of communication so please make sure your contact information is up-to-date in your parent portal.

## LEAVING THE BUILDING

LCHS is a **CLOSED CAMPUS** except during lunch periods. ALL students are required to remain inside the building at all times, except when supervised by an LCHS staff member. Any student who must leave the building is required to obtain a pass from the main office and sign out in the main office **before** leaving the premises. A student cannot obtain a pass without a phone call or a note from their parent or guardian. Failure to follow the appropriate procedure may require a conversation between the parent/guardian and the principal to decide the acceptability of the reason for leaving the building. Unapproved absences are considered truancy.

## GENERAL RULES & CODE OF CONDUCT

Students are expected to behave in a manner that will credit themselves and our school. The following are a few reminders:

### DISCIPLINE WITH DIGNITY PLAN

It is expected that LCHS students will conduct themselves in a manner that brings respect to themselves and the school. Students are expected to be courteous, prompt, and follow the general rules of conduct deemed normal in our civilized society. Behavior that is disrespectful, rude, and which causes harm to the student, other students or adults, will not be tolerated. Students exhibiting such behavior will be held accountable. Discipline can range from a verbal reprimand to expulsion from school.

### BASIC EXPECTATIONS OF LITTLE CHUTE STUDENTS

It is the expectation that Little Chute students demonstrate certain behaviors. Students should be familiar with the LC Skills/Standards and must demonstrate proficiency in these areas.

#### I can be accountable and responsible

- Comes prepared with all necessary materials
- Hands in work on time and meets scheduled deadlines
- Notifies the teacher in the case of a pre-planned absence
- Contacts the teacher upon return from absences for potential missing work
- Is on time and ready to go for class

#### I can be a good team member and collaborate

- Works well with others to complete tasks, assignments and projects
- Understands their role and contributes to the team effort
- Demonstrates respect for teammates

<ul style="list-style-type: none"> <li>• Values the contributions of others</li> </ul>
<p><b><u>I can be respectful, show integrity, and demonstrate ethical behavior</u></b></p> <ul style="list-style-type: none"> <li>• Interacts with faculty, peers, and property in a courteous and respectful manner</li> <li>• Follows school policy</li> <li>• Acts honestly and ethically</li> <li>• Uses technology appropriately for its intended use [i.e. EDUCATION!!]</li> </ul>
<p><b><u>I can be productive, be self-directed, and demonstrate initiative</u></b></p> <ul style="list-style-type: none"> <li>• Works productively and efficiently in a timely manner</li> <li>• Takes action to achieve goals without being told what to do</li> <li>• Advocate on one's behalf when issues with learning occur (FLEX time, retakes,...)</li> </ul>
<p><b><u>I can demonstrate tenacity, grit, and perseverance</u></b></p> <ul style="list-style-type: none"> <li>• Maintains a positive outlook while working on any tasks</li> <li>• Does not give up or refuse to complete something because it is too difficult</li> <li>• Thinks critically and employs diverse strategies when completing a task</li> <li>• Works to complete tasks regardless of personal interest or passion toward the topic</li> </ul>

Discipline is training that improves a person's actions and/or attitudes. The LCHS Discipline Plan is:

- When a student chooses not to follow the basic expectations as outlined above, he/she may be issued a disciplinary referral.
- After receiving the referral, the assistant principal will ask the student to complete a "Life and Career Skills Improvement Plan" form.
- The "Life and Career Skills Improvement Plan" is first filled out by the student, then by the teacher, and returned to the high school office. Students are not permitted to return to class until they have had a conversation with the teacher. Failure to complete this procedure by the end of the next school day could result in an in-school suspension. This suspension continues until parents are contacted.
- Students who are removed from class may receive disciplinary action including warnings, detention, parent meetings, and other penalties as determined by the principal/assistant principal. Students who are removed more than one time from the same class must meet with the teacher and administrator to discuss the behavior and plan moving forward. Students who continue to be removed from class will serve in school or out of school suspension. Continued removals may result in a failing grade in the course.

**Choosing the following actions will result in an automatic suspension and/or expulsion from school:**

- Stealing, Vandalism, Assault
- Profanity or other abusive language directed at any staff member.
- Carrying a weapon
- Conduct that is considered to be detrimental to the educational process.
- Multiple in-school suspensions for discipline may or may not result in referral to TRAC depending on the circumstances.

Other options for disciplinary consequences may include out of school suspension, community service, and expulsion.

## FIGHTING

Students involved in fighting on school property or during the school day will be suspended from school. A parent conference may be held and student(s) will be referred to the police school liaison officer for Disorderly Conduct citation.

## STUDENT CLASSROOM EXPECTATIONS

LCHS faculty members will have a classroom expectation plan especially designed for their class. These plans will be given to students during week one of the term. Items in the "Expectation Plan" include, but are not limited to; assignments

& tests, expected behavior, class materials needed, classroom tardy policy, class participation, electronic usage/cell phone expectations, attendance, and grading.

## DRESS CODE

State statute mandates that student apparel be appropriate, decent and not offensive. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. LCHS/LCCPA students are prohibited from wearing clothing or attire that, in the opinion of school authorities, is contrary to limits imposed related to health, safety, cleanliness, distractions, indecency, or offensiveness as defined by

Wisconsin Statutes 120.13(1). Student dress or attire must conform to the following minimum standards:

- Hats must be removed upon entry to the school building and must remain removed until the student is outside the building.
- Hoods must be DOWN at all times
- Students must wear shoes/appropriate footwear.
- No backless/strapless garments will be permitted. All shirts must be long enough to cover the torso/naval. Torso/cleavage exposure must be minimal, if at all. See-through and swim attire are also prohibited.
- Shorts and skirts/dresses must be at a length that maintains modesty in the opinion of the staff.
- No garment may advertise or promote alcohol, tobacco products, or other drugs by name or logo. No messages or symbols that include profanity, weapons, violent or sexual language/actions or considered to be offensive are allowed.
- No attire with a gang related purpose is allowed. Chain links and spiked collars are not allowed.
- Undergarments exposed or worn as outerwear is unacceptable.

### **Penalties for violations may result in detention, parent meeting, in school suspension, and out of school suspension.**

This list is not meant to be exhaustive; rather it is intended to set guidelines of acceptable dress standards. The purpose of the school program is education. Since styles of clothing and hair change rapidly, the administration reserves the right to restrict certain fashions that are inappropriate as well as interpret what is considered to be in poor taste or distracting to the learning environment. Administration, faculty & staff will use their professional judgment when enforcing this policy.

## THEFT

Acts of theft are violations of the law. Acts of theft will be investigated by the Police School Liaison Officer and prosecuted accordingly.

## PHONE USE

The office phone is for school business and may be used by students for emergencies only. Classroom phones are off limits to students and are for faculty use only. Cell phones should not be used during instructional time unless authorized by the teacher.

## LITTER/VANDALISM

Little Chute High School is very fortunate to have an outstanding crew of custodians that maintain the building and grounds in tiptop shape. Please help keep our school neat and clean by disposing of trash in its proper place. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

## PARKING

Village ordinance 10-1-20(B) requires a parking permit in restricted parking areas. All vehicles must be registered through the high school office to obtain a student parking permit. Permits cost \$25.00 for the school year and \$15 for second semester and must be correctly displayed from the vehicle's rear view mirror. Failure to have a parking permit on a car parked in the student school lot will subject the owner of the vehicle to a **\$20.00 fine**. School zone speed limits must be observed at all times. The speed limit on school grounds is

**10 mph.** Driving a vehicle to school is a **privilege** that can be removed from a student upon notification. Students should park in the student parking lot, not in the staff parking lot. Students may also park on nearby city streets if the parking lot is full or students do not have a parking permit.

**Violators will be ticketed.** Loitering in cars will not be allowed at any time. Reckless driving or continued non-compliance will result in eliminating parking privileges in the parking lot. All vehicles are to be parked correctly within the designated parking spaces— including mopeds and motorcycles. Vehicles are off-limits during school hours. All cars parked on school property are subject to search at any time.

## PUBLIC DISPLAYS OF AFFECTION

Many lasting friendships are formed during high school years and we all want and need close friendships. To help control the distractions these friendships can cause, LCHS enforces a “hands-off” policy. Couples are not permitted to display affection in the high school building.

## INAPPROPRIATE LANGUAGE

The use of improper or profane language in school and/or at school activities is prohibited. Offenders may be suspended and/or referred to the PSL for disorderly conduct.

## RESPECT

We expect every staff member should be treated with respect and dignity just as each student should receive the respect of the staff. It is imperative that the teacher be in charge of the class. Anything less would lead to a poor educational opportunity for all. A show of disrespect toward any staff member or insubordination on the part of a student will not be tolerated under any circumstances.

## STUDENTS IN THE HALLS

If a student is in the halls during a class period, it is assumed that they are there for an authorized purpose. It may be necessary for an administrator or teacher to ask a student his/her destination. Students should present their **hall pass** which indicates where he/she is headed. So remember, a teacher must give you their specific hall pass if you are going to be in the halls during class periods.

## STUDENT ID REQUIREMENT

Photo ID cards are provided to students at LCHS/LCCPA. It must be carried at all times and shown to any school official upon request. This card is required for safety protocols, attendance, lunch account purposes, library check out, and as an activity pass. If lost or destroyed, the student must report this to the high school office.

## LOCKERS/LOCKS

Lockers are and remain the property of the Little Chute Area School District. Lockers are provided for student use. LCASD is in no way responsible for any item left in a student's locker. Any loss suffered directly or indirectly is at the student's risk. It is advisable to keep the lockers locked when not in use. It is the student's responsibility to keep his/her school locker neat and clean at all times. The principal may conduct periodic general inspections of lockers at any time, without notice or reason. Students are assigned a specific locker with a confidential combination. Students are not allowed to share a locker or lock combination with another student. Lockers and locks will be assigned to all Freshmen. Sophomores, Juniors and Seniors will have the **option** of requesting a locker and lock.

## FEES, FINES, & RENTALS

As a school district, we are stewards of taxpayer money and are obligated to maintain fiscal responsibility. The district provides textbooks to students on a rental basis. The rental rate is established each year and all students will pay this charge **BEFORE** the first day of classes. Students are financially responsible for any damage to (fines) or loss of school

property (replacement cost.) Lost and/or damaged athletic equipment/uniforms will result in a student's ineligibility for the next season until reimbursement occurs.

Certain activities may be restricted for students until they have paid their fees. This includes but is not limited to Homecoming, Turn About, Prom, and the graduation ceremony.

## LIBRARY

Our beautiful, welcoming school library is a place of learning, exploration, and fostering a love of reading! The Library is a school resource center for both print and digital materials. Books may be checked out for three week periods with renewal periods available. Any overdue materials at the end of a quarter must be returned, renewed, or paid for if lost. If an item is damaged or lost, students should please share that information with a library staff member. A charge may be assessed to the student's Infinite Campus account for damaged or lost materials.

There are many helpful links on the library website which are linked on the student homepage. Students are encouraged to use this resource and ask for help from the library staff. You may use copyrighted material to do your schoolwork, but if you use another's ideas or works, you must give the creator credit.

## PARTICIPATION FEES

based on competition categories are assessed per district board policy;

Category 1 is \$30; Category 2 is \$15; and Category 3 is not charged. Family caps for participation fees are \$150.

Categories are defined in the co-curricular guidelines found in this handbook. Students will not be allowed to participate in competition unless fees are paid.

**Non-core courses include a fee** for materials, and/or rental equipment. These are listed from the course planning booklet. The fees are based on project/supply costs. Calculators (TI-83) are available to rent for math classes at a rate of \$10 per term. **All course and rental fees are due the first week of class.** All course fees and/or student fines must be paid promptly at the beginning or end of each term and may not be carried over from year to year.

## LCASD COURSE FEES

2D Art & 3D Art .....	\$30
3D Advanced Art .....	\$35
Architectural Drafting 2.....	\$20
Art 1 & 2.....	\$25
Band – school owned.....	\$50 (rental)
Band Percussionists.....	\$20 (rental)
Ceramics.....	\$30
Digital Art .....	\$10
Digital Photography.....	\$30
Drawing & Painting .....	\$30
Ecology & Environment.....	\$15 for field trips
Fashion & Design A/B.....	Based on project
Foundations of Manufacturing & Engineering.....	\$20
Independent Art.....	\$25 plus supplies
Health.....	\$25 (CPR)
Manufacturing .....	Based on project
Metals 1, 2 & 3.....	\$ 35
PE 4.....	(bowling fee charge per attendance)
Woodworking I.....	\$45
Woodworking II.....	Based on project
AP Testing (per test).....	TBD

\*College Speech

**\*College Course fees vary by Institution\***



## SCHEDULE CHANGES

LCHS/LCCPA permits schedule changes only in specific circumstances. Students requiring a schedule change should make an appointment with the Pupil Services secretary at registration to meet with their counselor. Schedule changes are strongly discouraged as they tend to imbalance class sizes. No schedule changes are permitted after the first week of the term.

## DANCE REQUIREMENTS

Before any dance is scheduled, approval must be obtained from the principal and activities director

1. Dance dates may be reserved pending the completion of appropriate supervision forms and facility usage forms. If these forms are not satisfactorily completed, the dance will be canceled.
2. Dances will not begin before 8:00 p.m. and not go beyond midnight. The principal must approve any exceptions.
3. Any contracts for entertainment must be approved and signed by the principal or designee.
4. Tickets must be sold in advance of the dance.
5. LCHS/LCCPA students who wish to bring an outside guest to Homecoming or Turn About dance must complete the Guest Dance Form at least 3 days prior to the dance in order for their guest to attend. After the first hour, the doors will be locked and no further students will be admitted.
6. Students who leave the dance early may not return and are prohibited from loitering on school property.
7. The sponsoring group is responsible for complete cleanup. Failure to clean up will result in the sponsoring group paying for custodial cleanup.
8. Students must remain in the dance area.
9. Spectators are prohibited at dances with the exception of Homecoming and Prom.
10. All dances will be properly supervised and have a police officer on duty.
11. All fees/fines must be paid before purchasing a dance ticket.

## POLICE SCHOOL LIAISON PROGRAM

The Police School Liaison Officer (PSL) has many roles. He/she is a law enforcement officer who, by definition, has an obligation to serve, protect, and uphold the law. He/she is a listener and a friend to young people. The PSL is a resource person to students, families, the school, and the community. Further, the PSL is a referral agent. He/she is acquainted with the kinds of help that are available on the local level to young people and their families. The PSL serves an educational function by assisting in the provision of courses of study designed to acquaint students with the law, the ways in which it operates on the local/state level, and how it touches their lives.

## PUPIL SERVICES

Problems -- personal, vocational, or school? Student services are available for everyone in the school. These services include assistance with educational planning, interpretation-- of test scores, occupational information, career information, study skills, help with home, school, and/or social concerns, or any question the student may feel he would like to discuss with the counselor. Students wishing to visit a counselor should contact the secretary in the pupil services office to arrange for an appointment.

- **Student Records** - All pupil records maintained shall be confidential as described by state statute 118.125. You or your parents may arrange to see your records that include listings of your course credits, your grades, your co-curricular activities, your test score results, and attendance.
- **Testing Program** - While you are in high school, various tests will be administered to you, to locate your areas of strength and those areas where you may need improvement. We hope you will take the testing program seriously and perform to your highest capabilities.
- **Career Info/Meetings** - There is an old saying, "If you don't plan for your future, you won't have any." Start today and search for that special job, career or occupation by coming to the guidance office and taking advantage of all the materials, brochures, microfilm, and catalogs available to you. Take advantage of the career speakers, school and college representatives who visit our high school and explain their programs.
- **LISTEN TO THE ANNOUNCEMENTS** each day so you are aware of these opportunities.

## VISITOR PASSES

Any person other than LCASD faculty, students, staff, or Board of Education personnel must report to the main office for clearance before going elsewhere in the building. LCHS rarely permits student visitors during the school day. Requests for student visitors require 5 day pre-arrangement with both the teacher and principal. In order to be eligible to be a student visitor at LCHS, visitors must be currently enrolled in another high school and their school cannot be in session during that day. Visitors must also present a written request from their parent/guardian. Student visitors must obtain a permit in the high school office and must be accompanied during their visit by an enrolled LCHS student. Visitor passes are pre-arranged through the principal's office. Visitors will not be allowed during final examination days or other special times as determined by school administration.

## FUNDRAISING

All fundraising activities must be approved and scheduled through the principal and the activities director. Students may not solicit or sell merchandise for themselves or out-of-school organizations or causes unless approved by the principal. All monies raised must be properly deposited daily into designated activity funds in accordance with Board of Education policy.

## FIRE DRILL EVACUATION

It is important that students learn appropriately, how to leave the building in the least amount of time that safety will allow. Directions for leaving the building are posted near the doorway of each classroom. Clear the building and halls, take nothing with you, and do not re-enter the building until you have been told to do so by a faculty member.

## TORNADO PLAN

When a tornado approaches our area, your immediate reaction may mean life or death. The intercom system will be used, when possible, to inform students and faculty of threatening conditions. REMEMBER: Tornado WATCH means tornadoes may develop. Tornado WARNING means a tornado has actually been sighted. Directions for leaving your room and moving to a designated area are posted in each room.

## SPECTATOR BEHAVIOR

The students' frequent role as spectators and your tremendous enthusiasm for sports are indicative of your vital responsibility for good sportsmanship. Your habits and reactions determine the quality of sportsmanship, which reflects upon the reputation of our school. It is important that you as students and spectators of LCHS:

1. Know and demonstrate the fundamentals of sportsmanship.
  - a. Censor fellow students whose behavior is unbecoming.
  - b. Respect the property of the school and the authority of school officials.
  - c. Do not heckle, jeer, or distract members of the opposing team.
  - d. Never criticize the players or coaches for the loss of a game.
2. Avoid profane language and obnoxious behavior that are not examples of good sportsmanship.

Let's support all our sports teams in a sportsmanlike manner. Those fans not able to follow these guidelines may be prohibited from attending future co-curricular activities.

## ALCOHOL/DRUGS/TOBACCO/VAPING

The use, possession, or sale of alcohol, non-prescribed drugs, chemicals, or illegal substances; further the use or possession of tobacco/e-cigarettes/vaping on school premises or at a school function is prohibited. No student may appear at school or school-sponsored functions while under the influence or possession of alcohol, non-prescribed drugs, chemical, or illegal substances.

On reasonable suspicion, school officials will search for alcohol or illegal substances under the loco parentis doctrine. When a student is found to be in possession of or under the influence of such substances, there will be an automatic referral to the Police Department and notification of parents. Other actions may include, but not be limited to citation, suspension, referral for evaluation/treatment, special assistance, exclusion from participation in activities, or expulsion.

Students who are selected/elected to positions of honor such as, but not limited to; class officer, student council representative, member of homecoming/prom courts, Badger girl/boy state representatives, may be removed from that position/honor if a violation of school policy in regard to use of drugs or alcohol occurs. Each club has a code of conduct defining rules of participation in that activity.

A student under the influence or who distributes, possesses, transmits narcotics, alcoholic beverages, controlled substances, intoxicants or look-alike drugs or paraphernalia of any kind while on or off school grounds, at any school activity, function, or event, shall be recommended to the Board of Education for expulsion.

## LCASD MEDICATION POLICY

According to LCASD policy, the dispensing of medication at school should be avoided whenever possible. If a student needs to receive medication during school hours, the following procedures must be followed:

- **Over-the-Counter Medication:** Parents must provide the medication in the original container and complete the medication consent form available in the Health Aide/Nurse's room located in the Main Office.
- **Prescription Medication:** Parents must complete the medication consent form available in the office along with written instructions and a **signature from a physician** for school personnel to give medication. Parents must provide medication in a pharmacy labeled container which indicates the student's name, name of drug, unit measure, dosage, and sequence for giving the medication.

For safety purposes, **parents must personally deliver** prescription and over the counter medication to the Health Aide/Nurse's Office. Students are prohibited from having medication on their person or in their belongings while at school with the exception listed below.\*

\*The District **may** permit responsible students, as determined in advance by the agreement of the parent or guardian and building principal (in consultation with a nurse serving the school as needed), to possess and self-administer medications other than asthma inhalers and epinephrine auto-injectors. Please refer to Board Policy 453.3-Rule.

## WEAPONS & SCHOOL SECURITY

No one shall possess, use, threaten the use of, or store a weapon or look-alike weapon on school property, in a school facility, in a school vehicle or at any school-sponsored function.

A weapon is defined as any object that by its design, use or intended use could cause bodily harm or property damage or intimidate other persons. Weapons include, but are not limited to firearms, whether loaded or unloaded and whether operational or not, look-alike weapons, knives, and martial arts equipment.

Items not designed as weapons will also be considered as weapons under this policy if they are used to cause or with the intent of causing bodily harm or property damage or to intimidate other persons. Such items include, but are not limited to chains, pencils, belts, and sprays. The following are 3 exceptions to this policy:

1. A weapon under the control of a law enforcement officer acting in his or her official capacity.
2. A weapon handled in a legal manner for the purpose of education approved by the school principal.
3. A weapon used by an individual as part of a program in the school zone approved by the principal or designee.

**Consequences for violation of these policies include but are not limited to:** Notification of law enforcement officials, parents, guardians or legal custodians; notification of superintendent or designee; suspension from school; and/or recommendation for expulsion.

## TECHNOLOGY USE POLICY

All students in grades 9-12 will be issued a district owned chromebook for academic use. Terms of condition and use can be found in the Student/ParentTechnology handbook that is posted on the website for students and parents to review.

At the beginning of each course in which computers are used, the teacher will clearly define which programs and equipment the students are authorized to use.

1. Any attempt of unauthorized use, piracy (copying a software program illegally), hacking (breaking a password or code to gain access to a computer system), misuse, vandalism, etc. could result in detention, suspension, or expulsion.
2. Any additional violations, such as those noted above, could be grounds for the removal of the student from any or all classes using computers and the student could be prohibited from using any LCHS computer equipment for a time - duration to be determined by an administrator.
3. For each violation, the student/parents will be responsible for the cost of recovering and/or reconstructing damaged software and hardware systems.

## ACCEPTABLE, SAFE AND RESPONSIBLE USE OF TECHNOLOGY RESOURCES

The School District's technology resources, including the District's technology-related equipment, software, networks, network connections, and internet access, are open to limited and regulated use by students as a privilege. Each student who uses the District's technology resources is required to follow the School District's established expectations for acceptable use.

In general, **"acceptable use"** means that a student is required to use technology resources in a manner that:

1. has a legitimate educational or other school-authorized purpose;
2. is legal;
3. is ethical (including, for example, avoiding plagiarism);
4. avoids harm to any person (including, for example, making threats, harassing or bullying someone, violating someone's privacy, accessing another person's accounts, records or files, etc.);
5. avoids harm to property (including, for example, damaging hardware, software, equipment, another person's work or electronic files, etc.);
6. avoids accessing or transmitting harmful or inappropriate material;
7. is respectful of others; and
8. is consistent with all applicable school notices, rules, and regulations, as well as any additional instruction and directives that may be provided by District staff.

***The principal retains the right and privilege to issue disciplinary measures for acts not specifically stated herein. Furthermore, the principal reserves the right to amend any provision in this handbook that he/she deems in the best interests of the educational process.***

***Ask yourself this school year, "How will my time at Little Chute High School help me become the best version of myself?"***

## EXTRA CURRICULAR GUIDELINES



### Introduction

Little Chute Area School District 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 students become successful individuals and better student citizens of their school, community, state, and nation.

The academic program is the primary mission of LCASD. 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 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/advisors, students, and their parents/guardians with a reference to their responsibilities and the expectations for participation in Little Chute Area School District'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'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 Area School District is committed to excellence in all programs and welcomes all students to participate in the extra-curricular program.

### NOTES, RULES, REGULATIONS

Little Chute Area School District 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 students 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 students 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. 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

#### *Athletics*

This category 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 activities director. The public is the primary audience. **ALL STUDENTS AT ALL TIMES DURING THE CALENDAR YEAR (365 days) MUST OBSERVE THE RULES OF THE EXTRA-CURRICULAR CODE.**

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 will be distributed to let interested students know where the first meeting of these sports will be held.

### CATEGORY II

#### *Dance Team, DECA, Destination Imagination, Forensics, HOSA, Solo/Ensemble, Skills USA, and Theatre*

This category 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

*Art Club, Chess Club, Class Officers, Diversity Club, Earth Club, Homecoming/Prom Court, Jazz Band, Key Club, Mustang Mentors, National Honor Society, Pep Band, Ski Club, Spanish Club, Sources of Strength, Student Council, Vocal Production Club, and Yearbook*

This category 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 activities director.

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.

## Student Expectations

### I. Academic

All students are ultimately responsible for his/her academic performance.

At the end of each grading period, teachers will notify the principal or designee of ineligible students due to academic failure or deficiencies. The activities director or designee will be responsible to notify all students of their ineligibility as soon as grades are posted. The activities director 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 grading period, the student will be expected to comply with the following code expectations:

1. No competition for a minimum of 10% of the season. If, at that time, the student is doing passing work, eligibility is regained; if not, the student remains ineligible until he/she is passing. (The student is expected to obtain an eligibility form, signed by all teachers to indicate that the student is passing all subjects.)
2. The student will participate in all practices, meetings, activities, and are required to attend competitions with the exception of early-release competitions.
3. For students who are in an activity that does not have a designated season, the activities director or designee will determine ineligibility.

Upon receiving a failing grade in more than one subject at the end of any grading period, the student will be expected to comply with the following code expectations:

1. 15 scheduled school days and nights of no eligibility and can return on school day 16.
  - a. Fall sports - The minimum ineligibility period shall be the lesser of (1) 21 consecutive calendar days beginning with the date of the earliest allowed competition in a sport or (2) one-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction).
2. The student will participate in all practices, meetings, activities, and are required to attend competitions with the exception of early-release competitions.

3. For students who are in an activity that does not have a designated season, the activities director or designee will determine ineligibility.

In progress grades will be checked at the end of each term. The activities director will be responsible for sending a letter to the parents of students who are academically ineligible based on in progress grades. Upon receiving a failing in progress grade, the student will be expected to comply with the following code expectations.

1. Students will have 10 school days to regain academic eligibility. If at the end of 10 days, they have not regained eligibility, they will not be able to compete until they regain academic eligibility.

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

In a standards-based grading system, the learning process is fluid. However, for the purposes of determining academic eligibility, the activities director will analyze grades two weeks after the marking period. For the purposes of learning, students may improve their grade after this two week period but it will not change their eligibility status.

## II. Attendance

In order to participate in an extra-curricular event or practice, such students must be in attendance for the second half of the school day. Any deviation from this must be pre-arranged and excused by the building principal and/or the activities director.

All students 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 at school 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/activities director, teaching staff, and coach/advisor are responsible to see that attendance compliance is carried out. However, ultimately the student 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 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.

## III. 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 update parent/guardian emergency information, sign a Concussion Form, and obtain a WIAA Physical Examination Clearance Form/Alternate Year Card before receiving any equipment or participating in any practice sessions. Students are expected to attend Extra-curricular meetings with a parent/guardian in each season they participate. Coaches will provide season expectations that both a parent/guardian and the student must sign before the first practice. Students must also pay their participation fee before their first competition of the season.

- Category 1 fee is \$30
- 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, activities director, coach/advisor are responsible to see that eligibility compliance is carried out.

#### IV. Travel

All students 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 24 hrs before departing for the event. The form is found on the school website.

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

#### V. Behavioral Expectations for All Extra-Curricular Categories

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 extra-curricular 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 and attendance should take precedence over involvement in any activities.

Student athletes must refrain from the consumption, distribution, or possession of any alcoholic beverage, tobacco/nicotine product, or controlled substances.

Insubordination, illegal acts, or misconduct in direct violation of district rules and/or the philosophy and goals of the extra-curricular program may result in ineligibility. 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 developmental level of high school students.

All Behavioral Expectations are enforced throughout the entire calendar year (365 days) and both in and out of the Village of Little Chute.

A student 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 for that season. If the suspension overlaps two sports/activities, the loss of eligibility for individual awards will only apply to the sport/activity season during which the violation occurred.

#### Process for Handling Violations

1. Any notification of violation(s) will be reported in person or by signed statement to activities director as soon as possible.
2. The activities director or designee reserves the right to investigate allegations of code violations. Exceptions would be allegations involving Title IX violations. These would be handled according to *Board Policy 2266*.
3. The activities director will meet with the student to determine if a violation has occurred.
4. Parents and students will be informed in writing and/or by telephone of the nature of the accusation and penalty.

5. If suspended from an athletic event, the student athlete will not be permitted to dress in team uniform or warm-up with the team. They will sit on the bench or stand on the sideline in street clothes.
6. For students who are in an activity that does not have a designated season, the activities director or designee will determine ineligibility.

## 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 students will be subject to disciplinary action throughout the entire school year.
2. Disciplinary action may involve a participation penalty and/or some sort of restorative service dictated by the activities director and/or designee.
3. Students must finish the season or activity in good standing in order to have the suspension count.
4. When a violation occurs between activities, to regain eligibility the student must actively participate and successfully complete any and all consequences in good standing before competing in the next activity approved by activities director or designee.
5. Violations which occur after 8th Grade celebration will be disciplined under the High School extra-curricular code. Students who are expelled and granted re-entry to school will begin serving extra-curricular code violations upon re-entry. No credit is given for expulsion time served.

## Appeals Procedure

This process recognizes the rights of the individual. It outlines his/her recourse in the event he/she feels that the alleged offense did not occur or that 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 or designee within five school days from the time of the suspension notification.
2. The date for the appeal hearing shall be set by the principal or designee 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 faculty, a coach from a sport that the student/athlete is not involved in, an administrator, and a representative from the extra-curricular Committee.
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, parents/athletes may submit a written appeal to the Board of Education within five school days.
5. If a student-athlete appeals a suspension, the student athlete is ineligible during the appeal process, **per WIAA rules.**

## Violations are Cumulative

Violations are cumulative from year to year and between levels of violations. One violation may 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 9th grade and another in the 12th grade would have the 12th 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 with three violations will not be able to participate with their team while under suspension.)

## Consequences for Behavioral Violations

Violation	Examples	Participation	
Level 1	<ul style="list-style-type: none"> <li>Defiance of authority</li> <li>Inappropriate language/gestures/signage etc.</li> <li>Falsification of school issued documents</li> </ul>	1st Offense	5% of season

	<ul style="list-style-type: none"><li>Behaviors reflective of, but not reaching the levels 2, 3, or 4 (per discretion of activities director or designee)</li></ul>										
Level 2	<ul style="list-style-type: none"><li>Repeated Level 1 behaviors</li><li>Harassing, threatening, intimidating, inappropriate, or excessive communicative behaviors to include: cyber bullying/harassment through social networking platforms, internet postings, or other forms of electronic communication</li><li>Misuse or destruction of any school equipment or facilities through negligent behavior</li><li>Traffic violations on or adjacent to school property, related to student safety</li><li>Behaviors reflective of, but not reaching the levels 3 or 4 (per discretion of activities director or designee)</li></ul>	<table><tr><td>1st Offense</td><td>10% of season</td></tr><tr><td>2nd Offense</td><td>30% of season</td></tr><tr><td>3rd Offense</td><td>50% of season</td></tr><tr><td>4th Offense</td><td>100% of season</td></tr></table>	1st Offense	10% of season	2nd Offense	30% of season	3rd Offense	50% of season	4th Offense	100% of season	
1st Offense	10% of season										
2nd Offense	30% of season										
3rd Offense	50% of season										
4th Offense	100% of season										
Level 3	<ul style="list-style-type: none"><li>Theft</li><li>Vandalism to include the misuse or destruction of any school equipment or facilities through intentional behavior</li><li>Hazing</li><li>Engaging in physical confrontations</li><li>Possessing or using tobacco and nicotine products (including electronic cigarettes and look-a-like paraphernalia)</li><li>Use, possession, sale, distribution or being under the influence of alcohol or any other illegal controlled substance</li><li>Gambling</li><li>Behaviors reflective of, but not reaching level 4 (per discretion of activities director or designee)</li></ul>	<table><tr><td>1st Offense</td><td>50% of season</td></tr><tr><td>2nd Offense</td><td>100% of season</td></tr><tr><td>3rd Offense</td><td>Suspended for remainder of HS career</td></tr></table> <p><b>Self-referral Clause</b> Any Level 3 violation that is self or family reported to school administration prior to staff awareness may result in up to 50% reduction with restorative service. Self-referrals must be made within 48 hrs from the time of the violation or by 9:00 am on Monday if violation occurred on the weekend. Should a violation occur on school grounds during the school day or during any school activities in the district, it is unlikely that students will be able to exercise the use of the self-referral privilege. <b>This is for a first time violation only. This clause is not applicable if/when a ticket is issued for a level 3 violation.</b></p> <p>If determined by activities director or designee, the student must undergo an assessment by a state-certified ATODA Counselor and follow all the recommended treatment to the satisfaction of the treatment agency.</p>	1st Offense	50% of season	2nd Offense	100% of season	3rd Offense	Suspended for remainder of HS career			
1st Offense	50% of season										
2nd Offense	100% of season										
3rd Offense	Suspended for remainder of HS career										
Level 4	<ul style="list-style-type: none"><li>Hosting, sponsoring, organizing a Drug/Alcohol party</li><li>Possession of weapons or other dangerous articles, as per board policy</li><li>Pending or adjudicated civil infractions, pending criminal/municipal charges, or criminal/municipal convictions</li><li>Behaviors to be defined by the activities director or designee</li></ul>	<table><tr><td>1st Offense</td><td>365 calendar days</td></tr><tr><td>2nd Offense</td><td>Suspended for remainder of HS career</td></tr></table>	1st Offense	365 calendar days	2nd Offense	Suspended for remainder of HS career					
1st Offense	365 calendar days										
2nd Offense	Suspended for remainder of HS career										

# LCASD SCHOOL BOARD POLICIES

By signing off on the handbook you agree to abide by the Little Chute Area School District Policies which have been adopted by our Board of Education. Board policies can be found in their entirety on our school website [www.littlechute.k12.wi.us](http://www.littlechute.k12.wi.us) by selecting Board Policies or BoardDocs. The policies referenced below are required to be posted in our school handbooks. Please note that these policies may be updated throughout the year through our Board of Education adopted process. This list is not all-inclusive and if students or guardians have any questions regarding policies, they should seek information from their principals or district administration.

## Nondiscrimination and Access to Equal Educational Opportunity, Title IX- Policy 2260 and 2264 (as of 7/23/24)

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex, or gender identity), or physical, mental, emotional, or learning disability (Protected Classes) in any of its student program and activities. This policy is intended to support and promote nondiscriminatory practices in all District and school activities, particularly in the following areas:

- A. use of objective bases for admission to any school, class, program, or activity;
- B. prohibition of harassment towards students and procedures for the investigation of claims (see Policy 5517);
- C. use of disciplinary authority, including suspension and expulsion authority;
- D. administration of gifts, bequests, scholarships, and other aids, benefits, or services to students from private agencies, organizations, or persons;
- E. selection of instructional and library media materials in a non-discriminatory manner that reflects the cultural diversity and pluralistic nature of American society;
- F. design and implementation of student evaluation practices, materials, and tools, but not at the exclusion of implementing techniques to meet student's individual needs;
- G. design and configuration of facilities;
- H. opportunity for participation in extra-curricular and co-curricular activities provided that separate programs for male and female students may be available provided comparable activities are made available to all in terms of type, scope, and District support; and
- I. the school lunch program and other school-sponsored food service programs.

These policies outline definitions, procedures for reporting, and the investigation and complaint procedures as well as the training of all staff. The District employees who hold each of the positions identified below serve as Title IX Coordinators for the District:

Director of Pupil Services- Alexandra Baierl 1402 Freedom Rd. Little Chute, WI 54140 (920) 788-7605 abaierl@littlechute.k12.wi.us	Business Manager- Karen Moore 1402 Freedom Rd. Little Chute, WI 54140 (920) 788-7605 kmoore@littlechute.k12.wi.us
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## Bullying- Policy 5517.01

This policy includes the definitions of bullying, and harassment as well as the complaint procedures. If you have any suspicions or concerns regarding bullying, please contact your child's principal or associate principal.

## Student Anti-Harassment- Policy 5517

This policy speaks to the prohibited harassment, notices, definitions, and the different types of harassment. It also includes procedures to file a complaint and the investigation procedure. Our district Compliance Officers are Karen Moore, Business Manager, and Alex Baierl, Director of Pupil Services

**Technology Resources and Other Electronic Equipment-** Policy 5136.01

Student Technology Acceptable Use and Safety- Policy 7540.03

These policies outline what is defined as technology resources and equipment along with what is acceptable and unacceptable. There is an additional handbook that outlines our student technology procedures and expectations.

**Search and Seizure-** Policy 5771

This policy outlines that the Board has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.