

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

Class Officers, Diversity Club, Earth Club, Homecoming/Prom Court, Key Club, Mustang Mentors, National Honor Society, Pep Band, Ski Club, Spanish Club, Sources of Strength, Student Council, 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 113. Rule 1](#).
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.
3. 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.
4. 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 right 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, parent/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"> ● Defiance of authority ● Inappropriate language/gestures/signage etc. ● Falsification of school issued documents ● Behaviors reflective of, but not reaching the levels 2, 3, or 4 (per discretion of activities director or designee) 	<table border="1" style="width: 100%;"> <tr> <td data-bbox="932 926 1219 989">1st Offense</td> <td data-bbox="1219 926 1513 989">5% of season</td> </tr> </table>		1st Offense	5% of season						
1st Offense	5% of season										
Level 2	<ul style="list-style-type: none"> ● Repeated Level 1 behaviors ● 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 ● Misuse or destruction of any school equipment or facilities through negligent behavior ● Traffic violations on or adjacent to school property, related to student safety ● Behaviors reflective of, but not reaching the levels 3 or 4 (per discretion of activities director or designee) 	<table border="1" style="width: 100%;"> <tr> <td data-bbox="932 1148 1219 1211">1st Offense</td> <td data-bbox="1219 1148 1513 1211">10% of season</td> </tr> <tr> <td data-bbox="932 1211 1219 1274">2nd Offense</td> <td data-bbox="1219 1211 1513 1274">30% of season</td> </tr> <tr> <td data-bbox="932 1274 1219 1337">3rd Offense</td> <td data-bbox="1219 1274 1513 1337">50% of season</td> </tr> <tr> <td data-bbox="932 1337 1219 1400">4th Offense</td> <td data-bbox="1219 1337 1513 1400">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
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3rd Offense	50% of season										
4th Offense	100% of season										
Level 3	<ul style="list-style-type: none"> ● Theft ● Vandalism to include the misuse or destruction of any school equipment or facilities through intentional behavior ● Hazing ● Engaging in physical confrontations ● Possessing or using tobacco and nicotine products (including electronic cigarettes and look-a-like paraphernalia) ● Use, possession, sale, distribution or being under the influence of alcohol or any other illegal controlled substance 	<table border="1" style="width: 100%;"> <tr> <td data-bbox="932 1625 1219 1688">1st Offense</td> <td data-bbox="1219 1625 1513 1688">50% of season</td> </tr> <tr> <td data-bbox="932 1688 1219 1751">2nd Offense</td> <td data-bbox="1219 1688 1513 1751">100% of season</td> </tr> <tr> <td data-bbox="932 1751 1219 1835">3rd Offense</td> <td data-bbox="1219 1751 1513 1835">Suspended for remainder of HS career</td> </tr> </table> <p style="text-align: center;">Self-referral Clause</p> <p>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</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										

	<ul style="list-style-type: none"> • Gambling • Behaviors reflective of, but not reaching level 4 (per discretion of activities director or designee) 	<p>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.</p> <p>This is for a first time violation only. This clause is not applicable if/when a ticket is issued for a level 3 violation.</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>				
Level 4	<ul style="list-style-type: none"> • Hosting, sponsoring, organizing a Drug/Alcohol party • Possession of weapons or other dangerous articles, as per board policy • Pending or adjudicated civil infractions, pending criminal/municipal charges, or criminal/municipal convictions • Behaviors to be defined by the activities director or designee 	<table border="1"> <tr> <td data-bbox="932 716 1219 779">1st Offense</td> <td data-bbox="1219 716 1507 779">365 calendar days</td> </tr> <tr> <td data-bbox="932 779 1219 869">2nd Offense</td> <td data-bbox="1219 779 1507 869">Suspended for remainder of HS career</td> </tr> </table>	1st Offense	365 calendar days	2nd Offense	Suspended for remainder of HS career
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A COMPLETE LISTING OF LITTLE CHUTE AREA SCHOOL DISTRICT BOARD POLICIES, RULES, AND RELATED DOCUMENTS CAN BE ACCESSED BY GOING TO WWW.LITTLECHUTE.K12.WI.US PLEASE SELECT THE "BOARD POLICY" LINK. THE FOLLOWING POLICIES AND RELATED RULES ARE REQUIRED TO BE POSTED IN ALL STUDENT HANDBOOKS.

Updated May, 2023