



St. Catherine's High School
Student-Athlete Code of Conduct
(Grades 6-12)

Rules of Eligibility and Conduct

Revised October 12, 2018

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Table of Contents

INTRODUCTION.....	3
PHILOSOPHY	3
MISSION.....	4
NON-DISCRIMINATION.....	4
REQUIRED DOCUMENTATION AND FEES	5
ACADEMIC STANDARDS AND ELIGIBILITY	6
RULES OF CONDUCT	7
ATTENDANCE.....	7
TIER-ONE VIOLATIONS	7
TIER-ONE PENALTIES	8
TIER-TWO VIOLATIONS/PENALTIES	8
TIER-THREE VIOLATIONS	8
TIER-THREE PENALTIES.....	10
DUE PROCESS PROCEDURE	11
PARTICIPATION AND ASSUMPTION OF RISK	12
GENERAL INFORMATION.....	13
EQUIPMENT/UNIFORMS	13
TRANSPORTATION.....	13
SCHS UNIFORM, SPIRIT WEAR AND APPAREL POLICY	14
APPROVED GAME-DAY APPAREL	14
ATHLETIC AWARDS	15
FINE ARTS AWARDS CRITERIA.....	16

Introduction

Students participating in athletics and/or co-curricular activities must comply with all current rules and regulations as established by the following organizations:

- St. Catherine's High School
- The Wisconsin Interscholastic Athletic Association (WIAA)
- The Archdiocese of Milwaukee (Middle School)
- The Metro Classic Conference
- Southern Lakes Conference (Boys Volleyball and Boys/Girls Swimming & Diving)
- Coach of the team/Advisor of the activity

Information regarding WIAA rules and regulations is included in this Code of Conduct. Parents/Student-Athletes may access the entire WIAA Handbook at www.wiaawi.org

Metro Classic Conference/Southern Lakes Conference rules and regulations pertain mainly to schedules and the regulation of sports governed by the Metro Classic Conference and the Southern Lakes Conference. Special areas/topics, such as good sportsmanship, may have specific rules/guidelines that are generated by the high school principals who represent each Metro Classic Conference and/or Southern Lakes Conference School.

Rules and regulations for student-athletes participating in the interscholastic athletic programs/school-sponsored activities for St. Catherine's are included in this handbook. Co-curricular activities include all school related organized activities that are offered outside of St. Catherine's academic class requirements, including both curriculum-related and non-curriculum-related groups and activities.

Coaches/Advisors are responsible for establishing rules, regulations and procedures for teams/participants under their jurisdiction. While rules and safety procedures may be reiterated orally on a regular basis, information that is needed by participants on an ongoing basis will be distributed in writing to all students.

Philosophy

St. Catherine's High School believes that participation in interscholastic athletics and/or school-sponsored activities provides a means for student-athletes to demonstrate God-given talents and abilities in order to gain the respect of others and of oneself, to mature personally, and to develop a sense of responsibility and commitment that evolves from working together with teammates.

The Athletic/Co-Curricular Program at St. Catherine's is a vital part of the educational program. Our primary purpose is to assist students in growing and maturing into responsible members of our school and community. Respect, courtesy, honesty, and good sportsmanship are basic to good citizenship and should form the basis for all behavior.

This Athletic/Activity code outlines the standards for students participating in our programs. These include standards of behavior in the areas of school attendance, academic achievement, and proper conduct.

As students experience the privilege of participating in St. Catherine's Athletic/Activity Programs, they must also accept the responsibility of maintaining a set of standards that will bring credit to themselves, their faith, their family, their school and their activity. The following are established policies that support the standards and expectations of our Athletic/Activity Programs. Deviation from the standards will mean suspension from *part of* or *the entire* St. Catherine's Athletic/Activity Program. Unless otherwise indicated, the term "violation" in the code means "a confirmed or admitted act."

Mission

Faith life is paramount at St. Catherine's High School, evident every day in all co-curricular activities. St. Catherine's Athletic/Activity Programs will provide opportunities for all students to become involved in a variety of athletics/co-curricular activities under the direction of trained, qualified coaches/advisors, and will offer a diverse program of opportunities that are designed to meet the needs of our students.

As part of the people of God, we therefore strive to provide a co-curricular program which includes:

- An emphasis on the faith life and development of each student-athlete
- A concern for the individual needs of each student-athlete
- An atmosphere which fosters care and respect for others and for oneself
- A commitment to justice and peace

Non-Discrimination

St. Catherine's will comply with all federal and state laws that prohibit discrimination. The school will not discriminate in the eligibility for participation in athletic programs and activities, standards and rules of behavior, disciplinary actions or facilities usage on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability. However, the school may provide separate programs in interscholastic athletics for males and females if such programs are comparable in type, scope and support from the school. The school will also provide separate toilet, locker and shower facilities for males and females.

Required Documentation and Fees

Prior to being declared eligible for athletic participation, student-athletes must submit the following forms online, accurately completed:

- **Online Registration:**
 - All athletic registrations are to be accurately completed electronically via the St. Catherine's athletics website: <http://www.stcatherineshs.rschoolteams.com>.
 - Student-athletes may only be registered for one sport per season, with the exception of Cheer/Poms and some middle school sports. Please contact the Athletic Department for any questions regarding this policy.
- **Physical Exam/Alternate Year Card:**
 - A current **WIAA Physical examination card for both middle school and high school**—signed and dated by a physician—must be on file in the athletics office. Those returning student-athletes who have a physical card on file already (valid for two years) may use the alternate year physical exam card are listed on a separate sheet. **OR**
 - **The WIAA Alternate year card** is allowed if the last physical was dated after April 1st of the previous school year and there has not been a major injury or illness since then; these students must, however, have both cards on file. Incoming students may also use this alternate year card, but must also turn in the current year (green) card, completed by a physician, as well.
- **Athletic Participation Fee:** This fee is for each sport the athlete participates in during the school year. It is recommended that this fee be paid online, but it can also be made in person in the athletics office. Payment plans are also an option. To set up a payment plan, parents/guardians must fill out a payment plan form, pay a \$25 down payment, and turn these in to the athletics office.
 - No athletic fees will be collected by specific sport coaches. If the student does not make the team or decides not to go out for the team BEFORE tryouts begin, the check will be returned or credit card refunded.
 - High school athletic fees are \$200.00 per sport (\$400 individual cap).
 - Middle school athletic fees vary by sport.
 - If a student-athlete decides not to continue with the sport, a refund of the athletic fee will not be granted. Ineligibility or injuries also DO NOT constitute an athletic fee refund.
 - **For each individual student-athlete, there is a \$400 cap for athletic fees. Therefore, any student-athlete who plays a sport in two different seasons (in the same year) can play a third sport free of charge.**
- **Final Clearance:** Once all of the above forms/fees are completed, an e-mail will be sent to parents/guardians and the head coach stating that the athlete is cleared to participate. All returning students must have fulfilled all financial obligations to St. Catherine's High School from the previous school year/season before they can receive final clearance.
 - **Only when the head coach receives the final clearance e-mail will the athlete be allowed to participate (this includes tryouts and practicing).**
 - **We will no longer issue paper permits.**

Academic Standards and Eligibility

In order to be academically eligible to participate in athletics/activities for St. Catherine's High School (grades 6-12), a student must meet the following standards:

- A. At the mid-quarter progress review, any student with 1 or more F's and/or a GPA below 2.0 will be assigned to 9th hour and must attend until the student's grades have reached a satisfactory level and they have filled out the Athletic Eligibility Reinstatement Form. During this period, students will remain eligible and may practice and participate in events.
- B. A student must have **NO MORE THAN ONE** failing grade (including Incompletes) at the quarter/semester grading period and must maintain a **minimum grade point average (GPA) of 2.0** or above at the quarter/semester grading period.
- C. A student with **more than ONE** failing grade and a GPA **under 2.0** at the quarter/semester grading period will be deemed academically ineligible for fifteen (15) school days. The student will be eligible to rejoin competition on the sixteenth (16th) day, per WIAA guidelines, if they meet the requirement of no more than one F and a GPA of at least 2.0. If at the end of the fifteen (15) school days the participant still is not meeting the academic requirements, the participant will remain ineligible until the next grading review period and must attend daily after-school academic support sessions.
 - a. **Students who do become ineligible during the season for any academic reason may not participate in competitions or performances, but are still required to practice and attend competitions. They may not be in uniform.**
 - b. The Assistant Principal and/or Athletic Director will notify the student personally of their updated status within (2) school days or less after each grade review date. A student should never just assume they are eligible.
- D. In the case of **Fall** sports in which the earliest allowed competition is before the first day students are in class, the minimum ineligibility period shall be the lesser of:
 - a. (21) consecutive calendar days beginning with the date of earliest allowed competition in a sport.
or
 - b. One-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction).

Rules of Conduct

Participation in athletics and activities is a privilege, not a right. Therefore, students participating in athletics and activities are often held to a higher standard than other students by virtue of the fact that they are highly visible representatives of St. Catherine's, whose negative behavior could adversely impact the image of the school. If a student violates this Athletic/Co-Curricular Code, he or she will be subject to the penalties described below.

This code is in effect at all times—*on or off campus*—from the first day a student becomes involved in St. Catherine's Athletic/Co-Curricular Programs until such time that the student graduates from high school or has completed all school-sponsored athletic events/activities.

The above stated conditions do not preclude a coach/advisor or Athletic Director from creating additional guidelines (bylaws) and/or reasonable additional consequences specific to a given activity.

Attendance:

All participants must be in attendance for the **ENTIRE** school day in order to participate in an after-school event, contest, competition or performance and **MUST BE CHECKED INTO THE OFFICE BY 8:00 AM** in order to practice. If a student does not satisfy this attendance requirement, the student may not participate in any contest, competition, performance, and/or practice on the same day as the absence. Individual exceptions such as documented family emergencies, school field trips, college visits, or other absences that are pre-excused by the Athletic Director or Administration are accepted. Any exceptions or special circumstances will be decided by the Administration.

Student-athletes allowed to leave class early on the day of an away event must wait to leave at the time designation set by the coach/Athletic Director. Any student-athlete not following this rule will be in violation of the Athletic Code and could face suspension.

- Note: The discovery of a violation of any of these attendance/eligibility rules after the contest or event will result in suspension from participation on the next event or contest.

Tier-One Violations

General Conduct Violations:

Conduct that is unacceptable and constitutes a violation of this Athletic/Co-Curricular Code includes but is not limited to:

1. Disruptive behavior in class
2. Disrespectful attitude directed toward school personnel
3. School uniform violations
4. Conduct which adversely affects and relates to the management of the school

Tier-One Penalties

Any participant found to have committed the Tier-One violations listed in the section above shall be subject to the penalties listed below. All Athletic/Co-Curricular Code violations will be addressed by the Academic Administration and Dean of Students with the assistance of the Athletic Director, the coach/advisor of the sport/activity involved and other faculty and/or staff members (when necessary). All violations remain on the student record for a period of one (1) calendar year. The suspension from activities takes effect upon notification from the Principal, Assistant Principal or Athletic Director. The following penalties are applied to any infraction of the student code of conduct:

1. **First Offense:** Player and coach meeting with the Athletic Director, and contact parents/guardians
2. **Second Offense:** Suspension from one competition
3. **Third Offense:** Penalties move up to Tier-Three

Tier-Two Violations/Penalties

Suspension from school

Any participant who has been suspended from school (either in or out-of-school suspension) will be ineligible for practice or competition for the entirety of their suspension. In addition, the participant will be ineligible for the next competition upon their return to school.

Tier-Three Violations

General Conduct Violations:

Conduct that is unacceptable and constitutes a violation of this Athletic/Co-Curricular Code includes but is not limited to:

1. Criminal behavior (please refer to the St. Catherine's Family Handbook)
2. Theft in or out of school, or misuse/destruction of school property or the property of another student
3. Flagrant misbehavior in class
4. Fighting in school
5. Alcohol, Tobacco and other drug violations (see below)
6. Bullying/hazing/harassment violations (see below)

Alcohol, Tobacco and Other Drug Violations:

- Any student-athlete, who uses, possesses, purchases, or sells any tobacco products (including chewing tobacco), drug paraphernalia, alcoholic beverages, controlled substances, illegal drugs, street drugs, or performance-enhancing substances shall be suspended.
- Any student-athlete who participates—whether or not they actually consume alcohol, tobacco or any other drug—in any party or other occasion where a violation of state law or local ordinance regarding the possession, purchase, sale, or consumption of alcohol,

tobacco, controlled substances, illegal drugs, street drugs, or performance-enhancing substances occurs shall be suspended.

- Participation is defined as: Being at a party or place where a violation occurs, not leaving the premises immediately or not arranging for a ride (if necessary) and violating the Athletic/Co-Curricular Code while still on the premises.
- It is recognized that under certain circumstances students may legally enter places where alcohol is served. The intent of the Athletic/Co-Curricular Code is not to penalize athletes for association with friends and family or to curtail generally wholesome activities. It is recognized that each of these cases will have to be judged on its individual merits.
- Any athlete who hosts a party by providing a location in which alcohol, tobacco, controlled substances, illegal drugs, street drugs, or performance-enhancing substances are provided or consumed shall be subject to suspension or other disciplinary consequences.

Bullying/Hazing /Harassment Violations:

Any athletes who exhibit any form of bullying, cyber-bullying, harassment, hazing or any other forms of intimidation or discrimination shall be suspended. Violations include all forms of intimidation or discrimination mentioned below, including physical, verbal, psychological, and technology-transmitted behavior. All first-offense violations will be treated as second violations of the Athletic/Co-Curricular Code.

1. **Bullying** is defined as a form of coercion in which there is an imbalance of control between the perpetrator and the victim resulting in the dominant person exerting power over the victim for the purposes of personal satisfaction or tangible gain at the sole expense of the victim.
2. **Hazing** occurs when an act is committed against a student, or a student is coerced into committing an act, that creates a substantial risk of harm to the student or to any third-party in order for the student to be initiated into, or affiliated with, any school group, club, athletic team, grade level, activity, or organization. St. Catherine's strictly prohibits hazing and will subject the violators to enhanced disciplinary action as explained below. **Forms of hazing include:**
 - a. Any activity involving unreasonable risk of physical harm including, but not limited to paddling, beating, whipping, branding, electric shock, sleep deprivation, exposure to weather, placement of harmful substances on the body, and participation in physically dangerous activities.
 - b. Any activity involving the consumption of alcohol, drugs, tobacco products, or any other food, liquid or other substances that subjects the student to an unreasonable risk of physical harm.
 - c. Any activity involving actions of a sexual nature or the simulation of actions of a sexual nature.
 - d. Any activity that subjects a student to an unreasonable level of embarrassment, shame or humiliation, or which creates a hostile, abusive and intimidating environment for the student.
3. **Harassment** refers to repeated physical or verbal conduct with the intent to persecute, which interferes with a student's sense of safety or personal worth by

creating an intimidating, hostile or offensive school environment. Harassment or intimidation can include, but is not limited to, physical or mental abuse, racial slurs, ethnic slurs, religious slurs, bigotry, and sexual harassment.

Tier-Three Penalties

Any participant found to have committed the Tier-Two violations listed in the section above shall be subject to the penalties listed below. All Athletic/Co-Curricular Code violations will be addressed by the Academic Administration and Dean of Students with the assistance of the Athletic Director, the coach/advisor of the sport/activity involved and other faculty and/or staff members (when necessary). All violations remain on the student record for a period of one (1) calendar year. The suspension from activities takes effect upon notification from the Principal, Assistant Principal or Athletic Director. The following penalties are applied to any infraction of the student code of conduct:

- 1. First Offense:** Suspension from 30% of scheduled competitions
- 2. Second Offense:** Suspension from 50% of scheduled competitions
- 3. Third Offense:** Suspension from athletics for one calendar year

In reference to a suspension, it will be extended into the successive season if the entire suspension is not served within the season during which the violation occurs. The participant will continue to participate in all practices and attend all games during a period of suspension. The co-curricular participant will attend practices/meetings as a non-active member. If the violation results in a school suspension, the participant will resume practice and attendance at games or activities upon his or her return to school. **Reserve games and dress rehearsals are not counted in suspensions.**

If the violation occurs when the student is not currently competing in a sport/activity season, the penalties will be extended to the next season in which the student participates. A written notification will be sent to the parent/guardian and student detailing the violation, the penalties, any special conditions and the effective dates of suspension.

Penalties for violation(s) of the Athletic/Co-Curricular Code will apply to all sports/activities in which the student is involved. The school will provide the student with an opportunity to be heard prior to enforcing any penalty described below. In the interest of accuracy and fairness, all possible violations that occur off school grounds, or at non-school sponsored activities, will be investigated on a case-by-case basis for determining a violation of the Athletic/Co-Curricular Code. To address rumored allegations and to prevent vengeful assertions of Athletic/Co-Curricular Code violations, accusers may be required to stipulate their accusations in person and in writing. Nothing within this document prevents a student from being disciplined for admitting to a violation of the Athletic/Co-Curricular Code. Any suspension or punishment administered under this Athletic/Co-Curricular Code shall be in addition to any suspension or punishment set in the St. Catherine's Family Handbook.

As a result of alcohol, tobacco and/or controlled or illegal substance violation, the student will be referred to the Student/Family Assistance Program for an initial evaluation. Failure to undergo the evaluation could result in additional penalties.

Note: With regard to all penalties, the final decision as to whether the student's suspension will be extended to the next sport/activity season will be made by the school administration.

Due Process Procedure for Athletics and Co-Curricular Activities

Due process is a procedure which the courts of law recognize as a necessary part of any rules and regulations. Due Process recognizes the rights of the individual, as it outlines his/her recourse in the event that he/she feels a wrong decision has been made. The due process steps outlined below represent the procedure for a student and his/her parents to follow in appealing decisions relating to eligibility and co-curricular participation. It should be understood that student-athletes and parents will be expected to follow these due process steps in the event that legal action should be initiated at a later date.

Appeal Procedures:

This Athletic/Co-Curricular Code recognizes the rights of the individual. The student and his or her parent/guardian have recourse in the event that it is felt the alleged offense did not occur. The appeal procedure outlined in this document is the process a student and his/her parent/guardian are to follow when appealing decisions relating to the co-curricular suspension. **Students will be ineligible during the appeal process.**

1. A student and/or parent/guardian may formally appeal the suspension decision in writing to the Principal by filling out an Appeal Request Form within five (5) school days from the time of the suspension notice.
2. The date of the appeal hearing shall be set by the principal to take place no sooner than two (2) school days or no longer than five (5) school days from the date of the appeal request. At the written request of the student or his/her parent/guardian the minimum time may be waived.
3. The appeal hearing shall be conducted by an appeal board, which will be chaired by the school principal/designee. The other members of the board will consist of one coach or advisor (who is not involved with the student) and one teacher-at-large.
4. Proceedings of the hearing, including the decision, shall be placed in writing, and a copy of those proceedings must be placed in the student's file and must be mailed to the student and his or her parent/guardian.
5. If the student and his or her parents/guardian are not satisfied with the findings, a hearing may be requested with the Board. The Board must receive, in writing, a request for such a hearing within seven (7) working days of the mailing of the outcome of the original hearing.

Participation and Assumption of Risk

Participation:

Any student who attempts to make up his or her suspension during another sport season or co-curricular event must participate in the contests which remain in that sport season or co-curricular event after the suspension has been served in order to fulfill his or her disciplinary requirement.

Teams, activities and productions shall be composed of only students enrolled at St. Catherine's, except for activities that have been previously approved for a co-op.

Assumption of Risk:

Students and their parents/guardian must understand that no matter what precautions are taken, injuries in sports and co-curricular activities cannot be completely avoided. All students must compete under the assumption of risk, but they can do much to control their own destiny by the way they conduct themselves during practices and contests. Staff must stress that the rules of safety are in place to protect everyone. However, if the emphasis on safety is to have any impact, students must conduct themselves within the letter and the spirit of the rules. Specific actions by students that will reduce the risk of injury:

1. Participating fully in conditioning drills which are designed to strengthen muscles, tendons and ligaments which are vulnerable to the stress of physical conduct
2. Wearing required properly fitted, protective equipment and replacing those articles that are worn or inadequate
3. Obeying the rules and specifically refraining from infractions which may cause injury to oneself or others
4. Reporting all injuries to the coach, trainer or co-curricular staff and seeking medical advice when the injury requires professional attention
5. Returning to action after an injury only when the function of the injured part has been restored

General Information

Equipment/Uniforms:

Each athlete is responsible for the proper care and safekeeping of any equipment or uniforms issued to that athlete. The equipment is school property and is to be used during a particular sport season only. All equipment must be returned to the coach in charge at the end of the season **within one week of the final game**. Final clearance for a subsequent activity will not be issued until all equipment from the past season has been returned. Grades and/or diplomas will be withheld until all items have been returned and accounted for by the coach/advisor.

Transportation:

St. Catherine's will provide one-way bus transportation to most road games/contests in Racine and Kenosha counties, dependent on the season and sport. It will be the responsibility of the student-athlete/family to find transportation home after road game/contests. Games/contests that take place outside of the aforementioned counties will be provided with two-way transportation to and from SCHS. Team members should use the mode of transportation provided by the school (bus/van), when it is provided. St. Catherine's High School assumes no responsibility for student athletes missing the prescribed mode of transportation and attempting to travel to the contest on their own.

If transportation is not provided, student-athletes may secure parental or self-transportation. Parents who wish to take their sons or daughters home from any road game/contest where two-way transportation is provided must provide the head coach with proper signed documentation that they are transporting their child home after the game/contest.

- **NOTE: St. Catherine's shall assume no liability whatsoever for negligent injuries resulting from the above situations or any other situation where contracted transportation is not being used to transport athletes.**

SCHS Uniform, Spirit Wear and Apparel Policy

It is the policy of St. Catherine's High School that all uniform and apparel designs created by students, coaches or parents of SCHS be submitted to the school's Athletic Department and Communications Office for approval prior to production.

Designs should be sent to Athletic Director, Mike Arendt (marendt@saintcats.org) and Communications Director, Stephanie May (smay@saintcats.org).

The review process ensures proper placement and usage of all St. Catherine's High School logos, while simultaneously ensuring that uniform and apparel color, design, style and messaging properly follows the SCHS philosophy and mission. This policy applies to all athletic teams, co-curricular groups and student clubs seeking to create uniforms, t-shirts, sweatshirts, jackets, etc.

Failure to comply with this submission process could result in a review of the coach or club advisor by SCHS administration.

Approved Game-Day Apparel

Boys & Girls

- Game jersey or warmup jacket with uniform bottoms.
- All members of the team must be in the same attire or school uniform.

Athletic Awards

Types of Awards:

- A major letter shall be awarded to Varsity team members only, and it shall consist of a white chenille *C*. Only **ONE** chenille *C* award is given as an award to any athlete.
- Varsity team members who have already received a major emblem will receive a chevron. Members of JV teams and freshmen receiving their 2nd or 3rd award will all receive certificates.
- Anyone receiving their first award (mainly freshmen) will receive white chenille numerals indicating their year of graduation.

Requirements for Major Awards:

- A major letter is awarded to any student-athlete that completes the **full season in good standing at the Varsity level** for interscholastic high school sports teams. This is at the discretion of the Head Coach and in line with the lettering rules of their specific program.
- In addition, to the approval by the head coach and Athletic Director as to general attitude, attendance at practice, maintenance of good school citizenship, etc.
 - a. Requirements for both Cheerleading and Pom-Pom will be announced at the start of their season.

Star Awards:

- White Stars are awarded to team captains.
- Gold stars are awarded to major letter winners on teams which win a conference or state championship.
- Any teams wishing to get extra conference or state championship patches may. However, it will come at the expense of the athlete. SCHS will not provide anything above and beyond the already-provided white star award.

Awards Display:

- St. Catherine's Monogram Clubs make the following stipulations as to the wearing of athletic emblems:
 - No athletic award may be given to anyone other than the student to whom it was presented.
 - The *C* on the jacket is to be worn on the left side.
 - Numerals on the jacket are to be worn on the right-side pocket.

Fine Arts Awards Criteria

Choir Letter:

- Students must complete five or more semesters of choir at SCHS and maintain a B average for five semesters.
- Students must be members of Angel Arrangement for at least one year.
- Students must participate in all required concerts and other performances.

Concert and Band Letter:

- Students must successfully complete five consecutive semesters of Band and maintain a B average.
- Students must participate in all required concerts and other performances.
- Students must play in Pit Band for the school musical, or be a member of the cast, unless excused by the Band Director.
- Any students who transfer into SCHS and become a member of the Band may be awarded a letter if records indicate that all other criteria have been met.
- Letter awards will also be considered for students who:
 - compete in the solo/ensemble contest at the state level and receive a gold medal.
 - Their instrument must be the same that is played in SCHS Band.
 - are members of recognized outside groups (such as the Racine Symphony) and are vouched for as productive members by the director.

Drama Letter:

- Student must be actively involved in four musicals or plays (acting, set crew or tech crew).
- Student must be actively involved in four services for the Drama Club (fundraising, ticket selling, set building, etc.). Approval from the Drama Club advisor is required.
- If a student meets letter criteria for a second time, a patch designating the achievement will be awarded. **(The Patch is worn on the inside of the block letter.)**

Drama Numerals:

- Students must be actively involved in two musicals or plays (acting, set crew, tech crew).
- Student must be actively involved in two services for the Drama Club (fundraising, ticket selling, set building, etc.). Approval from the Drama Club advisor is required.

Drama Pins:

- Pins, acknowledging hard work and leadership, are awarded to each member of the board, the publicity committee, and the acting technical head.