SCHOOL OF THE OSAGE

Home of the Indians

COACHES HANDBOOK

2026-2027

SCHOOL OF THE OSAGE in partnership with our *students, families, and community* **WILL EQUIP ALL LEARNERS** to meet their maximum potential *for a lifetime of success*



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Mission Statement

Our mission is to provide a safe environment with opportunities for our students to grow and mature emotionally, socially, and physically. Our desire is to place the overall welfare of the student first, while developing a program that adds to the total educational curriculum. Our desire is that this program be an educational opportunity for the entire student body at School of the Osage.

Athletics/activities can generate a justified sense of pride in the school and a necessary sense of belonging. Meaningful participation returns many dividends, including the making of lasting friendships and the elimination of prejudices. When on the playing field, differences in racial, religious, political, and economic backgrounds shrink to insignificance, and the team spirit does remarkable, almost miraculous things for participants and observers alike.

Athletics/activities in our society provides one of the finest ways in which our young people can develop into responsible men and women. Participation in athletics/activities means more than competition between two individuals or two teams. It teaches fair play, sportsmanship, understanding, and appreciation of teamwork.

No student is obligated to take part in athletics/activities, nor is participation required for graduation. It should be stressed that participation is a privilege that can be taken away by the school if a student's actions warrant it. Standards and guidelines by the Missouri State High School Activities Association (MSHSAA), the school district, and coaching staff will provide the security of authority that all students need. Students should know what is expected and should realize that the school district desires for the student to become an outstanding citizen with qualities that expand the opportunity for success.

Athletics/activities provides for competition, which is an essential part of life in American culture and should be provided for in the curriculum of our school district. Although success should be measured in many ways, one of our goals is that our students should develop a healthy attitude towards competition. The following statements best represent this attitude:

- I will prepare to win before the competition.
- I will compete with all my resources to win while abiding by the rules during competition.
- I will leave the competition with pride in knowing I have done my best that day.
- I will prepare for the next challenge.
- I will show respect to my opponents at all times.

In conclusion, athletics/activities means many things to many different people, but if athletics/activities is anything at all, then it is a handshake between two competitors at the end of a hard fought event. It is the culmination of the sacrifices and efforts of two persons to that precise moment in time. It is two teammates seeking each other out in a crowd after a thrilling last second victory or a tough loss. That handshake says that whether I won or lost, I respect you for the fact that you are here competing with me, and that you have worked as hard as I have worked to get here. It is a good look at life.

Code of Ethics

The code of ethics should be developed to protect and promote the best interest of the high school athletic/activities program. In the coaching profession, the primary purpose of a code of ethics is to clarify and distinguish ethical and approved professional practices from those that are detrimental and harmful. Applied to the coaching profession, ethics will help develop a standard of character in which the public has trust and confidence. The success of these principles and standards emphasized in the code is dependent upon those for whom they have been prepared -- the coaches/sponsors in the School of the Osage district.

Article I: The Coach/Sponsor Total Responsibility

All coaches/sponsors assume certain obligations and responsibilities to the game they coach/sponsor, to students, and to their fellow coaches/sponsors. It is essential that every member of the profession be constantly aware of these obligations and responsibilities with the purpose in mind that the coaching profession will always remain an honorable profession and that each member is to conduct himself in such a manner as to maintain the dignity and decency of this profession.

An active coach/sponsor is involved in three areas of relationship, which entail certain obligations for which some definite standard of conduct may be described. These areas include the following:

- Students
- School
- Other coaches/sponsors, team officials, sportswriters and others

In their relationships with students under his or her care, coaches/sponsors should always be aware of the tremendous influence they control for good or bad. Parents trust their dearest possessions to the coaches/sponsors charge; and coaches/sponsors, through example, must always be sure that the individuals who have played under them are finer and more decent for having done so. The coach/sponsor should never place the value of victory above that of instilling the highest desirable ideals and character traits in students. The safety and welfare of students should always be uppermost in the coach/sponsor mind, and the students must never be sacrificed for any personal prestige or personal glory. In teaching the game of his or her choice, the coach/sponsor must realize that there are certain rules designed to protect the students and provide common standards for determining a winner and a loser. Any attempts to beat those rules in order to take unfair advantage of an opponent or to teach deliberate unsportsmanlike conduct have no place in the coaching profession. Any coach/sponsor guilty of such teaching does not have the right to call himself or herself a coach/sponsor. The coach/sponsor should set the example of winning without boasting and of losing without bitterness. The coach/sponsor who conducts himself or herself according to these principles need have no fear of failure, for in the final analysis the success of the coach/sponsor can be measured in terms of the respect earned from students and from opponents.

In their relationship with the school for which they work, coaches/sponsors should remember that they are on public display as representatives of that school. It is important, therefore, that coaches/sponsors conduct themselves in such a way as to maintain the principle of integrity and the dignity of the school. School policies regarding the athletic/activities program should be adhered to both to the letter and to the

spirit. Coaches/sponsors should remember that other members of the faculty also have an interest in the school and in the students, and their conduct must be such that no criticism arises concerning their efforts to develop the common interest and the purposes of the school.

Sportswriters and sportscasters should not be used as an outlet for relieving ill feelings toward other coaches/sponsors, students, officials, or other schools. Sportswriters also have an interest in the athletic/activities program and should be treated with respect and honesty.

Officials are an essential part of the athletic/activities program and of the game, and it should be recognized that they are to attempt to maintain the highest standards of integrity and honesty. And, just as coaches/sponsors can make mistakes, so can officials. It is important that their efforts to secure perfection in performance be highly respected by coaches/sponsors.

It should be assumed that all members of the coaching profession intend to follow the precepts set forth in a code of ethics. All evidence of unethical conduct should be brought openly to the proper authority through the prescribed channels.

Coaches/sponsors whose conduct reflects honesty and integrity will bring credit to the coaching profession, to the games that they coach/sponsor, to their schools, and to themselves. It is only through such conduct that the profession can earn and maintain its rightful place in the educational program and make its full contribution to the school and the community.

Article II: The Coach/Sponsor Responsibility to his/her School

The function of the coach/sponsor is to educate students through participation in the game under his or her direction. The primary and basic functions must never be disregarded.

Because of the unique place that coaches/sponsors hold in the educational organization, it is highly important that they support the administration in all the policies, rules, and regulations, which may, from time to time, be enacted. Differences of opinion must be discussed behind closed doors and not aired via the avenue of social media, public press, or the radio.

It is important that a harmonious relationship exists between the coach/sponsor and activities director. The coach/sponsor should feel free to suggest and initiate any actions that have to do with the conduct or improvement of the athletic/activities program. Controversial matters should be discussed on a friendly basis; but once final decisions have been reached, they should be accepted and supported by the coach/sponsor.

Participation in interscholastic athletics/activities is based on the individual student's observance of established rules and regulations. Every coach/sponsor should be thoroughly acquainted with these rules and regulations and should assume responsibility for their observance and enforcement in cooperation with the school officials who have been charged with this responsibility. Matters of eligibility should be constantly referred to the school principal or activities director for consultation and interpretation.

One of the coach/sponsor fundamental responsibilities must be to inspire students to achieve academic success--not only to make good grades but also to secure a well-rounded high school education and to graduate with honor.

Article III: The Coach/Sponsor Responsibility to the Student

Coaches/sponsors must remember that they are living examples for all of the students in the community in which they coach/sponsor. Therefore, it is important to coaches/sponsors and to the profession in which they represent that their actions and behavior bring credit to the profession and to themselves at all times.

The coach/sponsor conduct before, during and after a game/activity should be exemplary. For example:

- Before and after a game/activity, rival coaches/sponsors should meet and exchange friendly greetings.
- During the game/activity coaches/sponsors should be as inconspicuous as possible.
- Coaches/sponsors should demonstrate a friendly and kindly attitude toward their students.
- The attitude of coaches/sponsors toward officials during the progress of the game/activity should be respectful.
- After-game/activity visitors should not be permitted to a team's dressing room until coaches/sponsors have had sufficient time to complete all of their post-game responsibilities, including a careful check of any injuries.

Diagnosis of injuries and prescription of treatment are strictly medical problems and should, under no circumstances, be considered a province of the coach/sponsor. The coach/sponsor responsibility is to see that injured students are given prompt and competent medical attention and to see that the most detailed instructions of the doctor are carried out.

Article IV: Rules of the Game

The coach/sponsor should be thoroughly acquainted with the rules of the game. Official rulebooks should be studied and frequently reviewed. The coach/sponsor is primarily responsible for teaching and interpreting the rules to the students. The letter and the spirit of the rules must be respected and adhered to by the coach/sponsor. Rules are made for the protection of the students and for the best interest of the game. It is the coach/sponsor responsibility to see that they are observed.

Disregarding the rules brands a coach/sponsor or a student as a person unfit to be associated with the athletic/activities program. It is especially important that coaches/sponsors stress those rules, which involve bodily contact. If the rules permit the use of hands and arms, it is the coach/sponsor's responsibility to see that hands and arms are used legally. It is not the purpose of any game to hurt or injure an opponent by legal or illegal methods.

Good sportsmanship begins in practice. If good sportsmanship becomes a habit, no one will have to worry about unsportsmanlike tactics being used in any games.

Article V: Officials

Officials must have the respect and support of the coaches/sponsors and students if they are to do their job efficiently. On and off the record, criticism of officials and students or of the public shall be considered unethical.

A cooperative relationship should exist between coach/sponsor and officials' associations, with frequent interchange of ideas and suggestions. Coaches/sponsors should attend officials' rules meetings. Likewise, coaches/sponsors should invite officials to discuss rules with squads and coaches/sponsors meeting as a group.

Officials should always be treated in a courteous manner. Remember that videotape cannot be used to question a judgment call by an official, so do not waste your time or your students' time critiquing officials.

Article VI: Public Relations

The responsibility of coaches/sponsors to accredited writers and radio and television commentators is to provide news about the teams and students. The press should be treated with courtesy, honesty, and respect. Misleading statements should be avoided. Direct questions should be answered honestly or not at all. If good judgment indicates that an honest answer to a question would be detrimental to the best interest of the game, good ethics demand that the question not be answered. In such cases "no comment" is entirely justifiable. Coaches/sponsors should stress the importance of ethical procedures in teaching their students how to conduct themselves on and off the field as well as on out-of-town trips.

It should be questionable practice for coaches/sponsors to focus on student injuries, disciplinary measures, academic difficulties, or eligibility problems to the press, radio and television. Disciplinary problems should be solved between the coach/sponsor and students involved. Eligibility is a matter for the administration. Injuries are a matter for the team physician or family doctor. No good purpose can be served by emphasizing these problems.

The Osage Athletic Booster Club exists for the purpose of building support for all the athletic programs of this school. Coaches/sponsors should discuss methods of involving the booster club with the activities director prior to approaching the executive board.

Article VII: Associate & Non-Faculty Coaches

All associate and non-faculty coaches must be approved by the activities director, building principal, and pass a background check before they can attend any practices or games. A nominal fee will be paid to the associate coaches as they will be an employee of the school district. Any associate and non-faculty coach who does not possess a professional teaching certificate or any non-certificated cheerleading coach may be approved to serve as a coach at a member school for one school year, however, such coach must complete the MSHSAA Coaches Education Program and Sports First Aid Course before approval will be granted to serve as a coach at any member school during any subsequent school year. Completion of the MSHSAA Coaches Education Program includes attending MSHSAA approved courses in Coaching Principles (an eight hour course) and in Sport First Aid (a four hour course) and passing the required three take-home, open book tests. The required tests are ASEP (American Sport Education Program) Coaching Principles, ASEP Sport First Aid, and MSHSAA By-Laws/Policies.

General Athletic and Activity Policies

Transportation

Please review the items listed below, which apply to events when the school is providing transportation:

1. A student is not to ride to or from an activity with another student. (Only in a unique circumstance does a student ever get approved to ride with a parent to an activity.)

2. A student may ride home from an activity with his parent(s). The parent(s) must notify the sponsor/coach that they are taking their child home and sign the sign out sheet.

3. A student may ride home from an activity with another parent provided they have a written note signed by his/her parent and an administrator, or an administrator has informed the coach/sponsor of such an arrangement.

4. When a student is involved in two school sponsored activities on the same day, special arrangements can be made through a contact with office personnel. This arrangement must be made a day in advance of the scheduled events.

5. The Activities Director must approve anything not covered above.

Moreover, it is the coaches responsibility to ensure participants follow norms and standards while traveling to away venues and using school vehicles and buses. Board policy and norms applied to regular daily student transportation will also be adhered to during trips for extra-curricular travel, including the prohibition of exterior speakers being used during travel. When traveling to away events, athletes will not be allowed to participate in any behavior (as deemed inappropriate within board policy) that may be distracting to the driver or others around them;

Fundraising

Fundraising activities are to be limited, especially any door-to-door type selling. All fundraising must be approved by the administration. Sport concessions can be used by organizations in order to raise funds. The sponsor is responsible for supervision.

Directory Information

Student information is confidential and as professionals we are not to discuss information about a student with other people. The high school office does have authority to release directory information. Such information shall consist of the following: name, date of birth, address, telephone, student participation in activities, weight & height of athletic teams, dates of attendance other than Osage, previous schools attended, degree and awards and names of parents. The Buckley Amendment also allows the counselor's office to release a transcript to a requesting school without written consent.

Student Communication

All coaches and directors must communicate with their students through Apptegy, HUDL, or previously approved methods. Administrators (Principals/Activities Director) must also be included in these communications. Coaches and directors should not communicate with a student via text message or any other method that has not received prior approval.

Special Supervision Note

We have been provided one of the most attractive and well maintained high schools in the state. With the opportunity and pleasure working in this building comes a responsibility to take extremely good care of it. We must supervise students to the extent that the building remains exactly like it is at this time.

Special care of the classrooms will be required but the areas that will require much more supervision will be the hallways, cafeteria, gymnasium and auditorium. Coaches/sponsors, music, and speech and drama personnel will have added responsibilities in supervision. The Board of Education is very proud of this facility and will be especially concerned if any vandalism or unnecessary wear on the building should occur.

The administration will continue to supervise halls, etc. but we still need your help. The one simple thing you should do that will help prevent unnecessary damage to your area is to make sure it is locked anytime you are not in the room, regardless of the time you are gone. The auditorium, gym, and music rooms should always be locked when not in use or during practice when everyone is in the area. For example, during volleyball practice, no one should be in the gym other than the players. When students are coming into the building to view a film or for a meeting, they are to be with their coach/sponsor and not to be anywhere in the building other than with their coach/sponsor. They are to enter by the outside entrance to the PE room. Bus drivers will also be instructed to pick up students (excluding football players) at this location.

Wednesday Evening Activity Restriction

The District recognizes the importance of maintaining a reasonable balance between school-sponsored activities and family and community commitments. To support this balance, athletic teams, activity groups, and school-sponsored organizations shall conclude all practices, workouts, rehearsals, meetings, camps, clinics, and other organized activities by 6:30 p.m. on Wednesdays.

In addition, the District shall not host athletic contests, competitions, performances, exhibitions, or other school-sponsored events on Wednesday evenings that begin after 6:30 p.m. without prior administrative approval.

Exceptions may be granted when scheduling constraints, facility availability, postseason participation, travel considerations, or other unique circumstances warrant a deviation from this policy. Any exception must receive prior approval from school administration before the activity or event is scheduled or communicated to participants. Coaches, sponsors, and directors are responsible for ensuring compliance with this policy.

Monday Scheduling Restriction

School of the Osage athletic teams, activity organizations and clubs shall not schedule required or optional practices, workouts, camps, clinics, rehearsals, meetings, or other organized activities on Mondays between 7:30 a.m. and 3:30 p.m. without approval from school administration.

The purpose of this restriction is to promote equitable access to participation for all eligible students and to reduce transportation and scheduling burdens on families. Requests for exceptions must be submitted to admin in advance, and approved prior to scheduling the activity. This restriction is only applicable during school calendar months, and does not apply during summer break.

Absenteeism

With respect to student absenteeism and interscholastic activities under Citizenship Standards, Article VII, and Section 2:

"If a student misses class on the date of a contest without being excused by the principal, he/she shall not be considered eligible on that date."

Please make your students cognizant of the above standard and your cooperation in seeing that they abide by this rule will be sincerely appreciated.

Policy for Participating in Activities as Related to School Discipline

The MSHSAA eligibility standards note that a student must be a good citizen to compete in extracurricular sanctioned programs. Therefore, any student who is suspended from school for any disciplinary reason, including policies pertaining to drug, alcohol and tobacco guidelines, will not be allowed to participate in any extracurricular activity during his/her suspension and possibly for a period of time after returning to school. The period of time would be determined by the school's administration, and the head coach or sponsor.
Those students who represent OHS in sanctioned activities and are observed outside of school by their sponsor/coach or administrator to be using, possessing, or under the influence of drugs or alcohol shall be subjected to the discipline measures listed below. Likewise, any time an officer of the law notifies the school (verbal or written) of any inappropriate conduct, the same measures would apply to the student(s).

E-cigarettes, Tobacco, Drugs and Alcohol Policy for Students

The following rules are established by the school, MSHSAA, Board Policy and the coach or sponsor of each activity. The established rules will govern the student participants as long as they are enrolled in the School of the Osage schools. The rules apply during the summer months as well.
Any student partaking in the use or consumption of alcoholic beverages, use of e-cigarettes, tobacco, nicotine delivery products, or the use or possession of illegal drugs, will be considered in violation of the citizenship standard. Verification of the above facts will be made by either the proper legal authorities, a staff member, school administration, or self-reported by the student.

If a student violates this regulation his/her infraction will be reviewed by the head coach/sponsor, activities director, and the principal. Consequences resulting from a violation will be implemented as follows:

- 1st Offense
  - The participant will be suspended for a minimum of 10% of the program's competition schedule. The individual may be required to practice through the duration of the suspension. He or she may attend competitions and be with the team, but cannot dress out; also, they will not be allowed an early dismissal from school in order to attend a competition during the time of suspension. 10% will be entirely served, even if it carries over to the individuals ensuing program, or the following school year.

- 2nd Offense
  - The participant will be suspended for a minimum of 50% of the program's competition schedule. The individual may be required to practice through the duration of the suspension. He or she may attend competitions and be with the team, but cannot dress out; also, they will not be allowed an early dismissal from school in order to attend a competition during the time of suspension. 50% will be entirely served, even if it carries over to the individuals ensuing program, or the following school year.

- 3rd Offense
  - The individual will be suspended from participation in any MSHSAA sanctioned sport/activity for 365 days from the date of the infraction.

- MSHSAA SANCTIONED ACTIVITIES
  - The three offenses listed above also apply to our school's MSHSAA sanctioned activities (Music, Scholar Bowl, Cheer, Dance and Speech).
    - However, competition schedules (& performances) for MSHSAA sanctioned activities are unique in nature and unidentifiable in definition; thus, the exact length of the suspension for activities will be issued at the discretion of the program's director, as well as the school's administration.

School of the Osage Drug Testing

The Board recognizes the importance of protecting the health and safety of students from the use of illegal drugs, performance-enhancing drugs and alcohol. The purpose of this policy is to help prevent substance abuse among students, to encourage treatment for students with substance abuse problems and to ensure that students have the opportunity to attend school and participate in activities in a fair, safe and healthy environment.

The superintendent or designee is directed to adopt procedures to carry out the intent of this policy and may contact the district's attorney for assistance in applying this policy. The district will use a laboratory

certified by the U.S. Department of Health and Human Services.

Random Drug Testing

Participation in MSHSAA athletics & activities, school clubs and parking in school lots are privileges and carry with them the responsibility to adhere to high standards of conduct, including refraining from the use of illegal drugs, performance-enhancing drugs and alcohol. To assist students in making healthy and safe choices, the district will conduct random drug testing of students in grades 7-12 as a condition of participation in covered activities. Covered activities are activities regulated by MSHSAA, school clubs and parking in school lots. Students suspended from graded activities will be given an alternate graded assignment. District employees shall not have the authority to waive the testing of any student selected using the random selection process.

Students who test positive through this random testing program will be excluded from participation in covered extracurricular activities as follows:

First Offense – Exclusion from all covered activities for a minimum of 30 calendar days and must pass a drug test administered by the district prior to participating in covered activities again.

Second Offense – Exclusion from all covered activities for a minimum of 90 calendar days and must pass a drug test administered by the district prior to participating in covered activities again.

Each Subsequent Offense – Excluded from all covered activities for 365 calendar days and must pass a drug test administered by the district prior to participating in covered activities again.

The consequences may be reduced if the student participates in drug or alcohol counseling and additional testing in accordance with procedures developed by the superintendent or designee. A positive test through this random testing program will not result in suspension from school or academic sanctions. The district will not report results to law enforcement.

It should be understood that the board's policy as it relates to drug testing is separate from the policies and consequences found in Section I (8) of this handbook.

General Lettering Policies

The following policies apply to all activities in which a school letter is awarded:

1. A student must complete the season or length of the activity. (An exception is made in the event of an injury that precludes a student from continuing in that activity. The discretion of the coach or sponsor is considered in these instances.)

2. A student suspended from the activity by a sponsor, coach, or principal will not letter. A student suspended from school because of disciplinary reasons will not automatically become ineligible to receive a letter. The coach/sponsor, Activities director and the administration will make the decision about lettering eligibility.

3. Students must display proper conduct and good citizenship at school and at away activities.

4. Students must abide by the rules and regulations established by the sponsor or coach.

5. Only one letter will be awarded. Letter recipients will receive service bars and insignias after receiving their letter.

6. Letters should be worn chest high on the left side of the Indian letter jacket.

7. Only school awards should be worn on a letter.

8. Seniors who have participated in an activity and have not met the criteria for earning a letter may receive a letter based on the recommendation of the coach/sponsor.

9. Letters for support personnel (managers, statisticians, stage managers, etc.) will be given letters based on the recommendation of the sponsor/coach.

    - The nine standards above are the minimum expectations for receiving a varsity letter. There may be additional requirements for receiving a letter based on the coaches expectations and norms of a given sport.

Academic Letter

A student may earn an academic letter during the sophomore year. To qualify for the letter, students must maintain an accumulative G.P.A. of 3.600 during their first three semesters of high school and be approved by the Scholarship Committee. The letter is awarded at the Honors Assembly at the end of the sophomore, junior, and senior years. The Scholarship Committee will be appointed annually by the high school principal and consist of the principal, counselor, one language arts teacher, one mathematics teacher, one science teacher, and one social studies teacher. Each letter recipient must be approved by the committee on the basis of attendance, school attitude and desire to acquire knowledge. The committee's decision will be subjective and final.

Scholar Bowl Team

Lettering guidelines for academic bowl team:

1. Attend all practices unless excused by the coach/sponsor.
2. Play in at least ten quarters of varsity contests
3. Demonstrate good citizenship standards in and out of school.
4. A senior who meets all of the above requirements except number two will letter.

Baseball

Students may earn a baseball letter under the following conditions:

1. Playing in at least twenty-five (25) percent of the varsity innings.
2. Playing in less than twenty-five (25) percent of the varsity innings as a result of an injury that prevents participation. However, the student must meet all other criteria.
3. A student who exhibits hustle, desire and team spirit throughout the season and plays in less than twenty-five percent but more than twenty percent of the varsity innings.
4. A senior shall letter regardless of the playing time, if he exhibits hustle, desire and team spirit throughout the entire season.
5. A student must maintain good citizenship standards in and out of school.

Basketball - Boys and Girls

In order to earn a varsity letter, students must:

1. Attend all practices unless excused by the coach.
2. Play in at least one-fourth of the varsity game quarters.
3. Demonstrate good citizenship standards at school.
4. Cooperate and work within the framework of the team.
5. Any student who has been out for the entire season yet unable to participate due to injury may letter at the coaches discretion.

Cross Country – Boys and Girls

To letter in cross country, a student must:

1. Meet all good citizen standards of the school
2. Participate in all meets and practices unless excused by the coach
3. At all times, put the team success ahead of individual accomplishments
4. Have the approval of the coach and principal
5. Medal and/or show improvement throughout the season
6. Any student can letter by meeting predetermined performance standards set by the coach, and who otherwise fail to meet the above lettering criteria
7. A runner injured during the season may letter if the injury prevented them from further competitions

Football

Students may earn a football letter under the following conditions:

1. Play in twenty-five (25) percent of the varsity football quarters
2. Playing in less than twenty-five percent of the varsity quarters as a result of an injury. However, the player must meet all of the other criteria.
3. A student exhibits hustle, desire and team spirit throughout the season and plays in less than twenty-five percent of the quarters but at least twenty percent of the quarters.
4. A senior shall letter regardless of playing time, if he exhibits hustle, desire and team spirit throughout the entire season.

Golf - Boys and Girls

Letters will be awarded to students participating in golf by achieving one or more of the following:

1. Be on the Varsity roster for a minimum of 3 meets or tournaments.
2. Be on the Varsity roster for the Conference and District Tournament.
3. Any senior who has participated on the golf team for a minimum of 2 years and is otherwise in good academic standing.

Instrumental Music

Each student enrolled in varsity band for the entire school year will have the opportunity to earn a varsity letter. In order for a student to earn a letter he or she must show a high level of accomplishment for the entire year-long course in the areas of musicianship, attendance, and volunteering time and work for the betterment of the band program and Osage High School. Students must be a member of the All-Conference Band or participate as a soloist or ensemble member.

Points will be assigned for all band activities including rehearsals, performances, leadership positions, and extra duties or assignments throughout the year. Students may accumulate points towards a varsity letter with any number of activities or work, i.e. working at Tri-County Music Festival, working in the band library, being a member of the stage crew, etc. Lettering in varsity band requires 110% of the minimum points for required activities.
The following example should make the process more clear.

EXAMPLE

25 Early Morning Band Practices x 20 points	500
12 Performances during the year x 100 points	1200
Sub-Total	1700
Additional 10%	170
Grand Total	**1870**

Students must earn at least the number of points in the grand total to earn a varsity letter.

Soccer – Boys and Girls

In order for a student to letter in soccer, the following criteria must be achieved:

1. Must attend all practices and games unless the absence is approved in advance by the coach.
2. A student must play in one-fourth (1/4) of all varsity games.
3. Any student injured during the season may letter if the injury prevented participation in one-fourth of the games.
4. Any senior who played all four years (or the number of years at Osage) but did not meet the numbers of games may letter with the coach's recommendation.

Softball

In order for a student to letter in softball, the following criteria must be achieved:

1. Must attend all practices and games unless the absence is approved in advance by the coach.
2. A student must play in one fourth (1/4) of all varsity innings.
3. Any student injured during the season may letter if the injury prevented participation in one-fourth of the innings.
4. Any senior who played all four years (or the number of years at Osage) but did not meet the numbers of innings may letter with the coach's recommendation.

Speech, Drama, and Debate

In order to letter in speech, drama, and debate a student must complete the following requirements:

1. Be a member in good standing of the Speech and Debate Team with consistent involvement throughout the year.
2. Be significantly involved in the fall play, Osage Speech Contest, and/or Injun Antics.
3. Have a good attitude and a superior team spirit.
4. Earn a trophy at least once at contest, compete in all contests, or earn 100 contest points throughout the year.

Contest Points are as follows:

Competing	20
Observing	15
Advancing to finals	10
Filling an entry	10

(Maximum of 40 points per contest)

Negative points may be earned. These are as follows:

Dropping an unfilled entry	-10
Unexcused contest absence	-20

Tennis - Boys and Girls

All letter winners must meet all of the first four criteria or be eligible due to items # 5 or #6.

1. Students must attend all practices unless the coach approves their absence in advance.
2. Demonstrate good sportsmanship.
3. Demonstrate good citizenship standards in and out of school.
4. Play in at least one half of the varsity matches in either singles or doubles.
5. A senior who has met all of the requirements except number four may letter with the recommendation of the coach.
6. Any student used in post season play (district, sectional, etc.) is eligible for a letter with the approval of the head coach.

Track – Boys and Girls

To letter in track, a student must:

1. Score as many points as the number of track meets scheduled.
2. Meet all good citizenship standards of the school.
3. Participate in all meets and practices unless excused by the coach.
4. At all times, put the team success ahead of individual accomplishments.
5. Have the approval of the coach and principal.
6. A senior may letter on the recommendation of the coach.
7. TRACK PROVISIONAL LETTER: Provisional certificates will be awarded to those students earning one-half of the required points and those students sustaining an injury but otherwise would have lettered.
8. PERFORMANCE STANDARD LETTER: Any student can letter by meeting predetermined performance standards set by the coach, and who otherwise fail to meet the above lettering criteria. Performance standard letters must be witnessed and approved by the head track coach.

Varsity Choir

1. A student must maintain a "B" average for all four quarters.
2. A student must have **NO** unexcused absences from a performance.
3. A student must participate in the Tri-county and District contest with a solo or ensemble.

CHOIR POINTS SYSTEM

All-State Choir	200
All-District Choir	200
Tri-County Choral Clinic	100
Concerts/Personal Performances	100
Attendance At Other Performances	50
Service Projects (Outside of school)	25
Tri-County and District Contest	
Choir Rating I	100
Choir Rating II	50
Ensemble Rating I	150
Ensemble Rating II	100
Ensemble Rating III	75
Solo Rating I	150
Solo Rating II	100
Solo Rating III	75
State Contest	
Ensemble Rating I	200
Ensemble Rating II	150
Ensemble Rating III	100
Solo Rating I	200
Solo Rating II	150
Solo Rating III	100

All extra rehearsals are ten (10) points each. You must have a total of 1500 points for the concert choir and 2000 points for Les Chanteurs. Additional points may be earned by working as a door monitor, usher, etc. for GLAAC performances, concerts, district auditions, and Tri-County music festival.

Volleyball

A student must achieve and abide by the following criteria to letter in volleyball:

1. Students must attend all practices and games unless the coach approves their absence.
2. A student must dress out and/or play in fifty (50) percent of the varsity games and matches.
3. Any student injured during the season may letter by attending all remaining games and practices set by the coach provided that they have met all other criteria.
4. Managers and statisticians must attend all required practices set by the coach and attend all of the matches.
5. Swing team players not meeting the fifty percent rule from item two may letter if all other criteria have been met and their performances at practices and contests is acceptable by the coach.

Wrestling

Students may earn a wrestling letter under the following conditions:

1. Play in twenty-five (25) percent of the varsity matches.
2. Playing in less than twenty-five percent of the varsity matches as a result of an injury. However, the player must meet all of the other criteria.
3. A student exhibits hustle, desire and team spirit throughout the season and plays in less than twenty-five percent of the matches but at least twenty percent of the matches.
4. A senior shall letter regardless of playing time, if he exhibits hustle, desire and team spirit throughout the entire season.

Dance

Students may earn a dance letter under the following conditions:

1. Participation in the majority (over 50% of the performances) of both football *and* basketball seasons.
2. Have a good attitude, superior team spirit, and be a positive representative of the school.
3. Show improvement throughout the season.
4. Attend all practices, performances, and other required appearances unless excused, in advance, by the head coach.
5. Maintain good citizenship standards in and out of school.
6. Must have ZERO unexcused absences from a performance.
7. Any student injured during the season may letter by attending all remaining games and practices set by the head coach, provided that they have met all other criteria.

Use of School Facilities After School Hours

School facilities may be used after regular hours for school activities under the direct supervision of the staff. The coach/sponsor is directly responsible for the care and supervision of the facilities, and students are not to use these facilities without direct supervision. The sponsor or coach must be physically present and be actively supervising the activity.

1. School facilities are not available on Saturdays, Sundays, or holidays without administration approval.
2. All activities scheduled after regular activity hours (6:00 a.m. – 6:00 p.m.) must be approved by the activities director and placed on the official School of the Osage Facilities Usage calendar kept by the activities director.
3. Sponsors and coaches are to remain with the students until the entire group is out of the building.
4. Soda and food are not to be taken into any part of the building except the commons area. During practices in the gym, only participants should be allowed unless the coach/sponsor has given someone approval. The gym is to be used only for physical education and athletic events. It is not a recreational area for general use.

Teachers who wish to schedule events and use school facilities must have the event approved by the activities director and have it entered into the School of the Osage Facilities Usage calendar.

Financial Policies

1. NO ONE MAY PURCHASE ITEMS AT SCHOOL EXPENSE without the completion of a purchase order approved by activities director and superintendent. Purchase orders must list, describe, and price all items before they are approved. All invoices or bills must have the signature of the purchaser.
2. The school does not purchase items C.O.D.
3. Payment will not be made on any item until it is in the school's possession and has been approved by the purchaser.
4. Teachers are not to collect money from students except in specific cases and under specific procedures set up by the administration.
5. Purchases should be planned at least one week before the item is needed if to be purchased in town, and at least one month if to be ordered by mail. All items needing checks are to be submitted thirty days in advance.
6. Purchases per telephone are not allowed unless they are local and approved by the activities director.
7. No items will be ordered on approval.
8. All bills to be paid are to be turned in by the 10th of each month. Checks are only approved on the third Tuesday of each month, so if you will need a check for registration at a workshop or entry fees for a team, you must plan ahead.
9. See board policy DLCA for information pertaining to reimbursement for athletic related overnight travel expenses.

Procedures on Making Purchases

1. Fill out the electronic purchase order according to district procedures and submit it to the Activities Director.

2. After the activity/Activities director's approval the purchase order will be returned to the coach/sponsor.

3. The coach/sponsor will then place the order.

4. After the coach/sponsor has received the merchandise, the coach/sponsor will sign the shipping bill or invoice and present it to the Activities director's office for payment. Please indicate approval with signature and date.

5. If any item or items were not included in the order due to back order, cancellation, etc. please note these items before turning the invoice in to the office.

Participation Fees and Camp Expenses

To ensure equitable participation opportunities for all students, coaches and sponsors shall make every effort to minimize individual student costs associated with camps, competitions, travel, and team activities.

1. Annual Student Contribution Limit
    a. The total amount that may be requested from an individual student for participation fees, camp expenses, travel costs, or required fundraising buyouts shall not exceed $350 per school year for any athletic or activity program without prior approval from the Athletic Director and Principal.
    b. Participation in camps and other programs that exceed the $350 threshold will require approval from the Central Office cabinet.
2. Fundraising Expectations
    a. Coaches and sponsors are encouraged to utilize fundraising activities to offset program costs.
    b. Participation in fundraising activities may be encouraged, but shall not result in unreasonable financial obligations for students or families.
3. Equity and Accessibility
    a. No student shall be denied participation solely due to financial hardship.
    b. Programs are encouraged to seek sponsorships, fundraising opportunities, and booster support to reduce student costs whenever possible.
4. Collection of Funds
    a. All money collected from students shall be processed in accordance with district financial procedures and approved activity accounts.
    b. Coaches and sponsors shall not establish independent accounts or collect funds outside approved district processes.

Handling of Medical Emergencies

Emergency Numbers

Ambulance/Fire/Sheriff/Police: 911
Transportation Director: Travis Hodge - (C) 573-286-7561
HS Principal: Misti Brunnert - (C) 314-223-0559
MS Principal: Brian Dickerson – (C) 573-690-0541
MS Asst. Principal: Amy Atler – (C) 573-286-9015
Athletic Director: Tom Guinn - (C) 314-560-6816
Information to give to paramedics:

1. Your Name
2. School Name
3. Phone number you are calling from
4. Location
5. Directions for entering campus
6. Student name and type of injury

Proper Procedures

1. A responsible person MUST stay with the injured student.
2. Do not move a seriously injured student. (Especially with a back or neck injury.)
3. Have a responsible person call appropriate persons on the front of this card.
4. Have a responsible person meet an ambulance at the facility entrance.
5. Have a copy of students' physical form.
6. Contact parents' ASAP
7. Fill out an injury report form and file with the school nurse

Pay Policy for Summer Camps

Each head coach/sponsor will be allowed to use the school's facilities to hold a camp for up to a three-week period. The minimum number of days allowed for camp is four while the maximum is twelve. Student instruction time should be as follows:

High School camps (grades 9-12): Minimum of 2 hours per day

Middle School camps (grades 6-8): Minimum of 1-½ per day

Elementary camps (grades K-5): Minimum 1 hour per day

Financially, a head coach/sponsor has two options for camp registration and payment.

Option #1
Registration: There is no charge for the camp. The coach/sponsor can offer a camp shirt to participants at cost. This **money will be collected in the main office and deposited into the athletic in/out account** of your respective sport. This allows the purchase to be made without sales tax. Board policy should be used in collecting money and purchasing those items offered to students.

Camp payment: The school district will pay coaches/sponsors at the following rates.
Head coaches/sponsors: $250
Assistants: $200

- Camp staff is not paid per age group, but rather for the camp as a whole. For example, when an Osage athletic program hosts three different camps in one week, the head coach compensation would not be $250 for each age group totaling $750. Rather, it would be $250 total.

Option #2
Registration: A head coach/sponsor can charge up to $50. In this case the head coach/sponsor is responsible for any cost incurred, such as T-shirts, prizes, or awards that he or she decides to provide to the campers. He or she is also responsible for paying his or her assistants for their participation.

Camp payment after expenses:
Head coach/sponsors: 50% of net profit
Assistants: 50% of net profit divided by the number of assistants participating.

Summer Camp Coach/Sponsor Pay Request

Month

August February
September March
October April
November May
December June
January July

Date

1 2 3 4 5 6 7 8 9 10 11 12 13 14
15 16 17 18 19 20 21 22 23 24
25 26 27 28 29 30 31

Name: _____

Position: _____

Job performed: _____ Total Pay: _____

Name: _____

Position: _____

Job performed: : _____ Total Pay:_____

Name: _____

Position: _____

Job performed: _____ Total Pay: _____

Name: _____

Position: _____

Job performed: _____ Total Pay: _____

Name: _____

Position: _____

Job performed: _____ Total Pay: _____

Approved by _____ Date: _____
(Principal or Activities director)

Accident Report Form

School of the Osage Student Insurance Notice of Injury

Name of Student: _____

DOB: _____ Grade Level: _____

School Building Student Attends: _____

Parent Name(s):

_____

Home Address:

_____

City: _____ State: _____ Zip:

_____

E-mail Address (required):

_____

Alternate E-Mail Address (optional):

_____

Phone Number (if available):

_____

Details & Date of injury:

_____

_____

_____

_____

_____

Approx. time of injury: _____

Where did injury occur, i.e., playground, athletic field, PE class, etc.:

_____

If injury was sustained during a sport, please indicate what sport:

_____

Name of sports team:

_____

How was the injury sustained (use a separate sheet if necessary):

_____
_____
_____
_____
_____

Specific body part affected (example: right ankle sprain):

_____

Conditions that may have contributed to incident, if any:

_____

Did supervising staff witness the accident? If so, please provide name:

_____

Additional Comments: School Official Signature: _____

Title: _____

E-mail address: _____

Phone number: _____

Please e-mail this completed report form to contact@kidguardinsurance.com as well as brynerk@osageschools.org

ATHLETIC HANDBOOK & ACTIVITY CONTRACT

The Athletic Handbook & Activity Contract will be acknowledged electronically via School of the Osage online registration. Coaches are required to help facilitate this process as requested by the athletic director.