



2019 Coaches Handbook

Bastrop Athletic Department Contact Information

- BISSD Service Center: (512) 772-7100
- Director of Athletics: Andy Sexton Cell: (281) 799-7464
- Memorial Stadium Manager: Robert Yates Cell: (512) 549-9859
- Admin. Assistant: Sandy Hicks Office: (512) 772-7152





Bastrop

- Bastrop High School: (512) 772-7270
- Campus Athletic Coordinator/ Head Football: Todd Patmon Cell: (214) 457-0145
- Assist. Athletic Coordinator/ Head Volleyball: TBD
- Athletic Secretary: Jennifer Adare Office: Ext 27270

Bastrop High School
1614 Chambers St
Bastrop, Tx 78602
(512) 772-7200
Fax (512) 321-6301

Bastrop Middle School
709 Old Austin Hwy
Bastrop, Tx 78602
(512) 772-7400
Fax (512) 321-1557



Cedar Creek

- Cedar Creek High School: (512) 772-7300
- Campus Athletic Coordinator/ Head Football: Jon Edwards Cell: (281) 460-2060
- Assist. Athletic Coordinator/ Volleyball: Leah McCarus Cell: (512) 706-5325
- Athletic Secretary: Cheryl Osborn Office: Ext:27325

Cedar Creek High School
793 Pope Bend Rd.
Cedar Creek, Tx 78612
(512) 772-7300

Cedar Creek Middle School
125 Voss Pkwy.
Cedar Creek, Tx 78612
(512) 772-7425

Coaches Paperwork

1. Coaches must have all UIL certifications and trainings

- UIL CCP Training - All BISD/UIL coaches must complete this program annually and turn in certificates to Campus coordinator.
 - A. Constitution and Contest Rules
 - B. Ethics
 - C. UIL Steroid Education
 - D. Safety Training
 - E. Sport Specific Training
- CPR/AED/FA Certification – All BISD coaches must maintain a current Red Cross and/or American Heart Association certification in adult CPR / AED / FA. Campus Coordinators are responsible for verifying each coach has a current certification.
- Concussion Education Program – With the implementation of HB 2038, all UIL coaches are required to maintain continuing education relating to the identification and treatment of concussions.
- NFHS Fundamentals of Coaching Course – The UIL mandates all new coaches to the profession or new to the state of Texas must complete the NFHS Fundamentals of Coaching course. There is a \$35 charge for course.
- Football Coaches Only – All football coaches must take new Statewide Tackling Course and turn in certification to campus coordinator.
- ESL Training – First year coach at BISD has one year to complete the ESL training and pass ESL certification test by April 1st.
- CDL Certification – All BISD coaches are expected to have an updated CDL. They must meet all trainings and physical through Goldstar Transportation. Information about how to obtain certification, annual trainings, and the annual physical will be made available.
- All Coaches must have UIL Professional Acknowledgement Form – signed and on file
- Signed B.I.S.D. Athletic Handbook Acknowledgement Form (<https://www.bisd.org/AthleticHandbook>)



Post Season Acknowledgement



B.I.S.D District Athletic Department Philosophy and Mission Statement

- B.I.S.D District Athletic Department Philosophy and Mission Statement
- Athletics should function as an integral part of the total education of the student. The athletic program should always be consistent with the general objectives of the school. Program leaders should constantly strive for the development of well-rounded individuals, capable of taking their place in modern society. Athletic competition should develop school spirit, sportsmanship, discipline and the skills necessary to function as part of a team and learning to deal with both success and failure.
- Participation in a B.I.S.D. sponsored athletic program involves a competitive selection process and therefore not all students will be selected to participate. We will follow State, District, UIL Rules and Policies. EXPECT the best from yourself and everyone you work with. Teamwork and cooperation accomplishes more than competition among each other. Treat ALL people with respect and dignity even if they don't do the same. All athletic department employees and coaches are to be professional, positive role models, fair, honest, stress integrity, teach respect and good sportsmanship. Cussing or manhandling athletes can't be supported or defended. Be honest with athletes and parents. If you have a problem with something an individual said or did, see them before you talk to someone in authority. Everyone has the right to express themselves at the appropriate time and place. To say nothing means you agree. Once decisions are made, whether you agree or not, support and implement, then work to change if necessary.
- B.I.S.D. MISSION Statement: The mission of the BISD athletic department is to improve character of the student athletes, enhance their academic performance and to exhaust all means necessary to give EVERY student-athletes the best chance to succeed as a team as well as reach their individual athletic potential.



Expectations of Coaches

Leadership / Professionalism

- Coaches are role models in the community and must possess the highest degree of professionalism, honesty, enthusiasm, and integrity. Their professionalism and love of the sport are demonstrated through their appearance and behavior. Head coaches must exhibit effective leadership for their students as well as their assistant coaches in order to inspire the highest level of performance.

Discipline

- Discipline is the cornerstone upon which an effective athletic program must be built. Particular attention must be paid to training rules, adhering to school policy, following the rules of the game, and good sportsmanship. The key to having good discipline is consistency. We must be consistent in our decision making, accountability and the relationship with our peers and our athletes.

A background image of a soccer game. A player in a white jersey is in the middle of kicking a soccer ball. Another player in a blue jersey is positioned to the right, watching the play. The scene is set on a green soccer field with white yard lines.

Communication/Public Relations/Rapport

Coaches are expected to interact positively with the community, parents, professional staff, support staff, officials, assistant coaches the student body, as well as all factions of society associated with schools and communities with whom they work and play. Remember that in the coaching world, **perception is REALITY**. It is how people perceive your actions that is important. Coaches must demonstrate an awareness of the needs of the community as well as demonstrating confidence in their program, good sportsmanship, and enthusiasm. They must possess effective communication skills and present factual results of their team's contest to the media.

Cooperation

Cooperation between the coach, Director of Athletics, the Campus Coordinator, the Principal is mandatory. Loyalty to the local campuses and support of the Bastrop Independent School District and it's students is mandatory.



A softball player in a maroon uniform is captured in the middle of a throwing motion on a field. She is wearing a maroon jersey with white lettering, maroon pants, white socks, and tan cleats. Her right arm is extended upwards, holding a yellow softball, while her left leg is kicked forward. The background is a blurred softball field with a chain-link fence and spectators.

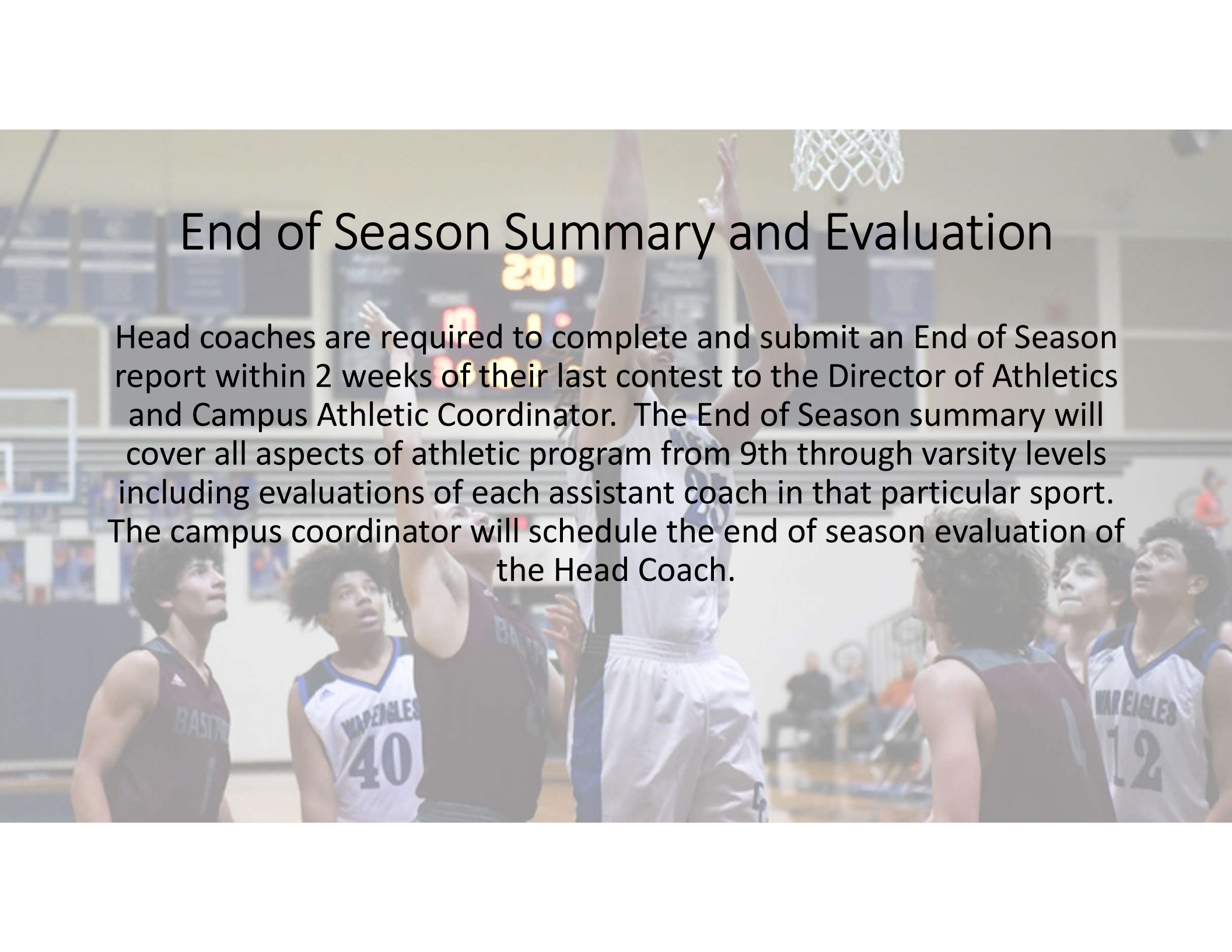
Professional Growth

It is important to take advantage of opportunities for self-improvement. Attendance and participation in such activities as UIL rule-interpretation meetings, workshops, clinics, league meetings, etc., is expected when budget permits. Coaches are expected to do what it takes to improve in their craft on a yearly basis. Coaches are also expected to maintain membership in various professional organizations and groups whose goals are directed toward performance and achievement.



Attire

BISD coaches are expected to dress professionally every day. This includes dressing appropriately for all practices and contest. School colors as well as school logo's are the preferred attire anytime you are with student athletes and representing Bastrop ISD. If you have to question what you are wearing than it is best to assume it is inappropriate. It is the expectation from the BISD Athletic administration that ALL tattoo's will be covered when in the Coaching Role at your school. (Practice, Games, Meetings etc.)

A background image of a basketball game. A player in a white jersey is jumping high towards the basket, with several players in maroon jerseys jumping to block or rebound. The scene is set in a gymnasium with a scoreboard visible in the background.

End of Season Summary and Evaluation

Head coaches are required to complete and submit an End of Season report within 2 weeks of their last contest to the Director of Athletics and Campus Athletic Coordinator. The End of Season summary will cover all aspects of athletic program from 9th through varsity levels including evaluations of each assistant coach in that particular sport. The campus coordinator will schedule the end of season evaluation of the Head Coach.

Summer Program


It is the expectation from the Athletic department of BISD that all Head coaches exhaust all means necessary to have a summer skills camp for their sport. Preferably starting at the 2nd grade level through the incoming 9th grade level. It is also mandated that all Head coaches encourage all their athletes to participate in the summer strength and conditioning camps as well as participate in summer league competition in their respective sport when applicable. Coaches will take advantage of new summer sports specific practice rule.

Pre-Season Meetings

Pre-Season Meetings

Prior to the start of each sport season, the head coach will have a parent and team meeting to present the coach's expectations, team procedures, and guidelines. Each coach head shall present rules and procedures in written form to the Campus Coordinator. These procedures shall include the District's Student Code of Conduct in addition to the following:

1. Tryout procedures (if applicable)
2. Guidelines for cutting squad
3. Practice Regulations
 - a. Length of practice
 - b. Holiday / Weekend practice schedule
4. Consequences of missing practices and games



Pre-Season meeting (cont'd)

5. Expectations of grooming
6. Expectations of grades
7. Expectations of behavior
8. Care of uniforms
9. Care of injuries
10. Training rules
11. Communication procedures
 - Rank One
 - Remind
 - Twitter (etc.)
12. Rank One login
13. Lettering guidelines

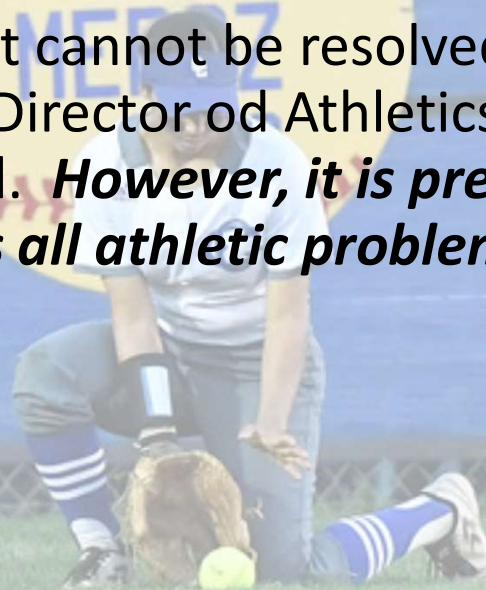


Schedules

Schedules shall be approved by Director of Athletics, Campus Coordinator, and campus principal before starting a sport. After approval, copies will be given to the trainer, principal, athletic secretary, SSC, GoldStar, Grounds Crew, District Athletic Administrative Assistant and input into Rank One. Schedules must also be given to other appropriate school personnel so that the event will be placed on the school calendar and School Dude. All non-district away games should, if at all possible, be within a 60 mile radius of BISD.

Conflict Resolution

Head coaches must keep the Campus Coordinator informed of all aspects of their sports. Head coaches and assistant coaches must screen all problems. If a problem arises that cannot be resolved by the head coach or Campus Coordinator and/or Director of Athletics, then a meeting should be set up with the principal. ***However, it is preferable that the Campus Coordinator resolves all athletic problems.***



A photograph of a baseball player in a white and maroon uniform running on a field. He is wearing a white cap and has a maroon jersey with white sleeves. He is holding a baseball in his right hand and a glove in his left. In the background, another player in a blue uniform is visible, and there are some red lights or markers. The image is slightly blurred, suggesting motion.

Budgets

Yearly Budgets will be set by the District and handed down to each campus by the Director of Athletics. The campus coordinator will allocate the funds per sport and then send those allocations to the Director of Athletics for approval. All purchase orders from each sport head coach will be approved through the campus coordinator and then the Director of Athletics. It is the expectations of every Head Coach to be good stewards of the district budgets and spend the allocated funds to help their respective programs be as successful as possible.



Facilities

It is the expectations of each Head coach to take care of their own facilities. The condition of their facility is a direct reflection of that Head coach. If work needs to be done, work orders will be submitted and the head coach will follow through and make sure work order is completed. This includes all coaches offices throughout the school.

Bottom line – take pride in your area.

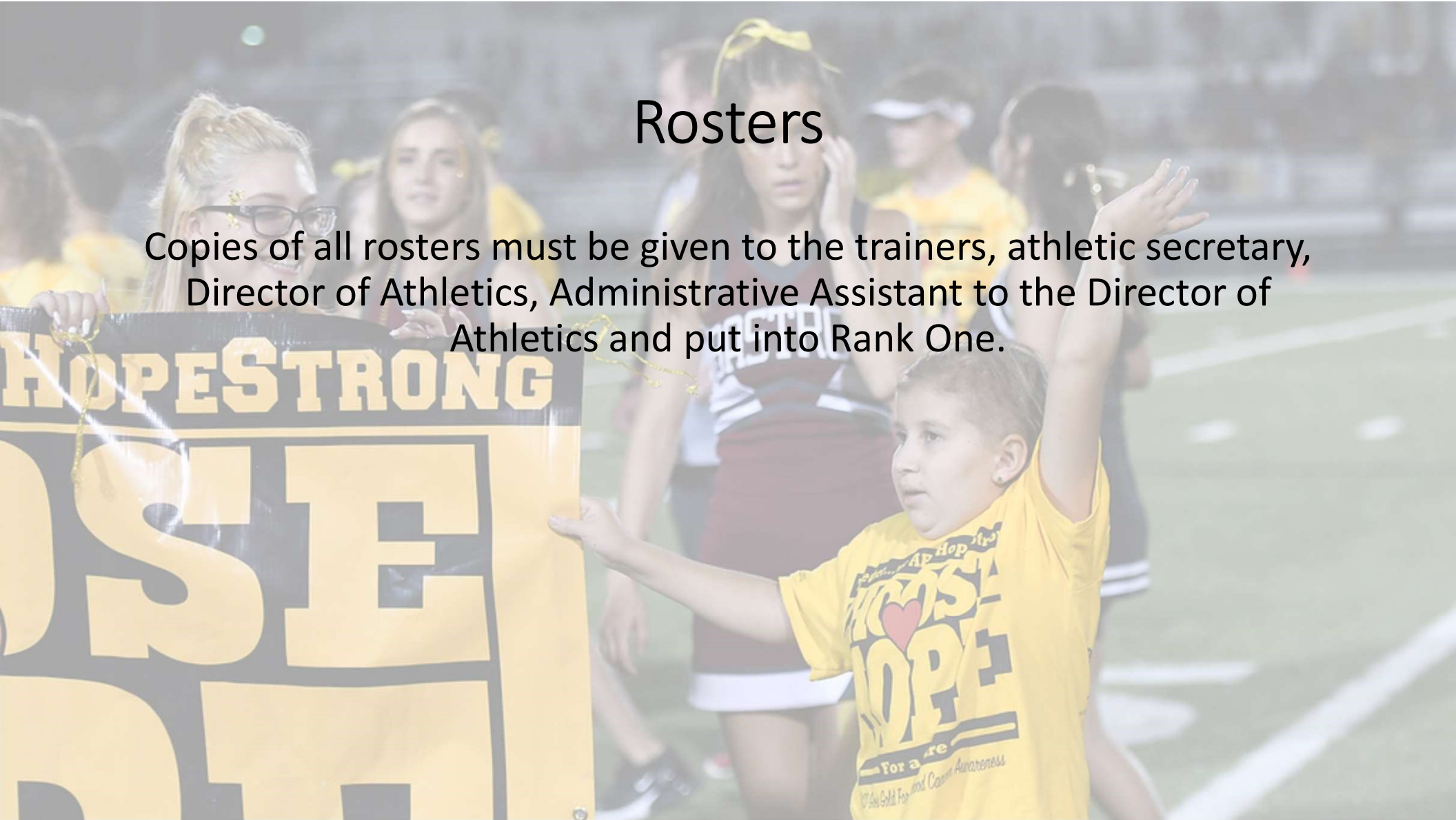


Officials

The Head coach is responsible for confirming officials for each varsity and sub-varsity home game. Middle school coordinator and Head coaches at both middle schools are responsible for confirming officials for middle school home games.

Rosters

Copies of all rosters must be given to the trainers, athletic secretary, Director of Athletics, Administrative Assistant to the Director of Athletics and put into Rank One.





Getting Players Out of Class for Games

Every effort shall be made to schedule athletic events after the school day is complete. Care should be given not to disturb classes in session. In the event that athletes must leave their classes for competition, all necessary signatures and approvals must be acquired prior to departure from school. All students will be responsible for ALL work they missed due to leaving school early.



Playoff Guidelines

Approval from the Director of Athletics concerning playoff arrangements should be discussed before final arrangements are made. After the playoff game form is completed by the sport's head coach, it should be sent immediately to the campus athletic office for approval. When scheduling a playoff game, the head coach and Campus Coordinator should consider the best interests of the school and students.



Lightning Protocol

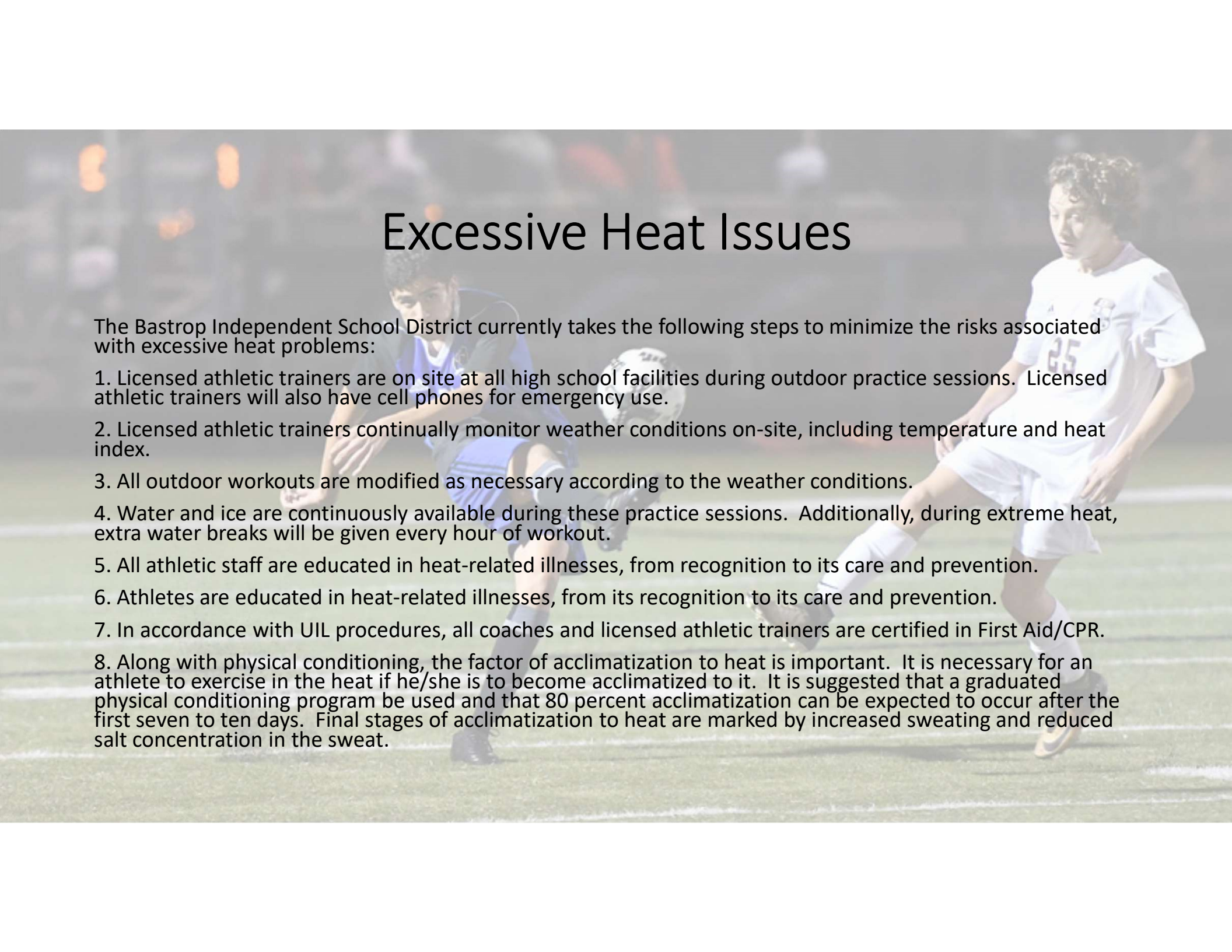
In an attempt to protect the student-athletes and to minimize the risks associated with lightning, the following procedures should be observed.

1. The licensed athletic trainer will monitor weather conditions using various means (including Pocket Perry Lightning software) and will stay in contact with the campus administration, coaches and game officials. The licensed athletic trainer will abide by guidelines set forth by National Athletic Trainers' Association (NATA) and the UIL to assist in the decision making process.

2. All decisions to postpone/suspend activity will be made by the following chain of command:

- a. Game officials
- b. Director of Athletics
- c. Campus Coordinator
- d. Athletic Trainer
- e. Head Coach

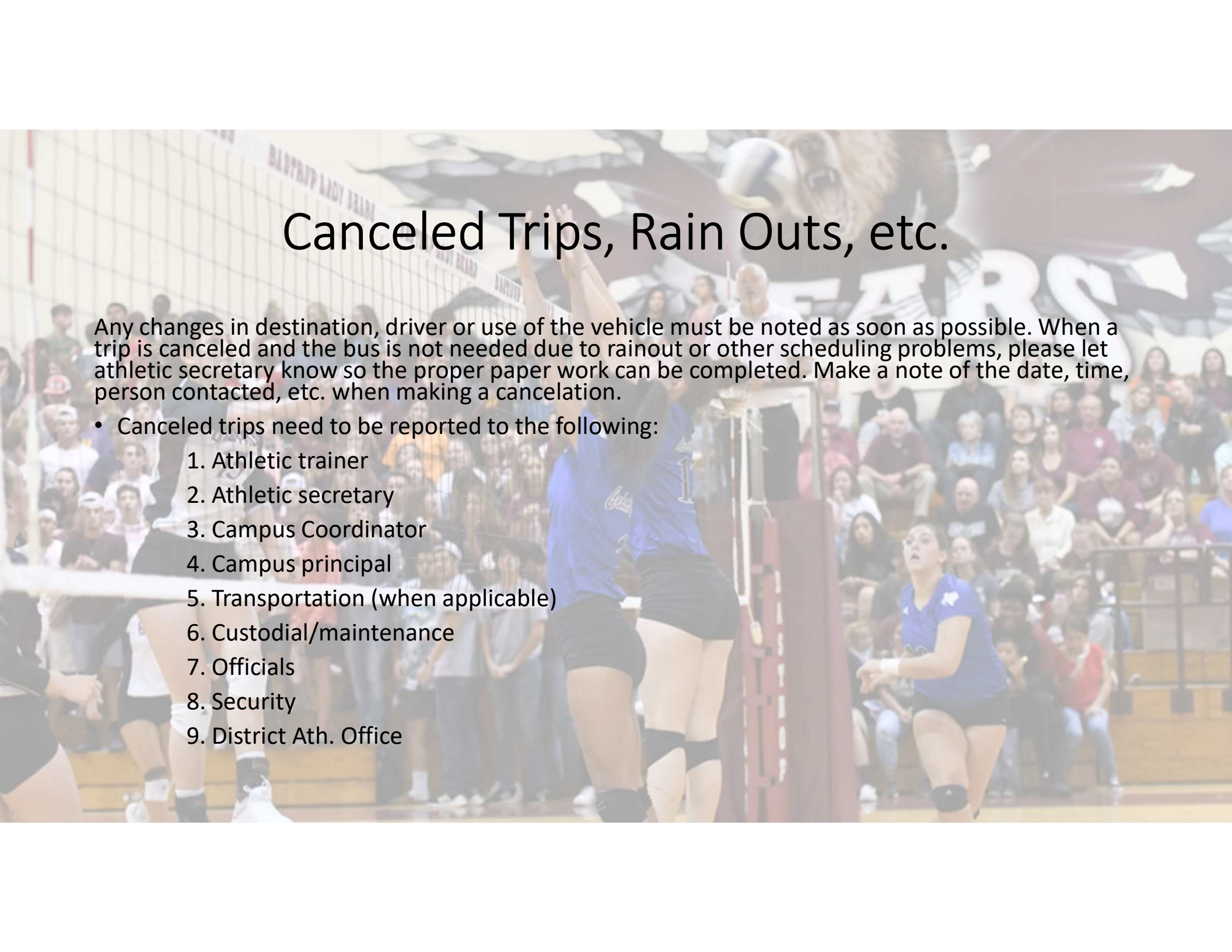
3. In the event that the activity is lightning delayed, all participants and spectators should be directed to the nearest safe location. A safe location is any substantial, frequently inhabited building. The building should have four solid walls (not a dugout), electrical and telephone wiring, as well as plumbing, all of which aid in grounding a structure. The secondary choice for a safer location from the lightning hazard is a fully enclosed vehicle with a metal roof and the windows completely closed.



Excessive Heat Issues

The Bastrop Independent School District currently takes the following steps to minimize the risks associated with excessive heat problems:

1. Licensed athletic trainers are on site at all high school facilities during outdoor practice sessions. Licensed athletic trainers will also have cell phones for emergency use.
2. Licensed athletic trainers continually monitor weather conditions on-site, including temperature and heat index.
3. All outdoor workouts are modified as necessary according to the weather conditions.
4. Water and ice are continuously available during these practice sessions. Additionally, during extreme heat, extra water breaks will be given every hour of workout.
5. All athletic staff are educated in heat-related illnesses, from recognition to its care and prevention.
6. Athletes are educated in heat-related illnesses, from its recognition to its care and prevention.
7. In accordance with UIL procedures, all coaches and licensed athletic trainers are certified in First Aid/CPR.
8. Along with physical conditioning, the factor of acclimatization to heat is important. It is necessary for an athlete to exercise in the heat if he/she is to become acclimatized to it. It is suggested that a graduated physical conditioning program be used and that 80 percent acclimatization can be expected to occur after the first seven to ten days. Final stages of acclimatization to heat are marked by increased sweating and reduced salt concentration in the sweat.



Canceled Trips, Rain Outs, etc.

Any changes in destination, driver or use of the vehicle must be noted as soon as possible. When a trip is canceled and the bus is not needed due to rainout or other scheduling problems, please let athletic secretary know so the proper paper work can be completed. Make a note of the date, time, person contacted, etc. when making a cancelation.

- Canceled trips need to be reported to the following:

1. Athletic trainer
2. Athletic secretary
3. Campus Coordinator
4. Campus principal
5. Transportation (when applicable)
6. Custodial/maintenance
7. Officials
8. Security
9. District Ath. Office

Coach's Rank One Responsibilities

It is the responsibility of the coach to keep the remaining areas of Rank One up to date throughout the year:

1. Rosters- A current roster must be input and continuously updated by the coach on Rank One of all athletes involved with the specific sport or athletic class. If a student is added or removed from the sport or class, they must be added or removed from the roster within that week.
 2. Forms- Coaches must check Rank One for information regarding an athlete's medical paperwork, fees and clearance to participate. All paperwork must be present in Rank One before an athlete is allowed to have ANY participation in the sport or athletic class.
 3. Schedules- The game schedule must be put into Rank One by the coach and all changes/ updates must be corrected on the Rank One schedule as they occur.
- If there are questions or concerns regarding Rank One, the athletic trainer on your campus can assist in training or direct texting you to a tutorial.

Eligibility Procedures and Data Collection

It is the expectation that every head coach implement grade check procedures to ensure that EVERY athlete in his/her program has the best opportunity possible to be successful in the classroom. At the conclusion of EVERY grading period throughout the entire school year, each head coach will submit a list of athletes who did not receive a passing grade as well as a list of all athletes who made all A's and B's. This list will be submitted to the campus coordinator who will then submit that list to the Director of Athletics. At the Middle school level, the middle school coordinators will collect data by male/female and by grade and submit these lists to the Director of Athletics. The Director of Athletics will compile these lists and submit this list to the Campus Principal, Superintendent as well as the School Board. We want to celebrate all these athletes who excel in the classroom as well as identify these athletes who need some extra help in the classroom. We also want to recognize these athletic programs who are doing everything they can do to help their student-athletes be successful. Our BISD Athletic goal across the district is to have less than 10% of all student-athletes ineligible and have 40% of our student-athletes on the A/B Honor Roll.

See Examples on the following pages

2018-2019 1st Semester Athletics Failure Rates

Sport	Bastrop HS			Cedar Creek HS			Bastrop HS			Cedar Creek HS			Bastrop HS			Cedar Creek HS		
	1st Six Weeks			1st Six Weeks			2nd Six Weeks			2nd Six Weeks			3rd Six Weeks			3rd Six Weeks		
	Part.	Fail	%	Part.	Fail	%	Part.	Fail	%	Part.	Fail	%	Part.	Fail	%	Part.	Fail	%
Athletic Training	11	0	0%	14	1	7%	11	1	9%	15	3	20%	11	1	9%	15	3	20%
Baseball	37	2	5%	30	6	20%	37	5	14%	28	6	21%	36	5	14%	33	3	9%
Boys' Basketball	35	5	14%	37	4	11%	42	4	10%	35	2	6%	35	3	9%	44	1	2%
Girls' Basketball	35	1	3%	39	3	8%	33	5	15%	41	6	15%	32	4	13%	38	3	8%
Boys' Soccer	67	8	12%	52	8	15%	63	13	21%	81	16	20%	55	6	11%	65	2	3%
Girls' Soccer	39	4	10%	59	5	8%	39	6	15%	58	5	9%	36	1	3%	44	0	0%
Boys' Track	22	5	23%			#####	23	6	26%			#####	21	8	38%			#####
Girls' Track	14	4	29%			#####	17	4	24%			#####	21	6	29%			#####
Boys' Cross-Country	27	2	7%	17	6	35%	19	1	5%	17	3	18%	19	1	5%			#####
Girls' Cross-Country	20	1	5%	15	0	0%	12	4	33%	15	0	0%	12	1	8%			#####
Football	145	13	9%	89	6	7%	138	28	20%	106	16	15%	137	25	18%	106	20	19%
Volleyball	35	0	0%	36	0	0%	36	1	3%	38	1	3%	23	1	4%	19	2	11%
Boys' Golf	10	0	0%	12	0	0%	10	1	10%	12	2	17%	14	2	14%	11	2	18%
Girls' Golf	8	0	0%	6	2	33%	7	0	0%	6	2	33%	6	0	0%	5	1	20%
Softball	21	3	14%	26	6	23%	21	2	10%	29	4	14%	30	2	7%			#####
Boys' Tennis	16	2	13%	8	2	25%	18	4	22%	14	3	21%	19	3	16%	12	4	33%
Girls' Tennis	15	1	7%	8	1	13%	17	2	12%	20	3	15%	15	0	0%	15	2	13%
Cheer	21	0	0%	17	1	6%	21	0	0%	17	2	12%	21	1	5%	17	2	12%
Summary	578	51	9%	465	51	11%	564	87	15%	532	74	14%	543	70	13%	424	45	11%

2018 - 2019 1st Semester Athletics A-B Honor Roll Rates

Sport	Bastrop HS			Cedar Creek HS			Bastrop HS			Cedar Creek HS			Bastrop HS			Cedar Creek HS		
	1st Six Weeks			1st Six Weeks			2nd Six Weeks			2nd Six Weeks			3rd Six Weeks			3rd Six Weeks		
	Part.	HR	%	Part.	HR	%	Part.	HR	%	Part.	HR	%	Part.	HR	%	Part.	HR	%
Athletic Training	11	0	0%	14	6	43%	11	5	45%	15	7	47%	11	8	73%	15	6	40%
Baseball	37	15	41%	30	12	40%	37	16	43%	28	9	32%	36	12	33%	33	13	39%
Boys' Basketball	35	12	34%	37	21	57%	42	9	21%	35	17	49%	35	12	34%	44	18	41%
Girls' Basketball	35	14	40%	39	15	38%	33	13	39%	41	22	54%	32	9	28%	38	18	47%
Boys' Soccer	67	15	22%	52	15	29%	63	11	17%	81	23	28%	55	15	27%	65	22	34%
Girls' Soccer	39	16	41%	59	27	46%	39	11	28%	58	29	50%	36	20	56%	44	23	52%
Boys' Track	22	7	32%			#####	23	5	22%			#####	21	5	24%			#####
Girls' Track	14	3	21%			#####	17	4	24%			#####	21	8	38%			#####
Boys' Cross-Country	27	8	30%	17	7	41%	19	2	11%	17	9	53%	19	3	16%			#####
Girls' Cross-Country	20	0	0%	15	12	80%	12	2	17%	15	10	67%	12	4	33%			#####
Football	145	35	24%	89	38	43%	138	33	24%	106	24	23%	137	27	20%	106	16	15%
Volleyball	35	31	89%	36	28	78%	36	31	86%	38	30	79%	23	20	87%	19	14	74%
Boys' Golf	10	6	60%	12	5	42%	10	6	60%	12	5	42%	14	6	43%	11		0%
Girls' Golf	8	6	75%	6	3	50%	7	7	100%	6	3	50%	6	6	100%	5		0%
Softball	21	14	67%	26	10	38%	21	13	62%	29	12	41%	30	13	43%			#####
Boys' Tennis	16	6	38%	8	8	100%	18	7	39%	14	5	36%	19	4	21%	12	7	58%
Girls' Tennis	15	9	60%	8	8	100%	17	9	53%	20	10	50%	15	7	47%	15	11	
Cheer	21	12	57%	17	10	59%	21	12	57%	17	9	53%	21	13	62%	17	6	35%

2018 - 2019 Failure Rate Averages

Grading period	Schools	7th Grade Females			8th Grade Females			7th Grade Males			8th Grade Males		
		Part.	Fail	%	Part.	Fail	%	Part.	Fail	%	Part.	Fail	%
1st 6 Weeks	Bastrop MS	84	6	7%	79	14	18%	95	18	19%	90	19	21%
	Cedar Creek MS	110	9	8%	39	1	3%	113	31	27%	66	10	15%
2nd 6 Weeks	Bastrop MS	83	11	13%	79	22	28%	96	26	27%	88	35	40%
	Cedar Creek MS	111	24	22%	39	2	5%	111	30	27%	65	12	18%
3rd 6 Weeks	Bastrop MS	83	10	12%	79	11	14%	94	21	22%	90	24	27%
	Cedar Creek MS	101	13	13%	38	1	3%	103	17	17%	65	15	23%
4th 6 Weeks	Bastrop MS	81	5	6%	71	7	10%	90	15	17%	88	23	26%
	Cedar Creek MS	102	12	12%	39	3	8%	98	21	21%	64	25	39%
5th 6 Weeks	Bastrop MS	78	13	17%	71	11	15%	90	23	26%	88	23	26%
	Cedar Creek MS	103	16	16%	39	4	10%	96	24	25%	65	23	35%
6th 6 Weeks	Bastrop MS			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
	Cedar Creek MS			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
2018-2019 Summary (1st 6 Weeks)		194	15	8%	118	15	13%	208	49	24%	156	29	19%
2018-2019 Summary (2nd 6 Weeks)		193	25	13%	118	24	20%	207	56	27%	153	47	31%
2018-2019 Summary (3rd 6 Weeks)		184	23	13%	117	12	10%	197	38	19%	155	39	25%
2018-2019 Summary (4th 6 Weeks)		183	17	9%	110	10	9%	188	36	19%	152	28	18%
2018-2019 Summary (5th 6 Weeks)		181	29	16%	110	15	14%	186	47	25%	153	46	30%

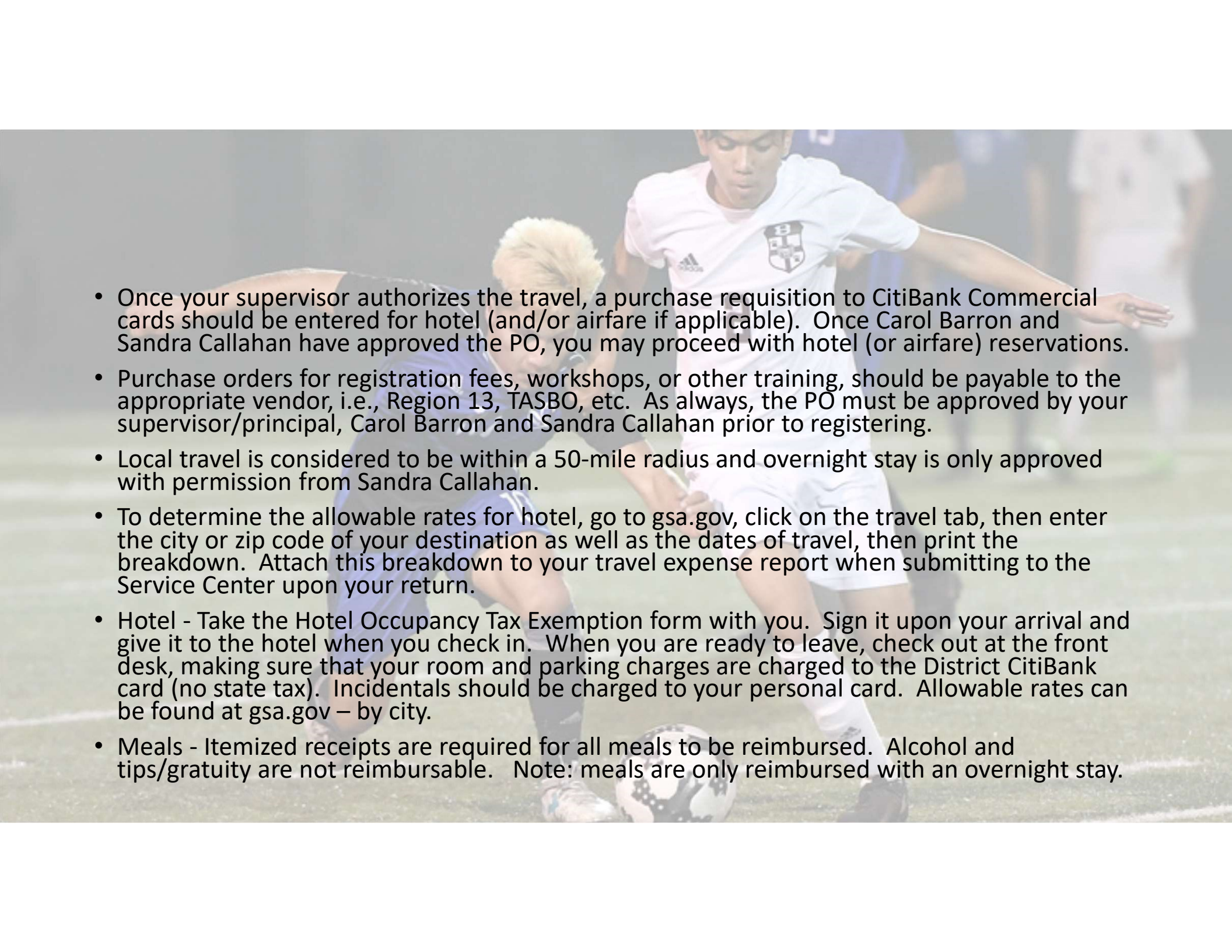
2018-2019 A/B Honor Roll Rate Averages

Grading Period	Schools	7th Grade Females			8th Grade Females			7th Grade Males			8th Grade Males		
		Part.	HR	%	Part.	HR	%	Part.	HR	%	Part.	HR	%
1st 6 Weeks	Bastrop MS	84	44	52%	79	41	52%	95	35	37%	90	34	38%
	Cedar Creek MS	110	42	38%	39	24	62%	113	30	27%	66	17	26%
2nd 6 Weeks	Bastrop MS	83	44	53%	79	34	43%	96	33	34%	89	27	30%
	Cedar Creek MS	111	44	40%	39	21	54%	111	26	23%	65	18	28%
3rd 6 Weeks	Bastrop MS	83	44	53%	79	34	43%	94	23	24%	90	28	31%
	Cedar Creek MS	101	40	40%	38	17	45%	103	18	17%	62	13	21%
4th 6 Weeks	Bastrop MS	81	44	54%	71	34	48%	90	32	36%	88	28	32%
	Cedar Creek MS	102	49	48%	39	22	56%	98	35	36%	64	20	31%
5th 6 Weeks	Bastrop MS	78	44	56%	71	34	48%	90	32	36%	88	28	32%
	Cedar Creek MS	103	39	38%	39	17	44%	96	17	18%	65	22	34%
6th 6 Weeks	Bastrop MS			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
	Cedar Creek MS			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
2018-2019 Summary (1st 6 weeks)		194	86	44%	118	65	55%	208	65	31%	156	51	33%
2018-2019 Summary (2nd 6 weeks)		194	88	45%	118	54	46%	207	59	29%	153	45	29%
2018-2019 Summary (3rd 6 weeks)		184	84	46%	117	51	44%	197	41	21%	152	41	27%
2018-2019 Summary (4th 6 weeks)		183	93	51%	110	56	51%	188	67	36%	152	48	32%
2018-2019 Summary (5th 6 weeks)		181	83	46%	110	51	46%	186	49	26%	153	50	33%

Staff Development Travel- (No Students)

This must be approved two weeks in advance. Travel must be preapproved by Campus Athletic Coordinator and Director of Athletics. If a coach is missing school time, their absence must also be preapproved by the school principal. Staff development reimbursement will be as follows:

- A. When coaches are traveling together (minimum of 2 coaches per room)
- B. One car mileage reimbursement for four coaches
- C. Meal reimbursement for all trips is \$10, \$12, \$16
- D. State tournaments are NOT Staff Development. District funds will not be allocated for coaches to travel to state tournaments. Days taken off to attend state tournaments is dependent on principal approval.
- E. Reimbursements for staff development will be limited due to the annual budgets allocated per sport. Please be aware of this fact. Maximum amounts may be in place.
- F. Dated, signed proof of attendance must be returned with all reimbursement requests.

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- Once your supervisor authorizes the travel, a purchase requisition to CitiBank Commercial cards should be entered for hotel (and/or airfare if applicable). Once Carol Barron and Sandra Callahan have approved the PO, you may proceed with hotel (or airfare) reservations.
 - Purchase orders for registration fees, workshops, or other training, should be payable to the appropriate vendor, i.e., Region 13, TASBO, etc. As always, the PO must be approved by your supervisor/principal, Carol Barron and Sandra Callahan prior to registering.
 - Local travel is considered to be within a 50-mile radius and overnight stay is only approved with permission from Sandra Callahan.
 - To determine the allowable rates for hotel, go to gsa.gov, click on the travel tab, then enter the city or zip code of your destination as well as the dates of travel, then print the breakdown. Attach this breakdown to your travel expense report when submitting to the Service Center upon your return.
 - Hotel - Take the Hotel Occupancy Tax Exemption form with you. Sign it upon your arrival and give it to the hotel when you check in. When you are ready to leave, check out at the front desk, making sure that your room and parking charges are charged to the District CitiBank card (no state tax). Incidentals should be charged to your personal card. Allowable rates can be found at gsa.gov – by city.
 - Meals - Itemized receipts are required for all meals to be reimbursed. Alcohol and tips/gratuity are not reimbursable. Note: meals are only reimbursed with an overnight stay.

Travel with Students

Regular Season Trips

1. District budgeted funds will not be used to pay for meals for trips during the regular season.
2. Approved Booster Club or activity fund monies may be used to purchase a meal for students and coaches during the regular season.
3. There will be a maximum of \$10 spent per meal. Money will not be given in advance for this meal, but paid by a prearranged, approved invoice for the group. These meals must be pre-approved two weeks in advance.



Post-Season Trips

1. District budgeted funds will be used to pay for meals on trips during the play-off season. When possible, arrange pre-invoiced meals for play-off games at a max of \$10 per meal, to include coaches. When this is not possible, and meal money is requested in advance, athlete's meals will be at a max of \$8/\$10/\$12. Coaches must pay for their meals and request reimbursement at a rate of \$10/\$12/\$16.
2. If a team qualifies for the playoffs and overnight travel is required, contact the Director of Athletics office to make travel arrangements as soon as possible



Overnight Trips

The Campus Coordinator, Athletic Director and principal must approve all overnight trips. The head coach must provide the following information to the students and families as well as Campus Athletic Coordinator and Director of Athletics:

1. Date and time of departure and estimated time of return
2. Location of team housing and phone number in case of emergency
3. List of expenses that students may incur
4. Printed copy of team travel rules and itinerary
5. No BISD budgeted funds may be used for regular-season overnight trips
6. At all times, students will have coaching staff supervision

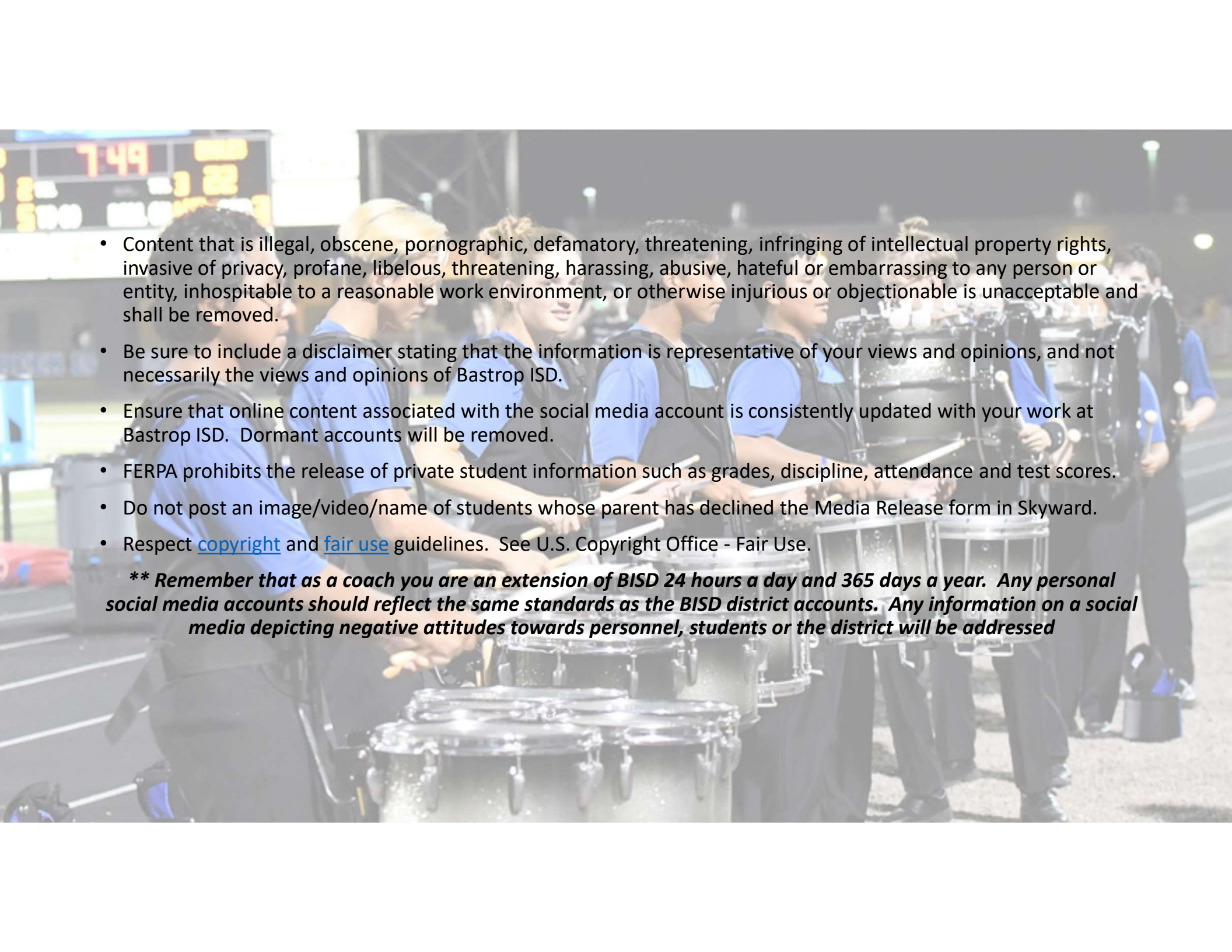
Social media

This excerpt is directly from our BISD website

Bastrop ISD supports the use of social media by its campuses and staff as a way to facilitate communication. Bastrop ISD strongly encourages campus news contacts, faculty, or administrators to submit campus news to the Communications Department, so that it may be posted on the BISD Facebook, Twitter, YouTube page, BISD mobile app, the BISD website, or School Messenger. The following policy serves as a guideline for those initiating a social media feed for their department, classroom, campus, athletic team, or organization.

General Guidelines for District Accounts

- All Bastrop ISD online social media, current and future, shall be authorized via online application.
- Social media behavior should reflect the same standards of what is published in the current BISS Employee Handbook and Responsible Use Policy.
- Any existing sites or pages that represent Bastrop ISD are subject to review by campus and department administrators and may be amended or, when necessary, removed.
- Use of District logos must be requested and have the approval of the BISS Executive Director of Communications.
- Bastrop ISD does not pre-screen posted content, but it shall have the right to remove, in its sole discretion, any content that it considers to violate this policy or the District's Responsible Use Policy. The District does not endorse or take responsibility for content posted by third parties.

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- A group of students in blue shirts and black vests are playing drums on a field at night. In the background, a scoreboard shows the number 749. The scene is illuminated by stadium lights.
- Content that is illegal, obscene, pornographic, defamatory, threatening, infringing of intellectual property rights, invasive of privacy, profane, libelous, threatening, harassing, abusive, hateful or embarrassing to any person or entity, inhospitable to a reasonable work environment, or otherwise injurious or objectionable is unacceptable and shall be removed.
 - Be sure to include a disclaimer stating that the information is representative of your views and opinions, and not necessarily the views and opinions of Bastrop ISD.
 - Ensure that online content associated with the social media account is consistently updated with your work at Bastrop ISD. Dormant accounts will be removed.
 - FERPA prohibits the release of private student information such as grades, discipline, attendance and test scores.
 - Do not post an image/video/name of students whose parent has declined the Media Release form in Skyward.
 - Respect [copyright](#) and [fair use](#) guidelines. See U.S. Copyright Office - Fair Use.

***** Remember that as a coach you are an extension of BISD 24 hours a day and 365 days a year. Any personal social media accounts should reflect the same standards as the BISD district accounts. Any information on a social media depicting negative attitudes towards personnel, students or the district will be addressed***

Social Media Handles for Athletic Accounts

TWITTER:

Bastrop Bears Sports

@Bastrop_Bears

Pw: bears999

Cedar Creek Eagle Sports

@TheCreek_Sports

pw: eagles999

FACEBOOK

Bastrop Bears Sports

@BastropBearsSports

Cedar Creek Eagles Sports

@CedarCreekEaglesSports

INSTAGRAM

@BastropBears_Sports

Pw: bears999

@TheCreek_EaglesSports

pw: eagles999



Social Media-Students

- Student-athletes are high-profile representatives of Bastrop Independent School District, and their behavior is subject to scrutiny by their peers, the campus, community, and the media. The actions of a single student-athlete can reflect positively or negatively not only on the individual student-athlete, but also on his or her team and coaches, the Athletics Department and the entire school campus.
- Therefore, student-athletes are expected to represent themselves and BISD with honor, dignity and integrity at all times-including interaction on social networking websites and other online environments. The popularity of social networking websites (e.g. Facebook, Twitter, Vine, YouTube, Instagram, BlogSpot, etc.) has grown tremendously during the last few years. These websites can serve as valuable communication tools when use appropriately. The use of social media, however, has the potential to cause problems for both the student-athlete and the school environment. Almost anything a student-athlete posts on a social networking site may be viewed by others, and both the media and the general public are more likely to view the profiles of student-athletes than the profiles of other students.



Rules Regarding Social Networking Sites

Participation in BISD Athletics is a privilege and not a right. As a condition of being a student-athlete in BISD, student-athletes must abide by the following rules related to the use of the internet and social networking sites:

- a. Any postings or communications via social networking websites which disrupt either the educational or athletic environments or which advocates the violation of any school or team policy would be unacceptable.
- b. Student-athletes may not post online pictures, information or other content that might cause embarrassment to themselves, fellow student-athletes, teams, coaches, the Athletics Department or the campus (examples: obscene images or language, nudity, pictures at parties with alcohol, references to drugs, sex or illegal activities).
- c. Student-athletes may not post any content online that is unsportsmanlike, derogatory, demeaning, or threatening toward any other individual, teammate, coach, faculty member, or entity (examples: derogatory comments regarding another school; taunting comments aimed at a student-athlete, coach or team at another school). No posts should depict or encourage unacceptable or illegal activities (examples: hazing, sexual harassment/ assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug use).
- d. Student-athletes may not post any content online that would constitute a violation of the BISD Student Code of Conduct.
- e. Student-athletes may not post any information that is sensitive or personal in nature or is proprietary to the Athletic Department of the school which is not public information (examples: tentative or future team schedules, student-athlete injuries and eligibility status, travel plans/itineraries or information).
- f. Student-athletes are required to abide by all laws related to the use of the internet (including state and federal privacy laws such as FERPA and HIPPA), and student-athletes are personally liable for any violations of those laws