



**BEAUMONT ISD
ATHLETIC & FINE ARTS
EMPLOYEE HANDBOOK**

2025-2026

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BEAUMONT INDEPENDENT SCHOOL DISTRICT

Dr. Shannon Allen	Superintendent of Schools
Dr. Anita Frank	Associate Superintendent of Schools
Mrs. Anetra Cheatham	Assistant Superintendent of Secondary
Randall Maxwell	Executive Director of Student Services
Derwin Samuels, Jr.	Executive Director of Human Resources
Cheryl Hernandez	Chief Financial Officer
Dr. Ron Jackson	Director of Athletics
Mike Murdoch	Director of Fine Arts

**BISD Memorial Stadium, Natatorium, and Athletic Office
5250 Bayou Willow Way
Beaumont, Texas 77705**

Office: (409) 617-5014

**BISD Administration Annex – Fine Arts Office
4315 Concord Road
Beaumont, TX 77703**

Office: (409) 617-5057

ATHLETIC DEPARTMENT VISION

The vision of the Beaumont Independent School District Athletic Department is to provide student-athletes a safe and healthy environment that promotes and supports academic, athletic and personal achievement. Athletic programs will encourage and empower student-athletes to become better students, athletes, leaders and citizens.

MISSION

Consistent with the mission of the Beaumont Independent School District, the Beaumont ISD Athletic Department will provide assistance in the development of the total student through education and competition. In addition, the athletic programs will provide student-athletes an opportunity to pursue and understand the values of attitude, character, commitment, leadership, sportsmanship, responsibility, accountability, decision-making, work-ethic and TEAM.

FINE ARTS DEPARTMENT VISION

The vision of the Beaumont Independent School District Fine Arts Department is to instill in our students and community a passion and appreciation of the performing and visual arts that results in personal and professional artistic pursuits that will last a lifetime.

MISSION

Consistent with the mission of the Beaumont Independent School District, the Beaumont ISD Fine Arts Department will develop creative and engaging artistic opportunities for our students that allow them to flourish and create meaningful connections within our community.

FOREWORD

The BISD Athletic & Fine Arts Handbook is applicable to all that participate in BISD's Athletic and Fine Arts programs. Should you have any questions related to this handbook or the departments please contact the Director of Athletics at 409-617-5014 or the Director of Fine Arts at 409-617-5105. BISD will operate its Athletic and Fine Arts programs in accordance with all rules and regulations promulgated by the University Interscholastic League (UIL), the governing body for extracurricular programs in Texas Public Schools.

Students are not obligated to participate in Athletics or Fine Arts extracurricular programs, nor is it required for graduation. Participation in these programs is voluntary and students have no right to participate. Participation is a privilege.

Participation in all extracurricular programs, including Athletics and Fine Arts, demands a time commitment and dedication from the coaches, directors, sponsors and all participants. Participation in these programs should be a positive experience, with high expectations, discipline, and accountability as integrated core concepts. The BISD Athletic and Fine Arts Departments strive to develop extracurricular programs that will compliment both Beaumont ISD and the community.

I acknowledge that I have read and understand the content in the Beaumont ISD Athletic & Fine Arts Handbook. I agree to abide by the standards, policies, and procedures defined or referenced in this Handbook.

I understand that this Handbook makes no modification to contractual relationships or alterations of at-will relationships.

I understand that I have an obligation to inform the Director of Athletics and/or the Director of Fine Arts of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting the Director of Athletics and/or the Director of Fine Arts if I have questions, concerns, or need clarification.

Name _____ Campus _____

Signature

Date

2025-2026

Instructional Calendar

BEAUMONT INDEPENDENT SCHOOL DISTRICT



KEY

- - First/Last Day of School
- - Staff Development or Teacher Work Days
- - Teacher Work Day
- - End of Grading Period
- - Half Day/Early Release
- - Staff/Student Holiday
- - New Teacher Orientation
- ★ - STAAR Test

JULY 2025

S	M	T	W	T	F	S
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AUGUST 2025

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SEPTEMBER 2025

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OCTOBER 2025

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NOVEMBER 2025

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DECEMBER 2025

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SCHOOL HOURS

Elementary
8:25 a.m. - 3:55 p.m.

Pietzsch-MacArthur PreK-8
8:25 a.m. - 3:55 p.m.

Middle
7:45 a.m. - 3:15 p.m.

High School
7:15 a.m. - 3:00 p.m.

Bingman
8:25 a.m. - 3:55 p.m.

Pathways
7:10 a.m. - 2:25 p.m.

Paul A. Brown Center
7:35 a.m. - 3:00 p.m.

Career and Technical Education Center
7:20 a.m. - 3:00 p.m.



Beaumont ISD
Administration Building
3395 Harrison Avenue
Beaumont, Texas 77706
(409) 617-5000
Fax (409) 617-5184

JANUARY 2026

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FEBRUARY 2026

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MARCH 2026

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APRIL 2026

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MAY 2026

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JUNE 2026

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GRADING PERIODS

- 1st grading period - Aug. 13 - Oct. 8
- 2nd grading period - Oct. 15 - Dec. 19
- 3rd grading period - Jan. 6 - March 5
- 4th grading period - March 16 - May 28

GOALS NIGHT

- High School - August 27 - 6:00 pm
- Middle School - August 28 - 6:00 pm
- Elementary - September 3 - 6:00 pm

GRADUATION DATES

- King Collegiate Academy - TBD
- Beaumont United Graduation - May 19, 2026
- West Brook Graduation - May 20, 2026

BMTISD.COM

REVISED
7-15-25



ATHLETICS DEPARTMENT

6-25-25
2025-2026

TEA/UIL Athletic Eligibility Calendar

Beaumont Independent School District

This document is intended to bring clarity to the eligibility calendar for UIL participants. Specifically, be aware of the following:

- Promotion status determines eligibility at start of school year for students beginning grades 9 and below. Total credits determine eligibility at the start of the school year for students beginning their 2nd, 3rd and 4th years of high school.
- All students not meeting credit/ promotion criteria on August 1, 2025 are academically ineligible to participate in UIL Activities until eligibility is assessed at the Mandatory UIL 6 Weeks Grade Check (PR2).
- Grace periods for eligibility are seven (7) calendar days after the progress/official grade check - with the exception of holidays.
- Students may only lose eligibility at the Mandatory UIL 1st 6 Weeks Grade Check and at the 9 Weeks Official Grade Check, not at an interim progress report.
- Students may gain eligibility at the following times: UIL 1st 6 Weeks Grade Check, 3 Week Interim Progress Report, 6 Week Interim Progress Report and 9 Week Official Grade Check.
- All students are academically eligible to participate during the holidays: Thanksgiving Break, Mid-Winter Break, Spring Break, Summer Break

DAY:	DATE:	DESCRIPTION	TIME:
Fri.	Sept. 19, 2025	MANDATORY UIL 1ST SIX WEEKS GRADE CHECK	UIL 6 weeks grade check (PR2)
Fri.	Sept. 26, 2025	All students may GAIN or LOSE Eligibility based on (PR2)	AT END OF SCHOOL DAY
Wed.	Oct. 8, 2025	OFFICIAL GRADE CHECK- END OF 1ST NINE WEEKS	End of 1 st Nine Weeks (NW1)
Wed.	Oct. 15, 2025	All students may GAIN or LOSE Eligibility based on (PR2)	AT END OF SCHOOL DAY
Fri.	Oct. 31, 2025	3 Week Interim Progress Report	3 weeks progress check (PR3)
Fri.	Nov. 7, 2025	Students passing (PR3) regain eligibility	AT END OF SCHOOL DAY
Fri.	Nov. 21, 2025	6 Week Interim Progress Report	6 weeks progress check (PR4)
THANKSGIVING BREAK- Nov. 21st (end of school day) - Dec. 1 (start of school)			
ALL STUDENTS ACADEMICALLY ELIGIBLE FOR COMPETITION UNDER UIL NO PASS NO PLAY RULE			
Mon.	Dec 1, 2025	All students not passing at (PR3) resume ineligibility	At beginning of school day
Mon.	Dec. 8, 2025	Student passing (PR4) regain eligibility	AT END OF SCHOOL DAY
Fri.	Dec. 19, 2025	OFFICIAL GRADE CHECK- END OF 2ND NINE WEEKS	End of 2 nd Nine Weeks (NW2)
MID-WINTER BREAK- DEC. 19th (end of school day) - JAN. 6 (start of school)			
ALL STUDENTS ACADEMICALLY ELIGIBLE FOR COMPETITION UNDER UIL NO PASS NO PLAY RULE			
Tues.	Jan. 6, 2026	All students not passing at (PR4) resume ineligibility	At beginning of school day
Tues.	Jan. 13, 2026	ALL students may GAIN/LOSE eligibility based on (NW2)	AT END SCHOOL DAY
Mon.	Jan. 26, 2026	3 Week Interim Progress Report	3 weeks progress check (PR5)
Mon.	Feb 2, 2026	Students passing (PR5) regain eligibility	AT END OF SCHOOL DAY
Fri.	Feb. 13, 2026	6 Week Interim Progress Report	6 weeks progress check (PR6)
Fri.	Feb. 20, 2026	Students passing (PR6) regain eligibility	AT END OF SCHOOL DAY
Thurs.	Mar. 5, 2026	OFFICIAL GRADE CHECK- END OF 3RD NINE WEEKS	End of 3 rd Nine Weeks
SPRING BREAK- MAR. 6th (end of school day) - MAR. 16th (start of school)			
ALL STUDENTS ACADEMICALLY ELIGIBLE FOR COMPETITION UNDER UIL NO PASS NO PLAY RULE			
Mon.	Mar. 16, 2026	All students not passing at (PR6) resume ineligibility	At beginning of school day
Mon.	Mar. 23, 2026	ALL students may GAIN/LOSE eligibility based on (NW3)	AT END OF SCHOOL DAY
Thurs.	Apr. 2, 2026	3 Week Interim Progress Report	3 week progress check (PR7)
Thurs.	Apr. 9, 2026	Student passing (PR7), regain eligibility	AT END OF SCHOOL DAY
Fri.	Apr. 24, 2026	6 Week Interim Progress Report	6 week progress check (PR8)
Fri.	May 1, 2026	Student passing (PR8), regain eligibility	AT END OF SCHOOL DAY
Fri.	May 28, 2026	End of School Year- END OF 4TH 9 WEEKS	End of 4 th Nine Weeks (NW4)

****NOTE: All students are academically eligible during summer break for competition under UIL No Pass, No Play Rule.**

Professional Acknowledgement Form

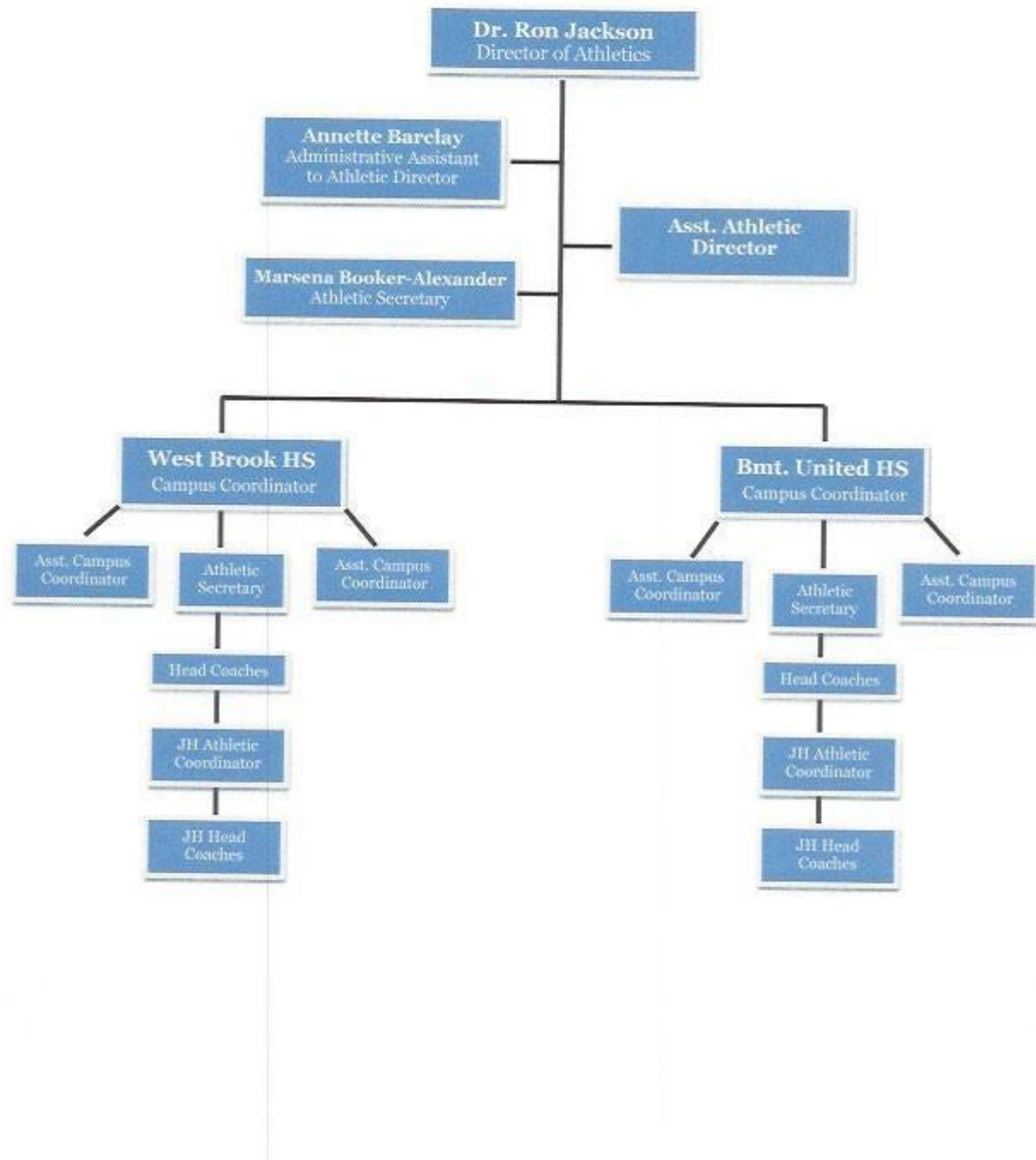
<https://www.uiltexas.org/files/professional-acknowledgement.pdf>

SECTION I

Athletics

Administrative Organization & Personnel

Department of Athletics



BISD ATHLETIC DEPARTMENT ADMINISTRATION

Dr. Ron Jackson	Director of Athletics
Rolander Fontenot	Assistant Director of Athletics
Annette Barclay	Athletic Administrative Assistant
Marsena Booker-Alexander	Athletic Secretary

UNITED HIGH SCHOOL CAMPUS ATHLETIC ADMINISTRATION

Darrell Colbert	Athletic Coordinator
David Green	Assistant Athletic Coordinator
Tammy Walker-Brown	Assistant Athletic Coordinator

WEST BROOK HIGH SCHOOL CAMPUS ATHLETIC ADMINISTRATION

Chuck Langston	Athletic Coordinator
Andre Boutte	Assistant Athletic Coordinator
Talon Morgan	Assistant Athletic Coordinator

DISTRICT ATHLETIC TRAINERS

Danae Tuhn M.Ed, LAT, ATC	Lead Beaumont United High School
Jacob Pfaff MS, LAT	Beaumont United High School
Jordan Corley LAT, ATC	Beaumont United High School
Dante Johnson MS, LAT	Lead West Brook High School
Jordan Hemker LAT	West Brook High School
Nicole Patterson LAT	West Brook High School

PERSONNEL

As parents entrust their children to the care of BISD, therefore, all Athletic personnel must accept responsibility for the overall development of the student-athlete and recognize the importance of supporting the total child, by adhering to the policies and procedures outlined in this Handbook.

COACHING ASSIGNMENTS - ATHLETICS

Teachers approved for stipends for extra duties and responsibilities shall be assigned and compensated in accordance to the following guidelines:

The Athletic Director/Campus Principal is responsible for the assignment of all coaches and coaching assignments are subject to change at the direction of the Athletic Director/Campus Principal. All coaches are required to attend all mandatory meetings.

All teams will be required to participate in a fundraiser to offset costs associated with entry fees, hotels, etc.

Head coaches will coach the student-athletes at the district campus assigned and be required to oversee and attend the athletic period for his/her designated sport. **All head coaches will be required to attend their athletic period.**

Coaches will coach only the student-athletes in their designated high school feeder schools.

Please review the following feeder pattern:

BU

Blanchette
Charlton-Pollard
Fletcher
Homer
Jones-Clark
Martin
P-Mac
Smith
Odom

WB

Amelia
Caldwood
Curtis
Dishman
Guess
Regina-Howell
Vincent
Marshall

Professional Development- All coaches will attend Texas High School Coaches Association coaching school only.

Evaluation of Coaches: The Athletic Director shall be responsible for evaluating the overall coaching performance of the Head Coach of each sport. The Head Coach is responsible for formally evaluating each coach under their direction, followed by a review of the evaluation by the Director of Athletics.

Dismissal of Coaches: The Athletic Director/Campus Principal will have the authority to assign and/or reassign coaches based on the specific needs of the program as determined by the Athletic Director/Campus Principal. A reassignment may be made for disciplinary reasons when termination of employment is deemed too harsh for the offense.

Your supplemental duty(ies) is/are at-will and is/are not part of your regular employment contract with the district. **There is no property right to your continuation of the assignment(s).** You may resign one or more of these duties at any time or the district may reassign or terminate one or more duties at any time, which will result in an overall decrease in compensation as compared to your current salary. This notice of the potential for your salary to be reduced should you resign or be removed from a supplemental duty is being provided to you within 45 days of the first day of instruction, as required by law

Stipends and supplemental duty assignments are in addition to your regular salary. Your assignment may require work before the start date or after the end date for your contract assignment. Your stipend(s) include(s) payment for all duties, responsibilities, and additional time that your supplemental duties may require. A stipend associated with a particular supplemental duty may be prorated if you do not complete the assignment or your assignment is terminated for any reason.

Your supplemental duty(ies) is/are at-will and is/are not part of your regular employment contract with the district. There is no property right to your continuation of the assignment(s). You may resign one or more of these duties at any time or the district may reassign or terminate one or more of these duties at any time.

Professional Dress

Professional Teacher/Coach should not wear the following at any of the above mentioned:

- shorts
- flip flops
- hats - inside a building
- jeans (unless approved by campus principal as an incentive on a identified date (day)
- tights
- warm-ups
- any additional standard deemed appropriate set by campus principal or campus coordinator.

During the instructional day, practice, games, tournaments, etc. coaches also need to model expected professional dress for all students and athletes. This is non-negotiable.

All coaches are expected to adhere to the UIL Code of Conduct for Coaches.

UIL CODE OF CONDUCT FOR COACHES

We at the University Interscholastic League believe that high school athletic competition should be fun, but that it must also be a significant part of a sound educational program. We believe that those who coach student-athletes are, first and foremost, teachers who have a duty to assure that the essential elements of character-building are embodied in the concept of sportsmanship and six core ethical values: trustworthiness, respect, responsibility, fairness, caring and good citizenship. Finally, we believe that the sincere and good faith efforts to honor the words and spirit of this Code will improve the quality of our programs and the well being of our student-athletes. This Code of Conduct applies to coaches involved in University Interscholastic League sports.

I understand that in my position as a coach, I must act in accord with the following code:

TRUSTWORTHINESS

- **Trustworthiness** - Be worthy of trust in all I do and teach student-athletes the importance of integrity, honesty, reliability and loyalty.
- **Integrity** - Model high ideals of ethics and sportsmanship and always pursue victory with honor. Teach, advocate and model the importance of honor and good character by doing the right thing even when it is unpopular or personally costly.
- **Honesty** - Do not lie, cheat, steal, engage in or permit dishonest or unsportsmanlike conduct.
- **Reliability** - Fulfill commitments, be on time. Do what you say you will do.
- **Loyalty** - Be loyal to my school and team. Put the team above personal glory.
- **Primacy of Educational Goals** - Be faithful to the educational and character-development missions of the school and assure that these objectives are not compromised to achieve sports performance goals. Always place the academic, emotional, physical and moral well being of athletes above desires and pressures to win.
- **Counseling** - Be candid with student-athletes and their parents about the likelihood of getting an athletic scholarship or playing at a professional level. Counsel them about the requirement of many colleges preventing recruitment of student-athletes that do not have a serious commitment to their education, the ability to succeed academically, or the

character to represent their institution honorably.

- **College Recruiters** - Be honest and candid with college recruiters about the character, academic abilities and interests of student-athletes.

RESPECT

- **Respect** - Treat all people with respect at all times, and require the same of student-athletes.
- **Class** - Be a good sport. Teach and model class, and be gracious in victory and accept defeat with dignity. Encourage student-athletes to give fallen opponents a hand, compliment extraordinary performance and show sincere respect in pre- and post-game rituals.
- **Taunting** - Do not engage in or allow trash talking, taunting, boastful celebrations or other actions that demean individuals or the sport.
- **Respect Officials** - Treat contest officials with respect. Do not complain about or argue with official's calls or decisions during or after an athletic event.
- **Respect Parents** - Treat the parents of student-athletes with respect. Be clear about expectations, goals and policies and maintain open lines of communication.
- **Profanity** - Do not engage in or permit profanity or obscene gestures during practices, sporting events, on team buses or any other situation where the behavior could reflect badly on the school or the sports program.
- **Positive Coaching** - Use positive coaching methods to make the athletic experience enjoyable, increase self-esteem and foster a love and appreciation for the sport. Refrain from physical or psychological intimidation, verbal abuse and conduct that is demeaning to student-athletes or others.
- **Effort and Teamwork** - Encourage student-athletes to pursue victory with honor, to think and play as a team, to do their best, and continually improve through personal effort and discipline. Discourage selfishness and put less emphasis on the final outcome of the contest, than upon effort, improvement, teamwork and winning with character.
- **Professional Relationships** - Maintain appropriate professional relationships with student-athletes and respect proper student-teacher boundaries. Sexual or romantic contact with students is strictly forbidden, as is verbal or physical conduct of a sexual nature directed to or in view of student-athletes.

RESPONSIBILITY

- **Life Skills** - Always strive to enhance the physical, mental, social and moral development of student-athletes and teach them positive life skills that will help them become well-rounded, successful and socially responsible adults.
- **Advocate Education** - Advocate the importance of education beyond basic athletic eligibility standards. Work with faculty and parents to help student-athletes set and achieve the highest academic goals possible for them.
- **Advocate Honor** - Prominently discuss the importance of character, ethics and sportsmanship in materials about the athletic program, and vigorously advocate the concept of pursuing victory with honor in all communications.
- **Good Character** - Foster the development of good character by teaching, advocating and modeling high standards of ethics and sportsmanship.
- **Personal Conduct** - Refrain from profanity, disrespectful conduct and the use of alcohol or tobacco in front of student-athletes or other situations where my conduct could undermine my positive impact as role model.
- **Role-Modeling** - Be a worthy role-model, always be mindful of the high visibility and great influence I have as a teacher-coach, and consistently conduct myself in private and coaching situations in a manner that exemplifies all that I want my student-athletes to be.
- **Competence** - Strive to improve coaching competence and acquire increasing proficiency in coaching principles and current strategies, character-building techniques and first aid safety.
- **Knowledge of Rules** - Maintain a thorough knowledge of current game and competition rules and assure that my student-athletes know and understand the rules.
- **Positive Environment** - Strive to provide challenging, safe, enjoyable and successful experiences for the athletes by maintaining a sports environment that is physically and emotionally safe.
- **Safety and Health** - Be informed about the basic first aid principles and the physical capacities and limitations of the age group coached.
- **Unhealthy Substances** - Educate student-athletes about the dangers and prohibit the use of unhealthy and illegal substances including alcohol,

UIL CODE OF CONDUCT FOR COACHES (CONTINUED)

tobacco and recreational or performance enhancing drugs.

- **Eating Disorders** - Counsel students about the dangers of and be vigilant for signs of eating disorders or unhealthy techniques to gain, lose or maintain weight.
- **Physician's Advice** - Seek and follow the advice of a physician when determining whether an injured student-athlete is ready to play.
- **Privilege to Compete** - Assure that student-athletes understand that participation in interscholastic sports programs is a privilege, not a right, and that they are expected to represent their school, team and teammates with honor, on and off the field. Require student-athletes to consistently exhibit good character and conduct themselves as positive role models.
- **Role-Modeling** - Control my ego and emotions. Avoid displays of anger and frustration. Do not retaliate.
- **Integrity of the Game** - Protect the integrity of the game, do not gamble. Play the game according to the rules.

- **Enforcing Rule** - Enforce this Code of Conduct consistently in all sports-related activities and venues.
- **Protect Athletes** - Put the well being of student-athletes above other considerations and take appropriate steps to protect them from inappropriate conduct.
- **Access** - Help make my sport accessible to all diverse communities.
- **Improper Commercialism** - Be sensitive to and avoid unwholesome commercialism including inappropriate exploitation of my name or the name of the school. Make sure school and district officials approve any affiliation or association with a corporate entity.

FAIRNESS

- **Fair and Open** - Be fair in competitive situations, selecting a team, disciplinary issues and all other matters. Be open-minded and willing to listen and learn.

CARING

- **Safe Competition** - Put safety and health con-

siderations above the desire to win. Never permit student-athletes to intentionally injure any player or engage in reckless behavior that might cause injury to themselves or others.

- **Caring Environment** - Consistently demonstrate concern for student-athletes as individuals and encourage them to look out for one another and think and act as a team.

CITIZENSHIP

- **Honor the Spirit of the Rules** - Observe and require student-athletes to observe the spirit and letter of all rules, including the rules of the game and those relating to eligibility, recruitment, transfers, practices and other provisions regulating interscholastic competition.
- **Improper Gamesmanship** - Promote sportsmanship over gamesmanship. DO NOT CHEAT. Resist the temptation to gain competitive advantage through strategies or techniques that violate the rules, disrespect the highest traditions of the sport or change the nature of competition.

ADMINISTRATIVE ORGANIZATION

ATHLETIC DEPARTMENT

A. DIRECTOR OF ATHLETICS

- Director of Athletics/Campus Principal –responsible for all athletic coaches at Beaumont ISD, and their assignments in regard to promotion of the overall program.
- Responsible to the Superintendent of Schools.
- Responsible for coordinating athletic programs and supervision of coaching personnel in the entire school district.
- Authorized to assign coaches under his supervision to in-service meetings and other duties relating to the successful operation of the programs.

B. ASSISTANT DIRECTOR OF ATHLETICS

- Assistant to the Director of Athletics- responsible for all athletic coaches in the system, and their assignments in regard to promotion of the overall program.
- Responsible to the Director of Athletics.
- Responsible for coordinating athletic programs and supervision of coaching personnel in the district.
- Authorized to assign coaches under their supervision to in-service meetings and other duties related to the successful operation of the program.
- Organize and supervise the Middle School athletic programs and schedules.

C. CAMPUS ATHLETIC COORDINATOR/ASSISTANT CAMPUS COORDINATOR

- Responsible for coordinating athletic programs at their campus in cooperation with the athletic director.
- Authorized to assign coaches under their supervision to in-service meetings and other duties related to the successful operation of the campus.
- Responsible to the Director of Athletics and Assistant Athletic Director.

D. HEAD COACHES – HIGH SCHOOL AND MIDDLE SCHOOL

- Responsible for coordinating their particular sport.
- Responsible to the Director of Athletics, Assistant Athletic Director, and Campus Coordinator.
- Attend Middle School games and practices

E. ASSISTANT COACHES-HIGH SCHOOL AND MIDDLE SCHOOL

- Responsible to the Head Coach of their particular sport.
- Responsible to the Director of Athletics, Assistant Athletic Director, Campus Coordinator and Head Coaches.

F. LEAD ATHLETIC TRAINER

- Works with the Head Coach of each sport in the area of athletic training and injury rehabilitation.
- Responsible to the Director of Athletics, Assistant Athletic Director, and Campus

Coordinator.

ATHLETIC STAFF RESPONSIBILITIES

The responsibilities listed below are not exhaustive and duties/responsibilities may be modified, as appropriate. Coaches are not allowed to wear jeans or warm-ups during any contest. Male coaches are not permitted to wear earrings during practice or competition. ALL coaches are required to maintain an inventory list and turn it in at the end of each year.

A. HEAD COACH

1. Responsible for all athletic equipment issued to his sport.
2. Will assist the Athletic Director in facility maintenance within the areas assigned to his/her sport.
3. Responsible for all home contests and will assist the visiting teams in any way deemed necessary.
4. Will schedule all games with the aid of the Athletic Director.
5. Will choose and contract all officials with the assistance of the Athletic Director.
6. Will organize all workouts in written form.
7. Responsible for the following paperwork: inventories, eligibility forms, lettermen's list, game results, meal requests (playoff games), officials' selection, bus requisitions, out-of-town travel lists, program rosters, final game statistics, and payment authorization forms.
8. Responsible for reporting all UIL violations to the Athletic Director immediately after infraction occurs. This includes, but is not limited to, player ejection, coach ejection, playing an ineligible player, etc.
9. Responsible for the behavior of all athletes under their guidance.
10. Will furnish a list of participants to the principal if class time is to be missed. All teachers must be informed.
11. Will stay with the athletes until they have dressed and secure all facilities before leaving.
12. Will attend coaching school, clinics, and district league meetings related to their sport, as the budget allows.
13. Responsible for their coaching staff and their development in the sport.
14. Will provide all program information as needed to the Booster Club representative such as rosters, pictures, etc. in accordance with Board Policy FL (LOCAL).
15. Will aid all college potential athletes with information about playing at the college level.
16. Will make sure that all reports for their sport are on time to the athletic office and the UIL.
17. Will determine the eligibility of all participants in the sport, complete paperwork necessary for the Athletic Director.

18. Will compile and maintain a file of needs such as equipment and supplies. Will complete inventory to ensure all essentials for the program are secured.
19. Will assign coaches to their specific coaching duties in their sport, subject to approval by Campus Coordinator and Athletic Director.
20. Responsible for submitting weekly game reports and end-of-season reports to the UIL and Athletic Director, as required by the sport.
21. Will provide direction and assistance to the high school and middle school coaches to assure coordination and success at each level.
22. Will submit a list of names of players to be scheduled in the athletic period and will be responsible for recommending the transfer of athletes out of the athletic period.
23. Responsible for obtaining approval from the campus principal to participate in any after school meetings/practices, or games if absent from work on a game or practice day.
24. Responsible for completing a Previous Athletic Participation Form and conducting a home verification visit for all new athletes moving into the District who wish to participate in Varsity athletics.
25. High School Head Coaches are required to attend middle school games and practices.

B. ASSISTANT COACH

1. Will assist the head coach with instructing players in the rules, regulations, equipment, and techniques of the sport.
2. Will assess player's skills, monitor players during competition and practice, and keep the Head Coach informed of the athletic performance of the students.
3. Will maintain a record of team statistics and requirements for lettering. (For Head Coach ,Assistant Athletic Director, and Athletic Director)
4. Will work within the basic framework and philosophy of the Head Coach of that sport and assists with determining game strategy.
5. Will assist the Head Coach with supervising athletes during practices and competition.
6. Will attend all staff meetings and carry out scouting assignments as designated by the Head Coach.
7. Will model sportsman-like behavior and maintain appropriate conduct towards players, officials, and spectators.
8. Will arrive assigned minutes before practice, contests, and meetings to adequately prepare and remain afterwards to assist players and participate in staff discussion, as needed.
9. Will assist in the planning and implementation of both in-season and out-of-season conditioning and weight programs.
10. Responsible for obtaining approval from the campus principal to participate in any after school meetings/practices, or games if absent from work on a game or practice day.
11. Will never criticize, admonish, or argue with the Head Coach or any staff member within ears or eyes of players or parents.

12. Will never leave practices, games, or any other contest where a student's attendance is requested until the last student has left.
13. Will Perform other such duties that are consistent with the nature of the position and that may be requested by the head coach or athletic administration.
14. High School assistant coaches will be assigned by head coach to attend middle school games

C. ATHLETIC TRAINER

1. Will conduct an initial assessment of an athlete's injury or illness and formulate an impression of the injury or illness in order to provide emergency or continued care. Will refer the athlete to a physician for a definitive diagnosis and treatment, if necessary. Will document all assessments and the treatment of the athlete in RankOne.
2. Will administer first aid and emergency care for acute athletic injuries/illnesses.
3. Will coordinate, plan, and implement a comprehensive rehabilitation program for athletic injuries.
4. Will plan and implement a comprehensive athletic injury and illness prevention program.
5. Will provide instruction on curriculum related to athletic training or sports medicine by developing a student athletic trainer program.
6. Responsible for keeping a written record of all training room activities.
7. Responsible for keeping a copy of each athletic packet signed by a parent and physician.
8. Responsible for working with and developing the proper relationship with team physicians, coaches, athletes, and parents.
9. Will develop policies and procedures for the athletic training program as follows:
 - Ensure students address athletic trainers by a proper title, "coach", "Mr./Mrs./Ms.", etc.
 - Develop rules and job duties for student trainers and managers;
 - Develop rules for use in the training room; and
 - Limit the number of athletes, in the training room, at one time.
10. Will contact parents/guardians, keeping them fully informed of any injuries.
11. Will report any playing hazard found on practice or playing area.
12. Will administer treatment on weekends and holidays as assigned by the Athletic Director.
13. Will provide Athletic Trainer support at all varsity practices, home contests and sub-varsity events, as directed. Will provide trainer support for out-of-town contests where the opposing school trainer is not present, as directed.

14. Will compile and maintain a file of needs including equipment and supplies. Will complete inventory to ensure all essentials for the program are secured.
15. Will follow the work schedule and reporting policies established by the District for athletic trainers.
16. Will performs other duties as assigned by the Director of Athletics, Assistant Athletic Director, and/or Campus Coordinator.
17. Will provide required training and certification of CPR and First AID to all Beaumont ISD coaches.
18. Will maintain all paperwork relative to UIL requirements for steroid acknowledgement.
19. Will maintain all paperwork relative to coaches UIL requirements for CCP Training, Safety Training, First Aid/CPR Training, Concussion Training and Tackling Certification (Football) and Fundamentals of Coaching in Texas(First Year Coaches).

C. BOYS' AND GIRLS' MIDDLE SCHOOL COORDINATOR

1. Responsible for developing an athletic program under the leadership of the Athletic Director and Assistant Athletic Director.
2. Will teach the offense, defense and drills recommended by the high school head coaches of your feeder pattern.
3. Will implement philosophies, schemes, strategies, techniques, skills, offense and defenses as recommended by the high school head coach.
4. Responsible for reporting all UIL violations to the Athletic Director/Campus Coordinator immediately after the violation. This includes player ejection, coach ejection, playing an ineligible athlete, etc. Any player that receives a technical/ yellow card is removed from the game at the first opportunity.
5. Will develop and maintain a positive relationship with campus administration.
6. Will implement, under the direction of the Athletic Director, strength and conditioning and an off-season training program.
7. Will compile and maintain a file of needs including equipment and supplies. Will complete inventory to ensure all essentials for the program are secured.
8. Will provide assistance for visiting teams, as necessary.
9. Responsible for securing team transportation by completing a bus requisition. All trips must be approved by the Athletic Director.
10. Will file team rosters, practice schedules and game schedules with the Athletic Department and notify the Director of Athletics and/or Assistant Athletic Director of any change

11. Will confirm games with opponents for all Middle School contests prior to the start of the season.
12. Will organize all workouts on paper.
13. Will encourage athletes to continue participating in athletics in high school and college.
14. Will set a good example for all athletes and fellow coaches in manners, attitude, dress, conduct and character.
15. Responsible for the care of injured players and referring them to the trainer, physician, or hospital.
16. Will attend all in-service meetings held by the Athletic Director and High School Head Coach.
17. Responsible for the proper care and maintenance of all athletic equipment at their school.
18. Responsible for the general management (use, care, and maintenance) of all athletic facilities under their supervision.
19. Will assign, with the aid of the Athletic Director, all assistant coaches to their assignments and monitor them to ensure that all coaches fulfill their assignments.
20. Will determine the eligibility of all athletes.
21. Will maintain all paperwork relative to coaches UIL requirements for CCP Training, Safety Training, First Aid/CPR Training, Concussion Training and Tackling Certification (Football) and Fundamentals of Coaching (First Year Coaches).
22. Will perform other duties that may be assigned by the Athletic Director, Assistant Athletic Director, and/or Head Coach.
23. Football Coaches will attend high school practices and games.
24. Will conduct two fall coaches meetings and two spring coaches meetings and submit sign in sheets to the athletic office.

MIDDLE SCHOOL Head coaches and Assistant Coaches (In addition to the above responsibilities)

1. coordinate with high school coaches in feeder system to implement coaching strategies and programs vision
2. actively recruit new student athletes and assist high school coaches with retaining students from middle school to high school.
3. encourage and motivate all students/performers to continue participating in Athletics programs in high school and in college.
4. perform other duties as assigned by the Director of Athletics or the campus principal.
5. middle school coaches will support the high school coaches. Non-Negotiable

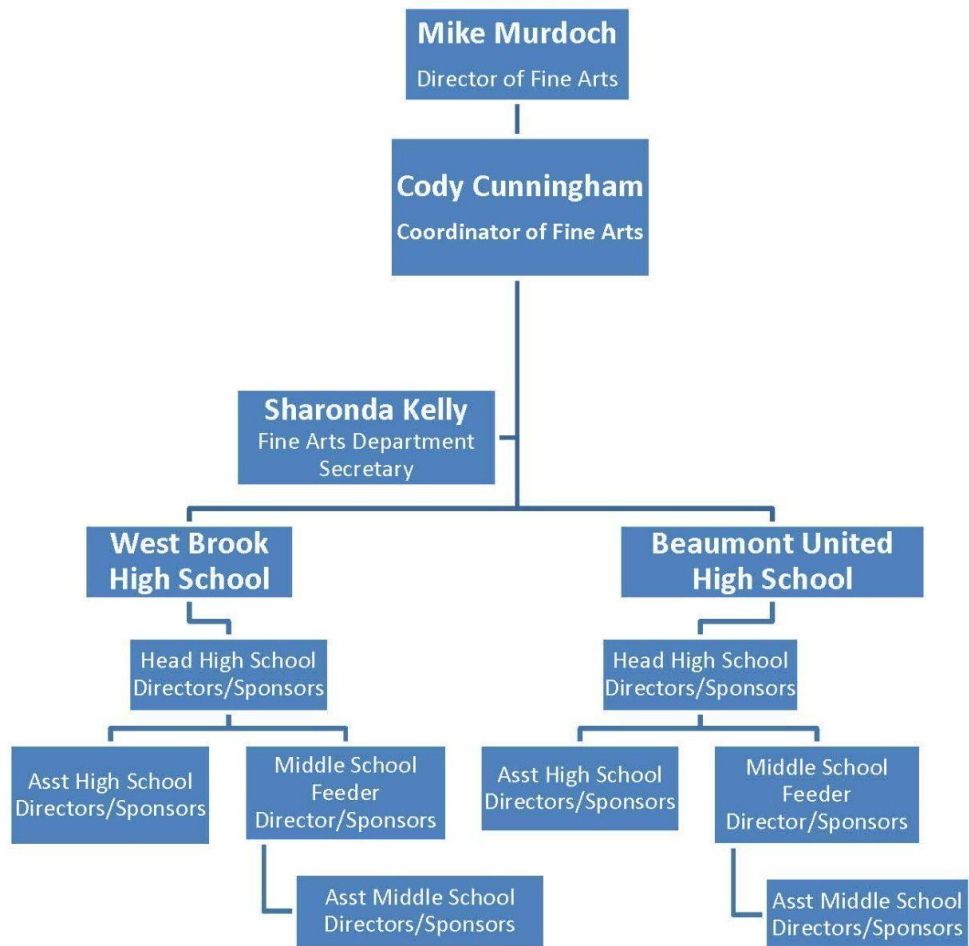
SECTION II

Fine Arts

Administrative Organization & Personnel

Department of Fine Arts

Department of Fine Arts



PERSONNEL

Parents entrust their children to the care of BISD, therefore, all Fine Arts personnel must accept responsibility for the overall development of the Fine Arts student and recognize the importance of supporting the total child, by adhering to the policies and procedures outlined in this Handbook. Fine Arts personnel must also recognize that they are responsible for the safety and well being of all students under their care or supervision.

DIRECTOR/SPONSOR ASSIGNMENTS – FINE ARTS

Teachers approved for stipends for extra duties and responsibilities shall be assigned and compensated in accordance to the following guidelines:

The Director of Fine Arts/Campus Principal is responsible for the assignment of all directors/sponsors and Fine Arts assignments are subject to change at the direction of the Director of Fine Arts/Campus Principal.

Stipends and supplemental duty assignments are in addition to your regular salary. Your assignment may require work before the start date or after the end date for your contract assignment. Your stipend(s) include(s) payment for all duties, responsibilities, and additional time that your supplemental duties may require. A stipend associated with a particular supplemental duty may be prorated if you do not complete the assignment or your assignment is terminated for any reason.

Your supplemental duty(ies) is/are at-will and is/are not part of your regular employment contract with the district. There is no property right to your continuation of the assignment(s). You may resign one or more of these duties at any time or the district may reassign or terminate one or more duties at any time, which will result in an overall decrease in compensation as compared to your current salary. This notice of the potential for your salary to be reduced should you resign or be removed from a supplemental duty is being provided to you within 45 days of the first day of instruction, as required by law.

Evaluation of Directors/Sponsors: The Director of Fine Arts/Campus Principal shall be responsible for evaluating the overall performance of the director/sponsor of each Fine Arts area. The head directors/sponsors are responsible for evaluating each director/sponsor under their direction, followed by a review of the evaluation by the Director of Fine Arts.

Dismissal of Fine Arts Personnel: The Director of Fine Arts/Campus Principal will have the authority to assign and/or reassign Fine Arts personnel based on the specific needs of the program as determined by the Director of Fine Arts/Campus Principal. A reassignment may be made for disciplinary reasons when termination of employment is deemed too harsh for the offense.

ADMINISTRATIVE ORGANIZATION

FINE ARTS DEPARTMENT

A. DIRECTOR OF FINE ARTS

- responsible for all Fine Arts personnel in Beaumont ISD and their assignments in regard to the promotion of the overall program
- responsible to the Superintendent of Schools and the Executive Director of Curriculum and Instruction
- responsible for coordinating all Fine Arts programs and the supervision of all Fine Arts personnel for the entire school district
- authorized to assign Fine Arts directors/sponsors under their supervision to in-service meetings and other duties relating to the successful operation of the programs

B. HEAD DIRECTORS/SPONSORS are:

- responsible for coordinating assigned Fine Arts programs at their campus in cooperation with the Director of Fine Arts and the campus principal.
- responsible for the supervision of assistant directors/sponsors, contracted personnel, and volunteers in their assigned Fine Arts program.
- authorized to assign assistant directors/sponsors under their supervision to in-service meetings and other duties related to the successful operation of the campus Fine Arts programs.
- responsible to the Director of Fine Arts and the campus principal.

C. ASSISTANT DIRECTORS/SPONSORS are:

- responsible to the head director/sponsor of their assigned Fine Arts program.
- responsible to the Director of Fine Arts and the campus principal.

PROGRAM & STAFF EXPECTATIONS

FINE ARTS DEPARTMENT

General Fine Arts Department Policies and Procedures

All Fine Arts teachers:

- are required to review and abide by the administrative procedures for their campuses.
- will comply with the rules and policies of the University Interscholastic League (UIL), the Texas Music Educators Association (TMEA), the Texas Educational Theatre Association (TETA), the Education Drama Association (EDA), the Texas Art Education Association (TAEA), the Texas Dance Educators Association (TDEA), the Texas Education Agency (TEA), the State Board of Education (SBOE), and the Beaumont Independent School District (BISD), as applicable.
- will attend all Beaumont ISD in-services, professional development training sessions, and district meetings, as assigned. Permission to be excused from a training or meeting must be requested and obtained in advance from the Director of Fine Arts.
- should plan to attend all professional organization meetings and UIL meetings, as applicable.
- should respond to all emails, communications, requests for information, and assigned work in a timely and professional manner.
- are expected to keep rehearsal rooms, storage rooms, practice rooms, Performing Arts Centers (PAC), offices, and performance areas secure, neat, and orderly. Any damage or misuse is to be reported immediately to the campus principal.
- are expected to keep an inventory of all equipment, uniforms, instruments, and other materials and supplies that are assigned to their program, as specified by the campus principal and the Director of Fine Arts. Any items that are distributed to students must be accounted for and returned in the appropriate condition. All inventory records should be updated and sent to the Department of Fine Arts **no later than the third Friday in September**.
- are responsible for organizing and supervising all rehearsals/practices occurring outside the academic school day and will open, close, and secure all rehearsal facilities.
- will supervise all students at all times. An instructor will remain at the rehearsal or performance site until all students have left the site.
- will provide students and parents with a list of required performances at the beginning of the school year or season that has been approved by the campus principal and submitted to the Fine Arts office. This list will include both extracurricular and co-curricular activities.
- will ensure standards of professional conduct are maintained at all times.
- will implement quality instructional practices, monitor achievement, and maintain progress with group and individual instruction, practices, and performances.
- will implement an instructional program which provides appropriate learning experiences, considering diverse learning styles and a range of learning curves.
- will implement classroom management procedures in the instructional setting to ensure the environment is conducive to the learning process; teachers will assist in the management of student behavior in all parts of the school, during and outside of school hours.

- will assess student abilities and achievement as related to outlined educational goals and objectives of their program; teachers will maintain appropriate assessment and evaluation documentation for all necessary reporting purposes.
- will ensure continuous communication with parents/guardians, both written and oral, keeping them informed of student(s) progress, program timelines, and expectations.
- will continually communicate with students regarding all program expectations and keep them informed of their progress in meeting those expectations.
- will manage learning time to maximize student achievement.
- will ensure the classroom and/or instructional environment is attractive, healthful, safe, and conducive to learning, and that materials are accessible to students.
- will support and assist feeder programs by attending concerts/shows, as allowed by their teaching schedule, and offering reasonable assistance to these programs.
- will monitor and enforce student eligibility criteria for all extracurricular and co-curricular activities.
- will follow all district guidelines on the publishing of photos, videos, etc. within the assigned Fine Arts program.
- will dress professionally (as outlined by the Director of Fine Arts) for all public performances, showcases, competitions, etc. and ensure students wear appropriate attire.
- will obtain approval from the Director of Fine Arts and campus principal before canceling, rescheduling, or changing any scheduled performance, competition, showcase, etc.
- will obtain approval from the Director of Fine Arts before loaning or transferring any equipment or inventory to another campus or location.

Elementary Music/Visual Art & Secondary Visual Art

- Each program will have a handbook or classroom guidelines document that is aligned with district and Department of Fine Arts requirements and policies. These should clearly outline the expectations of students and parents in the successful operation of the classroom and extracurricular activities and be approved by campus administration.
 - An electronic copy of all program handbooks or classroom guidelines documents should be sent to the Department of Fine Arts **no later than the third Friday in September.**
- Each program is encouraged to offer enrichment opportunities for students outside of the school day. These may include art clubs, recorder choirs, vocal ensembles, or other activities designed to enrich the content students receive in the classroom.
- Each visual art program should plan to participate in either:
 - The South East Texas State Fair Art Exhibit/Contest, and/or;
 - The Stark Museum Juried Student Art Exhibition

**** Exceptions to the above must be approved by the campus principal and the Director of Fine Arts before the competition's entry deadline. ****
- All teachers are expected to:
 - work with feeder school instructors to ensure proper placement of students into appropriate middle/high school Fine Arts classes.
 - prepare and perform music programs or art exhibits as directed by the campus and/or the Director of Fine Arts.
 - participate in concerts, exhibitions, and other school or community events as recommended

- or required by the campus principal and/or the Director of Fine Arts.
- encourage participation in district-wide events as appropriate, including, but not limited to, the Elementary Art and Music Showcase.

Secondary Performing Arts

- Each performing arts program should provide ample performance opportunities for every student enrolled in the program.
 - This includes the preparation and performance of any and all Fine Arts events or community performances/showcases, as directed by the campus principal and/or the Director of Fine Arts.
 - Note on combined campus performances: Campuses may choose to showcase their entire Fine Arts department, or portions thereof, when creating public performances. When doing so, ensure that every ensemble/group within each program has equal opportunities to perform and showcase the skills they have learned.
- Each secondary performing arts teacher will schedule and direct consistent before- and/or after-school sectionals, rehearsals, and small-group instruction to ensure that students are properly prepared for all performances, auditions, and competitions.
- Each secondary performing arts teacher should actively work to recruit new students into their assigned program and implement plans to retain students throughout middle and high school.
- Each secondary performing arts program will have a handbook that is aligned with district and Department of Fine Arts requirements and policies. This handbook will clearly outline the operations of the program and will include student/parent contracts for instruments, uniforms, attendance, conduct, travel, etc. Program handbooks will be approved by campus administration. All signed contracts are to be filed in the teacher's office.
 - An electronic copy of all program handbooks should be sent to the Department of Fine Arts **no later than the third Friday in September.**

Secondary Music (Band/Choir/Orchestra)

- All secondary music teachers are expected to
 - judge at the appropriate TMEA auditions and assist in all TMEA/UIIL activities, as assigned.
 - ensure appropriate individual student participation and investment in TMEA All Region / All-State auditions and support student participation throughout the audition process.
 - ensure appropriate individual/group participation and investment in Solo & Ensemble Contest (UIL, Region 10 TMEA) and support student participation throughout the contest process.
 - adequately prepare students in their program to participate in all UIL Concert & Sight-Reading events and to attend the UIL Concert and Sight-reading Evaluation, as directed.
- All secondary music programs should provide multiple opportunities for student performances, outside of contests, competitions, football games, etc. These should include, at a minimum, a Winter and Spring concert (or similar) for the public that showcases the musical abilities of each performing group within the organization.

- Beginner music students may be exempt from the Winter concert to focus on skills development, as determined by the program director.

Secondary Theater

- All secondary theater teachers are expected to:
 - adequately prepare students to participate in auditions, individual and group performances, shows, and other productions necessary for the advancement and publicity of their program, as directed by the campus and the Director of Fine Arts.
 - adequately prepare students in their program to participate in UIL One-Act Play (OAP) and EDA competitions and to attend the OAP/EDA contests, as directed.

** Exceptions to the above must be approved by the campus principal and the Director of Fine Arts before the competition's entry deadline.**
- All secondary theater programs should provide multiple opportunities for student performances, outside of contests, competitions, OAP/EDA, etc.

Secondary Dance and Drill Team

- All secondary dance and drill team teachers are expected to:
 - adequately prepare students to participate in auditions, individual and group performances, shows, and other productions necessary for the advancement and publicity of their program, as directed by the campus principal and the Director of Fine Arts.
 - adequately prepare students in their program to participate in appropriate dance and drill team competitions that provide opportunities for student critique and program advancement.

** Exceptions to the above must be approved by the campus principal and the Director of Fine Arts before the competition's entry deadline.**
- All secondary dance and drill team programs should provide multiple opportunities for student performances, outside of contests, competitions, football games, etc.

Secondary Cheer

- All secondary cheer teachers are expected to:
 - adequately prepare students to support all athletic and campus activities, as directed.
 - adequately prepare students to participate in all campus, district, and community spirit activities, as directed.
 - adequately prepare students to participate in auditions, individual and group performances/competitions, and other events necessary for the advancement and publicity of their program, as directed by the campus principal and the Director of Fine Arts.

Calendar Planning

- Each director/sponsor must keep an accurate calendar of all Fine Arts events within their assigned discipline or program. All events should be planned and scheduled well in advance of the event date.
- All events that showcase a product or performance by students must be placed on the district Fine Arts calendar as the event is planned. This includes, but is not limited to, all concerts, productions, contests, competitions, showcases, exhibits, campus programs, etc. Performance calendars should be created and

disseminated to students and parents at the beginning of the year. Calendars for each program should be sent to the Department of Fine Arts **no later than the third Friday in September**. Please make sure that all calendars list: the name of the event, date, start time, and location, as applicable.

- Any events which must be assigned a date of TBD at the beginning of the year, or arise due to unexpected circumstances, should be placed on the district Fine Arts Calendar as soon as possible.
 - To place an event on the district Fine Arts calendar, email the Director of Fine Arts with the following information:
 - Name/Title of Event
 - Date
 - Start Time
 - Location
- Each director/sponsor must secure campus approval for each event and complete the necessary process for any facility reservations and transportation or travel needs.
- All out-of-state and overnight trips must be approved by the campus principal, the Director of Fine Arts, and the BISD Cabinet or Superintendent.
- When distributing information about your program for recruiting or publicity purposes to other campuses or the community, each program director must have the information approved by the campus principal and the Director of Fine Arts.

Eligibility Guidelines for Extracurricular and Co-Curricular Activities

Ineligible students may participate in performances under the following conditions:

- the rehearsal or performance is an extension of the regular class; and
- the activity is required to meet the Texas Essential Knowledge and Skills (TEKS) objectives of the course; and
- no admission is charged; and
- no competition is involved; and
- the activity is held on campus or at a suitable performance venue if one does not exist on campus.

Ineligible students may not participate in performances under the following conditions:

- there is a competition between schools; or
- there is a competition between students; or
- admission is being charged for the performance.

Use of Religion in the Fine Arts Instruction

Per board policy, the following should be observed in the selection of religious symbols, music, art work, literature, etc: (see Policy EMI(LOCAL))

- Teaching about Religion
 - The inclusion of religion in the study of history, culture, literature, music, drama, and art is essential to a full and fair presentation of the curriculum. The inclusion of religious elements is appropriate as long as the material included is intrinsic to the field of study in which it is

- presented and as long as it is presented objectively.
- The District's approach to teaching about religion shall be academic, not devotional. Emphasis on religious themes in the arts, literature, and history shall be only as extensive as necessary for a balanced and thorough study of these areas. Such studies shall not foster any particular religious tenet nor demean any religious beliefs, but shall attempt to develop mutual respect among students and advance their knowledge and appreciation of the role that religious heritage plays in the social, cultural, and historic development of civilization.
 - Religious Texts
 - Use of religious texts in instruction shall be guided by the principles set forth above. Other than texts used in an appropriate course of study, the District shall not distribute religious texts or materials to students. Such materials may be indexed, shelved, and circulated as library materials. [See FNAA regarding student distribution of nonschool literature and GKDA regarding non student distribution of non school literature]
 - Religious Music
 - District music groups may perform or receive instruction regarding religious music as part of the secular program of instruction. The primary purpose of the inclusion of religious music in performances or instruction shall be academic, not devotional. Performances and instruction shall reflect religious diversity when appropriate.
 - Religious Symbols
 - Religious symbols may be displayed as a teaching aid. Their display shall be temporary and limited to specific teaching activities; such displays shall not be permitted for devotional purposes.
 - Religious Elements in Student Work
 - Students may choose to include religious elements in their schoolwork, such as papers, presentations, or artwork; however, students' work must fulfill the purpose of the assignment and be evaluated by secular academic standards.

Volunteers

All volunteers (including BISD employees) must complete the volunteer application process at www.bmtisd.com/volunteers and be cleared before beginning any work on campus.

FINE ARTS STAFF RESPONSIBILITIES

The responsibilities listed below are not exhaustive and duties/responsibilities may be modified as appropriate.

HEAD DIRECTORS/SPONSORS will:

1. develop the assigned Fine Arts program under the leadership of the Director of Fine Arts.
2. coordinate with middle school directors/sponsors in the assigned Fine Arts program and feeder system to establish recommendations for curricula and performance skills for middle school students.
3. coordinate all performances, contests, rehearsals, and/or events within the assigned Fine Arts program.
4. be responsible for the supervision, safety, and well-being of all students and performers in the assigned Fine Arts program before, during, and after all practices, rehearsals, performances, or other Fine Arts events.
5. be responsible for the repair and maintenance of all equipment and furniture in the assigned Fine Arts program.
6. assist the Director of Fine Arts in facility maintenance within the assigned Fine Arts program.
7. organize all rehearsals and practices in written form.
8. be responsible for all paperwork, including, but not limited to: inventories, eligibility forms, lettermen's list, contest results, meal requests, bus requisitions, out-of-town travel lists, program rosters, and payment authorization forms.
9. report all UIL violations to the Director of Fine Arts immediately after infraction occurs.
10. be responsible for the behavior of all students and performers under their guidance.
11. furnish a list of participants to the principal if class time is to be missed. All teachers must be informed.
12. plan to attend district, region, and state level meetings that are applicable to the assigned Fine Arts area.
13. be responsible for their assistant directors/sponsors and their development in the assigned Fine Arts program.
14. support and provide guidance for Booster Club activities in accordance with Board Policy GE (LOCAL) and applicable UIL/TEA guidelines.
15. provide resources and encouragement for students and performers to pursue college scholarships along with post-secondary and collegiate-level Fine Arts opportunities.

16. ensure that all reports and entry fees for the assigned Fine Arts program are on time to their campus administration, the Fine Arts office, and to the UIL or any other applicable organization.
17. determine the eligibility of all participants in the assigned Fine Arts program and complete any paperwork necessary.
18. compile and maintain a file of all assigned program needs. Will maintain a current inventory to ensure all essentials for the program are secured.
19. assign duties to assistant directors/sponsors in the assigned fine art program.
20. provide direction and assistance to any high school and middle school director/sponsors to assure coordination and success at each level.
21. submit a roster of students to be scheduled into each class in the assigned fine art program (by the campus deadline) and will be responsible for recommending the transfer or removal of students from those classes.
22. obtain approval from the campus principal to participate in any after school meetings/practices/rehearsals, competitions, or games if participation will require absence during the school day.
23. perform other duties as assigned by the Director of Fine Arts or the campus principal.

ASSISTANT DIRECTORS/SPONSORS will:

1. assist the head director/sponsor in developing the assigned Fine Arts program under the leadership of the Director of Fine Arts.
2. assess performer skills, monitor students during competitions and rehearsals, and keep the head director/sponsor informed of the performance of the students.
3. support the head director/sponsor in implementing the recommended curriculum and performance skills for the assigned Fine Arts program.
4. support the head director/sponsor in all decisions and will be supportive of all staff members when interacting with students and parents.
5. be responsible for the supervision, safety, and well-being of all students and performers in the assigned Fine Arts program before, during, and after all practices, rehearsals, performances, or other Fine Arts events.
6. assist the head director/sponsor with all planning, paperwork, and procedures needed to support the assigned Fine Arts program.
7. organize all rehearsals and practices in written form.
8. be responsible for the behavior of all students and performers under their guidance.

9. be expected to attend district, region, and state level meetings that are applicable to the assigned Fine Arts area.
10. provide resources and encouragement for students and performers to pursue college scholarships along with post-secondary and collegiate-level Fine Arts performance opportunities.
11. perform other duties as assigned by the head director/sponsor, the Director of Fine Arts, or the campus principal.

MIDDLE SCHOOL DIRECTORS/SPONSORS will: (In addition to the above responsibilities)

6. coordinate with high school directors/sponsors in the assigned Fine Arts program and feeder system to implement recommendations for curricula and performance skills for middle school students.
7. actively recruit new members in the assigned Fine Arts program and assist high school directors/sponsors with retaining students from middle school to high school.
8. encourage and motivate all students/performers to continue participating in Fine Arts programs in high school and in college.
9. perform other duties as assigned by the Director of Fine Arts or the campus principal.

SECTION III

**Training, Rehearsal, and
Game/Performance
Expectations**

(Athletics & Fine Arts)

MANDATORY TRAININGS

AED/CPR and First Aid Certification:

All Beaumont ISD coaches, directors, and sponsors must maintain a current Red Cross and/or American Heart Association Certification in Adult CPR/AED and First Aid. Campus Athletic Trainers and Coordinators are responsible for verifying each coach, director, and sponsor has a current certification.

1. All **coaches, directors, and sponsors** must have a UIL Professional Acknowledgement Form notarized & on file with the District (*UIL C & CR 1202 (j)*).
2. All **marching band directors** must complete the required CPR/AED certification, UIL Concussion Education, and the UIL Marching Band Safety Training via the UIL Gateway. Directors must submit their certificates each year prior to the marching band season. [Marching Band Safety Training](#)
3. All **coaches, directors, and sponsors** are required to complete a 1-hour concussion course training yearly outside of the UIL Coaches Certification Program (CCP) Online Training (*UIL C&CR 1208 (i)*). The National Federation of High School Sports (NFHS) offers the concussion training course that is required by H.B. 2038.
<https://nfhslearn.com/courses/concussion-in-sports-2>
4. All **coaches** must complete the Coaches Certification Program (CCP) – Online Training (*UILC &CR 1208 (i)*) annually prior to working with athletes. The program consolidates all UIL required training into one program. See <http://www.uil.utexas.edu/> for additional information.

UIL Constitution and Contest Rules

Ethics

UIL Steroid Training

Safety Training (State Law)

Concussion Training (State Law)

Sport Specific Training- Separate modules are provided for each sport.

5. **Football Coaches ONLY** are required to complete the Best Practices in Tackling Certification.
Atavus Website
<https://atavus.com/texas/>

UIL

<https://www.uilutexas.org/uil-portal>

2 hour concussion

<https://www.texashealth.org/Health-and-Wellness/Sports-Medicine/Texas-Coaches-Concussion-Training>

6. **First Year Coaches** are required to complete Fundamentals of Coaching in Texas.
 - a. The course is available on the UIL Portal (*UILC & CR 1202 (L)*). All first-year coaches and any coach who is not a full-time employee of the school district must complete this course.
 - b. **EXCEPTION:** Coaches who qualify for the exception under Section 1202 (a)(3) (retired teacher/administrator who has more than 20 years of experience) must complete a UIL approved Fundamentals of Coaching course **prior** to their participation as a coach in a UIL member school.
7. **Cheerleading Sponsors** must complete AED & CPR Certification, the UIL Concussion Education, the Cheer Specific Safety Course, and the UIL Compliance Program via the UIL Gateway. Sponsors must submit their certificates each year prior to the cheerleading summer season. [Cheerleading Safety Training](#)
8. **Dance Team Directors** must complete the required CPR/AED certification, UIL Concussion Education, and the UIL Safety Training for Extra Curricular Activities via the UIL Gateway. [Dance Team Safety Training](#)
9. Coaches/directors/sponsors will attend all mandatory training and meetings scheduled by the athletic/ Fine Arts department

PRACTICE/REHEARSAL EXPECTATIONS

1. Coaches/directors/sponsors will schedule and direct consistent before/after-school sectionals, practices, and rehearsals to ensure that students are properly prepared for all performances, games, auditions, and competitions.
2. Coaches/directors/sponsors will have a written plan for practice/rehearsal.
3. Coaches/directors/sponsors will show the athletes and performers that they are interested in their progress as individuals and as a team.
4. Coaches/directors/sponsors will move and circulate throughout practice/rehearsal in order to observe all aspects of student performance.
5. Coaches/directors/sponsors will maintain a positive attitude and when correcting an athlete or performer, they will give positive feedback first and then make corrections.
6. Coaches/directors/sponsors will dress appropriately for practice. Practice attire will be determined by the Director of Athletics or the Director of Fine Arts.
7. Coaches/directors/sponsors will keep accurate records of practice/rehearsal attendance.
8. Coaches/directors/sponsors will create a clearly defined warm-up routine for each sport or activity that is directly aligned with the skills and fundamentals being taught.
9. Coaches/directors/sponsors will attend all mandatory trainings and meetings.
10. Coaches/directors/sponsors will not not cancel practice prior to notifying the athletic director/fine arts director.

GAME DAY/PERFORMANCE EXPECTATIONS

1. All coaches will stay until the final game of the evening is completed, to assist with other games and supervise athletes that remain in the stands.
2. Coaches will assist on the bench when their team is not competing.
3. Coaches/directors/sponsors will ONLY release athletes or performers to go home with their parents/guardian, if the appropriate paperwork is on file.
4. Coaches/directors/sponsors will dress appropriately for game days. Game day attire will be determined by the Director of Athletics or the Director of Fine Arts.
5. Attendance should be consistent. If an employee (teacher) is absent from work on a game or practice day, that employee has to get approval from the campus principal to participate in any after school meetings/practices, or games.
6. All coaches are expected to be neat in appearance. No jeans or warm-up are allowed for games.

SECTION IV

UIL

(Athletics & Fine Arts)

University Interscholastic League

Every coach, director, and sponsor should read the Constitution and Contest Rules of the University Interscholastic League (UIL) regarding their sport or activity, and be aware of all rules and rule changes. The 2022-2023 Constitution and Rules may be found at: <https://www.uil texas.org/policy/constitution>. Do not hesitate to contact the Athletic Office or the Fine Arts Office on any questionable matters. Below are links to rules specifically relating to each activity.

Athletics

- <https://www.uil texas.org/policy/constitution/athletics>

7-8 Athletics

- <https://www.uil texas.org/policy/constitution/elementary-junior-high/7-8-athletics>

Music

- <https://www.uil texas.org/policy/constitution/music>

Spirit

- <https://www.uil texas.org/policy/constitution/spirit>

Theatre

- <https://www.uil texas.org/policy/constitution/academics/oap>
- <https://www.uil texas.org/policy/constitution/elementary-junior-high>

TEA/UIL Side by Side

- <https://www.uil texas.org/policy/tea-uil-side-by-side>

Middle School Athletic Eligibility Requirements

Section 1478 (b) - An individual may participate in League athletic competition or contests as a representative of a participant school if he/she:

- 1) Has met the requirements of Section 1400 (a) regarding general eligibility;
- 2) For 7th grade athletic competition, has not reached his/her 14th birthday on or before September 1, and has not enrolled in the 9th grade;
- 3) For 8th grade athletic competition, has not reached his/her 15th birthday on or before September 1, and has not enrolled in the 9th grade;
- 4) and A student who initially entered the 7th or 8th grade the current school year and is too old for 7th or 8th grade participation may participate according to age, that is, 7th graders on the 8th grade, 9th grade, high school junior varsity or high school varsity team, and 8th graders on the 9th grade, high school junior varsity, or high school varsity team.

- A. Four Consecutive Years. A student has only four consecutive calendar years to complete high school varsity eligibility. Exception: *See* Section 463 (Waivers).
 - B. Athletic Class. Over age junior high school students who have reached their 15th birthday on or before September 1 of that school year may be assigned to high school athletic periods if they are participating with the high school sub-varsity or varsity. Otherwise 7th and 8th grade students remain in their junior high school athletic class throughout the school year.
 - C. Full Participation Allowed. Only 7th and 8th grade students who are too old to represent the 8th grade team may participate on the high school's athletic team. Overage junior high school students who participate with a high school 9th grade, sub-varsity or varsity team, may participate fully under the rules for high school athletes in that sport, including, but not limited to, rules governing number of games, post-season games, etc.
- 5) Is a full-time student in grade seven or eight at the school he/she represents.
- Exception:** 7th and 8th grade students from public K-8 schools that do not field a team, may participate on the 7th and 8th grade baseball, basketball, football, soccer, softball, and/or volleyball teams at the junior high school in the attendance area where they reside or which is a part of the designated receiving school district. (Parochial, private, and homeschooled students are not eligible.)
- 6) Has been in attendance and has passed the number of courses required by State law and by rules of the State Board of Education and is passing the number of courses required by state law and by rules of the State Board of Education.
- 7) Has not repeated the 7th or 8th grade for athletic purposes. A student who repeats the 7th or 8th grade for athletic purposes shall be eligible for only two consecutive years in 7th and 8th grade athletic competition after the first enrollment in the 7th grade. A student held back one year in the 7th or 8th grade for athletic purposes shall lose the fourth year of eligibility after entering the 9th grade. A student held back for two years for athletic purposes shall lose the third and fourth years of eligibility after entering the 9th grade.
- 8) Has not changed schools for athletic purposes.

SECTION V
NON-SCHOOL
PARTICIPATION RULES
(Athletics)

NON-SCHOOL PARTICIPATION REGULATIONS (UIL)

UIL rules restrict school coaches in grades 7-12 from interacting with student-athletes in grades 7-12 from their attendance zone in team sport non-school activities, unless the student is his/her own biological or adopted child. School coaches are prohibited from providing transportation for student-athletes to non-school activities, or from providing instruction during the off-season except for allowable off-season programs during the school day. No school funds (including booster club funds), equipment or transportation can be used for non-school activities. Coaches shall not be involved in any activity which would bring financial gain to the coach by using a student's participation in a camp, clinic, league, or other non-school athletic event, such as a rebate for each player sent to a particular camp or from each player using a particular product.

Student athletes are allowed to participate in non-school competitions, camps and clinics at any time during the school year and summer, unless prohibited by local school district policies.

Non-School Participation Not Required - School coaches shall not require student-athletes to participate in non-school activities. School coaches and personnel should make every effort to ensure that student-athletes realize that participation in non-school activities is strictly voluntary and never required. Participation in non-school activities shall not be a prerequisite for trying out for a school team.

Private Instruction

Private Lessons- A student may take a private lesson anytime except during the school day, including the athletic period or during school practice sessions. Schools shall not pay for these private lessons.

Private Instruction- Individual Sports. Coaches shall not charge a fee for private instruction to student-athletes during the school year. The restriction on charging fees for private instruction applies only to those students who 1) are in grades 9-12; 2) are from the coach's attendance zone; and 3) participate in the sport for which the coach is responsible.

Private Instruction- Team Sports. UIL rules prohibit school coaches in grades 7-12 from working with student athletes in grades 7-12 from their own attendance zone in team sports in the off season and during the summer.

Summer Programs- Please refer to the following link for information.

https://www.uilTEXAS.org/files/athletics/Summer_SC-Sport_Specific_Document_FINAL_1.pdf

SECTION VI
BUSINESS AND ACCOUNTING
PROCEDURES
(Athletics & Fine Arts)

BUSINESS AND ACCOUNTING PROCEDURES

Budget Preparation

The Athletic and Fine Arts budgets shall be prepared and administered by the Director of Athletics/Director of Fine Arts with the cooperation of all Head Coaches/Directors/Sponsors in each sport and Fine Arts program.

1. All Head Coaches/Directors/Sponsors must take their budget into consideration when planning for travel and game/performance/contest expenses. All purchases/requests must be within the allotted budget. No exceptions
2. Additional information, such as capital equipment needs, suggestions for repair to equipment, etc., must be taken into consideration in preparing budgets.
3. All Coaches/Directors/Sponsors should study budget appropriations for their sport/program and exercise good judgment in all requests. **In no case will a sport/program be allowed expenditures exceeding the specific amount budgeted.**
4. No equipment or supplies (including, but not limited to, uniforms, instruments, etc), may be purchased without approval of the Director of Athletics/Director of Fine Arts or their designee.
5. Budget includes district games, non-district games, tournaments, meals, entry fees, hotels, supplies, etc.

New Equipment

1. All new equipment shall be purchased by the Athletic Department and Fine Arts Department on a basis compatible with the best interest of BISD and in accordance with purchasing procedures established by Board Policy.
2. No purchase is to be made without a prior purchase order. Unauthorized expenses become the responsibility of the coach/director/sponsor who incurs the expense.

Purchase Orders

All Head Coaches/Directors/Sponsors are responsible for the purchasing of equipment and supplies required for their sport/program. Prior to placing an order, Head Coaches should check with the Director of Athletics and the Athletic Department Finance Officer to review any changes to the process and to answer any questions. Fine Arts directors and sponsors should check with the Director of Fine Arts to review any changes to the process and to answer any questions.

1. Purchase Order Requests

- Check approved vendor lists and vendor catalogs.
- Obtain a quote.
- Complete a Purchase Order (PO) Request with Campus Coordinator's signature.
- Return Purchase Order request to the Athletic/Fine Arts Department or appropriate campus secretary for approval.
- Allow up to five days for processing.
- The Athletic Office emails the PO to the vendor and copies the Head Coach for reference. Head Directors/Sponsors for the Fine Arts programs will obtain the PO and communicate with the vendor directly.
- Purchasing Equipment – A PO MUST BE APPROVED BEFORE PLACING ORDER.
- Notify the Athletic Department/Fine Arts Department when ALL equipment is received. Then the PO will be closed and payment rendered.

2. All purchase order requisitions must be submitted to the Director of Athletics or the Director of Fine Arts for approval. Athletic requisitions must be submitted in original form with signatures and must be submitted in-person or through interoffice mail. Fine Arts requisitions will be submitted via the Fine Arts Purchasing System online portal.

Notes on completing the Requisition Form:

- Contact the vendor for a quote, including discount and shipping. Send a copy of the quote with your requisition form.
- Coaches should return all requisition forms to the Athletic Department Finance Officer. Fine Arts directors/sponsors should return all requisition forms to the district secretary.
- Fill in all spaces where appropriate.
- If you are ordering from a vendor catalog, list the catalog page number with each item.
- Include shipping costs (most vendors charge shipping)
- Provide information to properly code the Purchase Order to reflect the appropriate account. (Example: WBS Boys Basketball Supplies or UHS Volleyball Activity)
- After the purchase is approved the requisition is processed.
- A hard copy of the Purchase Order will be emailed to the vendor.

3. When all items ordered are received, attach all packing slips that apply to the order, sign, date, and

return to the Athletic Department Budget Manager or appropriate campus or Fine Arts departmental secretary. Send all invoices to the Athletic Office or Fine Arts Office with a statement of completion and okay to pay vendor notation. ALL INVOICE DATES MUST BE DATED AFTER THE PURCHASE ORDER APPROVAL DATE.

4. A requisition must be processed BEFORE ordering for athletic or Fine Arts events, such as play-offs, camps, fundraisers, contests, etc. The business office will process a requisition within a few hours for special circumstances. NOTE: A Purchase Order must be completed prior to the fundraiser start date.
5. All purchases must be paid for with District funds from the budget account or activity account. The Coach/Director/Sponsor will assume full responsibility for all debts incurred from unauthorized purchases and/or purchases from unauthorized vendors.
 - Vendors will not release orders without a purchase order number.
 - Do not order directly through a vendor.
 - Do not change an order with the vendor after the purchase order has been sent. Contact the Athletic Department Budget Manager or the Fine Arts Department Secretary if a change is required on the original purchase order.
 - Do not accept double shipments; these are not free and you will be billed twice.
 - Do not sign contracts with vendors. Vendor contracts should be signed by the Business Office or the Department of Athletics / Fine Arts.
 - **Purchases made without following the proper approval process will not be the responsibility of BISD.**
 - All purchases should be made through the outlined PO process. Once a PO is entered the money is encumbered.
 - For unapproved vendors, at least three comparable quotes and appropriate paperwork must be submitted for approval. The anticipated time for processing is two weeks.

Check Requests

1. Complete the appropriate check request form and include the account number and name for the funds to be deducted.
2. Attach the invoice showing name of vendor, date, and total cost. Check requests may only be submitted for athletic events and dues.
3. Check requests should be requested by the Head Coach/Director/Sponsor.
4. Coaches - return the check request to the Athletic Office. The Athletic Department Budget Manager will secure the appropriate signatures and forward the request to Finance.
5. Fine Arts directors/sponsors – return the check request to the appropriate district secretary.
6. **The following may require a Purchase Order: tournament fees, registrations, subscriptions, seminars, fundraisers, contests, entry fees, etc.**
7. All purchases should be made through the PO process, if possible.
8. You must have your two designated student-athlete/performer signatures on your PO, when using the Student Activity Account.

Deposits

1. TWO people must count all monies; both must sign the Deposit Report.
2. All checks should be stamped on the back with the deposit stamp. If you do not have a stamp, use the stamp assigned to your department.
3. Cash/checks or coins are to be deposited, use a clear deposit bag. Include account number and name on deposit slip before sealing the bag. Deposit slips and bags are available from the Athletic Office or the campus secretary. All checks should be listed and included with the deposit. Place white, pink, yellow copies of the bank deposit slip in the deposit bag.

Travel Requests

Prior to a trip, complete the Travel Request Form in its entirety. Be specific and attach all required documentation. This will eliminate the request being denied.

Travel Requests should include the following:

1. Name of person requesting funds for travel;
2. Date and time of departure and return;
3. Destination and purpose of travel (i.e. Cedar Hill for scouting or game, marching band contest), include game, meet, performance or conference schedule;
4. Roster/list of all travelers (include all coaches/directors/sponsors, students, trainers, and bus driver); and
5. Director of Athletics/Director of Fine Arts or their designee's signature.

ATHLETIC TRAVEL GUIDELINES For Coaches and Athletic Trainers

1. There is a 300 mile radius for individual games and tournaments. Exception to this rule requires prior approval by the Director for Athletics.
2. No overnight trips for JV or Freshmen teams.
3. Sub-varsity teams in basketball, softball, volleyball, soccer and baseball shall only participate in two tournaments. Varsity teams shall participate in 3 tournaments.
- 4.. Meals are provided for away games. 2 meals per day will be provided when participating in a freshman, JV , or varsity tournament. Middle School is one per day unless otherwise noted by the Director of Athletics.
5. 8th grade teams shall attend 2 tournaments with 2 meals per day depending on

tournament times and days.

6. 7th grade teams shall attend 1 tournament with 2 meals per day depending on tournament times and days.

7. ALL coaches must ride the bus /rental vehicle with his/her team.

Expense Report

1. Expense reports are due within 5 days of the return of your trip, to the travel clerk in the Accounts Payable Department. (Questions call Ext. 5021) Failure to settle within 5 days will result in a payroll deduction to recover unverified funds.
2. Receipts for parking, hotel, conferences, public transportation, and etc., should be the original itemized receipt. Copies of receipts and/or bank statements will not be accepted. Meal money cannot be used to purchase anything other than food and food related items.
3. You must include an updated roster to account for every employee and student that traveled.
4. Exact change is required if returning money. Checks are also accepted.
5. If a game/performance/event is canceled due to weather conditions, meal money will need to be returned if the bus has not left the campus. (See Purchasing Coordinator and Director of Athletics/Director of Fine Arts).

****** All forms are available on-line or from the Athletic or Fine Arts Office.
Direct questions to Athletic Department Budget Manager at EXT. 5014 or the Fine Arts Office at EXT. 5057.**

Hotels

Hotels must be in Texas/unless prior approval by district level Secondary Administrator. All hotel payments will be made using a check that is generated in the travel module prior to the travel date. A "Folio Statement" that shows a "zero balance" due or refund amount due is required when checking out. All hotel receipts must be ITEMIZED. A roster of all team members traveling, along with their room assignments, must be submitted to the Athletic or Fine Arts Department.

Fundraisers

All athletic and Fine Arts fundraisers, whether by teams or Booster Club, must be approved by the Campus Principal. Be considerate about fundraisers that target businesses. The Beaumont business community is continuously contacted by groups wanting donations or paid advertising. Be thorough in accounting procedures involving funds raised.

All sports will participate in at least one fundraiser per calendar year to assist with entry and hotel fees. Please follow all procedures regarding fundraising.

Donations

All donations over \$50.00 must be sent to the Business Office.

Technology

All technology items require a Purchase Order. The Technology Department will assist with quotes for all items requested. Once the quote is received and PO approved by the Director of Athletics or the Director of Fine Arts, the documents are sent to the Technology Department for processing. The Technology Department will use specific vendors for purchases and tag the item with an inventory tag upon arrival.

Student Activity Funds

All activity funds are managed by the Campus Principal. Below are guidelines to assist you in dealing with Student Activity Funds:

- Obtain permission from the Campus Principal or designee prior to any fundraising event.
- Write a receipt every time money is accepted and follow deposit procedures daily. Keep detailed records of all money received by individual students.
- **Money raised by students can only be used directly by the students (meals, etc.)**
- UIL guidelines must be followed when spending activity funds. Activity funds cannot be used for Summer League teams, etc.
- Money collected for lost equipment should NOT be deposited in the activity fund unless the equipment was purchased with activity funds. Return funds for lost equipment to the Campus Principal to be deposited and credited to the regular school athletic or Fine Arts budget.
- Sponsors should sort all money and prepare it for deposit. A deposit record form must accompany all money.
- When requesting a PO, proper documentation must accompany the request. Use the Purchase Order Requisition Form.
- No Booster Club funds may be deposited in the Student Activity Fund. Booster Clubs are separate entities from the school district and must open their own account and use their own tax ID number.

Extended Play Procedures (Athletics only)

THE HEAD COACH IS RESPONSIBLE FOR ALL OF THE FOLLOWING ITEMS WHEN THEIR TEAM ADVANCES TO PLAYOFFS.

1. The Head Coach will work with the Athletic Director and Athletic Office to determining:
 - a. Game Site – Contact the opponent and agree on the site.
 - b. Officials - Contact the opponent and agree on Chapter.

- c. Game Workers – Determine the items each school is providing and who is paying.
- d. Game Administrator - Select a game administrator to accompany the team to handle the officials and crowd control.
- e. Ticket Prices – Determine the ticket prices for students and adults and the passes accepted at the game.
- f. Game Report Form - Make sure all paperwork is turned into the Coordinator or Game Administrator for payment of officials and workers.
- g. Travel roster - ****Any additional players brought up for extended play must receive approval from the Director of Athletics****

2. The Head Coach will work with the Athletic Office to ensure the following:

- a. Complete itinerary with phone numbers and addresses, approved by the Athletic Director. This must be turned in with all PO's to the Athletic Office.
- b. Set up mode of transportation with school bus, charter, or rental vehicles. This must be requested on a PO. Charter Buses require prior approval by completing Charter Bus Request Form.
- c. Hotel reservations must be made in advance. State tax is exempt, but local taxes must be paid.
- d. Checks for meal money and hotels will be issued prior to departure.
- e. Buses will be billed to the Athletic Department upon return.
- f. Car rentals must be completed by PO prior to the trip.
- g. If the student or coach goes over the allotted amount for meals, they are responsible for paying the difference.
- h. Within 48 hours of completion of the trip all receipts from the hotel and meals must be turned in to the Business Office.

Professional Organizations, Clinics and State Tournaments

1. Athletic Coaches

- a. Membership to coaches' professional organizations including, but not limited to, Texas High School Coaches Association ("THSCA") and Texas Girls Coaches Association ("TGCA") is required for the Head Coach to gain eligibility for their athletes to participate in All-Star games and receive recognition such as All-State, Academic All-State, etc.
- b. Beaumont ISD will incur the cost of the following:
 - Head Coaches, High School and Middle School Campus Coordinators

- Assistant Coaches and Junior High Coaches

2. Athletic Trainers

- a. Beaumont ISD Athletics will pay for the following:
 - Membership for the trainers' state organization;
 - Clinics or in-service meetings considered advantageous for improvement in job effectiveness or needed for continuance of trainer's certificate; and
 - Other in-service meetings, as approved by the Director of Athletics.
- b. Athletic Trainer's budget will pay for all additional clinics and staff development.

3. Fine Arts Directors/Sponsors

- a. Membership to professional organizations, such as the Texas Music Educators Association (TMEA), that are required to enter students in competitive events will be covered by Beaumont ISD at the discretion of the campus or the Director of Fine Arts.
- b. Membership to other organizations, convention registrations, clinics, and other professional development opportunities considered advantageous for the improvement of job effectiveness will be covered by Beaumont ISD at the discretion of the campus or the Director of Fine Arts.
 - Fine Arts staff members who utilize district funds for professional development opportunities agree to utilize the knowledge gained in these activities by participating in BISD professional development and PLC sessions. This may include, but is not limited to, presenting/leading sessions, developing curriculum and instructional materials, and assisting the Fine Arts Department in all areas of professional development, as assigned.

Guidelines for Sports Camps – Athletics only

- Camps must be approved by the Director of Athletics or their designee.
- Must adhere to all UIL rules pertaining to camps.
- The Director of Athletics must approve camp fees.
- Must provide an expense record to the Director of Athletics
- Procedures for camp must be reviewed and approved by the Director of Athletics.
- A list of all workers must be provided to the Director of Athletics.

Booster Clubs

All booster clubs must comply with the District's Booster Club Manual.

Booster clubs are formed by school supporters to help enrich the school's participation in extracurricular activities and must be approved by the Board of Trustees. As the name implies, Booster Clubs are formed to BOOST and support all team members and the coaches/directors/sponsors of their sport/program. Beaumont ISD Athletic and Fine Arts Booster Clubs should support UIL sports or Fine Arts programs and follow all UIL guidelines and rules relating to participation in the school.

- It is a violation of the UIL athletic amateur rule for Booster Club funds to be used for non-school purposes. Athletic booster club funds shall not be used to support athletic camps, clinics, private instruction or any activity outside of the school.
- Booster Clubs should work closely with the Head Coach/Director/Sponsor of their sport/program to ensure UIL guidelines are followed.
- Booster groups or individuals may donate money or merchandise to the school with prior approval of the administration. These kinds of donations are often made to cover the cost of commercial transportation and to cover costs for meals. It is a violation for booster groups or individuals to pay for such costs directly, without prior approval from the local school administration. See Section 441(b)(9) and Section 840 (a)(2)(A)(iv), UIL Constitution and Contest Rules.
- Money donated to the school cannot be earmarked for any particular expense, but Boosters can make recommendations.
- Booster clubs should check with school administrators before giving anything to a student, school sponsor, director, or coach. The penalty to a student-athlete is forfeiture of varsity athletic eligibility in the sport for which the violation occurred for one calendar year from the date of the violation. If a team violates the amateur rule, the penalty will be assessed against the team and not against each individual. See Section 441(d), UIL Constitution and Contest Rules.

- Coaches/Directors/Sponsors cannot accept petty cash funds or miscellaneous discretionary funds. All funds must be given to the Director of Athletics/Director of Fine Arts or designee and spent at the discretion of the school.
- Booster Clubs cannot give anything to students.
- Parents may purchase items for their own child but may not provide other items for the athletes' teammates.
- All fundraising must be cleared through the Campus Principal.
- Booster Clubs must have their own bank account and tax ID number.

For additional information, refer to the UIL Booster Club Guidelines on the UIL website:

<https://www.uiltexas.org/policy/guidelines-for-booster-clubs>

Banquets

- All athletic and Fine Arts banquets must be arranged and approved by the Campus Principal and the Director of Athletics/Director of Fine Arts.

Letterman Jackets Beaumont Independent School District Student Handbook

Minimum Standards for Varsity Lettering (Athletics)

- Each varsity athlete will receive one letter jacket award. A student will receive a letterman jacket, from the district, if they are in good standing on the team, in good financial standing with the district, and they are listed on the team roster for a full season.
- Good standing on the team: An acceptable and respectful attitude toward the coaches, and the roles and responsibilities of the student within the team. Good Financial Standing with the district: No outstanding debt including textbooks, Chrome-books, ID's, or other debt, and not listed on the hold list for uniforms or equipment.

Minimum Standards for Fine Arts Lettering (Performing Arts)

Students may earn one letter jacket award by meeting the following criteria:

- 2-year, uninterrupted commitment/membership to at least one co-curricular performing arts organization which has a performance component to the campus in their constitution;
- Be in good standing within the organization as defined in the organization or clubs constitution; and
- Be in good financial standing with the district.

Non-Athletic & Non-Performing Arts Clubs and Organizations which have a service or product component to the campus in their constitution, and have been approved by the campus principal.

Students may earn one letter jacket award by meeting the following criteria:

- 2-year, uninterrupted commitment/membership to at least one co-curricular performing arts organization which has a performance component to the campus in their constitution;

- Be in good standing within the organization as defined in the organization or clubs constitution; and
- Be in good financial standing with the district.

Good Financial Standing with the district will be defined as:

- No outstanding debt including textbooks, Chrome books, ID's or any other debt, and
- Not currently on the hold list for uniforms or equipment.

Non-Athletic & Non-Performing Arts Clubs and Organizations will purchase letterman jackets out of the organization's activity account. If there is not adequate funding for all students who meet the criteria, students may be placed on an approved list at Balfour to purchase their own jackets.

NOTE: The coach or sponsor of any sport, organization, or extracurricular club at his/her discretion, may recommend lettering for an athlete or member who has not met the above requirements. There are instances when a student will contribute greatly to the success of the team or organization through personal effort, loyalty, attitude, etc. and should receive a varsity award. This recommendation will be restricted to a student's senior year and must be approved by the principal

SECTION VII
AMATEUR RULE
(Athletics)

AMATEUR RULE – Section 441

The amateur rule starts the first class day of a student's ninth grade year, and is in continuous effect during the school year and summer months until all athletic competitions are completed in the 12th grade. The student at all times (whether in school or outside school) shall abide by the letter and intent of amateurism, as set forth in this section. Schools are charged with the responsibility of informing students of all applicable subsections of this rule and enforcing this rule. Administrators and coaches must ensure that athletes receive only services specifically permitted by written rule. Any breach of the rule undermines the educational goals of interscholastic athletics.

(a) NOT AN AMATEUR. For purposes of competing in an athletic contest, a student in grades 9-12 is not an amateur if that individual, within the preceding 12 months:

- (1) except as provided otherwise in this section, received money or other valuable consideration for participating in a UIL sponsored school sport;
 - (2) received valuable consideration for allowing his or her name to be used in promoting a product, plan or service related to a UIL sport or contest; or
 - (3) accepted money or other valuable consideration from school booster club funds for any non-school purpose.
- (4) For the purposes of this section, "participating" means taking part or playing any role in the covered sport or otherwise being involved in any practice, game or contest of the covered sport, as a coach, player, manager, assistant, or any other involvement besides that of a spectator. A game or activity involving chance not sponsored by the UIL but that may also involve a student using some athletic skill or ability does not constitute "participating" under this section. Such a game or activity would be a "half-court shot" contest as part of a marketing program or throwing balls at a target for a prize. "Teaching" and "coaching" are synonymous terms.
- (5) For the purposes of this section a "UIL sponsored school sport" is any sport that is sponsored by the UIL as either a regular approved UIL activity or pilot program and that is made available through the school the student attends. For example, baseball is a UIL sponsored sport and is covered by this rule, regardless of the level of competition involved or organization that is administering the game in which the sport is played.

(b) EXCEPTIONS:

- (1) Students may accept reasonable fees that do not exceed local prevailing rates for teaching or coaching activities.
- (2) Students may accept reasonable fees that do not exceed local prevailing rates for officiating athletic contests.
- (3) Seniors may sign a letter of intent or scholarship agreement which contains the conditions of a scholarship with a postsecondary institution.
- (4) For purposes of competing in an athletic contest, the member school, school district or a student's parent(s) may provide medical examination and services, athletic insurance, transportation and other travel expenses incurred in competing away from home, or supplies and services during and in connection with a game or practice period. Jerseys or game shirts may be worn on game day as well as during practice or competition, with school district approval.
- (5) Participant schools and member school districts may permit student athletes to attend contests by permit admission through a pass gate.
- (6) A student-athlete in grades 9-12 may accept funds that are administered by the United States Olympic Committee (USOC) or other national governing body.
- (7) Student athletes may accept small "goodie bags" consisting of cookies, candy and symbolic gifts from their classmates, if allowed by local school policy.
- (8) Student athletes may accept travel expenses and attend free banquets in connection with an awards ceremony to accept a national and/or state-wide award, after completing their eligibility in that sport.
- (9) Meals. The local school district determines when, how and from whom student athletes can receive meals and snacks.
- (10) This rule is sport-specific. For example if a student violates the rule in one sport that student would be ineligible for that sport only.

(c) STATUS REGAINED. If a student did not realize that accepting the valuable consideration was a violation of the amateur rule and returns the valuable consideration within 30 days after being informed of the violation, that student may regain athletic eligibility as of the date the valuable consideration is returned. If a student fails to return it within 30 days, that student remains ineligible for one year from when he or she accepted it. During the period of time a student is in possession of valuable consideration, he or she is ineligible for varsity athletic competition in the sport in which the violation occurred. Any games or contests in which the student participated during that time would be forfeited as the minimum penalty.

(d) TEAM VIOLATION. If the team violates this section, the penalty shall be assessed against the team and not against each individual.

HB 2721 – Prohibiting Students from Extracurricular Activities for Assault of an Official

HB 2721, which was effective June 16, 2021 and applies beginning with the 2021-2022 school year, prohibits a student who participates in a UIL competition from participating in any future UIL or school sponsored extracurricular activity if the state executive committee of the UIL determines that the student intentionally, knowingly, or recklessly caused bodily injury to a person serving as referee, judge, or other official in retaliation for or as a result of the person's actions taken in performing the duties of a referee or other official. If the student is prohibited from participation because of the conduct described above, the student may not practice or rehearse with other students for that extracurricular activity.

A student who is prohibited from participation may request to participate in future UIL activities if the request is submitted at least one year after the date the student engaged in the prohibited conduct if the student was in eighth grade or below at the time of the conduct or two years after the date the student engaged in the conduct if the student was in ninth grade or above at the time of the conduct. Before submitting the request, the student must complete a course in anger management, complete any other course activity or action required by the school district, and demonstrate to the satisfaction of the UIL that the student has been rehabilitated and is unlikely to engage in prohibited conduct again. The student may not submit a request if a previous request was denied during the same school year as the new request.

When determining whether to grant a request, UIL must consider the severity of the conduct and may set conditions for the student's future participation in extracurricular activities. UIL may prohibit a student from participating in future extracurricular activities if the student violates one of the conditions set by UIL.

SECTION VIII
EMERGENCY PROCEDURES
(Athletics & Fine Arts)

EMERGENCY PROCEDURES FOR COACHES/DIRECTORS/SPONSORS

If an emergency occurs and an Athletic Trainer is not present, the coach/director/sponsor present is responsible for handling the emergency.

Emergency Plan Steps:

- A. **Check** the athlete/student/performer.
 1. Make sure the scene is safe.
 2. Check vitals.
- B. **Call** for help.
 1. If you determine the athlete/student/performer is in immediate danger or if you are uncomfortable with the situation, CALL 911.
 2. If it is a non-emergency, contact a Staff Athletic Trainer.
- C. **Care** for the injured athlete/student/performer.
 1. If it is suspected the athlete/student/performer has sustained a head, neck or back injury, DO NOT move the athlete.
EXCEPTION: a non-breathing face down athlete/student/performer, should be turned.
 2. Ice and elevate new, minor injuries.
 3. Never administer any type of heat on a new injury.

COLD WEATHER POLICY:

Contact the Athletic Trainers with any questions pertaining to inclement weather conditions.

Cold Weather Policy - High School Practices and Rehearsals

- The Athletic Trainers will monitor the temperature and the wind chill using the weather-based internet sites as well as the weather applications on their phone.
- **Wind Chill Factor between 40°F with rain:**
 - 35 minutes exposure/20 minutes inside gym/school (may return outside after 20 minutes).
 - Dry clothing (socks, gloves).
 - Athletes/students/performers must be dressed in warm-ups with extremities covered.
- **Wind Chill Factor less than 35°F without rain:**
 - 45 minutes exposure/15 minutes inside gym
 - Athletes/students/performers must be dressed in warm-ups with

extremities covered.

- **Wind Chill Factor 35°F with rain:**
 - All practices will be inside.
 - Not outside exposure.
- **Wind Chill Factor 32°F (Dry):**
 - 30 minutes of total exposure to chill factor.
 - 15 minutes inside.
 - Athletes/students/performers must be dressed in warm-ups at all times with extremities covered.
- **Wind Chill Factor of 30°F:**
 - No outside practices.
 - All workouts must be inside.

***** All coaches/directors/sponsors must provide appropriate clothing or establish guidelines for appropriate clothing for cold weather.*****

Cold Policy - Middle School Practice

- No practices or competitions shall be conducted outside when the chill factor is at or below 40° F.

HOT WEATHER POLICY:

Wet Bulb Globe Temperature (WBGT) and Risk of Heat Illness:

The greater the humidity, the more difficult it is for the body to cool itself. WBGT estimates the effect of temperature, wind speed and humidity on humans. This reading is taken by Perry Weather and other various weather stations through the community. The following precautions are being implemented when using WBGT:

- WBGT 82 or Less - Normal Activities
- WBGT 82.1 - 87.0 - Use Discretion for Intense or Prolonged Exercises
- WBGT 87.1 - 90.0 - Maximum Practice Duration of 2 Hours
- WBGT 90.1 - 92.0 - Maximum Practice Duration of 1 Hour
- WBGT 92.1 or Higher - NO OUTDOOR MAY BE CONDUCTED, DELAY OUTDOOR PARTICIPATION UNTIL WBGT DECREASES

Rapid cooling zones must be available for each outdoor athletic and marching band contest, practice, workout, or conditioning session that is held in wet bulb globe temperatures of 80 degrees or higher. Rapid cooling zones are required to have immediate availability of cold-water immersion tubs or tarps that can be filled with ice and water and wrapped around individuals to rapidly cool internal body temperature (TACO method) and are encouraged to include a combination of the following options: ice sponges, towels, water misters, and shade. The presence of an employee or volunteer trained to administer cold-water immersion is recommended.

Coaches, directors, and sponsors must adopt a heat injury prevention philosophy by promoting unrestricted access to water at all times and a student- athlete should never be denied access to water. Rest breaks must involve unlimited hydration intake and rest without any activity involved.

HEAT RELATED ISSUES:

Dehydration, its Effects on Performance, and its Relationship to Heat Illness

1. Dehydration can affect a student's performance in less than an hour of exercise — sooner if the student begins the session dehydrated.
2. Dehydration of just one to two percent of body weight (only 1.5-3 lb. for a 150- pound athlete) can negatively influence performance.
3. Dehydration of greater than three percent of body weight increases a student's risk of heat illness (heat cramps, heat exhaustion, heat stroke).
4. High-body-fat students can have a harder time with exercise and can become dehydrated faster than lower-body-fat students working out under the same environmental conditions.
5. Poor acclimatization/fitness levels can greatly contribute to a student's dehydration problems.
6. Medications/fevers greatly affect a student's dehydration problems.
7. Environmental temperature and humidity both contribute to dehydration and heat illnesses.

8. Clothing, such as dark, bulky, or rubber protective equipment can drastically increase the chance of heat illness and dehydration.
9. Wearing lightweight and light-colored clothing is suggested to decrease the chance of heat illness and dehydration.

Recommendations for Hydration to prevent heat illness.

WHAT NOT TO DRINK

- Drinks with Carbohydrate (CHO) concentrations of greater than eight percent should be avoided.
- Fruit juices, CHO gels, sodas, and sports drinks that have a CHO greater than six to eight percent are not recommended during exercise as sole beverages.
- Beverages containing caffeine, alcohol, and carbonation are not to be used because of the high risk of dehydration associated with excess urine production or decreased voluntary fluid intake.

HYDRATION TIPS AND FLUID GUIDELINES

- Drink according to a schedule based on individual fluid needs.
- Drink before, during and after practices, rehearsals, games, and performances.
- Drink 17-20 ounces of water or sports drinks with six to eight percent CHO, two to three hours before exercise.
- Drink another 7-10 ounces of water or sport drink 10 to 20 minutes before exercise.
- Drink early — by the time you're thirsty, you're already dehydrated.
- In general, every 10-20 minutes drink at least 7-10 ounces of water or sports drink to maintain hydration. Remember to drink beyond your thirst.
- Drink fluids based on the amount of sweat and urine loss.
- Within two hours, drink enough to replace any weight loss from exercise.
- Drink approximately 20-24 ounces of sports drink per pound of weight loss.
- Dehydration usually occurs with a weight loss of two percent of body weight or more.

WHAT TO DRINK DURING EXERCISE – FOR ATHLETICS ONLY

If exercise lasts more than 45-50 minutes or is intense, a sports drink should be provided during the session.

- The carbohydrate concentration in the ideal fluid replacement solution should be in the range of six to eight percent CHO.
- During events, when a high rate of fluid intake is necessary to sustain hydration, sports drinks with less than seven percent CHO should be used to optimize fluid delivery. These sports drinks have a faster gastric emptying rate and thus aid in hydration.
- Sports drinks with a CHO content of 10 percent have a slow gastric emptying rate and contribute to dehydration and should be avoided during exercise.
- Fluids with salt (sodium chloride) are beneficial to increasing thirst and voluntary fluid intake as well as offsetting the amount of fluid lost with sweat.
- Salt should never be added to drinks and salt tablets should be avoided.
- Cool beverages at temperatures between 50 to 59 degrees Fahrenheit are recommended for best results with fluid replacement.

TURBULENT WEATHER

Coaches/directors/sponsors of all sports and Fine Arts activities must be aware of the potential for turbulent weather. If the weather becomes threatening due to lightning, hail, etc. all students are to be moved to safe areas until the weather clears.

Lightning:

- UIL policy states all outdoor athletics and Fine Arts activities are to be suspended and all athletes, performers, athletic & Fine Arts personnel and spectators should proceed to a safe shelter with plumbing or vehicles when lightning is detected within 8 miles or 40 seconds using Flash-to-Bang Method or Perry Weather. An all clear will be given 30 minutes after the last lightning strike has occurred in the area.
 - **Perry Weather Lightning Detector:** Perry Weather will be used in addition to the Flash-To-the Bang method of lightning monitoring in the BISD District lightning policy. The Licensed Athletic Trainer or designee will monitor Perry Weather. Even though technology and instrumentation have proven effective, they cannot guarantee safety. Perry Weather will be used to enhance warning during the initial stage of a storm by detecting lightning.

**** If possible, all cancellations should occur by 2:00 pm to avoid unnecessary travel. ****

AIR QUALITY POLICY

BISD Athletic Trainers will monitor the local air quality index by utilizing local news and weather

stations, the Texas Council on Environmental Equality (“TCEQ”) website, the AirNow website, and issuing alerts. The athletic training staff will inform head coaches, head directors/sponsors, as well as the Athletic & Fine Arts Departments when modifications to activity are necessary.

Beaumont ISD will follow the TCEQ recommended limits on activity for each type of episode:

- **Ozone Watch (Orange)** – For periods of air quality that are unhealthy for sensitive groups (i.e., exceeding the federal clean air standards) with an Orange air quality index color:
 - Susceptible individuals (e.g., students/athletes with heart or lung disease) should minimize outdoor activity.
 - Healthy students/athletes with noticeable health effects associated with existing conditions should minimize outdoor activity.
 - Those students/athletes who fall under the above categories should be closely monitored and their practice should be modified accordingly, up to and including excusing the students/athletes from practice/rehearsal.
- **Ozone Warning (Red)** – For periods of air quality that are unhealthy with a Red air quality index color:
 - All students/athletes should discontinue prolonged, vigorous exercise lasting longer than one hour.
 - Susceptible individuals (e.g., students/athletes with heart or lung disease) should avoid outdoor activity.
 - All practices will be limited to one hour of total outdoor exposure.
- **Ozone Very “Unhealthy” (Purple)** – For periods of air quality that are unhealthy with a Purple air quality index color:
 - All students/athletes should discontinue vigorous outdoor activities, regardless of duration.
 - All outdoor athletic and Fine Arts practices will be moved indoors or canceled and all athletic or Fine Arts competitions should be rescheduled or canceled, if possible. Stay in contact with the Athletic Trainers and the Athletic & Fine Arts Department for full instructions.

SECTION IX
**CONTEST MANAGEMENT &
EMERGENCY ACTION PLAN**
(Athletics & Fine Arts)

GAME ADMINISTRATOR

Procedures

In all UIL varsity athletic team contests, a game administrator shall be appointed by the home school. That person must be a coach (other than the game coach), teacher, or administrator. It is recommended that a game administrator be designated by the home school for all non- varsity athletic team contests. The responsibilities of the game administrator are as follows:

1. Meet with the officials prior to game time (preferably on the playing field or court);
2. See that officials are directed to their dressing room;
3. Inform the officials where the game administrator will be seated.
4. Assist the officials if they need to discourage unsportsmanlike conduct of a fan, player, or coach (such as removal from stadium or gym);
5. Check with the officials after the game to see if there is any misconduct that needs to be reported;
6. Offer to provide an escort for the officials to their cars;
7. Report incidents to the appropriate school administrator;
8. Report severe verbal abuse or physical contact of the official and any ejections of coaches and fans to the UIL office in writing within the next two working days.

The home school is responsible for security. In playoff games/matches, both schools are responsible.

EMERGENCY ACTION PLAN INTRODUCTION

The BISD Emergency Action Plan can be accessed in the link below. Please familiarize yourself with all aspects and reach out to the Director of Athletics or the Director of Fine Arts with questions.

[Emergency Action Plan](#)

[Athletics / Emergency Action Plans](#)

SECTION X
ELECTRONIC MEDIA
(Athletics & Fine Arts)

Below please find excerpts from the Employee Handbook concerning use of Electronic Media. The information below is not intended to replace the requirements of the Employee Handbook; staff should always check the latest version of the Employee Handbook for any updated guidance. If you have any questions or concerns about the below, please contact your supervisor.

Personal Use of Electronic Media

Policies DH, CQ

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.

As role models for the District's students, employees are responsible for their public conduct even when they are not acting as District employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic media for personal purposes shall observe the following:

- The employee may not set up or update the employee's personal social network page(s) using the District's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours; unless there is an emergency or the use is authorized by a supervisor to conduct District business.
- The employee shall not use the District's logo or other copyrighted material of the District without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on District business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records [See Policy FL]
 - Confidentiality of health or personnel information concerning colleagues, unless

disclosure serves lawful professional purposes or is required by law [See DH (EXHIBIT)]
Confidentiality of District records, including educator evaluations and private email addresses. [See Policy GBA]

- o Copyright law [See Policy CY]
- o Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DH (EXHIBIT)]

See *Use of Electronic Media with Students*, below, for regulations on employee communication with students through electronic media.

Use of Electronic Media with Students

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may communicate through electronic media with students who are currently enrolled in the District. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the District through electronic media. Employees are not required to provide students with their personal phone number or email address.

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol;
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are accepted from District regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

The following definitions apply for the use of electronic media with students:

- *Electronic media* includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a communication: however, the employee may be subject to District regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact

from a student through electronic means is not communication.

- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who uses electronic media to communicate with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
 - The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
 - The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
 - For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's District e-mail address.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity.)
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of 9 p.m. and 6 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
 - Copyright law [See Policy CY]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the

employee uses to communicate with one or more currently-enrolled students.

- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee shall notify his or her supervisor in writing within one business day if a student engages in improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

SECTION XI
APPENDIX
(Athletics & Fine Arts)

Athletic Participation and Transfers

Please refer to the following link regarding athletic transfers

<https://www.bmtisd.com/Page/5641>