



NATIONAL COORDINATING COUNCIL

# Career and Technical Student Organizations

## **Davis School District**

### Philosophy:

One of the goals of Career and Technical Education is to develop student leadership abilities. The most effective way to do this is through Career and Technical Student Organizations (CTSO), which include DECA, FBLA, FCCLA, FFA, HOSA, SkillsUSA, and TSA. Participation in the activities of these organizations is highly encouraged.

Davis District CTE supports state-sponsored CTSO Activities.

## Governing Standards

### Fall Leadership:

1. A CTSO advisor attends the fall leadership conference with their leadership team. A leadership team attending a one-day conference could include up to 12 students. This number is based on the total number of seats available on a bus (54 divided by 4 schools). Actual leadership team numbers could vary depending on each chapter officer team and available seating on the bus.
2. If the leadership conference is held outside of Davis County and requires an overnight stay, an advisor request for travel must be completed and submitted to the CTE Director for approval.
3. An advisor who is supervising students will have conference registration, travel expenses, and substitute pay covered by Davis District CTE funds. All travel must follow the Davis District extended travel policy.
4. Advisor lodging reimbursement will be based on single occupancy. If two advisors elect to room together, reimbursement will only cover the cost of the double occupancy.
5. If an additional chaperone is required, that chaperone should be a school administrator, CTE coordinator, CTE secretary, or an approved parent volunteer. (Overnight ratio 1:10, non-overnight ratio 1:20).
6. See transportation section.

### Region Competition:

1. An advisor accompanies students from their school to the regional competition.
2. Registration and substitute pay will be covered by the District CTE funds for one advisor from each chapter. Meals will be the responsibility of the advisor.
3. See transportation section.

### State Competition:

1. An advisor accompanies students from their school to the state competition.
2. An advisor who is supervising students will have conference registration, travel expenses, and substitute pay covered by Davis District CTE funds. All travel must follow the Davis District extended travel policy. Meals will be the responsibility of the advisor unless overnight is required.
3. Advisor lodging reimbursement will be based on single occupancy. If two advisors elect to room together, reimbursement will only cover the cost of the double occupancy.
4. If the competition is held outside of Davis County and requires an overnight stay, a request for advisor travel must be completed and submitted to the CTE Director for approval.
5. If more than 10 students attend the state competition and it includes an overnight stay, an additional advisor will be reimbursed for chaperoning at a ratio of 1 advisor to 10 students. Each additional advisor is required to accompany those students on the bus along with the main advisor.
6. See transportation section.

### Transportation in State:

1. Buses will be provided for events outside of the District. If a bus is provided, the advisor from each school must accompany their students on the bus to and from the event. Advisors may not drive students to any event. *(If an advisor is not able to ride the bus because of school obligations or emergencies, they should arrange for a representative from the school to go in their place. As a last resort, the advisor could arrange with other advisors to supervise their students. Ultimately, the conduct of the chapters' students will be the responsibility of the school advisor whether they are on the bus or not!)*
2. Parents will be asked to provide transportation for their students to events within Davis School District. Transportation will be provided for Junior High CTSOs unless there are not enough students to warrant the cost of the bus.
3. Extended Travel Policy
  - 2.1.5. Rental and private vehicles may not be used for school activity transportation if they have a capacity of more than eight (8) passengers including the driver.
  - 2.1.6. Seat belts must be worn at all times by all the occupants in vehicles equipped with seat belts.
  - 2.2. Providing Own Transportation to Classes and/or School Activities
    - 2.2.1. Under no circumstances shall students be officially authorized, required, or in any way encouraged to drive other students to school classes or activities. No student shall be authorized to act as an agent driver for the District.
    - 2.2.2. In those situations where parents/guardians are required to provide their students' transportation to classes and/or school activities, parents/guardians **must be informed** of this requirement through the course description and other appropriate information for parents/guardians.
    - 2.2.3. Parents/guardians must sign a statement that they have been so notified, agree to the same, and understand this dimension of their student's participation in the class/activity.
    - 2.2.4. In these cases, students should be informed that it is their responsibility to arrange for their own transportation. **Under no circumstances should teachers, counselors, coaches, or any other representative of the school or District attempt to mandate car pools or other groups that may imply that the student driver is an agent of the District.**

## National Competition:

1. The philosophy of District CTE is to provide students with the best opportunity to enhance their education and leadership skills. It is our hope that all qualifying students will have the opportunity to attend as their time and circumstances allow.
2. National participation at the junior high level is limited to ninth grade students.
3. Junior or senior high school advisors, with students who placed 1<sup>st</sup> at the conference or have an elected state officer, will receive District CTE funding to supervise those students. District CTE will pay the travel expenses for one advisor who can then supervise up to 8 qualifying students. (A qualifying student is one who placed 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> at the state competition and qualified as per the state and national CTSO organization policies.)
4. If a school has multiple 1<sup>st</sup> place winners, CTE funding of additional advisors will be determined based on the number of advisors attending the conference at the supervision ratio of 1:8.
5. An advisor who is supervising students at nationals, supported by District CTE, will have conference registration and travel expenses reimbursed to their chapter. Advisor lodging reimbursement will be based on single occupancy. If two advisors elect to room together, reimbursement will only cover the cost of the double occupancy.
6. **Chapters that have initial 2<sup>nd</sup> – 4<sup>th</sup> place winners but did not have a 1<sup>st</sup> place winner at the state competition may petition the school administration for advisor financial support to the national competition.** Schools and chapters may also use chapter funds for advisor support and state travel insurance. **District CTE, Perkins, or CE funds cannot be used to fund CTSO travel.**
7. Advisors who are supervising students must travel to and from the conference with their students. Students must travel with the District group and adhere to all organization and District rules and policies. All travel must follow the Davis District extended travel policy. A request for travel must be completed and submitted to the CTE Director for approval. (District Policy - Extended Travel -4.7 Chaperones for Extended Travel)
8. Where possible, advisors should take advantage of traveling with the state CTSO organization.
9. All advisors and students are required to have travel insurance. Your district CTSO specialist will arrange and pay for the insurance for all district advisors and students attending the national conference regardless of their qualifying position. If you are attending nationals, please submit the advisor(s) and the students(s) names to your specialist.
10. Extended Travel Policy
  - 4.5. Ground Transportation: All ground transportation shall be by District school buses **or insured commercial transportation unless an exception is approved by the superintendent or designee.** All ground transportation by other means shall meet the criteria outlined in section 2 of this policy.
11. If a rental car is required, the advisor must notify their supervisor before proceeding with the rental. Rental cars need to be arranged through state travel prior to the conference (801-538-3350).