



Department of Career and Technical Education



HIGH SCHOOL & JUNIOR HIGH CAREER AND TECHNICAL STUDENT ORGANIZATIONS HANDBOOK

2024-2025

Katy ISD (Independent School Districts) does not discriminate on the basis of race, color national origin, handicap, or sex. The Katy ISD Career and Technical Education program operates in accordance with the provision in Titles VI, VII and IX and section 504 of the Department of Health, Education and Welfare. Katy ISD program admission procedures, facilities and graduation requirements are designed to eliminate discrimination. Katy ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all programs, including Career and Technical Education.

This handbook's contents are not contractual and do not cause a claim of breach of contract against Katy Independent School District. Furthermore, the contents of this handbook apply to all students of the district, as the contents now appear in the handbook or may be amended in the future.

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Purpose

The Katy Independent School District (ISD) Career and Technical Student Organization (CTSO) guidelines provides procedures and standards that govern all high school and junior high CTSO programs. The information provided explains qualifications and responsibilities for high school and junior high CTSOs. Additional CTSO constitutions and by-laws, as noted in this document, are created, and published by each campus. All students and parents are responsible for familiarizing themselves with the contents of this document and must complete and return the enclosed Signature Form according to the deadline communicated by each campus.

Katy ISD CTE Approved CTSOs:

- FBLA
- FCCLA
- FFA
- FIRST Robotics
- HOSA
- NTHS
- ProStart
- SkillsUSA
- TAFE
- TSA
- VEX Robotics

Responsibilities of CTSO Members/Parents/Guardians

Time Commitment

Being a member of a CTSO can be time consuming. It is the responsibility of every member to be present at each activity and perform to the best of his/her ability.

1. Activities: CTSO Members will attend the events specified by their campus.
2. Practice: All activities related to practice (number of practices, time/location of practices, etc.) are determined by the sponsor(s) and the campus.
3. Cost to Families: CTSO Members may be required to fundraise to support their local CTSO chapter. The fundraising opportunities will be determined by their campus sponsor(s).
4. Academics and Behavior: CTSO Members are expected to maintain high standards in academic performance, behavior, and to serve as positive role models for the student body. Members who do not meet these standards are subject to school disciplinary consequences, including suspension and/or dismissal, from their CTSO program (see pages 4-5).
5. Responsibilities of CTSO Members:
 - Follow all rules and regulations outlined in the Katy ISD [Discipline Management Plan and Student Code of Conduct](#).
 - Adhere to appropriate rules, regulations, and established higher standards of behavior set by the school sponsor(s).
 - Exhibit an attitude of respect toward individuals and property by conducting oneself responsibly.
 - Serve as an appropriate role model for other students.
 - Maintain required standards of academic performance.
 - Arrive prepared and on time for all practices and competitions.
 - Exhibit proper and appropriate CTSO official dress, as directed by the sponsor(s) for competitions.
 - Fulfill all financial responsibilities, as required by membership of the team, in a timely manner.
6. Responsibilities of Parents:
 - Stay informed of the rules, regulations, and procedures applicable to the extracurricular organization.

- Pick up students on time after practices and events.
- Attend parent meetings when required.
- Submit any concerns, ideas for improvement, and/or guidelines/procedural changes in writing directly to the sponsor(s).
- Encourage student adherence to established rules, regulations, and procedures.
- Ensure fulfillment of all financial responsibilities required of the student as a member of the CTSO.

Behavior Standards and Discipline

Katy Independent School District is dedicated to giving all students the opportunity to participate in a highly competitive and comprehensive enrichment program. This is accomplished by employing dedicated professionals and providing appropriate funding through fairly administered and conducted activities. We believe that school related activities are a microcosm of society and through participation in our programs, students will inherently learn life skills. These life skills will enable them to be productive members of society, capable of managing time, while striving to set and obtain goals, and develop enhanced self-discipline. Three main themes are apparent in all successful enrichment programs: integrity, character, and honesty.

The co-curricular and extra-curricular programs at Katy ISD are a privilege and, as such, the student is held to a higher standard than that of the general school population.

Sponsors of co-curricular and extra-curricular programs may develop and enforce standards of behavior that are higher than the district developed [Discipline Management Plan and Student Code of Conduct](#). Membership or participation in the activity may be conditioned on adherence to those standards. Co-curricular and extra-curricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property.

A student shall be informed of any behavior standards at the beginning of each school year or when the student first begins participation in the activity. A student and his/her parent/guardian will sign and return to the sponsor(s) a statement that they have read the behavior standards and consent to them as a condition of participation in the activity. Please see the agreement at the end of the guidelines packet.

CTSO Standards:

Students involved in extracurricular activities are expected to maintain high standards of ethical conduct. Extra-curricular participation is a privilege and not a right. Any misconduct that reflects negatively on Katy ISD, the campus, or program may fall under these outlined consequences. The outlined consequences system is intended to deal with misconduct that occurs within the school's jurisdiction.

Code of Conduct for Students Involved in Extracurricular Activities:

All students are expected to adhere to the Katy ISD Student Code of Conduct. Members who violate the district's [Discipline Management Plan and Student Code of Conduct](#) will be assigned appropriate school disciplinary consequences for the infraction. Disciplinary infractions may also result in a student's dismissal from the team or limited participation.

Short-Term Restrictions:

Campuses may assign short term restrictions, one (1) to three (3) weeks, due to any of the following: poor academic performance, inappropriate behavior, or failure to fulfill published responsibilities as outlined in campus constitutions.

Academic Probation/Ineligibility:

A CTSO member who receives a grade lower than 70 on a report card will be placed on probation/ineligibility for at least three (3) weeks. Specific dates for regaining academic eligibility are contained in the TEA/UIL Academic Eligibility Calendar, "No Pass, No Play."

Exception: Advanced Courses, as designated by the Texas Education Agency and identified by Katy ISD, are exempted from the "No Pass, No Play" policy.

Suspension/Dismissal for Behavior:

If a CTSO member receives any disciplinary infractions during the school year, this could result in limited participation. Students placed in Out of School Suspension (OSS) will not be able to compete with their CTSO chapter for the duration of their time in OSS. Students placed in Opportunity Awareness Center (OAC) for a first Level III offense will not be able to compete with their CTSO chapter for the duration of their time in OAC. CTSO members who receive an infraction below cannot compete with their CTSO chapter for the rest of the school year.

- Two (2) or more Level III disciplinary infractions, as noted in the [Discipline Management Plan and Student Code of Conduct](#).
- Any Level IV or Level V disciplinary infractions, as noted in the [Discipline Management Plan and Student Code of Conduct](#).

Suspension Definition:

A member suspended from their CTSO is not allowed to perform/compete at any event. Students on suspension are expected to attend practice(s). Students on suspension may not attend any overnight trips.

Actions Which Can Lead to Suspension:

- Conduct Grade: A member who receives a second “N” in conduct for the same class or for another class, will be suspended from the team for the duration of three (3) weeks.
- Social media: Reference the [Discipline Management Plan and Student Code of Conduct](#) Extracurricular Activities section.

Actions Which Can Lead to Dismissal:

- Academic: Any member academically ineligible for two (2) of the three (3) six (6) weeks during a semester will be dismissed from their CTSO.
- Conduct Grades: A total of three (3) “N” s, or one (1) “U” in the conduct category will result in immediate dismissal from their CTSO.
- Level III: Two (2) or more Level III disciplinary infractions.
- Level IV – Level V: Any Level IV or Level V infractions will result in dismissal from their CTSO.
- OSS: Any member placed in OSS cannot participate in their CTSO activities/competitions during their placement in OSS.
- OAC: Any member placed in OAC for their first Level III offense cannot participate in their CTSO activities/competitions during their placement in OAC.
- Hazing: Any member who participates in an activity which meets the definition of hazing, or who fails to report such activity, will be dismissed from their CTSO.
- Social media: Reference the [Discipline Management Plan and Student Code of Conduct](#) Extracurricular Activities section.
- Repeated Restrictions (Probations or Suspensions): A member who is placed on repeated restrictions (probations or suspensions) for failure to establish/maintain proper conduct or attitude, according to organization constitution and/or by-laws, may be dismissed from their CTSO. Notification of the possibility of dismissal on the next occurrence will be issued prior to dismissal.
- Criminal Offenses: Any member who pleads guilty or who is convicted of a misdemeanor involving alcohol, drugs, a criminal act, or a felony shall be removed from their CTSO for the remainder of the school year.
- Deferred Adjudication: Any member who accepts deferred adjudication in lieu of a finding of guilt or innocence in a criminal proceeding shall be placed on probation until the end of the school year or until a judgment of not guilty is rendered, whichever occurs first.

***** Students participating in the Katy ISD Livestock Show should refer to the [Katy ISD Livestock Show Handbook](#). *****

Travel Guidelines

Review all policies and regulations for student trips to ensure your group is eligible for the type of travel you are planning. In addition to Katy ISD regulations, the Career & Technical Education department requires the following:

- Students must follow the [Discipline Management Plan and Student Code of Conduct](#) and the CTSO Guidelines when traveling with their CTSO organization.
- Students must represent their CTSO, campus, and school district in a professional manner.
- A minimum of one (1) chaperone for every 14 students traveling is required.
- When traveling out of the local community, a medical release/parent permission form should be signed for each student. The local adviser should bring these forms to each student activity.
- Student medications must be checked in with the CTSO sponsor(s) when traveling overnight. The CTSO sponsor(s) is/are responsible for distributing medications and following all directions given by the school nurse.
- Students shall be transported to student organization events and activities in accordance with state and local policies. A vehicle driver transporting students shall be a school employee or a person contracted by the school district.
- When traveling, students will be accompanied by the local advisor(s) who is/are an official chaperone and a member of the school faculty. Other school faculty or administrative staff may be used when the advisor cannot travel, or the group's size warrants additional chaperones.
- Students will be placed four (4) to a hotel room with the same gender/sex in a room.
- Students are expected to respect hotel property, contest facilities, and contest equipment. The individual(s) and/or parent(s)/guardian(s) must pay any damages to the property or furnishings in the hotel room(s) or building(s).
- Visitation of male and female members of the opposite gender/sex in hotel guest room(s) is/are prohibited.
- Sponsor(s) should have a chaperone of the opposite gender/sex when visiting student room(s).
- Sponsor(s) should restrict meetings to open, common areas.
- Students may not drive themselves to any CTSO event held at the District, Regional, Area, State, or National level unless a fully completed and signed form has been approved by the campus principal and is on file with the CTSO sponsor(s) prior to travel.
- All travel schedules should be published and given to parents/guardians before the competition season starts. Changes or updates will be sent in a timely manner.

Fundraising Information

CTSO Chapters are expected to fundraise each year to off-set the costs of CTSO activities. CTSO chapters can have two (2) fundraisers per school year (per board policy). Fundraising participation shall be voluntary (except for FFA students choosing to show an animal in the Katy ISD Livestock Show; see [Katy ISD Livestock Show Handbook](#)) and shall be approved only when the fundraising activity relates to the District's educational mission. Fundraising is not permitted during class time.

Fees for Student Participation

These fees are outside the instructional needs of the school day and are intended to give our students an enriched perspective about excelling in the extracurricular program.

Fundraising (All Grade Levels)

Student groups, teams, classes, and parent groups may be permitted to conduct fundraising drives for approved school purposes in accordance with administrative regulations. [See [Board Policy FJ](#) and [Board Policy GE](#) for more information.]

Katy ISD CTSO Funding

The Katy ISD CTE (Career and Technical Education) Department will contribute towards the cost of high school District/Local, Area, Region, and State level CTSO competitions that meet the criteria below.

- As funding permits, hotels will only be covered for contests *more than 100 miles one way from Katy ISD*. There must be four (4) students in a room and two (2) teachers in a room, if applicable. If the CTSO chooses to get a hotel room for a competition less than 100 miles one way from Katy ISD, the hotel must be paid for out of the CTSO's activity account. (Galveston is considered over 100 miles from Katy ISD.)
- As funding permits, transportation via *school bus or rental car (the least expensive of the two) will be covered for trips up to one point five (1.5) hours from Katy ISD*. Trips longer than one point five (1.5) hours from Katy ISD should utilize the mini busses when possible. Large groups travelling more than one point five (1.5) hours from Katy ISD may utilize a charter bus.
- As funding permits, registration cost will only be covered for *District/Local, Area, Regional, and State competitions*. Funding will **NOT** be provided for meetings, conferences, conventions, or invitationals.
- As funding permits, meal per diem for *students and teachers will be covered for overnight competitions only*. The CTSO may use activity funds to cover meals for competitions/events that are not overnight. Meals are only provided for students

who are competing in the competition. The daily per diem rate is \$24 per day: \$7 for breakfast, \$8 for lunch, and \$9 for dinner.

- Funding will **NOT** be provided for meetings, conferences, conventions, or invitationals. Out of state and national travel is **NOT** covered, per board policy <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=594&code=FMG#localTabContent>.
- Students must be in high school (Grades 9-12).
- Students must be enrolled in a CTE course aligned to the CTSO.
- If there is an event/competition that qualifies towards State within the Greater Houston area, and a team elects to register for an event outside the Greater Houston area no funding will be provided. Exceptions will **NOT** be made when events within the Greater Houston area are full. CTSO sponsors are encouraged to pay careful attention to registration dates/deadlines and register early.
- If a student submits a project that does not require the student to attend the competition, the district will fund the project registration, but not the student travel expenses.
- Students that are No Shows and DNQs due to lack of preparation must reimburse the district for the cost of their registration fees.
- The CTSO sponsor **MUST** be a CTE teacher that teaches a course aligned to the CTSO to have sponsor registration paid. The Robotics sponsor **MUST** be a KISD employee to have sponsor registration paid.
- The CTSO sponsor **MUST** accompany the students on the bus or in the rental car.

Additional Suggested Campus Guidelines:

- Students must attend 90% of all CTSO meetings/practices.
- Students must meet UIL eligibility requirements.
- The CTSO sponsor can hold a campus competition/process using a rubric for student entries to evaluate student presentations and projects prior to entering the student into a competition.
- Competitions that go directly to State without qualifying (placing within the guidelines for moving on to State) will not receive CTSO funding. These competitions will need to be paid for out of your CTSO activity account.

CTE Booster Clubs

Booster clubs can be extremely important when managed correctly. CTE Booster Clubs are supervised by the campus CTSO sponsor, campus principal, and sponsor of CTE.

Booster clubs must operate within the guidelines and procedures as set forth by Katy ISD. CTSO sponsors will be held responsible for UIL/Katy ISD compliance.

1. UIL RULES AND REGULATIONS

<https://www.uiltexas.org/files/booster-guide.pdf>

2. FUNDRAISING

- Any type of fund-raising project must have prior approval by the campus CTSO sponsor and campus principal.
- Fundraising projects are subject to state and federal laws.
- CTE Booster Clubs do not have the authority to commit or represent Katy ISD or any of its campus locations. (Example: Using CTSO name without sponsor/school permission.)

CTSO Chapter Constitutions/By-Laws

Chapter Constitutions & By-Laws

A chapter's constitution and/or by-laws is an important document that provides structure for the chapter's activities and business. Each chapter must have a copy of their constitution on hand in case questions arise regarding the operation and administration of chapter activities.

Many State level CTSOs require all chapters to submit a copy of their constitution and by-laws to the state office. Please check with your respective CTSO State Association to see specific requirements.

Many CTSOs require the following information be included within their constitution and by-laws:

1. Chapter Name
2. List of current Chapter officers (*updated yearly*).
3. List of the names and addresses of all active members (*updated yearly*).
4. All students enrolled in the local program (*updated yearly*).
5. A report on any changes in, or amendments to, the chapter constitution and by-laws.
6. Other information as requested by the CTSO State Board of Directors.

CTSO Member in Good Standing

Active members in good standing may vote on all business brought before the chapter. An active member shall be considered in good standing when he/she:

1. Shows interest in the organization's affairs by attending meetings, striving for degrees of membership, and participating in other organized activities of the chapter.
2. Pays all current Local, District, Area, State, and National dues by the date determined by the chapter.

3. Displays conduct consistent with the ideals and purposes of their respective CTSO and with the school district's Student Code of Conduct.
4. Meets all other local standards and requirements described in this chapter's constitution/by-laws and policies.

FFA Only:

While in school, members must be enrolled in at least one (1) Agriculture, Food, and Natural Resources course, as defined in Texas FFA Association membership policies, during the school year and/or follow a planned course of study. Either course must include a Supervised Agricultural Experience program, the objective of which is preparation for an agriculture, food, and natural resources career.

CTSO District Point of Contact

CTSO	CTE INSTRUCTIONAL OFFICER	EMAIL
FBLA (Future Business Leaders of America)	Steve Bennett	StephenBBennett@katyisd.org
FCCLA (Family Career and Community Leaders of America)	Kendra O'Keefe	KendraAOkeefe@katyisd.org
FFA	Gerald Young	GeraldDYoung@katyisd.org
HOSA (Health Occupations Students of America)	Kendra O'Keefe	KendraAOkeefe@katyisd.org
NTHS (National Technical Honor Society)	Steve Bennett	StephenBBennett@katyisd.org
ProStart	Kendra O'Keefe	KendraAOkeefe@katyisd.org
Robotics	Susan Hoyt	SusanEHoyt@katyisd.org
SkillsUSA	John Crow	JohnLCrow@katyisd.org
TAFE (Texas Association of Future Educators)	Kendra O'Keefe	KendraAOkeefe@katyisd.org
TSA (Technology Student Association)	John Crow	JohnLCrow@katyisd.org

Katy ISD CTE CTSO Guidelines Signature Page

I have received a copy of the Katy ISD CTE CTSO Guidelines. I have read and understand the conditions for joining and maintaining membership in the organization. I agree to abide by all policies and procedures governing the organization.

This page must be signed by both the student and parent/legal guardian of the student and returned to the activity sponsor before the student can participate in the activity.

Signing this page signifies that the student and parent/legal guardian of the student has read and understands the guidelines governing CTSO members in Katy ISD.

Student Name (please print):

_____ Date: _____

Student Signature:

Parent/Legal Guardian Name (please print):

_____ Date: _____

Parent/Legal Guardian Signature:

Campus: _____ CTSO: _____

This signature page must be signed and turned in prior to CTSO membership.