



Department of Gifted and Talented/Advanced Academics



HIGH SCHOOL & JUNIOR HIGH ACADEMIC STUDENT ORGANIZATION GUIDELINES 2023-2024

The contents of this handbook are not contractual, and do not give rise to 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.

Academic Student Handbook

Purpose

The Katy ISD Academic Team Competition Guidelines provide procedures and standards that govern all high school and/or junior high academic programs. The information provided explains qualifications and responsibilities for high school and/or junior high academic programs. Additional constitutions and/or 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 District Sponsored Academic Teams:

- Academic Decathlon - UIL Academics - Science Olympiad
- Destination Imagination - Speech and Debate

Table of Contents

1. Responsibilities of Academic Team Members/ Parents/ Guardians
2. Behavior Standards and Discipline
3. Travel Guidelines
4. Funding Information
5. District Point of Contact
6. Katy ISD Academic Competitions Guideline Signature Page

Responsibilities of Academic Team Members/Parents/ Guardians

Time Commitment: Being a member of an academic team can be time consuming and it is the responsibility of every member to be present at each activity and perform to the best of his/her ability.

1. Activities: Academic team 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)/manager(s) and the campus.
3. Cost to Families: Academic team members may need to fundraise to support their team's activities. The fundraising opportunities will be determined by their campus sponsor(s).
4. Academics and Behavior: Academic Team 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 program.
5. Responsibilities of Team Member:
 - 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 that are set by the school sponsor/manager.
 - Cooperate with the sponsor and administration in investigations involving disciplinary infractions.
 - Exhibit an attitude of respect toward individuals and property by conducting oneself in a responsible manner.
 - 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 wear directed by the sponsor for competitions.
 - Fulfill all financial responsibilities as required by membership on the team in a timely manner.
6. Responsibilities of Parents:
 - Stay informed of the rules, regulations, and procedures that are applicable to the extracurricular organization.
 - Pick up students on time after practice and events.
 - Attend parent meetings when required.
 - Submit any concerns, ideas for improvement, and/or guidelines/procedural changes in writing directly to the sponsor first.
 - Encourage student adherence to established rules, regulations, and procedures.

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 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 enabling them to be productive members of society, capable of managing time, striving to set and obtain goals, and developing an 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 much higher standard than that of the general school population. Therefore, the guidelines and rules that each Academic sponsor establishes for the team may be more stringent than those delineated in the Discipline Management Plan and Student Code of Conduct.

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 and may condition membership or participation in the activity 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 or her parent/guardian will sign and return to the sponsor 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.

Academic Student Behavior Standard

If a team member receives any disciplinary infractions during the school year, this could result in limited participation. Academic team members who receive an infraction below are not allowed to compete with their team.

- a. Two or more Level III disciplinary infractions as noted in Katy ISD Student handbook.
- b. Any Level IV/ Level V disciplinary infraction as noted in Katy ISD Student handbook.
- c. Placement in OSS or OAC.

Standards:

Students involved in extra-curricular 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 and demerit/merit 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 (1-3 week) restriction(s) 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 member who receives a grade lower than 70 on a report card will be placed on probation/ineligibility for at least three weeks. Specific dates for regaining academic eligibility are contained in the TEA/UIL Academic Eligibility Calendar.

- 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:

Academic Team Members will be given due process. Since Academic Competitions are extracurricular activities, the principal's decision is final. For a given instance of misconduct, a member can:

- Receive team consequences (suspension, dismissal).
- Receive school consequences (detentions, ISS, OSS, assignment to a DAEP/JJAEP).
- Receive a combination of both.

Suspension Definition:

A member who is suspended from their team is not permitted to perform/compete at any event. Students on suspension are expected to attend practice. 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 weeks.
- **Social Media:** Reference the Katy ISD Student Handbook Extracurricular Activities section.

Actions which can lead to Dismissal:

- **Academic:** Any member who is academically ineligible for two of the three weeks during a semester will be immediately dismissed from their academic team.
- **Conduct Grades:** A total of (3) “N” ‘s, or (1) “U” in the conduct category will result in immediate dismissal from their academic team.
- **Level III:** Two or more Level III disciplinary infractions.
- **Level IV – Level V:** Any Level IV or Level V infraction will result in dismissal from their CTSO.
- **Out of School Suspension or Alternative School Placement:** Any member placed in OSS or OAC will be dismissed from their academic team.
- **Hazing:** Any member who participates in activity which meets the definition of hazing or who fails to report such activity will be dismissed from the squad.
- **Social Media:** Reference the Katy ISD Student Handbook 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 academic team. 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 academic team 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.

Travel Guidelines

Review all policies and regulations for student trips to ensure your group is eligible for the type of travel you are planning. Regulations for Academic Team Competition student travel can be found at <https://help.katyisd.org/help/fmg-regulation>. In addition to Katy ISD regulations, the Gifted and Talented/Advanced Academics department requires the following:

- Students must follow the Katy ISD Student Handbook and the Academic Competitions Guidelines when traveling with their academic team organization.
- Represent your team, campus, and school district in a professional manner.
- Minimum of 1 Chaperone for every 14 students traveling.
- 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 into the team sponsor when traveling overnight. The team sponsor is responsible for distributing medications and following all directions given by school's nurse.
- Students shall be transported to student organization events and activities in accordance with state and local policies. A vehicle driver who is 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 who is an official chaperone and a member of the school faculty. Other school faculty or administrative staff may be utilized when the advisor is unable to travel, or the size of the group warrants additional chaperones.
- Students are 4 to a hotel room with same gender in a room.
- Students are expected to respect hotel property and contest facilities and equipment. The individual(s) and/or parents/guardians must pay any damages to the property or furnishings in the hotel rooms or building.
- Visitation of male and female members and/or sponsor of the opposite sex in hotel guest rooms is prohibited.
- Sponsors should have a chaperone of the opposite gender when visiting student rooms and/or restrict meetings to open, common areas.
- Students may not drive themselves to any Academic Team event held at the district, regional, area, state, or national level.
- All travel schedules should be published and given to parents/guardians prior to the start of the competition season. Changes or updates will be sent in a timely manner.

Fundraising Information

Academic Teams are expected to fundraise each year, to off-set the costs of team activities. The team can have 2 fundraisers per school year (per board policy).

Fundraising participation shall be voluntary 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/or 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 Academic Funding

Katy ISD will fund regional, district, area, and state academic competitions for students who are competing. These funds cover the following:

- Competition Registration for students competing
- Hotel (if applicable)
- Transportation (rental car, bus)
- Meals (per diem rate of \$21/day) (\$6 breakfast, \$7 lunch, \$8 dinner)

The District will not provide funding for travel competitions beyond the state level. National competitions will be at the expense of the respective campus activity fund, the booster club treasury, donations, or a combination thereof.

Booster Clubs-if applicable

Booster clubs can be extremely important when managed correctly. Booster clubs are under the supervision of the campus academic sponsor and campus principal.

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

1. UIL RULES AND REGULATIONS -
<https://www.uil texas.org/files/booster-guide.pdf>
2. FUNDRAISING
 - Any type of fund-raising project must have prior approval by the campus academic sponsor and campus principal.
 - Fundraising projects are subject to state and federal law.
 - Booster Clubs do not have the authority to commit or to represent in any way the Katy ISD or any of its campus locations. (Example: Using the team name without sponsor/school permission)

Academic Competition District Point of Contact

Team	GT/AAS	Email
Academic Decathlon	Joan Otten, Director	joaneotten@katyisd.org
Science Olympiad	Joan Otten, Director	joaneotten@katyisd.org
UIL Academics	Joan Otten, Director	joaneotten@katyisd.org
Speech & Debate	Joan Otten, Director	joaneotten@katyisd.org
Destination Imagination	Kristi Sides, IO	kristinadsides@katyisd.org

Katy ISD Academic Competiton Guidelines Signature Page

I have received a copy of the Katy ISD Academic Competition Guidelines. I have read and understand the conditions for tryouts and for 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 academic team members in Katy ISD.

Student's Name (please print):

_____ Date: _____

Students Signature:

Parent/ Legal Guardian Name (please print):

_____ Date: _____

Parent/ Legal Guardian Signature:

Campus: _____ Sponsor: _____

This signature page must be signed in and turned in prior to student travel.