Keller ISD recognizes that first-hand experiences provided by school-sponsored trips are an effective and worthwhile means of learning; therefore, Keller ISD supports school trips as having significant educational value which are related to the total school program and curriculum. The guidelines below should be followed for requesting a student trip; however, the district maintains the final approval and/or denial of each trip based on the best interest of the district, campus or its students even when all guidelines have been followed.

There are two categories of Student Travel: 1) District Supported Student Trips, and 2) Non-supported Student Trips.

- District Supported Trips are trips taken by KISD student(s) utilizing district resources including, but not limited to transportation, equipment, funding, clerical support, etc.
- Non-supported Trips may not utilize district resources, nor represent or conduct themselves as being affiliated with the district in any way, shape or form.

Guiding Principles for all District Sponsored Trips

- A maximum of two academic, or two non-academic, or a combination of academic and non-academic trips are allowed per year, per grade/department. Prescheduled fine arts and athletic trips that have District Director level approval are not calculated in the two-trip maximum.
- Students may not miss more than two instructional days per approved trip.
- Trips are limited to the continental United States.

There are six types of District Sponsored Trip submission forms located in Eduphoria Formspace: Academic Trips, Non-Academic Trips, Career Technology Trips, Fine Arts Trips, Athletic Trips and Out of State Trips.

Operational Definitions:

- **Academic Trips** are defined as an academic experience aligned to the Texas Essential Knowledge and Skills (TEKS) and KISD Curriculum (not extra or co-curricular) requiring students to leave campus for the learning opportunity.
- **Non-Academic Trips** are defined as those that are not instructional based but may include trips related to service projects or performances.
- **Career Technology Trips** are all trips entered by CTE personnel that are instructional/non-instructional, and/or competition/noncompetition trips directly related to the district CTE program.
- **Fine Arts Trips** are all trips entered by Fine Arts personnel that are instructional/non-instructional and/or competition/non-competition trips directly related to the district Fine Arts program to include art, music, band, choir, theater, UIL Academics, speech-debate, forensics trips, etc.
- **Athletic trips** are all trips entered by Athletic personnel that are performance, and/or competition/noncompetition trips directly related to the district Athletic program to include athletics, physical education, cheer, and drill teams.
- **Out of State Trips** are trips taken by organizations (Athletics/Cheer/Drill/Band/Choir/Theater, etc.) that are a result of 1) progressive qualifying process, 2) present a unique opportunity for students that cannot be replicated locally or regionally, or 3) by invitation based on a receiving a top award or exemplary performance.
- **Administrative Oversight** is a campus or program administrator who is not the coach or sponsor of the group participating in the out-of-state trip. An administratively certified professional staff member trained to be the acting administrator (not the coach/sponsor) must accompany the group on an out-of-state trip. Administrative oversight will be at the expense of the campus/campus organization for the duration of the trip.

- **Chaperones** are defined as adults who are responsible for safeguarding the safety and well-being of students during a school trip. Chaperones must have a current approved criminal background check on file with Keller ISD prior to departure.

General Requirements for all District Sponsored Trips:

- **Transportation:**
  - The Transportation Department must have an approved trip request a minimum of ten days prior to the scheduled event.
  - Keller ISD employees responsible for supervision of students must accompany students on the bus during transport.
  - Charters may not be reserved nor contracts submitted for approval until the trip has district approval.

- **Chaperones:**
  Trips with more than 30 students require adherence with the Chaperone guidelines below.
  - Due to liability, parents are not allowed to accompany students on the bus for district field trips unless they are acting in the role of a district employee or are an approved chaperone.
  - If chaperones are utilized, they are limited to a ratio of no more than 1 adult to 10 students and no less than 1 adult to 15 students.
  - All chaperones must sign a release and must have a criminal history background check on file with KISD Human Resources.
  - Chaperones are expected to follow the same standards of conduct as district employee's when chaperoning, sponsoring or attending student activities, including rules in the KISD Employee Handbook.

- **Out of State / Overnight Trips:**
  - Out of State/Overnight Trips are not permitted below the middle school level unless planned and executed as a non-sponsored trip outside of the regular school day.
  - Each organization may only take one out-of-state trip every other year.
  - All Out of State trips require approval from the Superintendent of Schools and administrative oversight.
  - Transportation costs for Out of State/Overnight Trips will include cost of lodging and meals for the driver and assigned administrator at the expense of the campus/campus organization for the duration of the trip.

- **Funding/Communication:**
  - Campuses cannot request funding from organizations like PTA. However, the school can accept contributions from organizations if the organization makes a determination to contribute to school events such as field trips.
  - Funding for non-supported trips will not be processed through any KISD account or Booster/PTA accounts.
  - Campuses will send home notices following trip approval. Notices will include the details of the trip and may request but not require donations. Campus principals must approve all student trip notices to ensure language complies with these requirements.
  - All funding must be secured two weeks prior to the trip departure date.

- **Approval:**

- All trips must be submitted for approval at least one month prior to the trip.
- If the trip is not approved, notification will be provided electronically.
- All Athletic UIL competition trips originating from advancement from district competition will complete playoff/advancement paperwork, but are not obligated to submit student trip request forms.
- Fundraising, communication and travel arrangement may not be made until final approval is given.

Non-Sponsored Trips:

- Responsibility for the safety and governance of students during non-sponsored trips and activities in no way rests with Keller ISD
- "Notice of Non-Sponsorship" form must be on file prior to trip.
- The use of any KISD account is prohibited; i.e. campus activity accounts or district budgeted funds or booster club funds.
- Trips may not be taken during the instructional school day.
- The district shall not be responsible for, nor shall the district endorse, the content or itinerary of non- sponsored trips and/or activities including any literature, funding accounts, transportation or supervision related to those trips or activities.
- District resources, including equipment and uniforms, may not be utilized in any way for non-sponsored trips.
- Staff members and students shall not distribute literature or hold meetings on school property regarding these non- sponsored travel events and activities except in the following manner:
  - Each campus principal shall designate times, locations and means by which non-school literature associated with these trips/activities may be made available or distributed by staff to students or others at the campus. (Please see Administrative Regulation Distribution of Student Literature)
  - Copies of non- sponsored trip literature and related information shall not be made or distributed with any district resource.
  - Any meetings related to non-sponsored travel conducted on district property must be held in accordance with district policies related to outside organizations and are subject to all associated regulations.
  - All literature or advertisements related to these events should contain a notification to parents that neither the school nor Keller ISD is sponsoring the trip/activity.

Chaperone Transportation Release Form
Criminal History Background Check
Notice of Non-Sponsorship