

# ADMINISTRATIVE REGULATION

No. 216(a)

## Board of Trustees Douglas County School District

## PROGRAM

### Athletic, Extracurricular, Co-Curricular and Club Activity Travel and Per Diem Travel

- The mode of travel for all athletic extracurricular and co-curricular travel is to be consistent with the criteria established in Administration Regulation 809(c) which, among other things, requires that students always travel in District-authorized modes.
- Except in the case of bona fide emergencies, all athletic extracurricular and co-curricular participants are to travel with the team and chaperone(s) to the extracurricular event.
- Following the activity or game, students will return to the designated school with the other participants unless released directly to a parent or guardian after obtaining a signature on the designated form. Students may only be released to their own parents upon written request and a visual identification of the parent(s) by the coach, sponsor, or chaperone. Coaches, sponsors, or chaperones are to turn in the written requests from parents to the athletic director or school administrator no later than the next school day following the arrival back at the school from the trip.
- The costs of travel for all trips fall into two categories.

#### Group 1:

- If the activity is a stipend activity, transportation costs are the District's responsibility, unless the scenario in Group 2 is applicable. Principals should consider lost instructional time in approving all trips that infringe on the instructional day. Once a trip is approved by a principal, only the teacher of that class, the person receiving the stipend, or the activity sponsor from the school that the activity resides will be released to chaperone the trip.

#### Group 2:

- If a trip involves a second day of events for the students, the principal may request approval from the superintendent to stay overnight if the students are not expected to return to their school prior to 8:30 p.m. The cost for students and bus driver(s) to stay overnight in these cases will be incurred *by the school*. For trips approved *beyond 100 miles, the costs will be*

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*incurred by the district. No student will be excluded from participation due to an inability to pay for overnight costs.*

- Every effort will be made to have chaperones of the same gender as the group or groups traveling. If both boys and girls are traveling, chaperones of both genders should accompany students on the trip. Chaperones must be parent volunteers, sponsors, or district staff who do not have to be released from instructional duties.

Each athletic, extracurricular, or co-curricular activity (baseball, speech and debate, band, etc.) is entitled to schedule league and non-league commitments as permitted by regulation of the NIAA and is restricted in the number of trips per season beyond 100 miles from the school excluding league, zone, and state competitions as follows:

- If the activity lasts less than a full semester of time, one trip beyond 100 miles, but not exceeding a cost of \$1500 (any additional costs must be pre-approved and fund-raised for.) is allowed to be taken per activity per fiscal year.
- If the activity lasts more than a semester of time but less than the full school year, one trip beyond 100/\$1500 miles are allowed to be taken per activity per fiscal year.
- If the activity lasts the entire school year, two trips beyond 100/\$1500 miles are allowed to be taken per activity per fiscal year. (A group, with the principal's permission, may combine their two trips into one trip over 100 miles and not to exceed \$3000.)

No other non-league trips beyond 100 miles will be approved or allowed unless the team or activity group raises funds for the trip and it is pre-approved by the principal and the superintendent.

If a trip is scheduled beyond 100 miles, it is limited to Nevada or states that adjoin Nevada. The only school-sponsored trips that will be permitted beyond Nevada and states that adjoin Nevada are those that involve nationally sanctioned competition where the Nevada state competition is a qualifying event for national competition. The above rules apply regardless of the source of funds used to fund the school-sponsored trip, including fundraising money.

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Eligible teams or clubs may request of the principal and superintendent, authorization to take one additional trip beyond 100 miles.

-Authorization must be obtained from the principal prior to any fundraising activities that may be pursued to fund such a trip.

-Once funding is in place, the superintendent may approve the trip and approval must be sought prior to travel.

- All expenses including bus driver fees, transportation costs, meals and accommodations MUST be paid by the team or club.

-The District will prepay all related costs and payment from the team or club must be made to the District within 30 days of return from travel. Any fees not reimbursed to the District will be charged to the site discretionary fund.

### Student meals while on athletic, extracurricular, or co-curricular travel

Meals will not be paid for students on non-athletic travel.

- The only circumstances under which meals reimbursements will be paid to student athletes while on athletic travel are when students travel overnight to zone and state competitions.
- If the athletic trip is an overnight zone or state competition trip, each student will receive \$25.00 per day for each full day of the trip. The only meal money that will be paid for partial days of overnight trips is \$15.00 for the trip departure day if the departure is before 9:00 a.m., and \$15.00 for the return day if the trip is to return after 6:00 p.m.

Regulation 216(a) applies to all athletic, extracurricular, co-curricular, and club trips regardless of the source of funds used to fund the trip. Funds from fundraising activities or booster groups cannot be used to exceed these standards.

[See Policy related to this Administrative Regulation](#)  
See also: Administrative Regulations [216](#), [216\(b\)](#)  
[Transportation Release Form](#)

Revised 04/02, 07/05, 09/05, 3/06, 2/14, 12/14, 7/16