TAMALPAIS UNION HIGH
SCHOOL DISTRICT

Athletic District Field Trips

January 24, 2025

Updates

1. District Website: Board Request Form
2. Athletic Field Trips
3. Field Trip Packets
4. Athletic Field Trip Team

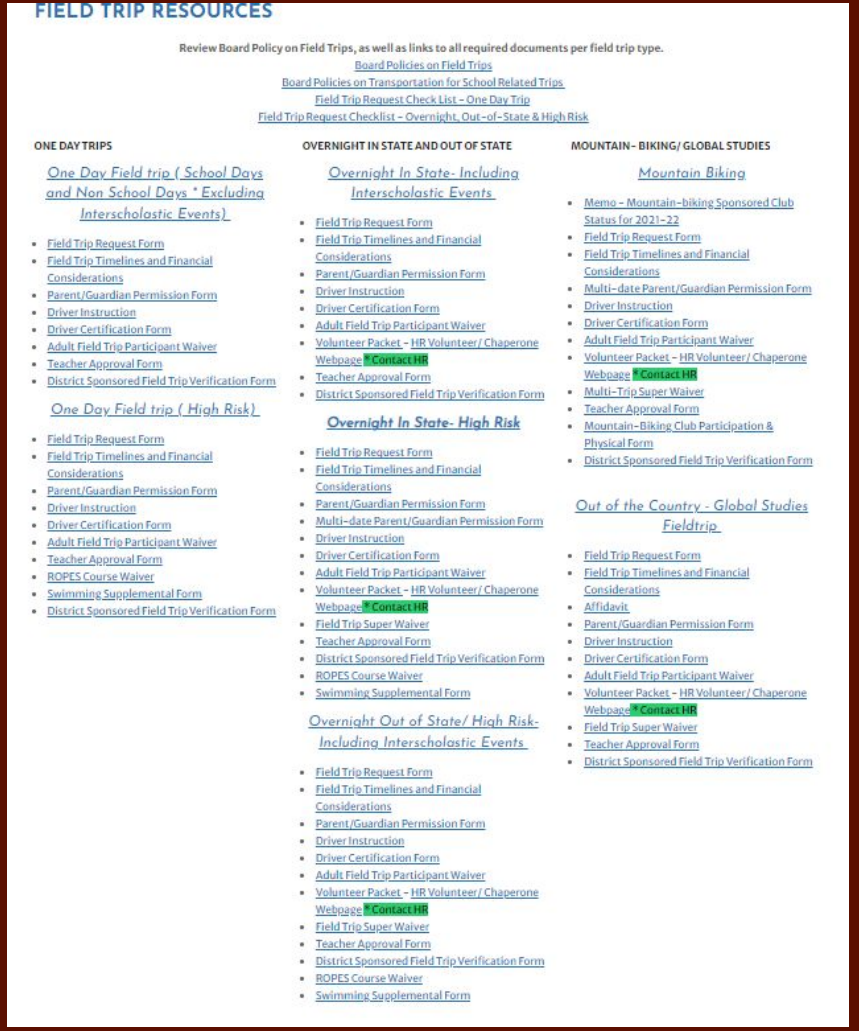
TAMALPAIS UNION HIGH SCHOOL DISTRICT

District Website

Staff → Business Office Resources → Scroll down to the bottom

“ Any teacher/ staff member proposing a field trip as an employee must follow district field trip policy and guidelines.

As a private citizen and unaffiliated with the school district, any employee is free to organize a private tour in their own free time, BUT they must make it explicit in writing and verbally to students to make it clear that this is not affiliated with the school or district (i.e. there is no district insurance for staff/students given this trip is unaffiliated with TUHSD). Also, in addition to the above, ***this cannot be discussed or organized during school hours or using district resources*** (i.e. time, email, school name, etc).”



FIELD TRIP RESOURCES

Review Board Policy on Field Trips, as well as links to all required documents per field trip type.

Board Policies on Field Trips
Board Policies on Transportation for School Related Trips
Field Trip Request Check List – One Day Trip
Field Trip Request Checklist – Overnight, Out-of-State & High Risk

ONE DAY TRIPS

*One Day Field trip (School Days and Non School Days * Excluding Interscholastic Events)*

- Field Trip Request Form
- Field Trip Timelines and Financial Considerations
- Parent/Guardian Permission Form
- Driver Instruction
- Driver Certification Form
- Adult Field Trip Participant Waiver
- Teacher Approval Form
- District Sponsored Field Trip Verification Form

One Day Field trip (High Risk)

- Field Trip Request Form
- Field Trip Timelines and Financial Considerations
- Parent/Guardian Permission Form
- Driver Instruction
- Driver Certification Form
- Adult Field Trip Participant Waiver
- Teacher Approval Form
- ROPES Course Waiver
- Swimming Supplemental Form
- District Sponsored Field Trip Verification Form

OVERNIGHT IN STATE AND OUT OF STATE

Overnight In State- Including Interscholastic Events

- Field Trip Request Form
- Field Trip Timelines and Financial Considerations
- Parent/Guardian Permission Form
- Driver Instruction
- Driver Certification Form
- Adult Field Trip Participant Waiver
- Volunteer Packet – HR Volunteer/ Chaperone Webpage * Contact HR
- Teacher Approval Form
- District Sponsored Field Trip Verification Form

Overnight In State- High Risk

- Field Trip Request Form
- Field Trip Timelines and Financial Considerations
- Parent/Guardian Permission Form
- Multi-date Parent/Guardian Permission Form
- Driver Instruction
- Driver Certification Form
- Adult Field Trip Participant Waiver
- Volunteer Packet – HR Volunteer/ Chaperone Webpage * Contact HR
- Field Trip Super Waiver
- Teacher Approval Form
- District Sponsored Field Trip Verification Form
- ROPES Course Waiver
- Swimming Supplemental Form

Overnight Out of State/ High Risk- Including Interscholastic Events

- Field Trip Request Form
- Field Trip Timelines and Financial Considerations
- Parent/Guardian Permission Form
- Driver Instruction
- Driver Certification Form
- Adult Field Trip Participant Waiver
- Volunteer Packet – HR Volunteer/ Chaperone Webpage * Contact HR
- Field Trip Super Waiver
- Teacher Approval Form
- District Sponsored Field Trip Verification Form
- ROPES Course Waiver
- Swimming Supplemental Form

MOUNTAIN- BIKING/ GLOBAL STUDIES

Mountain Biking

- Memo – Mountain-biking Sponsored Club Status for 2021-22
- Field Trip Request Form
- Field Trip Timelines and Financial Considerations
- Multi-date Parent/Guardian Permission Form
- Driver Instruction
- Driver Certification Form
- Adult Field Trip Participant Waiver
- Volunteer Packet – HR Volunteer/ Chaperone Webpage * Contact HR
- Multi-Trip Super Waiver
- Teacher Approval Form
- Mountain-Biking Club Participation & Physical Form
- District Sponsored Field Trip Verification Form

Out of the Country - Global Studies Fieldtrip

- Field Trip Request Form
- Field Trip Timelines and Financial Considerations
- Affidavit
- Parent/Guardian Permission Form
- Driver Instruction
- Driver Certification Form
- Adult Field Trip Participant Waiver
- Volunteer Packet – HR Volunteer/ Chaperone Webpage * Contact HR
- Field Trip Super Waiver
- Teacher Approval Form
- District Sponsored Field Trip Verification Form

TAMALPAIS UNION HIGH SCHOOL DISTRICT

Is this an athletic field trip?

- This includes summer events under the High Schools name

Any **Overnight** stay (In State or Out of State) is classified as an Athletic Field trip.

Any Out of State/ High Risk field trip must go to the Board for approval in advance.

*If a coach or TUHSD staff member is organizing transportation and/or sleeping accommodations this is classified as a field trip.

* If a parent is taking responsibility for their own child's transportation and sleeping arrangements, forms are not required

* If the school takes responsibility for any financial accommodations (student flight tickets, hotels, vans, and/or parent reimbursements)

* At any point if a coach or TUHSD Staff member is holding supervision responsibility for students without their parents direct supervision during an overnight trip (team bonding outside of the tournament events)

TAMALPAIS UNION HIGH SCHOOL DISTRICT

Complete Field Trip Packet

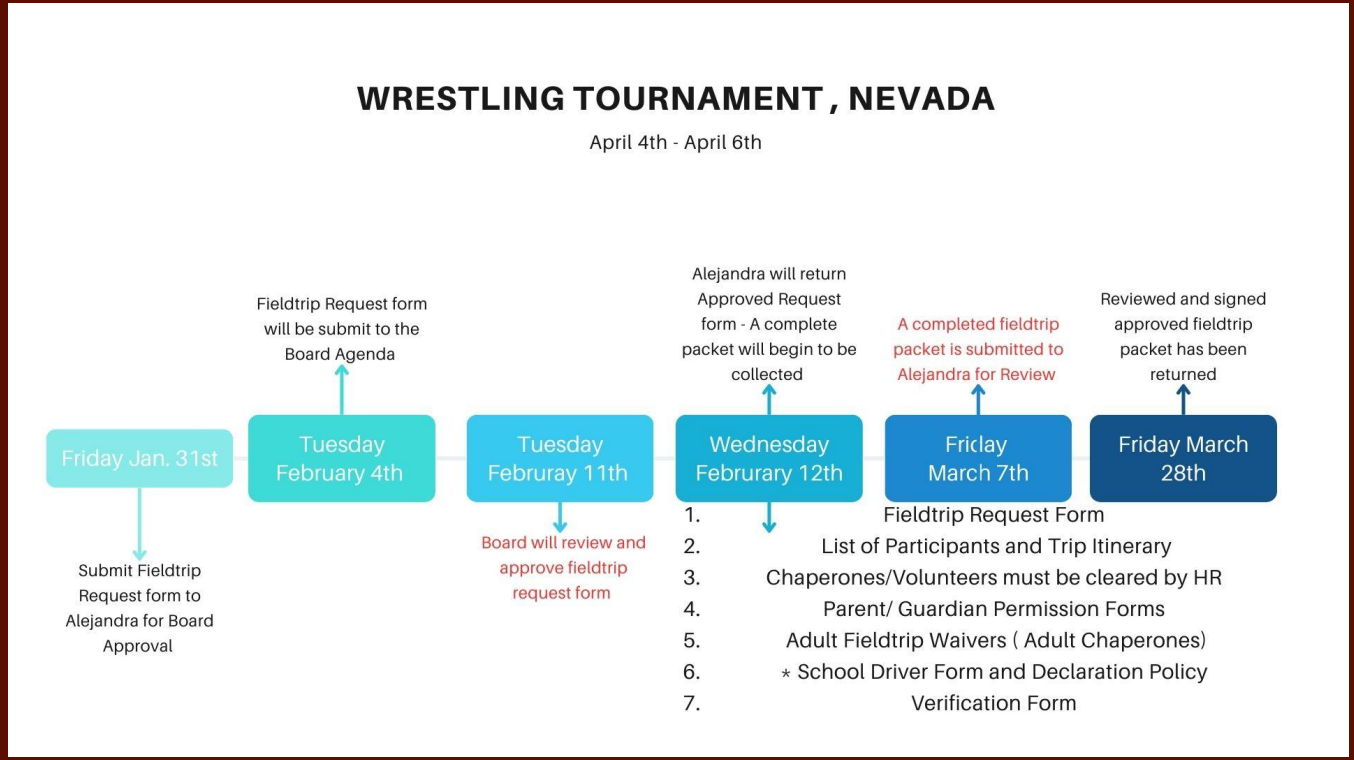
Overnight Out of State Field Trip/ High Risk- Must be Board Approved

- A completed packet should be submitted **<u>one month</u>** prior to the departure date
- *Example:*

Wrestling Tournament in Nevada

is April 4th- April 6th,

Board meeting is scheduled by February 11th



TAMALPAIS UNION HIGH SCHOOL DISTRICT

Athletic Field Trips Team

Teacher/Coach/ Staff Member

- AWHS Primary Field Trip Contacts- Mimi Bennett, Jett Russell, and Marla Murphy
- RHS Primary Field Trip Contacts- Diana Fernandez , Jessica Peisch, and Jennifer Greene
- THS Primary Field Trip Contacts- Sylvia Matthews, Nathan Johnson, and Jillian Rice

Additional Contacts:

Attendance clerks- Mark Machado, Tami Pais-Lee, and Catherine Clobucker

Budget Secretary- Marissa Ceraolo, Mollie Elton, and Abby Wu

*Food Services Managers (during a school day)- Carmen Vargas, Yasmin Herrera, and LemLem Assefa

TAMALPAIS UNION HIGH SCHOOL DISTRICT

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Questions?

Q: If parents are only driving for this field trip event do they still need to be cleared by HR for an overnight stay?

A: No, if parents are not responsible for students during the night stay and are only supporting coordinating transportation. Parents must only fill out the drivers forms and submit declaration forms they do not need to submit the volunteer waiver form.

Q: If parents are coordinating transportation and hotel stay and the coach is only meeting the team during the event do they also need to fill out field trip packet forms?

A: No, if the coach is not taking responsibility for the students transportation or hotel stay (coordinating rooms etc.) this does not require field trip forms

Q: Can parents still be reimbursed with pre- approval from the Assistant Superintendent?

A: Yes, if a confirmed email has been sent with pre- approval parents can be reimbursed.

Q: Can we have scheduled pre season meeting to explain changes to streamline changes by April 1st? Registration begins April 1st for the season.

A: Yes, we can schedule check in's with athletics department regarding changes to procedures for field trips.

Q: How can we streamline field trip parent- guardian forms, driver field-trip forms, and HR clearance forms?

A: Parents complete HR clearance forms at the beginning of the year. Fingerprinting is good all year, TB is about every 4 years, and Keenan Training will be yearly requirement beginning next year 25-26 school year. Driver forms can be collected at the beginning of the school year. Parent- guardian forms will continue to be workshopped to make more streamlined as this requires insurance approval.