

ADMINISTRATIVE REGULATION

No. 216(a)

Board of Trustees Douglas County School District

PROGRAM

ATHLETIC, EXTRACURRICULAR, CO-CURRICULAR and CLUB ACTIVITY TRAVEL

All athletic, extracurricular, co-curricular, and club travel shall be conducted in accordance with Regulation 809(c) and other applicable District transportation requirements. Students shall travel only in District-authorized modes unless an approved exception applies.

Students participating in school-sponsored activities outside the school boundary are expected to travel to and from the activity with the team or group in District-authorized transportation under the supervision of approved school personnel or chaperones. Exceptions may be granted only as provided in the regulation and District procedures.

- A student may be released directly to a parent/guardian at the conclusion of a school-sponsored activity when the parent or legal guardian submits the required written request and the coach, sponsor, or chaperone verifies the identity of the adult receiving the student. Release shall be documented on the District-designated form.
- In the event the district is short bus drivers or appropriate modes of transportation (e.g., buses or white fleet), and with the prior approval of school administration and the coach/advisor, a parent/legal guardian may transport a student to a school-sponsored activity in an effort to reduce lost instructional time. The parent/guardian is required to complete the designated form prior to transporting the student to a school-sponsored activity, and they may only transport their own student.

Coaches, sponsors, and chaperones shall submit completed release documentation to the appropriate school administrator in accordance with District procedure.

As a general rule, the District will not provide transportation for school sponsored activities within that are held within the school's boundary. Exceptions may be approved in accordance with District transportation procedures.

Approval of travel shall take into account student safety, adequate supervision, educational value, fiscal impact, availability of transportation, and potential loss of instructional time. The costs of travel for all trips fall into two categories.

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Group 1:

- For District-sponsored activities approved through the regular school program, transportation and related travel costs shall be allocated in accordance with District budget and accounting procedures. The Principal or designee shall consider loss of instructional time when reviewing requests that affect the instructional day. The principal or designee shall consider loss of instructional time when reviewing requests that affect the instructional day. Released time for coaches, sponsors, teachers, advisors, and chaperones shall be subject to administrative approval.

Group 2:

- Overnight travel may be approved when the nature, schedule, distance, or safety considerations of the activity make same-day return impractical. Overnight travel requires prior approval consistent with District procedures. No student will be excluded from participation in a District-approved activity solely because of inability to pay approved travel related costs.
- The District shall provide appropriate adult supervision for all travel. Supervision assignments should take into account student safety, privacy, age, and program needs. Chaperones may include parent volunteers, sponsors, coaches, advisors or District staff, subject to District requirements and administrative approval.
- Each athletic, extracurricular, co-curricular, or club activity must schedule events and related travel consistent with the rules of the applicable governing organization, District priorities, available funding, and administrative approval. Non-required travel shall be subject to District-established limits and procedures.

Travel outside normal league, conference, or regularly scheduled activity commitments requires prior approval by the principal and, when required by District procedure, the Superintendent or designee. Funding sources must be identified and approved before travel commitments are made.

Out-of-area travel, including travel outside Nevada or adjoining states, may be approved only when educationally justified, financially supportable, consistent with student safety, and authorized in advance through District procedures. These standards apply regardless of whether the trip is funded through District funds, student activity accounts, donations, fundraising, or booster support.

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Teams or clubs may request approval for additional travel beyond the standard of activity schedule in accordance with District procedures.

- Approval from the principal or designee must be obtained before fundraising is undertaken for travel not otherwise included in the approved program or budget.
- Any additional required District approval must be obtained before reservations are finalized or travel occurs.
- The approving administrator shall identify the authorized funding source for all travel expenses, including transportation, lodging, meals, entry fees, and other related costs.
- Travel expenditures and reimbursements shall be handled in accordance with District purchasing, accounting, and activity fund procedures. No travel shall be approved without a clear plan for payment of authorized costs.

Student meals and travel-related incidental expenses

- Meal reimbursements or meal allowances for students, if provided, shall be governed by District procedures and available funding.
- Applicable rates, eligibility criteria, and documentation requirements for student meal reimbursement or allowances shall be established administratively and may be revised without amendment to this regulation.

Regulation 216(a) applies to all athletic, extracurricular, co-curricular, and club trips travel regardless of the funding source. Fundraising proceeds, donations, or booster support shall not be used to circumvent District travel, supervision, financial, or approval requirements.

Providing Own Transportation to Classes and/or School Activities

- Students shall not be authorized, required, or encouraged by the District to transport other students to classes or school-sponsored activities. No student shall act as an agent or representative driver for the District.
- When parent or guardian transportation is required for participation in a class or school-sponsored activity, that requirement shall be clearly communicated in advance through course descriptions, activity materials, or other appropriate notice.

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- Parents or guardians shall acknowledge in writing that they have been informed of the transportation requirement and accept responsibility for transporting their own student.
- In such cases, students and families are responsible for arranging transportation. Coaches, sponsors, chaperones, or other school or District representatives shall not organize, direct, or require carpools in a manner that implies a student driver is acting on behalf of the District.

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

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