

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 213
PROGRAM**

FIELD TRIPS AND EXCURSIONS

Field trips, as a device for teaching and learning, enhance the Nevada Academic Content Standards and support social, emotional and cultural development. Field trips which are conducted for the purpose of affording a first-hand educational experience unavailable in the classroom, are consistent with the community partnership component of the District's Strategic Plan, and therefore are encouraged. The following regulations shall apply to all field trips:

1. The school principal is the authorizing agent for all field trips which take place during the normal school day. The Superintendent shall act upon those field trips which take students out-of-state or plan to keep students out of the District overnight. (See Appendix A)
2. Each school shall have an approved budget for field trips. The District will pay for the cost of the bus driver and fuel to approved locations. Costs for meals, entrance fees, and other items may be defrayed by asking participants to contribute or from donations.
3. Each student who participates on a field trip must have an approved parental permission slip on file with the school principal.
4. It is the school principal's responsibility to ensure that appropriate supervisors and chaperones are present on each field trip. At least one District employee apart from the bus driver shall accompany the students on any bus field trip.
5. Field trips should be scheduled and conducted in a manner consistent with the District's Strategic Plan.

ELEMENTARY SCHOOL TRANSPORTATION PARAMETERS

1. Each elementary teacher may use District buses for the purpose of scheduling and attending two field trips per year. Only one of the field trips may be scheduled outside of the immediate Carson City area. Schools and programs will not be charged a fee for these outings. Field trip destinations are expected to be within a travel distance that permits leaving the school no sooner than 9:00 AM and returning no later than 1:30 PM.
2. Student travel for Band-O-Rama, and Choir Palozza will be provided by the District and is not considered a field trip.

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3. Specialized field trips are authorized to local destinations for programs that may meet after school including early release and professional development days. Approval is required from the school principal and the District's Transportation Department. Examples include Gifted and Academically Talented Education (GATE), English as a Second Language (ESL), Career and Technical Education (CTE), etc.
4. District vans may be used to transport students, subject to certain restrictions. Drivers must meet District eligibility and federal hours-of-service requirements.
5. The use of commercial carriers may be used for field trips or specialty trips at the expense of the school or sponsor. Overnight field trips and travel outside of the general Reno/Tahoe area are discouraged.
6. Other requests for in-state or regional travel using District vehicles are dependent on vehicle and driver availability and must be arranged through the District's Transportation Department.
7. Walking field trips are organized classroom outings that do not require the use of District transportation and may be taken after receiving permission from the school principal.
8. Field trips to parks/events occurring outside of Carson City must have a justifiable educational purpose.
9. There will be no field trips scheduled during the last week of school.
10. Field trips to engage in high risk activities will not be authorized.

MIDDLE SCHOOL TRANSPORTATION PARAMETERS

1. Middle school teachers may use District buses and drivers for the purpose of scheduling and attending two field trips per year for their classes. One of the field trips may be scheduled outside of the immediate Carson City area. Schools and programs will not be charged a fee for these outings. Field trip destinations are expected to be within a travel distance that permits leaving the school no sooner than 9:00 AM and returning no later than 1:30 PM.
2. All sports travel will be limited to Northern Nevada locations. Out-of-State travel is limited to schools associated with the TAHNEVA athletic league.
3. Other requests for in-state or regional travel using District vehicles must be arranged through the District's Transportation Department.
4. District transportation will be provided to the Band/Music programs to attend regional and state activities and events. Examples are honor choir and band. Student travel for Band-O-Rama, and Choir Palozza will be provided by the District.
5. Specialized field trips are authorized to local destinations for programs that may meet after school including early release and professional development days. Approval is required from the school principal and the District's Transportation Department. Examples include programs in GATE, ESL, CTE, etc.
6. District vans may be used for field trips, athletic, and club travel. Van use is limited to areas in northwest Nevada and the Sacramento, California area. Drivers must meet District eligibility and federal hours-of-service requirements. Both operator and riders are expected to wear seatbelts when traveling in District vans.

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7. Multiple athletic teams will travel together when possible. Teams/students from Carson Middle School and Eagle Valley Middle School may travel on the same bus when feasible.
8. Based on District need and availability of buses and drivers, students may be dropped-off at the site of an event and picked up at the end of the event without the bus remaining at the site.
9. The use of commercial carriers may be required for specialty trips at the expense of the individual participant, team, or club. Out-of-state, overnight, or extended field trips are discouraged and require approval by the Superintendent. Please see Appendix A.
10. Middle School students who leave the school via District owned or rented vehicles to arrive at a field trip destination will be required to return to the school in the District owned or rented vehicle. This requirement applies only to field trips.
11. There will be no field trips scheduled for the last week of school.
12. Coaches and activity sponsors are encouraged to host local events.
13. Field trips to engage in high risk activities will not be authorized.

HIGH SCHOOL TRANSPORTATION PARAMETERS

1. Each high school teacher may use District buses for the purpose of scheduling and attending two field trips per year. Only one of the field trips may be scheduled outside of the immediate Carson City area. Schools and programs will not be charged a fee for these outings. Field trip destinations are expected to be within a travel distance that permits leaving the school no sooner than 9:00 AM and returning no later than 1:30 PM. Field trips outside of the general Reno/Tahoe area are discouraged.
2. Typically, event travel is limited to northwestern Nevada and the Sacramento, California area locations. Other in-state or regional travel using District vehicles must be approved by the District's Transportation Department.
3. For voluntary travel to locations more than 6 hours away from Carson City, it is expected that non-district charter buses, rented vehicles, or commercial airlines be utilized at the cost of the individual participant, team, or club.
4. If students are to be participants in a sanctioned event or activity that is part of the District's curriculum or program, transportation arrangements to Las Vegas may be accomplished using District vehicles including school buses. Each request for travel to Las Vegas will be considered by the District's Transportation Department for availability on a case by case basis.
5. District transportation will be provided to school programs to attend regional and state program activities and events. Examples are honor choir/band and CTE intra-curricular student organizations.
6. Specialized field trips are authorized to local destinations for programs that may meet at times other than regular school days. Approval is required from the school principal and is dependent upon availability of drivers and vehicles to be arranged through the District's Transportation Department. Examples include programs in GATE, ESL, CTE, etc.

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7. District vans may be used for field trips, athletic events, and club travel. Van use is limited to areas in northwest Nevada and the Sacramento, California area. Drivers must meet District eligibility and federal hours-of-service requirements. Both operator and riders are expected to wear seatbelts when traveling in District vans.
8. Multiple teams will travel together when possible.
9. Based on District need and availability of vehicles and drivers, students may be dropped off at the site of the event and picked up at the end of the event without the bus remaining at the site.
10. There will be no field trips scheduled during the last week of school.
11. Students who leave the school via District owned or rented vehicles and arrive at a field trip destination will be required to return to the school in a District owned or rented vehicle. This requirement applies only to field trips.
12. Coaches and activity sponsors are encouraged to host local events
13. Field trips to engage in high risk activities will not be authorized.

Adopted: August 29, 1979

Revised: August 10, 1993

July 25, 2017