

STUDENT AND STAFF SPECIAL TRIPS – District Endorsed & Non-District Endorsed

LCSD District Endorsed Trips:

It is the policy of the Lyon County School District that District endorsed student and staff special trips will not adversely affect the student's education, nor be financed with school district funds. Special trips typically extend beyond the normal hours of the school day, may require overnight accommodations and are not funded from the school site field trip budget, as defined in Policy IGDG.

The following criteria must be met in order for a trip to be endorsed by the District and approved by the Board of Trustees:

1. Student and staff special trips are only school-sponsored events and never paid for with district or school general funds.
2. The principal must approve the destination and the activities associated with the trip and ensure that the trip complies with all District policies, rules and procedures.
3. The Board must approve each trip, including the loss of school time. Therefore, the trip request must receive District approval at least four weeks prior to the next agendaized board meeting where it may receive Board approval.
4. A senior trip must be limited to one day in length (24 hours), and use ground transportation only.
5. A student special trip and senior trip must be supervised by an appropriate number of school staff at a ratio of not less than one adult to every fifteen students.
6. All expenses for student trips are to be paid by students through school authorized fundraisers or from their own personal contribution. All expenses for staff trips are to be paid from their own personal contribution.
7. As all expenses are paid through school authorized fundraisers, supervising staff will not be reimbursed per diem or other travel expenses as outlined in policy DG: Travel Policy.
8. All fundraised moneys must be properly deposited in the school's bank account under the supervision of the school principal.
9. All moneys expended for the trip must be through proper authorization and supervision of the principal, and in accordance with all District policies, rules and procedures.
10. All participating staff and students along with their parents/guardians shall be given written notice of the rules and regulations for the trip at least two weeks prior to departure.
11. Should the student special trip require overnight accommodations, all parties must comply with

the LCSD Extra-Curricular Student Travel Administrative Regulations.

Non-District Trips and Activities

Non-District trips and activities occur outside of the normal school day or during non-instructional time, do not receive any funding from LCSD, do not require approval by the Board of Trustees, are not eligible to use district transportation and do not have an advisor under contract to supervise students in a coaching or supervisory capacity. These trips and activities may include, but are not limited to off-season athletic teams attending a camp or tournament, summer trips designed for students and/or adults, student clubs, etc.

Non-District trips and activities may use the name of the school when it is required or necessary to distinguish it from other such teams or clubs in relation to competitions or other types of events. The use of the school name is not intended to show the team or club falls under the control, supervision, direction, guidance, endorsement or sponsorship of the LCSD.

Non-District trips and activities may use District facilities for meetings if approved by the principal. The principal may assign a staff member to attend and supervise a non-District activity in a supervisory capacity only.

LCSD employees may participate and support non-District trips and activities, but may only do so before or after their normal working hours, or during their scheduled breaks. LCSD employees shall act in the capacity as a private citizen supporting the non-District trip or activity. LCSD employees must complete the Employee Involvement in Non-District Trip disclosure statement and collect signed copies of the LCSD Non-District Release of Liability Forms from all participants. Additionally, LCSD employees supporting non-District trips and activities must share with participating students, parents and/or adults the following message during all meetings, on all publications, postings and electronically published information related to the trip or activity:

Please note, this trip or activity is not a Lyon County School District (LCSD) event and I am not acting as a District employee when I am supporting this event. LCSD assumes no liability while students and adults are participating in this activity. It is highly recommended that all participants have accidental health insurance in case they are injured during this activity. In order for us to use LCSD facilities or materials, we must all complete a LCSD Non-District Release of Liability Form.

LCSD students and staff using District facilities and resources who are participating in non-District trips and activities must complete the LCSD Non-District Release of Liability form.

Individuals who are facilitating overnight non-District trips and events are strongly encouraged to follow the administrative guidelines provided within this policy to protect all participants and themselves.

Student athletes participating in out-of-season activities related to sanctioned sports must have a LCSD Non-District Release of Liability/Informed Consent/Assumption of Risk Waiver form signed by their parent/guardian and must pay for the cost of the camp and/or use appropriately fundraised money. Any fundraising conducted under the name of the school must follow all

**LYON COUNTY SCHOOL DISTRICT
BOARD POLICY**

IGD

LCSD fundraising policies and procedures. Teams must follow the out-of-season activities requirements as outlined in NAC 386.695-696.

Policy #IGD
Revised 2/27/18

Student Special Trips - Administrative Regulations
Student Travel Guidelines

1. Student travel will not depart the school site before 5:00 a.m.
2. Student travel will arrive back at the school site no later than 2:00 a.m.
3. If travel is scheduled to arrive back after 2:00 a.m. a hotel must be secured using the guidelines below.
4. The District Transportation Supervisor must approve any exceptions to the student travel guidelines. This may include, but is not limited to, extending time, using a relief driver, etc.
5. The District Transportation Department must be used to plan travel when a school site requests using commercial charter bus agencies.
6. Students must travel to the extra-curricular event using the approved district transportation. The school principal or designee must approve any exceptions to this in advance to the travel and using the appropriate release form.
7. Parents/guardians may take students home from an event after receiving permission from the coach/advisor and signing the appropriate release form.
8. Parents/guardians may request their student travel home from an event with another adult, 21 years or older, after signing the appropriate release form prior to the group departing for the event. The principals or designee must approve this release.

Hotel Guidelines

1. Coaches/advisors complete the "Student Room Assignment Form" before departure and supply the principal or designee with a copy of the completed form.
2. Room numbers are recorded on the form as they are assigned to students.
3. Coaches/advisors supply one room key to the students and keep one room key for themselves.
4. Rooms are immediately inspected by the coaches/advisors. Any damage, stains or other issues are reported to the front desk before students occupy the room.
5. Coaches/advisors will ensure that there are no adjoining doors (one room to the next) between rooms with students of the opposite gender.
6. The coach/advisor designates a specific time for all students to be in their rooms. He/she collects all room keys and informs students that they are not to leave their rooms until a specified time in the morning when their key may be returned.

7. Coaches/advisors must check the rooms approximately 30 to 60 minutes later to ensure students are still in their rooms.
8. Before checking out of the hotel, coaches/advisors must inspect all the rooms again to ensure there is no damage, stains, or other issues and that there will not be any fees or fines.
9. One (1) adult coach/advisor may travel with students of the same gender, but two (2) adult coaches/advisors are preferred.
10. Two (2) adult coaches/advisors are required when traveling with students of the opposite gender. This can be accomplished by the coach/advisor pairing up with a coach/advisor from another school in advance to the hotel stay. If no coach/advisor is available to stay in the same hotel, the school must pay for another advisor/chaperone to be in attendance during the hotel stay.
11. When all male and all female teams are traveling to the same location, it is recommended that two (2) different hotel sites be used when possible.
12. Under no circumstances will a coach, advisor, chaperone, or any other adult share the same room with a student, unless there is a direct parent-student relationship.

Student Violations During Travel Guidelines

1. Students who violate school/district rules, team rules, hotel guidelines, etc. will receive consequences according to the appropriate progressive discipline plan. Coaches/advisors will contact their administrator to determine necessary actions.
2. Law enforcement will be notified when students are suspected of violating the law. This may include, but is not limited to, drugs, alcohol, weapons or other contraband. Coaches/advisors will contact the parents/guardians of the offending student and encourage them to retrieve their student. Coaches/advisors will also contact their administrator regarding the violation and to discuss necessary actions and the parent/guardian's decision.
3. If the law enforcement agency or parent/guardian chooses not to take a student who violated a policy or the law then the student must remain under the direct supervision of the coach/advisor. The coach/advisor will not stay in the same room alone with the offending student.

Legal Reference: NRS 392.4944

Student Room Assignment Form

Rm. # Rm. # Rm. # Rm. #

Rm. # Rm. # Rm. # Rm. #

Rm. # Rm. # Rm. # Rm. #

Rm. # Rm. # Rm. # Rm. #

LCSD Non-District Release of Liability Form

The Lyon County School District (LCSD) assumes no risk in any non-District trips and activities. Non-District trips and activities occur outside of the normal school day or during non-instructional time, do not receive any funding from LCSD, do not require approval by the Board of Trustees, are not eligible to use district transportation and do not have an advisor under contract to supervise students in a coaching or supervisory capacity. These trips and activities may include, but are not limited to off season athletic teams attending a camp or tournament, summer trips designed for students and/or adults, student clubs, etc.

LCSD employees may participate and support non-District trips and activities, but may only do so before or after their normal working hours, or during their scheduled breaks. LCSD employees shall act in the capacity as a private citizen supporting the non-District trip or activity. Additionally, LCSD employees supporting non-District trips and activities must share with participating students, parents and/or adults the following message during all meetings, on all publications, postings and electronically published information related to the trip or activity:

Please note, this trip or activity is not a Lyon County School District (LCSD) event and I am not acting as a District employee when I am supporting this event. LCSD assumes no liability while students and adults are participating in this activity. It is highly recommended that all participants have accidental health insurance in case they are injured during this activity. In order for us to use LCSD facilities or materials, we must all complete a LCSD Non-District Release of Liability Form.

The Lyon County District and _____ School are not affiliated with the trip/camp/clinic and do not receive any financial benefit. However, _____ is acting as a private citizen will receive the following benefit:

Description of Compensation	Amount
	\$
	\$
	\$
Total	\$

I choose to participate in the _____. I understand that this trip or activity is not endorsed by the LCSD and that they assume no liability or risk regarding this non-District trip or activity.

Staff/Student's Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

Private Citizen's Signature: _____ Date: _____

**LYON COUNTY SCHOOL DISTRICT
EMPLOYEE INVOLVEMENT IN NON-DISTRICT TRIP OR ACTIVITY
DISCLOSURE STATEMENT**

Employee Name: _____

School: _____

Trip/Activity: _____

Trip/Activity Sponsor(s): _____

Travel Destination: _____

Dates of Activity: _____

As an employee of the Lyon County School District, I understand that I may participate in a non-District activity if the activity is separate and distinguishable from my employment with the District and does not interfere with performing my duty of employment with the District in any way. I will have all participants and their parents/guardians complete and sign the Non-District Release of Liability Form. I will disclose any and all forms of compensation that I receive from the students/adults and trip/activity sponsor.

I will share with participating students, parents and/or adults the following message during all meetings, on all publications, postings and electronically published information related to the trip or activity:

Please note, this trip or activity is not a Lyon County School District (LCSD) event and I am not acting as a District employee when I am supporting this event. LCSD assumes no liability while students and adults are participating in this activity. It is highly recommended that all participants have accidental health insurance in case they are injured during this activity. In order for us to use LCSD facilities or materials, we must all complete a LCSD Non-District Release of Liability Form.

I agree to provide liability insurance where applicable. I understand that LCSD will maintain a copy of these contracts and this disclosure statement. I agree that the private activity is not endorsed by the school or District and that my duties are outside the scope of and unrelated to any duties or responsibilities that I may have as an employee of LCSD. I agree to abide by all applicable laws and LCSD policies pertaining to non-District trips and activities.

Employee Signature: _____ Date: _____

Principal/Supervisor Signature: _____ Date: _____