

**LYON COUNTY SCHOOL DISTRICT**  
**BOARD POLICY**

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**IGDG**

**SCHOOL FIELD TRIPS**

The Lyon County School District recognizes the important role school field trips play in the education of our students. Participation in school field trips shall not adversely affect any student's education as a result of missing excessive instructional time.

School field trips typically occur within the normal hours of the school day, never require overnight accommodations and are partially or fully funded from the school site field trip budget. (Field trips not meeting this definition please see LCSD Policy IGD). The school field trip budget comes from the LCSD general fund and is funded on a per student basis.

Policy #IGDG  
Adopted 2/28/17

***SCHOOL FIELD TRIPS - Administrative Regulations***

School field trip funding: \$10 Elementary, \$7.50 Intermediate/Middle and \$5 High

School field trip supervision requirements: Elementary students must be supervised at a ratio of at least 1 adult for every 25 students. Secondary students must be supervised at a ratio of at least 1 adult for every 35 students. Exceptions to this ratio must be approved by the Superintendent or designee.

Precautions will be taken to ensure student safety on school field trips, and completed permission forms and waivers will be collected prior to the departure of the field trip.

School field trip requests must be submitted to the Superintendent or designee for approval 14 days before departure. The Transportation Department will determine the most appropriate means of travel (bus, small vehicle, etc.).

All students and staff must use district provided transportation. Any exceptions must be pre-approved by the principal on the designated district form.

School staff and volunteers are never permitted to transport LCSD students in their personal vehicles.