

TRAVEL POLICY
EXTRA CURRICULAR ACTIVITIES SPONSORS
(Head Coaches, Music Directors, Fine Arts Directors)
End-of-Year Events

The Montrose School District will provide the following benefits to head coaches, high school music directors, and high school fine arts directors to any end-of- activity South Dakota High School Activities Association sponsored events for which Montrose High School has not qualified, provided the employee as received prior approval from the Superintendent to attend the event.

- 1 Mileage at the current district rate.
- 2 Meals at the current district rate.
- 3 Lodging at the current district rate.
- 4 The district shall provide a classroom substitute.
- 5 Time away from the classroom shall be provided as professional leave.

The district employee must request the specific event, including time, travel, and request for substitute on their annual requisition form that is submitted in March of the previous year. In addition, the district employee must request professional leave to his/her building level principal at least two weeks prior to the event or activity taking place. The superintendent shall be responsible for final approval/denial of all requests. All requests shall be made to the classification of competition in which Montrose High School is currently assigned. The district employee shall attend any coaches meetings or SDHSAA sponsored meeting which occur during the state-sponsored event.

Adoption Date: May 8, 2000
Amended: January 14, 2008