

TRAVEL POLICY
EXTRA CURRICULAR ACTIVITIES SPONSORS
(Coaches, Music Directors, Fine Arts Directors)
Clinic, Workshops, In-services

The Montrose School District will provide the following benefits to all coaches of high school sports, high school music directors, and high school fine arts directors who attend one South Dakota High School Activities Association sponsored clinic, workshop, or in-service during the course of one fiscal year, 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 Registration fees not to exceed \$100.
- 5 The district shall provide a classroom substitute.
- 6 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 a substitute on their annual requisition form that is submitted in March of the previous year. In addition, the district employee must request professional leave at least two weeks prior to the event or activity taking place. The building level principal and superintendent/CEO shall be responsible for final approval/denial of all requests.

Any request made for an out of state or national conference/convention shall be submitted to the district employee's building principal who in turn shall make a recommendation to the superintendent. If approval is given to attend any out-of-state or national conference/convention, a report will be given to the Montrose School Board after returning at the request of the board.

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