

## **STUDENT TRAVEL**

General Guidelines: District student travel grades K-12 should be scheduled as close to the home school as possible. Travel that exceeds 200 miles one-way or overnight must have prior approval of the Superintendent.

State Group Activities: Every attempt should be made to schedule activities as close to home as possible and still maintain quality competition. School groups are limited to participating at sites no more than 200 miles from the home school. State sponsored activities will not be governed by the mileage limitation. No overnight trips are allowed for elementary or junior high students.

No overnight trips to Cheyenne are allowed. Any exception to these limitations must be approved by the Superintendent. The district will pay for one sponsor's room which can also be used as a hospitality room during the duration of an event which occurs in Cheyenne. Student groups may also choose to use their student activity funds to stay in Cheyenne, if desired.

National Group Activities: School-sanctioned activity groups that qualify for a National Competition will be provided \$300 per student who qualifies for the national competition. Groups must be accompanied by a district sponsor who must follow staff travel guidelines.

Individual students who qualify for a State Competition through their performance in a district sponsored activity or a student elected to a state office will be reimbursed for actual expenses. Individual students in grades 9 through 12 who qualify for a National Competition through their performance in a district sponsored activity, or a student elected to a state office that requires participation at the national level, will be provided \$300. All other expenses will be the responsibility of the student. In rare instances, such as National Spelling Bee, travel for elementary or junior high students may be approved by the Superintendent.

Students must acquire a sponsor for any such trips. Sponsors are allowed for every six students. (Additional sponsors may be approved by the Superintendent.) All sponsors must follow staff travel guidelines and will be reimbursed. Sponsors who are not district employees or parents/guardians must have written permission from the principal.

Adoption Date: May 12, 2008