

**Billings School District 2**

**INSTRUCTION**

Co-Curricular and Extracurricular Travel

Students and faculty sponsors are responsible for submitting requests for student co-curricular and extracurricular travel to the building principal prior to the commencement of any official actions required pursuant to such travel. Permission must be received before any further commitments or decisions are made.

Activities involving travel require that student participants avoid frequent or excessive absences from regularly scheduled classes. Loss of school time in excess of three (3) school days will be discouraged.

Student travel is limited to students currently enrolled in school and the travel activity must be sponsored by a school organization, under the general governance of the School District administrative officers.

Proposed travel must be budgeted and approved by the school principal and appropriate central office administrator. Participation in student travel will not be permitted that may cause a violation of state accreditation standards, regulations of the Montana High School Association, District policies, or state or federal law.

A. Student organizations eligible to travel:

1. Any activity group sanctioned by the Montana High School Association.
2. Any chartered club, group, or organization that is a member of the state or national organization.
3. Any performing group traveling in support of a Montana High School Association sanctioned event.
4. Any group that is participating in competition for scholarships.
5. Any other student organization authorized by the school principal, Superintendent, and Board of Trustees.
6. Groups that are not organized in accordance with this policy are not considered school groups, and employees directing them are not working within the scope of their employment, and the School District is not sponsoring the trip.

B. Provisions concerning out-of-state travel which is in excess of 300 miles from Billings:

1. All out-of-state travel by school organizations which exceeds 300 miles one way must be approved by the Superintendent and reported to the Board of Trustees.
  2. Unless participation is based on progressive competition (e.g., local to state to regional to national to international), no club, group, organization or team may participate in more than one trip per year.
  3. Travel for individual students is limited to those who have successfully competed in local and/or state competition, or for officers of recognized clubs, groups, organizations and teams.
  4. Each individual student remains subject to District attendance policies and all other policies and/or guidelines.
  5. For member groups, out-of-state travel is subject to provisions of the Montana High School Association.
  6. Specific educational values for the travel and associated activities must be identified.
  7. The cost per student is a major consideration for receiving approval. Costs are expected to be kept at a minimum.
  8. Travel in excess of four consecutive school days for an organization or team shall be explicitly brought to the attention of the Superintendent when seeking approval.
  9. To obtain permission for travel, the following steps are required:
    - a. A Billings Public Schools "Out-of-State Trip" application must be completed and submitted to appropriate administrators at least 45 days prior to the trip and before travel arrangements have been made.
    - b. Each request must be approved by the principal.
    - c. The responsible central office administrator (e.g., Executive Director of Secondary Education), if any, must approve.
    - d. The recommendation must go to the Superintendent for approval of the travel and any related fund-raising.
    - e. Final travel arrangements may be made after all requirements are met.
  10. No travel may be taken, even if prior approval has been received, if full travel costs are not collected before departure (i.e., deficit spending is not permissible).
- C. When commercial transportation is provided for any activity, students must travel on the

transportation provided unless prior written arrangements have been made by the parent  
(Alternative Travel Form to be approved by building principal).

Implementing Policy 2320    Field Trips and Out of State Student Travel

Cross References:    Policy 6430    Development of Administrative Procedures

Legal References:

Procedure History:

Issued by Superintendent on: February 28, 2005

Presented to Board on:        March 21, 2005

Revised on: