

# ALCESTER-HUDSON

## ATHLETICS AND ACTIVITIES

### OVERNIGHT TRAVEL POLICY

*The Alcester-Hudson athletic and activity travel policy will apply to all school functions. Sports and extracurricular activities traveling for games, meets, tournaments, etc., are expected to adhere to the travel policy whenever possible.*

#### **Administrative Policy**

The Student Travel policy shall be administered according to the following administrative policy provisions:

#### **Overnight Travel Policy**

1. Principals shall be responsible for coordinating development of student activity and travel plans according to the following criteria:
  - a. Whenever possible, student activities shall be scheduled in proximity to the local school and the need for long-distance or overnight travel avoided. Using the travel proposal and request application process, the coach or director must show why the requested activity experience cannot be obtained in proximity to the school.
  - b. Overnight travel shall not be included as part of the elementary educational programs. An exception may be granted to an individual student or group of students that wins a competition supported by the Alcester-Hudson School District and who qualifies for state or national level competition, e.g. history fair, science fair, geography bee, spelling bee, etc. Elementary students participating in approved competitions requiring overnight travel must be accompanied by a parent. These programs must receive prior approval from the school district. Programs not pre-approved will not be granted overnight travel.
  - c. Overnight travel may be part of the educational program for high school students when the travel is for an activity sponsored by the South Dakota High School Activities Association, a state or nationally affiliated educational organization, or an approved high school program.
2. The parent or legal guardian of each student participant will submit a written release to the advisor prior to all travel events and fundraising activities indicating permission to participate and assuming liability for foreseeable risks. The release shall also indicate acknowledgement of the school's right to send a student home from any event or activity for disciplinary reasons at the parents or guardians' expense.

## **Reimbursement for Student Travel to State Events for Recognized School Activities**

### **All Activities**

1. Qualification through District or Regional Competition - The school district will provide transportation or pay travel expenses, registration, room expenses and meals up to the approved rates for both the students and the coach or supervisor whenever the travel is in conjunction with a STATE meet or STATE activity at which a student has earned the right to participate through district or regional competition. (This includes most athletic events, FFA Leadership Contests, FCCLA Activities, All state Band and similar events.) Meal money will be given to students/advisors before events.

### **Sports**

1. All Sports – The school will pay the expenses for the number of players, student managers and statisticians that the State Association provides tickets for at the particular State Meet. It is the responsibility of the coaches of each sport to make sure they do not have more than the number allowed. If they do and the team qualifies, the coach will decide which players, student managers or statisticians do not attend the state meet at the school's expense.
2. Cheerleaders - If the Football or Basketball team qualifies for the State Tournament, the entire varsity cheerleading squad will attend at district expense. If one or more wrestlers qualify for the state tournament, only four cheerleaders, selected by seniority, will be allowed to attend at district expense.

### **Other Recognized School Activities not Sports Related**

1. No Qualifying District or Regional Competition - The school district will provide transportation or pay travel expenses, half of the lodging and reimburse meals up to the approved rates for the time required to be in attendance for both students and the coach or supervisor whenever the travel is in conjunction with a STATE activity where the student competes as a representative of the school, but did not earn the right to attend through district or regional competition. Maximum reimbursement from school district funds shall be limited to \$500 per event. (This covers FFA State Convention, FCCLA Star Events, All State Chorus, and similar events).
2. National Competition – The school district will provide meals (following the school travel reimbursement policy), room and transportation expenses up to \$500 per person for both the student(s) and the coach/advisor/supervisor, with a maximum of \$2000 per event whenever the travel is in conjunction with a National activity where the student(s) have earned a right to participate in the National competition by winning a state competition which advances to the national level by the sponsoring organization. The sponsoring organization must be a recognized organization of the Alcester-Hudson School.
  - a. The district will not pay for students attending national events that only require participation in the event. Coaches/advisors/supervisors should not make plans for national trips before they have received approval by the administration or the school board.
  - b. Students may use money from the “general account” to pay for All-State Chorus, All–State Band and Orchestra, Honors Chorus, Honors Band and other music related trips where the student stays overnight.

- c. The school district does not normally pay for motel rooms for short distances from home, such as at Sioux Falls. In some cases, if the overnight stay is approved in advance, the district will pay for half of the motel rent. If the motel rate is above the approved state rate, it must be approved in advance in order to receive additional reimbursement.

### **School Dismissal**

1. POLICY FOR DISMISSAL OF SCHOOL FOR STATE COMPETITION – If a high school varsity team from Girls Volleyball, Girls Basketball, or Boys Basketball qualifies for State competition school will be dismissed for those days of competition. Dismissal of school for any other team that qualifies for State competition will be reviewed on an individual basis. Calendar days scheduled for Spring Break will be used for attending this competition once school is dismissed. If other days are needed, they will be added to the end of the school year.

### **Transportation**

1. Transportation to the event will be coordinated between Superintendent, Principal, Athletic Director and Coaches.
  - a. Alcester-Hudson District buses will be the first option considered for all trips.
  - b. Drivers will be paid a minimum of 8 hours per day for each day traveling to and from the destination.
  - c. Drivers will be provided with their own hotel room for all overnight travel.
  - d. Commercial carrier services (Windstar, Greyhound, etc.) can be used if the club covers the additional expenses of the commercial carrier service. Clubs should not solicit businesses for donations to pay for commercial travel as the district does provide travel.
    - i. Exceptions must be approved by the Superintendent
2. Transportation will bring all students home as soon as possible once the event is over. Trips may be expended past their scheduled dates according to the following criteria:
  - a. Weather Issues
    - i. The health and safety of students should always be paramount in making decisions related to the weather. Weather situations should be coordinated with the Superintendent.
  - b. Alcester-Hudson School District buses should not be operated between the hours of 1:00 a.m. – 4:00 a.m. whenever possible.
  - c. Prior confirmation and approval with school administrators.
3. No private vehicles may be used in overnight travel or school sponsored excursions that exceed 150 miles one way. Parents or legal guardians wishing to transport their own children, with the approval of the administration and/or the team coach/adviser, will not be under the jurisdiction of the Alcester-Hudson School District.
4. Upon arrival at a destination, local ground transportation may be operated by an adult adviser/chaperone who is at least 21 years of age or older if the distance traveled is less than 150 miles one way, and the operator does not have any prior/alcohol related driving citations. All chaperones will need a background check before the date of travel.
5. A parent/guardian meeting must be held in conjunction with student travel overnight requests. This meeting with parents will be held to discuss all costs and the itinerary associated with the

proposed trip for the parents of potential student participants. A parent survey may be utilized if any parents are unable to attend the meeting.

6. Teachers and other employees are insured against accidents at all times while they are working in the employment of the school under provisions of the South Dakota Workers Compensation Law. If injuries occur, they must be reported to the Business Manager by the end of the day.
  - a. The Board provides a \$1,000,000 liability insurance policy to all employees.
7. Mileage Reimbursement will be at the State Rate. School employees who prefer to use their own vehicle when a school vehicle is available will be reimbursed at  $\frac{1}{2}$  the mileage rate set by the School Board. Any reimbursement made to a school employee who drives his/her own vehicle must be approved in advance by the superintendent.
8. School Vehicle Drivers: The maximum legal capacity of the school vans is the number of seat belts available in that vehicle. At no time should anyone be allowed in these vehicles, even for a short trip in town, without wearing the seat belt.

### **Lodging**

1. Hotel arrangements will be made by the school athletic director for all sporting events requiring an overnight stay.
2. Hotel arrangements for fine arts or academic activities will be made by the directors of the activity.
  - a. Arrangements must be approved by the Superintendent, Principal, and Business Manager before rooms will be booked.
3. Hotel rooms will be book based on the following criteria:
  - a. 4 Students per room
  - b. 2 Coaches / Directors per room
    - i. Student Managers, Statisticians, Bookkeepers, Ect. Will be given a room.
  - c. No students, coaches, or directors of the opposite sex will share a room.
  - d. Volunteer coaches may share a room with other coaches if possible.
  - e. Bus drivers will be provided with their own room.
  - f. School Administrators will be provided with their own room.
4. Appropriate room expenses will be reimbursed for the employee. Additional costs for additional people in the room will not be reimbursed. All room rates which are in excess of the state rate must be approved in advance by the superintendent of schools.
  - a. Lodging shall follow the In-State Per Diem Rate of \$75.00 + tax when applicable to teachers, coaches, or administrators.

## Meals

1. Students, coaches, and directors will be provided with funds from the school for the purchase of food or beverages when going on overnight trips at SDHSAA events.
2. Money for the trips will be given to the coach or director. Coaches or directors will then be in charge of distributing the money to the students.
3. Meals will be reimbursed according to the following guidelines

Breakfast - must leave before 5:31 a.m.; return after 7:59 a.m.

Lunch - must leave before 11:31 a.m.; return after 12:59 p.m.

Dinners - must leave before 5:31 p.m.; return after 7:59 p.m.

Adults (state rate) Breakfast \$6, Lunch \$14, Dinner \$20

Students \$10 for each meal

\*District monies are to aid with meal costs. If additional money for meals is desired, funds may be used from the corresponding activities fundraising account.

4. Tips and gratuities will not be reimbursed by the School Board. Meal reimbursement will be appropriate when a school official is required to travel out of town for meetings or to conduct school business. Reimbursement will not be made to teachers who are accompanying or chaperoning students unless the travel is in conjunction with a STATE meet or a STATE activity.
5. When a student is at an activity where the school is reimbursing him or her for meals the supervisor is to give a list of students and meals requested to the Business Manager. The Business Office will get cash from the bank. The supervisor will have each student sign that they received their meal per diem monies and the signed sheet will be returned to the Business Office. Any meal which is reimbursed when the employee has not stayed away from home overnight must be considered as wages. Therefore, we need to deduct social security, income tax, and state retirement from all meal reimbursement unless it is a part of an overnight stay. If the meal is included in the registration and is not paid for separately, no deductions need be made.