MSD: Local Travel Definitions and Approval Scope

Student travel includes instructional field trips, extracurricular travel, and extended travel. An instructional field trip is a planned visit outside the school, under the supervision of a teacher or other school official, to enrich and extend the classroom instructional program. Extracurricular travel is in-state travel outside the school, under school supervision, in support of academic teams, athletic teams, performing groups, or other extracurricular activities sponsored by the UHSAA or the Board. Extended travel is an instructional field trip or extracurricular travel that requires District approval because it involves missed school days, student fundraising, travel regulated by the Federal Department of Transportation, out-of-state travel, or similar circumstances.

All requests for field trips or extended travel require approval by the Superintendent’s office or designee. Invitations or plans for extended travel with student groups shall first be discussed with the school principal. Students shall not be involved in making formal travel plans until the principal has approved the request. A sanctioned UHSAA activity requires principal approval but does not require Superintendent office approval and is not counted against the school’s trip limit unless another District rule requires approval.

Source: MSD Policy 6330, Extended Student Travel, approved 2024.