Exhibit 805.2

Excursions and Trips Request Form

BWR-Clinton

Code 603.3-R2

Date Request Received by CFO/COO: 11-2-26

A written request for overnight excursions/trips must be submitted to the Chief Financial/Operating Officer *not less than four weeks prior to the proposed excursion/trip and prior to any travel arrangements being finalized*.

Overnight excursions/trips require prior approval of the building administrator, the superintendent or designee, and the Board of Directors. In authorizing excursions/trips, the building principal shall consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent including the participation of the membership of the regular activity group. Students who have graduated may not participate in school sponsored excursions/trips unless the event is sanctioned by the state athletic associations.

The request will include:

- ✓ Rationale for the excursion/trip including the purpose and objectives
- ✓ Clarification if request is dependent upon pre-qualifying for event
- ✓ Detailed plans for student supervision
- ✓ Proposed itinerary
- ✓ Cost and source of funding
- ✓ Number of student participants
- ✓ Copy of required participation paperwork

1. Within three weeks of the completion of the excursion/trip the sponsor shall submit a written summary of the event to the building principal.
2. The building will be responsible for obtaining a substitute teacher if one is needed.
3. Students eligible for a fee waiver will be covered through contingency/discretionary funds as appropriate.

Excursion/Trip Criteria: The following checklist ***must be*** signed and submitted to the Chief Financial/Operating Officer *with required documentation not less than four weeks prior to the proposed excursion/trip and prior to any travel arrangements being finalized:*

Group: Boys Wrestling *(Examples: Robotics, FBLA, etc.)* **Submitted by:** Ryan Gotto *(Name)*

Criteria		Description	Provided
Purpose	***Required***	Purpose of excursion/trip is clearly defined and *". . . is a vital part of the curriculum or current activity." Reference Board Policy 603.3.*	✓
Pre-Planning	***Required***	Evidence of pre-planning that will maximize the learning experiences of students on this excursion/trip. *(Dates, location, number of student participants, plan for supervision, proposed itinerary, hotel, cost/budget source, required participation paperwork, clarification if request is dependent upon pre-qualifying for an event, etc.)*	✓
Follow-Up	***Required***	Evidence of planning for follow-up in order to maximize the learning experiences of students on this excursion/trip.	✓
Assessment	***Required***	Evidence that students will be required to demonstrate their understanding of the learning expected from this experience.	✓
Funding	***Required***	Source of funding has been determined that meets Department of Education and district guidelines. *Reference Board Policy 603.3.*	✓
Common Experience	*Recommended*	This excursion/trip is a common experience that all students at this grade level or activity group should have.	✓
Multi-disciplinary	*Recommended*	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	
Building Principal Approval		Jeffrey M. Kurst Date	11-2-26
Chief Financial/Operating Officer Approval		Date	11-2-26
Board of Directors Approval		Date	

Adopted: 2/99 / Reviewed: 9/12; 9/13; 2/15; 4/18 / Revised: 8/16; 11/17 / Related Policy (Code#): 502.1; 503.6; 603.3; 603.3-R1

Linn-Mar Men's Wrestling – Overnight Trip Request - Clinton

Purpose

The Linn-Mar wrestling team will be wrestling in a tournament on Saturday, January 23rd at Clinton High School. Weigh-ins for this event are scheduled for 7:00am. The wrestling team is planning to stay overnight in a Clinton, Iowa. This will provide the team with the opportunity for the students to become familiar with staying in a hotel while maintaining their wrestling weight and help them create a routine when they are away from home. The trip will also create a team bonding experience for the student athletes.

Pre-Planning

The team will be taking two vans for the trip. Two coaches will drive approximately 14 student athletes on the trip. The team will leave Linn-Mar High School at approximately 6:00pm on Friday, January 22nd. On Saturday, January 23th the team will take the vans to Clinton High School at 6:00am. At the conclusion of the wrestling tournament the team will head back to Linn-Mar High School.

Follow-Up

At the conclusion of the overnight trip and tournament, the coaches will have a follow-up discussion with the participating student athletes about the routines used in preparation of the competition and changes that need to be made prior to the next time competing away from home.

Assessment

Student athletes will be asked to reflect and assess their preparation and performance throughout the tournament. The coaches will analyze what changes the team and individual student athletes need to make to help them in future competitions.

Funding

Funding for the trip will be provided by the Linn-Mar Wrestling coaches' account. The hotel provides a continental breakfast to the students and coaches. The coaching staff will purchase groceries for the students during the competition for their meals. The money for the groceries will also be provided by the Linn-Mar Wrestling coaches' account.

Common Experience

If this trip is successful and meets the goals of the coaching staff, this will become an annual trip for the varsity wrestlers.