

Joint School District #2  
Student Tours, Excursions and Overnight Trips  
Request for Approval

**Guidelines as outlined in District Policy 503.7; Student Tours, Excursions and Overnight Trips**

1. The maximum number of school days missed shall be two (2) consecutive days, up to a maximum of five (5) days per semester.
2. Every effort must be made to insure that no student is excluded because of inability to meet financial requirements. The cost to the student/parent/school shall not exceed \$400 per student per trip including fund raising. The \$400 can be out-of-pocket or can be defrayed through approved fund raising activities.
3. All groups must be adequately supervised with a minimum of one (1) adult per 10 (ten) students. Groups with both male and female participants must have supervision of at least one (1) male and one (1) female adult.
4. The activity and daily itinerary shall be approved by the building principal.
5. If approved at the building level, a copy of the approval form and itinerary shall be given to the appropriate district director.
6. The initial request for the activity must be made to the building principal for review a minimum of two (2) months prior to expected departure.
7. Assurance of adequate liability insurance to protect students, parents, school personnel and board members must be given and approved by a school attorney.
8. If required, the activity must have district and state sanctioning.

EXCEPTIONS to the above guidelines will be considered:

- ① When a student or an activity group qualifies for national competition by:  
Progressing through a series of competitions that culminate in the national competition (i.e. State to Regional to National) or
2. When a trip exceeds two (2) school days or \$400 of student out-of pocket and fund raising expenses, approval must be obtained from the board of trustees at least three (3) months in advance of the expected departure.
3. Non-school related national competitions will follow under the Attendance Policies No. 501.20, No. 501.21 and No. 501.22.

School Scoutbook Middle Date 5-3-06

Name of Organization Challenge 7

Travel Destination Knovville, TN

Trip Purpose Destination Imagination Global Finals

Departure Date 5/23 Return Date 5/27

Will students be departing from school? NO If yes, please indicate departure time from school \_\_\_\_\_

Number of school days missed 3

Estimated total cost (out-of-pocket and fund raised) per participant: \$ 800

Mode of Transportation:  Plane Charter Bus School Bus Other: \_\_\_\_\_  
circle one

Comments: The team of 3 students competed at the state level of Destination Imagination on April 8. They won 1st place which qualified them for globals

Advisor/Coach Signature J. Kathleen Hodge

Principal Signature Rayd Moore

Secondary Director Signature Bryan Teet