

**Aztec Municipal School District
Field Trip Request**

The Tiger Shack Employees respectfully requests permission to travel to PURGATORY SKI RESORT TO GO TUBING

Points to Consider Before Requesting Approval

- Appropriate for the age level, grade level, and curriculum?
- All district employees will travel on the bus unless prior approval by the Principal? Request made long enough in advance so that arrangements can be made prior to the trip?
- Written permission must be obtained from the parents or legal guardians?
- Have these students attended this trip or a similar trip in the past three years?

Justification for Trip – How does this trip align with your school’s current 90 Day Plan, the learning standards in your classroom, and how it will improve the learning of your students?

Type or attach narrative:

This is an educational reward trip for our dedicated employees of our work-based learning program the "Tiger Shack". As employees of the tiger shack and upholding academics and attendance this trip is their reward.

Date(s) of Trip: JANUARY

Time of Departure: 8 AM JANUARY 10, 2025 **Time you will Arrive Back:**

2:30 pm JANUARY 10, 2025

Names of Adult Chaperones: LaCreasha Wilson, Kalee Wilmer

Estimated Cost of The Trip: \$ 1500.00 Please attach an itemized list of costs.

Will fundraisers be used to secure funds for this trip? Yes No *Please attach a list of approved fundraisers.*

Name of Person Making Request: Soderberg/Wilson

Date Request Submitted: 11/22/24

Approved by:

Principal/Athletic and Activities Director:



Date 12/4/24 Superintendent:

_____ Date _____ Board of Education: (If

required per Board Policy IJOA)

_____ Date _____

March 2022

**I-6500 IJOA
FIELD TRIPS**

Field trips must be planned within the context of the school program and must be appropriate for the age level, grade level, and curriculum. Due to limitations imposed by local conditions, field trips may be limited by the Superintendent. All field trips must be specifically approved by the Superintendent long enough in advance so that arrangements can be made prior to the trip. Before any student is taken from the school grounds on a field trip, written permission must be obtained from the parents or legal guardians. Transportation shall be provided only by District vehicles, driven by authorized personnel.

In general, field trips shall be conducted within the normal school day and shall be limited to a distance of not more than one hundred (100) miles one (1) way from the school. Longer trips or overnight trips must have Board approval. The District will not sponsor, approve, support, or encourage field trips that do not meet the criteria outlined in this policy, unless the Board gives approval after a presentation justifying the specific need for the exception.

Adopted: April 14, 2020