



# RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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## Field Trips

Prior administrative approval of all field trips shall be required. Board approval is needed for trips outside of the United States.

The following guidelines shall apply when approving field trips:

1. Where possible, field trips should be coordinated with other teaching disciplines.
2. Sound educational purposes or objectives must be given before a field trip will be approved.
3. Each field trip should be planned to maximize the amount of time available for achieving educational goals and to reduce the amount of time spent in travel.
4. Budget for all anticipated field trips must be approved by your building administrator.
5. A Bus Request Form should be submitted at least two weeks in advance of the planned field trip to allow time for proper review. If less than two weeks' notice is given, then the principal and school nurse will need to review for approval and determine if the field trip can still take place.
6. For all overnight field trips, the Student Health Information Form for Overnight Field Trips must be completed by parent prior to student participation in the overnight field trip (Policy #352-Exhibit 1 – Student Health Information Form for Overnight Field Trips).
7. Person in charge of field trip will complete School Field Trip Checklist (Policy #352-Exhibit 2 – School Field Trip Checklist).
8. Parents should be encouraged to participate in field trips, working along with the teacher(s) involved, as chaperones.
9. Student work should be made up before a student participates in a field trip.
10. Participation in co-curricular activities should not be considered a field trip.
11. Background checks are required for all volunteers and chaperones.
12. Staff shall have proper medication and emergency training from the School Nurse before they can go on a field trip if a student under their supervision has a health condition. Staff shall complete the 1:1 training (yearly) with the School Nurse. Failure to complete proper training would mean the field trip may be cancelled. The School Nurse shall notify the Principal if a field trip may be cancelled.
13. Diabetic students should be accompanied by a medically trained adult (parent, guardian, district staff).

CROSS REFERENCE: Policy #352-Exhibit 1 – Student Health Information Form for Overnight School  
Field Trips  
Policy #352-Exhibit 2 – School Field Trip Checklist

APPROVED: June 10, 1982  
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