

**ADMINISTRATIVE POLICIES OF THE
MILWAUKEE PUBLIC SCHOOLS**

**ADMINISTRATION POLICY 7.30
FIELD TRIPS AND EXCURSIONS**

(1) GENERAL PRINCIPLES

(a) Field trips represent a conscious effort to extend the classroom walls to include such community elements as shall effectively assist in the teaching/learning process. Field trip activities should grow out of the units of classroom study and become an integral part of the total educational effort.

(b) The Board approves of and encourages school-sponsored trips to parks, museums, and institutions, both public and private, within the local area. It also believes that field trips to more distant locations can be an important part of a student's education. Therefore, local field trips and those to more distant locations may be approved by the Administration, provided realizable objectives are set for the experience and methods are devised for the attainment of these objectives. Readiness must be provided for and a follow-up program must be developed by the Administration to reinforce the learning. Appropriate evaluation procedures must also be used to test the effectiveness of the field trip.

(2) STUDENT SAFETY AND STAFF RESPONSIBILITY

(a) As a part of good planning, safeguards must always be taken to ensure the safety of students at all times; however, unforeseeable and unpreventable accidents may occur.

(b) Board employees and authorized volunteers are covered as additional insureds under the Board's comprehensive general liability coverage. This covers unintentional property damage or bodily injury caused by the negligence of the Board, its employees, and volunteers arising from the scope of approved field trips and excursions, whether on school premises or not. The coverage also provides a legal defense for employees or volunteers acting within the scope of their assignments. The extent of the coverage is based on the circumstances which cause the claim or loss and the conditions and exclusions of the insurance contract.

History: Codified 1976

Previous Coding: Admin. Policy IICA, prior to May 1995; Admin. Policy 9.30, May 1995-August 1996

Cross Ref.: Admin. Proc. 7.30 Field Trips and Excursions

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