

**ADMINISTRATIVE PROCEDURES OF THE
MILWAUKEE PUBLIC SCHOOLS**

ADMINISTRATIVE PROCEDURE 7.30
FIELD TRIPS AND EXCURSIONS

(1) LOCAL FIELD TRIP PROCEDURES

(a) Non-educational trips will not be approved when travel is scheduled during school days while school is in session.

(b) A field trip permit for educational field trips, signed by the principal, will be required for any school-sponsored activity that involves crossing a public road. The principal's signature indicates that he/she approves the proposed field trip and that the trip complies with administrative procedures.

1. These permits are for the purpose of protecting the staff and students and are not intended as a restrictive measure.
2. If the permits are repetitive, a single permit covering an entire semester may be filed for each class.

(c) "Blanket authorization" (i.e., parental approval) through the use of a single form for multiple trips to be taken during the school year should never be allowed. A separate parental permission slip must be obtained and filed for each field trip. Parental permission slips should be sent home both in English and in the language spoken in the home, whenever possible.

(d) No deviations are allowed from the list of activities specified on the signed parental consent form. Any deviation from specified activities or failure to supervise students at all times may result in disciplinary action.

(e) The number and duration of field trips taken by a given group and the number of classes away from the building at any one time shall be left to the discretion of the building principal.

(f) There should be opportunities for all students to go on field trips during the course of a year. All students of a given class shall have the opportunity to accompany their classes on field trips; however, it is possible for part of one class, or parts of several classes, to go on a field trip, with special provision made for students who remain in school.

1. No student of a class should be denied the right to take part in a field trip because of his/her inability to pay costs or fees.
2. If, for any reason, the principal believes that it is advisable not to allow a student to attend a field trip with his/her class, this situation should be discussed with the parent or guardian prior to the final decision being made.

(g) It is expected that the class, or part of a class or classes, will travel as a group and be accompanied by the class teacher. Origination of the trip must be at the school or a designated meeting point known to parents and children within the school attendance district. The teacher must conduct the class back to the school or to other designated points known to parents and children within the school attendance district.

(h) Transportation should be by bonded carrier where possible. Transportation must be arranged and financed by the school, except for such trips as the Board has budgeted to finance or partially finance. When more than one bonded vehicle is involved, there should be a teacher or other Board employee with each vehicle.

(i) Prior approval to use a privately owned vehicle must be obtained from the school principal.

1. The vehicle must have a functioning seat belt for each passenger, including the driver.
2. The driver must have a valid driver's license.
3. The driver must have personal auto liability insurance in the following amounts:
 - a. \$300,000 for a vehicle manufactured to transport up to 6 passengers (including the driver);

- b. \$500,000 for a vehicle manufactured to transport 10 or less passengers (including the driver);
 4. When the total number of passengers is more than 10, no private vehicle may be used;
 5. The principal shall have the driver's auto insurance affidavit and a photocopy of the driver's license on file at the school.
 6. No student may drive the vehicle. Only the authorized driver whose license and insurance information are on file with the school principal may drive the vehicle.
- (j) An approved field trip permit does not obligate the Board for costs related to the trip. All financial arrangements must be made separately.
- (k) No "recreational swimming" (including, but not limited to, pools at motels, hotels, or water parks; lakes; parks; etc.) is allowed as part of a field trip experience unless appropriate certified lifesaving-trained staff is on duty and the activity is supervised by MPS staff.
- (l) Students will be allowed to use sailboats, rowboats, canoes, jet skis, or other recreational watercraft only when there is confirmation that the owner or operator of the watercraft carries the required insurance to protect MPS, its staff, and its students. For all other circumstances, students will not be permitted to use the recreational watercrafts.
- (m) Group charters of commercial watercraft may be permitted, provided the Department of Human Resources, Benefits and Insurance Services Division, is provided with proof of insurance coverage (certificate of insurance) confirming that the owner or operator of the watercraft carries the required insurance to protect MPS, its staff, and its students.

(2) LOCAL FIELD TRIP GUIDELINES

- (a) A field trip shall always be regarded as an educational activity. The planning for a field trip shall include consideration of the objectives to be accomplished, the relevance to the curriculum, the needs and abilities of the students, and the methods for evaluating the activity. In planning for field trips, the value of the trip shall be compared with alternative means of accomplishing objectives.
 1. Thorough review has determined that trips to Great America or other amusement parks have little value as educational learning experiences and do not meet the intent of these field trip guidelines, therefore, such trips are not to be considered as approved field trips under any conditions.
 2. If trips to Great America or other amusement parks are taken outside the regular school day, participation by staff and students is voluntary, and the Milwaukee Public Schools will not sponsor or endorse the field trips and therefore will assume no responsibility or liability for such trips.
- (b) The individual school shall develop a plan for field trips through total staff planning. The school plan shall ensure balance and a variety of opportunities for students, provide assurance of relevance to the curriculum, and help minimize administrative problems. As a part of this planning, the staff shall become thoroughly familiar with the field trip procedures which are to be followed.
- (c) The teaching staff shall become familiar with the various field trip opportunities by using available informational materials and, if possible, making on-site pre-visits.
- (d) The teacher, after receiving authorization from the school principal, shall make a reservation with the agency or institution as far in advance as possible. If the reservation is made by phone, it is advisable to follow up with a confirming letter to the agency.
- (e) *No contracts are to be signed by anyone except the school principal.* No contract is to be signed which contains language of "hold harmless" agreements or waivers or language of indemnification. Questions on this issue are to be referred to the Department of Human Resources, Division of Benefits and Insurance Services.

(f) Prior to a field trip activity, parents shall be informed in writing of their children's activities away from the school. Parents must sign a permission slip in order for their children to participate in the field trip experience. Permission slips shall be sent home in English and in the language spoken in the home, whenever possible.

(g) Principals, other staff members, parents, and other community leaders shall be encouraged to assist the teacher on field trips. Such assistance can help provide additional adult supervision as well as specialized talents that may otherwise not be available.

(h) Principals and staff members shall know their chaperones.

1. Chaperones shall not be strangers.
2. Chaperones' names and assigned positions on the trip shall be recorded on a list maintained by the school.
3. Chaperones shall not be allowed to bring other individuals (e.g., spouses, relatives, children, friends) on the field trip.

(i) Subsequent to the field trip, there shall be carefully planned follow-up activities in the classroom that will assist the student in relating the trip to the learning objectives and provide an assessment of the value of the trip. One important activity shall be acknowledgment to the agency or institution that was visited.

(j) Student travel accidental injury insurance is available for those field trips deemed to be of a riskier nature (e.g., swimming, skating, horseback riding, athletics). The decision concerning the purchase of this insurance is to be made by the school principal.

(k) In some cases, it may be necessary to cancel a trip for reasons such as inclement weather or last-minute lack of transportation. In these cases, the agency or institution to be visited should be notified immediately. If the trip is rescheduled, the date on the field trip permit may be changed. Parents should be notified in writing of any change in field trip date or time.

(l) If, for any reason, the teacher experiences serious problems or difficulties on a field trip, these shall be communicated immediately to the principal. This is particularly true if some serious problem or difficulty occurs because of the conduct of a student or students that could affect the school system's relationship with the agency or the community.

(3) EXTENDED FIELD TRIPS

(a) Overview

1. An extended field trip is any school-sponsored, properly authorized activity which takes students away from the regular school premises or from their homes for a period extending over one or more nights. All such trips shall be limited to members of a specific class or classes or an existing school group and shall provide learning opportunities related to the program and objectives of that class or school group. Extended field trips are restricted to MPS students only.

2. All field trips must have official authorization. Only through formal authorization will field trips be covered under the provisions of the liability insurance program of the Board. An application for an extended field trip approved by the principal will constitute authorization.

3. Neither school facilities nor school time may be used to promote unauthorized trips. Since the requirements for successfully conducting an extended trip are considerably more complex than those of the average local field trip, special guidelines and procedures have been developed.

4. A District Travel Study Committee will convene to review and determine if permission and authority to travel (domestic and international trips) shall be granted for all travel requests when any terrorist threat or other, short-term confictions pose significant risks, or if disruptions exists that could endanger the safety and security of students or staff of Milwaukee Public Schools.

(b) General Rules

1. Requests for extended field trips within the contiguous United States from programs such as athletics, outdoor education, distributive education, office education, and others that involve all or several schools shall be submitted by the program supervisor to the principal for approval. As Alaska, Hawaii, and Puerto Rico are not part of the contiguous United States, any requests for travel to these destinations will necessitate review for permission/authorization by the Superintendent's designee (see (3)(h)4.b below).

2. A field trip shall always be regarded as an educational activity. The planning for a field trip shall include consideration of the objectives to be accomplished, the relevance to the curriculum, the needs and abilities of the students, and the methods for evaluating the activity. In planning for field trips, the value of the trip shall be compared with alternative means of accomplishing objectives.

3. Extended foreign-travel field trips shall require the approval of school principal and authorization of superintendent of schools or his/her designee (see (3)(h) below for additional foreign-travel rules and procedures).

4. The extended-field-trip rules of conduct are to be adhered to and followed at all times. These rules are to be reviewed and staffing made available as noted in section (j)(4) below.

5. Senior trips must meet the same criteria as required for all other field trips or activity trips, specifically those criteria as stated in (2)(a) of this document.

- a. Companies, or their agents, that sponsor "senior trips" that do not meet the criteria of (2)(a) are not permitted to use school district property and/or other resources to promote their trips.
- b. District employees or students who choose to represent companies promoting "senior trips" will be considered agents of the company.
- c. Companies who sponsor "senior trips" will be responsible and liable for any and all accidents, injuries, suits, etc. which may occur as a result of such travel. The Milwaukee Public Schools will not sponsor or endorse the field trips and, therefore, will assume no responsibility or liability under any conditions. Such companies are to be informed of this procedure by the applicant and interested party.

(c) Adult Supervision

1. Staff members involved in an extended field trip activity shall receive no additional pay for this service.

2. No staff member or member of his or her immediate family shall receive any benefits from outside agencies in relation to school-sponsored trips, nor shall any staff member act as an agent or solicitor for any such agency. Benefits are defined as free flight tickets; special discounts on future trips; discounts on lodging, etc.

3. Adult volunteers, when authorized by the school principal and under the direction of teachers, may be involved as chaperones. It is strongly recommended that the adult volunteer (chaperone) be registered with the principal and that the appropriate volunteer application(s) be submitted to the Department of Human Resources for a criminal background check to be done.

4. Only with the authorization of the school principal, and after advance notice has been given to parents of participating students, may expenses for staff members and volunteers who accompany students on trips be included in the cost of the trip. These expenses shall be identified in the financial records and reports.

5. At least one certificated staff member shall accompany students on an extended field trip.

6. Extended field trips shall provide for one adult leader for each 10-15 students at the elementary level, and one adult leader for each 10-20 students at the secondary level. Male and female adult supervision shall be provided for all overnight trips that are co-educational.

7. Male and female students shall be housed separately. All co-educational contacts and activities will take place in public areas of the building or housing accommodation under adult supervision.

8. Adult supervisors are to be immediately available at all times during the trip and they must ensure that all participants comply with the rules of conduct for extended field trips.

9. If a serious emergency occurs, the staff member in charge shall immediately report the situation to authorities of the district in which the emergency occurs and to the principal or his/her designee.

10. Accompanying adults, by virtue of their desire to provide the best learning situation for students, shall exercise such judgment in their activities as to motivate students to comply with the extended field trip rules of conduct.

11. No adult chaperones or school staff members shall be allowed to bring their spouses, relatives, children, friends, etc. on field trips.

(d) Financial Accounting

1. Financing

Extended field trips shall be financed by student assessment, local school fundraising activities, and contributions from school parent groups. Contributions from outside organizations for this purpose may be received in compliance with the Board policy and procedures established for the receipt of gifts.

2. Board Funds

No Board funds will be expended for school-sponsored trips except as may be provided by specific authorization of the Central Administration or the Board.

3. Fees

a. Any school-sponsored extended field trip shall require that the cost of food, lodging, transportation, and insurance be included in the overall trip fee. This amount and all other costs shall be communicated to the parents in writing in advance of the trip.

b. No staff member or member of his or her immediate family shall receive any benefits or compensation from outside agencies in relation to school-sponsored trips.

c. Only with the authorization of the school principal, and after advance notice has been given to parents of participating students, may expenses for staff members and volunteers who accompany students on trips be included in the cost of the trip. These expenses shall be identified in the financial records and reports.

4. Reporting of Financial Transaction

A complete accounting of receipts and disbursements for extended field trips shall be recorded in a separate activity account in the school's financial records and shall be submitted to the Finance Department. This report shall be made available to the parents of participating students at the local school upon request.

5. Unexpended Funds

When funds raised for an extended field trip are in excess of expenditures, these excess funds are to be disposed of in the following manner:

- a. If the funds were raised by student assessment, excess funds are to be rebated to the students who were assessed.
- b. If the trip was financed by parent group contributions, the unexpended funds will be returned to the parent group or placed in an appropriate student activity account as determined by the parent group.

- c. Where funds are raised by students, parent groups, and others and there is an unexpended balance, the participating fundraising groups will recommend to the principal which student activity account will receive these funds.
- d. Unexpended extended field trip funds obtained by donation from outside groups will either be returned to the group or be placed in the appropriate student activity account as determined by the donating group.

(e) Insurance

As a part of good planning, safeguards must be taken to ensure the safety of students, staff and other adults at all times.

1. Liability Insurance Coverage

a. It is required that all adult participants be covered by liability insurance. Board employees are covered by a comprehensive general liability policy. Adult chaperones must be authorized by the school principal and listed as authorized volunteers of the school.

b. The school principal shall provide a list of names of the authorized volunteers along with the request for permission for the extended field trip to the office of superintendent. No chaperone may participate in the extended field trip experience without authorization by the school principal. The company has the right and duty to defend any suit against the insured seeking damages on account of bodily injury or property damage. (Also see (3)(e)2 and 3 below).

2. Group Accident Insurance

a. It is required that participants, including adults, be protected against accidents and illnesses while on an extended field trip. The principal shall obtain group insurance, if it is provided by the travel agency in the standard travel package, prior to the date of departure. This fee will be included in the overall cost of the trip. Coverage is to be determined on the basis of the length of the trip, the distance to be traveled, and other pertinent factors.

b. The insurance provided in paragraph (3)(e)3.a below shall meet the requirement for "accidental" injuries; however, all participants in an extended field trip are to be covered by their own personal health insurance.

3. Student Accidental Injury Insurance

a. This insurance, which is provided by the district at a nominal cost per participant, may be extended to the authorized chaperones (other than MPS staff) as part of the overall cost of the field trip, on a self-paid basis. This insurance provides only nominal emergency coverage, with a maximum of \$5,000 for accidental injuries and no coverage for illnesses.

b. All participants in an extended field trip are to be covered by their own personal health insurance.

(f) Transportation

1. A staff member or volunteer shall be assigned to supervise students in each vehicle.

2. When privately owned automobiles of staff members or adult volunteers are used, the terms of liability insurance covering personal automobiles while being used on Board business apply equally to staff and authorized adult volunteers:

- a. This insurance provides protection beyond the amount of insurance carried personally by the employee or adult volunteer (chaperone).
- b. This insurance applies only if the automobile is being used by the employee or volunteer in the performance of his/her duties as a Board employee or authorized volunteer at the time of the accident. It provides coverage for such duties as authorized by the school principal, such as trips to the bank to deposit Board or school

- funds, transporting of students to and from athletic events or similar activities, taking a child home from school in case of any emergency; etc.
3. Prior approval to use a privately owned vehicle must be obtained from the school principal.
 - a. The vehicle must have a functioning seat belt for each passenger, including the driver.
 - b. The driver must have a valid driver's license.
 - c. The driver must have personal auto liability insurance in the following amounts:
 - 1) \$300,000 for a vehicle manufactured to transport up to 6 passengers (including the driver);
 - 2) \$500,000 for a vehicle manufactured to transport 10 or less passengers (including the driver).
 4. When the total number of passengers is more than 10, no private vehicle may be used.
 5. The principal shall have the driver's auto insurance affidavit and a photocopy of the driver's license on file at the school.
 6. No student may drive the vehicle. Only the authorized driver whose license and insurance information are on file with the school principal may drive the vehicle.

(g) Travel within the Contiguous United States - Travel Agencies

1. If the service of a travel agency is required, it is recommended that selection be made on the basis of bids from several bona fide travel agencies.
2. Only the school principal is authorized to sign contracts with travel agencies, transportation firms, and firms providing any housing accommodations that may be required.
3. The Board shall provide legal counsel in cases of suits which might arise out of the principal's signing of contracts and shall protect the principal against damages for any good-faith act by the principal in this regard.
4. Each agency must be required to present evidence that it:
 - a. is capable of carrying out the requirements of the trip;
 - b. has the approval of the American Society of Travel Agents. Any information concerning the agency obtained from the Better Business Bureau must be carefully evaluated;
 - c. has satisfactory procedures for handling personal emergencies of participants;
 - d. does not have as a director or officer, any staff member of the school system;
 - e. has policies with cancellation provisions that meet the needs of the trip.
5. Commercial agencies or other non-school agencies shall not use the name of an individual school or the school district or any of its resources to organize or promote educational or extra-curricular trips.

(h) Travel Outside of the Contiguous United States (Foreign Travel)

1. Travel to countries cited in the United States Department of State's Travel Warning Listing shall be prohibited. It is the responsibility of the school administrator to check the Department of State's website (<http://www.travel.state.gov>) periodically and, within 24 hours of departure, to determine if the trip must be cancelled.
2. Travel to a foreign country shall be for the purpose of familiarizing the students with the language, history, geography, natural science, and other studies relative to the district's course of study for such students.
3. A District Travel Study Committee shall convene to review and determine if permission and authority to travel shall be granted for all domestic and foreign travel requests when any terrorist threat or other, relatively short-term confusions pose significant risks or if disruptions exist that could endanger the safety and security of students or staff of the Milwaukee Public Schools.

4. In addition to the instructions and criteria listed throughout this extended-field trip section, the following rules shall be observed:

- a. At least one (1) teacher accompanying the trip must have an understanding of the language of the country of travel.
- b. Principals must file foreign travel study plans, including the extended field trip “out of U.S.A.” Application Form, and Forms A, B, C, D, E, and F, with the office of the superintendent or his/her designated administrator. This information must be submitted for review at least 3 months prior to the estimated date of departure, with any amendments to the application due no later than 60 days (2 months) prior to the expected departure date. Late submissions will be returned and will not be approved.
- c. Written instructions (in English and, if possible, the spoken language of the home) shall be sent to parents to ensure that parents fully understand the mandated documents necessary for their children to participate in the trip (e.g., passport, birth certificate, proof of health insurance provider, medication instructions [if necessary]).
- d. Parents must be fully informed of all the travel arrangements and penalties. It is recommended that the principal or his/her designee in charge of foreign travel plans hold informational meetings with the parents on all factors of the travel arrangements.
- e. Schools should take care to ensure students who were not born in the United States have proper documentation to re-enter the United States from abroad. Each student must have a travel passport or an official birth certificate or a copy which carries an embossed seal. Contact the U.S. Department of Immigration and the embassy of the country of travel to determine if additional documents are needed. This will be especially critical if the participants are not United States citizens.
- f. Parents or legal guardians must be presented with the appropriate permission form and waiver of release form for each child under their custody. These forms must be signed and kept with the authorized field trip application on file at the school.
- g. Personal accident and medical expense insurance purchased through a travel agency is mandatory. The cost of the insurance is to be part of the cost of the trip.
- h. Before leaving, the coordinator of the field trip shall leave a detailed itinerary with someone at home, office, and/or school.
- i. Once in the country, travelers should:
 - 1) register with the U.S. embassy, where additional safety information can be obtained, such as what areas to avoid and which ones are prone to crime, as well as procedures to follow should an emergency arise;
 - 2) leave a copy of the detailed itinerary at the embassy. Be sure to follow the itinerary and alert those with the itinerary if plans should change. Make it a point to call home or the school office at a specific time each day;
 - 3) vary their daily routes to and from destinations;
 - 4) keep all valuables, including important papers and documents, in the hotel safe;
 - 5) never become intoxicated or overly social with patrons in bars or hotel lobbies;
 - 6) use common safety sense.

(i) Parental Involvement

1) Parents of students eligible for the trip shall be fully informed in writing of the objectives of the trip; standards of conduct required; responsibilities of students; number of chaperones and other adults; how expenses of chaperones and other adults will be paid; the per-student cost for the trip, including travel, housing, and all other expenses; type of travel arrangements; day-to-day itinerary;

arrangements for coping with emergencies; and needs for special clothing or equipment. Parents are to be informed, prior to making any payment towards the trip, if any fees are non-refundable.

2) School-community committees and parent organizations of the school shall also be informed of the plans for the trip.

3) Efforts shall be made by the staff to report and hold a post-trip evaluation with parents and participants.

(j) Rules of Conduct

1. The extended field trip into the wider community offers students excellent opportunities for educational enrichment. Students and staff members participating in these trips are actually goodwill ambassadors for our entire school system. These representatives shall conduct themselves in such a way that others may be extended an invitation in the future.

2. It is imperative that students have safe and educationally beneficial experiences on these trips. It is equally important that staff members who accept the responsibility of leading extended trips be given the safeguards and support that derive from a well developed code of conduct.

3. Since these guidelines and procedures apply to all age levels and a varied number of students and staff members who might be involved in an extended field trip, rules of conduct must be developed which are appropriate.

4. It is required that appropriate rules and regulations be developed with the participation of students, staff, and parents. A recommended list of rules of conduct follows below. It should be made clear that varying situations might necessitate the adoption of other specific rules. These rules shall be given in writing to participating students and parents during the planning stage of the anticipated trip.

- a. The use of alcoholic beverages, marijuana, or chemical or controlled substances is prohibited.
- b. Possession or carrying of knives, firearms, or any other weapon is prohibited.
- c. Hitchhiking and the rental or driving of motorized vehicles (for example, motorbikes or snowmobiles) are prohibited.
- d. No recreational swimming is allowed as part of the field trip experience unless there are appropriate trained staff, certified in life-saving, on duty and additional MPS staff available to assist in supervision of the activity.
- e. Students will be allowed to use sailboats, rowboats, canoes, jet skis, or other recreational watercraft only when there is confirmation that the owner/operator of the watercraft carries the required insurance to protect MPS, its staff, and its students. For all other circumstances, students will not be permitted to use the recreational watercrafts.

Note: Group charters of commercial watercraft may be permitted, provided the Department of Human Resources, Benefits and Insurance Services Division, is provided with proof of insurance coverage (certificate of insurance) confirming that the owner/operator of the watercraft carries the required insurance to protect MPS, its staff, and its students.

- f. Abusive language and conduct endangering the safety of participants and others are prohibited (for example, swearing, and fighting are not allowed).
- g. Visitors or group members of the opposite sex are not permitted into each other's rooms.
- h. Any games or activities, such as gambling, which involve the exchange of money or other items of value are prohibited.
- i. Smoking is not allowed.
- j. In the interests of maintaining good human relations among members of the group and between our school district, students, parents, and our hosts, respect is to be

shown for everyone with whom we come in contact. Good manners are expected from everyone.

- k. All scheduled activities in the program are obligatory:
 - 1) Students are to be punctual.
 - 2) A student who is ill or injured must immediately inform his or her chaperone.
 - 3) Students are expected to pay careful attention to their health needs. This includes getting enough sleep, keeping clean, and wearing dry clothing.
- l. To ensure a reasonable state of alertness for the following day's activities, evening curfew hours shall be set by the staff member in charge and strictly observed by all students, including those 18 years of age and older.
- m. A "buddy system" will be employed throughout the trip. Participants are expected to know where their "buddies" are at all times. No student shall leave the group or group's headquarters at any time during the trip without an authorized chaperone.
- n. Students who wish to visit with relatives and/or friends along the way shall meet them where the student field trip group is assembled. Written parent/legal guardian permission will be required, in advance of the trip departure, if a student is to be allowed to leave the group. At no time shall the student leave the group without an authorized chaperone.
- o. The parent/guardian of any student carrying prescribed medication shall inform the staff member in charge, in writing in advance of the trip, of the type of medication, instruction for its use, and adverse side effects that could be experienced by the student using the medication.
- p. All participants, including those currently enrolled students who are 18 years of age or older, who have elected to join a school-sponsored field trip shall adhere to the preceding rules and any other rules introduced out of necessity during the course of the trip.
- q. Whenever a student is in doubt about what to do, he/she is expected to seek advice from the staff member in charge or from a chaperone.

5. If there are serious infractions of rules of conduct or violations of the law, a student may be sent home at the parent/guardian's expense. This decision will be made after the staff member in charge has consulted with the student, the principal, and the student's parent/guardian. (On international field trips, participants at all times are to carry a copy of their passports, any necessary medical information, and the emergency phone numbers that parents want called.)

(k) Sequential Steps for Application:

- 1. A teacher or group of teachers who wish to plan an extended field trip activity will develop a preliminary plan for the trip and submit it to the principal for approval. This preliminary plan will include the following information:
 - a. destination and itinerary;
 - b. date and time of departure and date and time of return;
 - c. relevance to class study or group activity — objectives or purpose of trip;
 - d. housing accommodations required;
 - e. transportation arrangements;
 - f. number of chaperones and their duties;
 - g. orientation of chaperones;
 - h. written instructions to parents (in English and, if possible, the spoken language of the home) to ensure that parents fully understand the mandated documents necessary

- for their children to participate in the trip (e.g., passport, birth certificate, health insurance provider, medication instructions [if necessary]);
- i. estimate of total and per-student cost for trip;
 - j. estimate of cost of transportation, food, and lodging listing each cost separately;
 - k. means of financing;
 - l. special clothing, supplies, equipment, or funds needed.
2. The principal and staff members involved will determine the appropriateness of the proposed extended field trip on the following basis:
- a. The objectives of the trip are consistent with the general objectives of the instructional program;
 - b. The ongoing school program will not be adversely affected;
 - c. The participating students' total educational program will not be adversely affected;
 - d. No eligible student is denied participation in the activity for economic reasons. If it is considered desirable for other reasons that an eligible student should not participate, the matter will be discussed with the student and his/her parents prior to the final decision's being made;
 - e. Appropriate provision is made for continuity of learning for those eligible students who do not participate in the trip activity;
 - f. The financial implications are realistic in terms of the value of the activity.
3. If the principal approves the preliminary plans, he/she will designate a certificated staff member to be in charge of the planning for the trip.
4. The principal's recommendation for approval must be secured and submitted to the Office of the Superintendent or his/her designee at least 90 days prior to the date of the event. Trip requests which require a large amount of preparation should be submitted earlier. Travel outside the contiguous United States must be pre-certified with the Milwaukee Public Schools' insurance company a minimum of 60 days prior to departure; no final plans or commitments may be made before approval is granted by all appropriate authorities.
5. The principal shall give final approval or disapproval of the extended trip application upon receipt of the superintendent's disposition of the request.
6. Upon receipt of the extended field trip permit, the principal and the staff involved shall complete plans for the trip. The principal shall sign all appropriate contracts and approve final plans and shall be responsible for obtaining and keeping on file written parental permission and waivers for the students who will be participating in the extended field trip activity.
7. The principal shall verify that all required documentation is in place a minimum of 2 weeks prior to departure. Incomplete travel plans and/or documentation will be considered just cause to cancel a trip.
8. When situations arise which impose a threat to the safety or welfare of students participating in a trip within the United States, the principal, in consultation with the Administration, staff and other participants, will determine whether or not to cancel a trip. If the principal's decision is to cancel the trip, he/she will notify all persons involved immediately.
9. The Board of School Directors reserves its right as the governing body of the Milwaukee Public Schools to cancel any or all trips out of the boundaries of the United States, should it determine such travel to be at a unsafe risk for the safety and security of the students and staff of Milwaukee Public Schools.
10. Travel to countries cited in the United States Department of State's Travel Warning Listing shall be prohibited. It is the responsibility of the school administrator to check the Department of State's website (<http://www.travel.state.gov>) periodically and, within 24 hours of departure, to determine if the trip must be cancelled.

History: Issued 9-26-74; Revised 8-17-91, 8-01-02
Cross Ref.: Admin. Policy 7.30 Field Trips and Excursions

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