

## **5.5 Field Trips and Enrichment Activities Policy**

The Governing Board of KC International Academy adopts the following policy effective on the date that the policy is adopted by the Board.

### **SECTION 5.4.1 Field Trips and Enrichment Activities.**

SECTION 5.4.1.1 All field trips and enrichment activities should be a cooperative activity involving teachers, pupils, administrators, and parents. Trips/activities should be carefully planned for timely implementation as part of the instructional, co-curricular, or extracurricular programs of the school.

SECTION 5.5.1.2. The School Leader or his/her designee has the responsibility of developing a field trip and enrichment activity manual. This handbook furnishes guidelines for field trips and enrichment activities including planning information, parental permission forms, solicitation letters, and approved categorized lists of recommended field trips/activities. The handbook is to be revised and approved annually when necessary.

SECTION 5.4.1.3. Annual field trip plans for school day instructional trips should be developed by each teacher early in the school year and submitted to the School Leader or his/her designee.

### **SECTION 5.5.2 Board Notification.**

The School Leader shall inform the Board of approaching field trips that are overnight or out-of-state.

### **SECTION 5.5.3 Documentation.**

Appropriate parental permission forms must be received and kept on file for students to participate in any field trip.

### **SECTION 5.5.4 Unauthorized Field Trips.**

Unless approved by the Administrator(s), trips organized by teachers in conjunction with parents or other non-school organizations to any destinations during holiday periods (for example, Summer, Thanksgiving, Winter Break, Spring Break) will not be recognized by the Governing Board as approved field trips. The Governing Board assumes no liability for such trips. The use of school staff during the regular work day, school facilities, and school supplies for planning such trips is prohibited. The recruitment of students for such trips, or communicating information related to such trips should not occur on school property.

