



BOARD POLICY ON FIELD TRIPS

The John Adams Academies, Inc. Board ("Board") recognizes that field trips are important components in the instructional program of the John Adams Academies charter schools ("Academies" or "JAA"). Field trips which are properly planned and implemented can:

1. Supplement and enrich classroom program by providing learning experiences in an environment outside the Academies.
2. Arouse new interests among scholars.
3. Help relate Academy experiences to the reality of the world outside of Academy.

Field trips and excursions are to be planned and carried out with scholar safety as a priority and in a manner that minimizes risk and costs. JAA administration is tasked with developing procedures and protocols to implement this policy effectively.

Approval:

All field trips require the Principal's approval. All field trips that include any of the following: out-of-state travel, overnight field trips, and water related field trips that include swimming or wading shall also require Board approval.

The Principal shall not approve activities that he/she considers to be inherently dangerous to scholars.

Supervision:

All Academy-sponsored trips shall be under the direct supervision of a certificated staff member, including in the arrangement and execution of transportation. Other Academy employees and parents/guardians are encouraged to volunteer in such supervision and may be asked to attend preparatory training sessions and/or meetings.

Health & Safety:

Principals, or designee shall ensure that teachers develop plans which provide for the safety and welfare of scholars and their proper supervision by certificated staff on all Academy-sponsored trips, appropriate chaperone adult-to-scholar ratio, plans for

adequate restroom facilities, availability of proper food and water for the activity, safe means of transportation to and from the activity, etc.

Parent/guardian permission slips are required for **all field trips**. Scholar participation on field trips may be denied as a disciplinary measure, if, in the opinion of the Academy site administrator (e.g., Dean or Principal), the scholar poses a danger to the physical well-being of the scholars involved, or if the scholar's behavior might detract from or deny the other participating scholars the optimal enjoyment of the field trip experience. Teachers may deny scholar participation in curriculum-related field trips with the Principal's approval.

Attendance or participation in an Academy sponsored field trip by non-scholars requires the approval of the Principal.

No pornographic material and no alcohol or controlled substances may be consumed by any person involved in a field trip, including by any adult, supervisor, staff member or volunteer.

Volunteers:

The safety of all scholars is JAA's first priority. Any individual, whether staff, parent, guardian, or other that seeks to act as a driver or chaperone for a field trip, must comply with JAA policies, parental/guardian driver requirements (if driving scholars other than their children), obtain DOJ background, and submit all required forms provided by the Academy in advance of the field trip.

Volunteer participation is not guaranteed, and is subject to JAA's approval. Volunteer participation on field trips may be denied if, in the opinion of the Academy site administrator (e.g., Principal), the volunteer poses a danger to the physical well-being of the scholars involved, or if the volunteer's behavior might detract from or deny the participating scholars the optimal enjoyment of the field trip experience.

Teachers and Deans may deny volunteer participation in field trips with the mutual consent of the Principal.

Transportation:

Consideration will be given to the safest mode of transportation and the safest routes of travel. If transportation for the field trip or excursion is provided by parents/guardians, such parents/guardians shall provide proof of liability insurance. A copy of the insurance policy shall be given to the Principal, Dean, or their designee. Additional transportation requirements are set forth in JAA's Field Trip Procedures.

Under no circumstances shall scholars transport other scholars, except scholars

transporting their siblings with parental permission.

JAA shall take reasonable precautions to ensure that individuals volunteering to transport scholars are responsible and capable operators of the vehicles.

Funding:

Scholars may help defray field trip and excursion costs through voluntary donations. A scholar may not be denied the privilege of participating in a field trip or excursion due to lack of funds. Other approved funding may also offset expenses of field trips and excursions (*e.g.*, board allocated funds, grants, etc.). The sponsoring teacher must provide alternative educational activities for those scholars not participating in the field trip or excursion due to choosing not to attend or whose parents/guardians do not give permission for the scholar to participate in the field trip or excursion. Please note this policy does not apply to optional activities that are not deemed part of JAA's education program or to Non-JAA extracurricular activities that are operated by third-party organizations and may be communicated to JAA families (*e.g.*, educational field trip during the Summer operated by third-party travel company).