



BOARD POLICY ON NON-JAA EXTRACURRICULAR PROGRAMS AND TRIPS

The Governing Board desires to have teachers/staff provide information about helpful extracurricular opportunities outside of John Adams Academies, Inc.'s ("JAA") educational programs, including, but not limited to, educational trips offered by third-party travel companies during the summer.

No John Adams Academy Affiliation

These programs and trips **are not offered, sponsored, or managed by JAA**. Therefore, JAA does not have authority or responsibility for these programs. As such, no scholar is required to attend. Any parent/guardian, scholar, teacher, or staff member that participates in a non-JAA extracurricular program or trip not affiliated with JAA, does so voluntarily, and is responsible for any and all financial cost or other agreement directly with the third party organization. JAA bears no financial burden or responsibility.

Communications about Non-JAA Extracurricular Programs

The Governing Board desires to allow the opportunity for scholars, parents and staff to be made aware of these non-JAA extracurricular programs and trip, and to ensure these programs and communications about these programs are appropriately vetted before they are shared with JAA families.

This policy on communication does not apply to JAA education programs nor does it apply to before-school/after-school programs offered at JAA's school sites. This policy applies when a JAA teacher/staff member seeks to use a JAA platform (e.g., ParentSquare, JAA Email system, etc.), JAA email address, scholar contact information, or parent/guardian contact information to share information about an educational trip or opportunity that is offered by a third-party during summer, school breaks, or other time frames during the year that do not conflict with JAA's education programs ("Non-JAA Extracurricular Program").

JAA Approval Needed to Share Information about Non-JAA Extracurricular Programs

Teachers/staff interested in sharing Non-JAA Extracurricular Program opportunities with families must get approval from the Executive Director in advance. Information about the Non-JAA Extracurricular Program and draft communication(s) shall be provided to the Executive Director for review at least two weeks before the communication(s) are planned to be sent to scholars, or families.

Teachers/staff must obtain Executive Director's approval before each communication about a Non-JAA Extracurricular Program. However, for the sake of efficiency, the Executive Director may approve a series of communications in advance, or may elect to authorize a staff member to send communications about Non-JAA Extracurricular Programs without requiring Executive Director approval in each instance.

Communications to families must make clear that the Non-JAA Extracurricular Program is not provided by or affiliated with JAA. The Non-JAA Extracurricular Program **must not** be described as a "John Adams Academy" or "JAA" trip or program. The Program is not authorized to use any of the John Adams Academy's trademarks, or any John Adams Academy funds, in the promotion or implementation of the program and shall be not be done during the ordinary course of work of an involved staff member.

The initial and all formal communication about the Non-JAA Extracurricular Program should include this disclaimer: "This message is regarding an educational opportunity or program that is not affiliated with nor otherwise endorsed by John Adams Academies, Inc. ("JAA"). JAA has no role or responsibility with this extracurricular program offered by a third-party organization. Should you have questions or concerns about this communication, please contact your Dean."

All communications regarding Non-JAA Extracurricular Programs or trips must include contact information of the third-party responsible for organizing the Non-JAA Extracurricular Program so parents know who to ask questions to about the program.

Use of JAA Information

JAA takes its obligation to protect scholar privacy seriously. Teachers/Staff shall not provide scholar information to any third-party without the Executive Director's permission. Teachers/Staff may not use scholar information accessed through their position at JAA to share information about unapproved Non-JAA Extracurricular Programs or educational programs/services.

If a teacher/staff member shares information about a Non-JAA Extracurricular Program, JAA reserves the right to communicate with the same families regarding the Non-JAA Extracurricular Program.