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**Agora Cyber Charter School
1018 W 8th Ave
King of Prussia, Pennsylvania 19406**

Board of Trustees Policy

FIELD TRIP AND AGORA DAY OUT (ADO) POLICY

The Board of Trustees ("Board") of the Agora Cyber Charter School ("Charter School") recognizes that field trips, when used for teaching and learning, provide educationally sound and important enhancements to the instructional program. A field trip is any planned journey or event for one or more students, apart from the online instructional program, under the supervision of a teacher, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.

Field Trip requests should be presented for approval to the Chief Executive Officer ("CEO") or his/her designee two (2) months prior to planned date of the field trip. ADO requests should be approved by the Director of Student Services at least one month prior to planned date of the event.

Whenever it is determined that the health, safety or welfare of those who are traveling might be adversely affected, the CEO or his/her designee and Board reserve the right to withdraw approval for participation in the trip. Charter School will assume no liability to anyone for reimbursement of any costs or expenses incurred by any trip for which the CEO or his/her designee or Board withdraws its approval. The withdrawal of approval will not be arbitrary.

The staff will be notified of the approval or disapproval of a Field Trip Request in a timely fashion. This process works best when deadlines for submitting requests are adhered to.

Students on field trips remain under the supervision and responsibility of the Board and are subject to its rules and regulations. Charter School staff act as a sponsor or assistant for an officially approved school activity under school guidelines during instructional hours.

The Board does not endorse, support, or assume responsibility in any way for any staff member of Charter School that takes students on trips or solicits students for trips not approved by the Board or CEO or his/her designee.

All Field Trips must be recommended to the CEO or his/her designee for approval. Completed itineraries must be submitted to the CEO or his/her designee for final approval no later than three (3) weeks prior to the trip.

All trips taken during regular school hours on days scheduled for instruction must have a verifiable educational purpose directly related to current study. Field trips are intended to enrich and extend the curriculum. They should not be used as an incentive or reward.

All trips, other than ADO events, must provide for adequate rest, nutritious and timely meals, and reasonable hours of departure and return. Provision for student health and safety should be clearly stated.

Advance arrangements for eating, transportation, and health safeguards for carrying out the itinerary must be confirmed for each participant making the trip. Parents and students should agree in advance on the recommended amount of spending money, if any, each student will have. Please note that visiting souvenir shops is not part of itineraries for field trips. A detailed, approved, itemized Itinerary must be left on file in the school office along with a list of addresses and telephone numbers where students and adults on the trip may be reached in case of an emergency. The final written plans will include the roster of participants for the trip and must be approved in writing by the CEO or his/her designee.

All trip Itineraries should avoid planned non-supervised time. Chaperones must assume responsibility for students throughout the entire trip. A teacher/sponsor shall not change an approved itinerary while the trip is in progress, except where the health, safety or welfare of the students in his/her charge is imperiled or where changes or substitutions beyond his/her control have frustrated the purpose of the trip. If there is any necessary deviation from the established itinerary and/or time schedule, affecting either the entire group or any member of the group, the individual in charge of the trip should use a pre-determined system for notifying parents and the CEO or his/her designee of the change immediately.

Students and parents should be prepared and informed as to the purpose of the trip, what to look for when they arrive, itinerary, and specific expectations and goals for student learning.

Teachers should remind students that their manners and behavior reflect upon the image of Charter School and that the School Code of Conduct is applicable to actions of students on field trips away from the school premises.

Signed parental permission forms and medication and emergency treatment forms for each student are required before a student may attend a field trip.

Each trip shall be properly monitored and supervised by Agora staff and parent volunteers.

In the event of an emergency situation, the teacher/sponsor(s) is responsible for notifying the CEO or his/her designee by telephone as soon as possible.

Other than ADO events, where parents accompany their children, students are expected to travel to and from the field trip with the staff responsible for the trip.

Trips Outside Regular School Day

Although overnight trips can usually be educationally justified, because of cost and risks involved, they should not be taken unless they are of significant educational importance to the students. It may be scheduled with approval of the CEO or his/her designee, in accordance with forms and timelines set forth above for day field trips, but overnight trips may involve student financing.

Foreign Travel

Trips to foreign countries must have the approval of the CEO or his/her designee and must to the extent possible, be scheduled during vacation periods. Trips to foreign countries are independently organized through the mutual interest of teachers and students and are not sponsored by the Charter School.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.