



21st Century Public Academy – Out of School Instruction (OSI) Policy

Purpose and Academic Alignment

As part of our curriculum delivery and in accordance with our contract with the Public Education Commission (PEC), 21st Century Public Academy provides *Out of School Instruction* (OSI) experiences. These activities are designed to support our charter goals and enrich student learning by extending instruction beyond the traditional classroom setting.

To meet our charter goals, every OSI event must include lessons in all four core subjects: **Math, Language Arts, Science, and Social Studies**. Each lesson should be aligned to the appropriate content standards and support the learning goals for that subject. This helps ensure that every OSI experience is not only engaging, but also meaningful and connected to our academic objectives across all core areas.

Student Participation Requirements

OSI experiences are a required part of our academic program and are **not optional**. All students are expected to attend each scheduled OSI. If a student is absent due to illness or another excused reason, an alternative assignment will be provided.

- **Grades 1–5 (Elementary):** e10 OSIs per year
- **Grades 6–8 (Middle School):** 16 OSIs per year
- **Virtual Option (VOSI):** Up to half of OSIs may be completed virtually—5 for elementary and 8 for middle school.

Financial Responsibility

Families are responsible for covering the cost of OSI events. If a student is unable to pay, the teacher will reach out to the family and, if needed, connect with the McKinney-Vento coordinator to ensure that financial hardship does not prevent participation.

Teachers will determine the cost of each OSI, collect payment in advance, and make arrangements for transportation and admission in accordance with the school's financial procedures. If the OSI requires a sack lunch, the teacher will notify the lunch coordinator **five days in advance** so lunches can be prepared and delivered the day before the event.

Instructional Planning and Scheduling

Teachers are required to plan and document OSIs in advance. Planning includes identifying learning targets, aligning with content standards, and pre-teaching the necessary concepts. After the event, students will revisit and apply their learning in class.

To maintain instructional quality:

- OSIs must be scheduled **at least one week apart**
- OSIs should **not** occur on **Fridays** or the **day before a school break**
- Any exception must be approved in advance by the grade-level administrator

OSI dates must be placed on the **master calendar on the school website** and the **front office master calendar**. The front office calendar will serve as the official reference in case of scheduling conflicts.

Chaperone Requirements

Chaperones must be **at least 21 years old** and have a **cleared background check on file** with the school. We can accept fingerprinted background checks conducted by a chaperone's place of employment if a copy is provided to the school.

Chaperones are selected by the classroom teacher and are invited only as needed. Because OSIs are considered part of the instructional program, no additional guests—including siblings—are permitted.

Supervision Ratios

The required adult-to-student ratio varies by grade level:

- **Grades 1–2:** 1 adult per 2 students
- **Grade 3:** 1 adult per 4 students
- **Grades 4–5:** 1 adult per 10 students
- **Grades 6–8:** 1 adult per 10 students

Specific venues may require different ratios, which will be followed accordingly.

Student Safety and Documentation

Teachers are responsible for collecting any necessary medications for students and must carry permission slips, transportation waiver, medical condition/ permission to treat forms, and emergency contact information during the OSI. Students may not attend an OSI without a signed permission slip.

Transportation by Staff or Parents

If a staff member transports a student to or from an OSI, the following must be in place:

- A valid driver's license and registration

- A vehicle in safe working condition
- Liability insurance for bodily injury and property damage
- Adherence to all traffic laws
- Use of seatbelts by all occupants

Parents are permitted to transport their own children to and from OSIs.