



# ADMINISTRATIVE PROCEDURE

## JUNIOR ACHIEVEMENT FINANCE PARK® – MIDDLE SCHOOL PROGRAM

6156

Procedure No.

October 30, 2023

Date

- I. **PURPOSE:** The purpose of this administrative procedure is to provide an overview of the Junior Achievement Finance Park® (JAFFP®) curriculum and field trip simulation for administrators, teachers, students, and community members.
- II. **POLICY:** There is no Board of Education policy associated with this administrative procedure.
- III. **BACKGROUND:** On November 1, 2013, Junior Achievement of Greater Washington, Prince George’s County Public Schools (PGCPS), and Capital One Financial Corporation, broke ground on the new Junior Achievement Finance Park® (JAFFP®) at the G. James Gholson/Cora L. Rice Complex, 960 Nalley Road, Landover, Maryland. On September 29, 2015, JAFFP® welcomed its first group of 8<sup>th</sup> grade students to take part in the innovative experiential experience and become the first JAFFP® Prince George’s County graduates. To date, all PGCPS 8<sup>th</sup> grade students have participated in the JAFFP® curriculum. PGCPS and Junior Achievement of Greater Washington have committed to this partnership for 15 years. Junior Achievement of Greater Washington provides student workbooks, teacher guides, and the simulation experience as part of the annual fee paid by PGCPS, per the Deed of Lease between the Prince George’s County Board of Education and JAGW PGFP, LLC, effective February 28, 2013. Beginning SY23/24, only 7<sup>th</sup> grade students participated in the JAFFP® program. In case of a pandemic year, there is an option to implement the JAFFP® program online. Procedures for implementation are provided below.
- IV. **DEFINITIONS:**
  - A. *Chaperones* – a PGCPS staff member or responsible adult volunteer who agrees to participate with sponsoring teacher/supervisor for the field trip.
  - B. *Junior Achievement Finance Park® (JAFFP®) Curriculum* – A curriculum and program that helps students build a foundation for making intelligent, lifelong, personal financial decisions through a hands-on, realistic simulation experience. The program begins with in-school teacher-taught curriculum in social studies and mathematics, providing students with financial education to ensure success during the JAFFP® simulation.
  - C. *JAFFP® Point of Contact* – Each middle school principal will assign a staff member to be the *JAFFP® Point of Contact* to serve as the liaison between the school, the PGCPS Instructional Specialist of JAFFP®, and the JAFFP® staff.
  - D. *Simulation* – 7<sup>th</sup> grade students put their newly learned skills to the test through a 4-hour capstone simulation at the JAFFP® facility, a digital, 21st century, innovative learning environment.



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- E. *Volunteers* – *Volunteers* are business or parent volunteers who participate in a day field trip and DO NOT ride the buses with the students.

#### V. PROCEDURES FOR IN-PERSON EXPERIENCE:

- A. *Chaperones* must undergo a PGCPS fingerprint background check and child protective services clearance at least fifteen (15) business days before performing duties. In addition, *chaperones* must complete the child abuse and SafeSchool volunteer orientation training at least seven (7) business days in advance of the visit to JAFP®. *Chaperones* are responsible for monitoring students throughout the field trip experience and may serve as an official “volunteer” if there is a shortage of parent or business volunteers. Please refer to Administrative Procedure 6153, Student Trips: Day and Overnight, for updates.
- B. Volunteers do not have to undergo a commercial background check initiated by PGCPS through the Fingerprinting Office before performing duties, because they are working in a capacity where no uncontrolled access is anticipated on a one-time basis only, or on a sporadic basis. Volunteers must provide their government issued identification to be signed in as a visitor using the electronic Raptor Visitor Management System. Volunteers arrive at JAFP® an hour ahead of students to receive an interactive, hands-on training. The training will prepare the volunteers to lead a group of students through the tablet-based simulation and answer common questions from the students. Once the students arrive, every volunteer will be matched with a group of students. Throughout the simulation, the volunteer will play a strong role as a mentor by sharing personal experiences with education, career choices, managing finances, and much more. Please refer to Administrative Procedure 4216.6, Volunteer Services, for updates.
- C. All 7<sup>th</sup> grade students will have access to the 14-hour JAFP® classroom-based curriculum and the opportunity to participate in the 4-hour field trip simulation. All instructional material costs and transportation costs are paid by the Department of Curriculum and Instruction, Talented and Gifted program.
- D. Each middle school will implement the JAFP® curriculum in the classroom prior to their visit.
- E. Each middle school will identify a JAFP® Point of Contact to serve as a liaison between the PGCPS Instructional Specialist of JAFP®, the JAFP® staff, and the school staff to communicate information regarding curriculum implementation, materials of instruction, professional development opportunities, transportation, field trip paperwork, etc. PGCPS middle schools are exempt from completing the field trip paperwork, as defined in Administrative Procedure 4215.



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- F. All 7<sup>th</sup> grade social studies and mathematics teachers will participate in professional development opportunities for the curriculum provided by the JA Finance Park Instructional Specialist and Junior Achievement of Greater Washington.
- G. Prior to visiting JAFP®, all 7<sup>th</sup> grade students take part in Junior Achievement’s unique 14-lesson classroom curriculum taught by their 7<sup>th</sup> grade social studies and mathematics teachers. This knowledge serves as a foundation in personal finance education and gives them the skills they need to take on their JAFP® experience successfully.
- H. During the visit at JAFP®, all 7<sup>th</sup> grade students participate in a 4-hour simulation where they have the opportunity to put their newly learned skills to the test in this digital, 21st century, innovative learning environment. The facility houses a variety of storefronts and kiosks, correlating to the personal budget lines each student must manage during their JAFP® visit. On tablet computers, led by volunteer role models from the community, students make their way through various phases of the day, budgeting and adjusting for life’s unexpected events.
- I. After the visit, the 7<sup>th</sup> grade students complete a one-hour debriefing with their social studies teachers to review the simulation experience and discuss what they learned.

#### **VI. PROCEDURES FOR ONLINE EXPERIENCE:**

- A. The JAFP® online experience would occur in the event of a pandemic year or other similar circumstances.
- B. All 7<sup>th</sup> grade students will have access to the 14-hour JAFP® classroom-based curriculum and the opportunity to participate in the 1.5-2-hour online field trip simulation. All instructional material costs are paid by the Department of Curriculum and Instruction, Talented and Gifted program.
- C. The JAFP® schedule for implementation will be released to middle school principals by September. The JAFP® schedule will be created by the JAFP® Instructional Specialist and distributed by the Chief of Academics Office.
- D. Each middle school will identify a JAFP® Point of Contact to serve as liaison between the PGCPS Instructional Specialist of JAFP®, the JAFP® staff, and the school staff to communicate information regarding curriculum implementation, materials of instruction, and professional development opportunities.



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- E. All 7<sup>th</sup> grade social studies and mathematics teachers will participate in professional development opportunities for the JAFP® classroom-based curriculum and online simulation.
- F. Prior to the online JAFP® simulation, all 7<sup>th</sup> grade students take part in Junior Achievement’s unique 14-lesson classroom curriculum taught by their 7<sup>th</sup> grade social studies and mathematics teachers. This knowledge serves as a foundation in personal finance education and gives them the skills they need to take on their JAFP® experience successfully.
- G. All 7<sup>th</sup> grade students will participate in a 1.5-2-hour online simulation where they have the opportunity to put their newly learned skills to the test in this digital, 21<sup>st</sup> century, innovative learning platform environment.
- H. After completing the online simulation, the 7<sup>th</sup> grade students complete a one-hour debriefing with their social studies teachers to review the online simulation experience and discuss what they learned.
- VII. MONITORING AND COMPLIANCE:** JAFP® Supervisor will maintain schedule, attendance, completion rates, and list of volunteers for 3 years.
- VIII. RELATED PROCEDURES:**
- Administrative Procedure 6153 – Field Trips
  - Administrative Procedure 4215 – Criminal History Checks
  - Administrative Procedure 4216.6 – Volunteers
- IX. LEGAL REFERENCE:**
- COMAR 13A.04.06.01 Personal Financial Literacy Instructional Programs for Elementary, Middle, and High School Students.
- X. MAINTENANCE AND UPDATE OF THIS ADMINISTRATIVE PROCEDURE:**  
This administrative procedure originates with the Talented and Gifted program under the Department of Curriculum and Instruction, Division of Academics and will be updated as needed.
- XI. CANCELLATIONS AND SUPERSEDURES** This administrative procedure cancels and supersedes Administrative Procedure 6156, dated July 1, 2016.
- XII. EFFECTIVE DATE:** October 30, 2023.



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