

## CAVA Academy Travel Plan

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[www.caliva.org](http://www.caliva.org)

Student Name	
Student ID #	
Student Grade Level	
Siblings (include grade levels and Teacher)	
Traveling To	
Traveling Contact Number	
Traveling Contact Email	
Date of Departure?	
Date of Return?	

Homeroom Teacher	
ED Specialist	
ELD Specialist	
iQBoost Teacher <i>(if applicable)</i>	
IQ Connect Engagement Coach <i>(if applicable)</i>	

### Travel Plan Expectations

- ☐ Family must request and receive approval for a travel plan from the CAVA teacher 2 weeks prior to any extended family travel (5+ school-days).
- ☐ During travel time, student must be attending school daily, submit all assignments, attend all scheduled class connect sessions, and meetings with their teachers or other IQLA support staff.
  - ☐ Failure to meet attendance and progress requirements will result in formal action being taken.
- ☐ Be available during regular school hours and working hours to meet with teachers and staff.
- ☐ Have a working phone number, email account, and internet access at all times while enrolled/travelling.
- ☐ Parent/guardian and/or Learning Coach must be available by phone & email to communicate with IQLA staff and respond to contact attempts within 48 hours.
- ☐ If the student will not be returning by the specified date, please contact his/her teacher immediately.
- ☐ If the student does not return by the specified date and a new Travel Plan is not in place, the student may be withdrawn.

### Travel plans may not be granted if:

- Student is not in good standing.
- Student will be traveling more than 20 school days (one learning period).
- Would not be available to attend required in person meetings as scheduled with the assigned teacher.
- Student will not have reliable internet or phone service while traveling.
- Outstanding ELPAC assessment, if applicable
- Outstanding IEP meeting, if applicable

### Assignments & Work Submissions

- ☐ Understand and agree that the student's educational program will be at the direction of the assigned teacher(s), lessons provided by the teacher(s) must be completed in the manner and within the timeframes assigned
- ☐ In order to meet state independent study guidelines, assignments are required and must be submitted as assigned by your teacher for the current learning period. The student must comply with assignment deadlines as assigned in the student's teacher.
- ☐ While you are traveling, it is required that your child's assignments be submitted as directed by your teacher by the dates indicated below.
- ☐ It is imperative to have assignments submitted in a timely manner so that the student can earn credit for his/her work. Failure to complete assignments and attend school regularly may indicate that Independent Study is not the appropriate placement for your child.

### **Meetings & Testing Expectations**

CAVA's Enrollment Requirements state that parent, guardian and/or learning coach and student must be available to attend regularly scheduled in person meetings and assessments with the IQLA teacher/staff at a mutually agreed upon location, as well as attend scheduled online or phone conferences.

The following meeting dates/times have been agreed upon.

Please see student's daily plan.

**\*\*Please give one week notice if you are unable to attend any of these required meetings. If the time/date/location does not work it must be rescheduled within seven days.**

**You are required to meet with your teacher at the below date/time/location within 10 days of your return, after travel:**

**Day: Monday**

**Time: 9AM**

**Location: Engageli**

**Phone: 8312653149**

Students with IEPs:

Even though students are enrolled in an independent study program, when students travel during days that school is in session, arrangements must be made with their assigned Teacher to ensure that students will be able to continue to access all classes including class connect SAI services, as applicable, and continue to complete assigned work. Should a student be unable to do so, student will be considered absent in accordance with the School attendance policy. All IEP related services (i.e. speech and language, occupational therapy, counseling) will continue to be provided in accordance with their IEPs during time of travel if student remains within California. When a student travels outside of the State of California during days that school is in session, Parent/Adult Student/Guardian/Caregiver, must acknowledge in writing that related services cannot be delivered outside of the State of California due to certification limitations, and parent/Students must acknowledge that they are voluntarily traveling outside of the State and are waiving all rights to missed related services during that time. \_\_\_\_\_ **parent initial**

**Signatures below indicate a full understanding and agreement to the above expectations.**

**Failure to meet daily attendance/assignment requirements will result in an administrative review to determine if IQLA is the appropriate placement for the student.**

<b>Student Signature:</b>	<b>Date:</b>
<b>Parent/Guardian/LC Signature:</b>	<b>Date:</b>
<b>Teacher Signature:</b>	<b>Date:</b>

**This plan must be approved & signed by the supervising Academic Administrator, to be considered valid.**

<b>Academic Administrator's Signature:</b>	<b>Date:</b>
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