



STUDENT USE OF TECHNOLOGY POLICY

New technologies are modifying the way in which information may be accessed, communicated and transferred. Those changes also alter instruction and student learning. Samueli Academy offers students access to technologies that may include Internet access, electronic mail, and equipment, such as computers, tablets, or other multimedia hardware. The Samueli Academy Board of Trustees intends that technological resources provided by the school be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning.

Educational Purpose

Use of Samueli Academy equipment and access to the Internet via Samueli Academy equipment and resource networks is intended to serve and pursue educational goals and purposes. Student use of the Internet is therefore limited to only those activities that further or enhance the delivery of education. Students and staff have a duty to use Samueli Academy resources only in a manner specified in the Policy.

“**Educational purpose**” means classroom activities, research in academic subjects, career or professional development activities, Samueli Academy approved personal research activities, or other purposes as defined by Samueli Academy from time to time.

“**Inappropriate use**” means a use that is inconsistent with an educational purpose or that is in clear violation of this policy and the Acceptable Use Agreement.

Notice and Use

Samueli Academy shall notify students and parents/guardians about authorized uses of school computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities.

Before a student is authorized to use Samueli Academy's technological resources, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities.

In that agreement, the student and his/her parent/guardian shall agree not to hold Samueli Academy or any Samueli Academy staff responsible for the failure of any technology protection measures,

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violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless Samueli Academy and Samueli Academy personnel for any damages or costs incurred.

Safety

Samueli Academy shall ensure that all Samueli Academy computers with Internet access have a technology protection measure that blocks or filters Internet access to websites that have no educational purpose and/or contain visual depictions that are obscene, constitute child pornography, or that are harmful to minors. While Samueli Academy is able exercise reasonable control over content created and purchased by Samueli Academy, it has limited control over content accessed via the internet and no filtering system is 100% effective. Neither Samueli Academy nor its staff shall be responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence.

To reinforce these measures, the Head of School or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Staff shall supervise students while they are using online services and may have teacher aides, student aides, and volunteers assist in this supervision.

The Head of School or designee also shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication.

The Head of School or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, maintaining the student's online reputation and ensuring their personal safety by keeping their personal information private, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying. Students are expected to follow safe practices when using Samueli Academy technology.

Students shall not use the Internet to perform any illegal act or to help others perform illegal acts. Illegal acts include, but are not limited to, any activities in violation of local, state, and federal law and/or accessing information designed to further criminal or dangerous activities. Such information includes, but is not limited to, information that if acted upon could cause damage, present a danger, or cause disruption to Samueli Academy, other students, or the community. Damaging, debilitating or disabling computers, computer networks or systems through the intentional or overuse of electronic distribution or the spreading of computer viruses or other harmful programs shall be prohibited. Any unauthorized online access to other computers by means of hacking into other computers, downloading hacker tools such as port scanners and password crackers designed to evade restrictions shall also be strictly prohibited.

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Student use of Samueli Academy computers to access social networking sites is not prohibited, but access is limited to educational purposes only. To the extent possible, the Head of School or designee shall block access to such sites on Samueli Academy computers with Internet access. The Head of School or designee shall oversee the maintenance of Samueli Academy's technological resources and may establish guidelines and limits on their use.

All employees shall receive a copy of this policy and the accompanying Acceptable Use Agreement describing expectations for appropriate use of the system and shall also be provided with information about the role of staff in supervising student use of technological resources. All employees shall comply with this policy and the Acceptable Use Agreement, in addition to any separate policies governing employee use of technology.

Student use of school computers, networks, and Internet services is a privilege, not a right. Compliance with Samueli Academy's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited and may be subject to discipline, including but not limited to suspension or expulsion per school policy.

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ACCEPTABLE USE AGREEMENT

Samueli Academy believes that providing access to technology enhances the educational experience for students. However, student use of school computers, networks, and Internet services is a privilege, not a right. To make that experience successful for everyone, students must abide by the following terms and conditions:

1. **Security.** Students shall not impair the security of Samueli Academy technology resources. Students are expected to:
 - a. Safeguard all personal passwords. Students should not share passwords with others and should change passwords frequently. Students are expected to notify an administrator immediately if they believe their student account has been compromised.
 - b. Access technology only with their account or with a shared account as directed by their teacher and not to allow others to use their account or to use the accounts of others, with or without the account owner's authorization.
2. **Authorized Use.** Students may use Samueli Academy technology resources when directed by a teacher, when technology has been designated for open student use (e.g., computers in the library), and for other educational purposes.
3. **Protection Measures.** While Samueli Academy is able exercise reasonable control over content created and purchased by Samueli Academy, it has limited control over content accessed via the internet and no filtering system is 100% effective. Neither Samueli Academy nor its staff shall be responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. The student and parent agree not to hold Samueli Academy or any Samueli Academy staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They also agree to indemnify and hold harmless Samueli Academy and Samueli Academy personnel for any damages or costs incurred.
4. **Inappropriate Use.** Samueli Academy technology, hardware, software and bandwidth are shared and limited resources and all users have an obligation to use those resources responsibly. Students are provided access to Samueli Academy technology primarily for educational purposes. Students shall not use Samueli Academy technology or equipment for personal activities or for activities that violate school policy or local law. These include but are not limited to:
 - a. Playing games or online gaming.
 - b. Downloading software, music, movies or other content in violation of licensing requirements, copyright or other intellectual property rights.
 - c. Installing software on Samueli Academy equipment without the permission of a teacher or other authorized Samueli Academy staff person.
 - d. Downloading, viewing or sharing inappropriate content, including pornographic, defamatory or otherwise offensive material.
 - e. Conducting any activity that is in violation of school policy, the student code of conduct or local, state or federal law.

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- f. Engaging in any activity that is harmful to other student(s), including the use of technology to harass, intimidate, bully or otherwise disrupt the educational process.
 - g. Participating in political activities.
 - h. Conducting for-profit business.
 - i. Using hacking tools on the network or intentionally introducing malicious code or viruses into Samueli Academy's network.
 - j. Using any software or proxy service to obscure either the student's IP address or the sites that the student visits.
 - k. Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures.
 - l. Accessing or attempting to access material or systems on the network that the student is not authorized to access.
5. **No Expectation of Privacy.** Student acknowledges that computer equipment, Internet access networks, email accounts, and any other technology resources are owned by Samueli Academy and provided to students for educational purposes. Samueli Academy may require staff to monitor and supervise all access to computer equipment, Internet access networks, and email accounts. To facilitate monitoring of activities, computer screens may be positioned so that they are visible to the staff member supervising the students. Samueli Academy reserves the right to access stored computer records and communications, files, and other data stored on Samueli Academy equipment or sent over Samueli Academy networks. Such communications, files, and data are not private and may be accessed during routine system maintenance; during inspection of Samueli Academy equipment at the end of the school year/term or agree to use period; and review of individual files or monitoring of individual activity when there is a reasonable suspicion that the student is engaging in an inappropriate use.
6. **Disruptive Activity.** Students should not intentionally interfere with the performance of Samueli Academy's network or intentionally damage any Samueli Academy technology resources.
7. **Unauthorized Networks.** Students may not create unauthorized wireless networks to access Samueli Academy's network. This includes establishing wireless access points, wireless routers and open networks on personal devices.
8. **Consequences of Inappropriate Use.** Students who violate this Agreement will be subject to discipline which may include loss of access to Samueli Academy technology resources and/or other appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws.

After reading the Student Use of Technology Policy and the Acceptable Use Agreement, please complete this form to indicate that you agree with the terms and conditions provided. The signature of both the student and parent/guardian are mandatory before access may be granted to the technologies available. This document, which incorporates the Use Procedure, reflects the entire agreement and understanding of all parties.

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As a user of Samueli Academy technologies, I have read Student Use of Technology Policy and hereby agree to comply with the Acceptable Use Agreement.

Student Name (please print): _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

_____ For School Employees Only _____

I have read, understand and agree to abide by the Student Use of Technology Policy and the Acceptable Use Agreement. I understand that the school's policies, procedures, rules, and regulations which apply to students also apply to me as an adult user of the schools technology, in addition to any separate policies governing employee use of technology.

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____

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STUDENT LAPTOP POLICY

Due to fundraising from the community, we are fortunate to be able to offer each student a laptop at the beginning of the student's time at the Samueli Academy. We entrust each student with the laptop and students are allowed to bring this laptop home if the parents have authorized this by signing below.

DAMAGE

Each student is responsible for damage to or loss of their laptop and will be required to pay for any repairs or replacement of the laptop.

If the damage or loss is caused by another student, a written grievance needs to be submitted to the Head of School. A meeting will be scheduled and each party will have the opportunity to address the circumstances of the damage. It will be at the sole discretion of the Head of School which student will be held responsible for the damage, or if the replacement cost will be split in some way.

PROTECTION

We strongly encourage each student/parent to purchase a protective covering for the computer to help protect against damage. These protective covers can be purchased at the Samueli Academy student store or various covers can be purchased on internet sites. It should be noted that purchasing a cover does not absolve the student of responsibility if the laptop is damaged or lost.

INSURANCE

The Samueli Academy offers a \$35 insurance policy for damaged laptops. This policy must be elected and paid for at the beginning of school and before any damage occurs to the laptop. For each student who elects and pays for this coverage, any damage will be paid for at the expense of Samueli Academy for one incident. Any additional incident in the same year will be the full responsibility of the student. This policy does not apply to lost or stolen laptops.

I acknowledge I have read and understand this policy:

Student Signature: _____

Parent Signature: _____

Student Printed Name: _____

Parent Printed Name: _____

Date: _____

Date: _____

(check one)

I accept insurance coverage for damage to laptop. (Bring \$35 check or exact change to the front office)

I decline insurance coverage and will take full responsibility for damage or loss to laptop. I understand that my student may not be able to participate in certain school activities until repairs are paid for.

Parent Signature: _____ Date: _____

Parent Printed Name: _____

Background:

Due to a large number of Chromebooks being dropped and screens being broken, we decided to beef up the laptop policy to clearly delineate responsibility and to also offer families an alternate for insurance.

Current Policy:

Our current policy is that a student is responsible for all damage to their laptop regardless of how that damage occurs.

Through Jan 31, 2016 we have had the following repair issues for a total of approximately \$10,650 in repairs:

Type	Fall 2015
Screen	59
Total Computers	392
Breakage Rate	0.15

If this trend continues, we anticipate approximately \$15,000 in repairs that the students must reimburse for this school year at an approximate 20% breakage rate

New Policy:

The new policy clearly spells out for the parents and student they are responsible for damage but also gives the option for an insurance policy at \$35. We reviewed the programs at several other charter schools and self-insuring for these types of damages seemed to be the best practice. We anticipate that approximately 30% of the students will take advantage of the opportunity to buy protection for their laptop. (Estimate based upon A Saba's experience with our parents.) If we have a similar breakage rate of approximately 20% of the students, then next year we will have 100 laptops in need of repair. ($500 \times 20\% = 100$) If 30% of the students take advantage of the insurance policy, this will generate \$5,250 ($30\% \times 500 \text{ students} \times \35). Using the 30% participation rate, 30% of the 100 breaks would be covered by insurance (30 computers). At an average of \$160/repair (new quoted cost for screen) this would cost the school \$4,800.



Samueli Academy

FIELD TRIPS & CULTURAL EXCURSIONS **POLICY**

The Samueli Academy (the “Charter School”) Board of Trustees recognizes and supports the concept of connecting our students with the broader community, both locally and globally, by providing field trips, cultural and art experiences, community service opportunities, and environmental education to fulfill the Charter School’s mission and philosophy. These activities help to promote tolerance, understanding, and acceptance of others, and enrich the educational experiences of the students, as well as meet the Charter School’s goal of creating passionate life-long learners. When a student is alert, observant, curious, reflective and respectful, learning and growth can occur anywhere, at any time, and, as educators, we must facilitate this dynamic process. There is no boundary to learning.

The safety and security of our students is a primary priority when planning or participating in field trips or excursions. These activities will be carried out in an appropriate manner to maximize and ensure student safety and to minimize the Charter School’s legal liability and financial cost.

The teaching team will continue to research and provide enriching learning opportunities to share with their students both within the classroom and out in the broader community.

Definition

A “*field trip or cultural excursion*” involves students leaving Charter School grounds to participate in school sponsored educational opportunities in connection with Charter School’s course of study or school related social, educational, cultural, athletic, school band or other extracurricular or co-curricular activities.

Field Trip and Excursion Planning and Approval

The teaching team is encouraged to plan, promote, and produce appropriate, effective, exciting and valuable educational field trips and excursions to expand student knowledge base and growth.

The Head of School will ensure that the following items will be adhered to for all Charter School field trips and excursions:

- 1.) The proposed field trip or excursion relates to the Charter School’s educational objectives
- 2.) The correct ratio of adult to students is met for supervision of the activity
- 3.) A means of transportation to and from the activity is provided
- 4.) Adequate restroom facilities, food and water will be available during the activity

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The following forms are required for all Charter School-sponsored field trips and are available in The Den:

- Field Trip Activity Request Form (form available in the The Den)
- Activities Request Form (form available in the The Den)
- Transportation Request - if bus or other chartered, non-private vehicle is needed
- Parent Consent Forms/Permission Slips

All forms except for the Parent Consent/Permission Forms listed immediately above shall be obtained and completed by the coordinating teacher.

Overnight field trips and excursions require both the above procedure and Board approval. The Head of School will initially receive all such requests and make a recommendation to the Board of Trustees as to whether the request should be approved. Overnight field trips also require a minimum of 1 male and 1 female chaperone, which would include the coordinating teacher and/or other staff advisor.

Even though we have a policy of inclusion, there may be a situation when the Head of School must use his or her discretion to exclude a student from a field trip or excursion when that student's presence and participation would pose a safety or disciplinary risk. In order to participate in school-sponsored field trips, students are required to maintain passing grades in classes that meet during the scheduled field trip.

The Head of School shall not approve any activity that he/she considers to be inherently dangerous to students.

Permission Slips

Before a student can participate in a school-sponsored trip, the teacher shall obtain parent/guardian permission for the trip. Whenever a trip involves water activities, the parent/guardian shall provide specific permission for his/her child to participate in the water activities. The Charter School shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

In an effort to be efficient and environmentally sensitive, parents/guardians will have the option of signing one permission slip form at the beginning of each year authorizing their child(ren) to attend any field trip that is planned during the school year. Parents/guardians may instead, elect to receive and sign individual permission slips for each field trip or excursion throughout the year. Parents will be given advance notice of each field trip or excursion.

Notwithstanding any other portion of this policy, all overnight, out-of-state and out-of-country field trips require an individual permission slip. The permission slip will include a waiver of all claims against the Charter School, its employees, and the State of California for injury, accident, illness or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents/guardians of students taking out-of-state field trips or excursions shall sign a statement waiving such claims.

Items that will be included on the permission slip are:

- 1.) An emergency contact
- 2.) Emergency medical treatment consent
- 3.) Information regarding administration of medication [if applicable]
- 4.)
- 5.) Waiver as described above

A copy of a completed and signed permission slip will be kept on the Charter School site by the Head of School and one copy will be given to the teacher/staff member to take on the field trip or excursion. These forms will be regularly updated to keep all information current.

Accident Insurance

The Charter School provides student accident insurance which covers medical expenses arising from student injuries on campus or while participating in a Charter School-sponsored off campus activity. The family's health insurance is primary, but if there is no health insurance, the Charter School's Student Accident Insurance becomes primary. Information and applications for student accident insurance are available from the Head of School. The cost incurred by the Charter School shall be covered by the pupil or his or her parent or guardian.

Supervision of Field Trips and Excursions

The teacher who coordinated the field trip will be present to supervise the field trip or excursion, except in unusual circumstances when a replacement teacher or other staff member is assigned because of an unexpected unavailability. The Head of School will be designated as the emergency contact for the group on the field trip or excursion. Any injuries or unusual incidents occurring during the field trip or excursion will be documented in writing by the coordinating teacher and given to the Charter School's Head of School.

The Head of School shall ensure that the field trips and excursions have an adequate number of adults attending to safely supervise the student attending the field trip or excursion.

Charter School employees or volunteers shall not consume alcohol or use controlled substances (except for medications taken under a physician's orders) while accompanying and supervising students on a field trip or excursion.

A first aid kit shall be in the possession of or immediately available to a teacher, employee, or agent of the school during the student field trip or excursion. Whenever trips are conducted in areas known to be infested with poisonous snakes, the first aid kit taken on the trip shall contain medically accepted snakebite remedies. In addition, a teacher, employee, or agent of the school who has completed a first aid course which is certified by the American Red Cross and which emphasizes the treatment of snakebites shall participate in the trip.

Students are under the jurisdiction of the Board at all times during the field trip or excursion and Charter School rules are to be adhered to at all times. Horseplay, practical jokes, harassment,

taunting, rough play, aggressive or violent behavior, profanity, viewing of pornographic material, and use of alcohol and/or controlled substances during the field trip or excursion are strictly prohibited.

Parent or Guardian Participation in Field Trips and Excursions

As field trips and excursions are an integral part of the Charter School learning experience, parents are encouraged to participate in an assisting role with students. The Head of School or the coordinating teacher will provide parents and guardians with specific supervisory guidelines prior to any Charter School group trip involving students. Topics to be included are: safety regulations, emergency responses, and responsibilities of the parent volunteers and language or behavior requirements for all attendees. A participating parent or guardian will be assigned to a specific group of students to supervise and will be responsible for these students at all times during the field trip or excursion. Under no circumstances will a parent or guardian consume alcohol or use controlled substances (except formedications taken under a physician's orders) during a field trip or excursion. The parent or guardian will notify the coordinating teacher, in advance of the field trip or excursion, should he/she be under a physician's orders and using medications.

All parents or guardians volunteering to chaperone field trips and excursions are required to sign a waiver of all claims against the Charter School, its employees, and the State of California for injury, accident, illness or death occurring during or by reason of the field trip or excursion.

Prior to an initial volunteer assignment, volunteers must submit a certificate showing that, within the past sixty (60) days, the volunteer submitted to a Tuberculosis ("TB") risk assessment and, if TB risk factors were identified, was examined and found to be free of infectious TB. If no risk factors are identified, an examination is not required. Volunteers who do not have any risk factors for exposure to TB or who test negative for TB shall thereafter be required to take a TB test every (4) four years. The cost of this TB clearance will be paid by the volunteer.

Volunteers who will volunteer on field trips or excursions, overnight or outside of the direct supervision of a credentialed employee shall be (1) fingerprinted and (2) receive background clearance prior to volunteering outside the direct supervision of a credentialed employee. The cost of this fingerprinting and background clearance will be paid by the Charter School.

All adults taking out-of-state field trips or excursions, and all parents or guardians of pupils taking out-of-state field trips or excursions are required to sign a statement waiving all claims against Charter School, its employees, and the State of California for injury, accident, illness or death occurring during or by reason of the field trip or excursion.

Transportation

At all times during the field trip or excursion, teachers, staff and parents will use the safest mode of transportation and the safest and most direct routes of travel. If travel is not by bus, the legal

occupancy limit of ten (10) occupants (including the driver) must not be exceeded, all speed notices must be strictly adhered to and students are to be seated with individual seatbelts at all times.

The Charter School shall take reasonable precautions to ensure that all employees and volunteers who transport students are responsible and capable operators of the vehicles to be used and ensure compliance with the Charter School's Student Transportation Policy and Driver Requirements as follows:

Employee or volunteer drivers who offer to provide transportation for a field trip or excursion must provide a copy of the following:

- Proof of liability insurance for their vehicle with a minimum of \$100K/\$300K coverage,
- A copy of their Driver's License and Vehicle Registration,
- A written statement acknowledging that their insurance carrier is the primary agent responsible for insurance during the field trip or excursion,
- A criminal background check conducted by the California Department of Justice ("DOJ"). Employees or volunteers whose DOJ report reveals a Driving Under the Influence conviction shall not be permitted to transport students or operate any vehicle on Charter School business for ten (10) years from the date of the conviction. Any employee or volunteer convicted of a felony shall not be permitted to transport Charter School students on Charter School business.
- A Department of Motor Vehicles record. Employees or volunteers with driving records with two (2) points or more shall not be permitted to transport students or operate any vehicle for Charter School field trips and excursions.

Each of these items will be provided to the Head of School or coordinating teacher prior to driving on a field trip or excursion.

Under no circumstances shall students transport other students.

Transportation by air may only be provided by the following: (a) aircraft owned and operated by the state or federal government; (b) chartered or regularly scheduled aircraft operated exclusively by an air carrier or foreign air carrier engaged in air transportation while there is in force a certificate or permit issued by the Civil Aeronautics Board of the United States, or its successor, authorizing such air carrier to engage in such transportation; or (c) chartered or regularly scheduled aircraft of a passenger air carrier that is authorized to engage in transportation by air in the State of California by the Public Utilities Commission.

Rules for Parent/Volunteer Drivers on Day Field Trips

For the volunteer's safety and that of all the students in his/her car, the following rules apply:

1. All Charter School rules apply to students in the volunteer's car. Volunteer drivers are free to appropriately manage student behavior as necessary to maintain safety.
2. All California driving laws must be followed including child restraint laws: no texting or distracted driving, hands-free phone use only.

3. No movies may be shown in vehicles.
4. No side trips allowed, including gasoline stops. Please be sure to have enough gas before leaving on the trip.
5. Maps and directions from the teacher should be reviewed prior to leaving.
6. No purchases for students should be made on the field trip including food or treats for students in the car.
7. Call the Charter School office immediately if there is a problem.

Defraying Expenses of Field Trips and Excursions

The Charter School may charge a fee for field trips and excursions pursuant to section 35330 of the Education Code. However, the Charter School will endeavor to keep the costs of any field trips affordable for all students' families. In addition, parents or guardians of students may help defray the field trip and excursion costs through voluntary donations. In no event will a student be prevented from participating in the field trip or excursion due to lack of sufficient funds. In accordance with Education Code section 35330(b), the Charter School will coordinate the efforts of community service groups (including parents or guardians of other students) to supply funds for students in need.

The Charter School complies with AB 1575. Complaints regarding noncompliance with AB 1575 may be filed with the Compliance Officer under the Uniform Complaint Procedures.

No expenses of pupils participating in a field trip or excursion to another state, the District of Columbia, or a foreign country authorized shall be paid with Charter School funds.

Voluntary Participation

The coordinating teacher will provide alternative educational activities to those students who choose not to attend a specific field trip or excursion. Parents/guardians will have advance notice of any upcoming field trip or excursion and have the option to withdraw their permission for their child to attend that field trip or excursion.

Disciplinary Rules

Students are under the jurisdiction of the Charter School Board at all times during the field trip or excursion and all Charter School policies continue to be enforced during field trips and excursions. Charter School disciplinary policies are to be adhered to at all times. (e.g. Horseplay, practical jokes, harassment, taunting, rough play, aggressive or violent behavior, profanity, viewing of pornographic material, and use of alcohol and/or controlled substances during the field trip or excursion are strictly prohibited.) Except as otherwise required by law, a student may be excluded from the trip if their presence poses a safety or disciplinary risk.

Non-School-Sponsored Field Trips/Excursions

Board Policy #:

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A non-school-sponsored field trip/excursion is defined as one that is organized and promoted by an outside organization whether or not it is of an educational value or is somehow connected to a particular course of study. This includes trips that are organized by organizations that may be affiliated with the Charter School (i.e. parent organizations, cultural groups, etc.):

1. Students who miss school will receive an unexcused absence.
2. Teachers are not responsible for creating school work ahead of time.
3. Students must make up missed academic work.
4. The Charter School has no responsibility to provide travel.
5. Any employee of the Charter School who attends a non-sponsored field trip/excursion does so voluntarily and is not acting as an employee of the Charter School.
6. If a non-sponsored field trip/excursion is promoted on Charter School property, all materials must clearly state that this is a non-sponsored school field trip/activity.
7. No insurance coverage will be provided by the Charter School.
8. The Charter School assumes no legal or financial responsibility for non-sanctioned field trips.



PARENTAL AUTHORIZATION FOR STUDENT TO PARTICIPATE IN SCHOOL-SPONSORED FIELD TRIP

As part of our school culture, The Samueli Academy (“Samueli Academy” or “the school”) emphasizes the need for students to experience different industries and work environments. We also prioritize exposing our students to different colleges they can pursue. As a result, our students go on more field trips than a typical high school. This permission slip allows your student to attend all field trips throughout the school year.

_____ has my permission to attend
(Name of Student)

the following activities and events:

Activities / Events: See attached Exhibit A for typical field trip locations. Other field trip locations may become available throughout the year that are not listed but are similar to those listed in Exhibit A. This permission slip allows your student to attend these field trips without additional written permission. All activities will be posted online in the “Den” and a parent can request a student not attend a specific field trip. All parents will receive 24-48 hour notice of an upcoming field trip.

Location: All field trips which will take place in Orange County, California or surrounding communities. Any overnight or out of state/country field trips will require a separate permission slip.

Date, Time and Location of Activity/Event: The Activity/Event will occur throughout the school year on a regularly scheduled school day within school hours. The specifics of each trip will be posted online in the “Den”. All parents will receive 24-48 hour notice of an upcoming field trip, including time, location, and activity. A parent may withdraw consent for any specific field trip by contacting the school office.

Teacher or Advisor: Adequate supervision will be provided for each trip and the teacher/advisor will be appropriate to the subject area of the field trip. Parent and volunteer chaperones may also be present on the field trip. All such chaperones will be properly vetted per the procedures outlined in the school’s Field Trip Policy.

Method of Transportation: Samueli Academy will provide transportation either through a school-sponsored charter bus or through private vehicles driven by parent/volunteer chaperones. Any chartered bus driver or parent/volunteer driver shall be properly vetted per the terms of the school’s Transportation Policy and Field Trip Policy.

In consideration of the above and the below, I give my consent for my student to participate in all school-sponsored field trips for the [INSERT SCHOOL YEAR], and understand and acknowledge the following:

- I understand that all students going on this trip will conduct themselves properly, be respectful and responsible to the bus driver, to teachers, and adult sponsors. It is further understood that students will go and return from the event in the transportation provided.

- I understand and agree that in chaperoning a school-sponsored field trip, or allowing my student to participate in any school-sponsored field trip, I agree to waive all claims against Samueli Academy, Orange County Department of Education, Orange County Superintendent of Schools, its officers, agents or employees for injury, accident, illness, or death occurring during or by reason of the field trip or excursion.
- In the event of an emergency, the school shall make every attempt to contact me via phone and email. If the school is unable to reach me, I give permission for the following person(s) to be contacted:

Emergency Contact Name: _____

Phone Number: _____

Emergency Contact Name: _____

Phone Number: _____

- In the event of a medical emergency, I authorize school staff to make necessary arrangements for the healthy and safety of my child. This may include but is not limited to, diagnosis or treatment by a nurse, physician, or other healthcare provider, medical testing and/or imaging, or medically emergent surgery. I understand that all efforts will be made to contact me in advance of any of the above interventions.
- I understand that if my student takes medications during the course of the regular school day, they may need to be administered such medication during the field trip. *Please check one of the below:*
 - My student requires medication (approved by a healthcare provider) during the regular school day, and has an Administration of Medication Schedule filed with the school.
 - My student requires medication (approved by a healthcare provider) during the regular school day, and DOES NOT currently have an Administration of Medication Schedule filed with the school.
 - My student DOES NOT require medication (approved by a healthcare provider) during the regular school day.
- If any of the above information changes during the course of the school year, including my student's medication needs or emergency contacts, I will update the school by calling the main office.

Parent or Guardian Name: _____

Parent or Guardian Signature: _____

Date: _____

Cell Phone: _____

Work Phone: _____

Email Address: _____

EXHIBIT A

Orangewood Foundation Properties, Santa Ana
Athletic events and practices at various locations
Northgate Market, Santa Ana
Los Sanchez Restaurant, Santa Ana
Santa Ana College
Cal State Long Beach
UCLA
Coastline College, Fountain Valley
Irvine Valley College
Orange Coast College, Costa Mesa
Goldenwest College, Huntington Beach
UC Irvine
Chapman University, Orange
Vanguard University, Costa Mesa
Anaheim Convention Center
Mainplace Mall, Santa Ana
Rancho Santiago Community College District, Santa Ana
Local elementary schools
Santa Ana Child Development Center
Learning Spot Child Development Center, Garden Grove
Virtual Enterprise trips including trade fairs in:
-San Diego
-Bakersfield
-Los Angeles
Orange County Department of Education, Costa Mesa
SOKA University, Aliso Viejo
Applied Medical, Irvine
House of Blues, Anaheim
Fluor, Irvine
Opus Bank
Microsoft
Nutralite, Buena Park
ExplorOcean, Newport Beach
Cla-Val, Costa Mesa
UPS
Santa Ana Court House
Kings Hawaiian, Torrance
ACRA Aerospace, Anaheim
Spectrum brands, Foothill Ranch
Kawasaki
Qual-Pro, Gardena
Lyon Air Museum, Santa Ana
Arcadia
Quality Systems, Irvine
MicroVention, Tustin
Pacific Marine Mammal, Laguna Beach
The Irvine Company, Newport Beach
ARTIC Transit Center, Anaheim
Orange Co Register



Parent/Guardian Waiver/Release of Liability

I grant permission for my student, named below, (the "Student") to participate in the program, activity, or service offered by Samueli Academy identified below (the "Activity"). I acknowledge that the Student is voluntarily participating in the Activity and that the Activity may involve risk (including, but not limited to, risk of accident, injury, serious injury, death, or property loss) and can be avoided if the Student does not participate in the Activity.

I agree that the Student and I are assuming the risk of the Activity or in any activity reasonably related thereto, on behalf of myself, the Student, the Student's family, heirs, personal representatives, executors, assigns and insurers, I agree now and forever to defend, indemnify and hold harmless Samueli Academy, its officers, directors, agents, servants, employees, contractors and subcontractors, representatives, successors and assigns (collectively, "Released Parties") from any and all actual or potential claims, debts, demands, obligations, fees, actions, proceedings, lawsuits, liabilities, damages, losses, fines, penalties, judgments, awards, costs and expenses (including, without limitation, attorneys' fees and costs and expenses of investigation) suffered or incurred by any of the Released Parties resulting from, arising out of, or in any way related to the Activity and any activity reasonably related to the Activity, including the negligence of any of the Released Parties.

In addition, I expressly waive and relinquish on my own behalf and on behalf of the Student, the Student's family, heirs, personal representatives, executors, assigns and insurers any and all rights and benefits that I or any of the foregoing may have under, the provisions of California Civil Code Section 1542 which provides as follows:

"A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM OR HER MUST HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR."

I understand that this Waiver/Release of Liability is intended to be as broad and inclusive as permitted by the laws of the State of California, and all other jurisdictions in which it may apply, and agree that if any portion is held invalid, the remainder of the waiver will continue in full legal force and effect.



I further agree that the venue for any legal proceedings relating to this Waiver/Release of Liability shall be in the Superior Court of California, County of Orange.

By signing this form, I hereby affirm that I am 18 years old or older. I acknowledge that I have had an opportunity to carefully read the entire Waiver/Release of Liability, to have any questions answered to my satisfaction, to consult an attorney regarding the implications of signing this Waiver/Release of Liability if I so desire, and I agree on my own behalf and on behalf of the Student to be bound by its terms and conditions for all Activity that the Student undertakes or participates therein. I hereby agree, warrant and represent to all parties and agencies concerned that I am a person with sufficient and appropriate parental authority and responsibility and legal status to sign this Waiver/Release of Liability, including all releases of claims and liability on my own behalf and on behalf of the Student, Student's family, heirs, personal representatives, executors, assigns and insurers.

Activity Title: _____

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____



Parent/Guardian Publicity Authorization and Release

As you may have already noticed, we often take pictures of our Samueli Academy students to feature in teacher training materials, our newsletters and on our website. Also, we often have visitors and news reporters who come to our campus for various events, and they may also want to take pictures of our students. In order to take your child's picture and to place your child's picture and/or their student work in our newsletters or in other printed or electronic materials, we first need your permission to do so.

Attached is a permission form that allows The Samueli Academy to videotape and /or take pictures of your child and/or your child's student work and place them online and/or in print publications. By signing the form, you also allow visitors to take your child's picture and /or videotape them for their publications and online use. By signing this form, you understand there will be no compensation to you or your child if his/her pictures and/or student work are used in any way.

The Samueli Academy requests your permission to reproduce in printed, audio, visual, or electronic materials the activities in which your pupil has participated in his/her education program. Your authorization will enable us to use specially prepared materials to (1) train teachers and/or (2) increase public awareness and promote continuation and improvement of education programs through the use of mass media, displays, brochures, websites, etc.



Parent/Guardian Affirmations:

1. I, as a parent or guardian of the below-named pupil, fully authorize and grant The Samueli Academy and its authorized representatives, agents, and assigns the right to print, photograph, and record the biographical information, name, image, likeness, and/or voice of the below-named pupil on audio, video, film, slide, or any other electronic or printed formats as well as any writing, creation or work of art produced by the pupil in any class, course, or activity ("Materials"), for any purposes deemed appropriate by Samueli Academy.
2. I understand and agree that use of such Materials will be without any compensation to the pupil or the pupil's parent or guardian.
3. I understand and agree that Samueli Academy and/or its authorized representatives, agents, and assigns shall retain the exclusive right, title, and interest, including copyright, in the Materials.
4. I understand and agree that Samueli Academy and/or its authorized representatives, agents, and assigns shall have the unlimited right to use the Materials for any purposes related to Samueli Academy as stated above.
5. I hereby release and hold harmless Samueli Academy; its directors, officers, and employees; and its authorized representatives, agents, and assigns from any and all actions, claims, damages, costs, or expenses, including attorney's fees, brought by the pupil and/or parent or guardian which relate to or arise out of any use of these Materials as specified above.
6. I understand that my agreement to this authorization and release is voluntary and that there will be no adverse consequences if I choose not to sign this release except that Materials relating to my student shall not be used in the manner described herein.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____



Directory Information

The Family Educational Rights and Privacy Act ("FERPA"), a Federal law, requires that Samueli Academy ("Charter School"), with certain exceptions, obtain a parent/guardian written consent prior to the disclosure of personally identifiable information from his or her child's education records. However, the Charter School may disclose appropriately designated "Directory Information" without written consent, unless a parent/guardian has advised the Charter School to the contrary in accordance with the Charter School's FERPA Policy.

"Directory Information" is information that is generally not considered harmful or an invasion of privacy if released. The Charter School may disclose personally identifiable information that is designated as Directory Information without a parent's prior written consent. The Charter School has designated that following information as Directory Information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level

If you do not want the Charter School to disclose Directory Information from your child's education records without your prior written consent, you must notify the Charter School in writing at the time of enrollment or re-enrollment.

Please notify the Head of School at:

Samueli Academy
1901 N. Fairview St.
Santa Ana, CA 92706

The Board of Directors hereby directs that parents/guardians be notified of this policy annually.