

School Policy and Procedures Agreement Form

I hereby acknowledge that I have read the James Irwin Charter Middle School Student Handbook in its entirety and agree to adhere to the policies and procedures set forth therein. I will strive to be a contributing member of the James Irwin community as I am able.

Student Name (printed)

Student Signature

Date

Parent/Guardian Name (printed)

Parent/Guardian

Date

Parent Email Address

It is extremely important that JICMS have an email address on file for each student's parent. This will aid our teachers and administrative staff in contacting you with important information concerning your student (i.e. missing homework, etc.). Please enter your email address on the line below. Thank you.

Student Name (please print): _____

Parent email address (please print): _____

Additional Parent email address (please print): _____

Parent signature: _____

If there are any other parents or guardians who should be contacted by email, please write them in as well.

Computer Network, & Internet Usage Policy

Permitted Use and Overview

The computer network is the property of James Irwin Charter Schools (“JICS” or “Organization”) and is to be used for legitimate business and education purposes. All users have a responsibility to use JICS’s computer resources and the Internet in a professional, lawful and ethical manner. Abuse of the computer network or the Internet, or violation of this policy may result in disciplinary action, including possible termination, expulsion, and civil and/or criminal liability.

Systems personnel may give to law enforcement officials or JICS management personnel any information that constitutes potential evidence of criminal action or violation of JICS policy taking place on any JICS system. The user understands that said information may result in criminal proceedings or administrative actions taken against the user.

Limitations and Guidelines

- 1. Prohibited Activities.** Without prior written permission from JICS, the Organization’s computer network may not be used to disseminate, view or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, Trojan horse programs, etc.) or any other unauthorized materials. Occasional limited appropriate personal use of the computer is permitted if such use does not a) interfere with the user’s or any other’s job performance; b) have an undue effect on the computer or company network’s performance; c) or violate any other policies, provisions, guidelines or standards of this agreement or any other of the Organization. Further, at all times users are responsible for the professional, ethical and lawful use of the computer system. Personal use of the computer is a privilege that may be revoked at any time.
- 2. Illegal Copying.** Users may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the company.
- 3. Accessing the Internet.** Bypassing Organization’s computer network security by accessing the Internet directly is strictly prohibited unless the computer you are using is not connected to the Organization’s network.
- 4. Monitoring of computer and Internet usage.** The Organization has the right to monitor and log any and all aspects of its Computer system including, but not limited to, monitoring Internet sites visited by Users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users.
- 5. Blocking websites.** Compliance with the Federal “Children’s Internet Protection Act”. The Organization has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the workplace and institution. JICS utilizes Internet Filtering to offer a safe learning environment for students without limiting their access to relevant information.
- 6. Frivolous Use.** Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all Users connected to the network have a responsibility to conserve these resources. As such, the User must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of

others. These acts include, but are not limited to printing materials for personal use, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-business-related uses of the Internet. Sending harassing, intimidating and/or threatening messages is also prohibited.

7. **Viruses.** Files obtained from sources outside JICS, including disks from home, files downloaded from the Internet, e-mail attachments or other online services may contain dangerous computer viruses that may damage the computer network. Users should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-Organization sources, without first scanning the material with Organization-approved virus checking software. If you suspect that a virus has been introduced into the network, notify the IT Department immediately. Attempts may be made to recover your data, but we do not guarantee data will not be lost. Back up regularly.
8. **No Expectation of Privacy.** Users should have no expectation of privacy in anything they create, store, send or receive using the company's computer equipment. Users expressly waive any right of privacy in anything they create, store, send or receive using the company's computer equipment or Internet access. Users consent to allow company personnel access to and review of all materials created, stored, sent or received by User through any Organization network or Internet connection.
9. **Account Sharing Prohibited.** Internet or network access is only to be used when logged in under the user's own login name. There is never a reason to be logged in under someone else's user name (except the network administrator for testing/repairing). The user who is logged in will be responsible for sites visited while logged in. This pertains to inappropriate sites with sexual content as well as politically questionable sites which might come to the attention of government officials under the Patriot Act. (It is the responsibility of the user to keep their username and password confidential.)
10. **Tampering, Hacking and Destructions.** Under no circumstances should users attempt to hack into or violate the network, accounts, servers or files. Tampering with and/or destruction of physical hardware including but not limited to mice, keyboards, servers, cables, and networking will not be tolerated and is considered vandalism. Knowingly spreading computer viruses or any attempt to compromise the network integrity are also prohibited.

Acknowledgement of Understanding

I have read and agree to comply with the terms of this policy governing the use of JICS's computers, network and internet. I understand that any violation of this policy may result in disciplinary action, including possible termination, expulsion, and civil and/or criminal liability.

Student Signature

Student Printed name

Date

Parent/Guardian/Staff Signature

Parent/Guardian/Staff Printed name

Date

Audio/Video/Photo/Info Release Form*

JICS Student Directory

We will have a student directory available for JICS students and their families. This directory will be available to all of our students and staff.

- Yes**, please add my information to the student directory
- No**, I do not want my information included in the student directory

Posting of Class-Work

At JICS, we strive for excellence and positive reinforcement. One of the ways we like to achieve this is by displaying the students work to show their accomplishments.

- Yes, you have my permission to display my student's class work, photos and DVD/video.
- No, I do not want my student's class work, photos, and DVD/video to be displayed

Permission to Use Photos, Video or Electronic Media

It is the policy of James Irwin Charter Schools that no photos, video, audio, or other forms of reproduction be made or used without the permission of the person, parent or guardian of the individual portrayed. When such images of depictions of persons are used by JICS, they will be used for education, training, research and public information purposes only, and will be used in a professional manner that protects the dignity of individuals and their families.

By signing this form, you indicate that you are giving your permissions for the items that may appear in JICS publications, videos, websites, presentations and informational programs supporting JICS mission.

I approve the following media to be used of my student(s):

- Audio
- Photo
- Video
- I do not approve the use of any of these media types.
Please explain so we can make this more appealing:

***Please note that only one (1) form is needed per family.**

Student(s) Name(s)

Date

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

JICMS Locker Contract

STUDENTS,

Take care of your locker because you will be responsible for emptying and cleaning your locker at the end of the year. You will also have to pay for any damage to your assigned locker. There could be random locker checks at least once a quarter. **Consequences will be given if any of the following are found in or on your locker:**

- **Stickers or tape** (magnets and magnetic stickers are allowed)
- **Inappropriate or offensive posters, pictures, or magnets**
- **Marker or ink of any kind** (dry erase marker **does not** wipe off lockers)
- **Any disgusting odor**
- **Spilled food or drink**
- **A lock that has been disabled by a pen cap, eraser, etc.**

In addition, **you may not exchange lockers with another student** without permission from the office. You must keep the lock on your locker at all times. If you lose your lock, you will need to purchase another lock for \$7.00. You must keep the lock that is assigned to you on your locker and not replace it with any other lock. With permission from the office, you may decorate lockers for special occasions (birthdays, holidays, sports events, etc.) Be aware that your combination is provided to you **only** and **will not** be given out to another student by the front office **or YOU!** **All** items in your locker are considered **YOUR** responsibility.

By signing this contract, I agree to follow these rules.

Printed Name of Student

Grade

Signature of Student

Date

Signature of Parent

Date

Confidential Health Information

Student Information

Name _____ M ___ F ___

Grade _____ Age _____ Date of Birth _____

Parent/Guardian Information

Father _____ Mother _____

Home Phone _____ Home phone _____

Work Phone _____ Work phone _____

Cell Phone _____ Cell phone _____

Emergency Contact Information

Name _____ Relationship _____

Phone _____ Work _____ Cell _____

Doctor Information

Name _____

Phone _____ Fax _____

Student Health Issues (Check all that apply)

- | | | |
|---|--|--|
| <input type="checkbox"/> Vision problems: | <input type="checkbox"/> Speech difficulty | <input type="checkbox"/> Heart Condition |
| <input type="checkbox"/> Lung/Asthma/TB | <input type="checkbox"/> Headaches/Head Injuries | <input type="checkbox"/> Diabetes |
| <input type="checkbox"/> Blood Disease | <input type="checkbox"/> Bone/Joint Disease | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Hearing/Earaches | <input type="checkbox"/> Epilepsy | |
| <input type="checkbox"/> Stomach/Ulcer | <input type="checkbox"/> Eating/Sleeping Problems. | |

If you have checked any of the above, please give a brief comment:

Does your child have any significant allergies or sensitivities that you feel school personnel need to know about?

Is your child under medical care? _____

Is your child on any medication? _____ Type: _____ Dosage: _____

Possible side affects _____

Will the medication be taken at school? Yes ___ No ___ Time _____

If I cannot be reached by telephone in the event of an emergency involving my student, please send my child to any available medical service. If an ambulance service is necessary, parents must assume financial responsibility.

Signature of Parent of Guardian

Date

These (5) forms along with the payment of \$45 are due back by Monday, August 16th.

ALL FORMS MUST BE SIGNED TO BE VALID.

CAMP RULES

Students will be divided into one of 8-9 groups. Each team will have adult leaders comprised of faculty and staff members. It will be the student's responsibility to make sure that his/her leader knows the students whereabouts at all times.

During activity time the students must remain with their assigned team. Meeting places will be established for team grouping.

This is a school sponsored \activity therefore all school rules apply. Students are expected to conduct themselves as they would at school. Behaviors that do not conform to this expectation will have immediate consequences, including being sent home if need be.

As guests of the Ponderosa, students are expected to behave appropriately. Treat the property as you would your own home. Do not litter. Do not do anything that would damage or destroy any camp property or the natural surroundings.

In case of emergency, parents may contact students by calling Ponderosa Retreat and Conference Center at 719-481-2482.

I _____ understand and agree to abide by these rules as stated above. I understand that if I break camp rules, I may have to return home.

Students Signature

Date

I, _____ parent or guardian of the above named student, understand that if this student breaks camp rules, I may be required to come to Ponderosa and pick up said student.

Parent or Guardian Signature

Date

**"Ponderosa Retreat and Conference Center"
PERMISSION SLIP**

Name _____

Address _____ Phone _____
_____ Cell _____

Father _____ Phone _____

Father's Employer _____ Work # _____

Mother _____ Phone _____

Mother's Employer _____ Work# _____

Emergency Contact _____ Phone _____

Insurance Company _____ Policy # _____

Name of Insured _____ Phone _____

SSN of Insured _____ Group # _____

Students Physician _____ Phone _____

Medications Needed _____ Schedule _____

I, _____, Parent or Guardian of _____ give permission for the above named student to attend that James Irwin Charter Middle School's all day school retreat to Ponderosa Retreat and Conference Center, Larkspur, CO on August 19th or August 20th 2010. I give my permission for James Irwin Charter School to obtain necessary medial care for the above named student should the need arise. I shall not hold James Irwin Charter Middle School or any of its employees responsible for harm that may result to the above named student as a result of illness or accidents.

Parent or Guardian _____ Relationship _____
Print Name

_____ Date _____
Signature

Ponderosa Retreat and Conference Center:

- **T-shirts are allowed, but may not display offensively or excessively large slogans, i.e., reference to sex, tobacco, illegal substances, alcohol, or any advertising inconsistent with the school philosophy. NO midriffs, low-cut or sleeveless shirts are allowed.**
- **Two-Piece swimsuits are allowed only when worn with a black or navy blue t-shirt.**
- **Denim shorts and jeans are allowed, as long as the length and fit meet the regular dress code. Cutoffs are not allowed. Belts must be worn at all times with pants and shorts that have belt loops.**
- **Hats, sunglasses, and are allowed OUTSIDE.**
- **Modesty rules apply.**

I, _____, have read and understand that I need to abide by these rules as stated above. I understand that if I do not follow these guidelines, I may be required to return home.

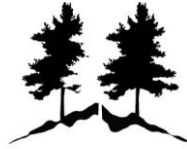
Students Signature

Date

I, _____, parent or guardian of the above named student, understand that if this students does not abide by these rules, I may be required to come to Ponderosa Retreat and Conference Center and pick up said student.

Parent or Guardian Signature

Date



**PONDEROSA
RECREATIONAL ACTIVITY RELEASE AND WAIVER FORM**

THIS FORM **MUST** BE COMPLETED BY **EVERY GUEST** (DAY OR OVERNIGHT) PARTICIPATING IN ANY RECREATIONAL ACTIVITY. THIS INCLUDES **EVERY** ADULT, CHILD, OR YOUTH. FORMS **MUST** BE SUBMITTED TO THE PONDEROSA GUEST RELATIONS OFFICE **UPON ARRIVAL** TO PARTICIPATE. DUE TO CAMP POLICIES, THERE WILL BE **NO EXCEPTIONS**.

Group Name: _____

Participant's Name: _____ Age: _____

Address: _____

Home Phone: _____ Business Phone: _____

Cell Phone: _____ E-Mail: _____

Insurance Company: _____ Phone Number: _____

Group Number: _____ Policy Number: _____

EVERY PARTICIPANT MUST SIGN BELOW:

(Parents must sign for minors under 18 years of age.)

1. Ponderosa is in a wooded area. Animals do live here in their natural habitat. Do not feed or provoke the animals. Proper shoes and clothing should be worn to prevent injury while hiking the trails and participating in activities. The roads and paths are dirt with some gravel. Parking is limited. We have limited lighting at night. There are multiple groups on camp simultaneously.

2. I hereby release, waive, indemnify, hold harmless, and forever discharge Ponderosa Retreat and Conference Center and the Colorado Baptist General Convention, Ponderosa's management committee, their agents, employees, officers, directors, affiliates, successors, assigns, representatives, volunteers, attorneys, and insurance companies of and from any and all claims, demands, debts, contracts, subrogation interests, liens, expenses, causes of action, liabilities, lawsuits, and damages of every kind and nature whether known or unknown, in law or equity, that I have ever had, or may have arising from or in any way related to my participation in any activities and/or use of the Ponderosa Retreat and Conference Center and its facilities and equipment. This Release and Waiver Form specifically includes the immunity from liability statutorily provided for volunteers and volunteers assisting organizations and activities for young persons in C.R.S. §§ 13-21-115.5 and 13-21-116.

3. I understand that some of the activities that I may participate in at the Ponderosa Retreat and Conference Center may be inherently dangerous and may cause serious injuries, including bodily injury, damage to personal property, and/or death sustained by me. On behalf of myself and my heirs, I waive all claims for damages, injuries, and/or death sustained by me or to my property that I may have against all of the aforementioned released parties and entities with respect to any such activities at the Ponderosa Retreat and Conference Center. Due to the potentially dangerous nature of these activities, safety equipment is mandatory and must be worn at all times.

4. My participation in any program or activity at the Ponderosa Retreat and Conference Center is completely voluntarily. Therefore, I assume all risks associated with the Ponderosa Retreat and Conference Center, both foreseeable and unforeseeable, including in particular, but not limited to, the natural surroundings of Ponderosa, all activities engaged in, and equipment used while at the Ponderosa Retreat and Conference Center. I hereby take full responsibility for any injuries, damages, or death which may occur at the Ponderosa Retreat and Conference Center, including, but not limited to, any failures to wear mandatory safety equipment.

5. As I wish to be accepted for participation in Ponderosa's Challenge Course, Paintball Field, Skate Park, Inflatable Activities, and/or Tubing Hill and in consideration for allowing me to participate in these programs, I acknowledge that certain risks, injuries, and dangers may occur while participating in these activities. These include, but are not limited to, the hazards of depending on other people, being at various

PONDEROSA RELEASE AND WAIVER FORM
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heights (ground to 40'), accidents or illnesses in remote places with limited medical facilities, the forces of nature, marks and bruises on one's person from paintball, and failures to wear mandatory safety equipment. I further recognize that other risks may occur, including accidents, injuries, and emotional distress resulting from these activities. I understand that I will be exposed to the elements of nature. I also understand that, in the event of a medical emergency, medical treatment and/or hospital facilities may be up to an hour away.

6. For minors under age eighteen (18), by signing hereunder, the parents, guardians, and/or legal representatives of the minors hereby execute this Release and Waiver Form on the behalf of the named minor, and hereby agree to all terms and conditions of this Release and Waiver Form, including in particular paragraph 2 of this Release and Waiver Form, as permitted C.R.S. § 13-22-107.

7. Ponderosa Retreat and Conference Center is not responsible for lost or stolen items. Any item found will be kept for no more than two weeks. Ponderosa cannot be responsible for returning items.

8. I hereby give my permission for the Ponderosa Retreat and Conference Center to obtain medical treatment for me as necessary, and/or my minor child as necessary.

9. I have read, understand, and fully agree to the terms of this Release and Waiver Form. I understand and confirm that by signing this Release and Waiver Form, I have given up considerable present and future legal rights. I have signed this Release and Waiver Form freely, voluntarily, under no duress, without inducement, promise, and/or guarantee being communicated to me. My signature is proof of my intention to execute a complete and unconditional Release and Waiver Form of all liabilities to the full extent of the law.

Printed Name of Participant

Printed Name of Parent or Guardian

Signature of Participant

Signature of Parent or Guardian

Date of Signature

(OFFICE USE ONLY) Date of Receipt / Signature