



James Irwin Charter Middle School

Fees for the 2024-2025 School Year

Registration Deadline for the 2024-25 school year is March 22, 2024

(Current and newly enrolled students)

Parents are encouraged to pay fees & submit paperwork early!

Student Name _____ **Grade** _____

Checklist for registering for the 2024-25 School Year. Please print pages 1-12 and return them with the fees. Pages 13-31 are filled with important information to read with your student.

- Mandatory Fees
- Policy and Procedures Agreement
- Confidential Health Form
- Jag Wars Permission Slip
- MFLC-Military Counselor form
- Ponderosa Packet
- Shot Records (6th grade & 7/8 newly enrolled)
- Other _____

Mandatory Fees 6-8 Grade (Total \$72.00)

Student Fees	\$40
Technology	\$16
Science Program	\$16

Optional Beginning of the Year Fees (do not pay now)

Middle School Ponderosa Camp
PE Shirt & Shorts
House Shirt
Yearbook

JICMS Policy and Procedures Agreement

My signature below indicates that I have read, understand, shall adhere to, and cooperate with all the policies and procedures stated in the 2024-2025 Student Handbook, Academic Contract, Attendance Policy, Behavior Contract, Computer Acceptable Use Policy, Locker Contract, Student Email Policy, and Dress Up Day Policy. I realize that I am responsible for exercising due diligence and that being unaware of, unacquainted with, and/or in disagreement with any of James Irwin Charter Middle School's policies and procedures does not excuse any violation or consequences that may arise as a result. Inappropriate conduct or violations by myself, my child, or my representative(s) will be dealt with in accordance with James Irwin Charter Schools' policies, district policies, and/or state law. Furthermore, my signature below serves as my commitment to follow all JICMS policies and procedures in the spirit and letter in which they were written.

Student Name (printed)

Grade

Student Signature

Date

Parent/Guardian Name (printed)

Parent/Guardian Signature

Date

Parent and student initials below to acknowledge.

_____ I have read and understand the 2024-2025 Academic Contract

_____ I have read and understand the 2024-2025 Attendance Policy

_____ I have read and understand the 2024-2025 Behavior Contract

_____ I have read and understand the 2024-2025 Computer Use Policy

_____ I have read and understand the 2024-2025 Locker Contract

_____ I have read and understand the 2024-2025 Student Email Policy

_____ I have read and understand the 2024-2025 Student Handbook

_____ I understand my student may participate in Dress Up Days or may wear their regular uniform as announced (See Handbook)

The Documents listed above are available electronically on the school's website. Hard copies may be obtained from the front office upon request. If the 2024-2025 Student Handbook is not available at the time this document is signed, the above Parent/Guardian will have ten (10) days after the new Student Handbook is published to review and agree or revoke this contract and withdraw the student. If no action is taken, and the Parent/Guardian has initialed the above eight (8) statements, it will be assumed that the Parent/Guardian has read, understood, and agreed to the policies stated in the 2024-2025 Student Handbook.

***If you wish to opt-out from having your student's class work, videos, or photos posted on the JICS website or used in the media, please see the front office for an Opt-Out Form.

COPY #1 FOR STUDENT FILE

Confidential Health Information

Student Name _____ M ____ F ____

Grade _____ Age _____ Date of Birth _____

Father _____

Mother _____

Address _____

Address _____

City, State, Zip _____

City, State, Zip _____

Home Phone _____

Home phone _____

Work Phone _____

Work phone _____

Cell Phone _____

Cell phone _____

Emergency Contact Information

Name _____ Relationship _____

Phone _____ Work _____ Cell _____

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 effects: _____

Will the medication be taken at school? Yes ____ No ____ Time _____ (A permission slip signed by a physician must be on file for any and all OTC and prescription medications. Permission slips can be obtained at the front office.)

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 or Guardian

Date

Jag-Wars Permission Form

Jag-Wars is a Nerf gun activity played in our middle school which is offered at our carnival and may be offered during the school year. This form will be kept on file for future use as needed.

My daughter/son, _____, has my permission to participate in the following school-sponsored activity: JAG-WARS (Nerf gun competition).

By signing below, the Parent/guardian understands that risk of injury may occur. The student will be provided with eyewear and must wear them at all times during this activity. Closed-toe shoes are required to participate in this activity. James Irwin and/or staff will not be held liable if a student gets injured, regardless of severity, during Jag Wars. In case of personal injury, the parent/guardian agrees to pay for all expenses that may incur. If intentional damage to any equipment occurs, the student will be held liable for the replacement cost and will be removed from the activity.

Emergency Contact

A parent or guardian will be contacted in the event of an illness or emergency. Please list the names and telephone numbers of two persons who may be contacted if school officials are unable to reach a parent or guardian:

1. _____ Telephone: (_____) _____

2. _____ Telephone: (_____) _____

In case of a medical emergency, illness, or injury, the above-named person(s) has my express permission to take or arrange for the above-named student to be taken to a doctor or medical facility to receive emergency treatment under the following authorization:

Signature of Parent/Guardian

Parent Name-Print

Date

Telephone number Home: (_____) _____ Cell: (_____) _____

MILITARY FAMILIES ONLY

(return to office please)

CYB. Parent Acknowledgement Form

Subject: Parent Acknowledgement and Consent Letter for Child and Youth Behavioral Military and Family Life Counseling Services

Dear Parents,

We take this opportunity to inform you of a valuable resource provided by the Department of Defense. Due to the unique challenges military members face and the impact they have on families, the Office of Military Community and Family Policy provides Child and Youth Behavioral Military Family Life Counselors (CYB-MFLCs). CYB-MFLCs have advanced degrees (masters or doctoral-level) in the mental health field and specialized training in child and youth development. They support the needs of children and families by partnering with parents, faculty, counselors and staff to foster healthy growth and social skill development. The well-being and safety of your child is our top priority. They may have the need to share information about your child/children with school or program professionals to ensure a comprehensive continuum of services.

CYB-MFLCs address challenging behaviors and strengthen the capacity of staff, families, programs and systems to meet the needs of military children and youth by:

- Observing, participating and engaging in classroom activities
- Developing strategies for supporting positive behavior, age-appropriate behavioral interventions to enhance coping and behavioral skills in the classrooms and at home
- Meeting one-on-one or in groups, providing evidence-based prevention and intervention services
- Implementing and modeling strategies for teacher and staff responses to children's behavior
- Conducting trainings for staff
- Facilitating groups to increase parents' understanding of social emotional development and positive behavior guidance strategies
- Linking families with community resources or military family programs
- 'Working with military children in settings such as field trips and other center, camp or school-sponsored activities.
- Conducting individual sessions to address the unique challenges of school-aged military children and youth

At no time will the CYB-MFLC meet individually with a child without being in line of sight of a teacher, staff, or a parent/guardian. CYB-MFLCs are mandated reporters and information provided to the CYB-MFLC will be kept confidential, except to meet legal obligations or to prevent harm to self or others. Legal obligations include requirements of law and DoD or military regulations. Harm to self or others includes suicidal thought or intent, a desire to harm oneself, domestic violence, child abuse or neglect, violence against any person, and any present or future illegal activity. The CYB-MFLC is obligated to follow school and military child and youth programs' regulations for reporting safety concerns including problematic sexual behaviors in children and youth.

January 2021

CYB-MFLCs encourage the participation of parents in decisions that affect their children and strive to empower parents with the knowledge and skills to act in their children's best interest.

CYB-MFLCs are flexible and can schedule appointments, meetings and activities after hours and on weekends, if needed, with advance notice. They are available to meet with individuals and families who have interest in seeking consultation about their child or family.

Thank you for allowing us to provide support services to your child/children.

Acknowledgement of Understanding:

I understand the role of the CYB-MFLC and that they may have the need to share information about my child/children with school or program professionals to ensure a comprehensive continuum of services.

I also understand that the CYB-MFLCs are mandated reporters as outlined above. Please select applicable boxes below:

I understand the above CYB-MFLC program description and authorize my child to participate in CYB- MFLC direct individual face-to-face non-medical counseling sessions. This authorization is valid for the duration of my child's enrollment and can be revoked at any time in writing.

I understand the above CYB-MFLC program description and authorize my child to participate and be supported **as a part of a formal group focused on different topic areas**. This authorization is valid for the duration of my child's enrollment and can be revoked at any time in writing.

Print Name of Child: _____

Print Name of Parent or Guardian: _____

Parent or Guardian Signature: _____

Date: _____

PONDEROSA
RETREAT & CONFERENCE CENTER

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 CO: _____ PHONE #: _____

GROUP # _____ POLICY #: _____

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 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

PONDEROSA RETREAT & CONFERENCE CENTER
is a Ministry of the Colorado Baptist General Convention.
719-481-2482 VisitPonderosa.com

Ponderosa Retreat & Conference Center

Retreat Rules

1. Organization. Students will be divided into one of six groups. Each group will have adult leaders comprised of staff and faculty members. It will be the student's responsibility to make sure his/her leader knows the student's whereabouts at all times. Accountability, by name, will be taken at various times throughout the retreat. During activity time the students must remain with their assigned team. Meeting places will be established for team grouping.

2. Behavior. As guests of Ponderosa, students are expected to behave appropriately and treat the property as they would their own home. As stewards, students will not do anything that would damage or destroy the camp property or natural surroundings, such as littering, etc. As this is a school-sponsored activity, JICMS school rules apply and students will conduct themselves as they would at school. Behaviors not conforming to this expectation will have immediate consequences (including being sent home, if need be).

3. Dress Code (same as provided in the parent information sheet). Due to outdoor activities, modesty and the Casual Dress Code per the JICMS Handbook apply:

1. No Sandals. Outdoor footwear, such as trail/running shoes, is permitted.
2. T-shirts are allowed but may not display offensive language, slogans, or images. This includes references to sex, tobacco, illegal substances, alcohol, or any advertising inconsistent with the school's philosophy (vampires, skulls, zombies, blood, etc.). No midriffs, low-cut, or sleeveless shirts are allowed.
3. Shorts, capris, and jeans are allowed as long as the length and fit meet the regular dress code. Cutoffs, cargo pockets, and leggings are not allowed. Belts must be worn at all times with pants and shorts that have belt loops.
4. Appropriate hats and sunglasses are allowed for all outdoor activities.
5. Cell phones are not permitted. Students may bring cameras only, however, per Colorado School Law and JICMS policy, posting images of other students to internet sites (Facebook, Snap-Chat, Instagram, Twitter, etc.) without their permission is strictly prohibited.

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

Student Signature

Date

Student: Please indicate if you do NOT want to zip line by initialing here: _____

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

Parent Signature

Date

Parent: Please state "yes" if interested in chaperoning on your student's day: _____

JICMS Ponderosa Permission Slip

Student Name _____

Address _____ **Phone** _____

Father _____ **Cell** _____

Father's Employer _____ **Work** _____

Mother _____ **Cell** _____

Mother's Employer _____ **Work** _____

Emergency Contact _____ **Phone** _____

Emergency Contact _____ **Phone** _____

I, _____, Parent/Guardian of _____, give permission for the above-named student to attend James Irwin Charter Middle School's all-day school retreat to Ponderosa Retreat and Conference Center, Larkspur, CO, on August 27 (8th Grade), and August 28 (7th Grade), August 29 (6th Grade). I give my permission for James Irwin Charter School to obtain necessary medical 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

Signature

_____ **Date** _____

COPY #2 FOR PONDEROSA CAMP

Confidential Health Information

Student Name _____ M ____ F ____

Grade _____ Age _____ Date of Birth _____

Father _____

Mother _____

Address _____

Address _____

City, State, Zip _____

City, State, Zip _____

Home Phone _____

Home phone _____

Work Phone _____

Work phone _____

Cell Phone _____

Cell phone _____

Emergency Contact Information

Name _____ Relationship _____

Phone _____ Work _____ Cell _____

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 effects: _____

Will the medication be taken at school? Yes ____ No ____ Time _____ (A permission slip signed by a physician must be on file for any and all OTC and prescription medications. Permission slips can be obtained at the front office.)

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 or Guardian

Date

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JICMS CALENDAR 2024-2025

JULY - 0							IMPORTANT DATES		JANUARY - 18						
S	M	T	W	T	F	S	July 29-Aug 7	All Staff Pre-Service	S	M	T	W	T	F	S
	1	2	3	4	5	6	August 1	7/8th Back to School Night 6:00-7:45 p.m. Supplies Turn-in				1	2	3	4
7	8	9	10	11	12	13	August 5	6th Back to School Night 6:00-7:45 p.m. Supplies Turn-in	5	6	7	8	9	10	11
14	15	16	17	18	19	20	August 7	First Day of School	12	13	14	15	16	17	18
21	22	23	24	25	26	27	August 7-16	1:30 dismissal	19	20	21	22	23	24	25
28	29	30	31				August 27	Ponderosa - 8th grade / 6 & 7 MAP Testing	26	27	28	29	30	31	
							August 28	Ponderosa - 7th grade / 6 & 8 MAP Testing							
							August 29	Ponderosa - 6th grade / 7 & 8 MAP Testing							
AUGUST - 18							September 2	Labor Day - No School	FEBRUARY - 19						
S	M	T	W	T	F	S	September 4	Picture Day	S	M	T	W	T	F	S
				1	2	3	September 12	11:00 dismissal (No afternoon Bus) / Staff Data Training							1
4	5	6	7	8	9	10	September 26	11:00 dismissal (No afternoon Bus) / PTC 12:00-6:00	2	3	4	5	6	7	8
11	12	13	14	15	16	17	September 27	11:00 dismissal (No afternoon Bus) / PTC 11:45-2:00	9	10	11	12	13	14	15
18	19	20	21	22	23	24	Sept 30-Oct 4	Spirit Week	16	17	18	19	20	21	22
25	26	27	28	29	30	31	October 1	Count Day - ALL STUDENTS PRESENT PLEASE	23	24	25	26	27	28	
SEPTEMBER - 20							October 10	11:00 dismissal (No afternoon Bus) / End Q1	MARCH - 16						
S	M	T	W	T	F	S	October 11	Staff Day - No School	S	M	T	W	T	F	S
1	2	3	4	5	6	7	October 14	No School							1
8	9	10	11	12	13	14	October 17	Picture Retake Day	2	3	4	5	6	7	8
15	16	17	18	19	20	21	November 25-29	Thanksgiving Break - No School	9	10	11	12	13	14	15
22	23	24	25	26	27	28	December 10	MS/HS Choir Concert 7:00 p.m.	16	17	18	19	20	21	22
29	30						December 11	MS/HS Band Concert 7:00 p.m.	23	24	25	26	27	28	29
							December 13-18	11:00 dismissal (No afternoon Bus) / Exams / End Q2 (Dec 18)	30	31					
							December 19	Staff Day - No School	APRIL - 20						
			1	2	3	4	Dec 20-Jan 6	Winter Break - No School	S	M	T	W	T	F	S
6	7	8	9	10	11	12	January 6	Staff Day - No School			1	2	3	4	5
13	14	15	16	17	18	19	January 7	Students return	6	7	8	9	10	11	12
20	21	22	23	24	25	26	January 20	Martin Luther King Day - No School	13	14	15	16	17	18	19
27	28	29	30	31			January 27-31	Spirit Week (with competitions)	20	21	22	23	24	25	26
							February 6	NJHS Induction Ceremony (8:00 a.m.)	27	28	29	30			
							February 17	Presidents' Day - No School	MAY - 16						
							February 20	11:00 dismissal (No afternoon Bus) / PTC 12:00-6:00 p.m.	S	M	T	W	T	F	S
					1	2	March 6	11:00 dismissal (No afternoon Bus) / Staff Data Training					1	2	3
3	4	5	6	7	8	9	March 7	End Q3	4	5	6	7	8	9	10
10	11	12	13	14	15	16	March 24-28	Spring Break - No School	11	12	13	14	15	16	17
17	18	19	20	21	22	23	April 7-10	CMAS: 12:00 dismissal April 7-9 / regular day April 10	18	19	20	21	22	23	24
24	25	26	27	28	29	30	April 11	8th grade Student luncheons	25	26	27	28	29	30	31
							April 17	Awards Ceremony 6th@8:30; 7th@10:00; 8th@1:00							
							April 18	Staff Day - No School	JUNE - 0						
							April 21	No School	S	M	T	W	T	F	S
							April 23/May 5-9	Admin Professionals Day / Teacher Appreciation Week	1	2	3	4	5	6	7
1	2	3	4	5	6	7	May 6	MS/HS Choir Concert, 7:00 p.m.	8	9	10	11	12	13	14
8	9	10	11	12	13	14	May 7	MS/HS Band Concert, 7:00 p.m.	15	16	17	18	19	20	21
15	16	17	18	19	20	21	May 15	8th grade only: periods 7 & 8 exams (regular school day)	22	23	24	25	26	27	28
22	23	24	25	26	27	28	May 16, 19-21	11:00 dismissal (No afternoon Bus) / Exams	29	30					
29	30	31					--May 20	8th Grade Promotion Practice, 11:30-1:00 (lunch provided)							
							--May 21	No School for 8th graders who have taken all exams 8th Grade Promotion Ceremony @ 1:00 p.m.							
							May 22	11:00 dismissal / Last Day for 6th/7th grade students / End Q4		School Closed					
							May 23	Staff Day - No School		Admin off					
							May 26	Memorial Day/Office Closed		Admin only					

⬢ Staff Day/No Students

MAP TESTING: Fall: Aug. 27-29 / Winter: Nov. 11-14 / Spring: April 22-25 CMAS TESTING: April 7-10

School communications will be sent to phone number(s) listed on Infinite Campus.

2024-2025 Supply List

Items to Turn In to the Front Office

4	boxes of tissues	12	red pens
8	expo markers	1	paper towel roll
2	Clorox wipes	1	30 count (or more) bandaids
1	board cleaner	1	48-count plastic forks (girls)
12	#2 wood pencils	1	48-count plastic spoons (boys)

Materials for multiple classes - 7th/8th

Student will keep these supplies in a pencil pouch to carry with them.

1	pencil Pouch
1 set	highlighters: green, pink, blue, yellow, orange (replenish)
1	colored pencils
1	large eraser
2	expo markers

Math - 7th/8th

ALG I	TI83 or TI84 Plus/CE calculator (Algebra students only)
1	paper book cover--not stretchy (replenish)
2	RED pens (replenish) (Turn in to math teacher.)
2	#2 pencils (replenish) Math students may only use pencil.
1	RED composition notebook--college rule (not spiral)
1	RED 3-hole pocket folder
For home use: ruler, compass, protractor	

History/Science - 7th/8th

1	paper book cover--not stretchy (replenish)
1	1.5" binder (combo history/science)
4	RED pens (replenish) (Turn in to science/history teachers.)
4	Blue or Black pens (replenish)
2	#2 pencils (replenish)
3	composition notebooks (2 black for science; 1 blue for history)
2	pack of college-ruled loose leaf paper
2	8 pk dividers
2	Sticky note pks--3" x 3" (Turn in to history teachers.)
2 lg	ELMER'S glue sticks (Turn in to science teacher.)

Grammar/Literature - 7th/8th

2	paper book cover--not stretchy (replenish) (1 grammar/1 lit)
1	1.5" binder (combo grammar/lit)
4	RED pens (replenish) (Turn in to Gr/Lit teachers.)
4	Blue or Black pens (replenish) Students use ink in writing.
2	#2 pencils (replenish)
2	packs of college-ruled loose leaf paper (1 grammar/1 lit)
1	8 pk dividers
2	Sticky note packs--3" x 3" (Turn in to literature teacher.)

6th grade (all subjects)

4	paper book cover--not stretchy (replenish)
1	1.5" binder (Shared Grammar/Literature binder)
1	2" binder (no zipper/no trapper keeper)
1 set	highlighters: green, pink, blue, yellow, orange (replenish)
1	12-pk red pens (Turn in to P1 teacher.)
24	#2 pencils (replenish)
1	RED composition notebook (not spiral)
3	composition notebooks -- green (character) / blue and black (Turn in to science teacher.)
2	packs of loose leaf paper
2	8 pk. plastic pocket dividers
3 lg	ELMER'S glue sticks (Turn in to science teacher.)
1	large eraser
1	pencil pouch
2	packs of lined index cards (Turn 1 in to science teacher.)
1	index card pouch or box
3	large glue sticks
1	4-pack expo markers
1	colored pencils (shared with all classes)
For home use: ruler, compass, protractor	

Band/Choir - 6th, 7th, 8th

Choir	6th: RED plastic 2-pocket folder
	7th: BLUE plastic 2-pocket folder
	8th: GREEN plastic 2-pocket folder
Band	Black plastic 2-pocket folder

Please note:

This supply list contains the basic items required for 6-8 grade students. Additional items may be required throughout the year after classes begin.

Supply turn in dates: July 15-31 at the front office

Back to School Nights @ 6:00 p.m.

7th/8th grades: Thursday, August 1

6th grade: Monday, August 5

To avoid charges to your IC account, If you are unable to bring in your front office supplies by the first day of school, please make arrangements with the front office.

Ponderosa Retreat Parent Information

Please Keep This Information Paper for your Reference
All Other Forms, with a \$75 Payment, Turn-in by Thursday, August 8
All Other Forms Must be Signed to be Valid

General Information & Preparation

1. WHO/WHY: We are excited to conduct the Middle School Retreat for 6th, 7th, and 8th Grades! Each Grade conducts a day-long retreat to have fun & build confidence.

2. WHERE: Ponderosa Retreat and Conference Center, located in Larkspur, Colorado.

3. WHEN: August 27 (8th Grade), August 28 (7th Grade), August 29 (6th Grade).
Normal Academic School Days will be conducted when Grade Levels are not at retreat.

**** RETREAT DEPARTURE: Students must arrive at JICMS before 7:30 am ****
RETREAT ARRIVAL: Students return back to school at approximately 5:15 pm. Students will be picked up at the middle school.

4. WHAT:

a. Food & Sundries: Students are highly encouraged to bring sunscreen and a water bottle. Lunch is provided for the students. Snacks may be purchased by students at the retreat's snack shack.

b. Clothing: Due to outdoor activities (such as the zip line, etc.), the Rules of Modesty and the Casual Dress Code per the JICMS Handbook apply. Specifically:

1. No Sandals. Outdoor footwear, such as trail/running shoes, is permitted.

2. T-shirts are allowed but may not display offensive language, slogans, or images. This includes references to sex, tobacco, illegal substances, alcohol, or any advertising inconsistent with the school's philosophy (vampires, skulls, zombies, blood, etc.). No midriiffs, low-cut, or sleeveless shirts are allowed.

3. Shorts, capris, and jeans are allowed if the length and fit meet the regular dress code. Cutoffs, cargo pockets, and leggings are not allowed. Belts must be worn at all times with pants and shorts that have belt loops.

4. Appropriate hats and sunglasses are allowed for all outdoor activities.

5. **Cell phones are not permitted.** Students may bring cameras only, however, per Colorado School Law and JICMS policy, posting images of other students to internet sites (Facebook, Snap-Chat, Instagram, Twitter, etc.) without their permission is strictly prohibited.

5. EMERGENCIES: If an emergency arises and you must contact a student, please phone the Middle School Front Office, and they will contact Dawn Batteiger. You may also contact Ponderosa Retreat & Conference Center at 719-481-2482.

Academic Contract

James Irwin Charter Middle School is an academically focused school based on the belief that all students will benefit from an academically rigorous program. James Irwin students must fulfill important academic requirements and take responsibility for their own learning.

1. James Irwin students are required to be full-time students enrolled in eight periods each quarter. Students are expected to complete all homework assignments and turn them in on time. They must set aside and expect to spend at least **one to two** hours every night doing homework and studying their course work. Academics come before all jobs, socializing, sports, and other extra-curricular activities.
2. Students are expected to:
 - Arrive to class *on time* with all necessary materials: planner, textbooks, notebooks, paper, pens/pencils, whiteboard with dry erase marker, and completed homework.
 - Be in their seat and *ready to work* when the bell rings.
 - Be active participants in the learning process by listening carefully, taking thorough notes, contributing positively to class discussions, and being respectful of the ideas of others.
 - Be responsible for their own school work. (Plagiarism, "*helping*," providing or accepting answers, and/or copying another student's work is unacceptable.)
 - Make productive use of any Study Hall time.
3. James Irwin Charter Middle School's curriculum is designed to prepare students for a college preparatory high school and related course work. Students are expected to take the necessary tests including, but not limited to, subject-specific exams, finals, MAP, CMAS.
4. When absent, students are expected to find out what was covered in class during their absence and complete missing assignments for each day of an absence. Work assigned before the absence must be turned in the first day back to school. (Students have one day per excused absence to turn in missed work.)
5. Expected student performance and the nature and number of assignments are demanding at JICMS. Students must complete academic requirements and take responsibility for their own learning. If, at the end of any quarter, a student's academic average is below a 70%/C-/2.0 or if an F is received **in any subject**, the student will be placed on Academic Probation. Teachers will inform both parents and the administration if a D or F is earned. The student is ultimately responsible for knowing the middle school academic requirements and for fulfilling those requirements. The student will be expected to make serious effort to improve his/her grade by seeking help from the appropriate teacher until the grade improves. **Students must have earned an academic average of a 70%/C- or better in all grade level content subjects (art or keyboarding, band/choir, history, literature, PE, math, science, writing) and below grade level math** by the end of the year **in order to meet the prerequisite for the next level.** To be removed from academic probation, students must earn at least a 70%/C- average (with no course failures) during the following quarter.
6. Extra credit assignments are not given. Teachers provide additional support as needed; students are taught to begin with the end in mind as a practical leadership habit; teachers communicate and update grades weekly in Infinite Campus for both students and parents; and finally, grade slips and missing assignment reports are provided to students weekly.

Attendance Contract

We appreciate that parents have entrusted their students to us to educate them in the core pillars of Honesty, Integrity, Respect, Responsibility, and Excellence. Families know that we have also committed to setting high academic standards for each student. Regular and prompt attendance is essential for success in our rigorous educational program.

According to Colorado School Attendance Law, C.R.S. 22-33-104(5a), "The Colorado General Assembly has declared that two of the most important factors in ensuring a child's educational development are parental involvement and parental responsibility." Furthermore, when absences exceed the guidelines prescribed by Colorado law, the school can require the parent "to produce evidence of a legal excuse (doctor's letter, etc.)."

As part of our attendance procedure, we require a doctor's note when a student is absent three or more consecutive days. According to the Colorado School Attendance Law, C.R.S. 22-33-107(3a), students are considered "habitually truant" when a student "has 4 unexcused absences in any one month or 10 unexcused absences during any school year."

Attendance Contract Terms

Our goal is to find good solutions and to strengthen the home-school teamwork. Your student's achievement gap will decrease when he/she achieves 100% daily attendance. To strongly encourage 100% attendance, the following procedures will be implemented immediately:

1. We will inform you that we are identifying your student as an at-risk student regarding being identified as habitually truant and/or tardy.
2. A doctor's note will be required if your student has 3 three or more consecutive absences.
3. The doctor's note will specify the date your student was seen and the time we can expect his/her return to school.
4. In the future, if your student accumulates excessive absences, we will have no option but to issue an official Notice of Non-Compliance with School Attendance Law, followed by an official Petition for Order to Compel School Attendance which involves a court of law.
5. If a Notice of Non-Compliance is filed, it will carry over into the following school year.
6. Any documents that are filed with the court will remain a part of school records until the student is 17 years old.
7. In the future, we will not be obligated to warn the parent or student of impending actions.
8. All absences, excused or unexcused, count toward the maximum (7) allowed per quarter for the student to receive credit.

JICMS Behavioral Contract

Treat people as if they were what they ought to be,
and help them to become what they are capable of being. (Goethe)

James Irwin Charter Middle School's standards for behavior are designed to influence students for high school, college, and for life, not simply to manage behavior while attending school. The standards in this contract will apply to the entire community at the school. Staff members, parents, and students are to be positive examples while on campus or at any school sponsored events.

Honesty, Integrity, Respect, Responsibility, and Excellence are the character pillars that are valued and expected. These character pillars demonstrate respect for self, others, others' ideas, and authority. This includes respectfully confronting someone with whom we have a problem--with the goal of finding a solution. Maintaining these pillars creates the atmosphere necessary to support academic excellence.

Student infractions will be dealt with as quickly as possible to minimize disruptions and uphold student expectations. Teachers are responsible for keeping classroom order. The Administration will deal with instances of serious, unacceptable behavior in accordance with the student handbook, district policy, and applicable school laws.

The following list is an example of unacceptable behaviors. The list is illustrative and not to be considered complete.

- Bullying of staff or students
- Causing classroom or school activity disruption
- Cheating/Plagiarism
- Disruptive/Disrespectful conduct or failure to comply with a reasonable request.
- Inappropriate or immodest dress (Strict compliance with uniform is required.)
- Leaving campus during the school day without permission
- Physical or verbal abuse
- Possession of over-the-counter (OTC) medications, prescription medication, illegal drugs, alcohol, tobacco, drug paraphernalia, or sexually explicit materials on campus or at school-related events
- Truancy/Tardiness
- Weapons/Dangerous instruments
- Willful disobedience

Behavior Benchmarks and Consequences for write-ups (A behavior contract can be required at the Dean's discretion at any time and at any level.)

- 1-5 write-ups – When a student receives a Level 1 citation that results in a detention, a personal phone call or email will be made by the student or the student's teacher to the parents.
- 10 write-ups – When a student receives 10 Infinite Campus Level 1 citations, a meeting will take place with the student, parent, and the administration to discuss the behavioral issues, and the student will be placed on a Behavior Contract.
- 13 write-ups – When a student receives 13 Infinite Campus Level 1 citations resulting in a detention, a second parent meeting will be conducted where the student may receive a mandatory 3-day out-of-school suspension (OSS).
- 20 write-ups – At the point a student receives 20 Level 1 IC citations, he or she will be declared a habitually disruptive student in accordance with Colorado School Law 22-33-106(II). The Dean of Students and administration will meet with parents about further consequences regarding future attendance, expulsion, or other.

Computer - Acceptable Use 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

Digital Citizenship. First and foremost, users are expected to be positive digital citizens. Cyber bullying is taken as seriously as bullying on campus and will have the same consequences. Sending harassing, intimidating and/or threatening messages is prohibited. According to Colorado School Law 22-33-106, "Behavior on or off school property that is detrimental to the welfare or safety of other pupils or of school personnel," cyber bullying is grounds for suspension, expulsion, and/or denial of admission. For more on digital citizenship, visit www.common sense.org

Prohibited Activities. Without prior written permission from JICS administration, 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, malware, 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.

Illegal Copying. Users may not illegally copy material protected under copyright law or make that material available to others for copying. Users 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 JICS.

Accessing the Internet. Bypassing JICS computer network security by accessing the internet directly is strictly prohibited.

Monitoring of Computer and Internet Usage. JICS 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.

Blocking Websites. In compliance with the federal Children's Internet Protection Act (CIPA), JICS has the right to, and does, block or filter Internet access to pictures that are: (a) obscene, (b) child pornography, or (c) harmful to minors other material deemed inappropriate in the workplace and institution. Attempting to, or successfully bypassing the filter, whether directly or through a proxy, without prior approval is forbidden.

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.

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-JICS sources, without first scanning the material with JICS-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.

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 users through any JICS network or Internet connection.

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.)

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 this access is designed for educational purposes. JICS has taken precautions to eliminate inappropriate material, and students will not access unfiltered materials. I also recognize it is impossible for JICS to restrict access to all inappropriate materials, and I will not hold JICS responsible for materials acquired on the network nor will I hold JICS responsible for any financial obligations arising from unauthorized use of the internet or school email accounts. Further, I accept full responsibility for my child's technology use when not in a school setting, or when using personal technology devices while on or near school campus, in school vehicles, and at school-sponsored activities. I hereby give permission for my student to use the internet/network/email accounts and certify that the information on this form is correct. I understand that any violation of this policy may result in disciplinary action, including possible termination, expulsion, and civil and/or criminal liability.

Student Email Address Contract

All students are assigned an official James Irwin Outlook email address (firstname.lastname@stu.jamesirwin.org). Students are required to use their JI email address for all schoolwork, communications with faculty and staff, and remote learning. The JI email address account is securely monitored by a third-party vendor which immediately reports inappropriate content to the administration. If a student is found sending any inappropriate content, disciplinary consequences will apply. The JI email address also serves as the primary contact for any school messages or communications sent to students.

Uses for student email

- Students must check their email daily.
- Teachers will email their students to communicate reminders, course information, pose questions related to class work, and so forth.
- Students should email their teachers directly with questions or comments regarding class.
- Students may email other students.
- Students must use only their JI assigned email address to communicate with teachers.

General email guidelines for students

- Use only school email for school-related communication.
- Do not send harassing email messages or content.
- Do not send offensive email messages or content.
- Do not send spam email messages or content.
- Do not send email to share test answers or promote cheating in any way.
- Do not use the account of another student.

Student email etiquette

- Label your email with a professional subject line. Address the recipient by name (Mr., Miss, or Mrs.).
- Check grammar, mechanics, and tone, and double check spelling and punctuation.
- Use complete sentences, and do not use abbreviations or slang.
- Review your email before sending.

Email login and student password

- Use the web browser (www.outlook.com), or
- Use the school website (www.jamesirwin.org). Click on Student Email (top right corner).
- Password will be provided by your school. Students will reset it upon first login. If you forgot password or were unable to login successfully, please visit the front office.

Expectation of Privacy

- Email messages are not secure or private. Confidential information should not be sent via e-mail.

A student email account is a privilege, not a right. Any misuse of email will result in an administrative consequence.

JICMS Required Immunizations for the 2024-25 School Year

Immunizations required for students in the 6th – 8th grades in the state of Colorado are as follows:

1. Diphtheria, Tetanus, Pertussis (DTap, DTP) – 5 doses
2. Polio (IPV, OPV) – 4 doses
3. Measles, Mumps, Rubella (MMR) – 2 doses
4. Chicken pox (Varicella) – 2 doses
5. Hepatitis B series (HepB) – 3 doses (or more if needed as defined by the CDC)
6. Tetanus, Diphtheria & Acellular Pertussis (**Tdap) – 1 dose (required upon entering 6th grade)**)

Please make sure that your child's immunization records are complete and a **copy is turned in to the middle school front officed school by the first day of school.**



JAMES IRWIN CHARTER SCHOOLS

5525 Astrozon Boulevard, Colorado Springs, CO 80916 (719) 302-9000

Infinite Campus Parent Portal

Infinite Campus Parent is designed to provide real-time access to student information. The easy-to-use design displays what is currently happening in the classroom so you can understand, monitor, and participate in the educational process.

LOGIN INFORMATION-Front office will supply your parent access code. (PHOTO ID required).

ACCESS TO INFINITE CAMPUS (IC)-Available from the school website: www.jamesirwin.org.

- Go to the top right and click on “Infinite Campus”. Infinite Campus appears for JICS.
- Choose Campus Parent then click on New User.
- Use the activation code provided to you by your student’s school and press submit.
- Create a username and password. Success!
- Log back into IC to set up and verify a security email. You may also add a security email in settings (click on the person-top right) then click on “account settings”. This will allow you to reset your IC account if needed.

INFINITE CAMPUS APP-Free for Android and iPhones (P for Parent or S for Student IC)

- District Name–James Irwin Charter Schools. Select Colorado for the state.

FORGOT USERNAME OR PASSWORD? Simply click on “forgot username” or “forgot password” and your login instructions will be sent to your security email address.

INFINITE CAMPUS KNOW-HOWS-

Assignments: Browse assignments by the due date in ‘current term’ or ‘missing’.

Attendance: Review attendance events in summary and detail form.

Behavior: Behavior violations will be listed.

Contact Preferences: Important to choose how you want the school to contact you with automated phone calls, texts, and emails.

Demographics: Allows you to change telephone numbers and add or remove non-household contacts.

Fees: Check payments, balances, and pay fees (person = student’s name).

Grades: Immediate access to grades as they are posted.

Health: See if your student is compliant with their immunizations.

Message Center: Quickly see “Announcements” and “Inbox” messages.

Schedule: Provides assigned classes and access to teachers’ emails.

JICMS LOCKER CONTRACT

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 may be random locker checks throughout the year. **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.**
- **Opening another locker not belonging to you**

In addition:

- You may not exchange or share lockers with another student or open another student's locker.
- **With permission from the office**, you may decorate lockers for special occasions (birthdays, holidays, sports events, etc.).
- **All** items in your locker are considered **YOUR** responsibility.
- JICMS does not permit the use of locks on lockers. Students may NOT use a personal lock.

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Annual Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 year of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the school receives a request for access. Parents or eligible students should submit to The Admissions Office a written request that identifies the record(s) they wish to inspect. The school will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or eligible students may ask the school to amend a record that they believe is inaccurate, misleading, or in violation of the privacy rights of the student. The parent(s) or eligible student shall write The Admissions Office, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of the privacy rights of the student. The school shall decide whether they will amend the record within a reasonable time of the request, not to exceed forty-five (45) days after the request is made. If the school decides to grant the request, the record shall be amended accordingly. If the school decides not to amend the record as requested by the parent or eligible student, the school shall notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the parent or eligible student when they are notified of the right to a hearing. If, as a result of any hearing held, it is determined that the information is inaccurate, misleading or otherwise in violation of the student's privacy rights, the record shall be amended accordingly, and the parent or eligible student shall be notified of the amendment in writing. If, as a result of any hearing held, it is determined that the information in the education record is not inaccurate, misleading, or otherwise in violation of the student's privacy rights, the parent or eligible student shall be so informed and shall be advised of the right to place a statement in the record commenting on the contested information and/or stating why he or she disagrees with the decision of the school. If the school places such a statement in the student's education records, the school shall maintain the statement with the contested part of the record as long as the record is maintained and shall disclose the statement whenever it discloses the portion of the record to which the statement relates.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to School officials with legitimate educational interests. A School official is a person employed by the Board as an administrator, supervisor, teacher, instructor, or support staff member (including health or medical staff and school resource officers); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task, including but not limited to an attorney, auditor, medical, educational or other consultant; a volunteer performing a task or function as directed by a person employed by the Board; or therapist.

"Legitimate educational interest" is defined as a direct or delegated responsibility for helping the student achieve one or more of the educational goals of the school, or if the record is necessary in order for the School official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family.

The District also discloses student education records without consent of the parents or eligible student under the following circumstances:

a. Upon request, to officials of another school, school district or system, or post-secondary education institution in which a student has enrolled or seeks or intends to enroll. In addition, the School may disclose a student's education record to another educational **agency** or institution if the student receives services from the other educational agency or institution;

JAMES IRWIN CHARTER SCHOOL

- b. To authorized federal officials or state or local educational authorities;
- c. The disclosure involves necessary information in connection with financial aid for which the student has applied or which the student has received;
- d. The disclosure is to state and local officials or authorities and is allowed to be reported or disclosed pursuant to a state statute adopted before November 19, 1974, if the allowed reporting and disclosure concerns the juvenile justice system and the system's ability to effectively serve the student prior to adjudication; and, where disclosure of information is permitted by a state statute adopted after November 19, 1974, the state official and authorities to whom the records are disclosed certify in writing to the school that the information will not be disclosed to any other party, except as provided under state law, without the prior written consent of the student's parent;
- e. To organizations conducting studies for or on behalf of, educational agencies or institutions in order to develop, validate or administer predictive tests, administer student aid programs, or improve instruction;
- f. To accrediting organizations to carry out their accrediting functions;
- g. The disclosure is to parents of a dependent student, as defined in the Internal Revenue Code;
- h. To comply with a judicial order or subpoena;
- i. In a health or safety emergency, where necessary to protect the health and safety of the student or other individuals; or
- j. The disclosure is to the parent of a student who is not an eligible student or to the student.

A student directory, **which is different from "directory information"** would include the student's name, address and phone number.

"Directory information" is personally identifiable information that is contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Subject to this definition, the District has designated the following personally identifiable information in a student's education record as "directory information" and will disclose that information without prior written parental or eligible student consent, except when the request is for a profit-making plan or activity: a student's name, dates of attendance, current grade level, participation in officially-recognized extra-curricular activities and sports, height and weight if a member of an athletic team, date of graduation, honors and awards received, and the current and previous educational institution attended by the student, which includes major field of study. Examples include but are not limited to: a playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members.

Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

In addition to the above, the school releases the names, addresses, and telephone listings of secondary students to military recruiters for any branch of the United States Armed Forces, or to an institution of higher learning, that requests such information, unless the secondary student or parent of the secondary student requests that such information not be released without prior parental consent.

Parent(s), guardian(s) or eligible students shall provide notice to advise your school by August 30, 2024, in writing, of any or all of the above items that should not be released without the parent's or eligible student's prior consent.

- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605



IMPORTANT TEXTBOOK INFORMATION

Students are responsible for the care of each textbook issued to them. Damages or loss of a textbook/novel should be reported immediately. There are fines for damages and loss of books. A new book will not be issued if the student has more than one lost book until the fines are paid.

Upon receiving textbooks:

1. Inspect the text for damages and **report to the teacher or the librarian.**
2. **Cover the book with paper only.** No cloth covers, tape, glue, or adhere covers so that the book is damaged. **Do Not Tape Book Cover to the Book.**
3. Students will be held responsible for any marks or damages to the book during the school year. It is important to keep the textbook in the condition it was handed to you.
4. A minimum fine of \$5 is required for damaged books that cannot be corrected, \$20.00 if the spine is broken, and full amount if book is lost. Prices may vary.
5. A replacement fee of \$5.00 is required for lost novel workbooks.

For the **entire semester/year**, care for each textbook in the following ways:

1. Keep a cover on the book throughout the year, paper covers only.
2. Keep pages free of pencil or other marks.
3. Do not write in the text unless told by the teacher.
4. Report any damages to the librarian for repair.
 - Do not attempt to repair loose or torn pages yourself.
 - **Report water damages immediately!** IF the book gets wet, fan pages and keep book upright to dry pages. A wet book left unattended may develop mold, or pages may stick together.
 - If a textbook is deemed unusable or is lost, there will be a replacement fine.
5. For lost textbooks, check first with the librarian in the lost department. If your book is found there, a fine of .50 ¢ is required for losing the book, if the textbook is found without a book cover; an additional fine of .50¢ may apply. Depending on availability a book cover may be given.

If a student disenrolled from a class or leaves the school, the books must be returned to the librarian. If all books and/or fines are not returned or taken care of, the student will not receive their official transcript.

JICS LIBRARIES

Mon. - Thurs. Hours: 7:30 am 3:45 pm

Friday Hours 7:30 am 2:00 pm

The Library is a Quiet Zone.

The James Irwin Charter School Library functions primarily as a quiet area in the schools where students do research, complete assignments, read, and study quietly. Teachers reserve library time during the day for specific classes needing computer and library resources.

The daily schedule allows a minimum time for extensive research and the student's approach to research must be specific and teacher approved. The outlined assignment is given to the librarian to assist individual students in their research from the books reserved by teachers and from accompanying web sites.

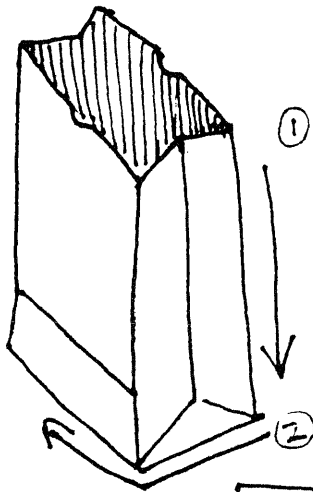
Since the JICS Library is a small beginning library, in addition to the school library resources, students are encouraged to use the public libraries for additional materials. These resources can complement needed references.

The computers in the library, whether used during lunch or study periods, are for class research projects and word processing only. **Students are not allowed to play games, surf the net (unless for a specific pre-approved class project) or use instant messenger while using the computers.** *Students may not be able to save files on JICS computers and it is recommended to save on a USB or some other means.*

Check-out and Return of borrowed books:

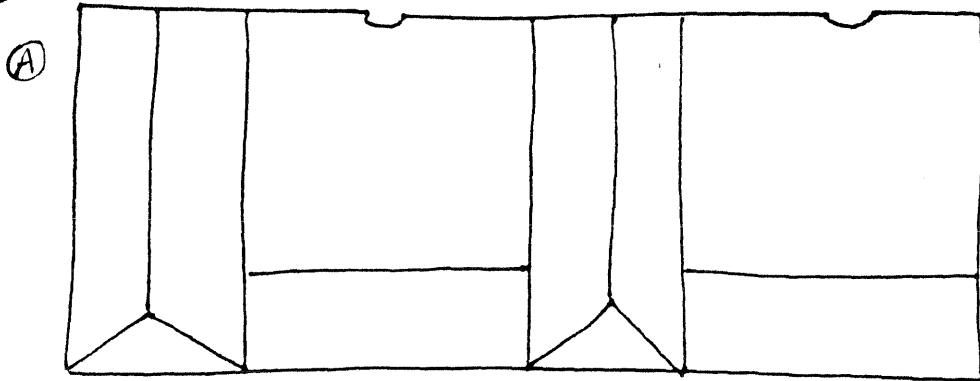
- Books can be **checked-out** for a period of **2 weeks**.
- There is an **overdue fee** of **10¢ per day, per book**.
- Books returned **damaged** are subject to a minimum repair fine of **\$5.00** (fee may be higher depending on the amount of damage).
- If the book is **lost or damaged beyond repair**, the fee charged is the **price of the book plus a \$5.00 restocking fee**.
- If a student loses a book, full payment of replacing the lost book is required.
- All books must be checked out before leaving the library.
- Students are encouraged to utilize the library facility for study, research, test make ups, reading, or just spending quiet time.
- During school hours students must have a pass from their teacher before entering the library.
- The librarian must be present for students to be allowed in the library.
- Students must have a computer agreement on file before computer usage is allowed.
- Computers are for research purposes only. No games or e-mail.
- Students are not allowed to use their phones or any other electronic device during study time in the library, including lunch times.
- No food is allowed in the library and only sealable drink bottles may be used.

Making a Paper Bag Book Cover



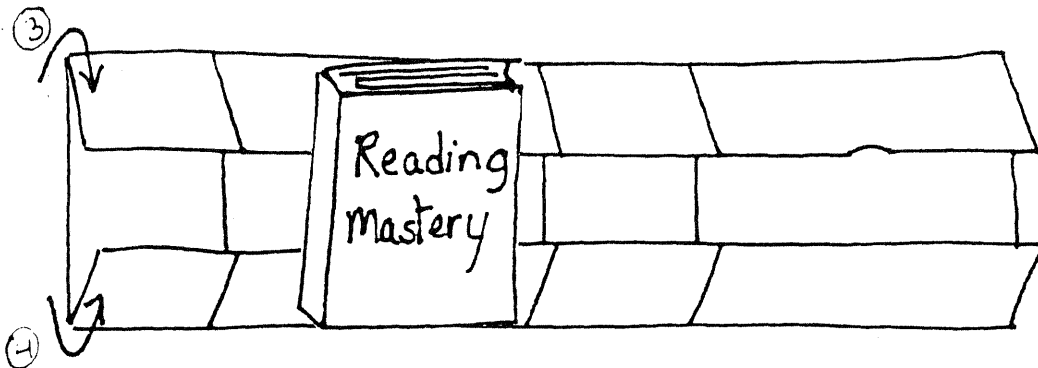
Step #1 - cut the paper bag from the top to the bottom.

Step #2 - cut the bottom completely out of the paper bag and open it up flat. (see diagram A)

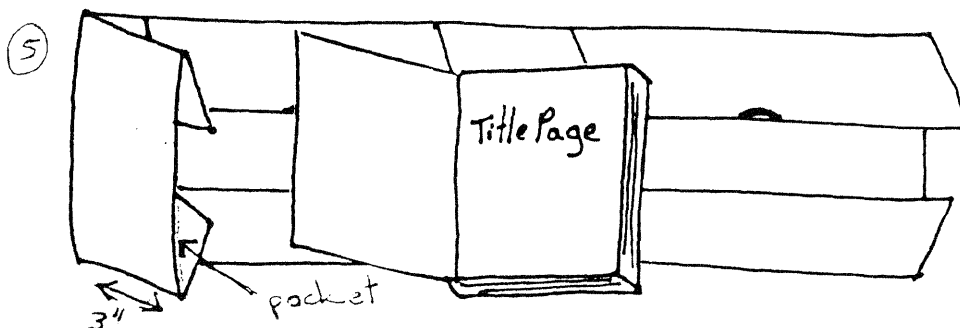


Step #3 - fold the top of the bag down about 3 inches.

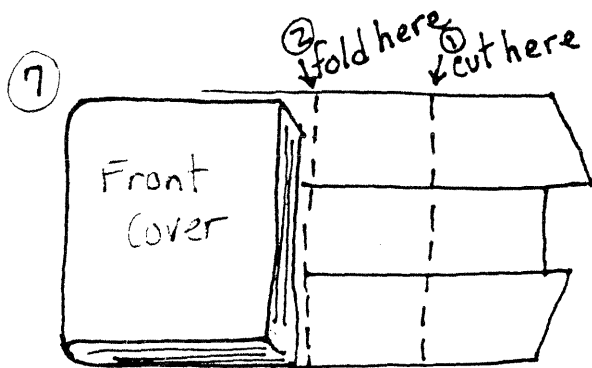
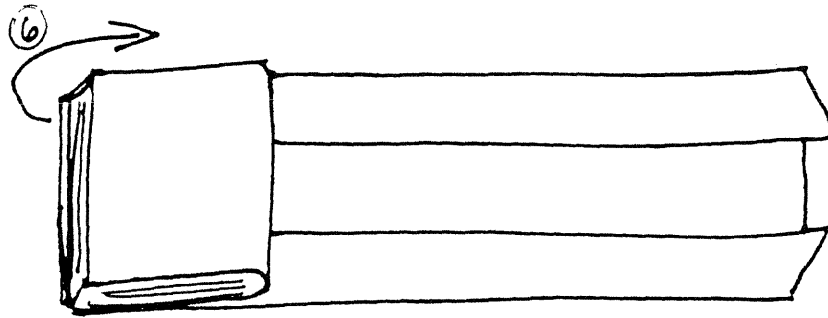
Step #4 - using your book to ensure accurate sizing, fold the bottom up making the cover slightly bigger than the height of the book.



Step #5 - fold the left side inward about 3 inches, then slide the front cover of your book into the "pocket" that's been created.

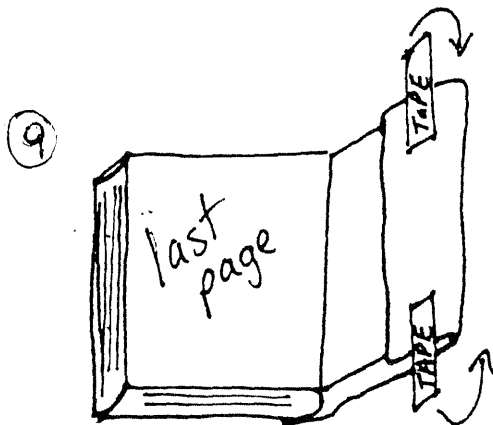
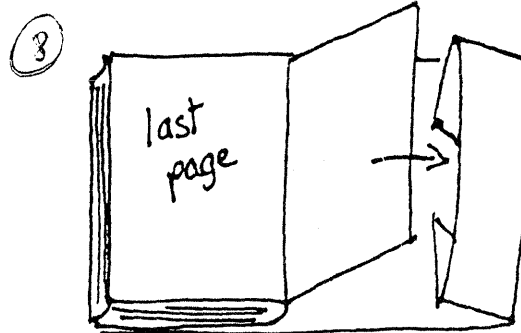


Step #6 - with the front cover in the pocket and the book closed, turn the book so that the back cover lays flat on the paper bag.



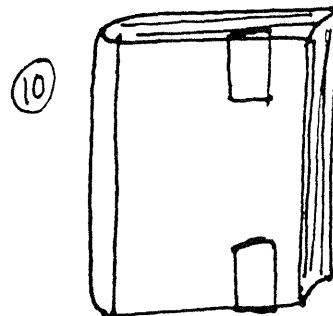
Step #7 - First, cut the bag about 3 inches from the edge of the back cover. Second, fold the bag inward at the edge of the back cover of the book.

Step #8 - slide the back cover of the book into the newly created pocket.



Step #9 - Use packing tape to secure both pockets from back to front without touching any part of the book with tape.

Step #10 - as an extra source of strength, you can run a strip of packing tape along the cover of the binding.



** for a fun change, heavy duty wrapping paper may be used (begin with step #3)

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- Search the library connection
- Browse the scrolling carousel of bookshelves
- View book covers
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The Internet is a wonderful tool, but sometimes it can be frustrating when you are trying to find information for your research paper.

By providing one-stop searching of multiple online resources, One Search gives you access to the best information in the least amount of time. It allows patrons to search library catalogs, encyclopedias, newspapers, almanacs, and reference databases that may include NASA, TED TALK, MIT, NOVA and more. Plus, National Geographic, Fact Monster, Khan Academy and many more resources.

Each entry in the list displays the name of the resource with a brief paragraph describing the type of information available there, and the number of articles or websites relevant to your search.

When you log into Destiny Quest using your school computer login information, you can save the research information then access it at a later time from any computer with an internet connection.

To access Destiny, just go to the link below and click on "James Irwin High Charter School". Then log on using your current username and password that you use to log onto the computers in the JICS Library or Computers Labs.

Link: <https://jics.follettdestiny.com>