



James Madison Charter Academy 2019 – 2020 Online Registration Instructions

- **Read all instructions before completing registration packet**
- **All families are required to register online for SY 2019-20**
- **Complete one packet per child**
- **Print and complete the all pages:**

Internet Permission Form

Technology Permission Form

Release Authorization Form

Early Dismissal Form

Contract for Success

Home Language Survey

2019-2020 Family Economic Data Survey – Click on the link to get the form

REQUIRED BY COLORADO DEPARTMENT OF EDUCATION – See highlight

- Signature required on ALL forms
- The parent handbook is on the website, located under the registration tab
- You must have completed the registration packet to receive your family's carpool numbers
- **New families:** Click or copy the link to finish online registration. The registration tab is on the Widefield School District 3 homepage. Click "Enroll your student here" and follow the directions WWW.WSD3.ORG
- **New families:** pick up carpool numbers August 1 (8:00 am to noon) or (7:00 - 8:00 pm)
- **Returning families:** pick up carpool numbers July 31 and August 1 (8:00 am to noon)
- **MAKE SURE TO COMPLETE AND PRINT THE FAMILY ECONOMIC DATA SURVEY**



INTERNET PERMISSION FORM

Publish student names, pictures and projects on JMCA website

Student Name: _____ Grade: _____

Dates to be published: From August 1, 2019 to July 31, 2020

Instructions: Please read carefully and circle either the YES or NO for all items below.

As the parent or guardian of this student, I understand that the JMCA web site is designed for educational purposes. The goal of this service is to provide the public with access to school information via the web to promote the resource sharing, collaboration, innovation, and communication. I also understand that information, projects and pictures on the JMCA web site can be viewed by anyone in the world with access to the Internet. I further understand that any viewer has the capability to copy the projects and pictures. To my knowledge the projects and pictures requested are free from any copyright or trademark issues. The posting of projects and pictures on the JMCA web site will adhere to the guidelines provided in the school policy related to the use of the web. These include ethical and legal use of the documents.

I hereby give permission to:

1. Publish my child's projects on the Internet.

Yes No

2. Publish my child's picture on the Internet.

Yes No

3. Publish my child's first name and last initial with the picture or project on the Internet.

Yes No

4. Allow a JMCA staff member to show my child's web-based projects at conferences, workshops and other educational functions.

Yes No

Parent Signature: _____ Date: _____



Technology Equipment Use Form

Date: _____

Name of Person Responsible: _____
Parent or Guardian

Student Name: _____

Date/s to be used: School year 2019-20

Equipment to be used: All technology and equipment

I agree to pay for or replace damaged equipment. _____
Initial

RELEASE AND INDEMNIFICATION AGREEMENT

THE APPLICANT HAS READ AND AGREES TO THE PROCEDURES AND IN ADDITION TO THE FOLLOWING:

In consideration of the student being allowed or granted permission to use James Madison Charter Academy's equipment, the undersigned hereby releases and waives any and all claims, demands, causes of action, suits, debts or damages which the student or undersigned has or which may in the future accrue, for all personal injuries, known or unknown, or injuries or damage to property, caused or arising out of the undersigned's or student's use of James Madison Charter Academy's equipment.

Additionally, in consideration of the student being allowed or granted permission to use James Madison Charter Academy's equipment, the undersigned hereby covenants to indemnify and hold harmless WSD3 and JMCA.

The undersigned acknowledges and agrees that without executing the Release and Indemnification Agreement permission would not be granted to use JMCA's equipment.

The undersigned further understands and agrees that this Release shall be binding on the student, undersigned, and the heirs, executors, administrators or assigns, and that by executing this Release and Indemnification agreement, the undersigned is hereby releasing and agreeing to indemnify Widefield School District 3, James Madison Charter Academy, all of its present or future Board members in their individual or official capacities, and all successors thereto.

The undersigned acknowledges having read this Agreement, understands the rights of the student or undersigned which are being waived or release hereby, understands the indemnification obligation assumed hereby, and executes the same voluntarily and with full knowledge of its significance.

SIGNATURE

DATE



Release Authorization Form 2019-2020

Student's Name: _____

(Please print)

Grade: _____

JMCA Parent/Guardian: _____

Please read carefully and circle either the YES or NO below, then sign the bottom of the form. By signing below, you are affirming your understanding of the information stated therein. If an item is without a circle it will be considered a "no".

BOOK RELEASE

Yes No I give permission for my child to check out library/classroom books. I understand I am responsible and will be charged for damaged or lost books.

FIELD TRIP RELEASE

Yes No My child has permission to attend all field trips sponsored by James Madison Charter Academy during the school year. I will be notified before each field trip and may revoke this permission at any time by submitting a written request.

PHOTO RELEASE

Yes No I give permission for my child's picture to be used in various school publications (yearbook, newspapers, etc.)

INTERNET USE

Yes No As the parent or guardian of this student, I have read the Terms and Conditions for Internet, Electronic Mail, and Website Access. I understand that this access is designed for educational purposes and that the district is in compliance with CIPA. I will not hold James Madison Charter Academy responsible for materials acquired on the system or the Internet. I hereby give permission for my child to access the internet at school and certify that the information on this form is correct.

ACKNOWLEDGEMENT

Yes No Understand the James Madison Charter Academy Handbook is on the school's website. I acknowledge my obligation to read and understand its contents.

Parent Signature: _____

Date: _____



EARLY DISMISSAL PLAN

2019-2020

Dear Parents/Guardians,

For your child's safety, please complete and return this form immediately. We will keep a copy of these instructions in the school office, as well as with your child's teacher. These instructions will be followed in case of early release due to a storm or other emergency. Please be specific on your instructions, for instance, you want your child to ride with a specific neighbor or relative.

Parents should listen for announcements (which will be the same as for District 3 in most cases) of school closings. Also, inform your child of what to do and where to go if they are dismissed early. Do not rely on the telephone to make last minute arrangements for your child, as lines tend to malfunction during storms.

In the event students are dismissed early due to an emergency, my child is directed to:

_____ Be picked up by parents ONLY

_____ Walk directly home upon dismissal

_____ Go to previously arranged daycare:

(Name of daycare)

_____ Other: _____

Student's Name: _____ Grade: _____

Parent Signature: _____ Date: _____



JAMES MADISON CHARTER ACADEMY
Contract for Success
2019-2020

Student Name: _____ Grade: _____

James Madison Charter Academy is committed to creating and maintaining a safe, orderly learning environment. Our environment encourages cooperation, fosters creativity, and nurtures students in taking the risks involved in learning. It must be an environment where students, parents, teachers, and administrators model the values inherent in the curriculum.

As a student of the James Madison Charter Academy community, I will:

- Take responsibility for the choices I make
- Do my personal best
- Treat others as I would wish to be treated
- Talk openly with my teachers and family
- Set high goals and do my best to honor myself, school, and family
- Comply with the Conduct and Discipline Code
- Demonstrate the Core Virtues consistently

As a parent/guardian in the James Madison Charter Academy community, I will:

- Read and understand the contents of the parent handbook (located on the JMCA website)
- Actively support my child, teachers, and JMCA
- Spend time with my child promoting learning and personal growth
- Maintain open communication with my child's teacher
- Be a positive role model for my child
- Work as an active partner in my child's education
- Participate in school conferences, activities, and programs
- Bring my child to school ready to work and learn
- Drop off and pick up my child on time every day
- Provide my child with all required materials
- Send my child to school with a cold lunch each morning
- Participate in school volunteer opportunities (30 hours per year)
- Send my child to school in a complete, clean, and serviceable uniform each day
- Help my child complete home and class assignments on time
- Pay all fees in a timely manner

As a teacher at the James Madison Charter Academy, I will:

- Commit to helping all students succeed
- Build on the strengths of each student
- Celebrate each students' growth
- Involve families in the learning process through open communication
- Be a positive role model
- Strive for excellence in all aspects of education

Student Signature

Parent Signature

Teacher Signature

Principal Signature



HOME LANGUAGE SURVEY 2019

To Be Completed by Parent or Guardian:

Student Name: _____

Date of Birth

_____ Mo./Day/ Yr.
Last First Middle

Parent(s) or Guardian(s):

Please answer the questions below accurately and completely. This information is necessary to provide the most appropriate placement and instruction for your child and will not be used for any other purposes.

Thank you for your cooperation

1. What was the first language that this student spoke? _____

2. Is there a language other than English spoken in the home? NO YES

Which language(s)? _____

3. Does the student speak a language other than English? NO YES

Which language(s)? _____

IN WHICH LANGUAGE DO YOU PREFER TO RECEIVE COMMUNICATION FROM THE SCHOOL?

_____ / _____ / _____

Parent or Guardian Signature

Date

Print Name



DATE: 5/1/2019

SUBJECT: Family Economic Data Survey – 2019-2020
School Year

The U.S. Department of Agriculture (USDA) has issued policy prohibiting the use of the *Application for Free and Reduced Price Meals* for any other programs in schools that do not participate in the federal child nutrition programs. Because there are other programs that link funding to free or reduced price meal eligibility, including additional state at-risk funding and potentially local waivers of school fees, the Colorado Department of Education has developed a *Family Economic Data Survey* form as an alternative data collection instrument for non-participating schools.

The *Family Economic Data Survey* form is attached along with family friendly instructions which explain how to complete the form and outlines the purpose of the form. Additional information on the use of these two forms related to at-risk funding and child nutrition programs can be found in the [At-Risk and Child Nutrition Program Documentation Matrix](#).

State statute (Section 22-54-112(4), C.R.S.) requires every school to include the federal *Application for Free and Reduced Price Meals* or the state *Family Economic Data Survey* form in its registration materials. The materials shall include an explanation that these documents will be used to determine whether the school is eligible for at-risk funding on behalf of the pupil and, by filling out the form, the parent is ensuring the district or school will receive the at-risk funding to which it is entitled based on the population of at-risk pupils served by the district.

The district's food service fund cannot be used for any processing or maintenance of documentation not associated with eligibility for the child nutrition programs as it is an unallowable cost. This includes collection, processing, and maintenance of the *Family Economic Data Survey* forms. Other district resources must be used. If the district wishes to have food service personnel process the surveys, the food service fund must be reimbursed for the cost of this processing.

Districts are responsible to ensure that the data collection complies with all applicable state and federal confidentiality rules.

James Madison Charter Academy

How to Complete the Family Economic Data Survey Form

Purpose: This form will be used to determine whether the school district is eligible for additional funding on the behalf of the student(s) listed. By filling out this form, you are helping to ensure that the school district receives additional state funding to which it is entitled based on the population of students served by the school district.

Please use these instructions to help you fill out the Family Economic Data Survey. You only need to submit **one** per household, even if your children attend more than one school in **Widefield School District 3 or James Madison Charter Academy**. The Form must be filled out completely to certify your children's eligibility for state funding for your child's school.

Please follow these instructions in order! Each step of the instructions is the same as the steps on the survey. If at any time you are not sure what to do next, please contact Donna L. Smith or email smithd@jmcacolorado.net.

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE FORM AND DO YOUR BEST TO PRINT CLEARLY.
RETURN THE COMPLETED AND SIGNED FORM TO:
Donna L. Smith @ 660 Syracuse Street, Colorado Springs, CO 80911

STEP 1: LIST ALL STUDENTS ATTENDING Widefield School District 3 and James Madison Charter Academy.

Tell us how many students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here?

When filling out this section, please include all members in your household who are:

- Students attending **Widefield School District 3 or James Madison Charter Academy** and are in your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending **Widefield School District 3 or James Madison Charter Academy**, *regardless of*

A) *List each student's name.* For each student, print their first name, middle initial and last name. Use one line for each child. If there are more children present than lines on the form, attach a second piece of paper with all required information for the additional children.

B) *Does the student have income?* If 'Yes' report income of student's in STEP 3A. If 'No' check the 'No Income' box.

C) *Optional:* Provide the birthdate and Grade for each student.

D) *Do you have any foster children?* If any children listed are foster children, mark the "Foster Child" box next to the child's name. Foster children who live with you may count as members of your household and should be listed on your form. If you are *only* applying for foster children, after completing STEP 1, skip to STEP 4 of the application and these instructions

E) *Are any children homeless, migrant, runaway or participating in Head Start?* If you believe any child listed in this section may meet this description, please mark the "Homeless, Head Start, Migrant, Runaway" box next to the child's name and complete all steps of the form.

STEP 2: DO ANY HOUSEHOLD MEMBERS (INCLUDING YOU) CURRENTLY PARTICIPATE IN ONE OR MORE OF THE FOLLOWING ASSISTANCE PROGRAMS: SNAP, TANF OR FDPIR?

If anyone in your household participates in the assistance programs listed below, your children are eligible for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF/Colorado Works - Basic Cash Assistance or State Diversion)
- The Food Distribution Program on Indian Reservations (FDPIR)

A)

IF *NO ONE* IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS:

- *Leave STEP 2 blank and proceed to STEP 3.*

B) IF *ANYONE* IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS:

- *Provide a case number for SNAP, TANF or FDPIR. You only need to write one case number. If you participate in one of these programs and do not know your case number, contact your county or state assistance programs office. You must provide a case number on your form.*
- *If you provided a case number, skip to STEP 4.*

STEP 3: REPORT GROSS INCOME FOR ALL STUDENT'S AND HOUSEHOLD MEMBERS

A) *Student Income*: Refer to the chart titled "Sources of Income for Student's" below and report the combined gross income (before taxes and other deductions) for ALL students listed in Step 1 in your household in the box marked "Student Income." Only count foster children's income if you are applying for them together with the rest of your household. It is optional for the household to list foster children living with them as part of the household.

What is Student Income?

Income that is received from outside your household and is paid directly to your children should be reported. Many households do not have any student income. Use the chart below to determine if your household has student income to report.

Sources of Income for Students	
Sources of Student Income	Example(s)
<ul style="list-style-type: none"> • Earnings from work 	<ul style="list-style-type: none"> • A child has a job where they earn a salary or wages.
<ul style="list-style-type: none"> • Social Security <ul style="list-style-type: none"> ○ Disability Payments ○ Survivor's Benefits 	<ul style="list-style-type: none"> • A child is blind or disabled and receives Social Security benefits. • A parent is disabled, retired, or deceased, and their child receives social security benefits.
<ul style="list-style-type: none"> • Income from persons <i>outside</i> the household 	<ul style="list-style-type: none"> • A friend or extended family member <i>regularly</i> gives a child spending money.
<ul style="list-style-type: none"> • Income from any other source 	<ul style="list-style-type: none"> • A child receives income from a private pension fund, annuity, or trust.

B) *All Other Household Members (including yourself)*: Print the name of each household member in the boxes marked "Names of Other Household Members." Do not list any household members you listed in STEP 1. If a student listed in STEP 1 has income, follow the instructions in STEP 3, part A.

FOR EACH HOUSEHOLD MEMBER:

Who should I list here?

When filling out this section, please include all members in your household who are:

- Living with you and share income and expenses, *even if not related and even if they do not receive income of their own.*
- **Children age 18 or under and are supported with the household's income, that were not already reported as students.**

Do **not** include people who:

- Live with you but are not supported by your household's income **and** do not contribute income to your household.
- Children and students already listed in Step 1.

How do I fill in the income amount and source?

FOR EACH TYPE OF INCOME:

- Use the charts in this section to determine if your household has income to report.
- Report all amounts in **gross income ONLY**. Report all income in whole dollars. Do not include cents.
 - **Gross income is the total income received before taxes or deductions.**
 - Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
- Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will be counted as zeroes. If you write '0' or leave any fields blank, you are certifying that there is no income to report. If local officials have known or available information that your household income was reported incorrectly, **your application may be verified for cause.**
- Mark how often each type of income is received using the check boxes to the right of each field.

C) Report earnings from work. Refer to the chart titled "Sources of Income for Adults" in these instructions and report all income from work in the "Earnings from Work" field on the form. If you are a self-employed business or farm owner, you will report your net income.

What if I am self-employed?

If you are self-employed, report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or

D) Report income from Public Assistance/Child Support/Alimony. Refer to the chart titled "Sources of Income for Adults" in these instructions and report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the value of any cash value public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only court-ordered payments should be reported here. Informal but regular payments should be reported as "other" income in the next part.

E) Report income from Pensions/Retirement/All other income. Refer to the chart titled "Sources of Income for Adults" in these instructions and report all income that applies in the "Pensions/Retirement/All Other Income" field on the application.

F) Report total household size. Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number **MUST** be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household determines your eligibility for free and reduced price school meals.

Sources of Income for Adults		
Earnings from Work	Public Assistance/Alimony/ Child Support	Pensions/Retirement/All Other Income
<ul style="list-style-type: none"> • Salary, wages, cash bonuses • Net income from self-employment (farm or business) • Strike benefits <p>If you are in the U.S. Military:</p> <ul style="list-style-type: none"> • Basic pay and cash bonuses (<i>do NOT include combat pay, FSSA or privatized housing allowances</i>) • Allowances for off-base housing, food, and clothing 	<ul style="list-style-type: none"> • Unemployment benefits • Worker's compensation • Supplemental Security Income (SSI) • Cash assistance from State or local government • Alimony payments • Child support payments • Veteran's benefits 	<ul style="list-style-type: none"> • Social Security (including railroad retirement and black lung benefits) • Private Pensions or disability • Income from trusts or estates • Annuities • Investment income • Earned interest • Rental income • <i>Regular</i> cash payments from outside household

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

All forms must be signed by an adult member of the household. By signing, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the form.

A) *Provide your contact information.* Write your current mailing address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.

B) *Sign and print your name.* Print your name in the box "Printed name of adult completing the form." And sign your name in the box "Signature of adult completing the form."

C) *Today's Date.* In the space provided, write today's date in the box.

STEP 5: RELEASE OF INFORMATION

The information provided on this survey will be used in conjunction with state educational programs and may be shared with Medicaid or State Children's Health Insurance Program (SCHIP) offices to seek enrollment of children into the above programs. Also, if your students qualify this information may be shared with the school/district for the purpose of waiving certain school/district program fees that your child(ren) might otherwise be required to pay. The school/district is not permitted to share your information with anyone else. You are not required to consent to the release of your information; this will not affect your student(s)' eligibility for school meals. Your information WILL be shared unless you check one of the boxes below.