



## General Information

# Summer Classes, Rising 4 – 8 Grades

**PERMISSION FORMS.** The permission forms on Pages 3 and 4 are to be completed by the parent or guardian. Please print this form and enter all requested information. It would be appreciated if the Center is given permission to take a student to the nearest hospital in an emergency where time is a critical factor. The student is to bring the completed permission form on the first day. If a student is taking several classes, we will make copies of the form for each class.

**TIME SCHEDULES.** Classes will meet from 9 a.m. – 12:00 noon or 1:00 p.m. – 4:00 p.m. Students should be dropped off no earlier than 8:30 a.m. and picked up no later than 12:30 p.m. for the morning session. For the afternoon classes, students should be dropped off no earlier than 12:30 p.m. and picked up no later than 4:30 p.m. Please wait in the A Building Break Area if you arrive more than 10 minutes before the start of class.

**TRANSPORTATION.** There is no school bus service during summer. Parents are responsible for transportation to and from the Center. Field trip transportation is provided by Chesterfield County School buses.

**ATTENDANCE.** Students are encouraged to attend each day. We will be calling the homes of those students who are absent. Please help us by calling 343-6525 x 243 and leaving a message if you know your child will be absent. Certificates will be awarded to every student who completes the class (only 1 absence allowed.) If your child will be picked up early, please send a note to the teacher regarding the early dismissal and stop by the Saturday/Summer Office to sign your child out.

**REST BREAKS.** Classes will have a 15- minute mid-morning/mid-afternoon break. Students will go to the A Building Break Area, which has snack and soft drink vending machines available. You are certainly welcome to bring snacks from home to be consumed at this time. Students are expected to keep these areas clean and neat.

**LUNCH BREAK.** There is a scheduled thirty minute lunch break from 12:00 noon until 12:30 p.m. for students who are taking both morning and afternoon classes. Students should bring a bag lunch and a beverage. Snack and soft drink vending machines are available. Also, from 12:30 p.m. until 1:00 p.m. there will be an adult supervised recreation time.

**CLOTHING.** Students are expected to wear clothing that is sensible and in good taste. Clothing that is unsafe or which distracts from the learning process is not appropriate. Bare feet are not permitted at any time on campus or study trips. A teacher may request a particular type of clothing for a special project. Shoes which have the built in retractable roller skate wheels are not allowed on the Mathematics & Science Center campus.

**SAFETY.** Your safety is extremely important to us. We have a security officer on staff and we will have safety drills during the program.

**SMOKING.** Smoking is not permitted at the Center.

**BEHAVIOR.** Inappropriate behavior will warrant dismissal from the program with no refund of any fees. Center staff will be the sole judge as to what constitutes non-acceptable behavior. Any action will follow the disciplinary procedures outlined in the Richmond Public Schools “Code of Conduct”.

**FIRST DAY.** On the first day, students are to report directly to their assigned classroom (see e-mail acceptance for room #). Classrooms doors will be opening at 8:55 a.m. (12:55 p.m.) each day. If a student arrives at the Center earlier than 8:55 a.m. (12:55 p.m.) he or she will be directed to the A-building to wait. Students should not arrive at the Center earlier than 8:30 a.m. and need to be picked up promptly at dismissal time (12:00 noon or 4:00 p.m.)

**REFUND POLICY.** We are sorry that refunds cannot be made after July 1st. However, we will make every effort to switch dates on a space available basis.



## Student Permission Forms

Student Name \_\_\_\_\_

Class Enrolled \_\_\_\_\_

Home Address \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Parent Name \_\_\_\_\_

Person to notify in case of an emergency when parent or guardian cannot be reached:

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_

Allergies (including insect bites): \_\_\_\_\_

Prescription drugs required (list): \_\_\_\_\_

Other physical conditions of which instructor should be aware:

Restrictions on activities: \_\_\_\_\_

Date of last Tetanus Toxoid booster (approximate): \_\_\_\_\_

If procedures regarding emergency medical aid are desired please indicate:

In the event that medical aid is required and I cannot be contacted, the instructors, using available medical advice, have my permission to act in loco parentis.

I give permission for \_\_\_\_\_ to participate in all program activities, including all field trips during regularly scheduled class times, on and off the MathScience Innovation Center premises.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The MathScience Innovation Center does not provide insurance for participating students. Parents should examine their own family insurance policies for adequate coverage, particularly for accident insurance.

**Photographs and Videos of Students**

Periodically the MathScience Innovation Center uses photos and videos distributed via print publications, local educational cable TV, and on the web for informational and educational purposes. No photographs or videos are sold to any other organization or individual. We photograph and video sessions that show students actively participating in the courses.

Please sign below if you are willing to allow your child to be photographed and videoed for this purpose. No student will be photographed or videoed who does not have a signed permission form on record.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Internet Acceptance Usage Policy**

Please read Pages 5 and 6 and sign the permission form below.

I have read the MathScience Innovation Center’s Internet Acceptance Use Policy. I understand fully and agree to abide by the principles and guidelines it contains. I understand that these services are provided for educational purposes. In addition, I have read and agree to refrain from those actions listed, which are considered unacceptable uses of network and telecommunications resources. I further understand that any violation of the policy is unethical and may constitute a criminal offense. Further, I agree to accept all financial and legal liabilities, which may result from my use of the MathScience Innovation Center’s Internet services. Should I commit a violation, my access privileges may be revoked with or without notice, school disciplinary action will be taken, my parents will be notified, and appropriate legal action may be taken.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Internet Usage Policy

The Internet services at the MathScience Innovation Center are designed to enhance student learning by supporting instructional activities within the Center and by providing students with access to the resources available in the global electronic community during this session. Through our Internet connection, students can communicate with scientists, mathematicians, political leaders, and other students around the world. They can use the World Wide Web to search libraries for information on resource topics, download data to use in their research, and utilize computational resources located at universities around the world. Because of its enormous size, the educational potential of the Internet is boundless. However, with such great potential for education also comes some potential for abuse.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. However, on a global network, it is impossible to control all materials and an industrious user may discover pornographic and/or other controversial materials. The MathScience Innovation Center firmly believes that the valuable information and interaction available on the Internet far outweigh the possibility that users may procure materials that are not consistent with the educational goals of the MathScience Innovation Center. Therefore, it is the purpose of this policy to ensure that parents are fully informed and that students and staff use the MathScience Innovation Center Internet services in an appropriate manner.

The MathScience Innovation Center considers any violation of the acceptable use policy a serious offense and reserves the right to copy and examine any files or information resident on computer systems allegedly related to unacceptable use. The use of our network and telecommunications services is a privilege, not a right, and inappropriate use will result in disciplinary action by the Center and/or the cancellation of those privileges.

Example of unacceptable use of network and telecommunications services include but are not limited to the:

- use for any purposes, which violate local, state, federal, or international laws.
- interference or disruption of network users, services, or equipment.
- use of another person's account.
- sharing of your user ID with any other person. You are solely responsible for any action which occur, in relation to your ID number.
- use of the network to send a message with another person's name on it.
- dissemination of personal addresses or phone numbers of other students or colleagues.

- use of impolite, malicious, threatening, inflammatory, sexist, racist, or obscene language in public or private messages.
- use of computer programs to decode passwords or access control information.
- unauthorized entry into our computational, information or communications services, devices, or resources.
- attempt to change, harm, or destroy data of other users (includes the use of computer virus.)
- use for commercial purposes.
- use for political lobbying.
- use for sending or receiving pornographic material.
- falsification of one's identity to others.
- creation, transmittal, or use of illegal copies of copyrighted software.
- waste of computing resources, for example, by intentionally placing a program in an endless loop, by sending chain letters or junk mail, or by printing excessive amounts of paper.

The most important prerequisite for a student or educator to receive an account to use the Center's Internet services is that he or she takes full responsibility of his or her own actions. The MathScience Innovation Center will not be liable for the actions of anyone using the network and telecommunications services. All users shall assume full liability, legal, financial, or otherwise, for their actions. The signatures turned in on the Student Permission Form are legally binding and indicates that the parties who signed have read the terms and conditions stated in this policy carefully and understand their significance.