InfoDirect

InfoDirect, our Student/Parent Information System, is available for parent use. Parents are able to log on to InfoDirect and check for homework information, attendance and grades for their children as well as make lunch selections and communicate with teachers. Please furnish the email address you would prefer to be used for communication purposes through InfoDirect. An email address is imperative as this is how you will receive your username and password to log into the system. Please print CLEARLY your email address on this form.

Email #1: Name ____________________ Email Address: __________________________________________

Email #2: Name ____________________ Email Address: __________________________________________

Emergency Messages

We also have the ability to send email and text messages to parents and students in case of emergencies. In order to receive the text messages you will need to furnish us with your cell phone number(s) and the cell phone providers for these numbers. Please include all cell numbers you would like to be included in this service.

Name: ____________________ Cell Phone Number: ___________ Provider: ______________
Name: ____________________ Cell Phone Number: ___________ Provider: ______________
Name: ____________________ Cell Phone Number: ___________ Provider: ______________
Name: ____________________ Cell Phone Number: ___________ Provider: ______________

Consent to Photograph or Make Audiovisual Recordings

I hereby give my consent to be photographed or videotaped for use on school website, news reports, displays, etc without compensation. I understand I may rescind this authorization in writing at any time.

List Name(s) of Student(s):
_________________________ ___________________________
_________________________ ___________________________

Field Trip Permission Form

I hereby give permission for my child(ren) to attend Field Trips with his/her class. I understand information will be provided for each Field Trip by the classroom teacher as they occur.

List Name(s) of Student(s):
_________________________ ___________________________
_________________________ ___________________________

_________________________ ___________________________
_________________________ ___________________________

Signature of Parent/Guardian __________________ Date __________________
Student Discipline Permission Form

Management of student behavior is a major concern of teachers and administrators because of its importance in establishing a productive learning environment. Maintaining an environment conducive to learning in order to develop both academically and socially is a priority at Robert Toombs Christian Academy.

Discipline is a concern because it is closely related to effective learning from both the student's and teacher's perspective. Learning occurs in classrooms where the time allotted for instruction is used for teaching. We express to our teachers to teach bell to bell and to limit any and all interruptions with in their classrooms.

In our efforts to improve classroom management and increase learning time we will take immediate action for behaviors that disrupt the classroom. Robert Toombs Christian Academy will use corporal punishment when deemed necessary to maintain a productive learning environment. However, in today’s ever changing society we feel obligated to get your permission as a parent before these actions are taken. Your child will be given a choice of corporal discipline or out of school suspension (OSS) at the time of the infraction. By signing the section below you will be granting permission for the administration to take the appropriate actions necessary to rectify a situation as it arises. Students at Robert Toombs will not be forced to take corporal punishment at any time.

All punishments are assigned by RTCA administration using the guidelines of the student handbook, good moral judgment and the facts of the infraction they are dealing with.

PARENT/GUARDIAN ONLY COMPLETE ONE OF THE AREAS BELOW:

1. This is to certify that the student(s) listed below shall be given corporal punishment as a disciplinary action when deemed necessary by the administration.

List Name(s) of Student(s):

________________________________________  __________________________________

________________________________________  __________________________________

Signature of Parent/Guardian ___________________ Date __________

OR

2. This is to certify that the student(s) listed below shall not be given corporal punishment as a disciplinary action. I understand that by choosing OSS my student will not be allowed to make up missed assignments when he/she is out of class and will receive zeros for those missed assignments.

List Name(s) of Student(s):

________________________________________  __________________________________

________________________________________  __________________________________

Signature of Parent/Guardian ___________________ Date __________

Please do not make notations or requests on this page.
**Internet and Technology Safety Policy for Students**

Robert Toombs Christian Academy (RTCA) technology is to be used responsibly, efficiently, ethically and legally.

Internet access will be provided for students for the purpose of instruction, accessing information, conducting research, and communicating with others as part of a specific curriculum. Communication on the Internet is often very public in nature. Students are responsible for good behavior in the use of computers and the Internet, just as they are in a classroom or on school property. Student access to the Internet will be provided only to students who have agreed to act in a considerate and responsible manner by signing, and having their parent(s), guardian(s) or caregiver(s) co-sign this Internet and Technology Safety Policy for Students.

Internet access requires responsibility on the part of students and staff. Staff members do not control the content of information available on the Internet. In fact, some of the information available on the Internet is controversial, offensive and/or inaccurate. RTCA does not condone the use of such material. Students must have a specific information objective and search strategies in mind before they will be allowed to use Internet resources.

High school students must be under on-site supervision when they are on the Internet in school. On-site supervision means the staff member responsible for the student(s) is physically present in the room in which the network is being accessed or utilized by the student(s). Elementary and middle school students must be directly supervised by staff when they are using the Internet in school. Direct supervision is defined as the staff member responsible for the student(s) has direct eye contact (physically or electronically) with the students’ computer screen.

RTCA uses hardware and software to provide technology protection measures that identify and block or filter Internet access to prohibited materials (specifically visual depictions of obscenity, child pornography and materials deemed harmful to minors). RTCA realizes than no technology protection measure is 100% fail proof. If a student finds that he or she has accessed an objectionable Internet site, the user is expected to exit the site immediately and notify the teacher, library media specialist or supervisor.

RTCA reserves the right to monitor and access all student Internet and technology activities and communications, as well as inspect any data residing on school equipment and networks.

**Instruction**

Unacceptable behaviors include but are not necessarily limited to the following:

- Sending, accessing or displaying pornography or other offensive and inappropriate materials
- Using obscene language
- Harassing, insulting or attacking others
- Loading software on school owned computers
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others’ passwords
- Trespassing in others’ files or work
- Copying or using someone else’s work without permission
- Intentionally wasting limited resources
- Using the school’s network for commercial or profitable purposes
- Using the school’s network for any illegal purposes
- Portraying themselves as representatives of RTCA
- Using the school’s network to access chat services or other forms of personal communication, or subscribe to listservs or personal newsgroups that are not related to the curriculum or education
- Using the school’s network to access or download music for personal use
- Using the school’s network to access auction sites for personal use
- Accessing the school’s hardware, software or networks without authorization, including hacking and other unlawful activities
PERMISSIONS GRANTED

• Disclosing, using or disseminating personal identification information regarding current or former students, other minors, or staff members without permission

Consequences
Students who commit any of the above listed acts of misconduct will be disciplined in one or more of the following ways:

Minimum Consequences
• The student’s parents will be contacted
• The student will be given limited access to school telecommunications equipment, networks and services
• The student will be denied access to school telecommunications equipment, networks and services
• The student will be banned from bringing any software or data disks to school
• The student will be required to pay for all property damage
• The Internet Service Provider will be notified
• The student will receive in school suspension
• The student will receive out-of-school suspension

Maximum Consequences
• The student will be denied access to all school owned computer equipment, networks, and services
• The appropriate law enforcement agencies will be notified
• The student will be recommended for expulsion

Internet and Technology Safety Policy for Students
As the parent/legal guardian or caregiver of the minor student below, I grant permission for my child to use the Internet and technology during the course of his/her education at RTCA. I understand that my child will be subject to the school rules and policies that govern the use of computers, computer networks and Internet access.

To be Signed by the Parent/Guardian
Parent’s or Guardian’s Name (please print) __________________________
Parent’s or Guardian’s Signature ___________________________________ Date _____________

To be Signed by the Student(s)
I hereby agree to comply with the above stated policy and utilize the Internet in a responsible manner, honoring all relevant restrictions and laws. (Print student(s) name(s). Student(s) is to sign. Parent/Guardian is to sign and date.)

_______________________ ___________________ ___________________ ___________________
(Student’s Signature) (Student’s Signature) (Student’s Signature) (Student’s Signature)

Signature of Parent/Guardian __________________________ Date _____________

To be Signed by Student of Legal Age
As per Board Policy regarding students of legal age, I accept the responsibility of signing this Internet and Technology Safety Policy for Students agreement for myself. I understand that I will be subject to the school rules and policies that govern the use of computers, computer networks and Internet access. (Students are to print name(s), sign, and date.)

_______________________ ___________________ ___________________ ___________________
(Student’s Signature/Date) (Student’s Signature/Date) (Student’s Signature/Date) (Student’s Signature/Date)