



## MUST RE-SUBMIT

Re-application Date \_\_\_\_\_

Address Verification

Immunizations

Physical

## Student Application Form 2022-2023

### Student Information

Date \_\_\_\_\_ Current Grade Level \_\_\_\_\_ Age \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Student Legal Name \_\_\_\_\_  
Last First Middle

Social Security Number \_\_\_\_\_ School ID# \_\_\_\_\_

Address \_\_\_\_\_ Apt# \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ Home Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_ Birthplace \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

Race \_\_\_\_\_ WNH – White, Non-Hispanic \_\_\_\_\_ H – Hispanic – White  
\_\_\_\_\_ BNH – Black, Non-Hispanic \_\_\_\_\_ H – Hispanic - Black  
\_\_\_\_\_ AM/IND – American Indian \_\_\_\_\_ A/PI – Asian/Pacific Islander

Student Lives With:  Both Parents  Father  Mother  Other \_\_\_\_\_

Marital Status of Parents:  Married  Divorced  Separated  Widow(er)

### Parent Information

Person Enrolling Student:  Parent  Guardian ( **notarized letter**) ( Court Order)

Mother's Name: \_\_\_\_\_ Address \_\_\_\_\_  
(If different from above)

Telephone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Place of Business \_\_\_\_\_ Occupation \_\_\_\_\_ Fax \_\_\_\_\_

Father's Name: \_\_\_\_\_ Address \_\_\_\_\_  
(If different from above)

Telephone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Place of Business \_\_\_\_\_ Occupation \_\_\_\_\_ Fax \_\_\_\_\_

Legal Guardian \_\_\_\_\_ Address \_\_\_\_\_

(If different from above)

Telephone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

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Place of Business \_\_\_\_\_ Occupation \_\_\_\_\_ Fax \_\_\_\_\_

**Emergency Information, Contacts (Other than Parents/Guardians) and Telephone Numbers:**

Student may be released to Both Parents Mother Father Guardian/Other

If we are unable to contact parents or legal guardians, it is important that we have another reference (local relatives, friends).

Please list below two persons to whom your child may be released.

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Name	Relationship	Home	Work	Cell

**In case of an emergency, 911 will be called and student will be taken to the nearest hospital.**

**In the event I cannot be contacted, I authorize the appropriate school official to take the steps necessary to seek emergency medical attention.**

**Parent/Guardian Signature** \_\_\_\_\_

**Please list any medications that the student is currently taking:** \_\_\_\_\_

**Please list any known allergies:** \_\_\_\_\_

**Family Physician Name:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

**To the best of my knowledge, the above information is correct and complete. In the event of a change of address, phone number, name, etc., I will notify the school immediately.**

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Staff Member Registering Student** \_\_\_\_\_ **Date** \_\_\_\_\_

The Family Educational Rights and Privacy Act (FERPA) was amended by Congress in the No Child Left Behind Act of 2001 (NCLB). The amendment to FERPA included information and rules regarding access to student academic records and the transfer of school disciplinary records.



## EXPULSION POLICY ACKNOWLEDGEMENT

It may be necessary, in particular instances, for the Administration to discontinue a child's attendance. Although the utmost effort will be made to rectify a difficult situation before a decision is made, such decision is based on the best interest of that child and the overall operation of the school.

The following are some examples for termination/expulsion. However, other situations may also lead to expulsion at the discretion of administration.

- Non-payment of tuition
- Abuse of children, staff or property (verbal or physical)
- The school's inability to meet the needs of the child
- Violation of school policies by students or parents
- Disruptive behavior by students or parents
- Dangerous behavior by students or parents
- Fighting

Due to the reasons noted above, but not limited to these, we may terminate your child's enrollment at any time during the school year. If termination is deemed necessary, you will be notified and it may take effect immediately, based on the severity of the situation and the decision of the administration.

By signing this document, I acknowledge that I understand the expulsion policy and have read the student handbook and code of conduct. I understand that my registration fees and current tuition payments are non-refundable.

Parent Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Administrative Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Parent Contract 2022-2023

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

- Parents are to ensure that their child arrives to school on time. The first bell rings at 7:50am, the tardy bell rings at 8:00 am. Students must be in their seats by the start of class at 8:00 a.m. as published in the Student Handbook. Any student arriving after this time will be issued a tardy slip. Students accumulating ten (10) unexcused tardies per school year will receive a note for excessive tardiness. Continued tardiness and absences may require a meeting with parents to draft an action plan to remedy this issue.
- Parents are to contact the school office if their son/daughter (the student) is going to be absent. On the day the student returns to school, he/she must bring a doctor's note or note from the parent(s) explaining the reason for the absence, otherwise, the absence will be considered unexcused.
- The school believes that parents play an integral role in their child's educational and social life. For this reason, the school asks that a parent/guardian personally transport their child to and from school. Carpooling is permitted, as it too, positively contributes to the child's socio-educational life.
- Parents are to ensure that their child is wearing the proper uniform attire as stated in the Student Handbook. Students who arrive at school without the proper uniform attire will be subject to disciplinary action as stated in the Student Handbook. Hoodies are not permitted at any time.
- A student's parent/guardian must agree to completing a minimum of ten (10) hours per school year. All volunteer hours must be completed prior to the end of the school year. Unfulfilled volunteer hours will be charged at \$100 per year or the donation of supplies agreed upon with administration.
- Parents agree to read and use the information sent home from the school, so that they are informed of activities and academic opportunities provided by the school.
- Parents and students are required to read the Student Handbook and the Student Code of Conduct. The Handbook and the Code of Conduct detail the responsibilities that staff members, students, and parents are expected to fulfill.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_



## Student Contract 2022-2023

Whereas, I \_\_\_\_\_ have made a personal decision to enroll as a student at Cambridge International Academy in order to experience a unique educational opportunity; and

Whereas, I \_\_\_\_\_ recognize that Cambridge International Academy is a private school of choice, not entitlement;

Therefore, as a student at Cambridge International Academy, my commitment is to abide by the following rules and regulations adopted by the Board of Directors:

- A. I understand that my behavior is a direct reflection of both my family and the school. As such, I will strive to honor both by exhibiting exemplary behavior at all times in all places.
- B. I will adhere by the school uniform dress code as outlined in the Parent/Student Handbook.
- C. I am responsible for delivering all announcements, messages, and reports to and from school.
- D. I am responsible for completing and turning in all class assignments and homework.
- E. I am responsible for taking care of all books and materials loaned to me by the school. I will replace anything that is misused or lost.
- F. I will demonstrate proper courtesy to faculty, staff, and other students at all times.
- G. I understand that I am a student at Cambridge International Academy, and I will abide by the rules contained in the Code of Student Conduct and the current edition of the school's Parent/Student Handbook.
- H. I will speak courteously to everyone I come in contact with.
- I. I will refrain from fighting and using inappropriate language.
- J. I will refrain from intimidating, bullying, harassing, or threatening others.
- K. I will exhibit the principles of leadership and good sportsmanship.
- L. I am responsible for taking care of all computers and software related with technology education.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_



# Technology Acceptable Use Policy 2022-2023

The information systems and Internet access available through Cambridge International Academy are available to support learning, and to enhance instruction.

Cambridge International Academy's information systems are operated for the mutual benefit of all users. The use of technology at Cambridge International Academy is a privilege, not a right. Users should not do, or attempt to do, anything that might disrupt the operation of the network or equipment and/or interfere with the learning of other students or work of Cambridge International Academy's employees. Cambridge International Academy's network is connected to the Internet, a network of networks, which enables people to interact with millions of networks and computers.

The school reserves the right to restrict or terminate any user's access, without prior notice, if the user is suspected to be in violation of the acceptable use policy. The primary goal of any such action shall be to maintain computing availability and security for other users of the systems. Other disciplinary action may be imposed as stated in the Code of Student Conduct and Cambridge International Academy's Parent/Student Handbook.

## Respect for Property

- Students are prohibited from downloading and installing software on school computers without the express consent of the classroom teacher.
- Do not modify or rearrange keyboards, individual key caps, monitors, printers, or any other peripheral equipment.
- Report equipment problems immediately to the teacher.
- Leave workstations and peripherals in their designated places.

## Respect for Others

- Use your assigned workstations as directed by the teacher.
- Log out of workstations after finishing.
- Students may not deliberately attempt to disrupt system performance or otherwise interfere with the work of other users.
- Leave equipment and labs in good condition for the next user or class.

## Ethical Conduct for Users

Accounts on Cambridge International Academy's network are considered private, although absolute security of any data cannot be guaranteed. It is the responsibility of the user to:

- Use only his or her account or password. Do not share your account information
- Recognize and honor the intellectual property of others; comply with legal restrictions regarding plagiarism and the use and citation of information resources.
- Respect the privacy of others by not reading, modifying, removing, or otherwise tampering with files owned by other users.
- Restrict the use of Cambridge International Academy's network and resources to the mission and function of the school system.

- Maintain the integrity of the school information system. Deliberate tampering or experimentation is not allowed; this includes the use of the Cambridge International Academy network and resources to illicitly access, tamper with, or experiment with systems outside Cambridge International Academy.

### ***Inappropriate Use***

- The use of Cambridge International Academy's computing resources for any purpose other than that which has been expressly authorized by the teacher or adult in charge shall constitute an unacceptable use of technology.
- Do not use offensive, obscene, or harassing language when using any Cambridge International Academy network system.
- At no time shall campus technology be used in any manner that violates the privacy of others, jeopardizes the health or safety of students, is obscene or libelous, causes disruption of school activities, plagiarizes the work of others, is a commercial advertisement, or is not approved by the teacher or technology coordinator.
- Users will not change or delete files belonging to others.
- Real-time messaging and online chat may not be installed or used on the school network.
- Users are prohibited from accessing Internet sites that do not promote the instructional mission of Cambridge International Academy, or search for immoral, dishonest, or obscene content.

### **DECLARATION OF UNDERSTANDING AND ADHERENCE**

I understand that my son or daughter must adhere to the terms of this policy. I understand that access to the Cambridge International Academy network is a privilege that is intended for educational purposes. This privilege may be revoked for noncompliance with this acceptable use policy.

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Print Parent Name

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Parent Signature

Date

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Print Student Name

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Student Signature

Date





## Student Photo Release 2022-2023

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I, \_\_\_\_\_ and my child \_\_\_\_\_, a  
(Parent/guardian) (Student name)

student at Cambridge International Academy, do hereby give permission to Cambridge International Academy, to use my child's photograph or photographic image in official Cambridge International Academy business including: Cambridge International Academy web sites; Cambridge International Academy newsletters, etc. I understand that photographic or video images will be used for news organizations and promotional purposes.

I hereby waive any right that I may have to inspect or approve the finished product in which a photographic or video image may be used including the advertising copy or other matter that may be used in connection therewith or the use to which it may be applied.

I hereby release, discharge, and agree to hold harmless Cambridge International Academy, its officers, employees, attorneys, representatives, and all persons acting under its permission or authority or those for whom acting from any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in composite form whether intentional or otherwise, that may occur or be produced in the taking of said picture or video or in any subsequent processing thereof, as well as any publication thereof, including without limitation any claims for libel or invasion of privacy.

This release contains the entire agreement between the parties and shall be binding upon and inure to benefits of the successors and assigns of the undersigned.

Signed this date \_\_\_\_\_

\_\_\_\_\_  
Student Signature

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

\_\_\_\_\_  
Parent Signature