

HARLEM INTERNATIONAL COMMUNITY SCHOOL (HICS)
302 WEST 124th STREET, NEW YORK, NY 10027
tel: 212 222-7798 - Email:harlemschool124@yahoo.com
www.harlem-school.com
LOVE + KNOWLEDGE = GROWTH

APPLICATION

Please print or type all Answers

Student's full name: _____

Applying to Grade: _____

FOR OFFICE USE ONLY

Received Application	_____	Accepted	_____
Received School Records	_____	Rejected	_____
Received test Scores	_____	Waiting list	_____
Interview Date	_____	Withdrawn	_____

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REGISTRATION FORM / CONTRACT AGREEMENT

Please print or type all Answers

Student's full name: _____

Age: _____ Grade: _____ DOB: _____

Address _____

Apt.# _____ State: _____ Home Phone # : _____

Name of parents

Mother: _____

Father: _____

Guardian: _____

Business Phone #: _____ Cell #: _____

In Case Emergency Contact: _____

Phone # : _____ Relation to Student: _____

Name and address of last school attended:

Contract agreement: If my child/children are accepted at HICS I agree to pay according to the terms defined in the tuition sheet for the current year. I understand that personal checks will not be accepted; only money orders or cash. I also understand that ten percent of the tuition will be refunded if I withdraw my child/children from HICS three weeks before the session begins in September. Furthermore, I understand that UNDER NO OTHER CONDITIONS CIRCUMSTANCES OR REASONS WILL REFUNDS BE MADE AT ANY TIME DURING SUBJECT SCHOOL YEAR. The undersigned is responsible for paying tuition and purchasing textbooks and agrees to the above stipulations for payment of tuition.

Parent or Guardian's Signature: _____

Print: _____ Date: _____

Please print or type all Answers

Student's full name: _____

Gender: _____ DOB: _____

Place of Birth: _____

Age: _____ SS#: _____

Address _____

Apt.# _____ State: _____ Home Phone # : _____

Name and address of last school attended:

Grade Level: ___ List all subject studied and marks (grades)

_____	_____
_____	_____
_____	_____
_____	_____

What is your evaluation of your child's strengths

In what aspect of your child's academic development is help
needed the most _____

Is your child enrolled in a remedial or tutorial academic
program? _____

If so, what subjects and with whom? What is your assessment
of the program's effect on your child? _____

What are your child's special interest and innate abilities?

What is the typical summer experience you provide for your child?

Father's full name: _____

Education Completed: _____

Job occupation: _____

Name and address of father's employer

Father's home address if different from mother

Mother's full name: _____

Education Completed: _____

Job occupation: _____

Name and address of mother's employer

mother's home address if different from father

Are parents separated? _____ Divorced? _____

Separation Pending? _____

If the father and mother have separate home addresses, with whom does the child live? _____

If divorced, is the mother remarried? _____

If yes, what is the present husband's full name?

Guardian's name, address, and telephone number

Number of people living in the home ____ number of adults other than parents living in the home ____ number of brothers ____ number of sisters ____ . Does your child share a room? ____ If so, with whom _____

Include all adult's Social Security Number who live in this applicants households:

Father: _____ Mother: _____

Guardian: _____

All other adults

Your child's physical check-up (including dental, hearing, and vision) must be completed on an official doctor stationary and sent to the school within two months before the school session begins.

Parent or Guardian's Signature: _____

Print: _____ Date: _____

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CONTRACT FOR A CIVIL, SAFE SCHOOL ENVIRONMENT

Every parent who enrolls a child in this school must agree in this contract to abide by the school's rules for communication with other parents, students, teachers, and administrators.

[1] I agree to inform a teacher or an administrator with a grievance about another parent's child instead of addressing (or chastising) this child directly. I will abide by the decisions of that teacher concerning this matter.

[2] I agree to address my concerns about a teacher's conduct to the principal in writing. I will abide by the principal's judgment concerning the resolution of this issue and agree that it is the sole responsibility of the principal to adjust or correct a teacher's conduct.

[3] I will act in a civil manner towards other parents.

[4] I will abide by the decisions of the principal. I will address her and her staff members at all times with respect. I refuse to gossip or insult her and the school and staff members and will not allow my children to do so either.

[5] I understand that teachers and administrators are not obligated to give an immediate audience, especially when they are teaching a class or off duty. Staff members reserve the right to meet with the parents only in the presence of the principal and other administrators. I will make an appointment with teachers and staff members to discuss concerns if they cannot be addressed immediately.

[6] I will not curse, fight, or yell at members of this school community.

I am aware that violations of this code of conduct as determined by the principal will result in the termination of the school's services to the child. Furthermore, I am aware that the school is not obligated under any circumstances to provide a tuition refund.

Parent or Guardian's Signature: _____

Print: _____ Date: _____

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AFTER SCHOOL RELEASE FORM

Please print or type the names of the people who are authorized to pick up your children.

[1] _____

[2] _____

[3] _____

[4] _____

[5] _____

I authorize these people to pick up my child after school in the event that I cannot pick up my child.

Parent or Guardian's Signature: _____

Print: _____ Date: _____

I authorize my child to go home by himself/herself.

Parent or Guardian's Signature: _____

Print: _____ Date: _____

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PERMISSION TO LEAVE THE BUILDING FOR LUNCH

CONSENT FORM

My child is twelve or older and he/she has permission to go outside for lunch at 12:00 noon and return at 12:55 PM.

I understand that this letter releases the school from legal responsibility for this child and his whereabouts during this time. I also agree that the staff members have the right to suspend this privilege if the child has not done his/her work or has misbehaved.

Student's name: _____ Age: _____

Parent or Guardian's Signature: _____

Print: _____ Date: _____

SCHOOL'S RULES AND REGULATIONS

[1] Students are required to be in school by 8:00 AM.

[2] Late students will be permitted to enter the school only if escorted by their parents or guardians. And if parents or guardians send a letter explaining their children's lateness and call.

[3] Under no circumstances are illegal drugs of any kind permitted on the school premises. Parents of students who violate this policy will be required to come for their children immediately. Students who are suspected of using drugs are required to take a urine test. Students who use illegal drugs may be subjected to the local law enforcement agency, and may be expelled.

[4] Students will be penalized for disruptive behavior such as cursing, fighting, boisterousness, etc. The following penalties may be applied:

(a) Students will be given a verbal warning for minor incidents (the seriousness of the incident will be determined in a case by case basis).

(b) Internal suspension for a period of time to be determined by the school staff.

(c) Retained during lunch period to do academic work.

(d) Expulsion for LITERAL or FIGURATIVE or METAPHORIC VIOLENT BEHAVIOR.

(e) Exclusion from special events or trips.

(f) External suspension for a period of time to be determined by the school staff.

(g) Required subjection to counseling or therapy.

[5] Students must have written permission from parent(s) to leave the school during lunch period.

[6] Each student is required to behave in a civil manner towards other students, school staff, parents, neighbors, and visitors.

[7] Loitering is forbidden. Students must go to class and not stay in the hallway or restrooms.

[8] All students are required to wear the school's uniform. Male students are to wear a white shirt and navy blue or black pants (no jeans) and a tie during the regular school's year. During the summer they may wear the school's T-shirt and jeans or pants. Female students are to wear a white blouse and navy blue or black skirt just below or touching knee. Girls CANNOT ENTER HICS wearing denim skirts or jeans. During the summer they may wear the school's T-shirt and skirts or shorts. Uniforms may be changed for gym and dance classes. They must change back into their uniforms when these classes end.

[9] A doctor's report is required for any student who is absent for more than two days.

[10] Students will be restrained in violent conflicts and the school staff reserves the right to defend themselves against assault.

[11] Homework must be submitted on time with a parent's signature.

[12] All students (1ST through 11TH grades) must own and bring to school everyday a dictionary (We suggest the American Heritage and a Thesaurus).

[13] Parents of students who come to school without a pencil, notebook, pens, textbooks and any other required study tools will bring these items to school or the student will be send home to get them.

[14] Students are forbidden to eat in the classroom from 9:00 AM to 12:00 PM, and from 1:00 PM to 3:00 PM.

[15] Chewing gum is forbidden on the school premises.

[16] Parents of students who cause any damage to the school property (such as broken window panes, doors, bathroom fixtures, etc.) are required to pay for repairs.

[17] Boys are required to remove their hats/caps in the school building.

[18] ANYTHING THAT A STUDENT BRING TO SCHOOL OTHER THAN WHAT IS LISTED ON ITEM 12 WILL BE CONFISCATED BY THE SCHOOL STAFF, AND WILL NOT BE GIVEN BACK TO THE STUDENT.

[19] THIS SCHOOL IS NOT RESPONSIBLE FOR STUDENT'S LOST OR STOLEN PROPERTY OR MONEY.

[20] Students must sign their name in the notebook provided and record the time they are given permission to go for water or to the restrooms.

[21] Students are required to attend Bible class and prayer at 8:30 AM each morning.

[22] Parents must complete the health record provided (signed by a doctor) and submit it to HICS no later than the first day the student attends school.

[24] During the school year, male students must keep their shirts tucked in their pants at all times, and wear a belt and, of course, a tie. Young men must be properly dressed before entering the school building: holyday, afterschool, recess, etc.

Please acknowledge that you have read the rules and regulations by signing the contract agreement provided.

CONTRACT AGREEMENT

I have read the above rules and regulations for students at the Harlem International Community School and have reviewed them with my child. I have also made a copy of these rules for my home records. My signature below confirms that I understand that children are required to obey these rules.

I consent to give my child permission to go to all school trips throughout the year.

I give the Harlem International Community School staff permission to obtain the proper medical care; and in a dire medical emergency, to take the child to the nearest hospital.

Parent's Signature: _____ Date: _____