



Student's First Name		Student's Surname		Date of Birth	
Gender	Male	Female			
Year Group		Teacher		Nationality	
Start Date					
Street Address				Apartment/Unit #	
City	State		Zip Code		
Primary Telephone Number					Primary Email Address
Name and Surname of Mother / Guardian					If guardian, please state relationship to child
Nationality					Cellular Telephone
Secondary Telephone	Secondary Telephone Type		Work	Home	Other
Email Address	Email Address Type		Work	Home	Other
Employer Name					Employer Phone Number
Occupation					Job Title
Name and Surname of Father / Guardian					If guardian, please state relationship to child
Nationality					Cellular Telephone
Secondary Telephone	Secondary Telephone Type		Work	Home	Other
Email Address	Email Address Type		Work	Home	Other
Employer Name					Employer Phone Number
Occupation					Job Title

Emergency Contact: In case parents/guardians cannot be reached, an emergency contact may be designated. For legal authorization to pick up a child, the parent must include a copy of the emergency contact's driver's license, state ID, or passport.

I authorize _____, _____ (relationship to child) to pick up my child.

Primary Contact Number	Secondary Contact Number	Parent Signature
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As a parent I will:

- Communicate with the school in order to discuss my child’s progress. This includes Parent/Teacher Conferences.
- Become involved in my child’s life at school and actively support a range of school functions.
- Make the school immediately aware of any concerns or problems that might affect my child’s work or behaviour.
- Ensure that my child attends school regularly, that attendance does not fall below the 95% minimum attendance requirement and that all absence is correctly authenticated.
- Ensure that my child attends school on time each day.
- Ensure that my child arrives correctly dressed in school uniform and properly equipped for learning.
- Support my child in homework and other opportunities for home learning.
- Actively support and comply with ALL school policies.
- Not engage in any activities that are detrimental to the school or to the school community, including ensuring that my child is not in breach of any state or federal laws.
- Behave with consideration and respect at all times towards all members of our school community.
- Understand that I am responsible for reading, understanding and following the Parent Handbook in Parent Essentials on the BIS Houston website. If I have questions about the Handbook or any updates it is my responsibility to seek clarification.

Parent Signature

Date

As a student I will:

- Behave with consideration and respect at all times towards all members of our school community.
- Follow the BIS Houston Code of Behaviour at all times and comply with all school rules and regulations, including the safe use of the internet, both in school and outside of school hours.
- Attend school regularly, ensuring that my attendance does not fall below 95%.
- Ensure that I am always punctual to school and to all lessons.
- Ensure that I comply with all school uniform regulations.
- Ensure that I arrive each day with all the necessary equipment for learning.
- Ensure that I make every attempt to become involved in the life of the school by taking part in age appropriate extra-curricular activities.
- Complete all my class work and homework to the very best of my ability.
- Look after our school environment.
- Not walk on the grass and keep our school free from litter and graffiti.
- Take care of my own property and ensure that it is correctly labelled.

Photos on Campus:

We may place a student’s photo, video footage, name or school work in our or our affiliates’ website, social media, marketing materials, corporate communications (including annual reports) or publications. If you do not wish for us to take photos of your child, please email the Communications Manager at admissions@houston.nae.school. When parents are on campus and attending school functions (i.e. assemblies, exit points, etc.), we ask parents to only photograph and/or film their own children. In the event other children may be in a photo with your child, we ask that these are not posted on personal or year group social media accounts without the other parents’ approvals. Any photos from the School’s social media pages may be shared as the School filters these for any children who are not to be photographed.

I have discussed the terms of the enrollment agreement with my child and my signature below connotes agreement of both parent and child.

Student First Name

Student Surname

Parent Signature

Date



As a school, we are required by Texas State Law to have immunization records on file for every student enrolled in the British International School of Houston.

I have provided the school with a copy of my child's most current immunization record.

If the Varicella (Chickenpox) vaccine is not reflected on my child's immunization records, it is because my child had Varicella (Chickenpox) on or around _____ and does not require the vaccine.
Date of Chickenpox

Student Name

Student's Surname

Parent Signature

Date

*If your child has had Varicella disease (chickenpox) a written statement from a Physician, Health Care Professional or parent/guardian stating that the child has had the disease will be required in accordance with state law.



The British International School of Houston is pleased to offer students access to a computer network for school work, email and the Internet. To gain access to the computer network all students must obtain complete and submit this form with parental permission as verified by the signatures below.

The British International School of Houston cannot be held responsible for the children accessing inappropriate content on the internet.

Our Systems Administrator regularly reviews communications and check student network storage areas, student work, and overall network usage to maintain system integrity and ensure that the students are using the system responsibly. The school cannot guarantee that students will not use the internet via another student’s network identity. We aim to have at least one adult in the classroom when your child uses the internet.

ICT Code of Good Working Practice

1. A good rule is to never view, send or access materials which I would not want my teacher and parents to see.
2. I will tell a member of staff immediately if I find materials which violate the ICT rules. I understand this report will be confidential.
3. I will not damage the school computers, school-loaned Apple iPads, or the network in any way.
4. I understand that if I will be held responsible if I damage or lose any school-owned equipment.
5. I will only use the school computers and equipment for school work and homework.
6. I will use polite and responsible language when communicating with others through digital means.
7. I will not use profane, abusive or impolite language to communicate with other students digitally.
8. I will not give my home address or telephone number or arrange to meet someone unless my teacher gives me permission.
9. I will not bring in floppy disks or memory sticks from outside the school without permission to do so.
10. I will not download or store MP3, WMA, MPEG or other music or video files on the network unless authorized to do so.
11. I will not install illegal software, shareware or freeware.
12. I will not meddle with viruses or hacking and understand doing so is a serious criminal offence.
13. I will not download or install commercial software unless I have written permission from my ICT teacher or network manager.
14. I will not copy another student’s work and understand that doing so is plagiarism.
15. I will not violate copyright laws, view, send or display offensive messages or pictures.
16. I will not share my password with another person.
17. I will only access the system with my own login name and password or one that is given to me by the teacher
18. I will not waste limited resources such as disk space or printing capacity.
19. I will not trespass in anyone else’s folders, work or files.
20. I will not use client-based VPNs on school-owned equipment or on any device not owned by the school that is connected to the school’s network in any way at any time.
21. I am prepared to be accountable for my actions if I break the ICT rules.

Additional ICT Code of Good Working Practice for Primary Students:

1. I will only email people my teacher has approved.
2. I will ask permission from a member of staff before using the internet.

ICT PARENT PERMISSION FORM AND USER AGREEMENT

As the parent of a student at the British International School of Houston, I have read the above information about the use of the computers at the school and discussed them with my child. I understand this agreement will be kept on file at the school and that if the rules are broken the school has the right to permanently exclude a child depending on the severity of the infringement.

My child may use the school network in accordance with the rules outlined above. As a user of the computer network, my child agrees to comply with the above stated rules and to use the network in a constructive manner. My signature below signifies that I as a parent and my child as a student both agree with the terms of ICT use at the British International School of Houston.

Student Name (Please print)

Student Surname

Parent Name (Please print)

Parent Signature

Date

