



The Lutheran School of Flushing & Bayside

36-01 Bell Blvd., Bayside, NY 11361

TEL: 718.225.5502

FAX: 718.225.7446

WEB: www.LSFB.org

EMAIL: info@LSFB.org

Kindergarten to Eighth Grade

Application for Admission 2011-2012

(To be completed by each applicant and submitted with a **\$150** non-refundable fee.)

STUDENT INFORMATION - PLEASE PRINT CLEARLY

Student Name _____ Male _____ Female _____
(Last) (First) (Middle)

(# and Street) (Apt. #) (City) (State) (Zip Code)

Present/Previous School _____
(Full Name/phone number)

2011-2012 Grade _____ Date of Birth _____ Country of Birth _____

For our older students: Cell Phone _____ Email _____

PARENT(S)/GUARDIAN(S) INFORMATION

Name 1 _____ Relationship to student _____
(Last) (First)

Cell Phone _____ Work Phone/Ext. _____

Email _____ Home Phone _____

Name 2 _____ Relationship to student _____
(Last) (First)

Cell Phone _____ Work Phone/Ext. _____

Email _____ Home Phone _____
(ONLY if different from above)

continued on back...

Mailing Address (ONLY if different from above)

(# and Street) (Apt. #) (City) (State) (Zip Code)

TRANSPORTATION/SAFE PICK-UP & DROP-OFF

How is your child going to get to/from our school? (circle one below)

Parent/Guardian Pickup - Drop-off Public Transportation Private Transportation

Who can pick up your child? If someone other than parent/guardian listed above,

HEALTH INFORMATION

Does your child have any special needs, medications or concerns we should know about?

Doctor Name/Phone Number _____

In Case of an Emergency, who would you like us to call first? _____

If that person is unreachable? _____
(Name) (Phone Number)

Is there a hospital/facility that we should direct an ambulance to? _____

In all cases of injury or emergency, the staff of LSF&B will evaluate the situation and provide minor care and, if needed, will call 911 first. Then we will call the parent/guardian.

RELIGION

LSF&B accepts students from a wide variety of religious backgrounds. Relatively few of our students are Lutheran, and a number do not come from Christian backgrounds. All students, however, participate in all the Christian worship experiences in classroom and chapel, in prayer, and in the religion curriculum, which is primarily a study of the Bible. A purpose of LSF&B is to share our faith in Jesus Christ as the Son of God through whom we receive strength and purpose in living here on earth and through whom we receive eternal life.

Our Pastors stand ready to assist and/or counsel with your family if you so desire. If the need arises, please contact the school office and we will direct you to a minister. The signature at the bottom of the page indicates agreement with the following statement:

"The family understands and agrees that this applicant, once accepted into LSF&B, will be involved in all worship, devotional and prayer experiences in the school and will do the work expected in the Religion classes."

Kindergarten to Eighth Grade Application for Admission

Continued

PICTURES

From time to time pictures will be taken of students in this school that will be used for display and public relations purposes. The pictures may appear on display boards, our website, pamphlets, and/or advertising copy. There will be no names or identification except by grade if it is a class picture. If you do not wish to allow your child to be pictured in any such material, the Head of School will need a note stating that from you.

COUNSELING

LSF&B has counselors at times available to meet with students. The school reserves the right to have students meet with a counselor for a wide variety of reasons as directed by the Principal. If you do not wish to allow your child to be involved in any counseling, the Head of School will need a note stating that.

ENGLISH AS A SECOND LANGUAGE (ESL)

Should the enrollee not be able to pass the NYSESLAT, the student must take the ESL class at this school in order to receive a modified program or modified grading. The class will be held immediately after dismissal on all school days.

GENERAL INFORMATION

1. Has the applicant ever been included for a gifted or talented program? Yes/No (Circle One)

If Yes, please describe: _____

2. Has the applicant ever been included in or tested for a special education program? Yes/No

If Yes, please describe: _____

3. Has the applicant ever been tested privately for educational or psychological problems? Yes/No

If Yes, please describe: _____

4. Has the applicant ever been retained in a grade? Yes/No

If Yes, please describe: _____

5. Does the applicant have an IEP (Individualized Education Plan)? Yes/No

If Yes, please describe: _____

6. Has the applicant ever received the attention of a school administrator or the police for improper behavior? Yes/No

If Yes, please describe: _____

continued on back...

7. How did you hear about our school?

Please describe: _____

8. Have any other children in the family attended a Lutheran School? Yes/No

If Yes, please indicate the school, name(s) of the child(ren), and which years the child(ren) attended below:

The Parent or guardian of the applicant understands and agrees to these policies. My signature indicates that the information given above is accurate to the best of my knowledge.

Parent/Guardian Signature

Date

■.....■

(ONLY fill out the form below only if this student is applying for an I-20 student visa)

PARENT/GUARDIAN'S INFORMATION IN THE ORIGINATING COUNTRY

Name _____ Relationship to student _____
(Last) (First) (Middle)

Cell Phone + Country Code _____ Email _____

International Mailing Address

(Street Name + house/building number)

(City/Providence)

(Postal Code)

(Country)

Home Phone + Country Code _____

FOR OFFICE USE ONLY:

Application Fee _____ Date _____ Immunization/Medical Records _____

Birth Certificate _____ Special Accommodations _____

If I-20, All necessary information translated in English? _____



The Lutheran School of Flushing & Bayside

36-01 Bell Blvd., Bayside, NY 11361

TEL: 718.225.5502

FAX: 718.225.7446

WEB: www.LSFB.org

EMAIL: info@LSFB.org

TUITION POLICY

for the 2011-2012 school year and beyond

Greetings in Christ! As you can see above this communication, is about our current Tuition Policy. Over the past 25 years, our school has been providing "Quality Christian Education" for our students giving them the chance to learn and excel. This is our goal. To do this, we rely on financial support from our two sponsoring congregations, grants that become available to us, gifts from friends but **mostly** on tuition that our parents/guardians pay. We appreciate your support, love and understanding.

- **Tuition is due the 1st of each month** and must reach the bookkeeper **no later than the 10th** of that specific month to avoid a late fee. After the 10th, a \$25.00 late fee will be applied. After 30 days past due, there will be another \$25.00 late fee applied, even if a payment plan has been made.
- Our school has a policy that states: **NO STUDENT SHOULD BE IN THE SCHOOL WHEN TUITION OWED IS THIRTY DAYS PAST DUE.** The school office will remind the family several times prior to the student being prevented from attending class. If you contact the school office before that time and work out an alternate plan, suspension may be avoided. There is a maximum amount of arrears that the administration can work with. If an account reaches that point, only an appeal to the school board will allow a child to remain in the school.
- After these several tries to communicate with parents, the school **will turn away** the student dropped off by a parent or **keep the student in the office** if they travel independently.
- When a student transfers to another school and an account is not paid in full, the student's records will be held. Report Cards will also not be given out.
- Any check returned to LSF&B by our own bank is subject to a \$25.00 fee. Checks must be replaced by cash, money order or credit card only.
- No student can participate in any school trips (senior or 6th/7th grade) when there is a 30-day past due account.
- No student will participate in 8th grade graduation with an outstanding balance of any kind.
- Each parent/guardian, even if living separately, is responsible for the total tuition due. LSF&B can no longer track down one person for A and one person for B. This must be taken care of internally in your family make-up.
- After the fifth day of school, **September 13th**, no student should be in the school **without a signed copy** of these rules by all parents and guardians concerned.
- For our reenrolled Pre-K -7th grade students, all tuition and/or fees must be paid in full by June 1st for each student to finish out the year. If you contact the school office before that time and work out an alternate plan, issues may be avoided.
- For our NON-reenrolled Nursery -7th grade students, all tuition and/or fees must be paid in full by June 1st, without exception.

- For our 8th grade students, all tuition and/or fees must be paid in full by June 1st, without exception

COMPUTER USAGE POLICY

for the 2011-2012 school year and beyond

Students are encouraged to use the school's computers/network and the Internet connection for teacher assigned, educational work. The term computer or computer equipment includes: system units, displays, mice, keyboards, speakers, microphones, scanners, video projectors, video cameras, printers, hubs, switches, routers patch panels, wiring, connectors, programs and any other piece of equipment or software which is part of the school's computer system. Students using the school's computers are expected to abide by the following rules:

1. Students may access the internet only by using a computer in our iLAB only under teacher supervision. They may not use their personal smart phone's, iPad's, or any other electronic devices.
2. Rosetta Stone: Use of another person's account/password is prohibited. Students may not allow other users (outside of their immediate family) to utilize their passwords. Students may not intentionally seek information on, obtain copies of or modify files, data or passwords belonging to other users or misrepresent other users on the network. Any of the above will result in an automatic suspension.
3. The Computer Usage Agreement must be read and approved, in writing, by each student and the student's parent, guardian or custodian. LSF&B reserves the right to filter any Internet sites.
4. Students are permitted to use school-supplied software only. Programs which are part of an assignment in a school's course of study, may be run as required, for that course of study's requirements with teacher supervision.
5. Students may not download programs from the Internet, nor may they copy programs from any disk or CD. Students may not install or delete programs on the school's computers.
6. Students may not use the Internet to engage in "hacking" or other unlawful activities.
7. Students may not create keyboard macros in Microsoft Word or any other program. Macros written by the student which are part of an assignment in a school's course of study may be run, as required, for that course of study's requirements with teacher supervision.
8. Students should use only computer programs approved by the classroom teacher.
9. The school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content. It may be reviewed for any harassing or threatening material, trade secret protection and/or any vulgar or obscene content.
10. Only one student may work at a single computer. Only a teacher may assign more than one student to work at a single computer.
11. Students are not to send messages over the network or participate in online "chat rooms." Students may not use any email or instant messaging programs on a school's computer. A student may use Internet e-mail only when a teacher instructs him/her to do so.
12. Students are not to enter the network's operating system.
13. Students are not authorized to use school computers to copy programs or disks. A teacher may authorize the copying of student-created work to CDs or thumb drives.
14. Students may not bring food or drink into the computer lab.
15. All copyright laws are to be enforced.

16. Students are not to unplug or change any computer device or network connections.
17. Students are not to change any display screen settings.
18. Students are not to change any program's toolbars or settings.
19. Students are not to add or delete any program icons on the desktop (MAC) or Start Menu (PC).
20. Malicious use of the school's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the school's computers/network in such a way that would disrupt their use by others.
21. Students are not to remove, modify, damage or destroy any computer or networking equipment.
22. Students are not to modify or remove any identifying labels on computer equipment.
23. Students are not to modify or remove any printer settings.
24. Students are to advise school staff when they observe any violation of the school's policy for the use of the school's computers.
25. Students are to advise their teacher when a computer malfunctions in any way (example: a CD cannot be removed from a computer). The teacher will notify the technical support staff so that the MAC/PC can be repaired.

Exceptions to the above rules are permitted only under direct teacher supervision.

Violations of these rules may result in disciplinary action. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued.

Date: _____

Student Name (Only 4-8 Grade Students)

Student Signature (Only 4-8 Grade Students)

(There are two parent/guardian names and signatures required. For a single parent home, please disregard the second line.)

Parent/Guardian Name

Parent/Guardian Signature

Parent/Guardian Name

Parent/Guardian Signature