

C-III. ENROLLMENT CRITERIA POLICIES/PROCEDURES

SCHOOL AGE

BGBS follows the Kentucky Department of Education guidelines on age of eligibility to attend school, which is subject to change by the State.

- Students in Kindergarten (K-5) must be five (5) years of age or older on or before September 30th of the current school year.
- All Kindergarten students must be able to take care of toileting needs independently. Students must also be able to consistently and independently use the restroom.
- All new kindergarten students must have a hearing/eye exam prior to the first day of school.

SCHOOL IMMUNIZATION REQUIREMENTS

Immunizations protect children against the following: Hepatitis B, Polio, Measles, Mumps, Rubella (German measles), Peruses (whooping cough), Diphtheria, Tetanus, Homophiles Influenza type B, and Chicken-Pox. All of these immunizations need to be given before children are 2 years old in order for them to be protected during their most vulnerable period. Also, children must present an up-to-date immunization certificate before entering school.

Please consult your child's pediatrician in order to insure your child's immunizations are up-to-date. An initial physical exam is required within twelve months prior to entrance into kindergarten. Be reminded that the Comprehensive School Health Regulation, 704 KAR 4:020, mandates that all students have a second physical prior to entry into sixth grade as stated in KRS: 158.035. This physical needs to be conducted within twelve months prior to the start of school. Also, beginning August 1, 1998, for children born October 1, 1992 or later, a Hepatitis B vaccine (HEPB) series and Homophiles Influenza type B conjugate vaccine (HIB) are required. In addition, Kentucky requires a second dose of MMR to be received before entering the Kindergarten program. All kindergarten students are required to have the Hepatitis B vaccine as well as all new elementary students coming to BGBS for the first time. Secondary students are exempt.

BGBS enforces the immunization requirements as outlined by the American Academy of Pediatrics (AAP) and will require a Kentucky State Immunization Certificate prior to entry into the classroom. You may down-load a chart showing the recommended immunization schedule by going to www.cdc.gov/nip.

APPLICATION FOR ENROLLMENT

Each student must submit a completed Application for Enrollment and return it to the BGBS school office. To hold a place for a student, applications should be accompanied by the enrollment fee.

No enrollment is considered complete until all fees are paid and all forms are returned. Parents should provide:

- a. Photo copy of the child's birth certificate,
- b. Social Security Number (photocopy acceptable)
- c. Kentucky State Health immunization card (must be updated)
- d. Proof of medical examination
- e. Copy of the student's most recent academic report and standardized achievement test results (CBTS/CATS or SAT/ACT)
- f. Existing School References for grades 1 – 12.

PARENT/ STUDENT INTERVIEW

All new parents (or legal guardians) must meet informally with the BGBS administrator or his designee. Parents must personally agree with the BGBS Doctrinal and Mission Statement, and abide by the BGBS Handbook.

Students desiring to enroll in Grades 6-12 will provide positive indication that he/she truly wants to be apart of a Christian school such as BGBS through an interview with at least one administrator.

RELEASE OF SCHOOL RECORDS

After the interview, the applicant's previous school records will be requested and reviewed. BGBS reserves the right to administer a placement test for any applicant. All transcript requests must come in writing from the student's former school. Transcripts are mailed directly between schools to preserve their integrity.

ADMISSION TESTING

1. Each student desiring to enroll in Kindergarten will be screened with an evaluation from the Kindergarten teacher beginning at the end of July. School personnel will establish acceptable criteria, sometimes rather subjective in nature.
2. Each student desiring to enroll in Grades 1-12 will be administered certain subject area tests. These tests will see where the student is academically and will also let the teacher know what skills the student has not mastered. Once testing is complete, the administrator will make contact with the parents to discuss test results and grade placement.

ACCEPTANCE

Parents and students should not assume that enrollment is automatic:

Each student meeting the established enrollment criteria, provided that there is an enrollment opportunity in the appropriate grade level, will be notified by written correspondence of his or her acceptance. Parents or guardians will receive written notification of any student's rejection for admission to BGBS from the administrator/ board. All new students will be admitted on a 45 (school) day probation period.

Previous Expulsion From Another School:

The school does not enroll students who have been dismissed from other schools or who have been in serious disciplinary trouble in a former school.

Blue Grass Baptist School does not provide enrollment to students whose special education, behavioral, or physical needs cannot be met by our existing programs, services, or staff.

FINALIZING THE ENROLLMENT PROCESS

Notification of acceptance will be accompanied by instructions regarding finalizing the enrollment process. These instructions will include business matters, supplying all required academic and medical documentation, calendar information, parent orientation, classroom supply list, and other pertinent school related information.

RE-ENROLLMENT

- During the month of February, re-enrollment begins for the fall semester for existing students, and acceptance is granted on a first come first serve basis.
- Currently enrolled students should save their seat by the last business day of March for the next school year. A re-enrollment form along with the registration fee must be turned into the office in order for a seat to be saved.

- There is a non-refundable registration fee required with each enrollment.
- Re-enrollment is allowed only if accounts are paid up to date.
- Grades 4-12 will also need to pay science/tech fees at the time of registration.

INAPPROPRIATE WEB-CONTENT

State of the art computer equipment in a “Windows environment” is available for students to use at BGBS. Students are expected to become proficient in computer applications set by National Guidelines for student computer competency.

In our technology driven society, digital information is in nearly every aspect of our lives. Information posted to websites and social pages on the Internet are often more public than users expect them to be. BGBS reserves the right to decline enrollment or re-enrollment based on information posted to websites or social pages on the Internet. The moral clause in the student handbook states:

The potential for serious moral misconduct of students is as real in a Christian school as in the world. Jesus abhorred the sin, but loved the sinner (John 8:1-11); we must do the same. This policy applies to moral issues including fornication and its probability of pregnancy. In general, when fornication or other public sin becomes known by the school administration, the sin must be dealt with as public knowledge and requires action by the administration. Action taken may relate to events that have occurred either at school or outside of school. Suspension with possible expulsion is the action to be taken by the administration in all cases of public knowledge of sin involving but not limited to: the using of narcotic drugs, alcoholic beverages, fornication, immoral sexual activities including pornography.

We include in this policy digital images/videos and/or text that includes explicit, sexual, or violent content posted to websites or social pages.

Any student who breaks the “Inappropriate Web-Content” policy will be suspended or expelled. Students who are suspended will not be allowed to return to the computer lab for any reason during the course of the school year. All students must adhere to the rules and policies and must sign a statement stating they agree with the rules and policies.

