

# SHENANDOAH BAPTIST ACADEMY

*A Ministry of Shenandoah Baptist Church*

138 Osment Road, SE

Cleveland, TN 37323

(423) 339-0992 \* Fax - (423) 339-0117

[www.sbcministries.com](http://www.sbcministries.com)

## ADMISSION POLICIES AND PROCEDURES

**REQUIRED FORMS:** The following forms must be read thoroughly, completed, signed, and turned in to the school office prior to or on the first day of school.

\_\_\_ Registration Form

\_\_\_ Publicity Release Form

\_\_\_ Standards of Conduct

\_\_\_ Personal Testimony Form (7th-12th grade new students only)

\_\_\_ Pastoral Reference Form (new students only)

\_\_\_ Request for Student Records (new students only, one per family)

\_\_\_ Birth Certificate (copy)

\_\_\_ Immunization Record (Green/Yellow/White Card)

\_\_\_ Parental Agreement Form

Thank you for your prompt attention to this matter.

**ADMISSION POLICY:** Shenandoah Baptist Academy admits students of any race, color, nationality, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, and ethnic origin in administration of its educational policies, admission policies, athletic and other school-administered programs.



**Maternal Grandparents**

**Paternal Grandparents**

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

**Names of brothers and sisters**

**Age**

**Grade**

**School**

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Name of person(s) my student may be released to:

Name

Relationship

Phone (home, cell, work)

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**STATEMENT OF COOPERATION**

In making an application for my child, it is my desire to have him/her complete the school year of **2010-2011**. It is also my understanding that the policy of the school is to make no refunds of registration fees. I also give permission for my child to take part in all school activities, including sports and school sponsored trips away from the school premises, and absolve the school from liability to me or my child because of any injury to my child at school or during any school activity. I also believe that discipline is necessary for the welfare of each student, as well as for the entire school. I give permission for my child's teacher and/or other agent of the school to make and enforce classroom regulations in a manner consistent with Christian principles and discipline as set forth in the Scripture. I further agree to hold the school and its agents harmless for any liability to my child or any parent/guardian thereof because of any injury or alleged injury to my child. Should legal action, for any reason, be taken against Shenandoah Baptist Academy or any employee or agent thereof on my child's behalf, and the school or its agent not be found at fault, I agree to pay any attorney fees, court fees, damages, or other costs that Shenandoah Baptist Academy or its agent should incur to defend itself against such action. I also am in agreement with the doctrinal statement of the school.

The *Statement of Cooperation* will be in effect as long as my child attends Shenandoah Baptist Academy whether it be in the kindergarten, elementary, secondary, or summer school.

I understand that should my marital status change that it is my responsibility to have a corrected *Statement of Cooperation* signed, updated, and delivered to Shenandoah Baptist Academy.

\_\_\_\_\_  
Father/Guardian Signature

\_\_\_\_\_  
Mother/Guardian Signature

**(Both Parents/Guardians Must Sign)**

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## Publicity Release Form

I, the undersigned, hereby (circle one of the following statements)

A. Do consent and authorize, or

B. Do not consent and authorize,

The use or reproduction, by Shenandoah Baptist Academy of Cleveland, Tennessee, of any and all photographs, slides, digital images, sketches and any other audiovisual materials taken of my son/daughter, and/or me taken during any authorized Academy event or activity for publicity, advertising, promotional printed material, use on web site, educational activities, exhibitions or any other use for the benefit of Shenandoah Baptist Academy.

By not consenting or authorizing, I understand my involvement in Shenandoah Baptist Academy programs is not jeopardized in any way.

If this release agreement is being signed for a child I certify that I am the Parent/Guardian authorized to sign this release.

Name of Child: \_\_\_\_\_  
Print Name

Name of Parent/Guardian: \_\_\_\_\_  
Print Name

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent or Guardian

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## STANDARDS OF CONDUCT

Shenandoah Baptist Academy believes that spiritual growth begins with salvation and continues with a personal walk with Christ. A Christians daily goal should be to live under the control and direction of the Holy Spirit. The result of this surrender is a life consecrated unto God and separated from the world.

Shenandoah Baptist Academy believes that it is our responsibility to provide an environment that will assist parents in the growth and development of their child. A standard of conduct based on the Bible is necessary to provide such an environment. All activities of the Christian should glorify God.

A sense of the need for spiritual growth has led SBA to adopt the following standards of conduct. It is believed that these standards will best promote the spiritual welfare of its students. The school, therefore, requests each student to adopt the following standards in their personal life:

1. Refrain from swearing, indecent language, smoking, drinking alcoholic beverages, drugs, gambling, dancing, pornography, premarital sex, homosexuality, and involvement in the world's music (rock, rap, country, etc).
2. Maintain Christian standards in courtesy, kindness, morality, and modest attire.

While this request may seem arbitrary to some, Shenandoah Baptist Academy believes that this standard is in the best interest of each student and will assist in providing an atmosphere that glorifies God at SBA. Students who refuse to agree to these standards of conduct may be suspended or expelled from the academy.

I and my child have read the *Standards of Conduct* and agree to cooperate with these standards to the fullest extent while enrolled in Shenandoah Baptist Academy.

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Student

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Parent/Guardian

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## Personal Testimony Form

Applicant's name \_\_\_\_\_ Date \_\_\_\_\_

Please give a brief description of the day you excepted Jesus as your personal Savior:

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\_\_\_\_\_  
Student's Signature

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## Pastoral Reference Form

Dear Pastor,

Shenandoah Baptist Academy is a local church school committed to serving families who desire a Christ-centered education for their children. As part of the application process, we require all prospective students to have their pastor complete this pastoral reference form. Please answer the following questions from your knowledge of this student and their family and return this form in the envelope provided. The application process cannot be completed until we receive this reference form from you. Thank you for your help.

Applicant's name \_\_\_\_\_

How long have you known the applicant and their family? \_\_\_\_\_

To the best of your knowledge, has this applicant been born again?

\_\_\_\_\_

Does this applicant attend church faithfully? \_\_\_\_\_ Services per week? \_\_\_\_\_

Is the family supportive of the ministry of your local church? \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_ Phone \_\_\_\_\_

Church \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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## REQUEST FOR STUDENT RECORDS

Date of Request: \_\_\_\_\_

Records Requested From: \_\_\_\_\_  
School Name

\_\_\_\_\_  
Address City State Zip

Dear Administrator:

The following student(s) is seeking enrollment in Shenandoah Baptist Academy. Please release all grades, achievement test scores, attendance records, health records, and other pertinent information to Shenandoah Baptist Academy.

Thank you for your prompt attention to this matter.

<b>Student's Name</b>	<b>Age</b>	<b>Birthdate</b>	<b>Grade</b>

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

\_\_\_\_\_  
Requesting Principal Signature

Please send all records to:

Shenandoah Baptist Academy, 138 Osment Road, SE, Cleveland, TN 37323

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## Parental Agreement Form & Contract

### Statement of Faith

We have read and understand the Statement of Faith of the Shenandoah Baptist Academy and its ministries. We accept fully the Statement of Faith and subscribe to the same.

### Church Attendance

Understanding the vital importance of attending church and supporting the work of the local church and its place in Christian education, we agree to have our child/children in a Bible-believing church every week unless providentially hindered.

### Financial Obligation

We have read and understand the financial procedures used concerning students enrolled at Shenandoah Baptist Academy and know the cost of enrolling our child/children in Shenandoah Baptist Academy. We accept responsibility for registration, book fee, tuition, and any class, lab or extra-curricular fees that may be incurred during the course of the school year.

### Handbook

We have received, read and understand the contents of the Shenandoah Baptist Academy handbook. We understand that the handbook may be updated from year to year and that we are responsible for helping our child/children follow the school policies as outlined therein.

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Parent/Guardian Signature

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Date

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### Payment Options

I wish to pay my yearly tuition charge of \$\_\_\_\_\_ for the 2010-2011 school year by one of the following:

- \_\_\_\_\_ 1. Paid in Full.
- \_\_\_\_\_ 2. 12 monthly payments beginning July 1<sup>st</sup> thru June 1<sup>st</sup>.
- \_\_\_\_\_ 3. 10 monthly payments beginning the 1<sup>st</sup> day of school thru May 1<sup>st</sup>.

Payments may be made by cash, check, or credit card (Master Card/Visa). **I understand that these payments are due and payable on the first of each month and that a service charge of \$25.00 will be added after the 10<sup>th</sup> of each month. Also, I understand that my child will not be allowed to attend SBA after the 10<sup>th</sup> of each month if the overall school account is not current.**

All tuition payments can be made to the school office located in the Roloff/Roberson Educational Building or the Preschool Building.

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Parent/Guardian Signature

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Date

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Parent/Guardian Name (Please Print)

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Approved By

# Shenandoah Baptist Academy

## School calendar

### 2010-2011

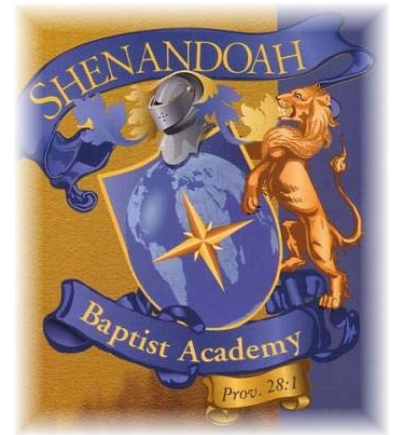


<b>August</b>	2nd-6th 7th 9th 11th 12th	Teacher In-Service Week SBA Staff/Student family Picnic Noon-3 pm Staff/ Parent Informational Meeting- 6:30 pm Preschool-12th Parent/Teacher Orientation: 9 am-12pm First full day of school
<b>September</b>	<b>6th</b> 13th <b>23rd-24th</b>	<b>NO SCHOOL - Labor Day!!</b> Progress Reports issued <b>NO SCHOOL - State Educator's Convention</b>
<b>October</b>	<b>11th</b> 14th 14th 15th 15th 16th 20th 21st-22nd	<b>NO SCHOOL - Columbus Day!!</b> School pictures for 7th-11th grades 1st Quarter Ends (43 Days) School pictures for Preschool-3rd grades 2nd Quarter Begins Fall Festival Report Cards Issued Parent/Teacher conferences
<b>November</b>	6th <b>24th-26th</b>	Founder's Banquet 6 pm-8 pm <b>NO SCHOOL - Thanksgiving Break</b>
<b>December</b>	17th  22nd <b>20th-January 3rd</b>	2nd Quarter Ends (43 Days)/1st Semester Ends (86 Days) <b>Noon Dismissal</b> Report Cards issued by mail <b>NO SCHOOL - Christmas Break</b>
<b>January</b>	3rd <b>4th</b>  6th <b>17th</b> 18th-19th	Parent/Teacher conferences <b>School Resumes from Christmas Break</b> 3rd Quarter Begins Staff/Parent Informational Meeting- 6:30 pm <b>NO SCHOOL - Martin Luther King Day!!</b> TACS District On-Site Bible & Academic Testing
<b>February</b>	4th 15th-16th <b>21st</b>	Progress Reports issued TACS District Bible, Music, Speech, & Art Competition <b>NO SCHOOL - President's Day/ Teacher's Clinic</b>
<b>March</b>	1st 9th 10th 16th 17th-18th 24th-25th	TACS State On-Site Bible & Academic Testing 3rd Quarter Ends (45 Days) 4th Quarter Begins Report Cards issued Parent/Teacher conferences TACS State Bible, Music, Speech, Art, & Academic Competition
<b>April</b>	11th-15th 11th <b>18th-22nd</b>	Stanford Achievement Test Progress Reports issued <b>NO SCHOOL - Spring Break</b>
<b>May</b>	9th 17th  18th  20th 27th	Staff/Parent Informational Meeting 6:30 pm Last Day of Kindergarten (K3-K5) Noon Dismissal Kindergarten Graduation @ 7:00 pm Last Day of School (1st-12th) 4th Quarter Ends (45 Days)/2nd Semester Ends (90 Days) High School Graduation @ 7:00 pm Report Cards Issued by Mail

# SHENANDOAH BAPTIST ACADEMY

## Schedule of Tuition and Fees

2010-2011



**Registration**      \$150.00 per student

		<u>10 months</u>	<u>12 months</u>
<b>Tuition</b>	<b>Three Year Old Kindergarten:</b>		
	M-F (full day)	\$380/month	\$317/month
	Total	\$3800.00	
	MWF (full day)	\$300/month	not available
	Total	\$3,000	
	T & TH full day	\$250/month	not available
	Total	\$2,500	
	*M-F 1/2 day	\$230/month	not available
	Total	\$2,300	
	*MWF 1/2 day	\$200/month	not available
	Total	\$2,000	
	<b>Four Year Old Kindergarten:</b>		
M-F full day	\$380/month	\$317/month	
Total	\$3,800.00		
MWF full day	\$320/month	\$267/month	
Total	\$3,200.00		
T & TH full day	\$270/month	\$225/month	
Total	\$2,700.00		
*M-F 1/2 day	\$250/month	\$208/month	
Total	\$2,500.00		
<b>Five Year Old Kindergarten:</b>			
M-F full day	\$380/month	\$317/month	
Total	\$3,800.00		
*M-F 1/2 day	\$280/month	\$234/month	
Total	\$2,800.00		

\*1/2 day students may periodically stay for afternoon activities for a charge of \$25.00 per day.

***Schedule of Tuition and Fees continued  
2010-2011***

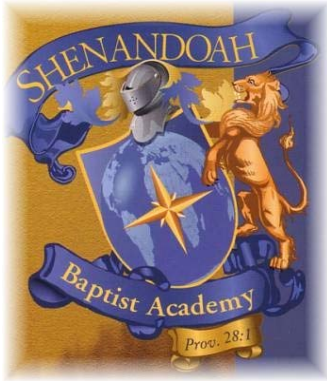
<b><i>Tuition (continued)</i></b>	<u>10 months</u>	<u>12 months</u>
<b>1st-12th</b>		
One Student	\$380/month	\$317/month
Total \$3,800		
Two Students	\$665/month	\$554/month
Total \$6,650- 25%		
Three Students	\$893/month	\$744/month
Total \$8,930- 40%		
Four Students	\$1,121/month	\$934/month
Total \$11,210- 40%		

<b><i>Fees</i></b>	K3-K4 - \$125 Curriculum fee
	K5 - \$175 Curriculum fee (\$50 graduation fees included)
	1st- 6th - \$190 Curriculum fee (*\$40 yearbook fee included)
	7th-10th - \$240 Curriculum fee (*\$40 yearbook fee included)
	11th - \$290 Curriculum fee(*\$40 yearbook fee included) ( \$50 ACT testing fee included)
	12th - \$390 Curriculum fee (*\$40 yearbook fee included) ( \$50 ACT testing fee included) ( \$100 graduation fee included)

Athletic fee per sport — \$100 (not included in above fee schedule)

Registration and fees are non-refundable and non-transferable. Tuition is refundable on a pro-rated basis.

\*maximum of \$80 per family\*



## Shenandoah Baptist Academy

138 Osment Road, SE

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(423) 339-0992

June, 2010

Dear Parents,

The Tennessee Department of Health has changed and updated its immunization requirements for pre-school and school entry. The effective date for most changes is July 2010. Please note the following requirements as they relate to your child.

Any immunization updates need to be completed prior to the start of school. We will need a certificate verifying immunization compliance to be filed with your student's permanent record.

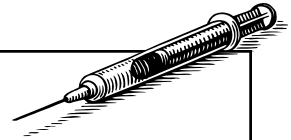
Thank you for your prompt attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Josh S. Grubbs". The signature is written in a cursive style with a horizontal line above the first name.

Josh S. Grubbs  
Administrator/Principal

JG/jsa



**Children in Child Care Facilities (new requirements underlined):**

- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Hepatitis B (HBV)
- Poliomyelitis (IPV or OPV)
- Haemophilus influenzae type B (Hib): age younger than 5 years only (*this requirement is resumed following suspension during a national Hib vaccine shortage 2008-2009*)
- Pneumococcal conjugate vaccine (PCV): age younger than 5 years only
- Measles, Mumps, Rubella (1 dose of each, usually given together as MMR)
- Varicella (1 dose or history of disease)
- Hepatitis A (1 dose by 18 months of age)

**Children entering Kindergarten (new requirements underlined):**

- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Hepatitis B (HBV)
- Poliomyelitis (IPV or OPV): final dose on or after the 4<sup>th</sup> birthday now required
- Measles, Mumps, Rubella (2 doses of each, usually given together as MMR)
- Varicella (2 doses or history of disease): previously only one dose was required
- Hepatitis A (2 doses): *effective July 1, 2011*

**Children entering 7<sup>th</sup> grade (new requirements underlined):**

- Tetanus-diphtheria-pertussis booster ("Tdap")  
Verification of immunity to varicella (2 doses or history of disease)

**Children who are new enrollees in a TN school in grades other than K or 7<sup>th</sup>:**

- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Hepatitis B (HBV): previously only for Kindergarten, 7<sup>th</sup> grade entry
- Poliomyelitis (IPV or OPV): final dose on or after the 4<sup>th</sup> birthday now required
- Measles, Mumps, Rubella (2 doses of each, usually given together as MMR)
- Varicella (2 doses or history of disease): previously only one dose was required

**Children with medical or religious exemption to requirements:**

- **Medical:** Healthcare provider must indicate which specific vaccines are medically exempted (because of risk of harm) on the new form. Other vaccines remain required.
- **Religious:** Requires only a signed statement by the parent/guardian that vaccination conflicts with their religious tenets or practices. *If* documentation of a health examination is required, it must be noted by the health care provider on the immunization certificate. In that case, the provider may explain the absence of immunization information by checking that the parent has obtained a religious exemption.