Enrollment Policy

In accordance with Section 59-40-50 of the South Carolina Code of Laws, Title 59, Chapter 40, BPS will admit all students eligible to attend Kindergarten through twelfth grades residing in South Carolina, subject to space limitations. BPS will notify the sending district(s) immediately of transferring students. In the event that the number of applicants exceeds the capacity of a program, class, grade level or building, the students will be accepted by drawing, as specified in federal and state guidelines. BPS will not limit, deny admission or show preference to any individual or group of individuals. BPS will recruit, register, and admit students without regard to race, creed, gender, national origin, ancestry, disability or need for Special Education services. Because BPS is sponsored through the South Carolina Public Charter School District, there will be no out-of-district students. South Carolina law provides that priority status may be given to a sibling or siblings of a student already currently enrolled and attending the school, to children of charter school employees, and to children of committee members, provided their enrollment does not constitute more than twenty percent of the total charter enrollment. BPS will honor these special circumstances for siblings of currently enrolled and attending students, children of current BPS school employees and committee members.

In order to ensure the integrity of the enrollment process, the BPS administration will have a minimum of 2 staff members overseeing the application, enrollment and waiting list. Protocol will be in place for those staff members to verify all priority enrollments including but not limited to sibling enrollment, sibling un-enrollment and all other changes to enrollment status.

Application Process

BPS will accept applications between October 15th and January 30th for the following school year. They will be processed in the following ways:

Postal mail: mail application to Bridges Preparatory School, 1100 Boundary Street, Beaufort, SC 29902
BPS personnel will collect postal applications and date them according to postmark

E-mail: BPS at info@bridgespreparatoryschool.org
BPS personnel will print a copy of emailed applications and date them according to date sent. The email system tracks date and time of submission.

On-line: On-line application available at www.bridgespreparatoryschool.org
BPS personnel will print a copy of on-line applications and date them according to date submitted. The on-line system will track date and time of submission.

In person: BPS will accept applications on site at the front desk of the main campus located at 1100 Boundary Street, Beaufort SC 29902. Applications will be accepted during regular school

hours according to the Beaufort County School Calendar.
BPS personnel will date application at time of submission

BPS will notify parents either by US Mail or email confirming the receipt of the Application within 10 days of receipt by the school. Any applications received after January 30th will be considered on a first-come/first-served, space-available basis.

Conduct of Drawing

If the number of applicants exceeds the number of available slots, a drawing will be used to determine who gains admission. All applicants who would like to attend BPS must submit an application prior to the published deadline. Any applications received after the published deadline will be placed at the end of the wait list in the order of which they were received. Any students drawn after all seats are filled in a particular grade will be placed on a wait list in the order they are drawn. The drawing will be duly publicized and conducted in a public meeting.

For each applicant, BPS personnel will create a lottery card with applicant's drawing number.
• Each individual card will be placed in an envelope. The outside of the envelope will note only the grade level for which the applicant applied.
• Each envelope will then be placed in a corresponding large, transparent container marked with each grade level. The envelopes will be thoroughly shuffled. The containers will be stored in a secure locked location.
• Kindergarten will be drawn first and then each of the other grade levels will be put on a card and placed into an unmarked envelope. These envelopes will be placed in a transparent container.
• A community representative, not associated with BPS, will then draw from the container to establish the order in which grade levels will be drawn.
• Once grade level order has been established, the representative will then proceed to draw from the first chosen grade level and continue until all cards are drawn.
• Each envelope will be opened and the applicants drawing number will be called out and placed on the board. The number and name will be recorded on an independent tally sheet.
• This will continue until all envelopes have been drawn for that grade level.
• Once all available seats have been filled, the process will continue with the rest of the applicants going on a wait list in the order they are drawn.
• In the event that a student is drawn in a subsequent grade level, is eligible for a slot and has a sibling on the wait list in another grade, that sibling would move up to the appropriate spot on the wait list.
• This will be repeated for each grade level until all grades and all cards have been drawn.

Priority Enrollment

All priority preferences will be considered in the following order:

1. applicant sibling(s) of a currently enrolled and attending student
2. applicant sibling(s) of an accepted applicant applying for the same academic year
3. child(ren) of BPS employees
4. child(ren) of the current BPS Board of Directors as long as it does not exceed 20% of the total enrollment

for that year.

Priority enrollment for children of BPS employees and children of the board of directors cannot constitute more than 20% of the enrollment of the charter school. Siblings who are applying for the first time will receive preference only after one of the sibling(s) has been drawn and enrolled. A student is only considered to have priority status in Year one of his/her attendance. Therefore in subsequent years, that student is considered as already enrolled and will not count towards priority status.

If a student is offered a slot at BPS and declines, or leaves BPS after gaining entry, future eligibility for priority status is at the discretion of the Executive Director and/or the Head of School.

Enrollment Package

Following the Drawing and within 10 business days, BPS will send out Enrollment Packages to all students who were picked in the Drawing. Students will then have 10 business days to return the Enrollment Package. The envelope must be postmarked accordingly to be accepted. Any Enrollment Packages that are received late or are not returned to BPS will constitute that slot being offered to the next child on the wait list.
Enrollment Packages can be returned via postal mail to:

Bridges Preparatory School
P.O. Box 120
Beaufort, SC 29901

Or in person to our main campus located at 1100 Boundary Street, Beaufort, SC 29902

Appeals Process

The drawing will be the final and binding result for admission. In the event that BPS denies admission to a student for reasons other than the result of the drawing, the student may appeal to the governing board of Bridges Preparatory School. In the event that a suitable resolution cannot be decided, then the student may appeal to the SC Public Charter School District (SCPCSD) Board of Trustees. The appeal to both groups must be within 10 business days in writing and state the grounds on which the appeal is based. The decision of the SCPCSD shall be binding and final without the right of appeal (Section 59-40-50(c) (1)).

Students Outside District

Because BPS is sponsored through the South Carolina Public Charter School District, there will be no out-of-district students.

Waiting List

BPS will maintain its wait list for the current school year through the 135th school day and continue to fill slots as opening become available. After the 135th day, the waiting list will be dissolved.