

Enrollment Guide



- Enrollment Process & Guidelines
- Guide to the Decision-Making Process
- Post-Lottery Frequently Asked Questions
- Enrollment Timeline

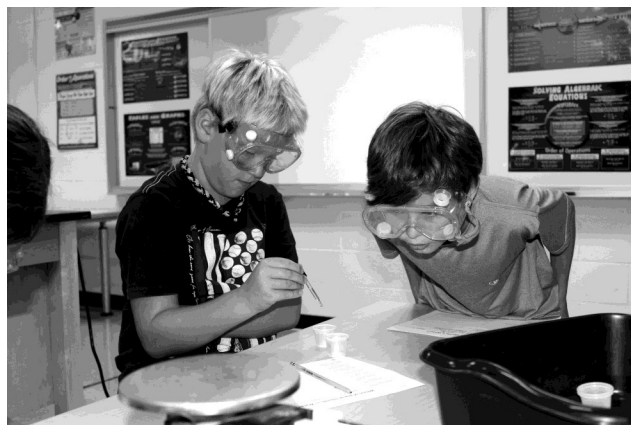
BCS Enrollment Process & Guidelines

The enrollment process for Birmingham Covington School (BCS) differs from the other schools in the district and is outlined below.

1. Registration for new students occurs yearly. All students residing in the Birmingham school district are eligible, **provided they meet district residency requirements**. BCS does not participate in the BPS Tuition Enrollment Program (TEP).
 - A student may only enroll in one grade level for the next school year. That grade is the grade for which the student is eligible for the next school year.
 - Lottery registration for **students entering grades three through eight** occurs online. See the school website for specific dates.
 - Enrollment is **not** determined on a first come, first served basis.
 - There is no sibling preference at BCS. For the enrollment of multiples see #6.
 - Because of the unique structure at BCS, certain student services are not generally provided. A Reading Specialist and ESL services are not assigned to the school.
 - Due to the fact that BCS has a lottery based enrollment and each grade level is capped at a specific number, part time enrollment is not allowed.
 - Students with special needs are welcomed at BCS. Enrollment at BCS through the registration and lottery processes is intended for those students for whom a Free Appropriate Public Education (“FAPE”) can be provided in a general education setting, with necessary supports. This includes those students that require the support of a Learning Resource Center for a portion of the school day. BCS does not have a self-contained categorical classroom. Students whose most recent IEP provides for placement in such a classroom are not eligible to register at BCS or participate in the lottery.
2. There will be 108 new openings yearly in the third grade.
3. As openings occur in grades 4-8, families from the wait-list will be contacted via email.
4. In the event that registration at a grade level exceeds the spaces available, the BPS administration will conduct a random, public lottery. The procedures for the lottery are as follows:
 - Names will be selected starting at third grade and progressing through eighth grade.
 - Names will be listed and numbered in the order selected. Names not selected for available spaces will be placed on a wait-list in the order in which they are drawn. These names will comprise the BCS wait-list for each grade level.
 - Parents/Guardians of students accepted during the lottery will receive an email within 24 hours of the lottery. This email will include an acknowledgement form.

- Students on the BCS wait-list will be notified via email only when a slot becomes available based upon their lottery numbers. This process will continue until 4:00 p.m. on the day the second quarter of the next school year ends. All openings prior to 4:00 p.m. on that day will be filled from the current wait-list.
 - When students on the wait-list are informed of an opening, the family will have until 4:00 p.m. on the second business day following the day the contact is made to accept or decline enrollment at BCS. A decline must be in writing within this time frame. Failure to respond to an email within that time frame will automatically forfeit the spot.
5. The enrollment process is closed for the rest of the school year at 4:00 p.m. on the day the second quarter of that school year ends.
6. Multiples
- A multiple is a biological twin, triplet, quad, etc. Blended families with children in the same grade or children living with guardians who have children at the same grade level will not be considered multiples.
 - There are two available options when enrolling multiples for the BCS lottery:
 - 1. Multiples Option A**
 - a. Parents/guardians will complete one application for each set of multiples.
 - b. When the one card for a set of multiples using Option A is drawn, the students in the set of multiples will receive the next numbers on the enrollment list.
 - c. If a family with a set of multiples using Option A receives a slot on the enrollment list with one of the multiples accepted into BCS and the remaining multiple(s) holding the next slot(s) on the wait-list, parents/guardians have until 4:00 pm on the second business day following the day contact is made to notify BCS, in writing, that they accept the one available opening. If the family decides to accept the opening, the parent/guardian has the opportunity to select which child will enroll in BCS. In declining in writing the one available opening, the family withdraws the entire set of multiples.
 - d. If all members in a family of multiples are on the wait-list and a spot becomes available for one of the students once the school year has begun, the parent/guardian has until 4:00 p.m. on the second business day following the day the contact is made to notify BCS, in writing, whether they will accept or decline the opening. If the family decides to accept the opening, the parent/guardian may select which child in the set of multiples will enroll in BCS. In declining in writing the one available opening, the family withdraws the entire set of multiples.
 - 2. Multiples Option B**
 - a. Parents/guardians may register each child individually for the BCS lottery.
 - b. If one child in a set of multiples using Option B is selected on the enrollment list, only the child whose name appears on that card will be enrolled at BCS. There will be no transferring of enrollment between multiples.
7. Grade Level Advancement or Retention of a Student at BCS
- When enrolling at BCS, a student must enter in the grade for which the student is eligible for the next school year. Retention or advancement is determined by the student's current school and this decision must be made before the January registration week.

- Because each grade level at BCS is capped at a specified number of students, automatic grade level advancement or retention of a current BCS student is not possible. In order to be retained or advanced, the student must register for the following year's lottery for the grade level desired. If the lottery has already taken place, the student will be placed at the bottom of the wait-list for the following year. Retention or advancement must be approved by school administrators.

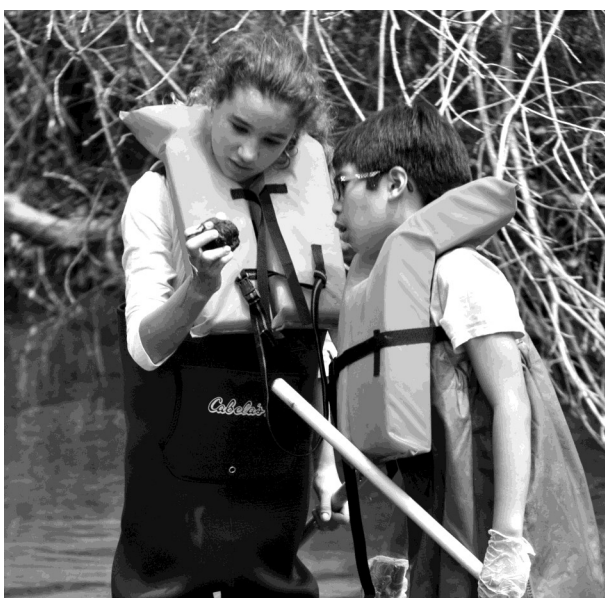


8. Part time Enrollment

- Due to the fact that BCS has a lottery based enrollment and each grade level is capped at a specific number, part time enrollment is not allowed.

9. Re-Enrollment in the Home School

- Once the district has received a parent's/guardian's confirmation that his/her child will attend BCS, the child's enrollment at the prior Birmingham public school is no longer guaranteed. If the parent/guardian chooses to relinquish his/her child's placement at BCS, enrollment at the prior school will be considered first, based upon space available according to district enrollment procedures. If no space is available at the prior school, the parent/guardian will need to request "open enrollment" to attend another school in the district. District enrollment procedures will apply to these open enrollment requests.



10. Parental Decision to Enroll a Child at BCS

- If custodial parents or guardians disagree on the decision to enroll a child at BCS, the parents/guardians must resolve the issue apart from the school district and notify the district of their joint decision.

11. Absence on the First Day of School

- If a new student does not attend BCS on the first day of school and has not made prior arrangements regarding the absence, the student will automatically lose his/her slot at BCS at the end of the second school day.

BCS Guide to the Decision-Making Process

If your child is selected to attend BCS based on the January lottery, you MUST accept your enrollment offer in writing on or before the deadline listed on the BCS Enrollment Timeline on the school website. If we have not received your acknowledgement form in the BCS office by the deadline, please know that your enrollment offer is withdrawn and your place will automatically be offered to the next child on the BCS wait-list.

In order to aid in your decision-making process, we have compiled a list of guidelines which we hope will facilitate the process for you. We urge you to complete your research on BCS prior to the lottery. Above all, your understanding of your child should be the deciding factor as to whether BCS is a good fit for your family.

- After the Open House, if you wish to take an additional tour, you should schedule it so it is completed prior to the lottery. We may not be able to accommodate your request after the lottery. Tours between the time of the lottery and the acceptance deadline will be group tours. A virtual tour is available at www.bcsonline.info. If you would like to schedule a tour or have any general questions about BCS, please contact the BCS Community Engagement Coordinator at 248-203-4625 between Open House and the lottery.
- If you are unable to attend the BCS Open House in December, please visit www.bcsonline.info and click the “Why BCS” tab.
- Please be aware that there is no sibling preference at BCS. However, there are specific guidelines regarding multiples. A multiple is defined as a biological twin, triplet, quad, etc. Blended families with children in the same grade or children living with guardians who have children at the same grade level will not be considered multiples.
- Because each grade level at BCS is capped at a specified number of students, automatic grade level advancement or retention of a current BCS student is not possible. In order to be retained or advanced, the student must register for the following year’s lottery for the grade level desired. If the lottery has already taken place, the student will be placed at the bottom of the wait-list for the following year. Retention or advancement must be approved by school administrators.
- If you have a particular individual student concern, please contact our counselors Karen Kohler at 248-203-4564 or Jenny Wagner at 248-203-4434.

BCS Post-Lottery Frequently Asked Questions

How do I find out where my child is on the wait-list?

Parents/guardians of students who are accepted during the lottery will receive an email within 24 hours after the lottery. Parents/guardians of students who are placed on the wait-list will be notified within 48 hours after the lottery. A number will be assigned to each student on the wait-list.

My child is on the wait-list. How will I find out if my child gets in?

BCS will contact you via email when an opening becomes available. You must respond in writing by 4:00 p.m. on the second business day following the day the contact is made in order to secure your place at BCS.

My child's number is near the top of the wait-list, but we have never taken a tour of the building. May we schedule one?

Group tours will be offered between the lottery and the acceptance deadline. We strongly recommend that you tour BCS prior to the lottery. A virtual tour is available at www.bcsonline.info.

I missed entering my child into the BCS lottery process. Is it too late to add my child's name to the wait-list?

Check the school website to find information on how to be added to the waitlist.

I have an incoming third grader at BCS. May we schedule a visit in a 3 /4 classroom?

Unfortunately, with so many new 3rd grade students to accommodate, it is very disruptive to our current classrooms to conduct such visits. We have a move-up day event in the spring for this purpose.

I heard the counselors meet with all of the new families. How do I schedule such a meeting?

New families will be contacted by our counseling staff in order to collect important information about our incoming students. New family meetings are available if desired.

Will a new student who accepts a space in grades 4, 6 or 8 be repeating or missing any content due to BCS's two year cycle of curriculum?

When a new student accepts a space at BCS in grades 4, 6 or 8, there may be science and social studies content the student has had at his/her previous school. This happens because of the way we cycle our curriculum over two years due to our multiage approach. If a student has missed areas of the curriculum, teachers can partner with parents to share the list of topics for the students to review.

My child just got into BCS and we would like to request a specific teacher. May we do this?

Your input regarding the learning needs of your child will be considered after you submit a new family form sent to you by our counseling staff in February. However, placement is determined by BCS faculty and administration.

Will there be activities for the new students coming into BCS?

Yes! Enrolled students will be receiving a letter in March detailing a variety of new family activities, including the BCS Blast and Move-up Day.

Are children on the BCS wait-list included in the activities that take place the rest of this year?

No, but once they are enrolled at BCS, students on the wait-list will be invited to attend our new family activities.

Once my child is enrolled, how do I find out about the Choice Hour classes that will be offered next fall, and how do I sign my child up for them?

Our Choice Hour Coordinator, will hold an information meeting in May and explain the online Choice Hour sign up process.

If my child is on the wait-list and does not get in, do we need to register for the lottery again for the following school year?

Yes! You will need to register again for the lottery for the next grade level during Open House or registration week.

What happens if I change my mind and want to withdraw from BCS after accepting a place?

To withdraw from BCS, please email Kathy Barnas at kbarnas@birmingham.k12.mi.us. However, once the district has received a parent's/guardian's confirmation that his/her child will attend BCS, the child's enrollment at the prior Birmingham Public School is no longer guaranteed. If the parent/guardian chooses to relinquish his/her child's placement at BCS, enrollment at the prior school will be considered first, based upon space available according to district enrollment procedures. If no space is available at the prior school, the parent/guardian will need to request "open enrollment" to attend another school in the district. District enrollment procedures will apply to these open enrollment requests.

If you have further questions . . .

- regarding the wait-list, enrollment status or new family meetings call Kathy Barnas at 248-203-4515.
- regarding placement and other individual student concerns, call Karen Kohler at 248-203-4564 or Jenny Wagner at 248-203-4434.