

# BCS

Birmingham  
Covington  
School

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A Birmingham Public School

2012-2013

# Enrollment Guide



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1525 Covington Road, Bloomfield Hills, MI 48301 • [www.BCSONline.info](http://www.BCSONline.info) • 248.203.4444

Birmingham Public Schools . . .

Inspiring learners through educational excellence for a lifetime of global opportunities.

# BCS Enrollment Process & Guidelines

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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 during the fall at BCS Open House and for one week at the BPS Administration Building each January. The week of registration for the lottery will be determined by each year's school calendar.
  - Parents/guardians must **always** register in person. Registration forms may not be faxed or mailed.
  - Enrollment is **not** determined on a first come, first served basis. Further, students who register for the lottery at Open House have no advantage over those registering in January.
  - There is no sibling preference at BCS. For the enrollment of multiples see #7.
  - Because of the unique structure at BCS, certain student services are not generally provided. Neither a reading specialist nor an instructional specialist is assigned to the school.
  - 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. Students whose most recent IEP provides for placement in a self-contained categorical 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.
4. In the event that registration at a grade level exceeds the spaces available, the BPS administration will conduct a random, public lottery within a week of the conclusion of registration. 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.
  - Birmingham Public Schools will notify admitted students in writing within a week of the lottery.

- Students on the BCS wait-list will be notified 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.
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. Parents/guardians who miss the registration deadline for any reason may add their names to the end of the wait-list by calling Mary Baughman at (248) 203-4515.
  7. 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 registration card 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.

8. Grade Level Advancement or Retention of a Student at BCS

- Because each grade level at BCS is capped at a specified number of students, grade level advancement or retention of a BCS student is very difficult and, at times, not possible.
- When initially enrolling at BCS, a student must enter in the grade for which the student is eligible for the next school year.



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 child's home school is no longer guaranteed. If the parent/guardian chooses to relinquish his/her child's placement at BCS, enrollment at the home school will be considered first, based upon space available according to district enrollment procedures. If no space is available at the child's home 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

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**If your child is selected to attend BCS based on the January 18, 2012 lottery, you MUST accept your enrollment offer in writing on or before Friday, January 27, 2012 at 4:00 pm. If we have not received your acknowledgement form in the BCS office by 4:00 pm on the above 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 Open House, if you wish to take an additional tour, we recommend that you schedule your tour so that it is completed prior to the lottery. If you would like to schedule a tour or if you have any general questions about BCS, please contact Sue Reepmeyer (248) 203-4449 or Cindy Balicki (248) 203-4448 between Open House and the lottery.
- If you attend the BCS Open House in the fall and still feel that you have questions, please attend our January parent information session at BCS. During this session you will have an opportunity to learn more from our principal and our counselors. This session is offered on Thursday, January 5, 2012 at 7:00 pm in the BCS Media Center.
- Please refer to the list of Parent Ambassadors located in your Open House folder. These current BCS parents are an excellent resource to each individual family interested in BCS, as they have had experiences in your home school as well as BCS. Please feel free to contact them or any other current BCS families with any questions about transitions into BCS.
- Neither a reading specialist nor an instructional specialist has been assigned to BCS because of its unique structure.
- 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.
- Grade level advancement or retention of a BCS student is very difficult and, at times, not possible because each grade level at BCS is capped at a specified number of students. If grade level advancement or retention is recommended, there is a specific set of guidelines.
- If you have a particular individual student concern, please contact Tamra Nast at (248) 203-4434 or Karen Sivwright at (248) 203-4564.

# BCS Post-Lottery Frequently Asked Questions

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***How do I find out where my child (or anyone else's child) is on the wait-list?***

Lists of the names of accepted and wait-listed students will be posted on the front door of BCS immediately following the lottery. These lists will also be posted on [www.birmingham.k12.mi.us](http://www.birmingham.k12.mi.us) by 4:00 p.m. on the day following the lottery. Names will be posted on the Website for one week only. After one week, wait-listed students will be identified by lottery number only. For further information regarding the wait-list, please call Mary Baughman at (248) 203-4515.

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

Mary Baughman will contact you when an opening becomes available. You must respond 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 name is near the top of the wait-list, but we have never taken a tour of the building. May we schedule one?***

We strongly recommend that you have previously toured BCS because we may not be able to accommodate your request after the lottery.

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

You may begin the process by calling Mary Baughman at (248) 203-4515 who will answer any questions and direct you toward the next step.

***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. You are welcome to schedule a building tour with Cindy Balicki, or if you have other specific concerns, you may contact the counselors or the principal.

***I have an incoming BCS student in grades 4-8. May we schedule a classroom visit at BCS?***

You may call Cindy Balicki to schedule a half-day visit in a BCS classroom.

***I heard that the BCS Principal and Counselors meet with all of the new families. How do I schedule such a meeting?***

Our counselors and an administrator will be meeting with every new family on the enrollment list starting January 30, 2012. Mary Maughman will begin calling all enrolled families in numerical order starting on January 20, 2012 to schedule these meetings. Wait-listed families will have their meetings after they are enrolled at BCS.

***I understand that during my meeting with the BCS Principal and Counselors I may request that my child be placed in a homeroom with a specific friend. How do I find out what other children will be attending BCS so I can make this request?***

For one week only, beginning the day after the lottery, the names of all children accepted at BCS and those on the wait-list will be posted on the BPS web site. You are encouraged to print this list

at that time and keep it for reference. You may also want to talk directly with individual families who registered their student(s) for BCS.

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

Your input regarding placement for your child for next year will be welcomed during your individual new family meeting with the administrator and counselors.

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

Yes! Enrolled students will be receiving a letter in March detailing these events. If you are interested in volunteering to help with these activities, please call Cindy Balicki at (248) 203-4448.

***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?***

Linda Stone, our Choice Hour Coordinator, will give an overview in May 2012. Families enrolled after this date will be contacted directly at the end of August.

***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?***

You will need to register again for the lottery for the next grade level during registration week.

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

To withdraw from BCS, please call Mary Baughman at (248) 203-4515 for instructions. 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 child's home school is no longer guaranteed. If the parent/guardian chooses to relinquish his/her child's placement at BCS, enrollment at the home school will be considered first, based upon space available according to district enrollment procedures. If no space is available at the child's home 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 or enrollment status, call Mary Baughman at (248) 203-4515.
- regarding building tours and new family activities, call Cindy Balicki at (248) 203-4448.
- regarding new family meetings, call Mary Baughman at (248) 203-4515.
- regarding placement and other individual student concerns, call Tamra Nast at (248) 203-4434 or Karen Sivwright at (248) 203-4564.

# BCS Enrollment Timeline

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BCS Enrollment is open to all entering 3-8 students residing in the Birmingham School district. BCS will have 108 openings in Grade 3 for the 2012-2013 school year. Openings may also occur in other grades.

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| <b>Sunday, December 4, 2011</b>    | <b>BCS Open House from 1:00 p.m. - 3:00 p.m.</b><br>Registration for 2012-13 BCS enrollment will take place.  |
| <b>Thursday, January 5, 2012</b>   | <b>Information Session in the BCS Media Center at 7:00 p.m.</b><br>Intended for those unable to attend the Open House;<br>no registrations taken.   |
| <b>January 9-13, 2012</b>          | <b>Registration Week for 2012-13 BCS enrollment</b><br>BPS Administration Building<br>550 West Merrill Street, Birmingham.<br>Monday-Friday: 8:00 a.m. - 5:00 p.m.<br>Tuesday: 8:00 a.m. - 7:00 p.m.  |
| <b>Wednesday, January 18, 2012</b> | <b>Public Lottery for 2012-13 School Year</b><br>In the event that registrations exceed openings available, a public lottery will be held promptly at 7:00 p.m. in the BCS Staff Development rooms. Families will be advised of the enrollment status of their child. Status of a child on the BCS wait list can also be checked on the district web page, <a href="http://www.birmingham.k12.mi.us">www.birmingham.k12.mi.us</a> . |
| <b>Thursday, January 19, 2012</b>  | <b>Verified Lottery Results Published by 4:00 p.m.</b>  |
| <b>Friday, January 27, 2012</b>    | <b>Previous Year's Wait List Expires at 4:00 p.m.</b>   |
| <b>Friday, January 27, 2012</b>    | <b>Deadline for Acceptance of Lottery Enrollment at 4:00 p.m.</b>   |
| <b>Monday, January 30, 2012</b>    | <b>Beginning of Individual Parent Meetings</b><br>Individual parent meetings are scheduled with an administrator and counselor to discuss placement for each new student.   |

For information regarding openings at BCS after the enrollment period ends, please call Mary Baughman at (248) 203-4515.



*It is the policy of the Birmingham School District that no person shall, on the basis of sex, race, color, creed, age, marital status, sexual orientation, national origin, weight, height, or handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination in employment or any of its programs or activities.*