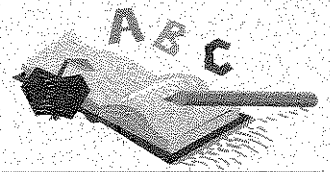


**Bay Mills Community College  
Charter Schools Office**



---

12214 West Lakeshore Drive • Brimley, Michigan 49715  
Phone: (906) 248-3354 • Fax: (906) 248-2562 • Web: <http://www.bmcc.edu>

August 9, 2012

Kim Sidel  
Public School Academy Program  
Michigan Department of Education  
608 W. Allegan St., 4<sup>th</sup> Floor  
Lansing, MI 48909

Dear Ms. Sidel:

Enclosed please find a CD-ROM containing Contract Amendment No. 1 for Arbor Preparatory High School. If you have any questions, please contact our office.

Sincerely,

  
\_\_\_\_\_  
Mariah Wanic, Compliance Coordinator

Cc: Jason Hanselman, Dykema Gossett  
Susan Pieters, PrepNet

**CONTRACT AMENDMENT NO. 1**

**BETWEEN**

**BAY MILLS COMMUNITY COLLEGE BOARD OF REGENTS**  
**(AUTHORIZING BODY)**

**AND**

**ARBOR PREPARATORY HIGH SCHOOL**  
**(PUBLIC SCHOOL ACADEMY)**

**JULY 20, 2012**

**CONTRACT AMENDMENT NO. 1**

**ARBOR PREPARATORY HIGH SCHOOL**

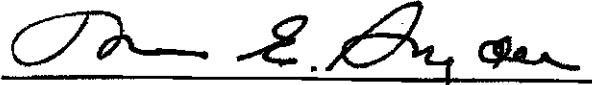
In accordance with Article IX of the Terms and Conditions, incorporated as part of the Contract to Charter a Public School Academy and Related Documents, issued by BAY MILLS COMMUNITY COLLEGE BOARD OF REGENTS ("College Board") to ARBOR PREPARATORY HIGH SCHOOL ("Academy") on July 1, 2011 ("Contract"), the parties agree to amend the Contract as follows:

1. Amend Contract Schedule 7d: Curriculum, update Schedule 7d to include 11<sup>th</sup> grade curriculum for the 2012-2013 academic year.
2. Amend Contract Schedule 7f: Application and Enrollment of Students, update Schedule 7f to reflect the addition of the 11<sup>th</sup> grade and maximum enrollment shall be 440 students for the 2012-2013 academic year.
3. Amend Contract Schedule 7h: Age and Grade Range of Pupils, update Schedule 7h to reflect the addition of the 11<sup>th</sup> grade for the 2012-2013 academic year.

This amendment is hereby approved by the College Board and the Academy through their authorized designees, and shall have an effective date of September 1, 2012.

  
By: Patrick Shannon, Director of the Charter Schools Office  
Designee of the College Board

Dated: 7/20/12

  
By: Miriam Snyder, Academy Board of Directors  
Designee of Arbor Preparatory High School

Dated: 8/20/12

**SECTION D**  
**CURRICULUM**

**Curriculum is on file with BMCC**

**SECTION F**

**APPLICATION AND ENROLLMENT OF STUDENTS**

# **Application and Enrollment Requirements**

## **ARBOR PREPARATORY HIGH SCHOOL**

### **Enrollment Limits**

The Arbor Preparatory High School ("Academy") will offer ninth through eleventh grade. The maximum enrollment shall be 440 students.

### **Requirements**

Section 504 of the Code states that public school academies shall neither charge tuition nor discriminate in pupil admissions policies or practices on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a handicapped person, or any other basis that would be illegal if used by a Michigan public school district.

- Academy enrollment shall be open to all individuals who reside in the geographical boundaries of the District and who are residents of the State of Michigan. Except for a foreign exchange student who is not a United States citizen, a public school academy shall not enroll a pupil who is not a Michigan resident.
- Academy admissions may be limited to pupils within a particular age range/grade level or on any other basis that would be legal if used by a Michigan public school district.
- The Academy Board may establish a policy providing enrollment priority to siblings of currently enrolled pupils or children of Academy Board members or children of a person who is employed by or at the Academy.
- The Academy shall allow any pupil who was enrolled in the immediately preceding academic year to re-enroll in the appropriate age range/grade level unless that grade is not offered.
- No student may be denied participation in the application process due to lack of student records.
- If the Academy receives more applications for enrollment than there are spaces available, pupils shall be selected for enrollment through a random selection drawing, subject to the priority policies described above.

### **Application Process**

- The application period shall be a minimum of two (2) weeks in duration, with evening and/or weekend times available.
- The Academy shall accept applications all year. If openings occur during the academic year, students shall be enrolled. If openings do not exist, applicants

# **Application and Enrollment Requirements**

## **ARBOR PREPARATORY HIGH SCHOOL**

shall be placed on the official waiting list. The waiting list shall cease to exist at the beginning of the next application period.

- In the event there are openings in the class for which students have applied, students shall be admitted according to the official waiting list. The position on the waiting list shall be determined by the random selection drawing. If there is no waiting list, students shall be admitted on a first-come, first-served basis.
- The Academy may neither close the application period nor hold a random selection drawing for unauthorized grades prior to receipt of approval from the District.

### **Notice of Application and Enrollment Process**

- The Academy shall provide notice of the application and enrollment process in a local newspaper of general circulation. A copy of the notice must be forwarded to the District.
- At a minimum, the notice must include:
  - A. The process and/or location(s) for requesting and submitting applications.
  - B. The beginning date and the ending date of the application period.
  - C. The date, time, and place the random selection drawing(s) will be held, if needed.
- The notice of the application period shall be designed to inform individuals that are most likely to be interested in attending the Academy.
- The Academy, being an equal opportunity educational institution, shall be committed to good-faith affirmative action efforts to seek out, create and serve a diverse student body.

### **Re-enrolling Students**

- The Academy shall notify parents or guardians of all enrolled students of the deadline for notifying the Academy that they wish to re-enroll their child.
- If the Academy Board has a preference policy for siblings or children of persons who are working for or at the Academy or who are Academy Board members, the re-enrollment notice must also request that the parent or



# **Application and Enrollment Requirements**

## **ARBOR PREPARATORY HIGH SCHOOL**

guardian indicate whether a sibling(s) or child(ren) of persons employed by or at the Academy or who are Academy Board members seeks to enroll for the upcoming academic year.

- An enrolled student who does not re-enroll by the specified date can only apply to the Academy during the application period for new students.
- An applicant on the waiting list at the time a new application period begins must reapply as a new student.
- After collecting the parent or guardian responses, the Academy must determine the following:
  - A. The number of students who have re-enrolled per grade or grouping level.
  - B. The number of siblings or children of persons employed by or at the Academy or of Academy Board members seeking admission for the upcoming academic year per grade.
  - C. If space is unavailable, the Academy must develop a waiting list for siblings of re-enrolled students.
  - D. The number of spaces remaining, per grade, after enrollment of current students, siblings, and children of person employed by or at the Academy or of persons who are Academy Board members.

# **Application and Enrollment Requirements**

## **ARBOR PREPARATORY HIGH SCHOOL**

### **Random Selection Drawing**

A random selection drawing is required if the number of applications exceeds the number of available spaces.

Prior to the application period, the Academy shall:

- Establish written procedures for conducting a random selection drawing.
- Establish the maximum number of spaces available per grade or grouping level.
- Establish the date, time, place and person to conduct the random selection drawing.
- Notify the District of both the application period and the date of the random selection drawing, if needed. The District may have a representative on-site to monitor the random selection drawing process.

The Academy shall use a credible, neutral "third party" such as a CPA firm, government official, ISD official or civic leader to conduct the random selection drawing. Further, the Academy shall:

- Conduct the random selection drawing at a public meeting where parents, community members and the public may observe the process.
- Use numbers, letters, or another Academy that guarantees fairness and does not give an advantage to any applicant.

The Academy shall notify applicants not chosen in the random selection drawing that they were not selected and that their name has been placed on the Academy's official waiting list for openings that may occur during the academic year. Students shall appear on the official waiting list in the order they were selected in the random selection drawing.

**SECTION H**

**AGE AND GRADE RANGE OF PUPILS**

**SECTION h: AGE RANGE OF PUPILS**

**The Academy will enroll students in the 2012-13 school year as follows, up to a maximum of 440:**

<b>Grade</b>	<b>Number of students</b>
Ninth	275
Tenth	135
Eleventh	30
Twelfth	0