

2017-18 Parent's Guide for BACK-TO-SCHOOL REGISTRATION at BCS

Back-to-School Registration

- **Each BCS student must be registered each year prior to the start of school.**
- **Thursday, August 10, 2017 from 10am-12pm and 5-7 pm in the BCS cafeteria.**
- **Tuesday, August 15, 2017 from 10am-12pm and 5-7 pm in the BCS cafeteria.**
- You pick the day and time that works for you. Parents/guardians are a must and students are welcome!
- If you cannot attend either date, contact Nancy Best at 248-203-4522 or NBest@birmingham.k12.mi.us to schedule an appointment.
- Locker assignments and combinations will be given out.
- Choice hour schedules will be posted in the 300 hall.
- Money can be deposited to student lunch accounts - checks payable to BPS Lunch Program or cash.
- Planners for 7th & 8th grade students will be available at registration on a first come basis. PTSA asks for a \$5 donation. Planners for all 3rd, 4th, 5th and 6th graders will be provided in class on the first day of school.
- Student schedules will be given to students on the first day of school in their first class - academic lab.

What do you need to do BEFORE coming to registration?

- Complete the forms mailed to you and complete the online forms. Online forms are on www.bcsonline.info, PARENTS TAB, then REGISTRATION tab
- Bring all completed/signed forms and payments with you to registration.

Have you moved since last school year?

If so, it will be necessary to submit additional documentation **prior to registration**. **Students cannot be registered until enrollment documentation is complete.** Please go to www.birmingham.k12.mi.us, PROSPECTIVE FAMILIES link for all enrollment information. Only students who are residents of the Birmingham Public School District may attend BCS. Contact Kathy Barnas with questions: KBarnas@birmingham.k12.mi.us or 248-203-4515.

PACKET ITEMS

-Packet items are posted on the school website: www.bcsonline.info, PARENTS tab, then REGISTRATION

Important items we mailed

1. **WELCOME BACK LETTER** from Mark Morawski, Principal
2. **NUT DIETARY RESTRICTIONS & ALLERGIES OR OTHER HEALTH CONCERNS LETTER**
3. **BCS ATTENDANCE POLICIES AND PROCEDURES**
4. **DURHAM SCHOOL SERVICES LETTER** - bus transportation for BCS
5. **PTSA CLEARINGHOUSE** - Welcome Letter from PTSA Clearinghouse Co-Chairs
6. **PTSA CLEARINGHOUSE BACK-TO-SCHOOL RECEIPT** - complete this form and **bring to registration**

Important items to read online (not mailed)– Please print if you would like a copy

7. **BCS CALENDAR** - view the BCS calendar on the BCS home page
8. **BCS 2017-2018** – starting & ending times, VNS schedule, lunch schedule, curriculum nights
9. **A MESSAGE FROM THE BCS OFFICE** – an explanation of certain office procedures
10. **3/4 DROP-IN FLYER** – 3rd & 4th graders can drop-in to their classroom on Thursday, August 31
11. **KAISER STUDIO FLYER** – school picture day is Tuesday, September 26. Orders can be placed online now with code **BCS0926**. Paper order forms will go home with students on Monday, Sept. 18.
12. **YEARBOOK FLYER** – Order a yearbook now for a discounted price of \$35
13. **CHARTWELLS NEWSLETTER**-Information on BPS food service. New site is www.sendmoneytoschool.com
14. **NEGATIVE LUNCH BALANCES** –District procedures for negative balances in student lunch account
15. **BPS FAMILY GUIDE**-lots of important district information
16. **ANNUAL IPM ADVISORY NOTIFICATION** –describes district pest management program

Forms you must complete using the BCS website- www.bcsonline.info, PARENTS tab, then REGISTRATION

17. **UPDATE OF ENROLLMENT FORM** –required for **each student** -fillable form to complete, sign and print
 - *To update the student enrollment records.*
18. **EMERGENCY INFORMATION AND TREATMENT PERMISSION FORM** – required for **each student**
 - *Not on the web - a pre-filled form for each student was mailed in the registration packet. Correct the pre-filled information where necessary, complete requested information on the back, then sign & date.*
19. **STUDENT HANDBOOK SIGNATURE PAGE** –required for **each student**
 - *Parents and students are required to read the 2017-2018 Student Handbook (under the STUDENTS tab on the BCS website) and then each should sign the form.*
20. **SCHOOL DIRECTORY (provided by the BCS PTSA)** – each family is required to complete this step
 - *Each family must go to this website: <http://bit.ly/bcsdirnew> to update or enter their information. You still need to go to the link if:

 - you are a returning family (even if no information has changed) OR
 - you do NOT want information to be listed in the directory.
 Your questions can be emailed to directory@bcsonline.info.*
21. **BCS PTSA PROMISE TO PARTICIPATE** – PTSA asks each family to fill out this google document
 - *Each parent/guardian fills out their volunteer interests. PTSA strives for 100% participation. Complete this form on the web-please type or copy&paste web address: <https://goo.gl/forms/WCU7TMagGmAT2mBC3>. Paper copy is included for those who are unable to complete on the web.*

IMPORTANT: The forms listed below this space are NOT NEEDED FOR EVERYONE-please determine if they apply to your child(ren) before completing. Please DO NOT turn in these forms if the conditions do not apply.

22. **BCS PERSONAL TECHNOLOGY FORM**–for **each student who uses personal technology for school**
 - *Signed by the student and parent. Governs the use of personal technology (smart phones, laptop, and tablet) by the student while in school.*
23. **BPS TECHNOLOGY ACCEPTABLE USE POLICY**– **students new to BCS this school year** (return page 3 only)
 - *Signed by the student and parent. Enables the student to have computer privileges while in school.*
24. **BAGELS**
 - *Return this form and payment if you would like to pre-order bagels for the school year for your child. Specific dates are listed on the form.*
25. **DO NOT PHOTOGRAPH**
 - *Return only if you do NOT want BPS to use your child's photograph or voice for educational, informational or publicity purposes during the 2017-18 school year.*
26. **BIRMINGHAM EDUCATION FOUNDATION - BEF**
 - *Please return this form if you would like to support the BEF through a financial donation or volunteering.*
27. **BPS PREPARTICIPATION PHYSICAL EVALUATION** –for 6-8th graders doing school sports OR kids in Snow Club
 - *The physical must be completed after April 15, 2017 and signed by the student's physician. Parent or guardian complete and sign the Health History section.*

Fall sports are cross country (boys or girls, 6-8th grades), girls basketball (7th & 8th grade) and boys soccer (7th & 8th grade). Please go to www.bpsregister.com to register for fall sports now.
28. **GUIDELINES FOR STUDENT MEDICATIONS AT BCS**
 - *Please read this document if your child requires medication to be administered during the school day (including emergency, non-emergency, prescription or over-the-counter medications).*

- 29. PERMISSION TO ADMINISTER MEDICATION FORM** – if your child needs medications while in school
- *Completed and signed by the student’s physician and parent for prescription medications. Completed by the parent only for over- the-counter medications.*
- 30. CARE PLANS** – required for students with medical conditions
- *A CARE PLAN provides instructions to school personnel for daily and emergency management for the following medical conditions: Asthma, Diabetes, Severe Allergy, Seizure Disorder, and Insect Stings. If your child has one of these medical conditions a CARE PLAN is required to be completed and signed by the parent AND the student’s physician.*
- 31. BCS KIDS CLUB PARENT HANDBOOK** – return the **Parent Acknowledge Form** if using **Kids Club**
- *Kids Club is a licensed program offering after school care from 4:10 to 6:00PM for BCS students. In addition to returning the Parent Acknowledgement Form, please complete the registration process for Kids Club on the BCS website, under the PARENTS tab.*