

A Message from the BCS Office.....

Throughout the school year, it is important to notify the office of changes that affect school records. Examples of changes include: medication needs, address, phone number, email address, etc.

STUDENTS WITH TWO HOUSEHOLDS

In the case of a divorce or separation, please ensure BCS is provided the address and contact information for each parent or guardian household. If court documents preclude providing this information, BCS should be provided with the court documents.

MESSAGES TO STUDENTS FROM HOME

We are asking parent cooperation in minimizing the number of messages to be delivered to students during the school day. We recognize, of course, that there are situations where you **must** get a message to your child.

IN THE EVENT YOU HAVE AN **EMERGENCY** REQUIRING A MESSAGE TO YOUR CHILD, PLEASE DIAL 248-203-4426 for the school receptionist or 248-203-4474 for the reception desk (staffed by parent volunteers). Please be patient and do not leave a message in voice mail but rather call back until you reach a person. We will deliver emergency messages to students if they are **received before 2:45 pm**. We appreciate if the message be called in as early as possible. For non-emergency messages, please leave a detailed message.

Please be sure your child is aware of unusual transportation or pickup arrangements BEFORE leaving for school in the morning. A successful strategy used by parents is to write transportation arrangements or other important information in your child's planner.

Our very busy office staff thanks you!!

STUDENT SIGN-OUT DURING THE SCHOOL DAY

If your child needs to leave school during the day they **MUST** be signed out in the front office. Only a parent/guardian or other adult designated on the EMERGENCY FORM can sign a student out. Please bring your driver's license or picture ID. The office staff or a parent volunteer will check sign-out authorizations. Please arrive in sufficient time to allow for verifications and to call your child down from their classroom. Please do not call the office to ask for an advance sign-out or for your child to be waiting in the office. Thank you for your patience and understanding in following the requested sign-out procedures.

ABSENCES, TARDINESS, AND CHOICE HOUR ABSENCES

Please notify the attendance office of your child's absence or late arrival **before 8:45AM each day** to bcattendance@birmingham.k12.mi.us. Please see the separate flyer, *BCS Attendance Policy and Procedures*, for detailed instructions regarding the reporting of absences or tardiness.

Choice Hour only absences MUST be reported by a parent/guardian using one of the following methods:

- 1) parent/guardian signature in the Student Sign Out book located at the reception desk, or
- 2) contact Courtney Bassett, Choice Hour Coordinator, at CBassett@birmingham.k12.mi.us or 248-203-4625 before choice hour begins.

Please do not pick your child up at 3:20 to miss their scheduled choice hour without letting the school know.

ITEMS FORGOTTEN AT HOME

If your child forgets an item (lunch, bathing suit, instrument, etc.), please bring it to the front office clearly labeled with your child's name. Our volunteers will deliver the item directly to your child as soon as possible. If your child needs the item by a certain time, please be sure to indicate that detail on an attached note.