



BCS CHECK-IN & CHECK-OUT PROCEDURES



Please be aware of updated procedures for student check-ins, student check-outs, and campus visitors.



STUDENT CHECK-INS/ CHECK-OUTS

ALL student check-ins and **ALL** student check-outs must be completed through the **MAIN OFFICE ONLY.**



ALL VISITORS

All visitors, regardless of the reason for visiting campus, must report to the **MAIN OFFICE** upon arrival.



HIGH SCHOOL OFFICE

Parents/guardians will **NO LONGER** check students in or out through the High School Office. **ALL** check-ins and check-outs must go through the Main Office.



VALID IDENTIFICATION

Visitors must be prepared to present a valid form of identification.



VISITOR TAG & BADGE

All visitors upon campus entry will receive a Visitor Tag and Badge that **MUST** be displayed while on campus. These items **MUST** be returned when a visitor exits campus.



PARKING

ALL visitors must park either in front of the Main Building or in front of the Big Gym.



For the safety and security of our students and staff, please do not attempt to check students in or out through any other office or campus location.

Thank you for helping us keep BCS safe, secure, and organized! ♥