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ALICE M. BIRNEY  
K - 8 SCHOOL

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## **SOUTHFIELD PUBLIC SCHOOLS**

Good evening parents/guardians;

In the continuous interest of the safety and security at Birney K-8, we are instituting a new process for early student pick-ups. All parents must report to the main office to request an early pick-up. Parents will be asked to sign-in and wait in the main office until the student arrives. Main office secretaries will contact classrooms to request that students be sent to the main office.

-K-3<sup>rd</sup> grade students will be met at their classrooms, by a Student Network Member, and escorted to the main office to meet parents/guardians.

-4<sup>th</sup> and 5<sup>th</sup> grade students should gather all items and report to the main office to meet parents/guardians.

-Middle school students must stop in the counseling center to sign out and then report to the main office to meet parents/guardians for departure.

This process will assist with eliminating traffic in the hallways and/or the disruption of classrooms. We appreciate your continued support as we try to keep Birney K-8 safe and secure.

Sincerely,

Birney K-8 Administrative Team