

Bentley Elementary School

Answers to Frequently Asked Questions



Important BENTLEY Contacts

- Bentley Main Office: 734-397-6361
- Attendance Line: 734-397-6360 / Option #2
- Mr. Latour, School Principal: 734-397-6339 / edward.latour@pccsk12.com
- Ms. Fuller, Student Support Coordinator: 734-582-6752 / Kelie.Fuller@pccsk12.com
- Mrs. Erica, Administrative Assistant to the Principal, Edward Latour: 734-397-6361 / Erica.Garbacz@pccsk12.com
- Mrs. Amanda, Office Paraprofessional (attendance questions): 734-927-6217 / Amanda.Gornall@pccsk12.com



Daily School Schedule

- Students CANNOT be on school grounds before 8:40 A.M.
- 8:40 A.M.: Students can enter the building and get breakfast
- 8:50 A.M.: First Bell: Students can enter classrooms
- 8:55 A.M.: TARDY Bell / Class starts: Students are considered tardy if they are not in the classroom at this time

School Hours

- Full Day: 8:55 A.M. – 4:01 P.M.
- Half Day: 8:55 A.M. – 12:10 P.M.



Transportation / Bussing: (734) 416-3034

- You can locate your student's bus route, bus number, and stop information in MiStar Parent Connection.
- Please contact the transportation department directly with concerns about timeliness, stop location, driver concerns, etc.



Medical Appointments / Leaving Early

- Notify the main office if you will be picking up your child after 3:30 P.M.
- No early dismissals are allowed after 3:30 P.M. if the office has not been informed.
- The adult picking up the student must have a valid driver's license and be a primary or emergency contact for the student in MiStar in order to pick the student up during the academic day.
 - You can add or delete emergency contacts in MiStar Parent Connection.
- The adult will need to check the student out via the SafeVisitor kiosk in Bentley's secure vestibule. Once the office has confirmed that the adult is a safe adult, the student will be called down to the main office and will meet you in the secure vestibule.
- If you bring a note from a medical professional for the appointment, that absence will be coded as a documented absence (DA) and will NOT count towards the total number of absences allowed by the policy.