



BLOOMFIELD HILLS MIDDLE SCHOOL (BHMS) LANCER UPDATE - BACK TO SCHOOL EDITION 2019-20

Greetings to our Bloomfield Hills Middle School Community!

The BHMS administration and staff are busy preparing for what we expect to be an excellent 2019-2020 school year, and hope that your students are ready for the same. We look forward to the return of our Lancer student body next week.

In this **Lancer Update - Back to School Edition** you will find a wealth of information to help you navigate the start of the school year, as well as policies and procedures that will be useful to you throughout the year. The early school year information is included first, followed by general information, policies and procedures in alphabetical order. We believe you will find it quite comprehensive. If you still have questions after reading through this information, please feel free to call the BHMS main office at 248-341-6000.

MARK THESE IMPORTANT SEPTEMBER EVENING DATES ON YOUR CALENDAR:

CURRICULUM NIGHT FOR PARENTS/GUARDIANS: Students *do not* need to attend.

- **5th grade:** Wednesday, September 4, at 7:00 p.m.
- **6th/7th/8th grades:** Thursday, September 5, at 7:00 p.m.

8TH GRADE WASHINGTON DC TRIP PARENT/GUARDIAN INFORMATION MEETING: Thursday, September 5, at 6:30 p.m. Will end by 7 p.m. for curriculum night.

PTO WELCOME BACK SOCIAL: Friday, September 20, at 5:30 p.m. For BHMS students, staff and families.

INFORMATION FOR THE START OF THE SCHOOL YEAR

TEACHER ASSIGNMENTS: If you complete your student's annual [Online Registration](#) (see next item) by midnight on Tuesday, August 27, your student will receive a teacher/block assignment via e-mail on Wednesday, August 28, after 3:00 p.m. An e-mail will be sent to each BHMS student's "@bloomfield.org" address, AND to each student's parents/guardians at the e-mail address on file with the District. **NOTE:** If you have more than one BHMS student, the teacher/block assignment e-mails will not arrive at the same time. It may take a couple of hours for all e-mails to send. Remember, all sections of the annual [Online Registration](#) must be completed by a parent/guardian by midnight on Tuesday, August 27, in order for a student to receive their teacher/block assignment on August 28. Call the BHMS office on Thursday morning if your online registration is complete, but your student did not receive a teacher/block assignment e-mail by Wednesday evening.

ANNUAL ONLINE REGISTRATION: Please complete the annual [Online Registration](#) process for each of your BHMS students by midnight on August 27. If you do not have access to a computer on which to complete the process, please contact Mrs. Foronato in the BHMS office at 248-341-6002, for a time to come in for assistance. BHMS will not be holding an onsite annual registration day this year.

BUS SCHEDULES: Instructions for finding your student's bus schedule are on the [District's Transportation Department website](#). Please refer questions or concerns about buses directly to the Transportation Department at 248-341-6290, rather than to the BHMS office. On that same site, you will find information for the new "SafeStop Bus Tracking App".

SUGGESTED SUPPLIES: Suggested supply lists are posted on the main page of the [BHMS website](#).

FIRST DAY OF SCHOOL: The school year starts on Tuesday, September 3. **NEW THIS YEAR: Tuesday, September 3, will be a half-day for ALL BHMS students in grades 5, 6, 7 and 8.** Classes will start at 8:15 a.m. with dismissal at 11:35 a.m. Full days will begin on Wednesday, September 4, with a regular full-day schedule of 8:15 a.m. until 3:05 p.m. Buses will run on both days' schedules.

WHERE STUDENTS REPORT ON THE FIRST DAY OF SCHOOL

- 5th grade: Cafeteria
- 6th grade: Gym (6A to girls locker room side / 6B to boys locker room side)
- 7th grade: Fieldhouse
- 8th grade: Media Center (8A to upper level computer labs / 8B to lower level)

STUDENT SCHEDULES: Individual schedules will be distributed on the first day of school. Your student may address schedule concerns with their counselor that day. [Mrs. Amanda Gohl \(agohl@bloomfield.org / 248-341-6003\)](mailto:agohl@bloomfield.org) is the new counselor for grades 5 and 7. [Mr. Anthony Flevaris \(aflevaris@bloomfield.org / 248-341-6004\)](mailto:aflevaris@bloomfield.org) is the counselor for grades 6 and 8.

CARPOOL LANES: Following these rules and extending courtesy to other drivers will keep our students safe and the cars moving efficiently.

- The inside lane, closest to the sidewalk, is the **ONLY** lane from which you should drop off or pick up students.
- Please pull ahead as far as you can to let your child out of or into the car from that inside lane.
- The outer lane (near the grass) should be used only for leaving the carpool line after you have dropped your child off in the inside lane. Do not use the outside lane to get to the front of the line and/or cut ahead of other cars.
- Under no circumstances should you allow your student to exit or enter your car from the outer lane.

HEALTH CLINIC VOLUNTEERS NEEDED: The BHMS Health Clinic is staffed entirely by parent volunteers. Volunteering your time once or twice a month makes a real difference. It is of great help to the office staff, and it gives you the chance to get to know BHMS families. Clinic duties include calling parents, making and handing out ice bags or adhesive bandages, and comforting the students. No medical knowledge required or dispensed. Monthly three-hour shifts are available. For the first five weeks of school, there are about 30 shifts to fill. Please e-mail or call PTO Clinic Chair, Heidi Janczyk, at fordha0910@yahoo.com or 586-713-4395 to sign up for a shift or two.

★ **LANCER UPDATE NEWSLETTER:** One of the most important things for you to know is that the weekly Lancer Update is *the* main source of communication between BHMS and its families. It is an electronic newsletter, sent weekly on Fridays at 6 p.m., to all BHMS parents/guardians who have an e-mail on file with the district. Watch for your Lancer Update each Friday evening, beginning September 6, so you have important, up-to-date information about what's happening with BHMS.

★ **BHMS IS A NUT RESTRICTED BUILDING:** Food containing peanuts, tree nuts, nut butters, nut oils or any other nut derivatives should not be brought into the building at any time – including nights and weekends. There are students who are highly allergic to these products.

GENERAL INFORMATION, POLICIES AND PROCEDURES

(In Alphabetical order)

ANNOUNCEMENTS (DAILY STUDENT): Shown as a link on the [BHMS website](#).

★ **ATHLETIC PHYSICALS:** Every student participating in a BHMS team sport must have a current year [Athletic Physical Form](#) on file in the BHMS office before they can practice with or try out for a team. BHMS team coaches are required to check that a current year physical is on file. The District's [Athletic Physical Form](#) is the **only** form that is accepted, and the exam must have taken place on or after April 15 of this year. Turn in completed forms ASAP to Mrs. Foronato in the BHMS office.

ATTENDANCE LINE: The school attendance phone number is **248-341-6010**. When you call that number you will receive a recorded message, and you will be leaving a recorded message. The line is checked frequently, so you do not need to call back to confirm that your message was received. Likewise, we do not call you to confirm receipt of your message. E-mails are not accepted for any attendance or dismissal requests. **Please DO NOT USE any other office line to leave attendance related messages.**

Call the attendance line at **248-341-6010** for these reasons:

- Report an absence (before 9:00 a.m. please)
- Report a late arrival
- Request to pick up your child during school hours. Please call early in the day to allow time to retrieve the message and then locate and get the message to your child. If someone other than a parent/guardian is picking up your child during school hours, leave their name on the recording and have them bring picture ID into the building with them. It will be checked before releasing your student.
- Request a bus pass for your child to go home with another student, or to get off at a stop other than their regular stop.
- Leave an emergency message for your child.

BELL SCHEDULE: A link to the Daily Bell Schedule, which includes lunch periods for each grade, is on right hand side of the main [BHMS webpage](#).

BUILDING SECURITY: For the safety of staff and students, all exterior doors will be locked between 8:15 a.m. and 3:05 p.m. Visitors should access the building through the EAST main entrance facing Quarton, using the building security camera and buzzer system. Students and staff or other adults standing inside the building may not open the door for visitors. All visitors must report directly to the main office to sign in and obtain a visitor pass. No exceptions.

CAFETERIA LUNCHES: All school lunch information, including prices, menus and [payment options and instructions](#) can be found on the District's [Nutrition and Food Services website](#). An insufficient balance on a lunch account is a big stressor for middle school students. If you plan to have your student purchase lunch, please make sure to maintain a sufficient balance on the account. That site also includes information and applications for the [Free and Reduced Lunch](#) program. **Participants must be re-apply for the Free and Reduced Lunch program at the beginning of every new school year.**

CALENDARS: Calendars will be updated on the [BHMS website](#) for the A/B day schedule and BHMS school events such as picture/retake days, and evening events such as concerts and conferences. The [District Calendar-at-a-Glance](#) provides a summary of district days off, school breaks and holidays. Starting October 1, there will be an active Club Meeting Calendar on our website, where club sponsors will post meeting dates and times. Links to those calendars are on the right side of the main page of the BHMS website. Scroll down about ½ way.

CLUBS: BHMS is proud to offer a variety of before and after school student clubs. Grade eligibility varies by club, and club options vary by year. Most clubs will start the first week in October. Sign-up will take place during student lunch hours in mid- to late-September. Advance notice will be given to students via daily announcements, and to families in a Friday Lancer Update. A [Pay to Participate](#) fee is required for all students participating in a club. One fee per year covers all clubs.

COUNSELORS: Mrs. Amanda Gohl (agohl@bloomfield.org or 248-341-6003) is the new counselor for this year's grades 5 and 7. Mr. Anthony Flevaris (aflevaris@bloomfield.org or 248-341-6004) is the counselor for grades 6 and 8.

DELIVERIES FOR STUDENTS: As students enter their middle school years, a vital part of growth and development is organizational skills and responsibility. Part of that responsibility includes bringing homework assignments, instruments, lunch, fully charged Chromebooks (issued by the school for grades 6, 7 & 8 with parent/guardian permission), and any other items necessary for their success each school day. However, if you need to drop something off for your student during school hours, please bring it directly to the office to be delivered to your student. Items, including lunches, should be clearly marked with the student's name, grade and teacher/block name.

HOURS FOR SCHOOL DAYS: Full days run 8:15 a.m. until 3:05 p.m. Half days run 8:15 a.m. until 11:35 a.m. Students may enter the building at 7:55 a.m. and should be seated in the classroom by 8:15 a.m. for attendance.

KIDZ ZONE (LATCHKEY): Kidz Zone is a District-run before and after school child-care program available at BHMS. Preregistration is required. Cost and additional information is available on the District's [Latchkey website](#).

LUNCH HOURS: See the link to the Daily Bell Schedule on the [BHMS website](#).

MEDICATIONS: School personnel cannot administer any medication, over-the-counter OR prescription, without a completed authorization form on file in the BHMS office. Please select the appropriate authorization form for [non-prescription](#) or [prescription medication](#). A prescription medication form requires a doctor's signature. Turn the form in with the medication in its original container, to Mrs. Foronato in the main office. Students may not carry prescription or non-prescription medicine on them. Please contact Mrs. Foronato at 248-341-6002, with questions about the medication policy.

MUSIC BOOSTERS: BHMS has an extremely strong [Music Boosters](#) programs. Please [become a member](#) and promote our band, orchestra, choir and performing arts programs.

PTO: The BHMS PTO supports the school's curricular and co-curricular programs in too many ways to list! Please [become a member and volunteer](#) with this wonderful organization.

SPORTS: BHMS offers a variety of sports teams throughout the school year for students in grades 6, 7 & 8. Coach contacts and start dates, as well as meeting dates for sports will be updated on the [BHMS Athletics](#) webpage. They will also be communicated to students through daily announcements and to parents via an e-mail from MS Athletic Director, Avis Najor, with a link in the weekly Lancer Update. All students must have an updated [Athletic Physical](#) form on file in the BHMS office before try-outs or participation, and a [Pay to Participate](#) fee must be submitted for each student as well. There are no team sports for 5th graders.

UNSUPERVISED STUDENTS BEFORE/AFTER SCHOOL: Unsupervised students in the building before and after school hours are a safety concern. The building is open to students at 7:55 a.m. Students are expected to exit at dismissal time. The exception is for students who are part of a supervised morning or afternoon program such as Kidz Zone, a BHMS team sport or a club. If you need to regularly drop off your student before 7:55 a.m. or pick them up after 3:05 p.m. please enroll them in [Kidz Zone](#), which also offers a Debit Card program for occasional drop-in service. Pre-registration through [Kidz Zone](#) is required for both programs.

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Please feel free to contact the BHMS office if you need additional information, clarification or assistance with these items, or anything else that comes up during the school year. We are happy to help you in any way that we can. The main office number is 248-341-6000.