

# BMS ORIENTATION — 2024-25 —

Buchanan  
Middle  
School



# Table of Contents!



## Welcome to BMS!

Meet the office staff  
& orientation packet  
information

## General BMS Info

School Schedules,  
PowerSchool, Student  
Medicine, etc.



## Arrival & Dismissal

Ensuring drop-off and  
pick-up is safe for  
all students & staff

## Important BMS Policies

The “ins and outs” of  
a few BMS specific  
policies



01

**Welcome to**

Home of the Jr. Herd



# Meet Mrs. Beasley



BMS Principal



Wife & Mom of Two

→ Gavin, 9

→ Delaney, 6



[sbeasley@buchananschools.com](mailto:sbeasley@buchananschools.com)



269-695-8406



# Meet Mr. Frontczak



BMS Dean of Students & Athletic Director



Husband and Dad of Four

→ Mason, 17

→ Drew, 12

→ Grant, 9

→ Lincoln, 4



[rfrontczak@buchananschools.com](mailto:rfrontczak@buchananschools.com)



269-695-8406



# Meet Our Office Staff



Tammy Holmer  
Administrative Assistant  
District Registrar  
[tholmer@buchananschools.com](mailto:tholmer@buchananschools.com)



Kathy McLaughlin,  
Guidance Counselor  
[kmclaughlin@buchananschools.com](mailto:kmclaughlin@buchananschools.com)



Trinity Young,  
Media Assistant  
[tyoung@buchananschools.com](mailto:tyoung@buchananschools.com)



Mrs. Holmer



Mrs. McLaughlin



Ms. Young



# Orientation Packet:

- Student Schedule & Locker Info
- Enrollment Verification Form
- District Calendar
- BMS Bell Schedule
- BMS Building Map
- BMS Staff Email Directory
- Student Handbook Information
- Parent Engagement Plan Information
- PAK/PTO Volunteer Form
- BCS Volunteer Agreement
- BMS Student/Parent/Teacher Compact
- Device Protection Program Agreement (OPTIONAL!)

All of these items will be in the packet you receive at orientation. If you are unable to attend, your child will get them on the first day of school.

FORMS DUE  
SEPTEMBER 6TH!





02

# General BMS

Schedules, PowerSchool, etc.





# BMS Bell Schedule

- Each student will have an advisory class and 6 classes on their schedule.
- All classes will meet every single day.
- Class periods will be 54 minutes long.
- Lunch is built into specific class periods based on grade level.
  - ◆ 5th Grade: During 3rd Hour
  - ◆ 6th Grade: During 4th Hour
  - ◆ 7th Grade: During 5th Hour



**BUCHANAN MIDDLE SCHOOL DAILY BELL SCHEDULE**

5th Grade					
Hour			Class	Passing	Total
ADV	7:30	8:00	30	4	34
1st	8:04	8:58	54	4	58
2nd	9:02	9:56	54	4	58
3rd/Lunch	10:00	11:25	54	4	58
4th	11:29	12:23	54	4	58
5th	12:27	1:21	54	4	58
6th	1:25	2:25	60		60
Total minutes:					384

Group A	10:00-10:27	Group A	11:05-11:32
Group B	10:35-11:02	Group B	11:35-12:02

6th Grade					
Hour			Class	Passing	Total
ADV	7:30	8:00	30	4	34
1st	8:04	8:58	54	4	58
2nd	9:02	9:56	54	4	58
3rd	10:00	10:54	54	4	58
4th/Lunch	10:58	12:23	54	4	58
5th	12:27	1:21	54	4	58
6th	1:25	2:25	60		60
Total minutes:					384

Group A	12:05-12:32	Group A	12:37-1:04
Group B		Group B	

7th Grade					
Hour			Class	Passing	Total
ADV	7:30	8:00	30	4	34
1st	8:04	8:58	54	4	58
2nd	9:02	9:56	54	4	58
3rd	10:00	10:54	54	4	58
4th	10:58	11:52	54	4	58
5th/Lunch	11:56	1:21	54	4	58
6th	1:25	2:25	60		60
Total minutes:					384



# BMS Wacky Wednesday

- 1:55 pm Dismissal
- All Classes Meet
- Advisory = 12 Minutes
- All Other Classes = 53 Minutes

## WACKY WEDNESDAY SCHEDULE



### BUCHANAN MIDDLE SCHOOL WACKY WEDNESDAY

5th Grade					
Hour			Class	Passing	Total
ADV	7:30	7:42	12	4	16
1st	7:46	8:39	53	4	57
2nd	8:43	9:36	53	4	57
3rd/Lunch	9:40	11:03	53	4	57
4th	11:07	12:00	53	4	57
5th	12:04	12:57	53	4	57
6th	1:01	1:55	54		54
			Total minutes:		355

5th Grade Lunch:  
 Group A 10:07-10:33  
 Group B 10:37-11:03

6th Grade					
Hour			Class	Passing	Total
ADV	7:30	7:42	12	4	16
1st	7:46	8:39	53	4	57
2nd	8:43	9:36	53	4	57
3rd	9:40	10:33	53	4	57
4th/Lunch	10:37	12:00	53	4	57
5th	12:04	12:57	53	4	57
6th	1:01	1:55	54		54
			Total minutes:		355

6th Grade Lunch:  
 Group A 11:05-11:31  
 Group B 11:34-12:00

7th Grade					
Hour			Class	Passing	Total
ADV	7:30	7:42	12	4	16
1st	7:46	8:39	53	4	57
2nd	8:43	9:36	53	4	57
3rd	9:40	10:33	53	4	57
4th	10:37	11:30	53	4	57
5th/Lunch	11:34	12:57	53	4	57
6th	1:01	1:55	54		54
			Total minutes:		355

7th Grade Lunch:  
 Group A 12:02-12:28  
 Group B 12:31-12:57

# BMS Half-Day Schedule

- Half-Day Dismissal is at 10:50 am
  - ◆ There is no advisory class on half-days. Students will report to first hour at the 7:20 bell.
  - ◆ All classes are 30 minutes.

**HALF-DAY  
SCHEDULE**



BUCHANAN MIDDLE SCHOOL HALF DAY SCHEDULES					
WACKY WEDNESDAY HALF-DAY					
5th/6th/7th Grade					
Hour			Class	Passing	Total
1st	7:30	8:00	30	4	34
2nd	8:04	8:34	30	4	34
3rd	8:38	9:08	30	4	34
4th	9:12	9:42	30	4	34
5th	9:46	10:16	30	4	34
6th	10:20	10:50	30		30
			Total minutes:		200

# Student Schedules

- Student schedules at BMS all contain advisory, four core classes (ELA, Math, Science, Social Studies, and two activity classes.)
- The only schedule change requests granted will be in regards to band in 6th and 7th grade.
  - ◆ Last day to make any changes is Friday, September 6th
  - ◆ Email Mrs. McLaughlin, counselor, at [kmclaughlin@buchananschools.com](mailto:kmclaughlin@buchananschools.com)



# Student Medications

## Prescription Medicine:

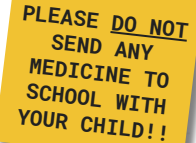
If your child has a medication prescribed by a doctor that is taken during school hours, parents must provide three things:

1. The medication in the original bottle, delivered by the parent to the office.
2. A filled out Buchanan Community Schools medication release form including a doctor's signature.
3. A copy of the prescription including dosage information or signed documentation from the doctor's office (doctors office may fax information).

If you have any questions regarding medications, please see Mrs. Holmer in the front office.

[Link to District Board Policy](#)

[CLICK HERE FOR A PDF COPY OF THE REQUIRED FORM](#)



PLEASE DO NOT SEND ANY MEDICINE TO SCHOOL WITH YOUR CHILD!!

## Students with

## Self-Administering Medications:

If your child has any of the following and has to self-administer medicine, a second form is required and must include a physician's signature.

- Inhaler
- Epi-Pen
- Diabetes Pump/Injections/Etc.

[CLICK HERE FOR THE SELF-ADMINISTERED MEDICATION FORM](#)



# Over-the-Counter Medicine:



District Nurse's Office  
Phone: 269-995-8400 ext. 20008  
401 West Chicago Street  
Buchanan, Michigan 49107



Hello Buchanan Community Schools families!

In keeping with medical best practices and keeping our students as safe as possible, the district's medication policy will now require a physician's signature for administering over-the-counter medications, including topical ones. We appreciate your patience as this extra step is integrated into our medication policy as we work to ensure the health and safety of our students.

Attached you will find said Medication Authorization form. One form is required per medication.

Thank you and I hope you enjoy a happy and safe school year!

Cat Comer, RN

[CLICK HERE FOR A  
PDF COPY OF THE  
REQUIRED FORM](#)

PLEASE DO NOT  
SEND ANY  
MEDICINE TO  
SCHOOL WITH  
YOUR CHILD!!

## Over-the-Counter Medicine:

As stated in the letter, all over the counter medication must have a completed medical authorization form. This MUST BE SIGNED BY A DOCTOR.

Students MAY NOT have over-the-counter medication in their possession or in their locker. This is a violation of the code of conduct and will result in disciplinary action.



# School Visitors

- We are happy to continue to be able to welcome visitors to our school this year. We will always communicate volunteer opportunities as they arise.
- All visitors that go past the office must have a background check form on file with Central Office. These forms are in the orientation packet.
- Anyone picking up a student early from school must be listed in PowerSchool as an approved contact. We will always ask for photo ID.



# PowerSchool



- PowerSchool is used as our platform for student grades and attendance district-wide.
- PowerSchool allows parents instant access to all grades and attendance records.
- If you do not have access and would like to sign up, please call the office or contact [tyoung@buchananschools.com](mailto:tyoung@buchananschools.com).

# Communication

- Email is the best form of communication with all staff members. Expect a response within 24-48 hours.
- Appointments with Administration
  - ◆ Mrs. Beasley and Mr. Frontczak are also easily reached through email.
  - ◆ If you ever find the need to meet in person, please make an appointment so staff can plan accordingly and ensure availability.







03

**Arrival &**

Keeping everyone safe!  
**Dismissal**



# BMS Morning Arrival Procedures

4th Street

For students being dropped off in the morning:

- PLEASE DO NOT PULL FORWARD ANY FURTHER THAN THE FIRE HYDRANT UNTIL AFTER ALL BUSES ARRIVE (Approximately 6:55 a.m.)

- After all buses depart, we ask that parents pull ALL THE WAY UP to the end of the bus/exit lane to keep the line moving.

Pick-Up Lane

Drop-off



Stop here until all buses are gone.

Teacher Parking Lot  
NO PARKING AT  
DROP-OFF or PICK-UP



After all buses are gone, PULL ALL THE WAY UP TO HERE!

Bus & Exit Lane Only



BMS Building



## BMS NEW DISMISSAL PROCEDURES



## BMS Dismissal Procedures:

- All buses will park in the back of the building at dismissal. Bus riders will use the rear exit to board buses.
- Car riders and walkers will exit via Door 1 at the front of the building.

Adults picking up students should pull all the way to the end of the drive to wait for students to exit the building. Students will walk along the drive to their cars. If they get to the end of the drive and do not see their car, they should walk back and wait with supervising staff.

ALL CARS MUST YIELD TO BUSES WHEN THEY DEPART.

**Please know that each and every day we ask for patience, grace, and understanding. We are doing the best we can to ensure everyone remains safe while moving as quickly as possible.**



\*\*\*WE MADE THIS VIDEO LAST YEAR, BUT WANT TO SHARE IT AGAIN BECAUSE THE SAME INFORMATION APPLIES.

PLEASE **DO NOT** PARK AT THE CHURCH & HAVE YOUR CHILD CROSS THE STREET TO GET TO THE LOT. THIS IS EXTREMELY DANGEROUS AND THERE IS NOT A CROSSING GUARD PRESENT!!





First  
DAY OF  
School

- Doors open for breakfast at 6:50 a.m.
- Students will line-up indoors in three different grade level locations.
  - ◆ Adults will be present to help direct students to the correct lines and assure students know their advisory teacher.
- 7:20 First Bell Rings
  - ◆ Students will be released to classrooms.
- Dismissal is at 2:25.
  - ◆ Students exit the building in a staggered pattern by grade level.



04

## Important BMS

## Policies

Be "In the know" so we are all on the same page!



# School-wide Positive Behavior Intervention & Supports

It Takes Pride to be a Buck

*Preparation*  
*Responsibility*  
*Integrity*  
*Dedication*  
*Effort*

BUCHANAN MIDDLE SCHOOL



BMS staff will help students define, teach, and model expected behaviors throughout the school.



The purpose of our PRIDE system is to promote and reward positive behaviors and spend less time on the negative.



## Student Handbook

- Once approved by the School Board, the 2024-25 handbook will be posted on the school's website. A paper copy will be available upon request.



# BMS Cell Phone Policy



Cell phones, MP3 players, iPads, handheld games, etc. are not allowed on a student's person during school hours.

- They must be turned off before the first bell and kept in the student's locker.
- If a student is found in possession of a device, it will be confiscated and a parent must come to the building to retrieve the item. Disciplinary action will be taken for students not complying with this expectation.
- Students needing to get in contact with parents during school hours may use a school phone with faculty/staff approval.

# BMS Student Dress Code

## DRESS CODE

Students are expected to dress appropriately for school. The responsibility for student dress is that of the students and the parents. The following guidelines should be followed:

### **Pants/Shorts/Dresses/Skirts:**

- Jeans, Pants, Leggings and Joggers with patch pockets.
- Shorts, Dresses, or Skirts should provide modest coverage of the backside.
- Leggings, spandex, biker shorts should be opaque and not see-through.
- Pants/shorts with holes should not have any holes with skin showing above fingertip length.
- No pajamas of any kind.
- Pants and shorts are to be worn at the waist. Sagging is not acceptable.

### **Shirts:**

- Tank top straps must be 3 inches in width.
- No shirts baring midriff.
- No muscle shirts.
- Appropriate necklines should be observed.
- No shirts with inappropriate slogans or advertisements
- Winter jackets should be kept in lockers at all times.

### **Hair:**

- Students may dye their hair whatever color parents allow as long as it does not cause a major disruption to the learning environment.
- No bandanas.
- No hats inside the building.

### **Footwear:**

- Shoes or sandals must be worn at all times.

**All school bags are to be kept in lockers and not carried to class.**

If a student is out of dress code they will be asked to change or call for a change of clothing. If no change of clothing is available, he/she may be placed in the learning center for the day.

**\*\*\*The administration reserves the right to make final judgement concerning the appropriateness of a student's attire/appearance.**





**BREAKING  
NEWS**

# From BCS Food

**BREAKFAST AND LUNCH IS FREE FOR ALL STUDENTS!!!**

BMS students are also able to purchase extra food & drinks during lunch. Students may pay cash or funds can be deducted from their food service accounts. Parents are able to deposit money online to these accounts. If you are interested in this, please call Becky Kaltenbach, Food Service Supervisor, at 269-695-8415 or email [rkaltenbach@buchananschools.com](mailto:rkaltenbach@buchananschools.com)

*All items sold meet the Smart Snacks regulations for food sold in schools.  
This institution is an equal opportunity provider*

**Popular ala carte items for sale and prices:**

- 16.9 oz. water \$1.00
- Extra Milk \$ .50
- Extra Entrée \$2.25
- Chips \$1.00
- Rice Krispie Treat \$1.00
- Ice Cream Novelties \$1.00 - \$1.25
- Fruit Roll Up \$ .75



# Let's have a great year — Jr. Herd! —

Be bold.  
Be your best.  
Be a Buck.  
But most  
importantly,  
**BE KIND!**



If you have any questions, please do not hesitate to email Mrs. Beasley at [sbeasley@buchananschools.com](mailto:sbeasley@buchananschools.com).