

# Burleigh Manor Middle School

## Welcome From Administration

Dear Parents and Students:

Welcome back! We hope that everyone has enjoyed a relaxing and productive summer break! I am so excited to be the newest member of the BMMS family. I am looking forward to meeting everyone on the first day and working with you throughout the year. Mrs. Scaife and I have been working hard this summer to ensure things are prepared for our students' upon their return to Burleigh Manor Middle School.

When you enter the building on the first day you will see the wonderful job our custodial staff has done to prepare the building for the start of school. The school and classrooms are clean, safe, and inviting. Three of our classrooms were county models for Green Cleaning this summer. We are so very proud of our custodial staff.

On August 25<sup>th</sup> the PTA will be sponsoring their third annual Burleigh Manor "Back to School Bash" from 6:00 - 8:00 p.m. behind the building, on the black top. This community event is an opportunity for students and parents to reconnect with friends as well as meet new students and parents joining the Burleigh Manor family. The evening will include parent seminars on technology usage and a host of other entertainment: athletics, such as; soccer, basketball, foursquare, Frisbee, music, and time to just chat. We are asking parents to accompany their children. This will allow parents to network with other parents and to continue to build our sense of community at BMMS. We look forward to seeing everyone at the "Back to School Bash."

In order to keep communication open with our students, staff, parents, and the community, we will continue to use email alerts, newsletters, our BMMS website, and Twitter. We will also be using HCPSS Connect for classroom communication, including grades and assignment details (see below for more information). If you need support accessing any of these resources, please see the links in this newsletter or email [Geordie.Paulus@hcpss.org](mailto:Geordie.Paulus@hcpss.org).

We are looking forward to the first day of school and to seeing as many students and parents as possible at our new student orientations and our Back to School Bash!

Best Regards,

Antoinette Roberson & Kimberly Scaife

## New Student Orientation

On August 25<sup>th</sup> Burleigh Manor will be sponsoring the 6<sup>th</sup> grade Student Orientation from 2:00 - 3:00 p.m. in the cafeteria. All 6<sup>th</sup> graders will receive their schedule, meet their homeroom teacher, visit their classrooms and take a tour of the building. Homeroom teachers will assist students with opening their lockers and answering any questions they may have. During that time parents will be given an overview of the 1<sup>st</sup> week activities. An orientation will also be offered to new 7<sup>th</sup> & 8<sup>th</sup> grade students to Burleigh Manor this will take on the same day at 1:00 - 2:00 p.m.

## Welcome Back

School opens on Monday, August 29<sup>th</sup>. Our school hours are from 7:50 a.m. to 2:45 p.m. Students may enter the building at 7:50 a.m. to access their lockers and report to homeroom by 8:00 a.m. Please be aware that there is no supervision outside of the building prior to 7:50 a.m.

## Bus Schedules



Bus schedules can be accessed online at [www.hcpss.org](http://www.hcpss.org). We will post the bus schedules on the front and back doors of the building as soon as they are available. Parents if you have given your child permission to ride another bus other than their assigned bus, please send a letter to the front office stating that your child has permission.

## Car Riders



In order to help with traffic flow and safety, please drop your child off on the Centennial High School side of the building. Please do not block the bus lanes during drop off or pick up times. Also, when

picking up your child after school, please pull your car all the way past the school in order to prevent traffic from backing up onto Centennial Lane.

### **First Day Procedures**

We will have an adjusted schedule with an extended homeroom during the first week of school. Students' homeroom assignments will be posted on the walls and staff will be available to assist students with finding the location of their homeroom.

### **Student Handbook and Policies**

During the first week of school, teachers will review the expectations outlined in the student handbook. The handbook will be sent home as a parent reference. Similar information is also contained in the students' agenda book. A **Middle School Student Code of Conduct and Related Policies, which includes the HCPSS Drug/Alcohol Policy Statement, will be sent home with every child and must be signed by the student and a parent, and returned to school by August 30.** Students will also review all relevant policies with the administrators during the first week of school at grade-level meetings.

### **Schedules, Lockers, Agendas**

Schedules will be given out to new students during orientation. New and returning students can receive their schedules during the Back to School Bash, or during homeroom on the first day of school. Every effort has been made to ensure that schedules are correct. If you find an error in your child's schedule, please send a note or email to your child's counselor as soon as possible.

Lockers will be issued to new students at orientation. Returning students will receive their lockers on the first day of school. Students will need to store their supplies and backpacks in their locker. Please do not bring a backpack on wheels, as they may not fit into the locker. Students will not be allowed to leave backpacks in the hallway during the school day.

Every student will be given an Agenda book on the first day of school. Agenda books should be used as a tool to teach organization, time management and record keeping. Parents are encouraged to check students' agenda books regularly.



### **School Meals**

This year all students will be able to purchase breakfast for \$2.00. Breakfast is available at 7:50 a.m., prior to homeroom. School lunches are available to all students at a cost of \$3.25, which includes milk. Milk is also available separately at \$.50. Information will be forthcoming about how to load funds onto your child's meal account.

### **Immunization Requirements**

Maryland Law requires that all children be completely immunized before entering school. In addition, all 7<sup>th</sup> and 8<sup>th</sup> graders are now required to have one TDaP and one Meningitis vaccine in order to be admitted to school. Feel free to call Ms. Miller, Health Assistant, at 410-313-2511 with questions. In addition, please contact the Howard County Health Department for a schedule of free immunizations at 410-313-2333.

### **Medications at School**

Please go to the HCPSS website and look under Health Services to get the medication forms that must be completed by a physician in order to keep your child's medication at school. Please do not send medication in with children. Parents must drop off all medication to the health room.

### **Calendar of Events**

- 8/25** 1:00-2:00pm – New 7<sup>th</sup> & 8<sup>th</sup> Grade Student Orientation
- 2:00-3:00pm - 6<sup>th</sup> Grade Orientation
- 6:00-8:00pm – PTA- Back to School Bash!
- 8/29** First Day of School
- 9/05** Schools Closed for Students
- 9/12** Schools Closed for Students
- 9/15** Back to School Night  
6:00-8:00 pm
- 9/16** Fall School Picture Day 8:10–2:45pm
- 9/27** BMMS Outdoor Ed – 6<sup>th</sup> Grade
- 9/28** BMMS Outdoor Ed – 6<sup>th</sup> Grade
- 9/29** BMMS Outdoor Ed – 6<sup>th</sup> Grade

### **The New Parent Portal- HCPSS Connect**

*Family File* has replaced the Emergency Procedure Card, parents new to BMMS and HCPSS can create an account by logging into HCPSS Connect. In the Family File section,

parents will need to input their contact information, medical considerations, and preferences. In addition, HCPSS Connect provides parents with access to a variety of student information about accessing your child's grades, class assignment details, and attendance. For more details, please click on the link below: <http://www.hcpss.org/connect>

### **PTA- Back to School Bash** **August 25, 6:00-8:00 pm**

All parents and students are invited to this Burleigh Manor Middle School PTA sponsored event. This is a great time to catch up with neighbors and get involved with the school community. The PTA will be providing ice cream and a DJ. Please note that this is an **informal event for families**. Teachers and other staff members will not be available for conferences, schedule changes and/or other school related concerns at the Back to School Bash.

### **Physical Education Uniforms**

Uniforms will be available for purchase in the gymnasium during new student orientations or during PE classes; prices are as noted.

**Full Uniform:** \$17.00

**Shirt:** \$9.00

**Shorts:** \$8.00

### **Bring Your Own Device (BYOD)**

BMMS students will continue to participate in the HCPSS BYOD program. This program will allow students to use their personal devices to enhance learning, personal productivity, collaboration, access instructional resources, and for other educational purposes in the classroom. It is recommended that students use devices with a keyboard (laptops, Chrome Book, or tablet – this is not required) cell phones can also be used. For more information on BYOD, please access the following link: [HCPSS BYOD](#).

### **School Supplies**

A list of school supplies is located on our website at [bmms.hcpss.org](http://bmms.hcpss.org).

### **Mission/Vision**

Throughout the course of last year, we surveyed students, the community, and staff as well as held forums for valuable input into creating Burleigh Manor's mission and vision statements. The

mission and vision statements that were developed as a result of these surveys and forums are below:

**Mission:** BMMS challenges all students to learn, grow, and make responsible choices in a safe and supportive environment.

**Vision:** All students are engaged in challenging, real-world academic experiences while developing positive peer relationships, confidence in their abilities, and a love of learning.

Burleigh Manor's staff and students strive to achieve this mission and vision everyday.

### **School Improvement Team**

In an effort to foster communication and create the best possible environment for teaching and learning, we will, once again, be running a School Improvement Team (SIT) at BMMS that will include staff, students and parents. The BMMS SIT team will meet regularly throughout the year, beginning on Monday, September 19<sup>th</sup>, to discuss and evaluate school environment data and to brainstorm ideas to address our changing needs. All SIT team meetings will run from 2:50 p.m.-3:50 p.m.; meeting dates are below.

#### **SIT Dates**

September 19	Jan 23	May 15
October 17	Mar 20	
Dec 5	Apr 24	

Please email [Kim.Scaife@hcpss.org](mailto:Kim.Scaife@hcpss.org) if you or your child is interested in getting involved with the School Improvement Team this year.

### **School-Wide Expectations**

Burleigh Manor will continue to utilize positive incentives to reinforce school-wide expectations for students.

Students will receive "Bobcat Bucks" from staff members when they are "caught" being responsible, respectful, and safe in school. These bucks will be used for drawings and student incentives. Be on the look out for these incentives as the school year gets underway!

Students may also receive Minor Incident Reports from staff members if they need a reminder of Burleigh's school-wide expectations. Students will first receive a warning that their choice in behavior does not align with Burleigh's expectations, if after

a warning; students continue to make these choices, they will receive a Minor Incident Report (MIR) that will outline the behavior that was exhibited. Parents will also receive notification that this MIR was issued and for what behavior. If a student accrues three or more MIRs in a quarter, an administrative consequence will be assigned.

Students will receive information about this program during the first week of school. We hope that these initiatives will help to create a partnership between parents and staff and provide clear expectations for students, so that all students are successful and engaged in a positive environment.

### **BMMS Website**

Please bookmark and check out our website! Remember to check in periodically for important school information and updates. Log onto [bmms.hcpss.org](http://bmms.hcpss.org).

### **From Your PTA**

Please consider joining the PTA. Research overwhelmingly demonstrates that parent involvement in children's learning is positively related to achievement. As parent involvement increases, student achievement will increase as well. With the involvement of our parents, we can support the success of each of our students. Membership tables will be set up at the new student orientations, the Back to School Bash, and Back to School Night. Please contact Margaret Glyder [glyders@comcast.net](mailto:glyders@comcast.net) with questions.

### **PTA Officers for 2016 - 2017**

President: Pam Abrams

1st Vice-President: Meg Roth

2nd Vice-President: Margaret Glyder

Treasurer: Maureen Ritter

Secretary: Bridget Littlefield

### **Stuffing Folder Day**

Parent volunteers are needed on Tuesday, August 23 to help with stuffing student folders for the first day of school. If you are interested in volunteering, please come at 9 a.m. to the Cafeteria. We have gotten very efficient with this process and can get all of the folders stuffed and organized in less than two hours with everyone's help. Please drop by and stay as long as you can. Refreshments will be served. Please do not

bring younger children that will need to be supervised; however, older children are certainly welcome and we will put them to work! If you are available, please email Meg Roth at [megroth@comcast.net](mailto:megroth@comcast.net).

### **Locker and Bus Help**

During the first three days of school, August 29, 30 and 31, parent volunteers will help sixth graders and new students with their lockers in the morning and afternoon, and buses in the afternoon. Locker help starts at 7:45 a.m. and ends at 8:00 a.m. In the afternoon, locker and bus help starts at 2:35 p.m. and ends at 3:00 p.m. If you are available, please email Meg Roth at [megroth@comcast.net](mailto:megroth@comcast.net).