

**James Madison Middle International Baccalaureate  
Parent Orientation for Grade 7  
2024-25 School Year**

**7300 Woodyard Road Upper Marlboro MD 20772 Phone  
301-599-2422**

# Welcome

**Hello Everyone!**

**Welcome to our 2024-25 School year!**

**I am Mrs. Glenise Marshall your Assistant Principal for 7th grade.**

## **Mission and Vision**

***James Madison Middle School will provide an environment conducive for quality learning where students develop the knowledge , attitudes and skills needed to participate actively and responsibly in and changing and increasingly interrelated world.***

# Today's Agenda

**School Hours and Safety**

**Safety Cont'd**

**Attendance**

**Uniform Policy**

**Student Tools**

**Cell Phone Policy**

**Student Code of Conduct**

**Immunization Information**

**Athletics**

**PGCPS Back to School Information**

# School Hours And Safety

- School hours are from 9:30am-4:10pm
- Car Riders should arrive no earlier than 9:15 am
- Dismissal begins at 4:10pm
- Early Departure from school ends at 3:15 pm

# Safety Protocols

Students are asked to stay seated with all of their belongings on the bus.

-Parents are asked to respect the boundaries when they are dropping students off and busses are loading and unloading.

-Parents are asked to pick up and drop students off at the curbside of the school.

Parents are asked to report to the front office when they enter the building.

Parents are asked to provide a current ID to be entered into the Raptor ID system.

Parents are required to make an appointment to speak with administrators, teachers and school counselors.

# **Safety Protocols-Fire and Lock Down Drills**

**The expectation for monthly Fire Drills is for students to walk quickly and quietly to the designation.**

**During our lock down drills the students are expected to cooperate and be quiet.**

**Please find time to speak to your child about the importance of school safety drills.**

# Attendance

- Administrative Procedure 5113 governs attendance
- Students are expected to be present in class and participating on a daily basis.
- In the event of an absence, parents **MUST** document the reason for the absence within 3 days. This can be in the form of a written note or email, but the email should come from the parent's account.
- The reason should be a lawful reason (AP 5113) in order to be an excused absence

# Attendance Cont'd

- Examples of Lawful absences: student illness, death in the family, mental health day, court summons, religious holiday, suspension, etc.
- For excused absences, students will have the same number of days as of the absence to make up work for full credit.
- For unexcused absences, teachers are **not** required to provide make up work.



# PGCPS Back to School Guide

[PGCPS Back to School Information](#)

# School Uniform Policy

[JMMS Supply list and Uniform Policy](#)

# Uniform Cont'd

- No head coverings (except for religious exemptions)
- No hats, bandanas, do-rags, sleep bonnets, skull caps, etc.
- Headbands should be fabric, not metal or plastic

## **School Uniform Non-Compliance**

First violation - The teacher contacts the parent/guardian.

Second violation - The teacher refers the student to the administration who contacts the parent/guardian by telephone and in writing that a second violation has occurred.

Repeated violations will be deemed as persistent disobedience or insubordination and will be dealt with in accordance with the Students Right and Responsibilities Code

# Sample Daily Schedule

A-Day

B-Day

Reading	Reading
Health	Physical Education
Science	Science
Math	Math
Lunch-1:25	Lunch-1:25
Creative Arts	Creative Arts
Social Studies	Social Studies

# Schedule Information

- Each class period is 55 minutes, 5 minute transition periods,
- 80 minute Creative Arts classes
- Technology and PE/Health switch between semesters

# Lunch

- Lunch PIN #'s will be in use this year. PIN #'s will carry over from year to year.
- Students do NOT have access to a microwave or refrigerator, so please plan accordingly
- 7th grade lunch is at 1:25-1:55

# PGCPS (AP) Electronic Devices

- Cell phones are the responsibility of the student
- Cell phones generally should be off and away during class time
- Text messages during class can be distracting to students.
- There are phones in every classroom for emergencies and unexpected situations
- Please review expectations for cell phone safety and usage with your child.

# Students Rights and Responsibilities

**Students will attend an assembly to discuss the Student Code of Conduct and Student Rights and Responsibilities on Tuesday September 3, 2024. This assembly is specifically designed to give students information about their rights and responsibilities as a PGCPS student and the expectations and consequences for conduct and behavior.**



# Athletics

“In order to participate in interscholastic sports students must have a 2.0 GPA and no E's on their previous quarters report card (P.G. County Policy). In the interest of high academic standards and the participation in athletics James Madison Student Athletes must maintain respectable grades or could risk being suspended or released from their respective team. A students first responsibility is just that, to be a "student".

**“What I need to Participate in James Madison Middle School Athletics:**

\*\*In order to tryout for any sport students **MUST** have a physical and parent permission form on file with the Athletic Director by the first day of tryouts for that sport\*\*”

# Grades

- Administrative Procedure 5121.2 governs grading
- Students are expected to be make a good faith effort on all assignments presented by the teacher
- Teachers will collect a minimum of 2 grades per week in any class that meets more than once that week
- If a class only meets once in a given week (holidays, etc.), only one grade will be assigned and collected that week.

# Parent Monitoring

- **Check In**  
Completing all assignments.
- Study System -to provide time and space for practicing academic skills in preparation for classroom, county, and state assessments.
- to ensure that all classwork, homework and projects are turned in on time.
- Thinking Ahead: Planning for 24 Student Service Learning Hours

# Academic Success

## Intentional Academic Goal Setting

- **Planning quarterly goals with students based on the subject, report card grades and test requirements can motivate your child to adjust to changes that lead them to build on what they have learned and improve achievement.**

# Behavioral Success

- **Intentional Goals**

**Behavioral** -Establishing positive behavioral expectations for the student's and their interactions with others.

**Social** : Discussing and monitoring the students' social calendar and social electronic activities.

**Technological**: Reminders to use electronic devices appropriately in accordance with school rules.

# Important Dates

- August 19, 2023: Students schedule available in SchoolMax
- August 23, 2023: from 9am-1pm: New Student Orientation Day
- August 26, 2023 : First Day of School
- September 2, 2023: Labor Day ( Schools and Offices Closed)
- September 6, 2023: Students Rights and Responsibilities Assembly

# Student Support

- Helping our Students to navigate the new demands of 7th grade in preparation for 8th grade and beyond.
- Encouraging Wellness and being well rounded with involvement in clubs and activities.
- Spending time listening to the students and how they feel.
- Helping students to navigate towards positive relationships. Listening for changes in friends, social media presence and speech.

# JMMS Administrative Team

Our Principal - Ms. Beverly Botchway  
([beverly.botchway@pgcps.org](mailto:beverly.botchway@pgcps.org))

6th Grade Assistant Principal - Dr. Keary Schoen  
([keary.schoen@pgcps.org](mailto:keary.schoen@pgcps.org))

7th Grade Assistant Principal - Ms. Glenise Marshall  
([glenis.marshall@pgcps.org](mailto:glenis.marshall@pgcps.org))

8th Grade Assistant Principal - Mrs. Susan Holmes

Professional School Counselor - Ms. Victoria Wilkerson  
[victoria.johnson@pgcps.org](mailto:victoria.johnson@pgcps.org)



JMMS IB School Website