School Year 2020–2021

Dr. Maryam Thomas, Principal
Mrs. Mangierlett Garris, 6th Grade Administrator
Dr. Kenneth Barrie, 7th Grade Administrator
Dr. Mykia Cadet, 8th Grade Administrator

SCHOOL INFORMATION
1300 Campus Way North, Mitchellville, MD 20721
Phone: (301) 808-4040 Fax: (301) 808-4050 Counseling: (240) 455-49832
OUR VISION
EEJMS, in collaboration with all stakeholders, will provide a safe and supportive learning environment that fosters the socio-emotional well-being of all students while promoting academic success, creativity, and social responsibility.

OUR MISSION
EEJMS aims to create a nurturing and respectful environment which provides a rigorous and relevant education that equips all students for high school success and beyond.

Administrator Email Addresses
Principal: Maryam.Thomas@pgcps.org
6th Grade Assistant Principal: Mangierl.Garris@pgcps.org
7th Grade Assistant Principal: Kenneth.Barrie@pgcps.org
8th Grade Assistant Principal: Mykia.Cadet@pgcps.org

Professional School Counselor Email Addresses
Melinda.Rivera@pgcps.org
6th Grade and 7th Grade Teams Bowie & NC A&T

Imani.Taylor@pgcps.org
8th Grade and Teams Hampton & Gallaudet

Special Education Chairperson
Camille.Ward@pgcps.org

Registrar
J.Perrybishop@pgcps.org

Financial & Attendance Secretary
Sandra.Chumbris@pgcps.org

Principal’s Secretary
Lendel.Hough@pgcps.org
Instructional Program

August 2020–January 2021 (Virtual Teaching & Learning)
January 2021–June 2021 (Hybrid Model or Continue Virtual)

**Full Distance Learning Model**

In a full distance learning model, students will receive live synchronous lessons daily in all scheduled classes. Some classes are scheduled to meet every day and some meet every other day.

Within the distance learning models, support for English Learners (ELs) and students with disabilities will be provided by classroom teachers and certified specialists (e.g., ESOL teachers, special educators) on a regular schedule. During distance learning live lessons, ELs and students with disabilities should join breakout sessions with their ESOL teacher or special educator during a portion of the instructional block. Small group instruction for enrichment or intervention will be provided on Wednesdays for all classes and as needed or documented by an IEP, EL plan, or 504 plan.

**Hybrid Model (Possibly February)**

If it is safe to return to school on February 1, 2021, parents/guardians will be offered two options for learning during the second semester.

a. Hybrid – a choice of two-day face-to-face instruction and three-day virtual learning sessions weekly;

b. Distance Learning – a choice to continue participating in a fully virtual model of instruction where students will participate in distance learning from home daily

The two-day rotation hybrid model allows for a 50% split by last names*:

- A–J
- K–Z
Instructional Program

This hybrid model will provide students with access to face-to-face instruction two days a week and three days of distance learning, while using Wednesday for small group instruction as needed or documented by IEPs, EL plans, or 504 plans, teacher and/or grade-level/content planning time and office hours. Given this structure, the instructional model will follow an AA/BB-Day schedule in which the same group of students will attend school two days in a row.

Ensuring Continuity of Learning

Bridging the Learning Gap

Curriculum Bridging Guides for prekindergarten through Grade 12 were developed for the first three weeks of school to make content standard-based connections between Quarter 4 of the 2019-2020 school year and Quarter 1 of the 2020-2021 school year due to school closures.

The components included in the three-week Curriculum Bridging Documents are:

- A list of the Bridging Standards
- Resources and lesson plans for each week that can be utilized in an online instructional model.
- Differentiation tools and technology integration
- Important considerations specific to the content area
- Diagnostic assessment to assess students’ skills related to upcoming content and provide guidance into what support might be needed. In addition, scope and sequence frameworks will be provided to teachers to assist them with aligning what content and strategies are best implemented with students during distance learning.
**Meal pickups on Mondays and Wednesdays from 10am – 1pm**

## Virtual Learning Bell Schedule

<table>
<thead>
<tr>
<th>Monday, Tuesday, Thursday, Friday 6th, 7th, and 8th Grade</th>
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</thead>
<tbody>
<tr>
<td>Start-Up</td>
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<tr>
<td>Mod 1</td>
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</tbody>
</table>

**Break - (10:20 a.m. - 10:35 a.m.)**

| Mod 2     | 10:35 a.m. | 11:20 a.m. | Mod 2 Classroom Instruction |
|           | 11:20 a.m. | 11:30 a.m. | Assessment for Learning |

**Lunch - (11:30 a.m. - 12:25 p.m.)**

| Mod 3     | 12:25 p.m. | 1:10 p.m. | Mod 3 Classroom Instruction |
|           | 1:10 p.m.  | 1:20 p.m. | Assessment for Learning |

**Break (1:20 p.m. - 1:35 p.m.)**

| Mod 4     | 1:35 p.m. | 2:20 p.m. | Mod 4 Classroom Instruction |
|           | 2:20 p.m. | 2:30 p.m. | Assessment for Learning |

**Break (2:30 p.m. - 2:45 p.m.)**

| Mod 5     | 2:45 p.m. | 3:30 p.m. | Mod 5 Classroom Instruction |
|           | 3:30 p.m. | 3:40 p.m. | Assessment for Learning |
### Wednesday Schedule

On Wednesdays students will work complete independent practice assignments, login in and work on MyPath via Edgenuity, work with teachers in small group instruction, work with professional school counselors, or related service providers. Additionally, school wide events and celebrations will be held on this day.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activities</th>
</tr>
</thead>
</table>
| 9:05am - 9:55am     | Edgenuity MyPath/Independent Practice Time  
                      --  
                      Students on Teams Howard, Bowie, Gallaudet, VSU will be pulled for small group instruction |
| 9:55am - 10:10am    | Break                                                                                                                                 |
| 10:10am - 11:00am   | Edgenuity MyPath/Independent Practice Time  
                      --  
                      Students on Teams Norfolk, NC A&T, Hampton, Cornell will be pulled for small group instruction |
| 11:00am - 11:15am   | Break                                                                                                                                 |
| 11:15am - 12:05pm   | Professional School Counselors will pull small groups/conduct guidance lessons  
                      Creative Arts teachers will pull small groups  
                      Virtual Office Hours: Howard, Bowie, Gallaudet, VSU, Norfolk, NC A&T, Hampton, Cornell |
| 12:05pm - 1:00pm    | Lunch                                                                                                                                 |
| 1:00pm - 3:50pm     | Edgenuity MyPath/Independent Practice Time  
                      --  
                      Student Services (Professional School Counseling)  
                      --  
                      School-wide Celebrations and PBIS Events |
# Hybrid Schedule

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td>Group A in school</td>
<td>Group A in school</td>
<td>Interventions</td>
<td>Group B in school</td>
<td>Group B in school</td>
</tr>
<tr>
<td>Group B at home</td>
<td>Group B at home</td>
<td>Small group Enrichment</td>
<td>Group A at home</td>
<td>Group A at home</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Teacher office hours</td>
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</tbody>
</table>
Virtual Learning Policies

The PGCPS dress code policy will be enforced during virtual learning. The dress code policy is intended to promote student appropriateness and consistency for the virtual learning environment. The following dress code will be implemented for semester one of the 2020–2021 school year. It is strongly suggested that students wear their uniform shirts as it provides a standardized acceptable appearance for online learning.

6th Grade: Burgundy Polo  7th Grade: Heather Grey Polo  8th Grade: Navy Blue Polo

EEJMS DRESS CODE FOR STUDENTS

- Appear in appropriate clothing for all online sessions:
  - Completely covered upper body (no spaghetti straps, low cut or low buttoned blouses or shirts)
  - No see-through clothing
  - No clothing with vulgar language, obscene pictures, weapons, drugs/alcohol, drug paraphernalia, and tobacco products
  - No identifiable gang/crew clothing or paraphernalia
  - No sunglasses
  - No hats or any obstructions to cover the face

STUDENT EXPECTATIONS FOR VIRTUAL LEARNING

Ernest Just Middle School student expectations are intended to maximize student learning and ensure a robust instructional experience.

1. First and Last name must be used when logged in for Zoom live-sessions.
2. Arrive on time for each class session.
3. Keep your camera on during direct instruction to promote focus.
4. Stay on mute unless directed by your teacher or if you have a question.
5. Be sure to position your device in front of a clear wall or closed window.
6. Work from a quiet location, free from distractions.
7. Personal cell phone usage (calls, texts and social media) during class time is not allowed.
8. Cameras may be turned off during independent work and during breaks.
9. Break time should consist of using the bathroom, getting a snack, and being prepared for the next mod.
10. Students should arrive at their next mod on time with cameras back on.
VIRTUAL PARENT EXPECTATIONS

A healthy and positive parent-school relationship is critical for student success. To that end, we ask parents to do the following:

- Establish routines and expectations
- Choose a good place for your child to learn
- Know your child's schedule and teacher contact information
- Check in on academic progress frequently
- Set limits on technology use for games and social media
- Ensure your child receives daily exercise
- Email Sandra.Chumbris@pgcps when your child will be or has been absent
- Schedule a parent conference to address major concerns

To protect the learning environment, we ask parents to refrain from:

- Joining classes with your child
- Asking teachers questions during instruction
- Interrupting the class to ask questions, correct, or etc.

VIRTUAL DISCIPLINE POLICY

Effective classroom instruction, in any environment, is achieved by preparing and implementing engaging lessons to students while setting and reinforcing the highest behavioral standards. In a remote instructional environment, these standards can become illusive and challenging. Yet, as educators, it remains our job to promote an online learning environment that is safe, fosters impactful learning, is respectful, and is filled with a sense of purpose. When problems arise it is important to react appropriately to the infraction and discipline students in a manner that is commensurate to their offenses. **The purpose of discipline is to correct or redirect— not punish or retaliate.**

The Ernest Everett Just Middle School (EEJMS) Distance Learning Discipline Plan is driven by the principles of *Positive Behavioral Interventions and Supports* (PBIS), along with Restorative Practices.

At EEJMS behavioral infractions are managed by classroom teachers or administrators:

<table>
<thead>
<tr>
<th>MINOR INFRACTIONS: TEACHER MANAGED (TIERS 1 and 2)</th>
<th>MAJOR INFRACTIONS: ADMIN MANAGED (TIER 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Late arrival to online session</td>
<td>- Repeated incidents of late arrival to online session (3 or more)</td>
</tr>
<tr>
<td>- Unprepared for class</td>
<td>- Repeated absence from online sessions (3 or more)</td>
</tr>
<tr>
<td>- Talking out of turn in online sessions</td>
<td>- Repeated with incidents (3 or more) distracting others during online sessions</td>
</tr>
<tr>
<td>- Eating while in online sessions</td>
<td>- Repeated use of profanity during online session</td>
</tr>
<tr>
<td>- Distracting others while in online sessions (noises, excessive movements etc.)</td>
<td></td>
</tr>
</tbody>
</table>
Behaviors are categorized into three tiers that are leveled to ensure that responses are gradual. Major infractions are automatically considered Tier 3.

<table>
<thead>
<tr>
<th>TIER 1</th>
<th>TIER 2</th>
<th>TIER 3</th>
</tr>
</thead>
</table>
| ● Verbal Redirection  
● Email/phone call home  
● Reteach Expectations  
● Restorative Conversation  
● Instructional Modification  
● Prompt Student to Remove Distractions  
● Reminder/Prompts/Cues  
● Verbal Praise | ● Virtual Parent Conference  
● Email Parent  
● Phone call  
● Restorative Conversations  
● Counselor Referral  
● Referral to SIT/SST  
● Behavior Contract Managed by Grade Level Admin  
● Peer Mediation | ● Online In-School Suspension (OISS)  
● Referral to Alternative School  
● FBA/BIP  
● Behavior Contract  
● Referral to Security Services  
● Referral to Pupil Personnel Worker |
VIRTUAL LEARNING ATTENDANCE POLICY

Student attendance plays a major part in student achievement. Being chronically absent or missing 10% of the school year for lawful or unlawful reasons can drastically affect a student’s academic success. During virtual learning the following procedures will be in place:

- Parents/guardians must ensure that all school-age children are in virtual learning each day.
- Parents are required to send an email with the reason for the absence. If the absence is lawful, the student will receive missed classwork and assignments.
  - Emails will need to be sent to Sandra.Chumbris@pgcps.org
- Documentation from a physician may be requested for absences of 3 or more consecutive days.
- Attendance will be taken for each class. Students are considered absent when they are not present during live instruction.
- Wednesday attendance: Students must complete 1 hour of MyPath and independent activities assigned by teachers to be marked PRESENT.

What is an Unlawful Absence/Truancy Unlawful absence?
- Defined as the act of a student being absent from school for a day or any portion of a day from an individual class for any reason other than those defined as lawful.
- Teachers are not required to provide make-up work for students when absences are unlawful.
- Truancy is defined as unlawfully absent for eight days or more in a quarter, 15 days in a semester, or 20 days in a school year.


PGCPS Acceptable Use Policy

2020–2021 School Year Student Agreement

The Prince George’s County School District strongly believes in the educational value of electronic services and recognizes the potential of such to support the curriculum and student learning in the district. The goal of the district in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. The Prince George’s County School District will make every effort to protect students from any misuses or abuses as a result of their experiences with an information service.

Access to the internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Students should be warned that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While the intent of PGCPS and Ernest Just Middle School is to make internet access available to further educational goals and objectives, students may find ways to access other materials as well.

Student use of the Internet will be monitored via GoGuardian. Students who abuse the acceptable use policy, which includes, but is not limited to: copyrighted material, threatening or obscene material, pornography, gambling, and inappropriate language will be subject to discipline.

Students are responsible for appropriate behavior on the school’s computer network just as they are in a classroom or on school property. General school rules for behavior, as stated in the Student Code of Conduct, apply.

It is expected that users will comply with district standards and the specific rules and consequences as outlined below. While not all improper use can be listed, the information below should serve as a guideline for inappropriate use.

The following are not permitted:

➤ Sending or displaying offensive messages or pictures
➤ Harassing, insulting or attacking others
➤ Violating copyright laws
➤ Trespassing in another’s folders, work or files
➤ Using obscene language
➤ Damaging computers
➤ Using another’s password

Violations may result in the school’s restricting or terminating any user's access, without prior notice as well as other disciplinary or legal action. Disciplinary action will also be imposed.
# SY 2020–2020 Parent Concern Flowchart

<table>
<thead>
<tr>
<th>Concern</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Concerns</strong></td>
<td>Classroom Teacher</td>
<td>Professional School Counselor</td>
<td>Grade-Level Administrator</td>
<td>Principal</td>
</tr>
<tr>
<td>Grades, Lack of HW, Classwork</td>
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<tr>
<td>Difficulty/Performance</td>
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<tr>
<td><strong>Special Education Concerns</strong></td>
<td>Classroom Teacher</td>
<td>Case Manager</td>
<td>SPED Dept Chair</td>
<td>Grade-Level Administrator</td>
</tr>
<tr>
<td>Accomodations, Meetings, Student</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performance</td>
<td></td>
<td></td>
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<tr>
<td><strong>ESOL Concerns</strong></td>
<td>Classroom Teacher</td>
<td>ESOL Teacher</td>
<td>Grade-Level Administrator</td>
<td>Principal</td>
</tr>
<tr>
<td>Accomodations, Meetings, Student</td>
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<tr>
<td>Performance</td>
<td></td>
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<tr>
<td><strong>504 Concerns</strong></td>
<td>Classroom Teacher</td>
<td>Professional School Counselor</td>
<td>504 Building Facilitator: Dr. Mykia Cadet</td>
<td>Principal</td>
</tr>
<tr>
<td>Accomodations, Meetings, Student</td>
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<td></td>
</tr>
<tr>
<td>Performance</td>
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<tr>
<td><strong>Staff Complaint</strong></td>
<td>Grade-Level Administrator</td>
<td>Principal</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bullying Complaint</strong></td>
<td>Bullying/Harassment Form</td>
<td>Professional School Counselor</td>
<td>Grade-Level Administrator</td>
<td>Principal (If needed)</td>
</tr>
<tr>
<td><strong>Bus Concerns</strong></td>
<td>Bus Liaison: Ms. Lendel Hough</td>
<td>Dr. Kenneth Barrie</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Social Media Concerns (School-related)</strong></td>
<td>Bullying Harassment Form</td>
<td>Professional School Counselor</td>
<td>Grade-Level Administrator</td>
<td>Principal (If needed)</td>
</tr>
<tr>
<td><strong>Schoolmax access/Blackboard access</strong></td>
<td>Registrar</td>
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<tr>
<td><strong>Health forms, Medication, Immunizations</strong></td>
<td>School Nurse</td>
<td></td>
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</tr>
<tr>
<td><strong>Student Conflicts</strong></td>
<td>Classroom Teacher</td>
<td>Professional School Counselor</td>
<td>Grade-Level Administrator</td>
<td>Principal (If needed)</td>
</tr>
<tr>
<td><strong>Registration Documents, Update Residency Information, Emergency Contact Information</strong></td>
<td>Registrar</td>
<td></td>
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<tr>
<td><strong>Parent Teacher Conferences</strong></td>
<td>Professional School Counselor</td>
<td></td>
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<tr>
<td><strong>High School Speciality Programs</strong></td>
<td>Professional School Counselor</td>
<td>Grade-Level Administrator</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Absences/Attendance</strong></td>
<td>Attendance Secretary</td>
<td>Professional School Counselor</td>
<td>Pupil Personnel Worker</td>
<td></td>
</tr>
<tr>
<td><strong>Food Services Concerns</strong></td>
<td>Food Services Manager</td>
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<td></td>
<td>Principal</td>
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</tbody>
</table>
Let Us Help You!

Ernest Just Middle School
Click here to complete the Parent Concern Form

PLEASE READ THE ENTIRE HANDBOOK
COMPLETE THE HANDBOOK ACKNOWLEDGEMENT FORMS

STUDENTS CLICK HERE  PARENTS CLICK HERE