

BENJAMIN TASKER MIDDLE SCHOOL

Dr. Kendra Hill, Principal | kendra.hill@pgcps.org
4901 Collington Road | Bowie, MD 20715 | 301-805-2660 | www.pgcps.org/benjamintasker

August 12, 2024

Dear Benjamin Tasker (BTMS) Families,

Welcome to the 2024/25 school year. We hope that your summer has been full of fun & relaxation. At this time, we would like to share information that may assist your family in preparing for the return to school. As we plan for the upcoming school year, please take a moment to review our updated [Mission/Vision \(Updated August 2024\)](#), which reflects our changing student needs. Students will follow the [BTMS Daily Schedule](#), which includes (a) Morning Advisory Mod for morning announcements (b) attending six classes daily following an A-day/B-day schedule, (c) one 30-minute lunch break, (d) Tiger Time for interventions, study hall, extension activities, and restorative communities.

To be successful, students should complete the following:

- Attend every class on time
- Actively participate in the entire lesson
- Get involved in school clubs and activities
- Complete and submit all assignments on time
- Check virtual platforms (ie; Canvas & Synergy) daily
- Remain organized and prepared with classroom Materials: [BTMS Student Supply List](#)
- Advocate for themselves by asking questions and seeking assistance when needed.
- Review the [Student/Family Handbook](#) & follow all school rules and protocols.
- Regularly review school-wide information (ie; BTMS Community Updates, Monthly Newsletter & Website)
- Review & follow [Student Expectations & Rules](#) (Summary).
- Complete the [Absence Notification Form](#) to inform the school of your child's excused absences, so that your child can make up missed assignments.

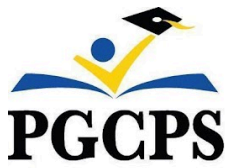
Communication: You may access ongoing communication, including weekly newsletters, from the BTMS Website or you can sign up for [Messenger](#) to receive weekly emails. Please contact Tiva Lewter (tiva.bryant@pgcps.org) for questions and/or assistance. Please see the communication information below:

- [Communication & Contacts](#) (*Communication Platforms & Staffing*)
- [Synergy Parent Vue](#): (*Parent Accesses to Student Information Platform, previously SchoolMax*)
- [Master Calendar](#) (*Save to your Google Calendar*)
- BTMS Community Newsletter: (*Coming Soon*)
- [BTMS Website](#)
- Canvas: (*Teacher shares assignments & information; Teachers will share codes to access their classroom Canvas*)

Student schedules will be available in Synergy Parentvue as of Friday, August 16th. Students are placed in their core content area courses based on student performance data (Grades, MCAP, & Benchmark Scores). Students will complete the beginning of the year math diagnostic (*Friday, September 30th*) and reading diagnostic (*Tuesday, August 3*) to identify their current levels and needs. To ensure that all students are placed appropriately to meet their individual needs, some students may receive schedule changes based on updated data. Schedule Changes may be requested by submitting a [Schedule Change Request form](#) to grade-level counselors

Important Dates to Remember: Please review the following dates to kick-off the beginning of the school year:

- **Friday, August 23rd, 8:30 am - 12:00 pm:** [New Student Orientation & Family Block Party](#)
 - 8:30 am - 11:00 am - New Students Orientation (Students Follow Moc Schedule)
 - 10:00 am - 11:00 am - Parent Information & Q&A
 - 11:00 am - 12:00 am - New Family Block Party (Meet Your Teachers)
- **Monday, August 26th:** 1st Day of School for Students
- **Friday, August 30th:** Math Diagnostic
- **Monday, September 2nd:** Labor Day - School & Offices Closed
- **Tuesday, September 3rd:** Reading Diagnostic
- **Monday, September 23rd:** BTMS Fundraiser Kick-off
- **Monday, September 23 (5:30 pm - 8:00 pm):** Back to School Night (In-Person)



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Arrival & Dismissal: Care riders and walkers will enter and exit through the back side parking lot doors, while bus riders will enter and exit through the front doors. **Only buses are permitted into the driveway in front of the school during morning arrival and afternoon dismissal.** The school hours are 8:00 am to 4:00 pm. The instructional day for students is 8:30 am to 3:10 pm. To ensure a safe and orderly arrival and dismissal, please adhere to the following guidelines:

- **Arrival:** Students may begin arriving as early as 8:00 am. No student should arrive on school property before 8:00 am, as there is no adult supervision. Upon arrival, 6th and 7th-grade students report to the gymnasium, and 8th-grade students report to the cafeteria. Students are released to class at 8:23 am. Breakfast is served in the cafeteria in the morning for all grades. **See the Morning Arrival Details Below:**
 - 8:00 am - Arrival Begins (*No student may arrive before 8:00 am, as there is no supervision available*)
 - 8:20 am - Breakfast lines close to walkers/car riders (*bus riders may get breakfast upon arrival, whatever the time*)
 - 8:23 am - Students released to lockers and/or classes
 - 8:25 am - Students should be in the building by 8:25 am if they are going to make it to class on time.
 - 8:30 am - Instruction Begins (All students arriving to class after this time are marked tardy)
 - 8:33 am - Students arriving to class at this time or later must have a late pass.
- **Dismissal:** Dismissal begins at 3:10 pm.
 - Car riders not picked up by 3:30 pm will report to the main office to await their parents, who will need ID for pickup.
 - Early Pickup: Early pick-up ends at 2:30 pm to allow the office staff to prepare for the school's dismissal. Families picking up after this time will need to wait for their child in the back parking lot for dismissal at 3:10 pm.

Meals (Breakfast/Lunch): Breakfast is available to all students from 8:00 am to 8:20 am. Students must be in line by 8:20 am to receive breakfast. However, all students arriving on a late bus will be permitted to receive breakfast, if they choose. Students may purchase breakfast (\$1.60) and/or lunch (\$3.00) daily or complete the [Free and Reduced Lunch Application](#).

Staff Contact Information: Please see important contact information below:

	6th	7th	8th
Assistant Principals	Rachelle Provost rachelle.provost@pgcps.org	Sherise Hazel sherise.hazel@pgcps.org	TBD
Counselors	Helen Hardy helen.hardy@pgcps.org	LaDane Dzirasa ladane.dzirasa@pgcps.org	Walter Reid walter.reid@pgcps.org

- **School Services:**
 - **Assistant Principal** Mr. Joshua Pleasant joshua.pleasant@pgcps.org
 - **TAG Coordinator:** Ms. Janet Clarke janet.clarke@pgcps.org
 - **IEP Facilitator / SPED Chair** Mrs. Sharon Marshal-Oladokun sharon.marshall@pgcps.org
 - **ESOL Chair:** Mrs. Ann Fleming ann.flemming@pgcps.org

Required Student Forms (<i>Legal Guardians Only, please complete the following forms by Monday, September 3rd</i>)			
Emergency Contact Form	Publicity & Photography Release Form	Student Behavioral Expectations & Student/Family Handbook -Parent Receipt	Free and Reduced Lunch Application

For more information regarding the school, please review the [BTMS Information & Overview](#). We are looking forward to an exciting and engaging school year. We can't wait to see you!!!

Sincerely,

Dr. Kendra Hill

Kendra Hill, Ed.D.