**Student Handbook**

2019-2020

John Poole Middle School



Main Office: 240-740-4200 Counseling Office: 240-740-4210

Main Office Fax: 240-740-4280 Health Room: 240-740-4202

17014 Tom Fox Avenue, Poolesville, MD 20837

[www.montgomeryschoolsmd.org/schools/poolems](http://www.montgomeryschoolsmd.org/schools/poolems)

School Hours: 7:55 a.m. – 2:40 p.m.

Office Hours: 7:15 a.m. – 4:00 p.m.

**2019-2020 JPMS BELL SCHEDULE**

**Regular Bell Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| **PERIOD** | **TIME** | **PERIOD** | **TIME** |
| Period 1 | 7:55-8:40 | Period 1 | 7:55-8:40 |
| Period 2 | 8:44-9:29 | Period 2 | 8:44-9:29 |
| Announcements/Snack | 9:33-9:36 | Announcements/Snack | 9:33-9:36 |
| Period 3 | 9:36-10:21 | Period 3 | 9:36-10:21 |
| Period 4 | 10:25-11:10 | Period 4 | 10:25-11:10 |
| **LUNCH A** | 11:14-11:44 | Period 5 | 11:14-11:59 |
| Period 5 | 11:48-12:33 | **LUNCH B** | 12:03-12:33 |
| **TAP Time** | 12:37-1:02 | **TAP Time** | 12:37-1:02 |
| Period 6 | 1:06-1:51 | Period 6 | 1:06-1:51 |
| Period 7 | 1:55-2:40 | Period 7 | 1:55-2:40 |

**Early Release Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| **PERIOD** | **TIME** | **PERIOD** | **TIME** |
| Period 1 | 7:55-8:22 | Period 1 | 7:55-8:22 |
| Period 2 | 8:26-8:53 | Period 2 | 8:26-8:53 |
| Announcements Only | 8:57-9:02 | Announcements Only | 8:57-9:02 |
| Period 3 | 9:02-9:29 | Period 3 | 9:02-9:29 |
| Period 4 | 9:33-10:00 | Period 4 | 9:33-10:00 |
| **LUNCH A** | 10:04-10:34 | Period 5 | 10:04-10:34 |
| Period 5 | 10:38-11:08 | **LUNCH B** | 10:38-11:08 |
| Period 6 | 11:12-11:39 | Period 6 | 11:12-11:39 |
| Period 7 | 11:43-12:10 | Period 7 | 11:43-12:10 |

**Two-Hour Delay Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| **PERIOD** | **TIME** | **PERIOD** | **TIME** |
| Period 1 | 9:55-10:27 | Period 1 | 9:55-10:27 |
| Period 2 | 10:31-11:03 | Period 2 | 10:31-11:03 |
| Announcements Only | 11:07-11:10 | Announcements Only | 11:07-11:10 |
| Period 3 | 11:10-11:42 | Period 3 | 11:10-11:42 |
| **LUNCH A** | 11:46-12:16 | Period 5 | 11:46-12:16 |
| Period 5 | 12:20-12:50 | **LUNCH B** | 12:20-12:50 |
| Period 4 | 12:54-1:26 | Period 4 | 12:54-1:26 |
| Period 6 | 1:30-2:03 | Period 6 | 1:30-2:03 |
| Period 7 | 2:07-2:40 | Period 7 | 2:07-2:40 |

**John Poole Middle School**



**John Poole Middle School Vision**

The Timberwolf community experiences joy in learning, celebrates excellence, and values

positive relationships.

**John Poole Middle School Mission**

At John Poole our mission is to:

* Promote a joy in learning through motivation and encouragement
* Celebrate excellence by acknowledging achievement
* Foster a shared responsibility for academic and social success
* Value positive relationships, thereby promoting a respectful and supportive learning environment

**John Poole Middle School Administration**

 Mr. Jon Green Principal

 Ms. Jacqueline Orrence Assistant Principal

**John Poole Middle School Instructional Leadership Team**

Mrs. Peggy Callaghan Science Resource Teacher

 Mr. Edward Gardiner Electives Resource Teacher

Mrs. Jane Lindsay English Language Arts Resource Teacher

 Mrs. Patti Swift Mathematics Resource Teacher

 Mrs. Carissa Brooks-Jones Social Studies Resource Teacher

 Ms. Lynn Wiegand Staff Development Teacher

 Ms. Amy Dutcher Resource Teacher for Special Education

 Ms. Alison D’Aiutolo Elected Supporting Services Representative

 Mr. Edward Mattingly Elected Faculty Representative

Mrs. Heather Witt Parent Representative

**Grade Level Team Leaders**

Grade 6 – Mr. Edward Gardiner & Ms. Amy Dutcher

 Grade 7 – Mrs. Jane Lindsay & Mrs. Patti Swift

 Grade 8 – Mrs. Peggy Callaghan & Mrs. Carissa Brooks-Jones

**John Poole Middle School General School Discipline Policy**

A copy of the *Montgomery County Public Schools’ Code of Conduct* and *A Student’s Guide to Rights and Responsibilities* will be distributed to and reviewed with students at the start of the school year. These documents are county-wide and will supersede local school discipline policy and items included in this publication.

Creating an effective and educationally focused environment requires the collaboration between parents, students, and staff. Every stakeholder needs to be aware of the school’s expectations for student behavior and the consequences if these expectations are not met. The JPMS discipline policy is consistent with the MCPS Student’s Rights and Responsibilities Handbook as well as the MCPS Code of Conduct, which can both be found at <http://www.montgomeryschoolsmd.org/students/rights/>.

All students have the right to be safe, feel safe and to learn. To assure that all students enjoy these rights, students must know what is expected of them and must accept responsibility and consequences for their actions. The Teaching Matrix on the back cover of this handbook outlines behavioral expectations and is taught to all students at the beginning of the school year and reviewed throughout the year.

**John Poole Middle School General School Information and Procedures**

**Activity Bus Guidelines**

Once school begins, an activity bus will be arranged for specified days of the week (Tuesday–Thursday). The cluster bus route supervisor will develop activity bus routes. Parents are responsible for students after they are discharged at bus stops or centralized drop-off points. Activity buses depart John Poole Middle School at 4:15 p.m.

Students must follow the same Rules of Conduct required on regular and special education bus routes. The privilege of riding on an activity bus may be suspended by the school for inappropriate conduct at the bus stop or on the bus.

**After-School Activities**

After-school activities start at the beginning of the school year and run daily from 2:50-4:10 p.m. To participate in John Poole school sponsored programs, students need to stay after school or sign up for an activity when it is scheduled. After-school activities includes clubs, Rec-Xtra activities, as well as school-based intramural activities. Students will have the opportunity to ride an activity bus home. Some activities require that students be academically eligible (Marking period average of 2.0 with no more than one E) to participate.

**After-School Athletic Programs**

Interscholastic Teams – Interscholastic teams are for boys and girls, Grades 7-8, who are academically eligible; that is, whose marking period average is 2.0 or better with no more than one E. Ineligible students may petition to participate on a team no less than two weeks after report cards are issued. The administrative team will make final eligibility decisions based on evidence of good behavior and progress toward meeting eligibility standards.

Tryouts will be held for these teams; not all students who try out will make the team. All students who try out for a team are required to have a current doctor’s physical before being able to play. Fall teams are softball and cross country; Winter–basketball; Spring–soccer. All forms can be obtained online, from the coach, or from the John Poole Middle School Main Office.

**Agenda Book**

Students are each provided with one copy of the student agenda book free each year. It is expected that students have and maintain these agenda books throughout the year. Students should use the agenda books to track their calendars and daily homework as well as a resource throughout the school year. A limited number of replacement agenda books will be available for $4.00 through the school financial office for students who would like a replacement.

**Attendance**

To be successful in school, it is absolutely essential that students be in school and on time. Students are to be in class by 7:55 a.m. Students arriving after 7:55 a.m. are to report directly to the main office for a late pass. The first period teacher will mark the student tardy unless the tardiness was a result of a late bus or one of the other reasons accepted for an excused absence. Tardy students are to be accompanied by their parent/guardian or to bring a note from them describing the reason for tardiness. Consequences for unexcused and excessive tardiness will be enforced.

If a student is absent, it is his/her responsibility to obtain and make up missed work. For absences of three or more days, parents may call the attendance secretary to request assignments. It usually takes 24 hours notice for teachers to prepare assignments.

Parents or guardians are requested to call the main office between 7:20-8:50 a.m. if their child is going to be absent that day. Upon returning to school, students are still required to bring a note to the attendance secretary in the main office.

Additional information regarding attendance policies and procedures can be found in the MCPS publication A Student’s Guide to Rights and Responsibilities.

**Absence Procedures**

Students must bring a note to school within three days of being absent. The note may also be sent in an email to Coree\_L\_Ogden@mcpsmd.org. The note must include the following information:

 Student’s name Date of absence Reason for absence

 Parent/guardian signature Telephone number where parents may be reached

Not all absences are excused. MCPS recognizes the following as excused absences:

 Death in immediate family Observance or religious holidays Illness of the student

 State emergency Court summons Suspension

Weather conditions that make it hazardous to travel to school

Lack of authorized (MCPS) transportation

**Bicycles**

Maryland law requires children under the age of 16 who ride bicycles, scooters, skateboards, or similar modes of transportation to wear bicycle helmets. Helmets must be stored in students’ lockers during school hours. Students must provide locks and park bicycles in the bicycle racks. Students are not to lend their bicycles to other students at school. Violation of bicycle rules will result in loss of the privilege to ride a bicycle to school.

**Bus Expectations and Procedures**

Students must obey the bus driver at all times while under his/her supervision. The driver may assign students a specific seat and may request removal of a student from the bus for disciplinary reasons if the student’s behavior is a threat to the safety of other students. The driver will report all violations of safety regulations as well as any behavior problems to the school administration. The principal has the authority to deny any student the privilege of riding a school bus.

Students are expected to arrive at their bus stops at least five minutes before the scheduled pick up time. While at the bus stop, students are expected to stay out of the road, be considerate of nearby yards, driveways, houses, buildings, and private property. Students should move towards the bus only after it has stopped and are expected to board the bus in an orderly fashion.

While on the bus, students are expected to behave as they would in the classroom. Students must keep the aisle and emergency door clear of obstructions. Students are expected to find a seat, make room for others to sit, and remain seated for the entire ride. Students are expected to keep all body parts inside the bus and should discard any trash in the appropriate container. Students should act safely and responsibly at all times while riding the school bus. Students are not to throw any objects on or out of the school bus windows. Students should not operate any emergency doors or windows without permission. Students listening to their devices should only do so with headphones.

Riding another school bus is dependent on students’ bus behavior, adequate seating available and approval by the administration. For safety and security reasons, in order to ride another student’s bus home, parents of all students involved must submit a written request to the main office for approval, including the child’s name, bus number, reason, and contact information. Notes must be submitted in the morning for approval.

**Cafeteria**

The cafeteria is open for breakfast and lunch. Students may bring lunch or purchase a school lunch. Food and drink are to be consumed only in the cafeteria unless given specific permission by a teacher. Students are to remain in the cafeteria during the entire lunch period unless they have a pass from the teacher.

**Counseling Department**

Students will be assigned a counselor according to their grade level. Counselors provide support regarding school and personal concerns, as well as information about career exploration. Parents may call counselors to request a teacher conference or discuss issues and concerns related to their child. Confidentiality will be maintained.

To meet with counselors, students sign a request form in the counseling office before school, during lunch, or after school. Generally, the counselor will send for students during their elective or lunch time. Counseling department staff maintains a log to note the time of arrival/departure of students. The counseling staff will send students to class with a pass.

**Delayed Opening / Early Closing / School Cancelation**

In the event of inclement weather or a change in the regular school day, please check the MCPS website, watch cable channel 34, watch your local news or listen to the radio on:

 WMAL (630 AM) WINX (1600 AM) WLTT (94.7 FM)

 WFRE (100.0 FM) WFMD (930 AM) WTOP (1500 AM)

 WPGC (1580 AM/95.5 FM) WRC (980 AM)

You can also receive information using the MCPS text and email alert systems. You can visit the MCPS emergency information page for more information: <http://www.montgomeryschoolsmd.org/emergency/>

**Dress Code**

Students should dress for school as they would for work.  Students dressed in apparel that is disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school will be instructed to change.  Administrators determine appropriateness of questionable clothing. The guidelines below provide a basic, but not complete outline of the expectations for appropriate attire at school.

* Shorts, dresses, pants or skirts must cover all undergarments and should not expose traditionally private body parts during regular movement.
* Clothing must cover traditionally private parts of the body including, but not limited to, the midriff, chest, back and buttocks.
* Tank tops must cover the chest, ribs and midriff.
* Low cut tops, halter-tops, or sheer clothing that expose traditionally covered private parts of the body are not permitted. Camis may only be worn under shirts and may not be worn alone.
* Sunglasses, backpacks, and/or hats or hoods are to be removed inside the building, unless a hat or head covering is being worn for a medical or religious reason.
* Any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches or pictures that display reference to drugs, alcohol, tobacco, weapons or are considered obscene, profane, vulgar, or lewd.

**Early Dismissal**

Students who need to leave John Poole Middle School during the school day are to present a note to the attendance secretary in the main office before first period requesting early dismissal. The attendance secretary will issue an early dismissal pass to the student, which the student then presents to the teacher at the time of their departure. Parents or guardians must sign students out in the main office. Photo identification may be required to sign a student out of the main office.

**Eligibility**

Students whose grade point average is below 2.0, or who fail two or more classes during a grading period, are ineligible to participate in athletics or extracurricular activities.

Students who are ineligible may petition the principal no less than two weeks after the distribution of report cards to participate in an activity if they have shown progress toward becoming eligible. The principal makes the final decision regarding such petitions.

**Emergency Procedures & Drills**

Lockdown—Evacuate—Shelter (LES) MCPS uses the terms lockdown, evacuate, and shelter to identify the response that has been implemented during an emergency. MCPS requires that schools practice emergency drills on a regular basis. An emergency system is in place to alert students and staff that an urgent situation exists at or near the school building. Procedures for each of these situations will be reviewed and practiced with students throughout the school year. Regardless of the situation, students are to remain calm, get quiet, and listen to staff’s instructions. When possible classroom instruction continues, but movement around the building is closely monitored and may be restricted. Here is a description of each emergency procedure:

* **Lockdown** is an emergency alert and response to an imminent danger in the school or campus. Students, staff, and visitors report to the nearest securable location under adult supervision. An administrator ensures that 911 is called to request immediate assistance. Students, staff and visitors remain secured until police have controlled the situation.
* **Active Assailant** is very similar to a Lockdown drill. In a Lockdown drill, the teacher locks the classroom door, covers the door window, and has the students sit alongside a wall out of view of the door, and remain silent. The new drill in MCPS is called a ***Lockdown with Options***. The key element of this drill is to prepare staff and students to avoid and escape harm if they cannot get into a room that locks because they were out of the classroom for any reason. The expectation is that students would exit the school to its boundary to avoid danger. During the first ***Lockdown with Options*** drill, students will not actually leave the school, but they will be taught that they can exit as a way to ensure their safety.
* **Evacuate** is an emergency alert and response called by an administrator when it is too dangerous to remain in the building. During a fire evacuation, students, staff, and visitors must leave by the nearest exit and go to a location at least 50 feet away from the building. In other than a fire emergency an administrator may call a directed evacuation, which requires students, staff, and visitors to move to a location that is at least 300 feet away from the building.
* **Shelter** is an emergency alert and response called by an administrator when it is too dangerous to leave the school. There are three types of alerts:
	+ **Public Safety Shelter** is used if there are public safety actions occurring in the community near the school. Exterior doors are secured, and classroom instruction continues. Public safety officials will notify the school when the situation is under control.
	+ **Severe Weather Shelter** is used when a high wind warning has been issued for the community near the school. All students, staff, and visitors—including those located in relocatable classrooms—are brought into the school’s main building. Everyone in the building reports to the designated weather-safe areas. Staff monitors the weather reports.
	+ **Outside Hazardous Materials Release** requires students, staff, and visitors to be brought into the main building; however, relocatable classrooms are evacuated to the main building only if safe to do so and in consultation with public safety officials. Exterior doors and windows are secured. Ventilation systems are shut down. Public safety officials will notify the school when the situation is under control.
* **Drop, Cover and Hold** requires students, staff and visitors to drop to their knees facing away from the windows, completely cover their body under sturdy furniture (i.e., desk, table, chair), and grasp the furniture legs with both hands and hold tightly in the event of an earthquake.

**Grading and Reporting**

Complete information on MCPS policies and practices regarding grading and reporting can be found online at <http://www.montgomeryschoolsmd.org/info/grading/report-cards-secondary.aspx> This site includes information on grading topics such as grading procedures, reteaching and reassessing, homework procedures, summer work procedures, and much more. The following is a summary of the secondary grading and reporting procedures.

In Grades 6–12, grades reflect academic achievement in relation to course expectations. In middle schools and high schools, teachers implement MCPS Procedures in Grades 6–12 for grading, reteaching/reassessment, and homework. Teachers assign a grade no lower than 50 percent to a task or assessment. A teacher may assign a zero if the teacher determines that the student did not attempt to meet the basic requirements of the task/assessment or if the student engaged in academic dishonesty. Teachers will establish due dates and deadlines. Teachers are expected to separate the due date from the deadline; however, there may be some exceptions when the due date and deadline are the same. Work turned in after the due date and by the deadline may be lowered no more than one letter grade or 10 percent of the grade. Work submitted after the deadline will be recorded as a zero. Teachers will not award extra credit.

Grades will be posted using the school system’s electronic portal on a regular basis. Information regarding accessing the electronic portal will be provided to students and parents at the start of the school year.

**Grade-Level Team Leaders**

The grade-level leaders support the goal of the whole school through the coordination and development of a variety of school-wide programs, activities, and initiatives. These activities include grade-level field trips and events, assisting in coordinating parent conferences, and tracking grade-level projects.

If you have questions regarding student academics or behavior, it is still best to contact the teacher directly. If your questions remain unresolved, or if you need to see or speak with more than one teacher, contact the counselor, department chairperson, and then school administration.

**Hall Passes**

In order to be in the hall during class time, students must have a signed general use (Form 275-2) pass indicating the destination or be accompanied by a staff member.

**Health Services**

A public health nurse and/or a health technician assigned by the Montgomery County Department of Health and Human Services are on duty in the health room from 7:50 a.m.–2:20 p.m. Students must have a pass signed by an appropriate staff member in order to be admitted, except during extreme emergencies.

In case of illness or emergency, parents or guardians will be called. Accurate emergency contact information must be on file at all times. Parents must sign out students in the Main Office who leave school early due to illness.

The Montgomery County Department of Health and Human Services and the Montgomery County Public Schools discourage the administration of medication to students in school during the school day. Any necessary medication that possibly can be administered before and after school should be so prescribed. Only non-parenteral medications are administered except in specific emergency situations. School personnel will, when it is absolutely necessary, administer medication to students during the school day and while participating in outdoor education programs and overnight field trips. The process for this is outlined on MCPS Form 525-13, which can be found online at

<http://www.montgomeryschoolsmd.org/departments/forms/pdf/525-13.pdf>.

Students may self-carry/self-administration emergency medication such as inhalers and EpiPens® only when authorized by the prescriber and approved by the school nurse according to the State medication policy. The process for this can also be found on MCPS form 525-13 as mentioned in the paragraph above.

**Honor Roll**

The Honor Roll designates students with a “B” average (3.0 Marking Period Average), with no more than one “C,” and no “D’s,” “E’s” or incomplete grades.

**Interim Progress Reports**

Interim reports will be posted or sent to all students at approximately the midpoint of each marking period. Information regarding how interims will be posted using the new myMCPS Parent Portal will be provided to students and parents at the start of the school year.

**Lockers**

Students are assigned a hall locker with a built-in combination lock. Students will also be assigned a locker in the physical education locker room and students in the instrumental music program may also receive a locker for their instrument storage. It is expected that students maintain their lockers and not share their combination or locker with other students. Students are expected to lock their lockers when they leave them. Procedures and guidance regarding search and seizure as related to student lockers is outlined in the *Montgomery County Public Schools A Student’s Guide to Rights and Responsibilities* publication that is provided to each student at the start of the school year.

**Lost and Found**

Any lost or misplaced articles will be placed in the Lost and Found boxes in the Main Office or Cafeteria. Unclaimed items will be discarded or donated on a monthly basis.

**Media Center**

The Media Center is open every school day from 7:40 a.m.–3:35 p.m. Students are encouraged to visit for research and book selection. A pass signed by the teacher or the lunchroom aides is required.

Students may check out a maximum of four books for a two-week loan period and may renew them for an additional two-week period as long as there is no waiting list for the book. Reference books may be checked out overnight.

**Physical Education Uniforms**

Students are required to change clothing and participate in physical education each day. Optional physical education uniforms will be available for purchase through the physical education department. Information about purchasing physical education clothing and school spirit wear will be shared with students over the summer and throughout the school year.

**Portable Communication Devices**

The use of portable communication devices is guided by Montgomery County Public Schools (MCPS) Regulation COG-RA (This information is also included in the Montgomery County Public Schools publication *A Student’s Guide to Rights and Responsibilities*. At the time of this publication, the regulation states that, “Secondary school students may possess portable communication devices (PCDs) on MCPS property and MCPS-sponsored activities.” It further states, in regards to middle school students, that they, “…may not turn on/use the device until the end of the official student day on the secondary school campus.” Unless being used for instructional purposes or under the supervision of a teacher or staff member, it is the student’s responsibility to ensure that the device is turned off and out of sight during times of unauthorized use. It also states, “Use of devices by secondary school students riding to and from school on MCPS buses is permitted as long as it does not impact the safe operation of the school bus. However, students may not use PCDs on MCPS or commercially chartered buses used for school-sponsored activities during the official instructional day. The school is not responsible for any damages to any portable device kept on or held by the student.

No student may, at any time, use a portable communication device in a manner that is profane, indecent, obscene, or constitutes an invasion of privacy. Examples of this include, but are not limited to, photographs, videos, or text messages. This regulation applies to the instructional times for students attending Saturday School and Extended Year Programs. When students are using their devices they must use headphones. However, for safety reasons headphones may not be worn in the hallways.

**Positive Behavioral Interventions and Supports (PBIS)**

John Poole Middle School participates in a nationwide program called Positive Behavior Interventions and Supports (PBIS) that encourages good citizenship based on clear school values and behavioral expectations and regularly acknowledging students who consistently meet those expectations. Our values are expressed as Timberwolf PRIDE: Purpose, Respect, Integrity, Dedication and Effort. Students who demonstrate these values in their comportment at school receive PRIDE Props, which may be redeemed at the PRIDE store in the cafeteria on Fridays. Other recognitions include monthly Leader of the Pack awards.

**Poolesville PRIDE**

Poolesville PRIDE is a partnership of local schools and business and community leaders to promote civility among our children and to eliminate bullying. All members of our community are invited to work with us. For more information, call the Counseling Office (240-740-4210).

**Skateboards**

Students may ride skateboards to school. Maryland State law requires children who are 16 years old or younger to wear helmets when riding skateboards. Helmets, pads, and skateboards must be stored in students’ lockers during school hours. Students are not to lend their skateboards to other students at school. Violation of skateboard rules will result in loss of the privilege to ride a skateboard to school.

**Snack Time**

Students will be permitted to eat a healthy snack at the beginning of third period during the morning announcements. Snacks must be brought to class at the beginning of third period; students will not be released to their lockers in order to get their snacks if they forgot them. **SNACKS MUST BE NUT FREE.**

They may bring a snack from home or purchase a snack in the morning from the cafeteria. No liquid or items requiring eating utensils may be consumed at snack time. This means juice boxes, yogurt or pudding cups, etc. may only be eaten in the cafeteria at lunch. Recommended snacks include fruit, small bags of carrots, granola bars, power bars, and dry cereal **as long as they are nut free**. Please do not bring candy or other sweets as snacks.

Students are expected to clean up after themselves and individuals may lose snack privileges if this becomes a problem.

**Student Service Learning Hours (SSL)**

* Students need 75 SSL hours to graduate from high school in Maryland.
* Students should make sure the organization and the service activity are listed as pre-approved on the SSL website, <http://www.mcps.k12.md.us/departments/ssl/>
* Organizations or service activities not on the website, must be pre-approved by MCPS before you start the SSL. All hours must be served with a non-profit organization in a public location and supervised by an adult.
* There are three deadlines for submission of earned SSL hours. These dates will be communicated to students throughout the year.
* The students who earn 75 hours by April of any middle school year will qualify for the Superintendent’s Student Service Learning (SSL) Award in the spring.

**Timberwolf Achievement Program (TAP)**

The Timberwolf Achievement Program (TAP) is an established advisory time during the student’s day. During this time students will be able to seek extra help and enrichment, participate in re-teaching and re-assessing, work on assignments and organization, as well as participate in school-wide lessons. Expectations and procedures for TAP will be reviewed in TAP classes at the start of the year.

**Timberwolf PRIDE**

In order to create a community of responsible citizens in a safe and orderly academic setting, students live with Timberwolf PRIDE; Purpose, Respect, Integrity, Dedication, and Effort. These values are exhibited in the behaviors outlined in the JPMS PRIDE Expectation Matrix, included in this handbook.

**Telephone Use**

Students who need to use a telephone for calls relating to school business during the school day must ask permission to use a school phone from the front office staff. Students will not be given permission to use office phones for personal matters such as making arrangements to play at a friend’s house.

**Textbooks**

Students should cover their textbooks and replace the covers when they become worn during the school year. Students will be issued a financial obligation for lost or damaged books.

**Visitors to the School**

To ensure the safety of students and staff, all visitors to the building must report to the Main Office upon arrival for directions and assistance. Guests must use the outside call box to request entry to the building and will then be required to produce identification, such as a Driver’s License. Guests are not permitted in classrooms without prior administrative approval and/or an escort.

**Withdrawal from John Poole Middle School**

If a student moves out of the John Poole school area during the school year, he/she must withdraw from the school in writing so that records can be sent to the new school. Parents may come to the counseling department to give the necessary information, or they may write a letter including the following information:

* Student’s name and grade
* Name and location of new school
* Last date of attendance at JPMS
* Parent signature and date
* Daytime telephone number

The counseling department will provide a withdrawal form, which must be signed by all teachers, the media specialist, the school nurse, the financial assistant and a school administrator.

All textbooks, library books, and other materials issued by the school must be returned or students will incur a financial obligation that must be satisfied before student records will be released. In each class, students will receive a grade reflecting progress during the marking period. Call 240-740-4210 for details.

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