



CANFIELD MIDDLE SCHOOL

School Handbook

FOR PARENT AND STUDENTS

2023 – 2024

1800 East Dalton Ave., Coeur d'Alene, ID 83815
(208) 664-9188 • www.cdaschools.org/canfield

TABLE OF CONTENTS

TABLE OF CONTENTS	2
A Message from the Administration	3
Canfield Middle School Map	4
Canfield Middle School Staff & Bell Schedule	5
Canfield Middle School (General Information)	6
Administration/Staff	6
Expected Behavior in School	6
Student Rights and Responsibilities	6
All Visitors Must Register in the Office	6
Closed Campus	6
Passes to Leave Campus during School Hours	6
Electronic Devices	7
Bicycles, Skateboards and Rollerblades	7
Cafeteria	7
Breakfast/Lunch	7
Lost and Found	7
Parent Teacher Organization	8
Lockers	8
Backpacks	8
Counseling	8
Progress Reports	8
Report Cards	8
Make-Up Work	8
Grade Promotion (Board Policy 2600)	9
Canfield Specific Dress Code	9
Student Insurance	10
Telephone	10
Textbooks	10
Disciplinary Action	10
Tardiness	10
Excused Absences	10
Administrative Procedures for Habitual Truancy	11
Withdrawal from School	11
Damages to Property	11
Public Displays of Affection	11
Student Discipline	11-15

Harassment, Intimidation, Bullying, Cyberbullying, Hate Speech, and Malicious Harassment	15-16
School-Wide Discipline Plan (Refocus)	16
Extra-Curricular Information	17
Activity Offerings	17
Athletic Goals	17
Eligibility	17
Youth Suicide: Helping Yourself	18

A Message from the Administration

Dear Students,

Welcome to Canfield Middle School. We are delighted you are here! Many of you will have a chance to renew old acquaintances and make new friends. We are happy to have the opportunity to work together this year to provide some new experiences for you.

As the year progresses, you will find several opportunities for involvement in school activities. Don't be afraid to try a new sport, join a new activity, or get involved in some other way at school. We value your contributions! Remember you are here to learn and experience new adventures.

The more we work together, the more successful your year will be. Don't hesitate to ask your teachers, counselors, or building administrators for help. This student handbook is designed to acquaint you with useful and important information about Canfield Middle School. Let it be a guide for your positive choices and achievement this school year!

Sincerely,

Nick Lilyquist, Principal
Michelle Johnson, Assistant Principal

*NOTE:

This handbook contains a brief overview of our school policy and procedures as directed by the Coeur d'Alene School District board policy. Please see the district website for a comprehensive overview of [District No. 271 policy and procedures](#). If this handbook is destroyed or lost a replacement may be purchased for \$3.50.

This Handbook Belongs To:

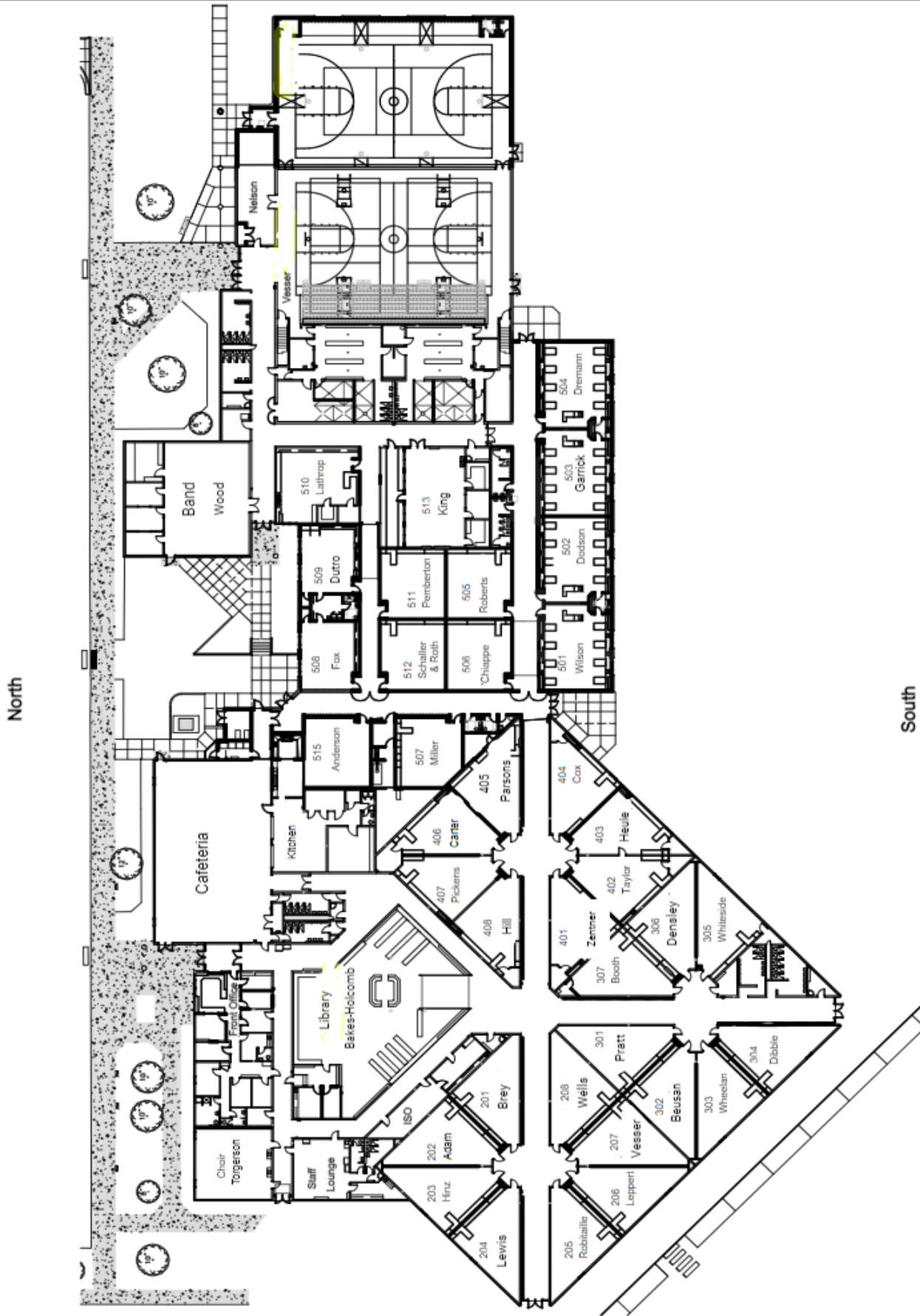
NAME: _____

EMAIL: _____

***If this handbook is found please return it to the student or front office immediately.**

Thank you!

Canfield Middle School Map



CANFIELD MIDDLE SCHOOL
PLAN: 1ST FLOOR



Canfield Middle School Staff & Bell Schedule

Office Staff		Paraprofessionals/BI's
Nick Lilyquist	Principal	Cathy Compton
Michelle Johnson	Assistant Principal	Stacie McPhee
Melissa Hook	Counselor (A-L)	Marla Abrams
Leigh Sales	Counselor (M-Z)	Elise Fry
Amy Cary	Counselor	Karri Delbridge
Jodi Buttrey	Office Manager	Autumn Soni-Funk
Holly Lippy	Secretary	Parker Price
Lexi McClain	Registrar	Nick Caron
Dan Talbot	Student Resource Officer (SRO)	Noelle Ethington
Julie Vaughn	Nurse	Jenny Hasso
Autumn McArthur	School Psychologist	Kryisia Von Burg
Michelle Bristow	Speech/Language Pathologist	Nathalie Turner
Dani Gray	Career and College Advisor	
Teaching Staff		Student Support Monitor (ISO)
Adam, Kira	6 Math	TBA
Anderson, Ivonne	Spanish / Young Living / Exploratory - Spanish	
Beusan, Madison	8 ELA	Librarian/Media Center Manager
Booth, Jodi	8 ELA	Sarah Bakes-Holcomb
Brey, Toni	6 ELA / 6 Social Studies	Kathi Quattrocchi - SSC
Carter, Keri	7 Health	
Chiappe, Sara	6, 8 Math	
Cox, Tony	8 US History	Custodians
Densley, Saprina	8 US History/ 7ELA	Noah Fagan
Dibble, Tirtza	6,7,8 ELA	Krisiana Humann
Dodson, Ben	6 Science/ 7 Life Science	
Dremann, Mitch	8 Earth Science	
Dutro, Kelly	Life Skills	
Fox, Amy	Life Skills	Food Services
Garrick, Max	8 Earth Science/ Academic Enrichment	Katie Biggs, Manager
Heule, Lindsay	7 World Cultures	
Hill, Jasmine	6,7 Math/Social Studies	District Tech Support
Hinz, Kris	6 Science/ 6 ELA	Corey Parker
King, Matt	Design Tech	Josh Capron
Lathrop, Becky	Yearbook/ Art/ 3D Design/ Exploratory -Art	
Leppert, Nicole	6 ELA	
Lewis, Luke	6 ELA/ Exploratory- Technology	
Miller, Eric	7, 8 Math / Exploratory - Keyboarding	
Nelson , Ron	Weights/PE	Monday Bell Schedule
Parsons, Thomas	Coding/Tech Tools, 7 World Cultures	8:55-9:40 1st Period
Pemberton, Katie	8 Math / Academic Enrichment	9:45-10:30 2nd Period
Pickens, Chris	6 Social Studies / Drawing	10:35-11:20 3rd Period
Pratt, Kate	7 ELA	11:20-11:50 1st Lunch
Roberts, Teena	7, 8 Math / Exploratory - PE	11:25-12:10 4th Period
Robitaille, Alli	6 Science	12:10-12:40 2nd Lunch
Schaller/Roth	7 Math / Exploratory -Digital Citizenship	11:55-12:40 5th Period
Taylor, Mellany	Math/ Study Lab	12:45-1:25 6th Period
Torgerson, Kayla	Choir	1:30-2:10 7th Period
Vesser, Jeff	6, 7 Math	2:15-2:40 Advisory
Vesser, Tia	PE/Weights	Tuesday-Friday Bell Schedule
Wells, Jansen	6 Social Studies / Drawing	7:55-8:55 1st Period
Wheelan, Kellie	7 ELA	9:00-10:00 2nd Period
Whiteside, Ginny	6, 7 ELA	10:05-11:00 3rd Period
Wilson, Nickie	Life Science	11:00-11:35 1st Lunch
Wood, Doug	6, 7, 8 Band/Orchestra	11:05-12:00 4th Period
Zentner, John	Life Skills	12:00-12:35 2nd Lunch
		11:40-12:35 5th Period
		12:40-1:35 6th Period
		1:40-2:40 7th Period

Canfield Middle School (General Information)

Administration/Staff

The administration and staff at Canfield Middle School are dedicated to making your educational experience as positive and rewarding as possible. You will see the administration and staff at various times during the school day visiting with students. It is their hope that if they can be of any assistance to you that you will let them know. We love working with you to avoid or solve any issues that may arise.

Expected Behavior in School

- * Respect for staff and fellow students
- * Respect for school property (Help us take care of it).
- * Proper language in the school at all times
- * Orderly conduct in the building and on the grounds
- * Harassment and bullying are not tolerated
- * No tobacco, vapes, alcohol, or drugs
- * No weapons of any kind on campus
- * No fighting or the promotion of fighting

Student Rights and Responsibilities

Student rights and responsibilities in School District No. 271 shall be based on the following assumptions:

- * That the right to attend school is purposeful
- * Students are free to exercise their constitutionally protected rights
- * Fair treatment and due process shall be guaranteed to all students
- * Students shall be encouraged to exercise their rights and responsibilities by being an active member of the school
- * Students shall have a right to the equality of educational opportunity regardless of race, creed or sex
- * The effective development of a climate for learning requires understanding and good faith on the part of all concerned

All Visitors Must Register in the Office

Visitors both from within and out of the school district are welcome in School District 271. However, to ensure that the educational process is not impeded by such visits and to ensure the health and safety of students, it is expected that visitors will arrange their visitations with school officials ahead of time.

Visitors to any school district building must first register their presence and the purpose of their visit at the building office. Visitors to other school district buildings may be subject to offender screening. The principal or other building administrator shall determine the appropriateness of the visitation. Unauthorized visitors will be required to leave school property. Policy references Idaho Code Section 18-3302I.

Closed Campus

The district has established closed campuses for each middle school. This means that **once students arrive at school they may not leave the campus** unless excused as part of a school function or excused by a written pass from the office.

Passes to Leave Campus during School Hours

No student is to be excused from school except at the request of the parent or guardian. It is expected that except for urgent necessities, parents should not make such requests, since a student's regular school attendance is essential to maintaining

satisfactory academic progress. In the event that a student needs to leave campus, the student must come to the office and obtain a building release pass.

Electronic Devices ([Board Policy 3265P](#))

Students may never have a laser pen/pointer or wireless headphones at school. With regard to portable communication and other electronic devices, the administration recognizes the need to stay in touch with parents/guardians. For the safety and security of students, and to avoid disruption of the instructional process, students shall not display, use or activate a cellular communication device during the instructional day, which is defined as the moment a student enters the school building until final dismissal. The instructional day includes but is not limited to, study halls, lunch breaks, class changes, and any other structured or non-structured instructional activity that occurs during the normal school day.

If it is necessary to bring your cell phone, iPod, etc. to school, it must be “off” during the instructional day. The electronic devices/cell phones must be kept in your locker or backpack during the day and turned back “on” after final class dismissal.

Consequences for not following the above guidelines:

First Offense: The cell phone/electronic device will be confiscated and held in the office until dismissal from school and documented as a warning.

Second Offense: The cell phone/electronic device will be confiscated and held in the office until a parent/guardian can pick the phone up from the school.

Third Offense: The cell phone/electronic device will be confiscated and held in the office until a parent/guardian can pick the phone up from the school, and the student will attend lunch detention.

Ongoing offenses: As typical of any situation requiring student discipline, the district endorses a policy of escalating disciplinary consequences.

Student refusal to surrender the PED will immediately advance the consequence minimally to the third offense above and will also be subject to any consequences of insubordination.

Bicycles, Skateboards, and Scooters

Bicycles, rollerblades, and skateboards may be used to come to school, but they must not be used on the school grounds. Students are to walk their bikes, scooters, or skateboards once they arrive on campus. To ensure security, bicycles must be locked and in the bike racks that are provided on the west side of the building. Skateboards must be stored in the student’s locker or the skateboard rack near the front office during school hours.

Cafeteria

The cafeteria will be open each school day for breakfast and hot lunch unless otherwise noted for holidays, vacations, and special schedules. A daily menu will be posted in the cafeteria near the serving window. **Student use of this facility is dependent upon conduct. Misuse may result in disciplinary action or privileges in this area being withdrawn.** It is expected that all students clean their own tables and areas.

Breakfast/Lunch

Breakfast is served each school morning and the cost is \$2.20 and reduced is .30 cents.

Each student is provided with a 30-minute lunch. The cost of lunch is \$3.60 and reduced is .40 cents.

[Free/Reduced meal forms](#) may be requested through the front office.

The [menus](#) of the Coeur d’Alene School District Food Services are prepared on-site.

Students are to eat in the cafeteria or outside. There are several trash cans provided inside and outside for students to dispose of their lunch waste. Students may go to the library with permission and a pass from the school librarian. Students are expected not to loiter in the foyer or hallways at lunch. Students need to arrange for a hall pass to go to a classroom during lunch.

Lost and Found

A lost and found is located in the main hall junction. Students who find items such as keys, jewelry, money, or PEDs are asked to turn them in to the front office where the owner may claim them. Unclaimed items are given to charity at the end of each quarter. No item should be removed from lost and found until permission has been obtained from an administrator or front office staff member.

Parent Teacher Organization

Canfield's PTO meets monthly to review activities for parent involvement. All parents are welcome to these meetings. The best way for parents to assist in these activities is to sign up at open house (or call the Canfield front office) to indicate what projects you are interested in. When an item of your interest comes up, you will be called and invited to assist. Please see the school website and visit the ["For Parents"](#) tab to find PTO information.

Lockers

Lockers will be available to each student, but not required. All students are required to keep their lockers locked at all times except when depositing or obtaining articles. Lockers are the property of the school and may be randomly searched at any time. Each student will be assigned a locker. Students may not share lockers nor should they give out their combinations. Students may not change or trade lockers without permission. Students may not use personal locks on lockers. Students who do not follow these expectations may lose locker privileges.

Students are requested to put their names on each piece of equipment they use for physical education. The name should be written on the garment or tennis shoes in such a manner that it would not wear off or wash out.

Backpacks

Students are allowed to use a backpack during the school day. Backpacks are the responsibility of the students and should be placed in safe locations so as not to impede foot traffic in any location in the building. Backpacks should be labeled with permanent marker. (First and last name).

Counseling

Our counselors, Mrs. Sales (M-Z), Mrs. Hook (A-L), and Mrs. Cary are available every day to assist students, parents, and school staff in a variety of ways. Their door is always open. Here is a sampling of their activities on a typical day:

- * Assisting with personal issues individually and in groups: grief/loss of a loved one, parent-child conflict, friendship conflict, student-teacher conflict, depression, anger, self-injurious behaviors, divorce, etc.
- * Making referrals to community resources: private counseling, Kootenai Behavioral Health, Child Protective Services, domestic violence assistance, law enforcement, etc.
- * Support in academic areas: scheduling classes for individual needs, transitioning students to alternative programs, parent-teacher conferences, registration of new students, and conferencing with students who are failing, attendance concerns, etc.

Progress Reports

Student progress can be viewed at any time on Family Access. We strongly encourage each family to utilize this resource. To sign up for Family Access, please contact the front office at 208-664-9188. Progress reports will be emailed monthly.

Report Cards

Report cards are issued each semester. They are to be taken home by students or mailed home to their parents. Parents and students should discuss these reports to plan for adjustments in study time and work habits as necessary. Grades will be reported in letter grades.

Make-Up Work

Because it is extremely difficult for students to complete assignments without teacher directions and assistance, we encourage students to gather make-up work upon their return from their teachers. In an attempt to establish a consistent policy regarding

make-up work, the Canfield Staff has agreed to the following: All students will receive the number of school days they are absent plus one additional school day to complete and turn in make-up work. EXAMPLES:

- Student misses Tuesday -- work due Friday.
- Student misses Wednesday & Thursday -- work due the following Wednesday.

It will be extremely important for students to meet with their teachers before school, at lunch, or right after school for assistance in completing missed work. It is our hope this procedure will better enable our students to successfully complete missed assignments in a timely fashion.

Grade Promotion (Board Policy 2600)

Progressing to the next grade level is earned through academic achievement. All middle school students must meet the following criteria to advance to the next grade level:

1. Attain eighty percent (80%) of the total credits attempted;
2. Attain a portion of the total credits attempted in each content area in which courses are taken except for areas in which instruction is less than a school year; and
3. Comply with the District's attendance policy.

Students who do not meet the main pathway requirements may be promoted through either credit recovery or an alternate pathway. A student's alternate pathway will be shared with parents.

A student who does not meet the minimum credit requirements may be eligible for grade level promotion if the student successfully completes the alternate pathway. The student must demonstrate proficiency in the appropriate content standards. The school administration and staff will form a credit retrieval board to review the student's application for an alternate pathway and determine how the student will be required to demonstrate proficiency. Factors that the committee will consider include the student's grade point average (GPA), state required assessment scores, and attendance.

Students who choose the alternate pathway must meet three (3) of the following requirements:

1. Finish the school year with a 2.0 grade point average or higher;
2. Earn expected growth or proficiency on all state required assessments;
3. Miss no more than eighteen (18) days per school year; and
4. Pass assigned course(s) end of course assessment(s), if applicable.

The credit retrieval board will design a plan to help students meet requirements. The final decision rests with the credit retrieval board.

A student who does not meet the minimum credit requirements may recover credit by obtaining a passing grade for an approved course in summer school or an approved online course. The parent or guardian of the student is responsible for any fees associated with attendance at summer school or an approved online course.

If a student earns a grade of C or higher in an advanced course in middle school which meets the same content standards that are required in high school for the same course and is taught by a Highly Qualified Teacher as defined by federal guidelines, the student will be granted high school credit. The grade will be included in the high school GPA and the credit will meet graduation requirements.

Canfield Specific Dress Code

THE FOLLOWING ITEMS ARE IN ADDITION TO [BOARD POLICY 3255](#)

- No torn or ripped jeans that have holes above mid-thigh
- Any clothing or personal adornment that's determined to be disruptive to the learning environment will not be permitted
- Sleeves should be the width of four adult fingers
- Students at Canfield may wear baseball hats. No other hats or headcoverings are permitted.

If a student's clothing is out of compliance with the dress code, he/she will be directed to change into acceptable clothing or face disciplinary action.

Student Insurance

Canfield Middle School and School District #271 do NOT have health insurance for accidents that occur at school. It is the family's responsibility to ensure their student while attending CMS. Every fall, insurance is offered during registration for families to purchase. If you have any questions concerning insurance, please contact the office.

In case of an accident or illness at school, students will report to the office for assistance. If the injury or illness is serious and requires further attention, the office will notify the parents.

Telephone

Use of the office student telephone by students is limited to emergency calls and/or school business calls only. Students requesting to use the office phone during class time must have a pass from their classroom instructor and receive permission from the secretary before using the phone.

Messages to students from friends, etc. should be taken care of outside of the school day. Every attempt is made to deliver IMPORTANT messages; however, we will not be responsible for messages that are not responded to by students.

Textbooks/Chromebooks

Textbooks/Chromebooks are issued, with an identification number, to each student. The student will sign for the textbook/Chromebook to verify issuance. Students are responsible for the care of their items throughout the year. Fines will be issued for lost and/or damaged items.

Disciplinary Action

Disciplinary action refers to all consequences that are assigned to a student because of that student's inappropriate behavior. The staff deals with most disciplinary actions. In those cases where inappropriate behavior is severe or chronic, students will be referred to the administration for disciplinary action.

Disciplinary action may include one or more of the following:

- * Counseling
- * Detention
- * Referral to other agencies
- * Suspension
- * Referral to Special Services
- * Expulsion
- * Parent Conferences
- * Work detail
- * Home Visitation
- * In-school Suspension

Tardiness

Students arriving late to school need to sign in at our office before proceeding to class. It is the student's responsibility to be in class and at all assigned events on time.

The office deals with first-period tardiness. All other tardies are dealt with by Administration. Students who amass more than three tardies in a class per semester will be required to spend lunch detention at the administration's discretion.

Excused Absences

An excused absence is one that results when a child misses school for the following:

1. Illness or emergency medical treatment
2. Death in the immediate family
3. School-approved activities
4. The requirement to appear for legal proceedings
5. Documented family crisis or emergency
6. All District-approved testing or counseling
7. Medical appointments that cannot be scheduled outside of the school day
8. Other unusual circumstances judged by the principal as "excused" on the individual merits of the case

Administrative Procedures for Habitual Truancy

1. Parent contact should include:
 - a. phone contact
 - b. truancy letters
 - c. parent/administrator/student conference
2. After school detention, lunch detention, and/or in-school suspension
3. In/out of school suspension may result (up to 5 days)
4. Driver license prevention or suspension
5. Referral to the Board of Trustees for a determination as a habitual truant or a case of educational neglect
6. Request for expulsion may be made in cases of habitual truancy

Withdrawal from School

If it becomes necessary for a student to withdraw from school during the school term, a note should be brought in from either a parent or guardian requesting that a transfer be given. The note should state the reason for withdrawal and destination so the student's records can be sent properly. Students who are withdrawing will be given a withdrawal sheet from the office to take to their teachers for proper clearance.

Damages to Property

Students are responsible for all damage to buildings or property caused willfully or carelessly. This applies to textbooks issued as well as other forms of school property.

Public Displays of Affection

Holding hands is the only public display of affection permitted at Canfield.

Student Discipline ([Board Policy 3330-P](#))

The District is committed to protecting the morals, health, safety, and academic learning environment for the students of the District. A statement of the following procedures and the guiding policy established by the Board will be included in student handbooks and made available to parents and guardians to inform them of the District's rules on discipline. Only those procedures adopted by the Board will be considered the official disciplinary procedures of the District.

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to:

1. Habitual truancy;
2. Incurability;
3. Willful disobedience;
4. Academic dishonesty;
5. Harassment, intimidation, bullying, or cyberbullying
6. Conduct continuously disruptive of school discipline or of the instructional effectiveness of the District;
7. Conduct or presence of a student when the same is detrimental to the health and safety of other pupils;
8. Using, possessing, distributing, purchasing, or selling tobacco/nicotine products;
9. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school functions and are treated as though they had alcohol in their possession;
10. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia. Students who are under the influence are not permitted to attend school functions and are treated as

though they had drugs in their possession;

11. Assembly or public expression that advocates the use of substances that are illegal to minors or otherwise prohibited within this policy;
12. Using, possessing, controlling, or transferring a weapon in violation of the "Possession of Weapons in a School Building" section of this policy;
13. Knowingly assisting another person in possessing, carrying, or using a "weapon";
14. Using, threatening to use, possessing, controlling, or transferring any object or substances which are manufactured, used, intended for use as, or could be reasonably considered to be a weapon;
15. Possessing, carrying, using, or threatening to use any normally non-dangerous object or substance with the threat, intent, or result of causing harm to another person or property;
16. Disobeying directives from staff members or school officials or rules and regulations governing student conduct;
17. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct;
18. Causing or attempting to cause damage to, defacing, stealing, or attempting to steal, school property or another person's property including by arson;
19. Engaging in any activity that constitutes disorderly conduct, interference with school purposes, or an educational function or any disruptive activity;
20. Falsely reporting a fire or other emergency to emergency responders and/or improperly triggering a fire alarm, a school lock-down, and/or other safety response that has the purpose or effect of disrupting normal school functions or activities;
21. Unexcused absenteeism; however, the truancy statutes and Board policy will be utilized for chronic and habitual truants;
22. Hazing – For purposes of this policy, the term "hazing" shall have the meaning set forth in I.C. § 18-917;
23. Initiations;
24. The forging of any signature, or the making of any false entry, or the authorization of any document used or intended to be used in connection with the operation of the school;
25. Displays of affection beyond holding hands and hugs;
26. Vulgar, obscene, profane, or disrespectful gestures or language, written or spoken;
27. Gambling;
28. Extortion;
29. Operation of any motorized vehicle in a dangerous manner on or near school property;
30. Throwing snow, ice, or dangerous items;
31. Fighting; and
32. Any other acts affecting the health, morals, and safety of others.

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to and from school or a school activity, function, or event; or
4. Anywhere, including off-campus, if the conduct may reasonably be considered to be a threat or attempted intimidation of a staff member, or interference with school purposes or an educational function.

Disciplinary Measures

Disciplinary measures include, but are not limited to:

1. Expulsion;
2. The suspension (in or out of school);
3. Detention, as needed;
4. Clean-up duty;
5. Loss of student privileges;
6. Loss of bus privileges;
7. Notification to juvenile authorities and/or police;
8. Restitution for damages to school property;
9. Student behavior contracts; and
10. Other individualized disciplinary measures

Specific Infractions

Insubordination, Willful Disobedience, and Disruptive Behavior: In all cases where students are insubordinate to teachers, administrators, or non-certified staff, the student may be suspended. Disrespectful language, lewd conduct, or public displays of affection are included in this category. The student may be considered for removal from the class. Continued violations may result in the student being recommended for expulsion. Any written or verbal threats directed to staff or students will be considered for suspension and/or expulsion.

Violence and Fighting: In cases of violence and fighting, the student may be suspended from school and a parent conference may be conducted. Based on the circumstances, the student may be recommended for expulsion from school.

Vandalism and Arson: In cases of vandalism or arson the student will be suspended from school and a parent conference will be conducted. Based on the circumstances, the student may be recommended for expulsion from school.

Use of Tobacco/Nicotine: Offenders may be subject to suspension. Repeat offenders will be suspended or the student may be recommended for expulsion from school.

Alcohol: Students who are under the influence or in possession of alcoholic beverages will be suspended for the first offense with the concurrence of an individual qualified to make a reasonable suspicion determination. A repeat infraction shall result in suspension and may result in a recommendation for expulsion. The administration shall cooperate with local state and federal agencies in the detection, prevention, and prosecution of any and all violations.

Other Drugs: Students who are under the influence or in possession of illegal drugs will be suspended from school for the first offense with the concurrence of an individual qualified to make a reasonable suspicion determination. The repeat infraction shall result in a recommendation to the Board for expulsion from school. Any student selling or attempting to sell or distribute illegal drugs will be reported to law enforcement agencies, and be recommended for expulsion from school.

Gun-Free Schools

This District is committed to providing a safe environment for all students and staff. As a result, this District has a policy of “zero tolerance” for students who bring weapons or other objects or substances to school which are a threat to the health and safety of other students, staff members, or visitors, or are a disruption to the educational process.

A student who using, possessing, controlling, or transferring a firearm, or any object that can reasonably be considered, or looks like, a firearm, shall be expelled for a definite period of time of at least one (1) calendar year with the loss of credit. The Board, however, may modify the expulsion period on a case-by-case basis. The building administrator shall notify the appropriate law enforcement agency of any student who brings a firearm to school.

If a student violating this policy is identified as disabled, either under the IDEA or Section 504, a determination must be made whether the student’s conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed.

Any student subject to expulsion shall be entitled to a hearing before the Board, in accordance with Idaho Code and Policy 3340.

Possession of a Weapon on School Property

Per Idaho Code 18-3302, it is unlawful and is a misdemeanor for any person to possess a firearm or other deadly or dangerous weapon while on school property or in those portions of any building, stadium, or other structure on school grounds which, at the time of the violation, are being used for an activity sponsored by or through a school in this state or while riding school-provided transportation. This also applies to students of schools while attending or participating in any school-sponsored activity, program, or event regardless of location.

In addition to District disciplinary actions, a student may also be subject to criminal sanctions for the possession of a weapon. The District will cooperate with local law enforcement, as appropriate, in the prosecution of these charges.

As used in this section of this Policy only:

1. "Deadly or dangerous weapon" means any weapon as defined in 18 U.S.C. section 930;
2. "Firearm" means any firearm as defined in 18 U.S.C. section 921;
3. "Weapon" means any device, instrument, material, or substance designed to cause serious physical injury or any item which, under the circumstances, it is used, attempted to be used, or threatened to be used, is readily capable of causing serious physical injury. This may include, but is not limited to firearms, knives of all kinds (does not include a pocket knife with a blade of less than 2 ½ inches in length); straight razors; metal knuckles; any explosive, incendiary, or poisonous gas; any combustible or flammable liquid; or any other item which is used to threaten, strike terror, or cause bodily harm or death even though it is normally considered to not present a danger to others; and
4. "Possession" includes both actual possession and constructive possession. "Active possession" means the individual knowingly exercises direct physical control over an object", while "constructive possession" means the individual is not in actual possession but knowingly has the power and intent at a given time to exercise dominion or control over an object, either directly or through another person.

A student is deemed to possess a weapon when the item is found to be in any of the following locations:

- a. On a student's person;
- b. In the student's personal property, including but not limited to the student's clothing, backpack, purse, or any other item the student transports or carries or causes to be transported or carried to school;
- c. A vehicle the student drives or is transported in and is parked on school property;
- d. The student's locker; or
- e. Any other school-related location.

The Superintendent or designee will immediately confiscate any item identified as a weapon. Students reasonably believed to be in possession of a weapon, or to have used or have intended to use these items may be suspended from school until an investigation is completed. Any person who possesses, carries, or stores a weapon in a school building or on school property, except as provided below, shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the District. The District shall cooperate with any investigation by the agency, including, but not limited to delivering to law enforcement the item which was confiscated.

The Board shall expel or deny enrollment to any student found to have possessed a firearm on school property. This expulsion shall be conducted according to the process set out in Policy 3340 and Procedure 3340P. The expulsion or denial of enrollment shall be at least 12 months in length, however the Board may modify the expulsion or denial of enrollment on a case-by-case basis when the Board determines reasonable conditions apply and the student's presence is not detrimental to the health and safety of other students.

At its discretion, the Board may expel a student or deny enrollment in the same manner to a student who brings a deadly or dangerous weapon other than a firearm on school property.

Discipline of students with disabilities shall be in accordance with the requirements of state and federal law as well as District policy.

In the event that a student discovers a pocketknife in their possession or on school property, the student must disclose and immediately turn it over to a staff member at the school. A pocketknife is not necessarily a weapon unless it is used under circumstances where serious physical injury is caused, attempted, or threatened. Any student who possesses and brandishes a pocketknife (whether intentional to cause harm or not) will be subject to suspension and an expulsion hearing.

In instances where a student is found to have brought a pocket knife onto school grounds, an investigation may proceed in the following manner:

1. The school administrator will investigate and determine the reason for possession of a pocketknife on school grounds;
2. The school administrator will consult with the Superintendent or designee to determine the appropriate disciplinary action, which may include suspension or expulsion;
3. The student's parent/guardian will be contacted immediately; and
4. A meeting will take place with the parent/guardian, student, and school administrator with input from a Superintendent. Documentation of the incident and meeting shall be added to the Student Information System.

HARASSMENT, INTIMIDATION, BULLYING, CYBERBULLYING, HATE SPEECH AND MALICIOUS HARASSMENT

REPORTING

District personnel are required to report, in a timely and responsive manner, any incident of harassment, intimidation, bullying, cyberbullying, hate speech, or malicious harassment they witness or are aware of to the school principal or designee. All other persons, including students, parents/guardians, volunteers, and visitors are encouraged to report to district personnel any act that may be a violation of this policy.

Reports by non-district personnel may be made anonymously.

The district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, bullying, cyberbullying, hate speech, or malicious harassment; or who cooperates in an investigation. The initial consequences for a person who engages in reprisal or retaliation shall be determined by the school principal or designee, but may be subject to further disciplinary action, as outlined below.

INVESTIGATION

The school principal or designee will promptly investigate any allegations of misconduct that are reasonably characterized as harassment, intimidation, bullying, cyberbullying, hate speech, or malicious harassment.

If the school principal or designee determines that harassment, intimidation, bullying, cyberbullying, hate speech, malicious harassment or retaliation has occurred, the school principal or designee shall, subject to applicable state and federal privacy laws: (1) take appropriate disciplinary action; (2) notify the parent/guardian of the perpetrator; (3) notify the parent/guardian of the victim; (4) notify the parent/guardian of the victim of the action taken to prevent any further acts of harassment bullying or retaliation.

DISCIPLINARY ACTION

Students who engage in harassment, intimidation, bullying, cyberbullying, hate speech, or malicious harassment may be disciplined as determined appropriate and in accordance with district policies 3330 and 3340, up to and including suspension and/or expulsion.

In the situation that cyberbullying originates from a non-school electronic device, but has been brought to the attention of school officials, any disciplinary actions shall be based on whether the conduct is determined to be disruptive to the victim's educational environment or to the educational process and in violation of district policy or state law.

REFERRAL TO LAW ENFORCEMENT

If the school principal or designee reasonably believes that the student has engaged in conduct in violation of Idaho Code 18-917, 18-917A or 18-7902, he or she shall report the conduct to law enforcement.

DOCUMENTATION

Any incident of harassment, intimidation, bullying, cyberbullying, hate speech, or malicious harassment will be documented in the student information system and reported as required by the State Department of Education.

NOTICE

The district will provide each student and parent/guardian of the District with written annual notice of this policy in a manner consistent with the student's age, grade, and level of academic achievement through publication in the student handbook.

School-Wide Discipline Plan (Refocus):

All Canfield teachers have decided to use the same system of discipline. The purpose of this plan is teaching appropriate behavior. It is not about punishment. The goals are:

1. To give students a chance to learn to behave appropriately.
2. To have a consistent, predictable system in all the classrooms.
3. To save valuable classroom time for learning.

Each teacher decides what is inappropriate in his/her classroom, but in general we mean anything that has been taught to or that violates a classroom or school rule.

- At the 3rd refocus per year, the classroom teacher will call the student's parents as a courtesy and ask for their assistance in improving their student's behavior.
- At the 4th refocus per year and each one thereafter, the classroom teacher will send the student to refocus and then email administration with the refocus reason. The office will follow-up with additional consequences for the student.

•4th Refocus: 1 lunch detention

•5th Refocus: 2 lunch detentions

•6th Refocus: 3 lunch detentions

•7th Refocus: Week of lunch detention (possible behavior contract implemented)

•8th and beyond: 1-3 days ISS

Extra-Curricular Information

Activity Offerings

Middle School Athletics are offered to all students who meet eligibility requirements and desire to participate in such activities provided for their grade.

The athletic program will provide all interested students with an opportunity to explore a variety of sports that transitions them from recreational interest to high school athletics.

Athletic Goals

- Develop skills through quality instruction, while providing maximum participation for each athlete
- Develop an understanding of the concepts necessary to participate in higher-level athletic competition
- Develop positive self-image and attitudes
- Enhance the pleasure of athletic participation

Eligibility

Participating in co/extra-curricular activities within the district requires that the student maintain successful performance in academics and citizenship and that the student remains in good standing as defined within the school district co/extra-curricular activity code.

All inter-scholastic sports participants must have the following:

- **Physical:** Complete one (1) during the middle school years, and it must be on file in the school office. ***Physical is good for ALL three years at Canfield.***
- **Activity Contract:** It is MANDATORY that each student who participates in extracurricular activities sign and return the Activity Contract Agreement prior to participation in any extracurricular activity. Failure to comply will result in non-participation.
- **Insurance:** Athletes are required to sign a form acknowledging insurance coverage or purchase school insurance each year.
- **Student Body Card:** Athletes are required to purchase a Student Body Card each year. \$15.00.

You will complete these documents with your parent/ guardian online using the [Athlete Registration](#) link from our school website.

***Some athletic events will charge an admission fee to offset the cost of hiring officials, updating uniforms, and repairing or replacing athletic equipment.**

Here are the **approximate** dates for our upcoming athletic seasons (the actual dates will be finalized in the fall and posted on our school website):

- September 5 - October 19, 6th, 7th & 8th Cross Country
- September 5 - October 19, 8th Girls' Volleyball*
- September 7- October 19, 7th Girls' Volleyball*
- October 23 - December 9, 6th, 7th & 8th Wrestling*
- December 11 – January 26, 7th Girls/Boys Basketball*
- January 29 - March 15, 8th Boys'/Girls' Basketball*
- April 1 – May 9, 6th, 7th & 8th Track & Field

* Dates subject to change

Youth Suicide: Helping Yourself

If you are having problems and thinking of hurting or killing yourself, tell a trusted adult who can help. If you cannot talk to your parents, find someone else: a relative, an adult friend, a teacher, a coach, a school nurse or guidance counselor, or a friend's parents. **Call or Text 988 - Suicide and Crisis Lifeline**

Protecting the health and well-being of all students is of utmost importance to the School District. The school board has adopted a suicide prevention policy that will help to protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and their friends. This will occur in all health classes, but the encouragement of help-seeking behavior should be promoted at all levels of the school leadership and stakeholders.
2. Each school will designate a suicide prevention team to serve as a point of contact for students in crisis and to refer students to appropriate resources. <https://techboomers.com/suicide-prevention-apps>
3. When a student is identified as being at risk, they will be assessed by a member of the school suicide prevention team who will work with the student and help connect them to appropriate local mental health resources.
4. Students will have access to Idaho resources which they can contact for additional support, such as:

The Idaho Suicide Prevention Hotline- Call or Text 988 / www.idahocrisis.org
6. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or their friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
7. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.
8. For a more detailed review of policy changes, please see the District's full suicide prevention policy.