



CANFIELD MIDDLE SCHOOL

School Handbook

FOR PARENT AND STUDENTS

2022 – 2023

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

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A Message from the Principal

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

*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:

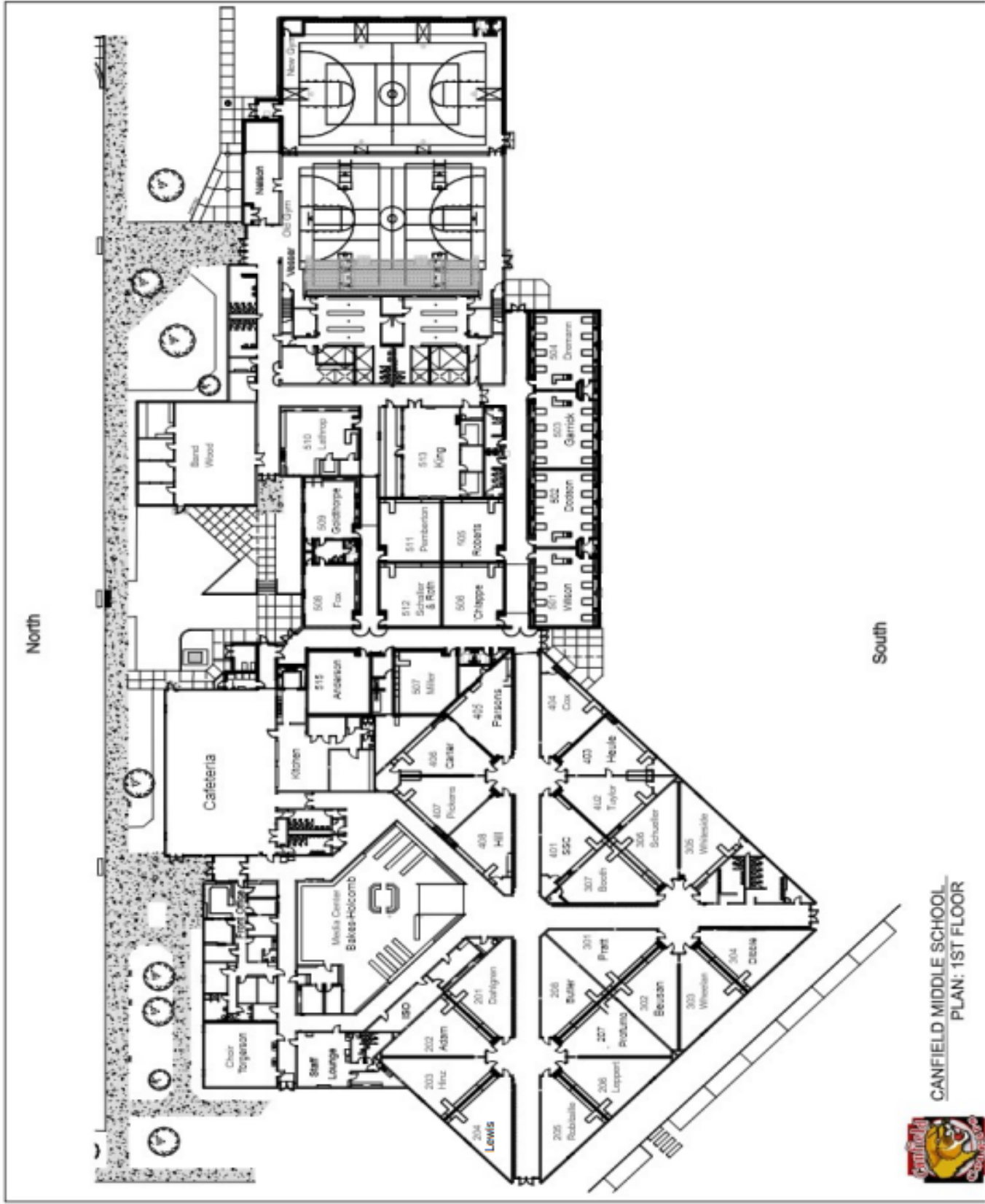
NAME: _____

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
Nick Lilyquist	Principal	Cathy Compton
Michelle Johnson	Assistant Principal	Stacie McPhee
Melissa Hook	Counselor (A-L)	Nathalie Turner
Leigh Sales	Counselor (M-Z)	Elise Fry
Jodi Buttrey	Office Manager	Marla Abrams
Holly Lippy	Secretary	Karri Delbridge
Kimber Noble	Registrar	Autumn Soni-Funk
Lee Morgan	Student Resource Officer (SRO)	Parker Price
Julie Vaughn	Nurse	Nick Caron
Autumn McArthur	School Psychologist	Noelle Ethington
Michelle Bristow	Speech/Language Pathologist	Jenny Hasso
Teaching Staff		Isolation Monitor
Adam, Kira	6 Math	TBA
Anderson, Ivonne	Spanish	
Beusan, Madison	8 ELA	Librarian/Media Center Manager
Booth, Jodi	8 ELA	Sarah Bakes-Holcomb
Butler, Jansen	6 Soc St	
Carter, Keri	7 Health	
Chiappe, Sara	6, 8 Math	
Cox, Tony	8 US History	Custodians
Dahlgren, Karey	6 ELA	Noah Fagan
Dibble, Tirtza	8 ELA Res	James Pavlik
Dodson, Ben	7 Life Science	
Dremann, Mitch	8 Earth Science	
Fox, Amy	Life Skills	
Garrick, Max	8 Earth Science	Food Services
Goldthorpe, James	Life Skills	Sunshine Anglin, Manager
Heule, Lindsay	7 World Cul	
Lewis, Luke	6 ELA/ 7 World Cul	District Tech Support
Hill, Jasmine	6 Math Res	Corey Parker
Hinz, Kris	6 Science	Rolf Meier
King, Matt	Design Tech	
Lathrop, Becky	Yearbook/Art	
Leppert, Nicole	6 ELA	
Miller, Eric	7, 8 Math	
Nelson, Ron	Weights/PE	Monday Bell Schedule
Parsons, Thomas	Media Elective, 7 World Cul	8:55-9:20 Pride Period
Pemberton, Katie	8 Math	9:25-10:10 1st Period
Pickens, Chris	6 Soc St	10:15-11:00 2nd Period
Pratt, Kate	7 ELA	11:05-11:50 3rd Period
Profumo, Jenn	7 Math	11:50-12:20 1st Lunch
Roberts, Teena	7, 8 Math	11:55-12:40 4th Period
Robitaille, Alli	6 Science	12:40-1:10 2nd Lunch
Schaller/Roth	7 Math	12:25-1:10 5th Period
Schueller, Saprina	8 US History/ 7ELA	1:15-1:55 6th Period
Taylor, Mellany	Math Res	2:00-2:40 7th Period
Torgerson, Kayla	Choir	Tuesday-Friday Bell Schedule
Vesser, Tia	PE/Weights	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
		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 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 on 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

Students may never have a laser pen/pointer 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, iPods, etc. to school, it must be "off" during the instructional day. The electronic devices/cell phones must be kept in your locker 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.

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

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 table and areas and also return their trays to the designated location.

Breakfast/Lunch

Breakfast is served each school morning and the cost is \$1.80 and reduced is .30 cents.

Each student is provided with a 30-minute lunch. The cost of lunch is \$3.40 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 into 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 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 in 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 and Mrs. Hook, 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.

7th and 8th Grade Promotion (Board Policy 2600)

Progressing to the next grade level is earned through academic achievement. All 7th and 8th grade 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 the 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 of the appropriate content standards. The school administration and staff will form a credit retrieval board to review the student's application for 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), end of course assessments (EOCA), 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 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).

The credit retrieval board will design a plan to help students meet requirements. The final decision rests with the credit retrieval board. For social-emotional retention not related to credits, refer to K-6th grade retention guidelines on page 20.

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
- No wristbands and sweatbands
- 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

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 insure 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, by 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 action. 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. 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 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 building 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.

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 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 sport 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 Register My Athlete 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 6 - October 20, 8th Girls' Volleyball
- September 6 - October 20, 6th, 7th & 8th Cross Country
- September 8- October 20, 7th Girls' Volleyball
- October 24 - December 10, 6th, 7th & 8th Wrestling
- December 20 – February 2, 7th Girls/Boys Basketball*
- February 3 – March 23, 8th Boys'/Girls' Basketball*
- April 3 – May 4, 6th, 7th & 8th Track & Field

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, the school nurse or guidance counselor, or a friend's parents. Or, call the Idaho Suicide Prevention Hotline at 1-800-273- TALK (8255) or call/text (208) 398- HELP (4357).

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 which 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 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.
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- 208-398-4357 / www.idahosuicideprevention.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 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.