



WOODLAND MIDDLE SCHOOL

# School Handbook

FOR PARENT AND STUDENTS

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2020– 2021

2101 St. Michelle St., Coeur d'Alene, ID 83815  
(208) 667-5996 • [www.cdaschools.org/woodland](http://www.cdaschools.org/woodland)

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# A Message from the Principal

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Dear Students,

Welcome to **Woodland Middle School**. Many of you will have a chance to renew old acquaintances, but better yet, to 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.

Remember, you are here to learn and experience new things. The more we work together, the more pleasant our task will be. Don't hesitate to get help from your teachers, counselors or building administrators.

Mike Lindquist/Principal

# Mission/Vision Statements

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**OUR MISSION STATEMENT:** We invest in each student to prepare, challenge and advance well-educated, resilient and future-ready citizens.

**OUR VISION:** Coeur d'Alene Public Schools is an education leader, promoting opportunities for innovation in learning and inspiring excellence in everyone.

## **Culture and Climate Relationships**

- Effective Leadership
- Collaboration & Communication
- Supportive Learning Environment
- High Levels of Parent/Community Involvement

## **Teaching, Learning & Student Achievement, Literacy and Numeracy**

- High Standards/Expectations
- Curriculum/Assessment Alignment w/ State Standards
- Frequent Monitoring of Teaching and Learning

# Bell Schedule

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## Woodland Middle School 6<sup>th</sup> Grade Bell Schedule 2020-21

### Wednesday-Collaboration

#### 45 minutes Instructional Time

8:55-9:40 1<sup>st</sup> Period  
9:45-10:30 2<sup>nd</sup> Period  
10:35-11:20 3<sup>rd</sup> Period  
11:20-11:50 Lunch  
11:55-12:40 5<sup>th</sup> Period  
12:45-1:30 6<sup>th</sup> Period  
1:35-2:20 7<sup>th</sup> Period  
2:25-2:35 Enrichment/Advisory

### Monday/Tuesday and Thursday/Friday

#### 55 minutes Instructional Time

7:50 - 8:45 1st period  
8:50 - 9:45 2nd period  
9:50-10:45 3rd period  
10:45-11:15 Lunch  
11:20 - 12:15 5th period  
12:20 - 1:15 6th period  
1:20 - 2:15 7th period  
2:20 - 2:35 Enrichment/Advisory

### Weather Related Late Start

#### 35-40 minutes Instructional Time

9:40-10:15 1<sup>st</sup> Period  
10:20-10:55 2<sup>nd</sup> Period  
11:00-11:35 3<sup>rd</sup> Period  
11:35-12:05 Lunch  
12:10-12:50 5<sup>th</sup> Period  
12:55-1:35 6<sup>th</sup> Period  
1:40-2:20 7<sup>th</sup> Period  
2:25-2:35 Enrichment/Advisory

## 2020-2021 Bell Schedules 7<sup>th</sup> and 8<sup>th</sup> Grade

### **(Wednesday- Collaboration)**

#### 45-50 Instructional minutes

9:00-9:50 1<sup>st</sup> Period  
9:55-10:45 2<sup>nd</sup> Period  
10:50-11:40 3<sup>rd</sup> Period  
11:40-12:10 7<sup>th</sup> Grade Lunch  
11:45-12:30 4<sup>th</sup> Period (8<sup>th</sup> Grade)  
12:30-1:00 8<sup>th</sup> Grade Lunch  
12:15-1:00 5<sup>th</sup> Period (7<sup>th</sup> Grade)  
1:05-1:50 6<sup>th</sup> Period  
1:55-2:40 7<sup>th</sup> Period

### **(Monday/Tuesday and Thursday/Friday)**

#### 55/60 Instructional minutes

7:55-8:55 1<sup>st</sup> Period  
9:00-10:00 2<sup>nd</sup> Period  
10:05-11:05 3<sup>rd</sup> Period  
11:05-11:35 1<sup>st</sup> Lunch  
11:10-12:05 4<sup>th</sup> Period  
12:05-12:35 2<sup>nd</sup> Lunch  
11:40-12:35 5<sup>th</sup> Period  
12:40-1:35 6<sup>th</sup> Period  
1:40-2:40 7<sup>th</sup> Period

### **(Weather Related Late Start)**

#### 40 Instructional minutes

9:45-10:25 1<sup>st</sup> Period  
10:30-11:10 2<sup>nd</sup> Period  
11:15-11:55 3<sup>rd</sup> Period  
11:55-12:25 1<sup>st</sup> Lunch  
12:00-12:40 4<sup>th</sup> Period  
12:40-1:10 2<sup>nd</sup> Lunch  
12:30-1:10 5<sup>th</sup> Period  
1:15-1:55 6<sup>th</sup> Period  
2:00-2:40 7<sup>th</sup> Period

# Woodland Middle School Staff 2020-2021

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## **Administration**

Mike Lindquist – Principal

Michelle Johnson – Vice Principal

Patrice Cory – Registrar/Attendance

Debbie Dotson – Office Manager/Asst. Treasurer

Robin Duvall – Principal's Secretary/Athletics

## **Counselors**

Corey Brown - Office

Jaime Valenzuela – Office

James Curb - Library

## **6<sup>th</sup> Grade**

Kathy McGrath –Science – 101

Anne Marie Beardslee – Science– 102

Sarah Lilyquist –Social Studies - 103

Austin Hoyer –Math - 104

Bobby Bunch – Math– 108

Nola Shanley –Social Studies – 107

Jennifer Brown –Math/LA/Reading/– 106

Tammy Daddato – LA/Reading–105

Kara Shanholtz –Reading/ LA/6<sup>th</sup> PE – 407

Matti Jorgensen – Reading/LA/6<sup>th</sup> PE – P109

Heather Sacksteder - Reading/LA/Leadership/Keyboarding - P110

## **PE/Health**

Jennifer Barker – Gym

Jeff Vesser – Gym



Jesse Lenz - 6th PE - Gym

Justin Taylor – Health - 602

**Art – Visual Media – Consumer Science**

Azure Wilson – Design Technology / Coding – 309

Erica Lindholdt-Duncan – Art / GLO / Leadership– 406

**Instrumental Music – Chorus**

Debbi Hahn – Orchestra / Band - 504

Emily Selfridge – Vocal Music / Drama / Yearbook – 505

**Spanish**

Susan Segsworth – 404

**Media Center**

Marcia Dixon – Library Coordinator

**Maintenance**

Brent Heath – Facilities Manager

Erick Winniford – Custodian

Matt Pedersen - Custodian

**SRO**

Detective Pete Tufford

**Nurse** – Christi Allen

**Technology** – DeeAnne Mason

Greg Skarisky

**7<sup>th</sup> Grade**

Karina Hogan – Science – 201  
Sandi Goggin – Math – 202  
Scott Traverse – Social Studies – 203  
Leisa Wick – Language Arts 7<sup>th</sup> & 8<sup>th</sup> - P209  
Kim Ziegler – Language Arts – 205  
Toby Sandford – Math - 206  
Vinny Lupinacci – Social Studies – P210  
Royce Johnston – Science – 208  
Julie Leonard –Language Arts – 204  
Gretchen Bell –Teen Living / Math 7<sup>th</sup>/8<sup>th</sup>- P209

**8<sup>th</sup> Grade**

Mike Emory – Science – 301  
David Howard – Math – 302  
Aleasha Hamilton – Language Arts – 303  
Chad Odenthal – U.S. History – 304  
Dustin Shafer – U.S. History – 305  
Sarah Tegeler – Math – 307  
Chris Rogers – Science / Jr. Engineering – 308  
Cheryl Tijerina – Language Arts – 306

**Special Education**

Doug Shryock – 405  
Kelly Leighton – 405  
Nancy Litterell – 405  
Cris Steinbacher - 403

**Para Professionals**

Kirsten Bumbaugh	Ernie Lemmon
Ann Wheelock	Ms. Jewlz
Rhonda Davis	Christy Crowley
Julie McGuire	Emily Shryock
Tina Haskin	
Dawn Antrim	

**Food Service**

Pam Waller – Kitchen Manager

Karla Grant

Kelly Littlefield

Marylee Allen

Abby Lisboa

Brenda Adams

**Psychologist**

Bob Schmidt

**Speech Pathologist**

Paige Horn

**ESL**

Ruth Hawley

**ISS** – Bill Hughes

# Woodland Middle School (General Information)

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## **ADMINISTRATION/STAFF**

The administration and staff at Woodland 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. It is through this “open” communication that many of your questions can be answered and many problems avoided!

## **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, alcohol or drugs
- \* No fighting or the promotion of fighting

## **STUDENTS RIGHTS & 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

## **SCHOOL ARRIVAL AND BUILDING ENTRY**

It is not necessary for students to be in the main halls before 8:30 on Wednesday and 7:30 on Monday/ Tuesday and Thursday / Friday. Supervision begins on Wednesdays at 8:30 and 7:30 the rest of the week. Students will not have access to the building until above times.

Students are expected to leave the school building and grounds in a timely manner at the end of the school day, unless they are participating in or attending a school-sponsored activity or athletic event.

## **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 18-33021.

## **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 schoolwork. 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 until dismissal from school.

**Second Offense:** The cell phone/electronic device will be confiscated and held 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 & ROLLERBLADES**

Bicycles, rollerblades and skateboards may be used to come to school, but they must not be used on the school grounds. 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 ISS Room 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 \$3.20 and reduced is .40 cents.

*Free/Reduced meal forms may be requested through the office.*

The menus of the Coeur d’Alene School District Food Services are prepared on site. All lunches, hot or cold, must be eaten in the cafeteria area only. *No food or drink items may leave the cafeteria.*

## **LOST & FOUND**

A lost and found is located in the school office. Students who find lost articles are asked to turn them into the office where the owner may claim them. Unclaimed items are given to charity at the end of each quarter. Nothing should be removed from lost and found until permission has been obtained from an office secretary.

## **PARENT TEACHER ASSOCIATION**

Woodland's PTA 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) to indicate what projects you are interested in. When an item of your interest comes up, you will be called and invited to assist.

## **LOCKERS - For the School Year 20-21 we will not be issuing lockers.**

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**

Student backpacks will be allowed in the hallways and classrooms. Backpacks should be labeled with permanent marker. (First and last name).

## **COUNSELING**

Our counselors, Mr. Brown, Ms. Valenzuela, and Mr. Curb 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. To sign up for Family Access, please contact the front office at 667-5996. Progress reports will be emailed on the dates listed below.

## REPORT CARDS

Report cards are issued every 18 weeks (first & second semester). They are posted on Skyward. 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. Student progress can be viewed daily on Family Access.

Staff will send email correspondence of progress on dates below:

### PROGRESS/REPORT CARD SCHEDULE 2020-2021

Sept. 30	Progress report emailed
<b>Oct. 21</b>	<b>Evening Conferences D&amp;F Only</b>
<b>Nov. 18</b>	<b>Student-Led Conferences</b>
Dec. 9	Progress report emailed
Jan. 13	Progress report emailed
<b>Feb. 3</b>	<b>Report Cards-Skyward</b>
<b>Feb. 10</b>	<b>Conferences- Griz Night</b>
Mar. 10	Progress report emailed
Apr. 7	Progress report emailed
May 5	Progress report emailed
May 26	Progress report emailed
<b>June 22</b>	<b>Report cards-Skyward</b>

## MAKE-UP WORK

Work missed due to absence must be made up within an allotted time and is the responsibility of the student.

## SOCIALS - Pending TBD to this 2020-2021 school year

We believe that socialization is an important aspect of the middle school experience. Socials are periodically scheduled for one hour during the school day. Depending on the season, socials may be inside and/or outside. Students may choose between activities such as games, dancing, sports and crafts.

## STUDENT INSURANCE

Woodland 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 WMS. 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

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

## 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 four tardies in a class per semester will be required to spend lunch detention at the administration discretion.

## 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 that 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 Woodland.

# Extra-Curricular Information

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## 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 Woodland.***
- \* **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.

\* **Covid Waiver**

\* **Student Body Card:** Athletes are required to purchase a Student Body Card each year. \$15.00.

**These forms are available in the office.**

**The 2019-2020 activities are offered (dates are approximate) as follows:**

September 14 - October 28	8 <sup>th</sup> Girls' Volleyball
September 14 - October 20	6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> Cross Country
September 9 - October 28	7 <sup>th</sup> Girls' Volleyball
November 2 – December 7	6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> Boys' Wrestling
November 2- December 10	7 <sup>th</sup> Girls' Basketball
December 11 – February 8	8 <sup>th</sup> Boys/Girls Basketball
February 11 - March 13	7 <sup>th</sup> Boys' Basketball
April 6 - May 10	6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> Track

## **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:

5. The Idaho Suicide Prevention Hotline- 208-398-4357 / [www.idahosuicideprevention.org](http://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.

Group Counseling

Consultation

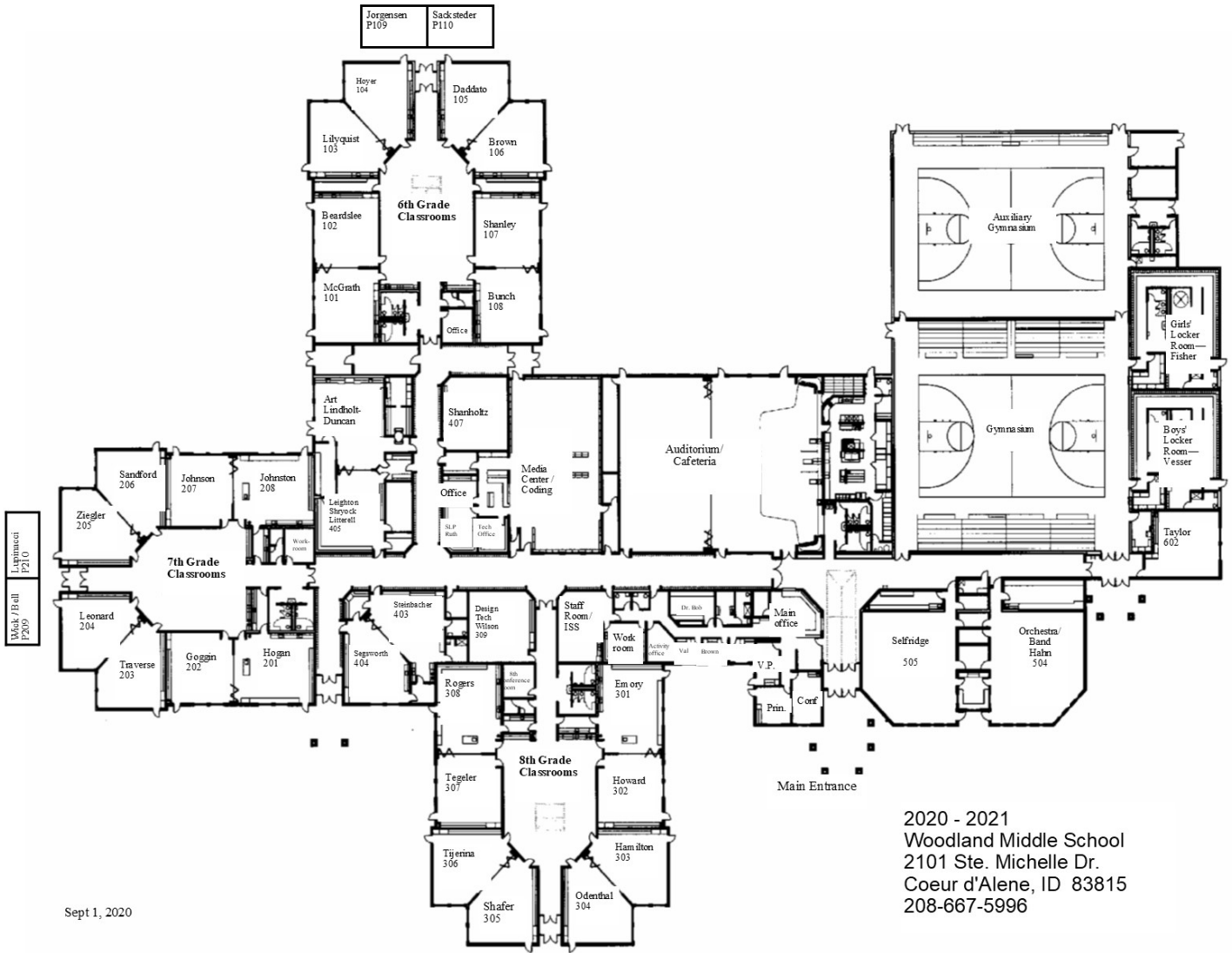
Collaboration

Referral

Classroom Lessons

504 Case Management

# School Map



2020 - 2021  
 Woodland Middle School  
 2101 Ste. Michelle Dr.  
 Coeur d'Alene, ID 83815  
 208-667-5996

Sept 1, 2020