



WOODLAND MIDDLE SCHOOL

# School Handbook

FOR PARENTS/GUARDIANS AND STUDENTS

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2022– 2023

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

## 6<sup>TH</sup> GRADE

(Tuesday/Wednesday/Thursday/ Friday)

55/60 Instructional minutes

7:50-8:50	1 <sup>st</sup> Period
8:55-9:55	2 <sup>nd</sup> Period
10:00-10:55	3 <sup>rd</sup> Period
11:00-11:55	4 <sup>th</sup> Period
11:55-12:25	Lunch
12:30-1:30	6 <sup>th</sup> Period
1:35-2:40	7 <sup>th</sup> Period

Monday

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
11:25-12:10	4 <sup>th</sup> Period
12:10-12:40	Lunch
12:45-1:40	6 <sup>th</sup> Period
1:45-2:40	7 <sup>th</sup> Period

## 7<sup>TH</sup> GRADE

(Tuesday/Wednesday/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
11:40-12:40	5 <sup>th</sup> Period
12:45-1:45	6 <sup>th</sup> Period
1:50-2:45	7 <sup>th</sup> Period

Monday

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	Lunch
12:15-1:00	5 <sup>th</sup> Period
1:05-1:55	6 <sup>th</sup> Period
2:00-2:45	7 <sup>th</sup> Period

## 8<sup>TH</sup> GRADE

(Tuesday/Wednesday/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
11:10-12:10	4 <sup>th</sup> Period
12:10-12:40	Lunch
12:45-1:45	6 <sup>th</sup> Period
1:50-2:45	7 <sup>th</sup> Period

Monday

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
11:45-12:30	4 <sup>th</sup> Period
12:30-1:00	Lunch
1:05-1:55	6 <sup>th</sup> Period
2:00-2:45	7 <sup>th</sup> Period

# Woodland Middle School Staff 2022-2023

## **Administration**

Mike Lindquist – Principal

Dustin Shafer – Vice Principal / Athletic Director

Jeff Vesser- Vice Principal

Patrice Cory – Registrar/Attendance

Debbie Dotson – Office Manager/Asst. Treasurer

Robin Duvall – Principal's Secretary/Athletics

## **Counselors**

Corey Brown

Jaime Valenzuela

Noelle O'Sickey

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

Kathy McGrath –Science – 101

Kayla Garrett – Science– 102

Sarah Lilyquist –Social Studies - 103

Toby Sandford –Math - 104

Bobby Bunch – Math– 108

Nola Shanley –Social Studies – 107

Debi Lewis - Advisory– 106

Nancy Litterell – ELA/Reading–105

Jordan Ramsey –ELA – P112

Leslie Odenthal–ELA- P111

Heather Sacksteder - ELA - P110

**PE/Health/Teen Living**

Jennifer Fisher – Gym

Dominick Luby – Gym

Michele Matthews - Gym

Carey Carlson – Health - 202

Wendy George – Teen Living - 309

**Art – Visual Media – Consumer Science**

Azure Wilson – Design Technology – Library

Jessica Peebles – Art / GLO– 406

Chris Rogers - Jr. Engineering - 405

Dale Johnson - Media Arts - 207

**Instrumental Music – Chorus**

Debbi Hahn – Orchestra / Band - 504

Laura Reese – Vocal Music / Drama / Yearbook – 505

**Spanish**

Susan Segsworth – 407

**Media Center**

Marcia Dixon – Library Coordinator

**Maintenance**

Erik Winniford – Facilities Manager

Matt Pedersen - Custodian

**SRO**

Detective Brad Wolfinger

**Nurse** – Christi Overby

**Technology** – Carlos Escarfuller

Greg Skarisky

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

Karina Hogan – Science – 201

Sandi Goggin –ALP Math – 602

Scott Traverse – Social Studies – 203

Kim Ziegler – Language Arts – 205

Mike Martin – Math - P209

Erica Duncan– Social Studies – 204

Royce Johnston – Science – 208

Erika Willy –Language Arts – 206

Doug Shryock - Math - P210

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

Mike Emory – Science – 301

David Howard – Math – 302

Aleasha Hamilton – Language Arts – 303

Chad Odenthal – U.S. History – 304

Jesse Lenz – U.S. History – 305

Brett Berry – Math – 307

Nicole Elliott – Science – 308

Cheryl Tijerina – Language Arts – 306

### **Special Education**

Wendy Arbic

Kelly Leighton

Ernie Lemmon

Cris Steinbacher

**Para Professionals**

Kirsten Bumbaugh      Wendy Wutzke  
Ann Wheelock          Alexandra Garcia- Garcia  
Rhonda Davis  
Julie McGuire  
Tina Haskin

**Food Service**

Pam Waller – Kitchen Manager

**Psychologist**

Savannah Dierks

**Speech Pathologist**

Alicia Johnson

**ESL**

Ruth Hawley

**ISS** – Casey Irgens

# Woodland Middle School (General Information)

## 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 Monday and 7:30 on Tuesday-Friday. ***Supervision begins on Monday at 8:30 and 7:30*** the rest of the week. ***Students will not have access to the building until the 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 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 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**

Cell phones, earphones (including air pods), and other personal electronic devices are prohibited from being used on school property during instructional school hours (bell-to-bell), not including a student's assigned lunch or between class periods. During their designated lunch period, these devices may be used in the designated lunch areas only.

A student may have a device, but it cannot be seen or heard during instructional periods. If it is seen, or any type of notification is heard, it will be surrendered to the teacher, staff, or administrator. Electronic devices are prohibited from use in any bathroom or locker rooms. While the student may have their cell phone on their person upon bathroom breaks, if caught using the device during these times, the same rules would apply to surrender the phone and appropriate warning level.

## **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 lobby cabinet 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 and also return their trays to the designated location.

## **BREAKFAST/LUNCH**

Breakfast is served each school morning and the cost is \$2.10..

Each student is provided with a 30-minute lunch. The cost of lunch is \$3.50.

*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 cafeteria. 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.

## **LOCKERS - Issued for 7th and 8th Graders only**

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 a permanent marker. (First and last name).

## COUNSELING

Our counselors, Mr. Brown, Mrs. Valenzuela, and Ms. O'Sickey 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 the dates below:

### PROGRESS/REPORT CARD SCHEDULE 2022-2023

Sept. 28	Progress report emailed
<b>Oct. 19</b>	<b>Evening Conferences D&amp;F Only</b>
<b>Nov. 16</b>	<b>Student-Led Conferences</b>
Dec. 7	Progress report emailed
Jan. 11	Progress report emailed
<b>Feb. 8</b>	<b>Report Cards-Skyward</b>
<b>Feb. 15</b>	<b>Conferences- Griz Night</b>
Mar. 8	Progress report emailed
Apr. 5	Progress report emailed
May 3	Progress report emailed
May 31	Progress report emailed
<b>June 15</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.

## **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 ensure 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 / Chromebooks**

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/ Chromebooks throughout the year. Fines will be issued for lost and/or damaged books, Chromebooks, or chargers.

## **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's 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 buildings or property caused wilfully or carelessly. This applies to textbooks/chromebooks 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.

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# **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 sport participants must have the following:

- \* **Physical:** Complete one (1) during the middle school years, and it must be on file. ***Physical is good for ALL three years at Woodland.***
- \* **Activity Contract:** It is MANDATORY that each student who participates in extracurricular activities sign 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.

Everything can be found at Register my athlete.      [www.registermyathlete.com](http://www.registermyathlete.com)

### The 2022-2023 activities are offered (dates are approximate) as follows:

September 7 - October 20	8 <sup>th</sup> Girls' Volleyball
September 7 - October 19	6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> Cross Country
September 12 - October 20	7 <sup>th</sup> Girls' Volleyball
October 28 <sup>th</sup> – December 9	6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> Boys' Wrestling
December 13 – February 11	8 <sup>th</sup> Boys/Girls Basketball
February 13 - March 11	7 <sup>th</sup> Boys/Girls Basketball
April 3 - May 11	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 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 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

