

# **Wapello Elementary School**



**Home of the Timberwolves**

# Parent/Student/Teacher Handbook

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## **Principal's Message:**

Welcome all to Wapello Elementary School! I'm so excited for this school year! I am confident it is set to be successful and momentous. Our students will undoubtedly have countless opportunities to love learning as a result of the efforts of Wapello Elementary School's caring staff.

Wapello Elementary School teachers and staff are anxious to welcome our students back to school and help them work hard to reach new levels of learning. We are committed to helping our students get right back into "the saddle" of learning.

Recognizing we are a family at Wapello, we are here to care for each other and help find ways to improve the lives of others.

I'm honored to have the chance to work alongside students, parents, staff, and the entire Wapello Elementary School community to make this year the most memorable yet!

Matt Noble

## **Wapello Elementary**

Phone (208) 785-8844

Fax (208) 785-8815

Website: [www.bfsdwapello.org](http://www.bfsdwapello.org)

## **District Administrative Staff**

District Phone: (208) 785-8800

Brian Kress, Superintendent

Ryan Wilson, Assistant Superintendent

Lynette Carter, Student Support Services Director/  
District 504 Coordinator

Joy Mickelsen, Federal Programs Director

## **Board of Trustees**

Dewane Wren, Chairman

Bonnie Hepworth, Vice-Chairwoman

Sonya Harris, Treasurer

Mary Jo Marlow, Trustee

Karen Driscoll, Trustee

## **Wapello Elementary School Mission Statement**

Wapello Elementary School exists to serve children in an environment that fosters esteem and strives to instill those values that lead to scholarship and responsible citizenship.

## **Blackfoot School District #55 Mission Statement**

The mission of Blackfoot School District #55, in partnership with the community, is to prepare students for the future by enabling every student to gain knowledge and skills, to develop confidence, to value lifelong learning and to become responsible, contributing members of our changing world.

## **Wapello Elementary Staff**

Principal- Secretary-	Matt Noble Lori Cronquist
Kindergarten Teachers-	Jill Green Penny Trujillo
1st Grade Teachers-	Sarah Buck Sierra Weaver
2nd Grade Teachers-	Megan Martin Susan Underwood
3rd Grade Teachers-	Emily Palmer Eleshia Watson
4th Grade Teachers-	Donna Bevan Tonya Hanson
5th Grade Teachers-	Kristine Schnittgen LaNae Porter
Resource Teacher- Resource Paraprofessionals-	Lisa Nelson Lacy Neff Twyla Dunn
Librarian- Interventionist-	Shera Callister Pat Neilson
P.E. Specialist -	Heather Polatis
Music Specialist-	Rylee Trent
Paraeducators-	Michelle Speas Sue Honas
Custodian- Night Custodian-	Talmage Findlay Josefina Bautista
Kitchen Manager- Kitchen-	Wendy Bautista Susan Golinveaux
504 Coordinator-	Matt Noble

## **School Day**

The front door will be opened at 7:45 am and supervision will begin at that time.

**There will be NO supervision before 7:45 am.**

Students may come into the school on days when there is inclement or extremely cold weather; otherwise, students should be outside on the playground.

At 8:05 am, the bell will ring to alert students to go to the classroom.

**All students should be in line and be ready for the day to begin at that time. The tardy bell will ring at 8:10 am.**

## **Daily Bell Schedule**

7:45	Breakfast starts/Doors open
8:05	Students line up and are escorted to class
8:10	School begins/Tardy bell rings
10:00-10:15	Morning recess: K-2nd Grades
10:15-10:30	Morning recess: 3-5th Grades
11:20-12:00	1st lunch: Grades K-2
12:00-12:40	2nd lunch: Grades 3-5
3:15	School day over

## **Kindergarten Schedule**

Wapello offers full-day kindergarten. Parents have the option to have their child participate in half-day instruction; however, no mid-day transportation will be provided.

## **Attendance**

In an effort to more closely monitor your children, and assist in preventing child abduction, the school will phone you at home or work to verify your child's absence if you have not notified the school.

1. KEEP YOUR CHILD HOME for: sore throats, severe colds, nausea, vomiting, diarrhea, chills, fever, inflamed eyes, ear-ache, enlarged glands, lice, etc.
2. REPORT ABSENCES:  
Contact the SCHOOL OFFICE at 785-8844 before 8:30 am. on the day of the absence.
3. IF YOUR CHILD GETS SICK AT SCHOOL:  
You will be contacted, please provide the school with an alternate phone number in case you cannot be reached.

Regular attendance is defined as missing no more than 18 days per school year. A letter of notification will be sent to the parents/guardians upon the fifth, tenth, or eighteenth absence from school. These letters will be placed in the child's file for further reference, if needed. Students missing more than 18 days will be required to meet with the principal to discuss the educational needs of the student. As necessary, the documentation will be forwarded to the Bingham County Prosecutor's Office. A court appearance may be required by the prosecutor's office. Students will be allowed to make up work missed for absences.

## **Tardiness**

Doors open at 7:45 for students to make their way to breakfast or to the playground. The bell rings at 8:05. Classes begin at 8:10. Any student who is not in class by 8:10 will be required to stop at the office and receive a tardy slip before proceeding to their classroom.

Students will be given an afternoon tardy for early check-out from school. We would love to have our students in school every day from bell to bell. "Bell to bell" parties will be held throughout the year for those without any tardies..

## **Student Check-out Procedure**

In order to assure the safety of Wapello students, the following check out procedure will be used during school hours:

Parents (or guardians) will be required to check into the office before picking up a student during the school day.

The school secretary will use the phone to notify the teacher that a parent is here to pick up the student.

If the student is being checked out of school by someone other than the parent, the parent **MUST** call the school office before the person arrives. If a note is sent, the school secretary will call the parent to confirm the identity of the person checking out the student.

## **Communication**

Our goal is to have an open line of communication between the school and home. This can be accomplished in several different ways. Notes or letters sent home by teachers or school personnel should be read by parents. If a response is requested, parents are asked to do so as soon as possible. If you need to talk with your child's teacher, another staff member, or the principal, please call; if that individual is unavailable, leave your name and number and your call will be returned.

Appointments are most appreciated unless immediate attention to a concern is needed. We encourage you to come visit your child's classroom. Please notify the teacher and set up a time or a day.

Throughout the year the school will have open-houses, book fairs, and group meetings. Please come and learn more about your child's school.

## **Student Telephone Calls**

Students should not use the telephone unless it is absolutely necessary. If the student's teacher deems a phone call to be necessary, he/she will provide the student with a phone pass to use the office phone. Social calls by children cannot be permitted because of the necessity of keeping the telephone lines free for school business. Please do not call your student with messages that could have been relayed to the student prior to arriving or after school. These requests are disruptive to your students' education, teacher, and fellow classmates.

## **Items From Home**

Students are not to bring personal items to school that distract from the educational process. Students who attend class or ride buses with items that are a distraction will have them confiscated and turned into the school office. Students may not bring toys, pets, radios, MP3 players, iPods, handheld video games, etc. unless they have received prior approval from the classroom teacher. Wapello Elementary will not accept responsibility for loss of these items. If after obtaining the approval of the teacher, a pet is brought to school, the parents should bring the pet just before the scheduled class time, and take the pet home immediately after showing it to the class. No animals will be permitted on the bus.

Student use of portable media players and other electronic communication and/or entertainment devices is disruptive to the educational process and/or the learning environment.

Students are prohibited from the use of these devices during the regular instructional school day. Students who choose to bring the devices to school are required to leave them in their backpacks. Electronic communication or entertainment devices may be used with prior approval of the building principal, during approved classroom instruction, or during an emergency situation. Violation of this policy will result in the device being confiscated. The district will use reasonable care to safeguard confiscated devices, but will not be responsible if the devices are lost or stolen.

Definition: Electronic communication and entertainment devices shall include, but not be limited to, cell phones, iPods, Blackberrys, pagers, MP3 players, and other similar devices or media players; without regard to the commercial name or manufacturer of the device.



## **Birthdays**

During the school year if you plan on having a birthday party for your child at your home after school, please make arrangements away from school (invitations, gifts, etc.) or invite your child's entire classroom. We have had hurt feelings in the past when only certain students were invited to a particular party.

## **Breakfast and Lunch**

Breakfast and lunch will be served to the students. Daily, weekly, or monthly lunches may be purchased. We strongly encourage students to pay for their lunches on Monday of each week. Parents are welcome to eat hot lunch with their child. If you plan to eat, please call the school by 9 am so that the cooks can plan for enough food.

Student use of school microwaves and refrigerators will not be permitted. Students must eat lunch provided by the school or pack a cold lunch.

Breakfast is served from 7:45 to 8:00.

See Daily Bell Schedule for lunch times.

## **Meal Prices**

Breakfast Prices	Per Day	Per 4 Days	Per 20 Days
Full Price	\$2.00	\$8.00	\$40.00
Reduced Price	\$0.30	\$1.20	\$6.00
Adult Price	\$4.00		
Milk	\$0.40	\$1.60	\$8.00

Lunch Prices	Per Day	Per 4 Days	Per 20 Days
Full Price	\$2.75	\$11.00	\$55.00
Reduced Price	\$0.40	\$2.00	\$8.00
Adult Price	\$4.00		
Milk	\$0.40	\$1.60	\$8.00

## **Protecting our School**

We have a beautiful building and grounds, but like all schools and ground, some damage may be caused. A small number of people can cause a lot of damage on weekends and evenings. You can help by treating our school the way it should be treated and reporting vandalism.

If you see someone abusing the school or its grounds, please call our office at 208-785-8844 or Bingham County Sheriff's Office at 208-785-1234.

## **School Property**

All students are expected to give the best care to books and equipment entrusted to their keeping. Wapello strives to keep the school looking neat and clean so children can concentrate on learning. When an unfortunate event occurs, the student should report the problem at once to ensure an immediate remedy.

## **Lost and Found**

Misplaced coats, jackets, hats, gloves, and any other items will be put into lost and found. Students and parents may look through the lost and found if any personal item is missing. During Parent-Teacher Conference, we will set out our lost items to be claimed by parents. All items not claimed will be donated to charity. PLEASE PUT YOUR CHILD'S NAME ON COATS AND BACKPACKS SO ITEMS CAN BE RETURNED WHEN LOST.

## **School Records**

We would like to remind parents that your child's records are open to you. If you desire to review these records, please call the principal for an appointment. You also have the right to question any material or information included in your child's records and recommend its removal.

## **Safety**

Be sure that each of your children know and can tell their:

1. First and last name
2. Street address
3. Name(s) of parent(s')
4. Phone number

Tell your child to go directly to and from school. Don't stop to play, or explore....and never talk to strangers! If your child walks to school, choose the safest route to and from school. Walk together several times before the school year begins so that your child is familiar with the route.

Bikes: Be sure to walk bikes across the street. Lock them up. Do not ride on the playground during school hours.

Driveways: Watch for cars backing up or pulling out.

Bus stops: Stay off the street and keep close to the bus stop. Watch for the driver to signal for you to cross.

## **Student Placement**

It is district policy to provide the best placement possible for your children. We try to provide excellent instruction and opportunities for learning in each and every classroom. Your child's adjustment to a variety of teaching styles and personalities is an important part of the educational process.

We solicit your support and cooperation for the effort that has gone into the placement of your child in a certain classroom. We need a team effort to make this school year a success for everyone concerned, particularly your child(ren).

## **Dress Code**

At Wapello, we feel strongly that students should be dressed appropriately for learning. Tank tops, shirts that are cut off above the waist (tummies should not show), profane language, drug images/innuendos, or vulgarity of shirts or clothing are not conducive to learning, and classroom attentiveness. Students at Wapello may wear reasonable length shorts (no “short, short” shorts). Parents may be telephoned and a change of clothing requested in those cases where students arrive at school dressed inappropriately. The Blackfoot Board of Trustees Dress Code Policy No. 517 will be followed at all times.

## **Winter**

**A decision to close school in District #55 will be made after the following procedures are followed.**

1. The decision to cancel school as a result of bad weather will be made by 6:00 am.
2. The announcement to close school will be given to the following radio/TV stations by 6:00 am.

### Radio

KLCE FM 97.3  
KID AM 590  
KWIK FM 1240  
KUPI AM 980  
KZBQ FM 93.7

### TV

KIDK CHANNEL 3  
KIFI CHANNEL 8  
KPMI CHANNEL 6

3. The decision process will involve the following input:
  - a) Weather spotter reports: Several spotters are contacted to get assessment of the weather and road conditions in different areas of the district.
  - b) County Road Supervisor's assessment report.
  - c) Fort Hall Road Supervisor's assessment report.
  - d) Bus contractor's assessment report.
  - e) Neighboring school districts are assessed.
  - f) When the temperature is reported to be 20 degrees below zero or more, or 30 degrees below or more with the wind chill.

**Parents,**

**Please have in place an emergency plan for early school closures that take place while your child is here at the school. Discuss with them thoroughly, what they should do.**

## **Let's Go Outside For Recess**

We encourage parents to dress students appropriately for the school day. This means hats, mittens, boots, a warm coat, and bare legs covered when the weather and temperature dictate such attire. Students are expected to go outside during recess times. The fresh air and opportunity to run and play during the school day are healthy and also give the students a welcome break from their classroom studies. Teachers often have other responsibilities (duties) during recess time and cannot remain with students in the classroom. Therefore, students must remain in supervised areas if they stay inside during recess.

During times of inclement weather and/or extreme cold, all children are kept inside during recesses.

## **Emergency Procedures**

As a part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to him/herself or others may be physically restrained and/or placed in seclusion by school staff in accordance with school board policies. These could occur along with other emergency actions such as calling the police. Significant violations of the law including assaults on students and staff will be reported to the police.

The parent/guardian will be informed when any of these actions have occurred as soon as possible, after any such incident. These policies will be available with other school board policies to all parents electronically via our website or as a hard copy on request (2016, Blackfoot School Board Policy No: 553 Restraint and Seclusion, pg. 7).

## **Homework**

Teachers do feel the need to enhance their educational program, by assigning homework. It is not our intent to burden students with large amounts of homework, but to use it as a tool to increase achievement. The Wapello instructional staff will send homework to provide extra practice, and reinforce concepts taught in the classroom.

**\*Teachers will adhere to a 7 day turn around on all completed assignments.**

***Our policy states that students making up work for any absence will be given the number of days absent and two additional days to turn in missing work.***

## **Reading**

Encourage young readers to use clues available to them such as headlines, pictures, captions, charts, tables, and graphs.

Urge children to read a variety of writing such as fiction, nonfiction, newspapers, magazine, letters, etc.

Discuss what your children have read with them. Have them tell you what the story was about, and why it was or wasn't interesting to them.

## **Bullying, Intimidation and Harassment**

*“Not in our classrooms--Not in our schools--Not in our district!”*

It is the policy of this district to maintain a safe school environment for all students while attending school, riding the school bus, and attending district-sponsored activities on school premises or at other locations. Bullying, intimidation and harassment, regardless of the specific nature of the students' behavior, is disruptive to a safe school environment and will not be tolerated.

Blackfoot School District is committed to the continued implementation of a district-wide bullying, intimidation, and harassment prevention plan. The prevention plan creates awareness and commits to addressing the problem.

Blackfoot School District students will:

- Not bully others.
- Help others who are being bullied.
- Include everyone in activities – especially those who tend to be left out.
- Report incidents of bullying, intimidation and harassment.

**Mission Statement:** To make the school environment safe for students both physically and psychologically.

## **Bullying, Intimidation, and Harassment Reporting Procedures**

Any incident of bullying, intimidation or harassment will be reported to school personnel immediately.

1. Any student or parent of a student should immediately report any incident of bullying, intimidation or harassment to school personnel. A Blackfoot School District Incident Report will be completed.
2. Any district employee who receives a report, becomes aware of, or in good faith believes that a student is being subjected to bullying, intimidation or harassment is required to report the matter to the building principal immediately. A Blackfoot School District Incident Report will be completed.
3. Any district employee who witnesses bullying, intimidation or harassment of a student will take immediate, appropriate action to intervene and stop the incident. A Blackfoot School District Incident Report will be completed.

When a Blackfoot School District Incident Reporting Form is filled out, the following steps will be taken:

1. A written statement from the complainant will be obtained regarding the allegations;
2. A written statement from the accused will be obtained;
3. Written statements from any witnesses will be obtained;
4. A final written incident report detailing the investigation will be completed.
5. \*Blackfoot School District Incident Reporting Forms are available at every school in the main office.

## **Title IX: Compliance Statement**

In accordance with Title IX of the Educational Amendments of 1972,  
PL 92-318:

“No student will be denied admittance to any class or extracurricular activity based on color, race, national origin, religion, age, sex, or exceptionality.”

Title IX: Coordinator

Any questions or concerns should be directed to District Title IX Coordinator.

Ryan Wilson  
Title IX Coordinator  
Phone: (208) 785-8800  
Fax: (208) 785-8809

## **Blackfoot School District #55 Medication Administration Policy**

The following information summarizes School District #55 procedure regarding the administration of medication during school hours. For more complete information, please consult District Policy No. 520.

1. Parents and physician should make every effort to avoid the necessity of medicating students during school hours. Where possible, medication schedules should be developed which provide for the administration of medication before or after school hours. Parents are encouraged to keep students with short-term illnesses until they no longer require medication. When there is no other reasonable alternative, district personnel may assist with the administration of medication to students.
2. Any parent/guardian requesting that district personnel assist with the administration of medication must meet with principal or designee and provide a signed Medication Request and Release form and a copy of the prescription for the student. Separate Medication Request and Release forms and separate prescriptions or orders are required for each medication. Any change in type, frequency or dosage of medication will require a new Medication Request and Release form and a new prescription or order.
3. No district employee may assist with the administration of medication that has not been prescribed or ordered by the child's physician. THIS PROHIBITION ALSO APPLIES TO OVER-THE-COUNTER MEDICATIONS.
4. The parent shall deliver the medication that is to be administered in a labeled container which sets forth the name of the student to receive the medication, the name and dosage of the medication, the name of the prescribing physician, and the instructions for administration. If in pill form, the medication must be in the exact dosage. The instructions on the label of the medication must match the physician's instructions on the Medication Request and Release form.