# Wapello Elementary School

## 2025-2026 Parent/Student Handbook

# Home of the Timberwolves

**“For the strength of the Pack is the Wolf, and the strength of the Wolf is the Pack.”**
**-Rudyard Kipling**

# Parent/Student/Teacher Handbook

---

## Principal's Message:

**To the Wapello Wolfpack:**

Welcome to the 2025-2026 school year! We are looking forward to creating moments that students will cherish and remember for the rest of their lives. As I look back at my own elementary years as a student, I fondly remember being cared for by wonderful staff members that created a home away from home and valued growth in all areas of life. That is our ultimate goal here at Wapello Elementary. We don't take lightly the trust you have placed in us to be a part of the support team that helps our children grow.

We will continue to strive for maximum outcomes in literacy, math and all other activities that take place at Wapello Elementary. Count on us to make this year memorable and productive. As always, let's give it all we have and see what we can achieve!

Matt Noble
Principal

## Board of Trustees

Bonnie Hepworth, Chairperson
Carlos Mercado, Vice-Chairperson
Cleon Chapman, Treasurer
Mary Jo Marlow, Trustee
Kevin Callaway, Trustee

## District Administrative Staff

District Phone: (208) 785-8800
Brian Kress, Superintendent
Ryan Wilson, Assistant Superintendent
Lynette Carter, Student Support Services Director
Becky Walker, Federal Programs Director

## Wapello Elementary

Phone (208) 785-8844
Fax (208) 785-8815
Website: www.bfsdwapello.org

## 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- | Matt Noble |
| Secretary- | Kelsey Evans |
| Kindergarten Teachers- | Janae Evans<br>Sierra Weaver |
| 1st Grade Teachers- | Lori McNeel<br>Kodi Thorne |
| 2nd Grade Teachers- | Aubree Dansie<br>Kara Hone |
| 3rd Grade Teachers- | Sheryl Urban<br>Eleshia Watson |
| 4th Grade Teachers- | Donna Bevan<br>Tonya Hanson |
| 5th Grade Teachers- | LaNae Porter<br>Susan Underwood |
| Resource Teacher-<br>Resource Paraeducators- | Meieli Hales<br>Twyla Dunn |
| Counselor- | Holli Ludwig |
| Librarian- | Sarah Ward |
| Interventionist-<br>Intervention Paraeducator- | Kara Hone<br>Dawnie Snooks |
| P.E. Specialist -<br>Music Specialist- | Nikki Adams<br>Sophie Rose |
| Paraeducators- | Halee Bodily<br>Letitia Shumaker<br>Makayla Steinmetz |
| Custodian- | Mark Schofield |
| Kitchen Manager-<br>Kitchen- | Wendy Bautista<br>Vivian Chavez |
| 504 Coordinator- | Holli Ludwig |

## 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 8:00 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 8:05 am.**

## Daily Bell Schedule

| | |
|---|---|
| 7:45 | Breakfast starts/Doors open |
| 8:00 | Students line up and are escorted to class |
| 8:05 | 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.

## Discipline

We believe that student safety is essential and important to creating an atmosphere where students can focus on learning and growing. Addressing learning opportunities regarding behavior will be guided by Section 500 of Blackfoot School District #55 Board Policies.

## 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 throat, severe cold, 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 15 days per school year. A letter of notification will be sent to the parents/guardians upon the fourth, eighth, and fifteenth absence from school. These letters will be placed in the child's file for further reference, if needed. Students missing more than 15 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.
For perfect attendance awards purposes, students being recognized with perfect attendance must have zero absences and zero tardies.

## Tardiness

Doors open at 7:45 for students to make their way to breakfast or to the playground. The bell rings at 8:00. Classes begin at 8:05. Any student who is not in class by 8:05 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.

## 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 in to the school office. Students may not bring phones, 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 the 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 phones, 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.

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 | $2.35 | $9.40 | $47.00 |
| Reduced Price | $0.30 | $1.20 | $6.00 |
| Adult Price | $2.75 | | |
| Milk | $0.55 | $2.20 | $11.00 |

| Lunch Prices | Per Day | Per 4 Days | Per 20 Days |
|---|---|---|---|
| Full Price | $3.20 | $12.80 | $64.00 |
| Reduced Price | $0.40 | $1.60 | $8.00 |
| Adult Price | $4.75 | | |
| Milk | $0.55 | $2.20 | $11.00 |

## Protecting our School

We have a beautiful building and grounds, but like all schools and grounds, 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, iPads, and other 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(es)
3. Name(s) of parent(s)
4. Phone number(s)

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 on 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 | TV |
|---|---|
| KLCE FM 97.3 | KIDK CHANNEL 3 |
| KID AM 590 | KIFI CHANNEL 8 |
| KWIK FM 1240 | KPVI CHANNEL 6 |
| KUPI AM 980 | |
| KZBQ FM 93.7 | |

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 with 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 (2020, 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 may send homework to provide extra practice, and reinforce concepts taught in the classroom.

## 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, magazines, 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.”

Any questions or concerns should be directed to the 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. 561.

1. Parents and physicians 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 medications, prescription or non-prescription, will be dispensed by a teacher, secretary, or other personnel to a student without written permission from the student's parent/guardian.

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.

NON-PRESCRIPTION (OVER-THE-COUNTER) MEDICATIONS

1. The parent/guardian must request in writing that non-prescription medication be given during school hours. Specific directions for administering the medication and the parent's/guardian's signature must be received before any medication will be given to the student.

2. The medication must be in the original container and the student's name and directions for administering the medication must be written on the container.

3. Non-prescription medications, such as aspirin or Tylenol, will not be provided to students. Students must supply their own non-prescription medications.