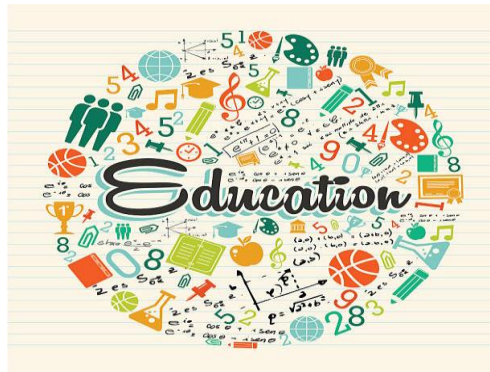


# COLWYN ELEMENTARY SCHOOL

Dr. Dawnée Watson-Bouie, Principal  
Ms. Jennifer Cifuni, Assistant Principal  
211 Pine Street  
Colwyn, PA 19023  
610-957-5470  
610-957-5485 (fax)

## Parent and Student Handbook *2022-2023*



### *Colwyn Elementary School Pledge*

*As a Colwyn Cougar P.A.W.S. Student,*  
**Practice Safe Behavior**  
**Act Responsibly**  
**Work Together**  
**Show Respect For Myself As Well As Others**



### *Vision Statement*

We will maintain a safe and nurturing school climate where teaching and learning are priorities. Students will receive a firm academic foundation through data driven and standards-based instruction. We will prepare our students for the rigors of academic excellence beyond the elementary years. We will help our students develop appropriate values by encouraging them to make the right choices and consider how their actions may affect their lives.

Every Day We Are Striving for Excellence for All at Colwyn Elementary School

Dear Students and Parents,

**Welcome to Colwyn Elementary School!** As Principal of Colwyn Elementary School, it is my pleasure to welcome you to the 2022-2023 school year! Colwyn Elementary School is a dedicated community; I feel so honored to be your child's Principal. My colleagues and I appreciate the trust that you have by sending your children to school every day. We are all excited to have students with their families in our classrooms. Therefore, we can continue to focus on the collective vision of the school,

***“Colwyn Elementary School will maintain a safe and nurturing school climate where teaching and learning are priorities. Students will receive a firm academic foundation through standards-based instruction. We will prepare our students for the rigors of academic excellence beyond the elementary years. We will help our students develop appropriate values by encouraging them to make the right choices and consider how their actions may affect their lives.”***

Our work is not easy, but as a community of professionals, WE ALL – teachers, principal, school counselor, support staff and the many others working with us – are collaborating in pursuit of reaching a shared vision. We all have important roles and talents to share in helping our children reach their full potential, and we are proud to join with you, our Parents, the most valuable resource when educating our students. We look forward to partnering with you to achieve our **School's Goals** to move our children Forward with Focus in:

- **Reaching Overall Achievement Goals: ELA 62%; Math 45%; Science 68%**
- **Meeting the achievement expectation for 75% of our students to perform at or above grade level on Common Assessments in ELA and Math,**
- **Applying Higher Order Thinking Skills across the content areas,**
- **Differentiating Instruction in Math to meet the needs of every learner, and**
- **Hosting a variety of Title I Parent Involvement events.**

To all of our Colwyn Elementary School students, along with every teacher and support staff, we extend best wishes to you for a happy and successful school year. We stand committed to collaborating with you, our students, and your parents as you advance throughout the year. There will be many opportunities for you to work hard to expand your academic knowledge and develop your personal talents. Please take advantage of these positive opportunities.

This handbook is a helpful tool to keep you organized and successful in meeting your school commitments. Please carry it, when necessary, throughout the day. This handbook also contains important procedures for you and your parents to refer to throughout the school year. As a student, you are expected to follow all Colwyn Elementary School positive behavior expectations. With your parents' help, we want you to be the best so remember as a **Colwyn Cougar!**

*You pledge to **PRACTICE SAFE BEHAVIOR, ACT RESPONSIBLY, WORK TOGETHER**  
**And SHOW RESPECT FOR YOURSELF AS WELL AS OTHERS***

These expectations are created for the benefit and welfare of the entire school and community. They are expected to/from school, on school grounds, on school buses, at school activities, and on field trips or other events. They are expected in the classroom, cafeteria, hallways, and on the playground. Everyone will celebrate how well you make Colwyn Elementary School an enjoyable school for everyone to learn, work, and live together!

Each day you attend school always remember you are the most important member of the Colwyn Community. Practice good study habits and get help from your teachers whenever you need it. Work hard and do your absolute best. I look forward to celebrating your success.

Respectfully,

*Dr. Dawnée A. Watson-Bowie*

Principal

## GENERAL COLWYN SCHOOL INFORMATION

Superintendent:	Dr. Eric Becoats
Principal:	Dr. Dawnée A. Watson-Bouie
Assistant Principal:	Ms. Jennifer Cifuni
Secretary to the Principal	Ms. Diane Stevens
School Hours:	8:50 a.m. - 3:30 p.m. (late after 8:55 a.m.)
Office Hours:	8:00 a.m. to 4:00 p.m., by

**appointment**

### COLWYN ELEMENTARY SCHOOL - FACULTY AND STAFF

<u>STAFF</u>	<u>NAME</u>
K	Erin DeHoratius
1	Nichelle Polhill
2	Ruth Zimmerman
3	Nikki Cohen
4	Kevin Reilly
5	Maria Mahalik
6	Matthew Ross
Learning Support (K-3)	Kelly Brandt
Learning Support (3-6)	Susannah Campbell
IA	Takara Pennix
School Facilitator	Donna Rossi
PE	Paul Steininger
Art	Mary Begnardi
Librarian	Debi Rice-Thompson
Instrumental Music	William Ricketts
Speech	Alisha Graves
Occupational Therapist	Barbara McCann
Social Worker	Nikole Heilmann
Guidance Counselor	Rachel Snyder
Psychologist	Kathryn O'Boyle
School Safety Officer	Raymond Lynn
Custodians	Warren Bollinger
Cafeteria	Jamila Simon, Jamie Pio

## Mission Statement

*The William Penn School District will:*

- *Support all staff in providing rigorous, data-driven, student centered, differentiated instruction aligned with the academic standards of the Commonwealth of Pennsylvania.*
- *Ensure all staff, in partnership with their communities, will create a positive, nurturing, and supportive school climate that encourages all students to discover and pursue their passion for learning.*
- *Secure and retain dedicated professionals committed to academic success of all students.*

## Vision Statement

*The William Penn School District will nurture and empower all students to become career and/or college ready.*

### **At Colwyn Elementary School, we believe:**

1. All children have the right to learn.
2. All teachers have the right to teach.
3. All students can achieve at high levels.
4. This learning process can only occur in a safe and nurturing learning environment where everyone engages in behaviors that are appropriate, positive, and in the best interest of each member of our school community.
5. We must assist students in becoming responsible decision-makers and reflective problem-solvers. Children must learn to make behavioral choices that have a positive outcome. Over time, children will learn to meet expectations and make sound decision about their behaviors.
6. The total academic, physical, and social education of a child is the responsibility of the student, family, school, and community.

## **EXPECTATIONS**

### **Expectations for Teachers**

1. Teach in an orderly climate.
2. Teach in an organized manner, providing high quality curriculum and instruction in a supportive and effective learning environment.
3. Model organizational practices and strategies to assist students in their academic endeavors.
4. Provide students with opportunities to learn that are diversified and responsive to individual educational needs.
5. Implement and maintain all school policies.

6. Define appropriate discipline procedures and apply fair consequences.
7. Provide parents with frequent reports on their child's learning progress and behavior.
8. Be positive role models.

### **Expectations for Students**

1. **Come to school on time every day ready to learn and work hard. Students who are prepared for learning are on time and in proper school uniform.**
2. Bring necessary materials and completed homework assignments/projects.
3. Complete all in-school assignments.
4. Learn and perform to the best of their ability.
5. Know and follow all class and school rules.
6. Be responsible for their actions.
7. Respect all members of the Colwyn community.

### **Expectations for Parents**

1. Support our school policies.
2. Ensure your child attends a full day of school every day with adequate rest and proper nutrition.
3. Participate as appropriate in decisions related to your child's education.
4. Have and express a positive attitude toward school.
5. Praise your child each day for something he or she has done. Have a special place to display work your child brings home from school.
6. Participate in school activities (parent/teacher conferences.)
7. Keep the lines of communication open with your child's teacher. Please feel free to inform the teacher or other staff member of any family situations that could affect your child's behavior or performance.

### **Expectations for School District**

1. Provide adequate support services.
2. Be sensitive to needs of staff, students, and community.

## **SCHOOL PROCEDURES/PROGRAMS**

### **Attendance**

Regular attendance and punctuality are essential traits for every successful student. It is the responsibility of each student's parent(s) to ensure the student attends school daily and is on time.

When it is necessary for a student to be absent, a written explanation of the absence must be presented to school. The following address can be used

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[colattend@wpsd.k12.pa.us](mailto:colattend@wpsd.k12.pa.us) Students shall be permitted to make-up classwork and exams missed during any excused absence without penalty.

**Medical and other appointments should be made outside of school hours.** Parents requiring an early dismissal for a student must submit a written request to the school.

We have a very full schedule in which every minute counts. **Other than true emergencies, children should not be picked up prior to 3:30 p.m.**

### Absences and Excuses

State law establishes conditions under which a student may be excused from attending school. In keeping with these statutes and recommendations of the State Department of Education, a student may be temporarily excused from school attendance for the following reasons:

- a. **Illness**
- b. **Quarantine**
- c. **Death in the immediate family**
- d. **Weather so inclement as to endanger the health of the child or make roads impassable**
- e. **Observance of a major religious holiday**
- f. **Religious education**
- g. **Other exceptional reasons with the approval of the administration**

For those absences where advance notice is possible, a student should submit a written explanation for the absence. *Failure to provide a written explanation of absence within three (3) school days of return to school will result in that absence as unexcused or unlawful, and Pennsylvania school attendance laws will be applied accordingly.* Any absence of five (5) or more consecutive school days requires a written explanation from a doctor. In instances where the school believes that absences due to illness are chronic and irregular, the school may request a doctor's statement justifying such absences.

### Lateness and Chronic Lateness to School

School begins promptly at 8:50 am. Students are considered late at 8:55 am. When a student is late to school, the classroom routine is disrupted and the student misses assignments and instruction. A student who is late to school must immediately report to the main office for a late slip. Lateness to school can become a severe problem because it disrupts the orderly routine of the school, and it often interferes with the student's academic success. **No one feels**

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**good coming in late.** Please strive to enable your child to begin each day in a positive manner by being punctual.

### Exclusion from School for Medical Reasons

A child will be excluded from school if that child is suspected of having ring worm, lice, pink eye, or any other infectious condition. A child who is excluded must have a doctor's note indicating that he or she is not infectious before being allowed to return to school. **A child who does not return within a reasonable amount of time will be marked unlawfully absent and the parents will be cited. If you are having a problem, please contact the main office.**

### Early Dismissals/Late Arrival Requested by Parents

When requesting an early dismissal/late arrival due to an emergency or appointment that cannot be made for after school, parents must:

1. Send a written request, the day of early dismissal, stating the time of the dismissal as well as who will be picking up the student. **Please include a phone number where you can be reached.**
2. The parent must report to the school office to sign-out the child at the appropriate time.
3. A parent must notify the office (**preferably at least one hour before dismissal time**) if another individual is picking up the child. That individual must present proper identification.
4. The parent assumes full responsibility for the safety of the child.

### Progress Reports

In order to keep students and parents informed about each student's progress, progress reports will be sent home mid-way through each marking period (some teachers may send them more frequently). Parents are to review the progress reports and send them back to school signed.

### Report Cards/Parent Conferences

Report cards are issued four times a year. The dates for each marking period and report card distribution are listed on the District Calendar. You will be asked to attend a scheduled parent-teacher conference twice during the school year to discuss your child's progress. When a teacher requests a conference with you, please make every effort to attend. Conferences will not be scheduled while class is in session. Every effort will

be made to find a time convenient for you to attend. Parents may request conferences at any time throughout the school year. Parents are asked to send a written note, telephone, or visit the school office to schedule a conference. If you need to see a staff member about a concern, please feel free to contact the school to **schedule an appointment**.

### Homework

Homework is an extension of the learning that takes place in school. Homework can provide practice that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their child by arranging a quiet, comfortable place for the child to work, by ensuring that time is set aside for homework, and by checking to see that assignments are completed.

### School Hours

1. *Regular School hours are from 8:50 a.m. – 3:30 p.m. BREAKFAST* is available for all students starting at 8:40 a.m.
2. School staff will be on duty at 8:40 a.m. Please be advised, there will be no supervision prior to 8:40 a.m. or after 3:30 p.m. unless your child is in a specific after-school activity.

### Afternoon Dismissal Procedures Children will be dismissed at 3:30 p.m.

1. Walkers will be dismissed from the side doors or cafeteria.
2. Children who ride a school bus (or vans to afterschool providers' off-site locations) will depart from the front of the building.

### Communication Wednesday Folder

Communication is the key to a successful home/school relationship. In order to keep you informed we will send home a **Communicator Folder every Wednesday** which will have important notices, announcements, and your child's schoolwork. The folder will have two pockets. One is labeled for keeping papers at home and the other is labeled for returning papers to school. **We ask that you look for this folder each Wednesday evening and examine its contents, sign, and return the signature sheet.** Please remember to take out the papers that stay home and return the ones that need to be signed and returned to school. If you do not understand or agree with something, write a note, or contact your child's teacher. If we do not get a response and the signed

papers are not returned, your child's teacher will follow up with you.

### ELEMENTARY UNIFORM DRESS CODE

#### Male students

Top – solid colored dark or light blue or white shirt with collar, either short or long sleeve. **In cold weather, a solid-colored pullover, vest, or cardigan sweater may also be worn, of the same as uniform colors. No logos on shirts. No sweatshirts, or hoodies permitted.**

Bottom – Solid Navy Blue or Tan uniform pants.

**Enclosed shoes, boots, or black sneakers will be permitted.** Socks must be worn. **All laces must be tied.** Male students are required to wear a belt at all times. Shirts must be tucked in.

#### Female students

Top – Solid colored dark or light blue or white shirt, or blouse, either short or long sleeve. **In cold weather, a solid-colored pullover, vest, or cardigan sweater may also be worn, of the same as uniform colors. No logos on shirts. No sweatshirts, fleece, or hoodies permitted.**

Bottom – Solid navy blue or tan uniform pants, jumper, shorts, skirts, or skirts and each should not be more than ½ inch above the knee and of the appropriate size for the students.

**Enclosed shoes, flat boots, or black sneakers will be permitted.** Students must wear **solid-colored socks, tights, or stockings.** **All laces must be tied.**

No large earrings or accessories.

### DISCIPLINE CODE

The William Penn School District has adopted a discipline code. A copy of the complete code will be sent home with each student in early September. This code will be reviewed with your child in a school assembly, in the classroom and at home. It is required by the school district that I provide proof that this is done. To do this, we will keep a log when the following is done:

1. School assembly is held (at least one time a year)
2. Teachers review the code with students (twice a year)

3. Parents will be required to complete a form that indicates they have reviewed the Discipline Code with their children.

### **Mandatory Parental Conferences**

Mandatory parental conferences (MPCs) are held when the school needs to discuss a situation with the parent/guardian. These meetings will be assigned as needed by the school. In the event you are assigned an MPC for your child's conduct or educational need, you are expected to be at school at the assigned time. Parents who come to school at other times will be asked to wait until someone is available to speak with them. Only in exceptional cases will meetings be held with other relatives. This will only be done with the consent of the parent/guardians.

### **Out-of-School Suspension**

In order for learning to take place there must be an atmosphere that is orderly. Some student behavior warrants an out-of-school suspension. The District Code of Conduct spells out offenses which can lead to a suspension.

- Suspension is exclusion from school for a period of time from 1 to 10 consecutive school days.
- Suspensions may be given by the principal or administrator in charge.
- Students shall have the responsibility to make up exams and work missed while being disciplined by suspension.
- Students are not allowed in school or on school property during a suspension. This is considered trespassing and could result in an arrest.

*Harassment or bullying of any kind will not be tolerated; this behavior, if repeated after redirection, will result in severe action being taken by the school. Weapons, toys that look like weapons or items that can be used as weapons must not be brought to school. Any action with a weapon will result in a five-to-ten-day suspension, and possible interaction with the police. The final result could be expulsion from school.*

### **Emergency Closing Procedures**

Colwyn Elementary School will follow the decision made by the William Penn School District regarding school closings due to inclement weather conditions.

Such announcements will be made on KYW News Radio 1060 AM and local TV stations. School closings due to other emergencies will be announced on KYW,

local TV stations, district websites and social media platforms. In addition, we will make every effort to notify parents via the Edulink Phone Network. **Our school closing number is 467.** The hotline number is 610-284-8005.

### **Delayed School Opening**

Should there be an occasion when weather or some other emergency necessitates a delayed school opening, the following procedures will be used:

1. Notice of a delayed school opening will be announced over local radio and television stations, on the district's website and social media platforms.
2. The announcement that there will be a delayed two hour opening indicates that the school staff and all students are to arrive at school two hours later than the usual time. Therefore, **school doors will open at 10:40 am rather than the usual 8:40 am.** Students who are picked up by district school **busses will be picked up two hours later than their regular pick-up** time. On such a day, afternoon dismissal will occur at the regular time.

### **Field Trips**

Field trips shall be defined as any journey by students away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom. Students on field trips remain under the supervision and responsibility of the school and are subject to our rules and regulations. The safety and well-being of students shall be protected at all times. Parental permission must be obtained before any student may be removed from school for a field trip. Costs for field trips may be borne by parents or approved school/parent organizations. Families with financial hardships may contact the school office for information about financial support.

### **Fire Drills**

Under state law each school is required to hold fire drills periodically to ensure the safe and orderly evacuation of the school building in the event of an emergency. Students will be trained to leave the building quickly and in an orderly fashion. Procedures are designed to ensure safety and directions are posted in each classroom. Teachers will guide students to the proper exit and waiting location outside the building. Students must be quiet and orderly so that teacher directions may be heard and followed.

## Food Services

The school will serve breakfast and lunch daily. Colwyn participates in all applicable federal and state free lunch programs under the National School Lunch Act. Information regarding these programs will be sent home during the early part of the school year.

Please note:

1. All students are entitled to a free breakfast.
2. Students who bring lunch should have a lunch bag with their name on it. **Glass bottles, soda and candy are not permitted** (they will be confiscated).

## Medication Administration

The school nurse and the student's teachers **must** be informed of any medication that a student is required to take at school. Medication shall include all over the counter medication and medication prescribed by a physician for the particular student. To dispense medication to students, the school must receive a written order from the student's physician and a permission slip from the student's parent/guardian. **All medication should be brought to the school nurse in the original container, labeled with the student's name, the name of the medication, the date of expiration and the proper dosage.** If medication needs to be administered to a child when the nurse is not present, then the principal or designee (trained by the nurse) will administer the medication. Once a medication has been administered, the date, time, dosage, and the name of the person administering the medication and the name of the student receiving the medication shall be entered in the Medication Logbook. Students are not permitted to bring non-prescription medications to school. If, during the course of the school day, it is necessary for a student to receive common, non-prescription medication (e.g., Tylenol), and the proper permission forms have been received, the school nurse or the trained staff member will dispense the medication.

### ***PBIS (Positive Behavior Intervention Systems for Student Success)***

PBIS is a systems approach to discipline that emphasizes prevention, instruction on social skills, and data-based decision-making to both reduce problem behavior and improve academic performance. PBIS is proactive and teaches students expectations before the negative behavior occurs. PBIS is a new way of thinking about behavior, and it requires pro-activity and preplanning to prevent or decrease challenging behavior. PBIS seeks to

understand why the challenging behavior occurs—the behavior's function or purpose by using a process called functional assessment to understand the behavior's purpose. We have established fundamental rules that cover behavior expectations in the classroom, halls, cafeteria, assemblies, playground, and public bathrooms.



## Emergency Contact Information

**It is extremely important that the school have emergency information including the telephone numbers of parents at home, at work, and the name and telephone number of another adult who will respond in the event of an emergency.** Parents are to complete and return to school any forms sent home with your child asking for this information. **If at any time during the school year your home address, telephone number, place of work or emergency contact person is changed, please notify the school immediately.**

## First Aid and Medical Care Services

The school nurse will order and maintain first aid supplies and provide first aid training for school personnel. A first aid kit will be maintained in the nurse's office. It will be properly stocked at all times for use in the event of injuries. The school nurse is available to assist students who are ill or injured. When the nurse is unavailable, other staff members will assist students and determine whether parents should be contacted, and the student sent home. Parents will be notified in cases of emergency. Parents or students may wish to consult with the nurse on matters related to hygiene, nutrition, substance abuse, depression or child abuse and neglect.

## Health Education and Community Outreach

The goal of our school health plan is to maintain and enhance the health outcomes of the student body. Students and staff will be provided with current information on various health issues, such as accident prevention, nutrition, personal hygiene and sexuality, growth and development patterns, violence prevention, and alcohol, tobacco, and drug abuse prevention strategies. The school nurse, counselor, or intervention coach will conduct workshops with teachers and parents on these and other community issues.



### **Immunization**

Proof of proper immunization must be on file with the school nurse. Such records should be presented at the time of registration. The nurse will be available to discuss any concerns with parents and assist them in making sure that their child has the needed immunizations.

### **Parental Complaints**

It is the intent of the Board of Trustees and the school staff that concerns be resolved as quickly and as amicably as possible with the best interest of the students held firmly in mind. The procedures outlined below have been established so that communication about concerns can be carried out in an open and convenient way. If a complaint concerns something that has occurred in the classroom, the steps outlined below should be followed:

1. The parent should contact the child's teacher and discuss the issue on the telephone or in person. Every effort should be made to resolve the complaint/concern at the teacher level.
2. If the concern remains unresolved, then the parent should meet with the principal/designee to seek satisfactory resolution to the concern.

### **Records**

Records are kept on every student for many reasons. You may view, by appointment, the records accumulated in your child's cumulative folder. If your child is identified as a special needs child, a second file is maintained. This is done so that information is shared only with appropriate staff. This file may be reviewed upon your request. Copies of records may be obtained by writing a letter to the principal.

### **Home and School Association**

The Board of Trustees believes the involvement of parents, in a collaborative effort with the staff, will lead to enhanced school life for all students. The school encourages this kind of involvement from recognized parent organizations and welcomes their support in the following manner:

1. Fund raising
2. Planning special programs and events around the school

We do not have individual birthday celebrations in the classrooms with cake, cupcakes, or special treats. Instead, students' birthdays are announced each day during our morning announcements.

**In the event you wish to have a party outside of school for your child, please be sensitive when inviting classmates. If you are inviting all students in your child's class, then it is acceptable to distribute invitations at school. Otherwise, please mail invitations or contact parents at home.**

### **Counseling and Guidance**

Elementary guidance services are provided for every child. The program is organized around the rapid growth and special needs of elementary children. The elementary counselor helps students through counseling techniques that encourage growth in attitudes, motivation, and better self-concept. The elementary guidance program involves students, parents, and teachers. Group and individual programs are utilized to help the district meet the needs of students. In order to contact the elementary guidance counselors, please contact the main office.

### **Student Assistance Program**

The Student Assistance Program (SAP) is a state mandated program encompassing prevention, intervention, and monitoring. The prevention aspect helps students learn to deal with life stresses that affect school performance. The intervention aspect reaches students who may be "At Risk" as identified by observable behaviors that may include: academic difficulty, absenteeism, lack of coping skills, inappropriate behavior, alcohol and other drugs, and violations of school policy. The monitoring helps the student to maintain the balance needed for his/her academic success. The Student Assistance Team is composed of specially trained and concerned professional staff members.

### **Telephone/Cell Phone Usage**

A student's personal cell phone is not to be used in school. If brought to school, it **must remain turned off and in the student's book bag**. If a cell phone is used against the rules, it will be confiscated.

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### **Text/Chromebooks**

Textbooks and Chromebooks used by students at Colwyn are the property of the school. Each student is responsible for the proper care of his/her books. The cost or loss of privilege for may be incurred for loss/damaged books by the student/parent or guardian of the student.

### **Library Books**

Library books are checked out for a period of one week. Books are checked out with a computer system in compliance with federal and state laws. Students may not check out any additional materials until overdue materials are returned.

### **Transportation**

Many of our students are transported to school by district school busses which is a privilege with responsibilities. Students who ride a bus are expected to stay seated and behave. This will ensure that the driver can concentrate on the job of driving. A

student who does not adhere to the rules on the bus will be disciplined. If misbehavior is not corrected, the student will be removed from the bus and the parent/guardian will have to provide transportation. An absence due to missing the bus is considered unlawful. At bus stops, students are expected to obey the same rules they follow at school.

### **Visitors**

The school welcomes and encourages visits by parents. Those wishing to visit the school should make arrangements in advance with the school.

1. The visitor must report directly to the school's office and sign the Visitor's Register for a pass which must be worn during the visit.
2. After this visit, the visitor should return to the school office to sign out. No visitor is permitted to interrupt a staff member in the performance of duties.
3. **No visitor shall go directly to a classroom to deliver or pick-up students or speak to a teacher unless the main office and the classroom teacher have been notified.**
4. The principal/designee has the authority to exclude any visitor who is disruptive.

**William Penn School District  
Colwyn Elementary School Title I Transition Plan**

As a Title I School, Colwyn Elementary School collaborates with the home, school, and community to provide a successful transition experience for students.

- **Registration:**

Registration requirements, timelines, and forms are available on the district website.

- **Welcoming/Re-Entering Students:**

Once students have been completely enrolled by the William Penn School District Registration:

- The School Secretary will call the parent for the student to start within 2 days.
- The School Secretary will offer to schedule a tour of the school prior to the starting date.
- The parent and student will report to the main office where the family receives and Welcoming First Day packet which provides information relevant to the school.
- A School Tour will be conducted by the Principal or his/her designee

- **Pre-K to Kindergarten:**

The move from preschool to kindergarten is one of the most important transitions a child will make. Transition activities for this group include:

Transition from DCIU Early Intervention Program:

- Meetings are held in January and February of the year preceding kindergarten entry to review students' strengths and needs. Parents, district, and IU personnel are an integral part of this process.
- The school receiving the student in kindergarten is properly briefed on each incoming student's needs so the student's progress can be closely monitored.

Prior to the first day of school:

- Welcome letter from teacher is sent home that includes the school supply list and any other pertinent information.
- Back To School Night
- Orientation day: Students are given an appointment to come to school for a kindergarten screening.

- **Elementary to Middle School:**

- 6<sup>th</sup> grade students attend the middle school musical performance.
- 6<sup>th</sup> grade students attend a transition day at the middle school
- Middle School teachers visit the elementary school students to discuss schedules and summer readiness packets.
- Elementary and 7<sup>th</sup> grade school site facilitators meet to coordinate student reading levels and placement.
- 6<sup>th</sup> grade and Middle School special education teachers collaborate in order to transition IEPs from elementary to middle school. They discuss student strengths/needs to ensure students receive the appropriate level of support when entering middle school.

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- **Students New to School/District:**

- A Schoolwide Welcome Assembly is held on First Day of School to introduce all new students, teachers, & staff. Parents are invited to attend the assembly.
- Secretary calls parent 2 days prior to start date to inform parent of assignment & where to report.
- On the first day of school, Secretary greets parent & reviews first day packet, parent contact information, & entry/dismissal times & procedures.
- On the first day of school, student (s) & parent are welcomed by Principal or Homeroom Teacher.
- A Tour of the school is offered to new parents.
- A new student information packet is given to student on the first day of school to be reviewed and completed by parent
- Student is administered grade-level appropriate reading screenings to ascertain reading level in order to be placed in the appropriate reading group and/or develop a plan for support.
- Homeroom teacher notifies the parent of reading level and supports.

- **Withdrawal of Students:**

In order for student records to be released to a receiving school a Pupil Transfer Card must be completed by the parent or guardian responsible for registering the child. The following items will be forwarded to the sending school as requested:

- Academic, Health,
- Discipline,
- English Second Language (ESL) Plan/Data, and
- Individualized Education Plan (IEP) records.

**WILLIAM PENN SCHOOL DISTRICT  
TITLE I HOME/SCHOOL COMPACT  
(Colwyn Elementary School)**

**School's Responsibilities**

The Colwyn Elementary School will provide high quality instruction in a supportive and effective learning environment that will foster success for every student by:

- Treating every child and family with dignity and respect.
- Ensuring the safety of every child during the school day.
- Striving to address the individual needs of each student with quality learning experiences.
- Ensuring that clear expectations for performance are communicated to parents and students.
- Acknowledging that parents are vital to the success of the school and its students.

**Teacher's Responsibilities**

I understand the importance of the school experience to every student and my role as teacher and model. Therefore, I agree to fulfill the following responsibilities to the best of my ability:

- Incorporating state and district standards into the Title I program.
- Teaching necessary concepts, skills, and strategies to each student.
- Striving to address the needs of each student.
- Providing ongoing support and feedback to parents, including ways to help children with assignments.
- Working collaboratively with teachers and parents to provide the best possible program for our children.

**Parent(s)/Caregiver's Responsibilities**

I realize the importance of collaborating cooperatively with the school. I understand that my partnership with the school/Title I staff and participation in my child's education will help his/her academic achievement. Therefore, I agree to fulfill to the best of my ability:

- Creating a home environment that supports learning, including reading with my child at least 15 minutes daily.
- Sending my child to school regularly.
- Monitoring homework assignments, giving help and support when needed.
- Attending as many school functions, conferences, and parent workshops as I can.
- Reviewing all school communications and responding promptly.
- Actively participating in decisions related to the education of my child.

**Student's Responsibilities**

- I know that my education is important to me. It will help me to become a lifelong learner. I know that my parents want to help me, but I am the one who is responsible for my own success. Therefore, I agree to fulfill the following responsibilities to the best of my ability:
- Taking home my homework assignments, completing the, and returning them to school on time.
- Asking for help when I do not understand something or when I need to talk to someone.
- Being a cooperative learner and carrying out the teacher's instructions and directions.
- Being respectful of school personnel, other students, and school property.
- Obeying and respecting school rules.

Principal's Signature: Dr. Dawnée A. Watson-Bowie Date: September 7, 2022

Assistant Principal's Signature: Jennifer M. Cifuni Date: September 7, 2022

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Every Day We Are Striving for Excellence for All at Colwyn Elementary School

**Colwyn Elementary School in the William Penn School District**  
**Student Handbook**  
**2022-2023**

**Student Acknowledgement**

I have received a copy of the 2022-2023 student handbook and I have reviewed it with my teacher.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name (Print) \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

**Parent Acknowledgement**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name (Print) \_\_\_\_\_

**IN-SCHOOL PHOTOGRAPHY RELEASE**

**I (DO) (DO NOT)** give permission for my child to be photographed in school related events.  
(Please circle one and sign)

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name (Print) \_\_\_\_\_

Please sign and date this form and immediately return it to your child's homeroom teacher.

Thank you for your assistance in this manner.

**PLEASE SIGN THIS PAGE AND RETURN IT TO  
YOUR CHILD'S HOMEROOM TEACHER**