

COLWYN ELEMENTARY SCHOOL

Nicole Dinkins, Principal
Nicole Mason, Assistant Principal
211 Pine Street
Colwyn, PA 19023
610-957-5470
610-957-5485 (fax)

Parent and Student Handbook 2026-2027



Colwyn Elementary School Pledge

As a Colwyn Cougar P.A.W.S. Student,

Ppractice Safe Behavior

Act Responsibly

Work Together

Show Respect For Yourself As Well As Others



Dr. Eric J. Becoats – William Penn School District Superintendent

Vision Statement

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.

"Remember Who You Are. Find Your Place. Make Your Mark."

Dear Students and Parents,

Dear Colwyn Elementary School Families,

It is with great pride and enthusiasm that I welcome you to the 2026–2027 school year as the new Principal of Colwyn Elementary School! I am honored to join this vibrant learning community where students are known, valued, and challenged to grow each day. Whether you are returning or just beginning your journey with us, I am excited to partner with you in support of your child's success.

Colwyn Elementary is a school grounded in care, commitment, and high expectations. Our staff is dedicated to fostering a safe, respectful, and inclusive learning environment where all students can thrive academically and socially. We understand the great trust you place in us each day, and we are committed to providing your child with a high-quality education rooted in both rigor and support.

Our school's vision continues to guide our work: *“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.”*

As a united school community encompassing our talented teachers, school counselor, support staff, and families, we share in the responsibility of helping each child reach their full potential. This year, we are focused on the following school-wide goals aligned with our District's Focus Forward Plan:

- Meeting academic achievement targets
- Ensuring students perform at or above grade level on Benchmark Assessments in ELA and Math
- Promoting the use of higher-order thinking skills across all content areas
- Differentiating instruction in Math to meet the unique needs of every learner
- Hosting engaging Title I family involvement events throughout the year

To our incredible Colwyn Cougars - this is your time to shine! There will be countless opportunities for you to learn new things, build friendships, and grow into the best version of yourself. We expect each of you to take responsibility for your learning, treat others with respect, and follow the positive behavior expectations we've set together.

As a Colwyn Cougar, you show your **P.A.W.S.:** **P**actice Safe Behavior * **A**ct Responsibly * **W**ork Together * **S**how Respect for Yourself and Others

These expectations apply everywhere including on the bus, in the cafeteria, on the playground, in the classroom, and throughout our community. Together, we will make Colwyn Elementary a joyful, respectful, and productive place to learn and grow.

This handbook will serve as a helpful guide throughout the school year. It includes important procedures and expectations to keep students organized and on track. Please review it together at home and keep it accessible when needed.

As we begin the school year, I want each student to know: you are an important and valued member of our Colwyn community. Work hard, ask for help when you need it, and be proud of every step you take toward your goals. I look forward to learning and celebrating with you this year.

With partnership and purpose,
Nicole Dinkins Principal, Colwyn Elementary School

“Remember Who You Are. Find Your Place. Make Your Mark.”

GENERAL COLWYN SCHOOL INFORMATION

Principal:	Nicole Dinkins
Assistant Principal:	Nicole Mason
Superintendent:	Dr. Eric Becoats
School Hours:	8:40 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

Secretary – Christine Williams

STAFF

K
1
2
3
4
5th/6th ELA/S.S
5th/6th Math/Science
Learning Support
Learning Support
Instructional Assistant
Instructional Assistant
Instructional Facilitator
ELA Interventionist
Math Interventionist
Physical Education
Art
Music
Library
Instrumental Music
School Counselor
Speech Therapist
Speech Therapist
Occupational Therapist
Social Worker
Psychologist
School Safety Officer
Head Custodian

Cafeteria

NAME

Erin DeHoratius
Zephrah Pam
Rebekah Levy
Nikki Cohen
Kevin Reilly
Karen Cahill
Jeffrey Goldberg
Kelly Brandt
Brian McCarry
Takara Pennix
Mehki Cuthbert
Monique Cummings
Lakisha Wilford
Nichelle Polhill
Dan Madonna
Mary Begnardi
Talitha Kyle
Erika Bly
Robert Cherry
Rachel Diziki
Alicia Graves
Krista Carpenter
Erin DeBrosse
Nikole Heilmann
Kate O'Boyle
Raymond Lynn
Love Robinson
Quinton Johnson * PM
Stacie Williams, Manager
Donna Crawford

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.
6. Children must learn to make behavioral choices that have a positive outcome. Over time, children will learn to meet expectations and make sound decisions about their behaviors.
7. 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 an 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 complete 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 the 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. Students shall be permitted to make-up class-work 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 the Absence Card before the absence. ***Failure to provide written explanation of absence within three (3) school days of return to school will result in that absence being considered 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 8:40 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 serious problem because it disrupts the orderly routine of the school, and it often interferes with the student's academic success. **No one feels 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 ringworm, 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 the 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 with signatures.

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 provides 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 8:40 a.m. – 3:30 p.m. BREAKFAST is available for all students starting at 8:40 a.m. Doors open at 8:35 a.m.*
2. **School staff will be on duty at 8:20 a.m. Please be advised, there will be no supervision prior to 8:20 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 playground side exit.
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 school work. 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 don't understand or agree with something, write a note or contact your child's teacher. If we don't get a response and the signed papers are not returned, your child's teacher will follow up with you.

ELEMENTARY UNIFORM DRESS CODE

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

Tops– Solid colored dark or light blue or white shirt with collar, 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 hoodies permitted.

School spirit wear is appropriate.

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 **[WPSD Code of Conduct](#)**

The William Penn School District has adopted a discipline code. Please click the link to view the Code of Conduct. Upon request a printed copy of the complete code will be sent home. 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 proof is provided that this is done. To do this, we will keep a log when the following is done:

1. School assembly is held (at least 1x per year)
2. Teachers review the code (twice a year)
3. Students will take a test (twice a year)
4. 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 special 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 ParentSquare, KYW News Radio 1060 AM and local TV stations. School closings due to other emergency situations will also be announced on KYW and local TV stations. In addition, we will make every effort to notify parents via the School District Website, Social Media Sites and Parent Square. **Our school closing number is 467.**

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, and on the district's website and ParentSquare.
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 10:35 am rather than the usual 8:40 am.** Students who are picked up by district school **buses 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 and lunch.
2. **Students who bring lunch should have a lunchbag 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 via ParentSquare, 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

Birthdays

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.

A monthly celebration treat will be provided to celebrating students from the school.

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 or turned in and secured by the teacher.** If a cell phone is used against the rules, it will be confiscated.

Textbooks

Textbooks 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 of lost or damaged books must be paid by the student responsible for the book.

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 buses 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 shall be 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.

McKinney-Vento Homeless Education Program

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT:

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently reauthorized in December 2015 by the Every Student Succeeds Act (ESSA).¹ The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)): CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHTTIME RESIDENCE:

"Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.

Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.

Living in emergency or transitional shelters.

Living in a public or private place not designed for humans to live.

Migratory children living in above circumstances

Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings

Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.

Residency and Educational Rights:

Students who are in temporary, inadequate and homeless living situations have the following rights:

Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;

Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation;

Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

When a student is identified as being McKinney-Vento eligible, staff will:

Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)

Provide school supplies and other school related materials as needed

Advocate for and support students and families through school and home visits

Set clear expectations for student behavior, attendance and academic performance

Assist students/families access with community services

Assist students/families with access to tutoring, special education, and English language learner resources

Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

For additional information, contact LEA Homeless Liaison.

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 a Welcoming First Day packet which provides information relevant to the school.

- **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:**

- 6th grade students attend the middle school musical performance.
- 6th 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 7th grade school site facilitators meet to coordinate student reading levels and placement.
- 6th 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.

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

- Secretary calls the parent 2 days prior to the start date to inform the parent of the assignment & where to report.
- On the first day of school, the Secretary greets parents & reviews first day packet, parent contact information, & entry/dismissal times & procedures.
- On the first day of school, student (s) & parents are welcomed by the 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
- Students are 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 the 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 carry out 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 working 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 carry out 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 carry out the following responsibilities to the best of my ability:
- Taking home my homework assignments, completing them, and returning them to school on time.
- Asking for help when I don't 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: Mrs. Nicole Dinkins Date: September 3, 2026

Parent's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Colwyn Elementary School in the William Penn School District

Student Handbook

2026-2027

Student Acknowledgement

I have received a copy of the 2026-2027 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**