

FAMILY HANDBOOK 2025-2026

Dear William Penn Families:

Welcome to William Penn Elementary School! We are looking forward to an exciting and successful 2025-2026 school year! This handbook contains information to inform both students and families regarding the daily procedures of our school.

As we begin this new school year, our main priorities are:

1. Promote strong attendance and school engagement
2. Support student academic growth in all areas.
3. Increased social and emotional learning opportunities for all students through our *Leader In Me* Framework and a Positive Behavior Interventions and Supports (PBIS) system.

We hope that this handbook provides a clear understanding of our expectations and policies. Please keep this handbook in a place where you can refer to it as the need arises. We ask that you read the handbook thoroughly and refer to it when you have questions regarding any part of our school's operation. We also encourage you to reference the [BASD Policy Manual](#) for further details on district-wide policies. We ask for your cooperation so that we may provide your child and all students at William Penn the best experience possible.

Our staff at William Penn works extremely hard to deliver a quality education of which we can all be proud. Our handbook and policies are designed with high expectations for student learning and personal growth. We expect our students at William Penn to become independent thinkers who learn to read, collaborate, solve problems, and lead by example. Our teachers have high expectations for their students and deliver results. We strive to be a model community school. We believe that high expectations must be met with high levels of support, and that together we help our students achieve any goal.

On behalf of the faculty and staff, I would like to extend an invitation for you to visit our school, attend your child's programs, and become an active member of the Wildcat Family! Our school is shared by all in the community. If we can be of any assistance in answering your questions, we are just a phone call away.

Sincerely,

Nancy Zoudeh
William Penn Elementary School
Principal

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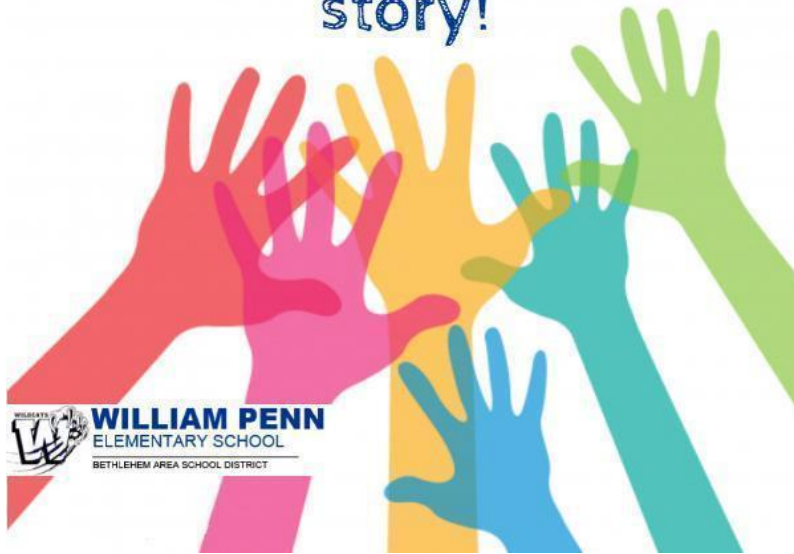
Our Vision Statement

We are William Penn, a model community school, rooted in the heart of Northside Bethlehem.

Where all students are academically successful and socially, emotionally, and physically healthy.

An open, welcoming school of leaders that positively impact the local and global community.

The Penn: Where you write
YOUR wildcat success
story!



William Penn Mission Statement

“Together we lead, together we learn.”

I. Procedures to Support Family Engagement

Families can support their children by:

- Asking your children questions regarding school activities. Allowing them time and space to see your interest and enthusiasm regarding their learning!
- Actively listening to what your child has to say.
- Encouraging leadership and responsibility in all areas.
- Encouraging engagement with assignments.
- Encouraging problem solving and patience in social situations and conflicts.
- Encouraging your child to bring necessary materials to school or contacting our community school coordinator if you are in need of assistance.
- Stressing the necessity for cultural and emotional sensitivity toward all.
- Providing the most consistent, quiet work area away from unnecessary electronics that you possibly can within your home.
- Sending your child to school well-rested and on time.
- Helping students engage in the local community, get outdoors, and engage in experiential learning.
- Supporting regular attendance in school - Please see [BASD Policy 204, Attendance](#)
- Praising and showing positivity for hard work and perseverance to build resilience and a growth mindset for your child!

Families help the school by:

- Following all school safety guidelines, policies, and procedures.
- Maintaining optimum communication (including using Classroom Dojo), attending school meetings, and volunteering in any way possible.
- Contacting your child's teacher, the school counselor's office, or the main office to request a meeting in advance when needed (Please allow 24 hours to respond in the case of non-emergencies).
- Think "win-win" if your child experiences a conflict - try to understand both sides of a situation before forming an opinion on an incident that has occurred in school and help us to develop solutions that help all children involved.
- Not criticizing your child or the school in front of other students (****Please Note: A Family should never address someone else's child. If you are concerned with the actions of another child, please consult with a school staff member.***)
- Being active in school activities in any way you can - no effort is too small!
- Supporting school expectations and routines.
- Coming to the school main office when picking up your child and using the electronic sign in/out system on the counter at the main desk.
- Keeping your child home when not feeling well and sending an absence excuse (hard copy note) on the day of return to school.
- Please see the [BASD Policy 907, Visitors](#)

TEACHER RESPONSIBILITIES

Each teacher will:

- Form positive relationships with every child and foster a strong sense of community in the classroom.
- Be well prepared to deliver high-quality instruction.
- Use positive reinforcement, encouragement, and model compassion.

- Engage in professional development and collaboration with colleagues
- Have an organized, clean, and orderly room.
- Actively listen to problems or concerns of students and families.
- Practice regular communication with families, provide feedback, and foster a positive family-teacher partnership.
- Maintain student and family confidentiality.
- Model and teach each child leadership and responsibilities to improve the school and local community.
- Communicate and learn with families to foster a partner in teaching and supporting our students.

STUDENT RESPONSIBILITIES

Each student should:

- Conduct themselves in a manner appropriate to the learning situation.
- Attend school except when legitimately excused.
- Respect fellow students, teachers, other staff, visitors to school, and themselves.
- Obey all school personnel.
- Speak well of our school and contribute to good school spirit.
- See the BASD [Framework for Citizenship \(English\)](#) [Framework for Citizenship \(Spanish\)](#)

ARRIVAL

Students form a line near the entrance to their classroom door (K-3rd Grade) or on the blacktop (4th and 5th grade).

Students enter at **8:55AM** and classes begin at that time. In the case of unusual weather, entry will be by 8:50AM. Sending children to school too early (before 8:55AM) means that they will be outside **unsupervised**. Students are **not admitted to the building prior to 8:55AM** and there is no supervision outside the school prior to 8:55AM. For safety reasons, families are asked to remain outside the building while the students are entering.

For arrival, students should not enter the building through the front doors.

- Students in grades K-3 will enter through their classroom doors.
 - Homerooms 104, 105, 106, 107 & 206 should access the doors off of Fairview Street.
 - Homerooms 101, 103, & 203 should access the doors off of Frankford Street.
- Students in grades 4-5 will line up on the playground behind the school and enter the building with their teacher.

If a child must ride their bike to school, they should bring their own lock and use the bike rack on the playground. We can assume no responsibility for stolen property. No biking or skating is allowed on school property (including the sidewalks around the building).

DISMISSAL

In an effort to help clear the traffic congestion at the end of the school day, we are modifying our dismissal procedures.

- Students in **Grades K-2 will be dismissed at 3:40 pm from their classroom doors.**
- Students in **Grades 3-5 will be dismissed at 3:30pm from their classroom doors.**

- In a family that has multiple student(s)/sibling(s), the oldest student/sibling will pick up the younger student(s)/sibling(s) and all will leave out of the youngest student's classroom door.
 - Any grade 3-5 students who have younger siblings in Grades K-2 will remain in school until 3:40pm and be dismissed from the youngest siblings' classroom.
- Families are asked to meet their children at the appropriate classroom door.

Students riding a bus or being transported by daycare meet at the front of the school and exit from the main doors when their bus arrives. Note that there is no supervision on school property outside before school begins at 8:55AM.

It is important that students are picked up on time at 3:40PM. Our teachers and staff often attend after school meetings, supervise afterschool programs and clubs, prepare for the following day of school, and attend to their own families and households.

ATTENDANCE POLICY

1. All children are required by law to attend school every day except when they are sick. When a child is absent, an excuse, which is a written note signed by family or a doctor, must be brought to school.
2. An excuse must be brought the day after the absence to explain the absence. If an excuse is not brought within three (3) days, it will be considered an illegal absence. Three illegal absences will then result in a legal notice from the Bethlehem Area School District. Families may write the excusal note on any plain piece of paper.
3. After a student has missed six (6) days, School Board policy requires that a letter be sent to the families informing them of the absences. This is also true after the tenth (10) day of absence.
4. If a child will be out of school for a vacation trip/travel, a request for an educational travel form is to be obtained in the school office. This form should be completed at least 10 days prior to the trip.
5. For more information on attendance, please [see the BASD Policy 204, Attendance](#) and [Framework for Citizenship \(English\)](#) [Framework for Citizenship \(Spanish\)](#)

LATENESS/TARDIES

Classroom doors will close at 9am. If students are late, they must be brought into the main office and sign-in electronically. **Families must accompany their child.** If the child has a doctor appointment, please ask for a note and it will be recorded as an excused tardy.

DRESS CODE (see [BASD Policy 221, Dress and Grooming](#))

Guidelines for student attire are as follows:

- Students shall not wear clothing, symbols, pins, or other paraphernalia advertising alcohol, tobacco, or other controlled substances; displaying inappropriate words or pictures; derogatory to any ethnic group; or which may cause disruption to any school, class or activity.
- Students are not permitted to show bare midriffs, see-through blouses or shirts, short-shorts/cut-offs, or revealing garments.
- The wearing of caps, hats, jackets, coats, or other outerwear is prohibited inside the school building unless authorized by an administrator. All such clothing must be stored in designated areas during the school day.
- Shoes, sneakers, or other appropriate footwear must be worn in school at all times unless otherwise specified by an adult authority.
- Students shall not wear any clothing items or clothing accessories that represent a safety hazard or

danger to school property.

- Students will be informed of any special dress regulations, which exist in specialized school programs or activities and will be expected to abide by such regulations.

If your child is wearing attire that is in violation of the dress code, he or she may be asked to contact you for a change of clothes. If this is not possible, other action will be taken to remedy the situation such as asking the student to turn an inappropriate shirt inside out, or providing a T-shirt or jacket to wear over a revealing garment. If, after being warned, a student continues to wear clothing to school that is in violation of the dress code, parents will be contacted to bring more appropriate clothing for their child.

ELECTRONIC DEVICES (Please see [BASD Policy 237, Electronic Devices](#))

Cell phones must be silenced and not on person (e.g., placed in backpacks or designated classroom areas) from the start of the school day until the final dismissal. Students will not be permitted to use their cell phones during instructional periods, breakfast, lunch, recess, or transition times. We understand the need for communication. In case of an emergency or if you need to reach your child, please contact the school office, and we will ensure your message is delivered promptly.

William Penn Elementary School is not responsible for lost or stolen cell phones or electronic devices. If students must contact their family during the school day, they should consult with their teacher or counselor and, when appropriate, arrangements will be made for the child to contact their family on the school telephone.

ADDRESS AND TELEPHONE NUMBER

It is very important for the school to have your correct address and telephone number. If you move, please inform the school secretary of your new address or telephone number. If you have no telephone number, please give the office secretary the telephone number of a neighbor, relative or friend so that, in case of emergency, the school can talk to someone who can help reach you.

AUTOMOBILE SAFETY

Families who bring their children to school by car are asked to use extreme caution while driving near the school. The school will make a special effort to dismiss all children promptly at the scheduled time during inclement weather.

Please be mindful not to double park or discharge students in the middle of the streets. Parking violations are subject to penalty by the Bethlehem City Parking Authority or BPD. **Children running in and out of cars double-parked in the street present a safety hazard. Please park your car and walk to meet your child and escort them to your awaiting car.** A few extra minutes may mean all the difference in the world to a child, and please remember that safety of our students is a collective responsibility and our top priority.

DOCTOR AND DENTIST APPOINTMENTS

Dentist and doctor appointments should be made for the hours before or after school, whenever possible. If this is not possible, send a note on the day of the appointment stating the time at which you will pick your child up. When you arrive to pick up your child, please come into the office to sign out your child. We will then contact your child's classroom. Please ask the doctor's office for a note that can be provided to the school.

REQUEST FOR EARLY DISMISSAL

If you must remove your child from school during the school day, please send a note to the classroom teacher stating the time you will pick up your child. You must come to the school office to sign out the student. We are not permitted to release any child to walk to the dentist, doctor, etc. We cannot dismiss students early for extra curricular activities, recreation, or reasons other than a necessary appointment.

WALKING TO SCHOOL

Fifth graders serving as safety patrols assist students in safely crossing the streets. They are on duty before school from 8:40AM until 8:55AM and after school from 3:40PM until 3:50PM.

Your child's safety is our top concern. We appreciate your cooperation in this endeavor. Children should be urged to:

- Walk on the sidewalk.
- Cross only at intersections.
- Obey the school Safety Patrol.
- Proceed directly to school or home before beginning to play.
- Refrain from any rough play, which can cause injury.
- Refuse to approach or enter strange automobiles.

LAVATORIES

Lavatories are to be used appropriately. They should not serve as meeting places, hangouts, or playgrounds. The walls and booths are for privacy - they are not made for writing, climbing, etc. in any way.

LOST AND FOUND ARTICLES

Please place your child's name on all personal items such as their lunch box, mittens, boots, hats, and coats. This is especially important for younger children. This procedure will help in locating a lost item. A "lost and found" table is available in the hall near the cafeteria and gym. Children are asked to check the table if they have lost something. These items are always on display during family/teacher conferences. All articles not claimed by the end of the school year are donated to charity.

MONEY & VALUABLES

Money and other valuables should not be brought to school. We recommend that you consider prepayment for cafeteria meals (see section on Cafeteria) so your child does not need to bring any money to school.

NOTICES

Notices of schedules, schedule changes, or any other information concerning William Penn will be sent home with each child. Please check book bags every evening for this information. At the start of every month, a calendar will be sent home that outlines the school events for the coming month. In addition, phone calls, Classroom Dojo messages and social media postings will be made to inform families of important information.

FAMILY LETTERS AND PAPERS TO BE SENT HOME

Individual teachers will send home a letter that explains classroom policies and procedures at the start of the school year. Please contact the teacher if there are any questions.

Throughout the year, you will also be notified about field trips and other special events. Please be sure to ask your child on a regular basis if he or she has any papers that you need to see or sign. Your child will also periodically bring home some of his or her work and test papers so that you are aware of school performance. You may be requested to sign these for prompt return to the teacher. Your signature does not indicate approval of the quality of the work or grade given, but merely that you have seen the papers and are aware of your child's performance. If you have questions, please contact your child's teacher.

FAMILY/TEACHER CONFERENCES

Regularly scheduled conferences are held twice a year in November and April. You are encouraged to have a conference with the teacher at these times. However, if you have any questions at any other time concerning your child's social or academic performance, please make an appointment with the teacher. This can be accomplished by sending a note with your child, messaging the teacher on Classroom Dojo, or by calling the office.

Please note that on conference days, children are dismissed at 12:00PM. Breakfast will be served, but lunch **will not** be available on family/teacher conference days.

CAFETERIA AND MEALS

Breakfast will be available to William Penn students Monday through Friday in their classrooms after arrival. All students should arrive no later than 8:55AM. Breakfast will be available in their classroom upon arrival.

At lunchtime, children have the option of buying a prepared lunch or bringing their own from home. Should your child desire to bring their own lunch, juice/milk may be purchased in the cafeteria.

Please see the [BASD Web Page with school lunch menus](#). We ask that parents review and discuss meal options with their child in advance so that students come prepared to school knowing their order.

[The School Cafe App](#) will be used for prepaying for school meals for all students. You will be required to prepay into an account for your child's meals so that your child does not need to bring money to school. Due to space constraints, families and other visitors are not permitted to eat lunch or sit with their children in the cafeteria during scheduled lunch periods.

FREE/REDUCED LUNCH

Please see the [BASD Web Page for information on how to qualify for Free or Reduced Meal pricing](#). For those who qualify, we urge you to take advantage of this federally funded program. All applications are handled confidentially. If you have not received a form or if your financial status changes, please call the school office at 610-694-0116.

PAWS CAFETERIA EXPECTATIONS

It is the child's responsibility to meet PAWS (Proactive, Always Respect Self and Others, Work Hard, and Safety) expectations in the cafeteria, as well as in the classroom. Please see PAWS cafeteria expectations for students.

CLOSING OF SCHOOL

BASD will communicate district closings via Family link (automated phone calls), the Bethlehem Area School District website, X, the BASD app for smartphones, Classroom Dojo, and local news outlets.

Please make sure that your home phone number is accurate and up-to-date so that you receive notifications of any emergency closings, delays, or early dismissals.

WFMZ-TV-69 and WNEP-TV-16 television stations will also carry cancellations or delayed opening announcements and the announcements will be posted on the district's web site, <https://www.basdschools.org/>, www.mcall.com, and www.wfmz.com.

Families who would like electronic notification regarding school closings and early dismissals, may log on to the Channel 69 web site at www.wfmz.com and click on School Closings. Follow the prompts for *Create a Personal List* and choose the method of notification (e.g. email, pager, cell phone, etc.).

PLAYGROUND

The playground at our school is for the use and enjoyment of everyone. All students are expected to meet our PAWS (Proactive, Always Respect Self and Others, Work Hard, and Safety) expectations during recess. It is a place to have fun. It is everyone's responsibility to keep the playground safe and enjoyable. All rules and directions given for playing on the playground and playground equipment must be followed at all times. Students will be encouraged to always participate in a sportsman-like manner in an assigned playground activity.

SCHOOL COUNSELOR

The school counselor is here to help you. Students may go to see the guidance counselor anytime once they have obtained permission from their teacher. Families who wish to speak to the counselor should call the main office to be transferred to the counselor's office. Families may also contact the counselor by email or phone.

STUDENT ACCIDENT INSURANCE

As an optional service, student accident insurance can be obtained through the district. The two plans available, as well as optional dental and term life plans, are described in detail in a brochure which may be sent home with your child.

TELEPHONING THE SCHOOL

Please discuss all necessary arrangements and instructions with your child before they leave for school. However, in an emergency or if there is an unexpected need to change plans, a staff member will relay a message to your child. If you wish to speak to your child's teacher, the office can put you into the teacher's voice-mail and they will get back to you when they have a free period. Please allow up to 24 hours for a teacher to respond. **Teachers are not expected to take telephone calls while classes are in session.**

VACATIONS/EDUCATIONAL EXPERIENCES

We strongly encourage you to plan family vacations for times when school is not in session. We acknowledge that vacations generally constitute a meaningful learning experience; however, the extended absence of children during the school year interrupts the continuity of their learning experience. Some skills and concepts taught to children by the teacher can never be made up except through one-to-one instruction. In addition, individual student attendance is calculated and used as part of our school performance measure in accordance with the Pennsylvania Future Ready Index.

Therefore, if you must plan a vacation during school time, carefully weigh the consequences of this action and decide whether it is in the best interest of your child(ren). The responsibility for making up

work rests primarily with the family and child(ren). Teachers cannot be expected to provide one-to-one instruction at the end of a vacation. Absences for vacations are governed by board policy, which is detailed in the Bethlehem Area School District calendar.

If you have a question or need a request form, please call the school office.

VIDEOTAPING/PHOTOGRAPHS

There may be times during the school year when your child's class may be videotaped or photographed during a special activity or event. If you do not wish to have your child photographed, please fill out a form in the school office to indicate your request. At no time should another child be photographed or videotaped on school property by anyone other than the student's immediate family.

II. Visitor Procedures

ENTERING THE BUILDING: ADULTS (See [BASD Policy 907, Visitors](#))

For safety reasons, the William Penn School policy for Families and other adults entering the building is as follows:

- **Please make every attempt to schedule an appointment rather than showing up to school unannounced.**
- Please ring the buzzer at the main entrance and state your name and the purpose of your visit.
- All visitors entering the building to perform volunteer services must register in the office through our RAPTOR security system and be given a visitor's badge.
- Any family wishing to pick up children before regular dismissal time must write a note to this effect and see that the teacher receives it in advance. The homeroom teacher will review all excuses of this type, before the children will be permitted to leave the building prior to the regular dismissal time. Children will meet their families in the main office area. District policy requires a family to sign their child out in the office.
- Families may not go directly to the classrooms to pick up children. All signed excuses will be kept in the office and teachers have been instructed not to release children unless authorized to do so by the office.
- Families bringing lunch boxes, chromebooks, clothes, and other items forgotten by students must leave them in the office. We will see that your child gets these items.
- Any time you wish to confer with your child's teacher, please set up an appointment in advance.

APPROPRIATE LANGUAGE AND CONDUCT

(Please see [BASD Policy 907, Visitors](#))

We require that all visitors' language and conduct be appropriate for school and the presence of children. Foul, profane and abusive language, threats of any kind, verbal abuse, or harassment of a school employee, student, or another visitor, will require that a building administrator or designee direct the visitor to leave the property immediately. Failure to leave the premises will be subject to removal by a BASD resource officer or local law enforcement official.

CONCERNS (Please see [BASD Policy 907, Visitors](#))

If you have a concern about something that occurs in the classroom, please contact the teacher via **phone, email, or Classroom Dojo** to set up an appointment or to discuss your concerns. Teachers are not permitted to discuss individual students in the presence of other families and/or children and, therefore, it is against policy for families to go to the classroom without both signing in at the office and making prior arrangements with the teacher.

In addition, we ask that you do not address concerns with your child's classroom teacher at arrival or dismissal time, as it is not possible for the teacher to give his or her full attention to one individual while trying to ensure the safety of his or her students. If a family wishes to speak with a teacher about their child, the family is asked to **arrange an appointment with the child's teacher**. Teachers cannot be called from their classes during instruction nor should they be delayed during entry and exit.

If, after addressing your concerns with your child's teacher, you still have questions, please call the school office for an appointment with the school counselor or principal.

VOLUNTEERS

Volunteers are always appreciated. If you are interested in volunteering some of your time to help at our school, please feel free to contact us. In order to ensure the safety of your children, all volunteers are required to complete the [BASD Volunteer Packet](#) and show proof of background checks.

SIGN IN PROCEDURE (Please see [BASD Policy 907, Visitors](#))

Families are always welcome in our school, but please check in at the office to sign in and receive a visitor's badge. We must ask for proper identification and enter your information and picture using the RAPTOR security system in the main office.

STUDENT PICKUP (OTHER THAN FAMILY MEMBER)

If a family member or friend will be picking up a student at dismissal or early from school, we ask that the family call school or send a message/note to your child's teacher. Students will not be released to anyone that is not listed on a child's emergency contact list. In addition, anyone that a family grants permission to pick up their child will be required to show identification once they arrive at the school.

SMOKING (Please see [BASD Policy 904, Public Attendance at School Events](#))

Smoking is not permitted on the school property.

III. Positive Behaviors, Expectations, and Social-Emotional Learning

The Bethlehem Area School District Student Framework for Citizenship ([*Framework for Citizenship \(English\)*](#), [*Framework for Citizenship \(Spanish\)*](#)) is a comprehensive plan for addressing discipline issues in grades K-12. It was designed to protect the rights of all students to a safe and uninterrupted education. It is intended to assure students a secure and positive school environment in which to learn. Since its implementation, we have seen a remarkable improvement in the overall behavior of students at all levels. An electronic copy of The Framework for Citizenship can be found on the district website. It is important that you read and understand the [*Framework for Citizenship \(English\)*](#)/[*Framework for Citizenship \(Spanish\)*](#). If you have any questions, please don't hesitate to contact the office.

It is crucial for students to understand that being a productive citizen means conducting one's self within a framework of policies, rules, and procedures. Rules may apply within a family, a school, a community, or country. Students must understand that any behavior is based on a series of decisions and choices. Most students in the Bethlehem Area School District make decisions and choices that demonstrate respect for the rights of others. The Framework for Citizenship provides a series of guidelines to assist them in this process. The guidelines will help these students to more clearly understand their rights and the rights of others. Copies of The Framework for Citizenship can be obtained in the school office.

EXPECTATIONS FOR BEHAVIOR

William Penn Elementary School is a *Leader in Me*, PBIS, and No Place for Hate school. We practice and strongly encourage positive reinforcement of good behavior and leadership. As in all communities, we strive to treat one another with care and respect. We agree that in our community, we expect that all students, families, and teachers will support our basic rules.

Positive behaviors will be acknowledged and reinforced through our school-wide PBIS System that is called *PAWS Expectations: Proactive, Always Respect Self and Others, Work Hard, and Safety*. Students will receive points in an account that is accessible through the BASD Clever Hub. Students will have the opportunity to "spend" points on school store items, special dress and classroom privileges (i.e. hat day), enter raffles, participate in school events, and trade in for items in their classroom. Our goal is to reinforce when students understand and exhibit positive behaviors and leadership skills.

PBIS "PAWS" EXPECTATIONS

1. Proactive
2. Always Respectful Yourself and Others
3. Work Hard
4. Safe

Examples of PAWS expectations across all school settings can be found below:

[Classroom](#)

[Hallways](#)

[Lunchroom](#)

[Recess](#)

CONSEQUENCES FOR NEGATIVE BEHAVIORS

We begin by explicitly teaching and modeling what appropriate behavior looks like and using positive reinforcement to encourage students to practice good behaviors.

Teachers will address most infractions concerning school expectations as they occur. Each classroom teacher will provide or involve students in the development of a Class Management Plan also aligned to the school-wide PAWS expectations. The plan will include a list or description of expected student behaviors and consequences for failing to meet the expectation. The Class Management Plan will be shared with families.

For more serious incidents, or if the student repeatedly defies rules of good behavior/conduct, the school principal may be involved. In such cases, the principal will refer to the [Framework for Citizenship \(English\)](#) [Framework for Citizenship \(Spanish\)](#), which will be strictly adhered to for the disposition of the offense.

There are some occasions when serious infractions of school policy occur (i.e. those involving the safety or well-being of students or staff members) and temporary exclusions from the classroom or from school (i.e. suspension) become necessary. These infractions are well defined within [Framework for Citizenship \(English\)](#) [Framework for Citizenship \(Spanish\)](#). We hope the need for suspension never arises, but such actions are necessary to assure a proper educational environment and to protect the health and safety of other students.

SOCIAL & EMOTIONAL LEARNING

In addition to our PBIS PAWS framework, William Penn Elementary School utilizes:

- ***Leader in Me*** to promote student leadership and personal development.
- ***Trauma-Informed Practices*** to recognize signs of trauma in our students, faculty and community, understand the role that trauma has on executive functioning, and support those with trauma through therapeutic strategies and techniques.
- ***Zones of Regulation*** to assist students in identifying their emotions, to teach and help students choose healthy coping skills, and to improve executive functioning.
- ***Restorative Practices*** to foster strong relationships, build social capital, empower students, and repair harm when it occurs.

V. Curriculum

Our core curriculum includes literacy, math, science, social studies, and social and emotional learning aligned to our *Leader in Me* Framework and the 7 Habits (Be Proactive, Begin With the End in Mind, Put First Things First, Think Win-Win, Seek First to Understand Then to Be Understood, Synergize, Sharpen the Saw). Core subjects are taught by your child's classroom teacher and may be co-taught by one of our specialists.

Our related arts curriculum includes music, art, digital literacy, elementary Spanish, and physical education. Related arts teachers work with students during a scheduled time on a weekly basis.

READING & LANGUAGE ARTS

At William Penn, we utilize instructional methods and a curriculum aligned to the science of reading including explicit, systematic phonics instruction. McGraw Hill publishes Wonders®, our reading program used in grades K-5 and across BASD. The program is based on students practicing a variety of recursive reading and writing skills, meaning that they will build these skill sets over time throughout their elementary experience. Lessons, routines, and activities include, but are not limited to: phonemic awareness, phonics, vocabulary, spelling, grammar, writing, and comprehending a variety of different text genres.

MATHEMATICS

The kindergarten through fifth grade program strongly emphasizes the ultimate purpose of math through practical, real life problems and applications. Grades K-5 uses the Reveal math program. In addition to the core curriculum, students will engage with IXL, an online targeted learning tool that offers learning experiences for students, tailored to their age group by specific topic and delivers personalized mathematics instruction to students based on individual need. Students may also use First in Math, a game-based approach to learning core math skills and promoting mathematical thinking.

SCIENCE

The program provides a truly balanced treatment of life science, earth science, physical science, and the human body at all grade levels. Text and illustrations team up to bring the concepts of science within the grasp of young learners at each grade level. In addition, scientific content and concepts are integrated into the Wonders reading curriculum through non-fiction texts.

SOCIAL STUDIES

This program presents a comprehensive and interesting view of man in his environment. The emphasis in the primary grades is on the family, home, school and community. Third grade focuses on Bethlehem; fourth grade focuses on the Lehigh Valley and Pennsylvania; and the fifth grade social studies curriculum presents a study of American history. In addition, social studies content and concepts are integrated into the Wonders reading curriculum through non-fiction texts.

LEADER IN ME

All students receive explicit instruction in the 7 Habits of Happy Kids to develop student leadership skills and empower student voice. In addition, we believe student leadership opportunities are a vital part of students' social and emotional development, both in the classroom and throughout the school building.

INSTRUMENTAL MUSIC

We have a band and the instrumental teacher gives lessons on the instrument of your choice. Lessons are available to all intermediate (Grades 4 & 5) students. Be sure to have your child's name on the case of their instrument. It is the student and family's responsibility to make sure that the instrument is returned before the end of the school year. Families may be responsible for repair or replacement if an instrument is willfully damaged or broken beyond repair.x

LIBRARY

The school library has a wide range of books both informational and recreational in content, which will enrich the lives of the children and help promote good reading habits. Library skills are taught and reinforced by a school librarian on a weekly basis during Digital Literacy. A variety of curriculum related materials, centrally cataloged, and efficiently administered are accessible to all pupils and faculty members. In addition, our library provides access to different technologies, devices, and materials used to promote inquiry and problem solving. The library is an integral part of our total educational program.

HEALTH

All students in kindergarten through fifth grade are introduced to a variety of topics that serve to promote good health of body and mind. All topics are approved by the BASD Board of Education with the belief that each topic is age appropriate and necessary in teaching wellness and healthy development. Parents are encouraged to continue conversations with their child in the learning of health-related topics.

PHYSICAL EDUCATION CLASS

All children in kindergarten through fifth grade are required to take part in physical education classes. The children are to wear sneakers whenever they have their scheduled class. Sneakers are defined as a shoe which is tied or secured by Velcro, or a rubber sole with no open heel or toe. Slip-in sneakers that fit snugly are permissible. Students should remove any jewelry that may result in physical injury for self or others prior to coming to school on days in which they have physical education class. In addition, students should not wear jewelry or accessories that may cause physical injury or disrupt the activities during physical education class.

To be excused from participation in physical education class, the child must bring a note from the family or doctor stating the reason and the proposed length of time of absence.

CHROMEBOOKS, TEXTBOOKS, AND SCHOOL SUPPLIES

Chromebooks, textbooks, and library books provided by the school are the responsibility of the student and family. Families of students who lose or damage chromebooks, textbooks, or library books will be required to pay for them, prorated on age and condition. Classroom books or school supplies are not to be taken home without permission of your child's teacher.

Students should bring to school everyday a backpack, a lunch bag/box (if bringing a lunch), and if possible, a basic set of headphones. In addition, all students will be provided with a list of required classroom supplies for their grade; class lists can be found on the [William Penn school website](#). ***Any family that needs assistance with these items should contact our Community School Office so that we may assist in providing your child with what they need.***

FIELD TRIPS

Permission slips will be sent home with your child for field trips that occur throughout the school year to get your permission for your children to participate in the field trips. Families will be notified

whenever a field trip is scheduled. Details, such as appropriate dress, will be included in the information that is sent home with your child. Please remind your child that proper behavior is important for safety. Each field trip is an educational experience which is planned as an off-site classroom. Teachers will arrange for chaperones. All chaperones must have the proper clearances required by the state of Pennsylvania.

HOMEWORK

Homework permits the extension of classroom learning or additional practice opportunities. It is designed by the teacher to reinforce skills and enrich the student's understanding of the ideas being studied in the classroom. Homework is meant to be a constructive tool in the teaching-learning process.

If your child is ill and you wish to get assignments for him or her, please contact your child's teacher to arrange for a time in which you can pick up materials at school. Please allow for sufficient time for teachers to assist. Many assignments may also be accessed digitally through Clever Hub and Google classroom. It is the student's responsibility to make up for all work missed during an absence.

REPORT CARDS

Student report cards will reflect student progress on individual competencies for specific skills that students are learning and are reflected within the curriculum. Competencies are indicated with numbers 1-4 on a student's report card as delineated below:

- 4 – Excels within grade level expectations
- 3 – Meets grade level expectations
- 2 – Approaching grade level expectations
- 1 – Not yet making progress toward grade level expectations

Families who have a concern about their child's report card should first contact their child's teacher. If the concern is not resolved, a meeting can be scheduled with the school counselor. If the matter is still unresolved, a meeting can be scheduled with the school principal.

IV. HEALTH AND SAFETY

EMERGENCY MANAGEMENT AND RESPONSE PROCEDURES

We will conduct emergency response drills at a minimum of once each month. Emergency drills are for the purpose of preparing students and staff in the case of an actual emergency.

In the event of an emergency, the principal or designee will enact an emergency response protocol to protect the safety and well-being of all students and staff. Should emergency response protocols become necessary, families should expect communication from the school via Classroom Dojo or from Parent-Link explaining the reason for enacting the emergency response plan and any special directions that occur as a result of the (i.e. delayed dismissal, evacuation site).

SCHOOL SECURITY

The safety of our students is our top priority. William Penn maintains a buzzer and security camera at the front door. All building doors are kept locked at all times. Please assist us in maintaining security by entering and signing in at the main office.

When visiting school, please ring the buzzer at the front door and state your name and the purpose of your visit and someone will buzz you in. Please refrain from holding the door for anyone. All visitors are required to sign in at the main office and to get a visitor's badge, which must be worn at all times while in the building.

WEAPONS POSSESSION (See [BASD Policy 218.1, Weapons](#))

Possession of knives, guns, explosives or other weapons is a threat to the safety and well-being of students, faculty, staff, and families. Possession of weapons will result in out of school suspension and a formal expulsion hearing.

SAFETY PATROLS

The safety patrol helps students cross the street safely. Safety patrol serves as a leadership opportunity for 5th grade students. Families and students should listen to and obey the traffic signals given. Please respect the work of the safety patrol and assist by complying with all traffic regulations.

GUIDELINES FOR CLASSROOM CELEBRATIONS

To align with District, State, National and Allergy Wellness Guidelines, all Bethlehem Area School District elementary schools are being directed to follow the practices outlined below:

BIRTHDAYS:

In compliance with district policy, no food, treats, cupcakes, brownies, donuts, etc.. Goodie bags containing edible items should not be sent in with students to share with their class.

Alternative suggestions: Families could send in a book, game, or other useful item for the classroom or library.

SEASONAL CELEBRATIONS:

No food or drink, especially soda, items containing sugar or unhealthy ingredients should be offered.

Alternative suggestions: Healthy snacks and drinks can be provided for class parties. In lieu of food items, a craft related to the holiday, a movie or seasonal event could be made or games could be

played. Schools could use this opportunity to incorporate culturally appropriate and enriching activities to their celebrations.

In support of these directives, building administrators will:

- ✓ Communicate to teachers and families at the start of each school year to explain these guidelines.
- ✓ Stress the safety concerns of severe allergic reactions surrounding food brought to schools.
- ✓ Stress the issues surrounding childhood health.

NURSE

A nurse or health aide is usually always present to help children who become sick or are hurt during school hours. The nurse is not here to take care of injuries that happen before or after school or at home. Children should never be sent to school when they are sick. When a nurse or health aide is not on duty the secretary, aides, etc. will assist in this area.

If a student is hurt or sick during the school day, the student's teacher will help them. Students should always obtain a pass from their teacher before going to the nurse's office. The nurse will call home or send a notice if there is information that needs to be communicated with a student's family. Health information will be relayed to the staff on a need to know basis.

Having a sick child can be a major concern for everyone who has contact with the child. The following are some guidelines for you to follow to help you decide if your child should come to school or stay home "one more day".

1. If your child has a fever over 100 degrees F, your child should stay home.
2. If your child has a fever over 100 degrees F the evening before, your child should stay home. A child may not have a fever in the morning, but by noon oftentimes the fever will come back. The child should be without a fever for 24 hours before returning to school.
3. If your child is vomiting or experiencing a stomach illness, then your child should stay home. The child should go without vomiting for 24 hours before returning to school.

If it is necessary for your child to remain indoors for recess after recovering from an illness, please make a request in writing and send it to school with the excuse for their child's absences. A note from a family outlining the reason and the duration of the indoor recess is a prerequisite before this service is provided. In addition, since this procedure requires special arrangements, it is only to be requested if absolutely necessary.

These guidelines are meant for the protection of not only your child, but also the other children in the school. A sick child in school can infect other children, but also the child's resistance to other germs is weakened and may end up with another "bug". If you have any questions, please call the school at 610-694-0116 and talk to one of the health room staff.

MEDICINE (See [BASD Policy 210, Use of Medications](#))

If a student requires medications during the school day, please call or speak to the school nurse. Our nurse will explain to you the School's Medication Policy and give you the proper forms to complete so that your child may receive the required medication in school. The school is not able to handle medication until these forms have been completed. The school nurse is available to try to answer any specific questions you have on the subject and welcomes your interest.