

Bethune Family Handbook

Mary McLeod Bethune
Elementary School
2026 – 2027





Welcome Message from Dr. Wilson

Dear Dr. Mary McLeod Bethune Elementary School Community,

It is with humility, great excitement, and a deep sense of responsibility that I introduce myself as your new Interim Principal. As a proud graduate of John Bartram High School, a third-generation educator, and a lifelong Philadelphia native with 29 years of service in our district, I am honored to join you. My path in education—from studying English at East Stroudsburg University and secondary education at Saint Joseph’s University to earning my doctorate at Gwynedd Mercy University—has always been driven by a desire to serve. I am eager to listen to your stories, learn from your experiences, and work alongside you to build upon the beautiful traditions already in place at Bethune.

I approach leadership through a lens of listening, partnership, and service. This is why I am deeply committed to a Shared Governance Model—a philosophy rooted in the belief that a school thrives when leadership is collaborative rather than top-down. To me, shared governance means that every teacher, counselor, and staff member has a voice in our mission and a stake in our decisions. I view my role as a partner to our faculty, here to lift up your expertise and ensure your insights drive our next chapter. You will see me actively present in our hallways, cafeteria, and play areas every day, because I believe real leadership happens out in the open. I am here to serve as a steady anchor for our school community, working side-by-side with you to ensure our classrooms are joyful and our entire team feels valued, heard, and supported.

A thriving school community relies on open, honest, and humble collaboration between the school, the home, and the neighborhood. I am fully committed to working closely with our School Advisory Council (SAC) and our Family and Community Engagement (FACE) staff. My goal is to listen closely to your feedback, lift up parent voices, and invite our local partners to join us in supporting our classrooms.

Real progress only happens when we work together. In alignment with the School District of Philadelphia’s goals, I am here to build a transparent, trusting partnership with Bethune families and our North Philadelphia Community. Thank you so much for welcoming me into your community. I look forward to meeting you all and working together for our students.

Dr. Michele Wilson

Interim Principal, Dr. Mary McLeod Bethune School

Dana Frye-Thompson, Assistant Principal

I am excited for the upcoming school year. My core values as an educator are providing high-quality and equitable learning experiences for students in Philadelphia. From undergraduate studies in Education and African American Studies at Temple University to graduate studies in Human Development and Elementary Education at the University of Pennsylvania, I have been committed to providing educational experiences for Black and Brown students. Before becoming an AP, I was a teacher for ten years and a math coach for two – which helped me further develop my love of educating children.

I feel privileged to continue the legacy of Dr. Mary McLeod Bethune by supporting our students' learning and encouraging them to become empowered servants.

Let's lean on each other and into the work!



Tiffany Evans, Assistant Principal

Coming Soon!



Our Vision

Continuing the legacy of Dr. Mary McLeod Bethune all who enter our learning community will enter to learn and depart to serve.

Our Mission

Our mission at Mary McLeod Bethune Elementary School is to educate and nurture lifelong learners, critical thinkers and problem solvers who are college and career ready and can be successful in a global society.

Equity Statement

We are a healing-centered school with a social justice focus, using instructional strategies that work for all children-especially children of color.

Our School Values

We believe that:

- All children have a right to a superior education
 - Students need to develop an understanding and appreciation of one's own culture, as well as others
 - A safe environment is essential for learning
 - All teachers, staff, parents and students should have respect for themselves and others
 - All teachers, staff, parents and students should take responsibility for their actions.
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Family Resources

The School District of Philadelphia has a website dedicated to providing resources and information about academics, family engagement, transportation, wellness, etc. Please [click here!](#)

Regular Admissions

Middle school students will be dismissed on the Ontario Street (parking lot) side of the building. All other students will be dismissed from the school yard.

- **Regular Full Day Hours:** 8:45 AM – 3:24 PM. **Early Dismissal Days:** 8:45 AM – 12:00 PM.
 - **Breakfast Program:** Bethune participates in the Universal Breakfast Program. All students are able to eat breakfast from 8:45 AM to 9:00 AM in their classrooms.
 - Students are to go directly home or to their assigned after-school programs. They are **not permitted** back into the building or school yard except to attend official school clubs or programs.
 - If students are being picked up, please determine a meeting location outside of the gate for family members. Students are **not permitted** to wait for pickup in the school yard or the Main Office.
 - For safety, please **do not drop students off to the school building before 8:40 AM** because we do not have before care and no have staff available to support early admissions.
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Inclement Weather Admissions

Students will be admitted through the main lobby at 8:45 AM. Students will enter the main lobby doors and transition to the gym and cafeteria, where they will meet their teachers at their designated line spots.

Inclement Weather Dismissal

Middle school students will be dismissed on the Ontario Street (parking lot) side of the building at 3:24 PM. Third through Fifth grade students will be dismissed through the Main Lobby. Kindergarten through Second Grade in the Gym.

Emergency Closing for a Weather Event

In cases of severe weather conditions, which may necessitate the closing of school, please listen to the radio or television reports concerning “All Philadelphia Public Schools”. You may also visit the School District of Philadelphia website at **philasd.org**. The emergency number assigned to Philadelphia Public Schools is **100**. School closing information can also be found on the School District’s website. Also, please make sure you are **connected to Class Dojo** for posts directly from the leadership team and homeroom teachers.

All families should **complete and return an emergency contact form**, which outlines a dismissal plan for your child(ren). This form also identifies which people are allowed to pick up your child(ren) – we **cannot release students** to anyone who is not listed on the emergency contact form.

Student Attendance

Student attendance is an integral part of academic and behavioral success. Each day that your child(ren) are absent, you will receive an automated phone call from the school district. If you receive a phone call and your child is present, please call the main office to make the correction.

When students are absent, we require families to provide an excuse note within three days of the absence. Please note that **families can only provide written notes to excuse eight (8) absences – no family notes will be accepted after eight.** We will accept unlimited medical or legal excuse notes.

Late arrivals (after 8:50 AM) will be closely documented, as it impacts student success. Any students arriving after 10:45 AM will be entered as an unexcused half day without an excuse note.

Late Pickup

Students must be picked up promptly at 3:24 PM, as **we do not offer after care.** Please have a backup person available in case of emergency. Late arrivals will be monitored and documented closely.

Missing Classwork

Students have **three (3) days** to complete and submit missing classwork after an absence. Failure to submit will result in a failing grade in the grade book.

Early Dismissal

In an effort to support academic success, we need to keep early dismissals to a minimum. **Early dismissals prior to 1:24 PM** will count as an unexcused half day without an excuse note. Only adults listed on the **emergency contact** form will be allowed to pickup for early dismissal with a state-issued ID. **We do not allow early dismissals after 2:45 PM.**
[SDP Academic Calendar.](#)

General Building Security

All visitors (including Bethune families) **must have a state-issued ID to enter the building.** When you ring the bell, please have your state-issued ID prepared for the Safety Officer to scan in exchange for a printed badge.

All exterior doors are locked at all times and visitors will only be permitted through the main lobby doors. No visitors will be permitted through the playground gates before 8:45 am and after 3:30 pm.

Bethune Arrival and Dismissal

Dear Bethune Families,

We are happy to invite you to the 2026-2027 school year. Please help us maintain safety and order by dropping off students at **8:45 AM** and picking up promptly at **3:24 PM**.

Any students remaining after 3:24 PM, will be held in the cafeteria, as **we do not have aftercare** this year. Please contact the main office in advance if you are running late and update all contact information.



Family Pick Up Area:
Please wait behind the
picture of Dr. Bethune.



Kindergarten

Teachers:

Ms. Marino and Ms. Sule

Arrival: Wooden Tables

Dismissal: Wooden Tables



1st Grade

Teachers:

Ms. Parker-Porter (Blue Star)

Ms. Johnson (Blue Circle)

Arrival: Front of Football Turf

Dismissal: Along black fence



2nd Grade

Teachers:

Ms. Harrison (Blue Square)

Ms. Jordan (Blue Triangle)

Arrival: Front of Football Turf

Dismissal: Along building wall



3rd Grade

Teachers:

Mr. Pole (Yellow Triangle)

Ms. Young (Yellow Circle)

Arrival: Back of Football Turf

Dismissal: Students walk to the gate



4th Grade

Teachers:

Ms. Parris (Yellow Circle)

Ms. McClendon (Yellow Triangle)

Arrival: Back of Football Turf

Dismissal: Students walk to the gate



5th Grade

Teachers:

Ms. Banks (Red Heart)

Mr. Morris (Red Triangle)

Arrival: Basketball court

Dismissal: Students walk to the gate



6th Grade

Teachers:

Mr. Diaz (Red Circle)

Ms. Park (Red Triangle)

Arrival: Basketball court

Dismissal: Students walk out of the parking lot door and around to the front.



7th/8th Grade

Teachers:

Mr. Herz (Red Circle)

Mr. Sayers and Mr. Marburger (Red Triangle)

Arrival: Basketball court

Dismissal: Students walk out of the parking lot door and around to the front.



A Flexible Instructional Day (FID)

What is a Flexible Instructional Day (FID)?

A Flexible Instructional Day, or FID, is a day where learning happens from home instead of at school. We use a FID when school is closed unexpectedly, like during a snowstorm or another emergency. The goal is to make sure your learning doesn't stop, and you can continue to work toward your goals from a safe place. Think of it as a regular school day, but online!

Student Responsibilities on a FID:

To make sure you get credit for the day, there are a few important things you need to do:

- **Sign In:** Just like you would in school, you need to sign in online to be marked present. Your teacher will provide the link or instructions on how to do this. This is the official way we take attendance for the day.
 - **Turn Your Camera On:** During live lessons on Google Meet or Zoom, all students are expected to have their cameras on. This helps your teacher know you are engaged and makes it easier for everyone to feel connected, just like in a regular classroom.
 - **Complete Your Work:** All your assignments for the day will be posted in Google Classroom. Make sure you complete your work and turn it in on time. This is how we confirm you participated and attended class.
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What to Expect from Your Teachers and Staff:

Even though you're learning at home, our staff will be working to support you all day.

- **Live Lessons:** Your teachers will be holding live lessons on Google Meet or Zoom, following a modified schedule. This is your chance to get direct instruction and ask questions.
- **Support Staff:** If you need extra help, our paraprofessionals will be available to support small group sessions. You can also connect with our counselors, deans, and other support staff for assistance. A special link will be made available for students and families to speak directly with administrators and members of the leadership team if needed.

We are all here to help you succeed on a Flexible Instructional Day. If you have any questions, please reach out to your teacher or another staff member for assistance.

Dress Code (K-8)

Students are expected to follow the school dress code so that their appearance does not cause a disturbance, distract, or interfere with the instructional program, or constitute a health or safety hazard. A student's clothing should fit appropriately.

Students shall have the right to dress in accordance with their stated gender identity and/or expression within the constraints of the school's dress code.

Bottoms

Solid dark bottoms, black, or navy blue. No denim (jeans) is permitted. No tights, biker shorts, loose shorts shorter than fingertip length, or pajama pants.

Outerwear

Jackets may not be worn inside of the school building after arrival, but should be stored in lockers.

Shoes

Rubber sole shoes or sneakers (no open toes). No Crocs, flip flips, sling backs, heeled shoes, or sandals.

Tops

Solid dark tops, black, or navy blue – long or short sleeves. Bethune hoodies only (no other hoodies are permitted).

Shirts/Tops must cover the student's full torso with no exposed skin. No exposed undershirts, tank tops, athletic jerseys, or pajamas.

No hats, ski masks, skullies, durags, bonnets, etc. No hoods should be worn in the building.

Lockers/Lock Rentals

All middle school students will be **given a locker** for their personal items. Families have the option to rent a lock from the school for \$5.00 or provide students with their own by the first day of school. A locker policy will be provided to all families.

Mary McLeod Bethune School

Dress Code: Grades K-8th

Tops

Color: Solid Dark Blue or Solid Black

Style: Short or Long Sleeve Oxford Shirt or T-Shirt



NO Tank Tops, NO Graphics or Messages (Bethune Bear Logo is permitted)

Bottoms

Color: Solid Dark Blue or Solid Black

Style: Pants, Shorts, Long Skirts

No jeans.



Skirts and short should be finger tip length.

Sweaters

Color: Solid Dark Blue or Solid Black

Style: Sweaters or Crewneck Sweatshirts

ONLY BETHUNE BEAR HOODIES PERMITTED



Bethune Hoodies are available for purchase in the school store.

Footwear

Color: Any Color
Style: Rubber sole sneakers or boots

No slippers, slides, or open toes.



- Dress code applies to ALL Bethune students in grades K through 8th
- Bethune Bear Gear is ALWAYS permitted and available for purchase in the school store



Código de vestimenta de la escuela Mary McLeod Bethune: grados K-8

Camisas

Color: Azul oscuro liso o negro liso

Estilo: Camisa Oxford o camiseta de manga corta o larga



NO se permiten camisetas sin mangas, ni gráficos ni mensajes (se permite el logotipo del oso Bethune)

Pantalones

Color: Azul oscuro liso o negro liso

Estilo: Pantalones, shorts, faldas largas

No se permiten jeans.



Las faldas y los pantalones cortos deben llegar hasta la punta de los dedos.

Suéteres

Color: Azul oscuro liso o negro liso

Estilo: Suéteres o sudaderas de cuello redondo

Solo se permiten sudaderas con capucha Bethune Bear



Las sudaderas con capucha de Bethune están disponibles para comprar en la tienda de la escuela.

Zapatos

Color: Cualquier color

Estilo: Zapatillas o botas con suela de goma



No se permiten pantuflas, chancas ni zapatos con puntera abierta.

- El código de vestimenta se aplica a TODOS los estudiantes de Bethune desde jardín de infantes hasta octavo grado.
- El equipo Bethune Bear SIEMPRE está permitido y disponible para comprar en la tienda de la escuela.



SDP Cell Phone/Tech Policy:

The School District of Philadelphia prohibits the use of cell phones and personal technology in school during the school day, and during afterschool/extracurricular activities. Please refer to the **SDP Code of Conduct (page 10)** for information: "Each school creates their own protocols that set expectations for student use of cell phones and wearable devices."

Bethune Cell Phone Policy:

Cell phones, wearable devices (including headphones and smart watches), and other electronics (tablets, handheld video games, etc.) are **prohibited during the school day (8:45 AM – 3:24 PM)**. All students are expected to turn in their cell phones, wearable devices, and other electronics into teachers or store them in lockers during arrival. Cell phones, wearable devices, and other electronics will not be returned or allowed until dismissal.

Consequences for Violations:

Violation #1: If a student is found with a cell phone, wearable device, or other electronics, the device will be confiscated and stored in the main office. **The student** will be allowed to have the phone after dismissal and the family will be contacted.

Violation #2: If a student is found with a cell phone, wearable device, or other electronics, for a second time, the device will be confiscated and stored in the main office. **A parent or guardian** will have to pickup the phone after dismissal.

Violation #3: If a student is found with a cell phone, wearable device, or other electronics, for a third time, the device will be confiscated and stored in the main office. **A parent or guardian** will have to pickup the phone after dismissal and will be given an **in-school suspension notice**.

Additional violations can result in progressive discipline according to the School District of Philadelphia Code of Conduct – including **out-of-school suspension**.

Mary McLeod Bethune School Cell Phone Policy

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If a student is found with a cell phone, wearable device, or other electronics, the device will be confiscated and stored in the main office. The **student** will be allowed to have the phone after dismissal and the family will be contacted.

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If a student is found with a cell phone, wearable device, or other electronics for a second time, the device will be confiscated and stored in the main office. A **parent or guardian** will have to pickup the phone after dismissal.

Violation #3

If a student is found with a cell phone, wearable device, or other electronics for a third time, the device will be confiscated and stored in the main office. A **parent or guardian** will have to pickup the phone after dismissal and will be given an **in-school suspension notice**.

Additional violations can result in **progressive discipline** according to the School District of Philadelphia Code of Conduct - including out-of-school suspension.



Política de teléfonos celulares de la escuela Mary McLeod Bethune

Infracción #1

Si se encuentra a un estudiante con un teléfono celular, dispositivo portátil u otro dispositivo electrónico, este será confiscado y guardado en la oficina principal. Se le permitirá tener el teléfono después de la salida y se contactará a su familia.

Infracción #2

Si se encuentra a un estudiante con un teléfono celular, dispositivo portátil u otro dispositivo electrónico por segunda vez, este será confiscado y guardado en la oficina principal. Un padre o tutor deberá recoger el teléfono después de la salida.

Infracción #3

Si se encuentra a un estudiante con un teléfono celular, dispositivo portátil u otro dispositivo electrónico por tercera vez, este será confiscado y guardado en la oficina principal. Un padre o tutor deberá recoger el teléfono después de la salida y recibirá una notificación de suspensión dentro de la escuela.

Las violaciones adicionales pueden resultar en una disciplina progresiva de acuerdo con el Código de Conducta del Distrito Escolar de Filadelfia, incluida la suspensión fuera de la escuela.



Behavior Expectations

We are confident that Bethune students will attend daily to learn, be productive, and adhere to the SDP Code of Conduct. Any students experiencing difficulty adhering to the Code of Conduct will follow the process described below:

Minor Behaviors:

Minor behavioral issues will be handled by the teacher (classroom or specialist). They will use their discretion when they believe the classroom behavior requires a referral. The following is a sampling of the consequences teachers may use:

- Redirection
- Removal to a restoration station within the classroom
- Written referral
- Conference with student
- Note to a parent
- Phone call to a parent
- Teacher detention (morning or afternoon)
- Removal to another setting (no longer than 30 minutes)

Major Behaviors:

Major offenses will be handled by a dean or administrator. Each child is an individual whose needs will be considered when determining the consequence.

The following is a sampling of the consequences administrators may use:

- Natural consequence (clean desk that student wrote on, letter of apology, etc.)
- Parent phone call
- Referral to Discipline Team to develop a behavior improvement plan
- Alternative recess (only used when issue takes place during recess)
- Detention (morning/afternoon/lunch) – families will be give 24 hour notice.
- Suspension (out of school)
- Referral for further consequence.

Bullying (Policy 249)

Bullying occurs when someone repeatedly and purposefully says or does mean or hurtful things to another person who has a hard time defending him or herself.

Bullying and Harassment will not be tolerated. Students who engage in any type of bullying, or harassment will be disciplined in accordance with the SDP Code of Conduct. See [Student Rights and Responsibilities](#).

Behavior Expectations

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Weapons (Policy 218.1).

The Pennsylvania General Assembly has enacted legislation (Act 26) which requires all public schools to take a mandatory course of action in dealing with students who are found in possession of weapons. The law defines a weapon to include, but not limited to, any knife, cutting instrument, cutting tool, firearm, shotgun, rifle and any other tool or implement capable of inflicting serious bodily injury. There is no requirement that the student use or try to use the weapon; and possession for self protection is not a defense. Parents are encouraged not to send tools or supplies such as metal or pointed scissors to school with your children unless you receive a written request from the teacher. Students found with weapons of any kind or any article used as a weapon are in violation of the law and subject to arrest and expulsion from the school district for at least one year.

Trans/Gender (Policy 252)

Title IX of the Education Amendments of 1972 ("Title IX") specifically prohibits discrimination on the basis of sex in federally-funded education programs and activities. The United States Department of Education's Office for Civil Rights has issued guidance recognizing that Title IX protects transgender students against discrimination based on their gender identity. Additionally, the U.S. Departments of Education and Justice have stated that under Title IX, "discrimination based on a person's gender identity, a person's transgender status, or a person's nonconformity to sex stereotypes constitutes discrimination based on sex" and asserted a significant interest in ensuring that all students, including transgender students, have the opportunity to learn in an environment free of sex discrimination in public schools.

PBIS

Positive Behavior Interventions and Support

A research-based framework used to improve student behavior and create a positive school climate. It focuses on preventing problem behaviors by teaching and reinforcing appropriate behaviors. We use **BEAR!**

01: Be Safe

Creating a safe physical environment and being a good community member by making others feel supported.

02: Engaged

Follow instructions, pay attention, and participate in your own learning.

03: Accountable

Take responsibility for your own actions, admit when you make a poor decision, and manage your materials and tasks.

04: Respectful

Maintain your physical space, be mindful of your words and actions, and take care of others.



Make sure to connect with your homeroom teacher on Class Dojo for daily and weekly school updates! Invites will be sent home during the first week of school.

Learning Materials

All students are responsible for managing their own learning supplies (books, learning materials), homework, and technology.

01 Books/Learning Materials

All students are responsible for managing and maintaining their own belongings – including textbooks, workbooks, and learning materials. Students must keep personal items (book bags, electronics, etc.) **locked in their assigned lockers or cubby areas and carry learning materials to each class.** All notebooks should be clearly labeled with student's names, grade, and homeroom in case they are lost.

03 Homework

Homework is an important reinforcement of skills. **Homework is assigned Monday through Friday.** It provides an opportunity for you to strengthen basic skills, reinforce study, and encourages independent thinking and creativity. Suggested homework time for middle schoolers is **60 minutes.**

All students should **read every night for a minimum of 20 minutes.**

02 School Supplies

All students will be provided with a supply list before the beginning of the school year. Families are expected to **have all the materials before school begins** to be stored in the homeroom or personal locker. If additional supplies are needed, a list will be sent home from the teacher.

04 Technology and Electronics

As a general rule, District students may not use personal computing devices, including for educational purposes, while inside District buildings and should instead use their District-issued computing device. A personal computing device includes any computing device that was not purchased or issued by the School District of Philadelphia.

Cell phones, all wearable devices (ex: headphones), and other electronics are prohibited during the school day. Students must turn in all devices or keep them locked in lockers.

Bethune is not responsible for lost or stolen electronic devices. We will not devote instructional time to the search or investigation of lost or stolen electronic devices.

Report Cards and Interim Reports Schedule

Term 1

Term 1 Interim Reports:
September 29, 2026

Term 1 Family Conferences:
November 16, 2026
(9:00 AM – 3:15 PM)

Term 2

Term 2 Interim Reports:
December 10, 2026

Term 2 Family Conferences:
January 29, 2027
(9:00 AM – 3:15 PM)

Term 3

Term 3 Interim Reports:
February 25, 2027

Term 3 Family Conferences:
April 16, 2027
(9:00 AM – 3:15 PM)

Term 4

[Kinder Marking Guidelines](#)

[Grade 1–3 Marking Guidelines](#)

[Grade 4 – 8 Marking Guidelines](#)

Family Portal

The Office of Family and Community Engagement (FACE) serves as an essential partner in fostering a connected, supportive learning community where every family can build confidence and play an active role in their child's academic success. Working directly with parents, students, and school staff, FACE provides vital resources, workshops, and navigation support designed to meet the diverse needs of our school community. Beyond everyday communication, FACE collaborates closely with schools and community partners—offering practical strategies and engagement opportunities to strengthen home-school partnerships, empower families, and boost overall student growth. If you have questions about family engagement programs or would like to learn more about how to get involved, please feel free to reach out to schedule a consultation.

Support Staff and Resources

Mr. Fulton, Dean of Students

The Dean of Students plays a central role in fostering a safe, positive, and supportive environment where every student can thrive. Serving as a vital link between students, families, and school staff, the Dean proactively connects with parents and guardians to partner in supporting positive student behavior and growth. Beyond providing guidance for personal and social concerns, the Dean oversees essential day-to-day operations—including managing school transitions, supervising lunch and recess, and maintaining an encouraging campus atmosphere. To schedule an appointment or discuss how the Dean's Office can support your student, please contact 215-400-3890.

Ms. Mitchell, School Counselor

The Counselor serves as an essential link between students, families, and the school to foster a positive, supportive learning environment. To promote well-being and student growth, the Counselor offers both one-on-one and group counseling sessions alongside dedicated mental and emotional wellness support. Beyond working directly with students, the Counselor partners with families to provide key resources that drive academic and behavioral success. Whether your student needs guidance for personal concerns, social dynamics, or overall wellness, please feel free to reach out to the Counselor's Office at 215-400-3890 to schedule an appointment.

-----' Special Ed. Compliance

The Special Education Compliance Manager (SPECM) serves as the primary contact for Bethune's Special Education Department, ensuring students receive the tailored support they need to succeed. The SPECM oversees the evaluation process and manages all formal evaluation requests. To initiate a request for your child, please submit a written letter to the SPECM. The first step is a parent meeting to discuss your child's needs, as a request begins the review process but does not guarantee an evaluation or an IEP. Working alongside SDP Special Education and Diverse Learners, the SPECM partners with families to build a positive, supportive learning environment.

Support Staff and Resources

Ms. Kirk, Reading Specialist

The Reading Specialist serves as an essential partner in fostering a positive, literacy-rich learning environment where every student can build confidence and academic success. Working directly with students, the Reading Specialist provides targeted reading intervention through one-on-one and small group instruction designed to meet individual learning needs. Beyond classroom support, the Reading Specialist collaborates closely with teachers and families—offering practical strategies and home resources to strengthen reading skills, improve comprehension, and boost overall academic growth. If you have questions about your child's literacy progress or would like to learn more about reading support services, please feel free to reach out to schedule a meeting.

Ms. Walton, ESOL

The ESOL (English for Speakers of Other Languages) Teacher serves as a vital bridge between multilingual students, their families, and the school community to ensure every English learner thrives academically, socially, and culturally. Working directly with students, the ESOL Specialist delivers targeted language support through one-on-one and small group instruction designed to build English proficiency in listening, speaking, reading, and writing. Beyond language development, the ESOL Teacher collaborates with classroom teachers to adapt instruction and partners closely with families—offering resources and communication support to ensure a welcoming, inclusive, and positive learning environment. If you have questions about language support services or your child's progress, please feel free to reach out to schedule a meeting.

Ms. Vega, School Secretary

The School Secretary serves as the welcoming heart of our school and a vital link between families, staff, and the community. As the primary point of contact for daily operations, the Secretary assists families with student enrollment, manages attendance and office records, and ensures clear, seamless communication across the school. By coordinating visitor arrivals, handling everyday inquiries, and supporting staff behind the scenes, the Secretary plays an essential role in keeping our campus organized, efficient, and safe. Whether you need assistance registering your child, submitting paperwork, or reaching a staff member, please feel free to stop by the main office or contact 215-400-3890.

Support Staff and Resources

Officer Cashe, Safety Officer

The School Safety Officer plays an essential role in maintaining a safe, secure, and welcoming environment where students, staff, and families feel protected and supported each day. Serving as a positive presence throughout the building and grounds, the Officer monitors school entry points, manages campus safety protocols, and helps ensure smooth transitions during arrival, dismissal, lunch, and recess. Beyond physical security, the School Safety Officer builds positive, trusting relationships with students and collaborates closely with families and school leaders to encourage good choices, resolve conflicts peacefully, and uphold a respectful learning atmosphere. If you have questions or concerns regarding school safety protocols, please feel free to reach out to the main office at 215-400-3890.

Ms. Del Castillo, Bilingual Counseling Asst.

The Bilingual Counseling Assistant (BCA) serves as an essential partner in fostering an inclusive, supportive learning environment where multilingual students and families can build confidence and academic success. Working directly with school staff, the BCA provides vital interpretation, translation, and communication support designed to meet individual family needs. Beyond daily language support, the BCA collaborates closely with educators and counselors—facilitating targeted family workshops and offering practical resources to strengthen home-school partnerships, empower parents, and boost overall student growth. If you have questions about multilingual family services or would like to learn more about support resources, please feel free to reach out to schedule a consultation.

Support Staff and Resources

Ms. Webb, Nursing

The School Nurse serves as an essential partner in fostering a safe, healthy learning environment where every student can build physical well-being and academic success. Working directly with students, the School Nurse provides targeted health assessments, immediate care, and ongoing medical support designed to meet individual health needs. Beyond direct clinical care, the School Nurse collaborates closely with teachers and families—offering practical guidance, health education, and wellness resources to strengthen student health, ensure daily safety, and boost overall classroom engagement. If you have questions about your child's health care or would like to learn more about health support services, please feel free to reach out to schedule a consultation.

Nurse Contact:

The school nurse and the staff of the Bethune Elementary depend on the cooperation and partnership between the home and the school with the assistance of the following:

- Emergency cards and forms need to be completed and returned promptly. Any changes in telephone numbers, addresses, emergency contacts, or employment must be reported to the school nurse and office.
- Updated immunizations, communicable diseases, surgery, or special medical conditions or accommodations needed should be reported by the parent, they should be in writing from the physician, to the school nurse. Also, inform your child's teacher of any specific health-related conditions.
- Please keep students out of school if they experience a temperature above 100 degrees, vomiting or diarrhea within the last 24-hour period pre-school starts.

Support Staff and Resources

Physical Examinations:

The Pennsylvania School Health Act (Section 1402) requires each pupil to have a health examination upon admission to school in sixth and ninth grades. This is required for all public schools. Remind your physician that vision, hearing screenings and updates of immunizations are important components of a physical and must be completed as designated on the physical form. Physical forms can be obtained in the school nurse's office or the main office.

NOTE: Failure to have all required vaccines may result in your child being excluded from school.

Administration of Medication

Ideally, the administration of medication or utilization of equipment should take place at home. However, students with health problems may require medication (administered at prescribed intervals) or suction, oxygen, or other types of equipment in order to permit them to function at as close to a normal level as possible in the classroom. The School District of Philadelphia does not diagnose student conditions or prescribe medication/treatment. (No medication/treatment will be administered in school without a completed and approved request for administration of medication or use of suction, oxygen, or other equipment in school). All approved requests will expire on June 30th of each year. The procedure must be carried out in its entirety every year. The certified School Nurse will contact the prescribing provider for clarification, when necessary.

- All medication must be prescribed by a qualified healthcare provider on the appropriate form.
- The prescription must be approved by the Certified School Nurse or a School Nurse Supervisor.
- The parent will supply the medication, properly labeled and packaged.
- The school only will retain medication if it has been packaged and labeled by a Registered Pharmacist according to accepted pharmaceutical standards. The medication label must include: Patient name, pharmacy name, address and telephone number, prescription number, prescription date (must be current), name of medication-dosage-form and expiration date, instructions for administration, name of prescribing health care provider.
- All medication must be packaged with a Safe-T closure Cap.
- Equipment and machinery must be prescribed by a qualified healthcare provider on the appropriate form.
- Children may not carry medication on their person, in their lunch bag or schoolbag.

Please contact the Certified School Nurse if you have any questions or concerns.

Permission Form for Use of Student Picture, Voice, Video, Work and/or Full Name by the School District of Philadelphia

This letter is to request permission for your child's picture, voice, video, work and/or full name to be used for the purposes stated below.

Please read the options below and mark those that apply.

I/We GRANT permission for any photo/image, voice, video, work and/or full name of this student to be:

- ☐ Published on the School District and/or an individual school's website in order to promote district programs and celebrate student work.
- ☐ Published in recruitment flyers, pamphlets and videos for potential students, parents, teachers, and staff.
- ☐ Used in presentations, manuals, and handouts for professional development for teachers, principals, and other staff. ☐ Used during information sessions for students and families.
- ☐ Published in an anthology of student work to be distributed to students, parents, teachers, principals, staff, and/or other district employees.

OR

☐ I/We DO NOT GRANT permission for any photo/image, voice, video, work and/or full name of this student to be used for any of the purposes stated above.

Permission Form for Use of Student Picture, Voice, Video, Work and/or Full Name by the School District of Philadelphia

Student's Name:

School Name:

Print name of Parent/Legal Guardian: (print)

Signature of Parent/Legal Guardian: (sign)

Date Signed: -----

**Please return this form to your
child's teacher.**

**ACKNOWLEDGMENT OF RECEIPT OF
HANDBOOK
and STUDENT CODE OF CONDUCT**

By signing below my child and I acknowledge that we:

1. Received the Bethune Elementary School Family Handbook;
2. Read through and understand the contents of the Handbook;
3. Received The School District of Philadelphia Student Code of
Conduct;
4. Read through and understand the contents of the Student Code of
Conduct;
5. Understand that any violation of the policies and procedures will
result in certain consequences.

Parent/Guardian (Print)

Parent/Guardian (Signature)

Date

Please return this form to your child's teacher.



Mary McLeod Bethune Elementary

Enter to Learn, Depart to Serve

If you are interested in becoming a volunteer,
please visit this website to start the process:

<https://www.philasd.org/face/#volunteer>