

The School District of Philadelphia
William M. Meredith
Family & Student Handbook
2025-2026



William M. Meredith

725 S 5th St, Philadelphia, PA 19147

215-400-7990

Nina Brevard, Principal

Dr. Timothy Jones, Assistant Superintendent
Pioneer Learning Network 2

Letter from the Principal

Dear Meredith Families,

Welcome to the 2025-2026 school year! This Family & Student Handbook is published for members of the William M. Meredith School community for the purpose of providing information on day-to-day student life.

The material contained is not all-inclusive, but highlights information most often needed. Among its contents are specific procedures for the operation of the school, procedures and protocol for students and parents, as well as policies laid forth by the School District of Philadelphia. Parents and families should read and be familiar with the contents of the Handbook in order to navigate and understand the expectations of joining the school community. We believe in an assumed partnership with families, where we work together to maintain a learning environment in which every child can thrive.

Please know that this is a live document and there could be changes from time to time. I look forward to another successful year at William M. Meredith!

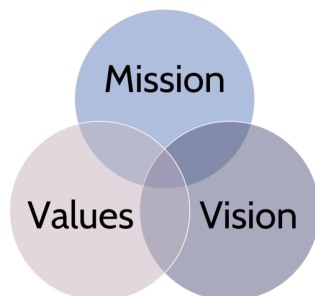
Sincerely,

Nina Brevard
Principal

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MEREDITH'S MISSION, EQUITY VISION & VALUES



SCHOOL MISSION

William M. Meredith is a caring community where students are valued for their similarities and differences and empowered to own their educational experience through exploration, innovation, expression, and collaboration. Utilizing a growth mindset, we cultivate an equitable and inclusive school community by:

1. Understanding our own cultural identities and experiences
2. Engaging in standards-based, content-rich, and culturally responsive curriculum
3. Engaging in anti-racist discussions, practices, and action
4. Cultivating reciprocal relationships between faculty, students, families, and the community

SCHOOL EQUITY VISION

William M. Meredith aspires to become a place of inquiry and innovation where each child is provided with the support needed to flourish. We acknowledge the beauty in our diverse school community and cultivate well-rounded learners who serve the global community. We strive to do this work through a whole-child approach to learning that includes Social-Emotional Learning, Anti-racist Education, and Social Justice Education.

CORE VALUES

- There is great joy in discovery and learning.
- Educators are facilitators of growth.
- All students have unique and valuable talents.
- Differentiation is the key to academic success.



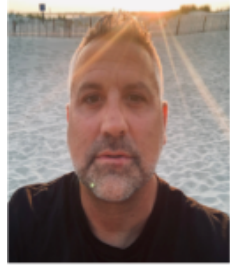






- Differences are not deficiencies.
- People thrive when they adopt a growth mindset.
- Failure, challenge, and success are all part of the educational process.

SCHOOL DISTRICT EQUITY POLICIES

Policy #	Policy Name
Policy 102	Multiracial, Multicultural and Gender Education
Policy 113	Special Education
Policy 138	English Language Development / Bilingual Education Program
Policy 248 Administrative Procedures A Administrative Procedures B	Bullying, Harassment and Discrimination - Students
Policy 252	Transgender and Gender Non-conforming Students
Policy 918	District-Wide Parent & Family Engagement Policy

2025-2026 SCHOOL ADMINISTRATION & LEADERSHIP TEAM

Meredith's administration and leadership team work together in a variety of ways to make Meredith School a special place. They aim to increase student achievement and engagement by continuously improving curriculum, instruction, assessment, and culture in alignment with the school's mission and vision. They achieve this by analyzing trends and patterns in social and academic data to determine school goals and priorities, and designing school-wide systems to improve student achievement and the school's climate and culture.

		
Nina Brevard Principal nbrevard@philasd.org	Faith Zaback School Counselor fzaback@philasd.org	Rob Hamm 6/7 English Language Arts/SAC rhamm@philasd.org
		
Joy Bryson School-Based Teacher Leader ebryson@philasd.org	Jeremy Hollis Digital Literacy and Technology Teacher jmhollis@philasd.org	Chris Leshock PFT Building Rep/Middle School Science caleshock@philasd.org
		
Lakeisha Savage Nurse lnelson3@philasd.org	Cheri Jones Administrative Assistant chejones@philasd.org	Jose Rivera Building Engineer jlriviera@philasd.org

MEREDITH SCHOOL STAFF LIST: 2025-2026

Office 2nd Desk: 238-1011 Office Back Desk: 238-1014

NAME	GRADE/POSITION	ROOM NUMBER	PHONE	Email Address
Nina Brevard	Principal	OFFICE	238-1000	nbrevard@philasd.org
Cheri Jones	Secretary	OFFICE	Main: 238-1010	chejones@philasd.org
Lakeshia Savage	Nurse	104.5	238-1041	lnelson3@philasd.org
Faith Zaback	Counselor	106.5	238-1062	fzaback@philasd.org
Alissa Bruno	Counselor	106.5	238-1062	abruno@philasd.org
Joy Bryson	SBTL	308.5	238-3081	ebryson@philasd.org
Kim Hoffman	K	106	238-1060	khoffman@philasd.org
Alice Tackett	K	107	238-1070	atackett@philasd.org
Mia Purul	K	108	238-1080	mpurul@philasd.org
Kara Rosenberg	1	102	238-1020	krosenberg@philasd.org
Cara Weinstein	1	103	238-1030	cweinstein@philasd.org
Emily Lieber	1	105	238-1050	elieber@philasd.org
Sydney Jackson	2	201	238-2010	sjackson@philasd.org
Tatiana Bazile	2	202	238-2020	tbazile@philasd.org
Caitlin Laudent	2	208	238-2080	cgrogan@philasd.org
Samantha Lameira-Culotta/ Monica Flory	3	205	238-2050	slameira@philasd.org /mflory@philasd.org
Jordyn Oster	3	206	238-2060	joster@philasd.org
Faith Griffiths	3	207	238-2070	fgriffiths@philasd.org
Alana Taratro	4	M1	238-5001	atataro@philasd.org
Ashley Taylor-Gardner	4	M2	238-5002	ataylorgardner@philasd.org
Olivia Franzzo	4	M3	238-5003	ofranzzo@philasd.org
Anita Aguilar	5 ELA/ Social Studies	301	238-3010	acaguilar@philasd.org
Ben Madry	5 Math/Science	302	238-3020	bmadry@philasd.org
Robert Hamm	6/7 ELA	308-6th Grade Homeroom	238-3080	rhamm@philasd.org
Alex Piazza	6/7 Math	304-6th Grade Homeroom	238-3040	ampiazza@philasd.org
Keith Schneider	7/8 Math	306-7th Grade Homeroom	238-3060	kschneider4@philasd.org
Nicole Alliegro	7/8 ELA	307- 8th Grade Homeroom	238-3070	nalliegro@philasd.org
Chris Leshock	6/7/8 Science	Science Lab/ 305 7th Grade Homeroom	238 -3050	caleshock@philasd.org
Tim McCollum	6/7/8 Social Studies	303	238-3030	timccollum@philasd.org

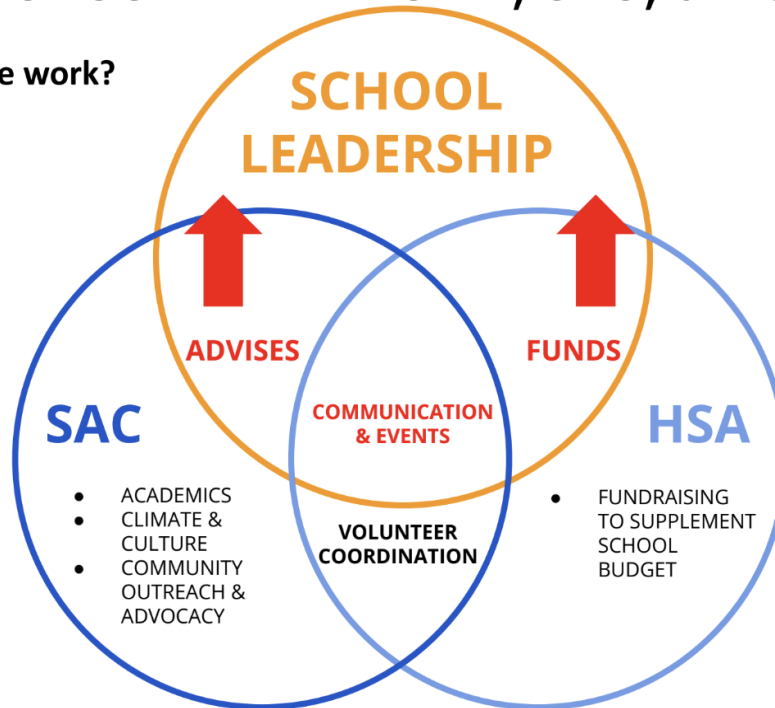
		8th Grade Homeroom		
Mark Guldin	Physical Education	Gymnasium	238-4001	maguldin@philasd.org
Jeremy Hollis	Technology	Tech Lab- 104	238-1040	jmhollis@philasd.org
Sonya Smith	Art	309	238-3090	smsmith@philasd.org
Mark Sobol	Music	M4	238-5004	msobol@philasd.org
Walter Bechtold Darren Lynch Michael Huff	Instrumental Music	B5	238-4006	wbechtold@philasd.org drlynch@philasd.org mhuff@philasd.org
Caitlin Marone	Learning Support Teacher	204.5	238-2051	cwright2@philasd.org
Jami Kopersmith	Learning Support Teacher	206.5	238-2100	jkopersmith@philasd.org
Monica Domizio	Autistic Support Teacher	204.5	238-2051	mdomizio@philasd.org
Amy Bristow	Speech Language Pathologist	106.5	238-1062	abristow@philasd.org
Alyssa Brief	Occupational Therapist	206.5	238- 2100	acelentano@philasd.org
Cynthia Valentin	School Psychologist	306 B	238-3062	cvalentin@philasd.org
Yi Han Tseng	ESL Teacher	306 B	238-3062	ytseng@philasd.org
Caroline Byrd	SPED Assistant	TBD	TBD	cbyrd@philasd.org
Sharlotta Jones	SPED Assistant	TBD	TBD	svjones@philasd.org
Leila Asid	SPED Assistant	TBD	TBD	lasid@philasd.org
Gina Heiman	SPED Assistant	TBD	TBD	gfeiman@philasd.org
Dan McCartney	SPED Assistant	TBD	TBD	dmccartney@philasd.org
Nakia Darden	SPED Assistant	TBD	TBD	ndarden@philasd.org
Jameela Chamberlain Deborah Vinson	SSA/Climate	Cafeteria	238-4004	jchamberlain@philasd.org dvinson@philasd.org
Robert Sumner Nabila Belhadj Sellama Amina Ould-Khaoua	Climate Staff- 4 hrs	Cafeteria	238-4004	rsumner@philasd.org nbelhadjsellama@philasd.org aouldkhaoua@philasd.org
Dorothyann Haines	Lead Food Service Worker	Cafeteria	238-4004	dhaines@philasd.org
Jose Rivera	Building Engineer*	Boiler Room	238-4110	jlriviera@philasd.org
Allen Dorsey - 1st Floor Latifah Harris - 2nd Floor Jason Decker - 3rd Floor	General Cleaners	Boiler Room	238-4110	adorsey2@philasd.org lharris2@philasd.org jdecker@philasd.org
Library		204	238-2040 (desk) 238- 2030 (back door)	
Teachers' Lounge		306 A	238-3061	

TEAMWORK & COMMUNICATION

SCHOOL LEADERSHIP, SAC, & HSA



★ How do we work?



Meredith School Leadership, the Home & School Association (HSA), the School Advisory Council (SAC), and Room Parents all work together closely to help support students, teachers/staff, and families in complementary ways.

Meetings at Meredith - Meredith leadership, HSA & SAC will work with our new principal, Ms. Nina Brevard, to establish a schedule for various meetings throughout the year (schedule TBA/ see calendar on the websites for updates). These meetings are always open to all Meredith families, but details about dates and format (in-person, virtual, hybrid) are still TBA.

These meetings include, but are not limited to:

- ★ Monthly “Brunch with Brevard” meetings with schoolwide updates
- ★ Monthly Home & School Association (HSA) meetings
- ★ Monthly School Advisory Council (SAC) meetings

MEREDITH HOME AND SCHOOL ASSOCIATION (HSA)

General email: meredithhomeandschool@gmail.com

HSA Website: <http://www.meredithmatters.org>

The Home and School Association is a 501(c)(3) organization that sponsors community- building events for children and their families, provides information to parents about how to support their children at the School and raises funds to enhance student programs. General membership meetings of the HSA take place once a month during the School year and are organized to offer information and to permit parents and guardians to participate in discussions about current issues. All parents and guardians are automatically members of the HSA and are encouraged to participate in its many activities throughout the year. There is a Home and School Association mailbox in the Main Office at the School.



HOME & SCHOOL ASSOCIATION (HSA) EXECUTIVE BOARD



Sara Mazenko	Nicole Mamula	Meryl Tucker	Meeta Advani Stocum	Jeremy Grant-Skinner	Sarah Misuro	Keith Doughty	Tim Smith
President	Co-Vice Presidents		Co-Corresponding Secretaries		Recording Secretary	Co-Treasurers	
							

MEMBERS AT LARGE

Abby Addy	Jane Anderson	Matt Bear	Angela McCartney	Ryan McShane	Vijay Nathan	Ivy Solomon	Lauren Sullivan
							

MEREDITH SCHOOL ADVISORY COUNCIL (SAC)

General email: sacmeredith@gmail.com

SACs are elected, collaborative teams composed of family members, the school principal, teachers or other school-based staff, students (for schools with grades 7 – 12), and community members. SACs champion the work for improved student achievement, effective teaching in the classroom, parent and community engagement in the educational process, and communication and support between home and school. SAC meetings must be held at least every other month, and SACs must have data-driven, strategic conversations that center on the three primary focus areas for SACs: supporting academic achievement, improving school climate, and strengthening family engagement. More info about SACs, and why they are required at each school, at the district website here: <https://www.philasd.org/face/sac/>



SCHOOL ADVISORY COUNCIL (SAC)



PARENT REPS	<div>Eugene Desyatnik Community Liaison, BVNA</div> 	<div>Susana Ding Beautification Committee Leader</div> 	<div>Andrew Kennedy SAC Facilitator</div> 	<div>Stacy Koilor SAC/HSA Liaison</div> 	<div>Elizabeth May Events Coordinator</div> 	<div>Samir Nurmohamed Parent Volunteer</div> 	<div>Meredith Polin Data & Grants Liaison</div> 
SCHOOL LEADERSHIP, TEACHER & STUDENT REPS	<div>Robert Hamm Teacher 6/7 ELA Student Government</div> 	<div>Nina Brevard Principal</div> 	<div>Keith Schneider Teacher 7/8 Math Algebra Data Liaison</div> 	<div>Student Rep</div> 	<div>Student Rep</div> 		

STAY INFORMED & GET CONNECTED

1. Meredith Home & School & School Advisory Council Emails

Join the HSA & SAC email distribution lists. Don't miss important schoolwide info from the Meredith HSA and SAC! These communications are so valuable, so please be sure to sign up by scanning the QR code or using this link below:

<https://meredithmatters.us7.list-manage.com/subscribe?u=c62582397aae9655af1642ed9&id=8372cf681e>

2. The Philadelphia School District “Portal”

Sign up for the School District “Portal”. The Parent and Student Portal is a web-based student information system that allows educators, parents and students to share information, such as student's grades, attendance and other information online, at any time. Please sign up for the portal and be sure that all contact info (and communication preferences) are correct ASAP. More info and portal access here:

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

3. Stay Connected

- Review the monthly school calendar posted on the school and HSA website.
- Review email communications from the Principal, classroom teachers, and HSA & SAC to stay informed of updates, events and opportunities to get involved!
- “Like” our official Facebook page: William M. Meredith School
- Follow us on Instagram **@official_meredith_school**
- Check out our website: <https://meredith.philasd.org/>
- Make sure your phone number is up to date with the office so you receive our robo calls
- Attend our monthly “Brunch” with the principal
- Familynet/Family Portal Gradebook: the SDP's grade book allows you to see your child's cumulative grades each marking period. Login in through www.philasd.org

4. Important Contact Information & Frequently Used Links

- William M Meredith School School District of Philadelphia website: <https://meredith.philasd.org/>
- Meredith Home & School Association (HSA) website: <https://meredithmatters.org>
- School District of Philadelphia website: <https://www.philasd.org/>
- Information on the School District's Parent & Family Portal:
<https://www.philasd.org/face/#parentportal>
- School District Office of Student Enrollment & Placement:
<https://www.philasd.org/studentplacement/>
- School District Student Health Services: <https://www.philasd.org/studenthealth/> including information about Immunization requirements

(<https://www.philasd.org/studenthealth/immunizations/>) and District Wide Health & Safety Protocols (<https://www.philasd.org/studenthealth/health-and-safety-protocols/>)

2025-2026 CALENDARS

The 2025-2026 School District of Philadelphia calendar can be found here:

<https://www.philasd.org/calendar/>

MEREDITH SCHOOL TOURS

If you are interested in a tour of Meredith, please check our **Meredith School Website** for upcoming tours which will occur quarterly.

STUDENT ATTENDANCE

It is important that children come to school every day prepared to learn. Regular attendance is critical to academic success. Continued absences will result in a truancy court hearing. Click [here](#) for more information.

Late Arrival

Any student who arrives after 8:45 AM is considered late and will be marked as such. If a student is late, he/she must report to the main office for a late slip. Late arrivals are recorded on a student's attendance record and can affect a student's chances of acceptance to a high school of their choice. Lateness is disruptive to the instructional day. Punctuality is expected. If you have to schedule a doctor's/dental appointment in the morning, after the appointment please make sure that you walk your child into school and provide the main office with a note explaining the reason for the lateness. This will be considered an excused lateness.

Half-Day Absences

A student coming to school 2 hours after the start of the school day, or leaving 2 hours before the end of the school day, will be marked as half-day absent. If the child has a note from a licensed healthcare provider they will be marked as half-day excused.

Early Dismissal

If the need for an early dismissal arises, the parent/guardian must report to the main office and sign the "Early Dismissal Book" in order to have a child released from school. Parents/guardians must wait in the main office as their children will be dismissed from the main office.

Parent/Guardian ID is required. ***There will be no early dismissals permitted after 3:00 PM.***

A student that leaves school at any other time during the day, outside the parameters set in the half-day absence/lateness procedure, will be marked with an unexcused early dismissal.*

*If the student has a written excuse note from a licensed healthcare provider, they will be marked as excused early dismissal. The note must be turned in within 24 hours of the student leaving school for it to be excused.

Absences

When a child has been absent from school the parent or guardian is required to complete the absence note google form [HERE](#) located on the school's website. **This form must be received within 3 days of the absence or it will be automatically coded as an unexcused absence.** If a child is absent, an automated voice message from the School District of Philadelphia will alert the parent of the absence, even when the school has been made aware of the absence.

For absences extending beyond three days, a doctor's note is required. If an absence note is not received when the child returns to school and uploaded to the Google form, the absence will be recorded as an unexcused absence and coded Parental Neglect. If you have a discrepancy between your record and the school's, please contact the homeroom teacher and the secretary (Ms. Cheri Jones by visiting the office, phone 215-400-7990, or email at chejones@philasd.org).

Only requests needing special approval need to be submitted to the principal.

Vacation

Taking family vacations when school is in session is strongly discouraged. These absences are not excused. Parents/guardians should contact the principal directly if there is a need for a child to be away on vacation when school is in session. In the event that a child goes on vacation, assignments must be completed upon returning to school.

ARRIVAL AND DISMISSAL PROCEDURES

IMPORTANT NOTES:

- No pets allowed in the schoolyard.

- **Families may not park in the parking lot for morning admit or dismissal.**
- **ONLY use the Fitzwater Street gate and the 5th Street gates to enter the schoolyard— Do not use the parking lot gates.**

Students may not re-enter the building unless accompanied by a staff member.

When children remain in school with teachers/staff beyond the regular dismissal time, they will be escorted to the schoolyard door by a teacher/staff upon dismissal for proper sign out.

Please be aware of School District Policy that no child may leave the school building during school hours unless they are accompanied by one of their own parents (not someone else's parents). Students cannot be sent to the office for special dismissal or pickups for obvious safety reasons. Students must remain with their class until the office calls for them upon the arrival of the family member.

Parents Signing Students Out Early

The policy that must be followed is:

- NO CHILDREN ARE TO BE PICKED UP IN THE CLASSROOM BY PARENTS OR OLDER SIBLINGS. If this occurs, please refer the parent to the office.
- The secretary will call the classroom indicating that the parent has signed for their own child.
- No student will be released to someone else's parent or another adult who is not the guardian without formal permission.
- No student is ever (under any circumstances) allowed to go home alone or unaccompanied for an early dismissal.
- Teachers should never direct a student to call home to get verbal permission to go home with another student and/or adult.

Morning Admission

School begins promptly at 8:45 AM. Students may arrive at 8:15 AM for breakfast in the cafeteria. Breakfast is served from 8:15 - 8:30 AM and is free to all students. All students must be **LINED UP** with their classes by 8:40 AM when the first bell rings. Middle school students will enter the building promptly through the appropriate entrance when the first bell rings at 8:40am. They have five minutes to visit their locker and report to their first class (usually homeroom) of the day.

Please note that students should not report to the school yard earlier than 8:30 AM because there will be no staff on duty to supervise them. **The school assumes no liability or responsibility for children on school grounds until supervision begins.**

Inclement Weather

In the case of severe, inclement weather:

- Kindergarten - 5th Grade students should report to the auditorium and sit by class. Rows will be marked with room number signs.

- 6th - 8th grade students should report to the cafeteria.

*** Parents may not enter the building during inclement weather admittance.

Dismissal

Kindergarten to 2nd grade - Students are dismissed to the schoolyard at 3:15 p.m. on regular dismissal days and 12:15 p.m. on early dismissal days. Parents/caregivers must check in with the respective teacher to pick up their children on time during regular and early dismissal days. The faculty and administrators will not supervise children after school.

Grades 3 to 5 - Students are dismissed to the schoolyard at 3:20 p.m. on regular dismissal and 12:20 p.m. on early dismissal days. It is imperative that parents/caregivers pick up their children on time during regular and early dismissal days. The faculty and administrators will not supervise children after school.

Grades 6 to 8 - Students are dismissed to the schoolyard at 3:24 p.m. on regular dismissal and 12:24 p.m. on early dismissal days. It is imperative that parents/caregivers pick up their children on time during regular and early dismissal days. The faculty and administrators will not supervise children after school.

Students are not allowed on the playground after school unless supervised by an adult. Organized extracurricular activities will be utilizing the schoolyard after school.

Dismissal from After School Activities

All after school activities will dismiss students to the school yard. Please check the school activity schedule for dismissal time. Parents should meet their child in the school yard for pick-up. The 5th street gate and the gate by the parking lot will be open. Early dismissal from after school programming is not permitted. If the student cannot stay for the entire duration of the after school program, they are not permitted to stay for programming that day.

Emergency School Closing and Delayed Opening

In the event of an emergency closing for the school, the announcement will appear on the School District of Philadelphia's website (www.philasd.org). We will also send a robocall to parents. It is imperative that your contact information is updated with the office so that emergency contacts are available to the school at all times.

If there is a **citywide** closing of all public schools, especially during the winter months, the announcement will appear on the School District of Philadelphia's website (www.philasd.org), through the Meredith facebook page, and on our instagram page. Robocalls will also be made when possible.

Meredith has fully-operational air conditioning in all rooms except the auditorium and gymnasium, which gives the principal discretion to remain open or close early in the event of heat closures.

MARKING GUIDELINES

Click below to access the School District of Philadelphia's Marking guidelines.

- [Kindergarten](#)
- [Grade 1 – Grade 3](#)
- [Grade 4 – Grade 8](#)

EMERGENCY CONTACT INFORMATION

It is important that the school maintains a current, accurate address and telephone numbers (home, office, cell, etc.) for every child at all times. A paper copy of the Emergency Contact Form will be sent home with students the first week of school. This form and any accompanying forms **MUST BE** completed and sent back to school **IMMEDIATELY**. Should there ever be a change in address or telephone number, it is the parents'/guardians' responsibility to make sure the teacher receives that information immediately. The teacher will forward any changes to the main office. This will enable the school to reach parents/guardians quickly in case of an emergency, such as illness or school closure due to inclement weather.

On this form, indicate names and telephone numbers of **two** people who may be called in case of an emergency. These emergency contacts will only be called after an attempt to reach the parents/guardians has been unsuccessful. They will be called in the order indicated by the parents/guardians on the Emergency Contact Form.

LEGAL CUSTODY AND RELEASE OF A CHILD

Legal Custody

Parents/guardians are asked to inform the main office and the child's teacher when legal custody of a child resides with one parent. School personnel can only make decisions about the child (e.g., permission to pick up a child from school) based on official legal documents. It is important for the school to have a copy of the custody decree. Custodial parents/guardians likewise are asked to supply the school with copies of restraining orders.

Release of a Child

A child will not be released to a parent/guardian who does not have physical custody without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This court order/custodial agreement is placed in a confidential file.

VISITORS & VOLUNTEERS

A. PARENT/GUARDIANS

Parents/Guardians and other school visitors **must show id at the door for authorization** before entering the building and report to the main office upon entry prior to proceeding to any other part of the building. Parents/guardians must state the name of the scholar they are picking prior to entry to the building. **This applies to entry to the Modulares as well.** All visitors have to state who they are visiting and have a **confirmed appointment prior to entry in the building.** All visitors will be issued identification. Staff members are requested to direct unauthorized visitors to the office. No teacher is obligated to take time from teaching their class in order to discuss matters with a parent, unless that teacher has agreed with the office that the parent may go to the classroom.

B. VOLUNTEERS AND COMMUNITY PROGRAMS

Volunteers and community programs may be assigned to school programs by the principal. Teachers should inform the office when they have made arrangements for parents or community programs to visit or volunteer in the classroom. All parent volunteers and community programs must participate in an orientation with the principal and staff trainer. Clearances are needed for volunteers. Volunteers must sign the volunteer register.

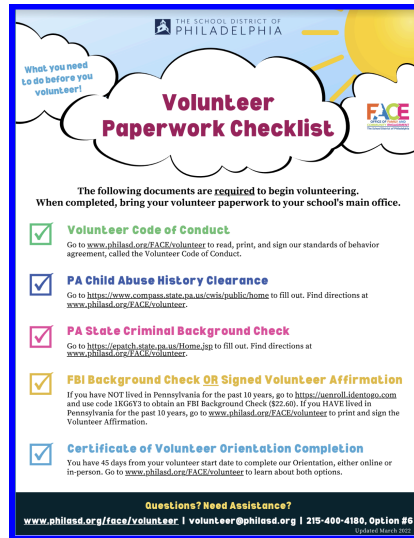
C. VOLUNTEERING AT MEREDITH: WE NEED YOU!

Meredith seeks to be a place where all families are welcomed to participate in opportunities to engage in schoolwide and classroom specific events, and we seek to offer many different ways that families and community members can volunteer their time & energy to support our wonderful school. In order to volunteer in-person in any capacity, it is district policy that all interested individuals must have updated Volunteer Clearances on file in the school's office (which remain active for 5 years). Now is a great time to get the process started so you'll be ready to jump in when opportunities become available! Questions? Feel free to contact "Volunteer@MeredithMatters.org"

The School District of Philadelphia has a centralized process to obtain mandatory volunteer clearances that can be found here: <https://www.philasd.org/face/#volunteer>.

When you complete the Volunteer Code of Conduct form, please write in your children's names. The form does not have a spot for this but that is vital information the school needs. Once you have all your completed paperwork, please turn it in to Ms Cheri Jones in the main office (and we recommend making a copy for your own records).

Meredith maintains a database of clearances and that questions about the expiration dates for clearances may be directed to Ms Cheri Jones (in the main office or via chejones@philasd.org) or Volunteer@MeredithMatters.org.



BREAKFAST & LUNCH AT MEREDITH

Meredith offers breakfast & lunch through the school district of Philadelphia Food Services division. Paper menus are online and can always be found here for easy reference: www.philasd.org/foodservices/.

Meredith does not have the capability to refrigerate and/or heat packed lunches.

If your child has food allergies, please make sure the Nurse has all the necessary information regarding the food allergy. Please include your child's classroom teacher with allergy information.

Please be advised that there is no eating in the school auditorium.

STUDENT BIRTHDAY CELEBRATIONS

Birthdays can be celebrated as follows:

- The day is scheduled with the classroom teacher in advance.
- The teacher informs the office that it is occurring and or if a parent will be joining.
- The items are store bought and packaged and NOT homemade.
- Parents can do this during snack time.
- There are enough snacks or treats for ALL scholars in the class.
- Birthday party invites can not be distributed in school unless there is one for all scholars in the class.
- “Read aloud”s can be done in lieu of treats as well. Caregivers could come to the classroom (must have clearances) or read via Zoom on a student's birthday.

RECESS

Recess is a way to help students be physically active. Recess also provides social, emotional, and academic achievement benefits.

- We will work to provide all students with at least 20 minutes or more of recess daily (or similar daily period of physical activity).
- We will work to provide students with adequate spaces, equipment, and supplies for recess.
- We will work to ensure that spaces and facilities for recess meet or exceed recommended safety standards.
- We will work to not exclude students from recess for disciplinary reasons or academic performance in the classroom.

While we work very hard to ensure student safety, recess is a physical activity and accidents may occur.

In the event of inclement weather (extreme cold, heatwaves, and or storms etc.) we will offer indoor activities but we will make every attempt to offer outdoor activities for scholars so please ensure they are dressed accordingly daily.

If you would like your child to not participate in recess please let the office know in writing.

2025-2026 UNIFORM DRESS CODE

Please Note: *If a scholar is dressed at any time in a way that takes away from the learning environment, the Principal and or Counselor may meet with them to change into school issued items or contact family to bring a change of clothes.*



Meredith T-Shirts, Sweatshirts, and Hoodies can be purchased through the HSA. The order form for the ongoing sale is <https://meredith-store.square.site/>. Uniform items can also be purchased at the various retail stores, including but not limited to Target, Old Navy, Walmart and




others. In addition, there may be opportunities for families to swap uniform approved clothing at annual “Give & Grab” tables so be on the lookout for those communications.

Dress Down Days


During Dress Down Days all students, K - 8, are highly encouraged to wear clothing representative of the theme for the Dress Down Day or may choose to wear the usual Meredith School uniform or appropriate dress-down attire. Some Dress Down Days may be fundraisers and contributions are encouraged.





Grades K - 5 Only

	Uniform Guidelines	Notes
Tops (EXAMPLES) 	K-5 Students may wear: <ul style="list-style-type: none"> • A light blue or gray Meredith School T-shirt • Any official Meredith limited edition shirt • <u>ANY</u> solid-colored light blue or gray shirt (no writing or graphics) <ul style="list-style-type: none"> ◦ Short sleeve/Long sleeve shirt ◦ T-shirt or collared shirt ◦ Sweatshirt 	<p>Sleeveless tops will be allowed during Aug-Oct 15th and any day where the temp is over 85 degrees ONLY!</p> <p>Shirts with straps and midriffs are not permitted.</p> <p>Scholars must be fully covered.</p>
Bottoms, dresses, and skirts 	All Students K-5 may wear <u>ANY</u> kind of solid-colored (no writing or graphics) bottoms including: <ul style="list-style-type: none"> • Pants • Jeans (No Rips) • Dresses • Skirts • Skorts • Shorts • Jumpers 	<p>All bottoms must be mid-thigh length.</p> <p>No ripped pants or ripped jeans.</p> <p>No pajama pants.</p> <p>Stockings or tights worn under bottoms should be solid.</p>

<p>Sweaters, Sweatshirts, and Hoodies</p> 	<p>All Students, K-5, may wear ANY:</p> <ul style="list-style-type: none"> • Official Meredith sweatshirt (in any color) • Official Meredith Hoodie (in any color) • Solid-color sweater or cardigan <p>Hoodies are allowed <u>ONLY</u> if they are Meredith hoodies OR solid color light blue hoodies. (no writing or graphics)</p> <p><i>You cannot wear the hoods up in the school building nor can you carry anything in the hood.</i></p>	
<p>Shoes</p> 	<p>All Students, K-5, may wear ANY:</p> <p>Closed-toe shoes, sneakers, boots, or sandals with closed toes and straps around the back</p>	<p>No slippers, slides, or flip-flops.</p> <p>Closed-toed shoes/sandals with back straps are the safest for walking in the school building and playing in the school yard.</p>
<p>Physical Education Dress Code</p> 	<p>All Students, K-5, may wear ANY:</p> <p>Solid colored sweatpants/shorts (no writing or graphics)</p> <p>Sneakers ARE required for Physical Education.</p>	<p>Shorts must be mid-thigh length.</p>

Middle School Only

	Uniform Guidelines	Notes
<p>Tops (EXAMPLES)</p> 	<p>6-8 Students may wear:</p> <ul style="list-style-type: none"> • A black Meredith School T-shirt • Any official Meredith limited edition shirt • <u>ANY</u> solid-colored black shirt (no writing or graphics) <ul style="list-style-type: none"> ◦ Short sleeve/Long sleeve shirt ◦ T-shirt or collared shirt ◦ Sweatshirt 	<p>Sleeveless tops will be allowed during Aug-Oct 15th and any day where the temp is over 85 degrees ONLY!</p> <p>Shirts with straps and midriffs are not permitted.</p> <p>Scholars must be fully covered.</p>

<p>Bottoms, dresses, and skirts</p> 	<p>All Students 6-8 may wear ANY kind of <u>solid-colored</u> bottoms including: (no writing or graphics)</p> <ul style="list-style-type: none"> • Pants • Jeans (No Rips) • Dresses • Skirts • Skorts • Shorts • Jumpers 	<p>All bottoms must be mid-thigh length.</p> <p>No ripped pants or ripped jeans.</p> <p>No pajama pants.</p> <p>Stockings or tights worn under bottoms should be solid.</p>
<p>Sweaters, Sweatshirts, and Hoodies</p> 	<p>All Students, 6-8, may wear ANY:</p> <ul style="list-style-type: none"> • The official Meredith sweatshirt (in any color) • The official Meredith Hoodie (in any color) • solid-color sweater or cardigan (no writing or graphics) <p>Hoodies are allowed <u>ONLY</u> if they are Meredith hoodies OR solid color black hoodies. (no writing or graphics) <i>You cannot wear the hoods up in the school building nor can you carry anything in the hood.</i></p>	
<p>Shoes</p> 	<p>All Students, 6-8, may wear ANY:</p> <p>Closed-toe shoes, sneakers, boots, or sandals with closed toes and straps around the back</p>	<p>No slippers, slides, or flip-flops.</p> <p>Closed-toed shoes/sandals with back straps are the safest for walking in the school building and playing in the schoolyard.</p>
<p>Physical Education Dress Code</p> 	<p>All Students, 6-8, may wear ANY:</p> <p>Solid colored sweatpants/shorts (no writing or graphics)</p> <p>Sneakers ARE required for Physical Education.</p>	<p>Shorts must be mid-thigh length.</p>

CODE OF CONDUCT FOR STUDENTS

The School Board prohibits all forms of harassment and discrimination of students and third parties by all District students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools.

The School District of Philadelphia is committed to creating and maintaining safe and supportive school environments, conducive to teaching and learning. All individual schools must follow the District's Code of Conduct. The purpose of the Code of Conduct is to:

- 1) Outline clear expectations for all school community members
- 2) Provide information around student and parent/guardian rights and supports
- 3) Equip staff with guidelines for addressing student behavior
- 4) The School District of Philadelphia (The District) seeks to eliminate inequitable disciplinary practices for black and brown students and therefore the Code of Conduct encourages alternatives to exclusionary discipline.

School environments that are positive, equitable, and that support students in building social-emotional skills and strong relationships can result in: decreased behavioral disruptions; increased student engagement; improved academic outcomes; and more positive interpersonal interactions between and among staff and students. In the District, all schools implement evidence-based [school-wide climate approaches](#). At Meredith School, we implement Culturally Responsive Positive Behavior Interventions & Supports (CR-PBIS).

[Code of Conduct 2025-2026](#)

(Click the link above for the School District of Philadelphia's Code of Conduct)

Meredith School Norms



TECHNOLOGY & RELATED POLICIES AT MEREDITH

Personal Electronics

Personal computing devices, cell phones, wearable devices and items like these may not be used during school hours. These items are disruptive to learning and can be easily lost or misplaced. Any electronics brought to school will be collected and secured by the teacher at the beginning of the day and returned prior to dismissal. Any electronics not turned in will be confiscated and held for parents to pick-up.

Electronic device protocols are designed to increase student safety, learning and engagement. If a student is unable to use their personal device, and needs to contact a parent/guardian in the case of an emergency, they should make this request to a school staff member.

There are reasonable exclusions and accommodations to this protocol. Please contact a school Administrator if you have any questions.

School District Provided Computers

Chromebooks are loaned to all students. If you have any questions about your child's Chromebook or need to obtain a Chromebook for your child, please reach out to your teacher or Mr. Hollis.

- All protective cases must remain on the Chromebook and should not be removed except by a repair technician or other designated District staff.
- Families must immediately report any damage, loss, or theft to their child's school.

School District of Philadelphia Acceptable Use of Technology

The Internet is a rich source of information, and provides opportunities for research, skill development and communication. All students have access to the Internet in their classrooms and in the Instructional Media Center as well as with their district-assigned Chromebooks.

Parents should monitor their child(ren)'s use of the home computer. Parents should periodically check the sites visited such as Facebook, Instagram, Snapchat and Twitter. This recommendation is suggested to protect the safety of your child.

At the beginning of each school year, each parent and child will be given an Acceptable Use of Technology Policy. The contents are summarized below.

Cyber-bullying occurs by use of electronic or communication devices through means of email, instant messaging, text messaging, blogs, photo and video sharing, chat rooms, bash boards, or websites and is prohibited per School District of Philadelphia policy. Should cyberbullying affect the function of school, the school will take disciplinary action.

1. Acceptable Use

- At school, students may use the Internet for research, to learn, and to communicate with others. Students agree to trail the rules of appropriate behavior while on the Internet.
- Students will not copy material and say that they wrote it themselves.
- Students will cite all URLs that they use.
- Students will use web sites that are suitable for children.
- Students will not download any music or plug-ins that take up valuable bandwidth and slow down the system.

- The use of file sharing and media streaming services, such as downloading and listening to music on the Internet is wasteful, disruptive, and is **STRICTLY PROHIBITED** on all District computers and networks.

2. Privileges

Being able to use the Internet is a privilege, and teachers, staff and administrators are the decision-makers when it comes to whether a student uses the Internet. If a student does not use the Internet appropriately, then Internet privileges will be eliminated.

3. Etiquette

Students are expected to follow rules for appropriate behavior on the Internet. These include, but are not limited to, the following.

- Students will be polite when writing a message.
- Students will use appropriate language.
- Students will remember that email is not private.
- Students will remember that others can see what they write.
- Information that a student retrieves from the Internet is for the student's use. The student does not own it and did not write it. A student must identify where it was found by citing the URL.

4. Online Safety and Cyberbullying Prevention

- Students will not give their last name, address, telephone number, or parents'/ guardians' work address or work telephone number to anyone on the Internet.
- Students will not give out an email address without permission.
- If something is found on the Internet that makes a student uncomfortable or nervous, the student will get an adult to help immediately.
- If a student gets a message that is mean or frightening, the student will tell a responsible adult.
- If a student finds him/herself on an inappropriate site, the student will click the Back or Home button to leave that site within 5 seconds. The student will then tell an adult.
- Students can be disciplined for off-campus cyberbullying that can have an adverse affect on the safety and well being of other students.

5. Truthfulness

Students understand that not all information on the Internet is true. The School District of Philadelphia is not responsible for the truth or the quality of the information found on the Internet.

6. Security

Many students will use the Internet and it is important to have adults in charge of the system. Students will not connect to the Internet without permission. Passwords are important and students will keep their passwords secret. Students will not ask other students for their passwords.

7. Vandalism

Students will lose the privilege to use the Internet, and perhaps the computers themselves, if they are responsible for any intentional damage to the computers, the computer setup, or files that belong to others.

* **Acceptable Use Policy:** Link to SDP AUP: [School Board Policy 815](#).

Need Tech Help?

- A. For questions related to technology use or Chromebook support, please contact:
Mr Hollis - Digital Literacy and Technology Teacher - jmhollis@philasd.org
Parents can contact Mr Hollis or students can bring a broken or damaged chromebook to the computer lab, and Mr Hollis will send it out for repairs and provide a replacement. While we can replace broken and damaged chromebooks, unfortunately, there are no replacements for lost or broken chargers. Families can find several generic options for “USBc chromebook replacement chargers” available for purchase on Amazon.
- B. Families may also go to the Parent & Family Technology Support Center:
Monday, Tuesday, Thursday, Friday: 9 a.m. to 3 p.m.
Wednesday: 9am to 5pm
South Philadelphia High School (entrance on 13th St.- press the buzzer)
2101 South Broad Street, Philadelphia, PA 19148



MEREDITH SCHOOL LIBRARY POLICY



NOTE: THE LIBRARY WILL BE OPENING AGAIN THIS YEAR

Checking books out at Meredith School is a privilege and a big responsibility. When using the library, you are agreeing to show respect for and be responsible for the books you check out of the school library.

- Have your Library Teacher check the book out for you from the Library (do not just take the book).
- Read or have someone read the book to you that you check out.
- Handle the book carefully. Turn pages properly to keep pages from being folded or torn.
- Have clean hands and do not eat while reading (no nibbling on the pages when hungry please:)
- Carry the book to and from school carefully in your backpack AWAY FROM WATER BOTTLES. Maybe even store it in a large Ziploc baggie to make sure it stays clean and dry.
- Keep the book in a safe place (out of the reach of younger siblings, dogs, or book snatchers [OH MY!]). We recommend making a special space to keep your book, and putting it in that same place every night so that you ALWAYS know where it is.
- Return the book on time (books may be kept for one week for Grades K - 2; two weeks for Grades 3 - 8). You may renew the book if you need longer to read it during your class library time. New books may not be borrowed if a checked-out book is overdue.
- Inform the Library Teacher if your book was damaged or lost while in your care. You are responsible to pay for the cost of a new copy of the book if the book is lost or damaged before you can check out new books. If you are unable to pay to replace a lost or damaged book, your family can contact the school for more guidance. Honesty is the best policy.

NO SMOKING POLICY

Smoking is forbidden in or around the perimeter of any school in the School District of Philadelphia. This includes "vaping" and "e-cigarettes".

FUNDRAISING ACTIVITIES

The principal must approve all fundraising activities and any collecting of funds or items needed being led by School District of Philadelphia employees before they begin.
Teachers/Staff may NOT request funds and or donations from families for any reason unless approved by the Principal. In order for approval to be granted, the individual or group must complete a form explaining the fundraising activity, including its purpose, the length of the fundraiser, and how monies raised will be used for **student activities**. Once written approval is received, the following procedures around fundraising activities must be strictly observed:

1. No money may be kept in school or at any employee's home. All monies collected must be given to the principal or, in his/her absence, the secretary on a daily basis. You will receive a receipt for all monies turned in to the principal and/or secretary.
2. No activity money may be combined with another activity.
3. No money may be deposited into an employee's personal bank account or used to obtain a money order.
4. **No money should be collected via an employee's Cashapp, Venmo, Zelle, Paypal, or any other online banking system.**
5. Sponsors are responsible and accountable for accurate bookkeeping and for all money in their activity account.
6. Non-compliance with the above procedures may result in disciplinary action for SDP employees.

If there is an SDP employee who does not follow the above guidelines please report this to the Principal.

PARENT CONFERENCES

Communication among parents/guardians, teachers, and school personnel is essential to a successful educational program. Conferences are of prime importance in sharing information about a child's progress during the school year. They provide opportunities for the exchange of information between parents/guardians and a child's teacher regarding academic and emotional growth.

Report card conferences, involving the parents/guardians and teachers, are held at the end of the first, second, and third marking periods, at which time report cards are reviewed. These conferences are usually scheduled for 10-15 minute blocks of time.

Conferences must be scheduled at least 24 hours in advance. If parents/guardians are unable to attend the conference at the scheduled time, the teacher must be notified at least 24 hours prior to the conference. If a longer conference is needed to address particular issues, a separate appointment should be made with the teacher.

In addition to the above regularly scheduled conferences, a parent/guardian may arrange a conference at any time during the school year. Appointments can be made either by sending an email to the teacher or leaving a phone message for the teacher. The teacher will return the call so that a mutually convenient time can be arranged.

Meeting with the Principal

If you would like to meet with **Ms. Nina Brevard**, you must schedule an appointment with our school secretary or through email at nbrevard@philasd.org or 215-400-7990. Please allow for a 24 - 48 hour turnaround period regarding response email correspondence.

Classroom Visits

Parents/Guardians are welcome to visit their children's classroom at the Meredith School. However, to limit interruption of instructional time, parents/guardians who wish to schedule a visit need to contact the teacher to schedule a visit. Upon approval and date and time scheduled, Parents/Guardians must go to the front office and sign in the visitor log book prior to entering the classroom. A lanyard or volunteer badge must be worn when visiting. Note that all visitors must have their completed volunteer documentation maintained with the office. Please refer to the Volunteer section above. Please allow a few minutes for this in advance of your scheduled visit time. For safety and security reasons, visitors are only permitted in the classroom they are scheduled to visit and when the classroom teacher is present in the room.

STUDENT CLASSROOM PLACEMENT

Class assignments will be available every August, and can be found in the SDP Parent Portal here: <https://www.philasd.org/face/#parentportal>

Please know that we take classroom placement very seriously, and we ask that you not request specific teachers for your scholar or ask your current teacher where they think your scholar will be placed.

"We strive to arrange well-balanced class sections that are representative of the school community. Considerable time and effort are focused on trying to achieve the best individual and group placement for each child. Many factors including achievement and behavioral data are taken into account in this process. We always value information that you give us about your scholar. We also know your scholar best in the context of school. Therefore, we ask that parents do not request a particular teacher. Such requests make it difficult to create effective, balanced sections that are best for all of our students. Decisions on placement are based on the finest professional judgment of our highly experienced faculty and administration. We appreciate your trust and understanding in this important matter."

2025-2026 BACK TO SCHOOL CLASSROOM SUPPLY LISTS

Please note that information regarding classroom assignments for the next school year will be available in the Parent Portal (except for Kindergarten students who will receive an email with their class assignments from the



teacher directly in August). If you have not already done so, please visit the [Parent and Family Portal](#) and update your communication preferences before August.

When school resumes in September, families will receive more classroom-specific information from their child's assigned teacher. Parents will also have an opportunity to learn more about each class during Back to School night in September.

Click here for [Grade Level/Classroom Supply Lists](#).

BEFORE & AFTER SCHOOL CLUBS & ENRICHMENT PROGRAMS

CLUBS OFFERED AT MEREDITH

Meredith makes an effort to offer a variety of afterschool activities at Meredith, when possible. These programs are hosted at Meredith, typically do not begin until early October, and vary from season to season based on teacher interest and availability. Clubs hosted by Meredith teachers often include Chess Club, Art Club, Science Clubs, Drama Club, Rock Band, Kickball Club, Student Government, Meredith Pride Club (Grades 5 - 8), and Sports such as Basketball, Track, Volleyball, and Golf.

A list of available options for each year is typically not available until early October. Once available, a link will be posted here:

Please note: there are some extracurricular activities that are run by groups from outside the school system but hosted at Meredith. These groups include: Girls on the Run (grades 3-5), Heart and Sole (grades 6-8), and Students on the Run (ages 11+), In addition, there are a number of neighborhood and community based care and enrichment programs that are available. A list of those community based programs and further information/links can be found on the next page.



NEIGHBORHOOD AFTER-SCHOOL CARE AND ENRICHMENT PROGRAMS (SY 2025-2026)

Below are links to programming in our neighborhood that provide after school care, language, and other vacation camp options (for days when SDP schools are closed).

Please contact programs directly for information on costs and services. If you know of other programs to add to this list, please email SACmeredith@gmail.com

This is meant to be a resource, but does not constitute an endorsement. Listings are alphabetical.

Artemis Pack

1415 S 9th St

215-792-3289

<https://www.wildridecollective.org/youthprograms>

Beanstalk

729 E Passyunk Avenue

215-278-2960

www.beanstalkschool.com

info@beanstalkpreschool.com

Butcher's Sew Shop Philly

800 S. 8th Street

215-678-7671

<https://butcherssewshop.com/>

CKids Philly at B'nai Abraham Chabad

527 Lombard St.

215-238-2100

www.jewishpreschool.org/ckids

Coco Academy

615 S. 3rd Street

cory@cocoacademyphl.com

(215)-253-7690

<https://www.cocoacademyphl.com/>

Code Ninjas - No pick up

777 S Broad St

<https://www.codeninjas.com>

Congregation Rodeph Shalom

615 N. Broad Street

267-930-7288

hyaqobjohnson@rodephshalom.org

Fleisher Art Memorial, CreativeLabs - No pick up

719 Catharine Street

215-922-3456

info@fleisher.org

<https://fleisher.org/afterschool/>

Girls On The Run (gr 3-5)

Tuesdays and Thursdays

Hosted at Meredith (schoolyard)

<https://www.gotrphiladelphia.org/>

Philly InMovement

500 Kenilworth Street

267-239-0844

info@phillyinmovement.com

Phillyinmovement.com

Jewish Kids Club

509 Pine St

<https://jewishpreschool.org/jkc>

office@phillyshul.com

Makom Community

1733 E Passyunk Ave - South Philly

<https://makomcommunity.org/>

Range of Motion Philadelphia

812 Chestnut St

<https://romphilly.com/>

Mister John's Music

904 S 9th St

267- 223-9180

Misterjohnsmusic.com

Old Pine Community Center

401 Lombard St

215-627-2493

Oldpinecommunitycenter.org

Palumbo Recreation Center

10th & Fitzwater

215-686-1783

<http://palumborec.org/programs/after-school-program/>

Phield House (for clinics and vacation camps)

814 Spring Garden St, Philadelphia, PA 19123

(215) 830-1940

<https://www.phieldhouse.com/>

Philly P.A.C.K. (Performance Arts Center for Kids) - No pick up

233 Federal Street

philly.pack.studio@gmail.com

Phillypack.org

Philly Art Center in Queen Village

514 Bainbridge Street

215-765-ARTS

Phillyartcenter.com

Queen & Rook Game Cafe

607 S 2nd St

<https://queenandrookcafe.com/>

info@queenandrookcafe.com

215-995-0043

Settlement Music School – Kaleidoscope Plus+

416 Queen Street

<https://settlementmusic.org/afterschool/>

Society Hill Enrichment Center

518 S. 3rd St

Societyhillenrichment.com

Tiny Towne

770 S. 4th St. 19147

267-773-7515

Students Run - Philly Style (ages > 11, grades 5-8)

Hosted at Meredith

<https://studentsrunphilly.org/>

Zhang Sah Martial Arts

530 Bainbridge St

215-923-6676

FIELD TRIP GUIDELINES FOR CHAPERONES

We believe that field trips provide a valuable educational experience for students. Field trips increase student knowledge and understanding of a subject and add realism to the topic of study. Without the help of volunteer chaperones, most field trips would not be possible. Thank you very much for giving your time and support.

In order to help ensure that school-sponsored field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a field trip chaperone.

Walking Slips

Walking slips will be distributed at the beginning of the year and serve as a rolling permission slip for short neighborhood trips. These trips will be announced with prior notice by the teachers.

Becoming a Volunteer Field Trip Chaperone

Student safety is our paramount concern. All volunteers must have notified the teacher in advance of the field trip of their desire to chaperone. Not all parent volunteers can always attend a field trip due to space or destination rules. All volunteers must have clearances and be a part of our volunteer database.

Guidelines for Volunteer Field Trip Chaperones

Before the field trip, the classroom teacher will provide you with information regarding the activities planned for the trip, expectations for supervising students and emergency procedures. In addition, the following general guidelines will help you be a good chaperone. If you have questions regarding these guidelines, please speak to the teacher or the principal.

1. Chaperones must maintain a positive attitude and tone throughout the trip. We reserve the right to not allow parents to chaperone if they exhibit negative behaviors around the students.
2. All school rules apply on school sponsored field trips. Chaperones are expected to follow school rules, follow the directions given by the coordinating teacher, work cooperatively with other volunteers and school staff members, and serve as a role model for students. The chaperone will follow the trip plan developed by the teacher.
3. Students must be supervised at all times while at a school-sponsored event. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave well and are safe. Students must stay with you, their chaperone, at all

times. Check to make sure you know where all students are regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. **Count, count, count, all day!**

4. Student behavior is your responsibility. School rules related to student behavior apply. Go over the rules and standards of behavior, safety rules, and any site-specific rules with students. Ensure that students do not get involved in any extra activities not pre-approved by the teacher. You are responsible for student behavior, but it is the responsibility of the teacher to discipline a student who is misbehaving.
5. Chaperones are responsible for ALL of the children in their assigned group, not just their own children.
6. Chaperones and their assigned students must stay with the large group or on the destination property at all times unless the teacher in charge has stated otherwise.
7. Chaperones:
 - May not use or possess alcohol or drugs.
 - May not smoke and use "vapes" or "e-cigarettes".
 - May not administer any medications, prescription or nonprescription, to students.
 - May not use a cell phone for non-emergency or non-trip related purposes. It is not acceptable for outside work or reading to be completed while you are supervising students.
 - Must adhere to the field trip itinerary and not deviate from it.
 - Must be properly attired and refrain from using foul language. Keep the conversations age-appropriate.
8. For the protection of both the student and the chaperone, chaperones should not be alone with a student at any time– for example in the vehicle, in a restroom, etc. Always make sure there are 2 students with you.
9. Siblings and family members may not participate in a school-sponsored field trip. Young children can easily distract you from your primary responsibility of supervising your group of students.
10. Be sure you know what to do in an emergency (medical emergency, natural emergency, lost child, serious break of rules, etc.). Know who is First Aid trained, where the First Aid kit is located and where your cell phone is. Keep the cell phone contact number of the teacher and other chaperones available. Contact the teacher immediately in the event of an accident or emergency situation
11. Please follow the directions of the docents and guides even if other groups do not.
12. When transporting students, stay with the group, do not make unauthorized stops unless there is an emergency, do not skip planned stops and make sure that all students have the appropriate safety restraints.

We ask that chaperones acknowledge that their participation is important to the learning experience of the students involved, and that they will follow the above guidelines. Failure to follow any of the above guidelines may result in the chaperone being removed from the chaperone list.

Thank you for your attention to these field trip chaperone guidelines.

LOST AND FOUND

The Lost and Found is located outside of the cafeteria. Lost and/or unclaimed items are placed in the Lost and Found on a daily basis. Upon request, students may go to the Lost and Found (located in the office and outside of the cafeteria) to look for misplaced items. Parents/guardians are asked to clearly mark children's clothing and personal property. The school will accept no responsibility for lost articles and money. All unclaimed Lost and Found items are donated to a charitable organization (Lost and Found will be cleaned out by staff on a monthly basis).

CONCLUSION

The Family & Student Handbook is not meant to be a comprehensive document, but a guide for major policies that affect students' and families' daily lives. School leadership, SAC & HSA partnered in updating this document for 2025-2026 so that it can be a resource for families and students to answer FAQs. Our hope is that it will continue to evolve over time to best meet your needs, and that it will be your "go to" source for accurate information. Whenever there is confusion or a lack of clarity about something urgent in the handbook, the first step for a family is to reach out to their child's teacher or the main office.

If you have additional questions, including suggestions for additions or edits to the Handbook to make it most helpful, please reach out to:

- ★ Principal Nina Brevard - nbrevard@philasd.org
- ★ Meredith School Advisory Council (SAC) - sacmeredith@gmail.com

