

THE SCHOOL DISTRICT OF PHILADELPHIA  
WILLIAM H. ZIEGLER ELEMENTARY SCHOOL  
5935 Saul Street • Philadelphia, PA 19149 • (215) 537-2510

# STUDENT & FAMILY HANDBOOK

2021 - 2022



We aim to provide a *world-class* education.

Robert A. Berretta  
Principal

Nicole N. Freeman  
Assistant Principal

## Table of Contents

<b>IMPORTANT INFORMATION</b>	<b>2</b>
<b>STUDENT BEHAVIOR</b>	<b>5</b>
<b>NEED HELP...CONTACT</b>	<b>6</b>
<b>STUDENT HANDBOOK COMMITMENT</b>	<b>7</b>
<b>MEDIA RELEASE</b>	<b>8</b>
<b>COVID CONSENT</b>	<b>9</b>

## MISSION, VISION, and VALUES

### Mission

Ziegler Elementary exists to give students an education that allows them to choose their future.

### Vision

We provide a world-class education to all students.

### Core Values

We keep our core values simple. They apply to both staff and students.

1. We take care of ourselves.
2. We take care of each other.
3. We take care of our school
4. We work hard everyday.

## SCHOOL CALENDAR

School District Calendar Can be found here. [www.philasd.org/calendar/](http://www.philasd.org/calendar/)

All school events are posted on ClassDojo – make sure you register!

## THE IMPORTANT STUFF

How do you communicate with us?

Our school website, social media, and ClassDojo are your key sources of information.

<http://ziegler.philasd.org/>

We also do occasional robocalls, so if you see our phone number, 215-400-3260, please answer!

When does school begin/end?

*We open the doors at 7:25 AM, mark students tardy after 7:45 AM, and dismiss students by 2.00PM.*

*K-5 students enter through the cafeteria on Penn St.*

*6-8 students enter through the Comly St. doors.*

Uniforms?

*Yes! Students must wear them! Polo shirts and khaki pants. See details below. [ziegler.philasd.org](http://ziegler.philasd.org).*

Do you sell shirts?

[Order Here](#)

Are you on the internet?

[Ziegler's website](#) & Instagram: @zieglerelementary / tiktok @zieglerelemntary

**Stay connected on Class Dojo: ALL UPDATES ARE ON DOJO**

Can parents visit?

*Yes! Visits are BY APPOINTMENT ONLY. Schedule a visit with your child's teacher or another staff member (email addresses below) and then sign in at the main office.*

Do you offer stuff after school?

Yes! Visit our website to see our latest offerings.

Do you have a parent organization?

Yes! We have a School Advisory Council. We meet once a month. We announce meetings on our website, social media, and ClassDojo.

Discipline?

We do PBIS activities/trips to celebrate the good, and after-school detentions (Tuesday and Thursday) & in-school "suspensions" to help struggling students. We are focused on keeping a restorative environment for our school community.

## SCHOOL ROUTINES AND GUIDELINES

### SCHOOL HOURS

7:30AM - 7:45AM	<ul style="list-style-type: none"> <li>• Cafe doors open for morning admit and breakfast in class</li> <li>• MS doors open for morning admit and breakfast in class</li> <li>• Student is tardy @ 7:45</li> </ul>
7:45AM	<ul style="list-style-type: none"> <li>• Community Meeting</li> </ul>
7:45AM	<ul style="list-style-type: none"> <li>• Mr. Berretta locks schoolyard gates</li> <li>• Tardy students enter through main entrance</li> <li>• First period begins</li> </ul>
10:30AM - 11:20AM	<ul style="list-style-type: none"> <li>• Lunch &amp; recess period 1 ((K-4)</li> </ul>
11:25AM - 12:15PM	<ul style="list-style-type: none"> <li>• Lunch &amp; recess period 2 (5-8)</li> </ul>
1:45PM – 2:00PM	<ul style="list-style-type: none"> <li>• Bus dismissal for bus students only</li> <li>• *No early dismissals after 1:30PM</li> </ul>
2:00PM	<ul style="list-style-type: none"> <li>• K begins dismissal</li> </ul>
2:00PM – 2:09PM	<ul style="list-style-type: none"> <li>• School day ends; Grades 1 - 8 dismiss</li> </ul>
2:09PM - 2:30PM	<ul style="list-style-type: none"> <li>• Late pickup (Enter through main entrance)</li> </ul>
3:00PM – 4:00PM	<ul style="list-style-type: none"> <li>• Mr. Berretta available for parent meetings (please schedule in advance)</li> </ul>

Kindergarten and 4th	Parents meet the teacher in the schoolyard and sign students out with their teacher. 4th grade will exit to the fence *During inclement weather, the students will remain in the hallway just inside the schoolyard door
Grades 1, 3	Students are dismissed at the Comly Street exit by Saul Street (front of building)
Grades 2, 5	Students are dismissed at the Saul Street, Main Entrance
Grades 6 – 8	Students are dismissed at the Comly Street exit by Penn Street (rear of building)

### ATTENDANCE POLICY

- Students need to attend school on time every day unless ill or have an emergency.
- We begin attendance interventions after 3 absences.

### EMERGENCY EVACUATIONS

- Our alternate school site in case of emergency is FRANKFORD HIGH School, at 5000 Oxford Avenue (215-537-2519).

### CONTACT INFORMATION

- Please update us ASAP if you have a change in contact information.

### SCHOOL NOTICES and Class DOJO

- We use Instagram to communicate important info: @zieglerelementary
- We use tiktok to communicate important info: @zieglerelementary
- We use facebook to communicate important info: William H. Ziegler Elementary School

### USE OF ELECTRONIC DEVICES

- 1<sup>st</sup> Offense: Staff confiscates device and returns to student at end of day
- 2<sup>nd</sup> Offense: Staff confiscates device and parent must retrieve it from office
- 3<sup>rd</sup> Offense: Staff confiscates device and parent conference is held to determine next steps

### HOMEWORK

- Below is the recommended amount of homework time: May vary
  - Grade K 15 minutes or less
  - Grades 1, 2, 3 15 – 30 minutes
  - Grades 4, 5, 6 30 – 45 minutes
  - Grades 7, 8 45 – 60 minutes

### REPORT CARDS AND CONFERENCES

- Attending report card conferences allows teachers and parents to communicate.
- Report cards will be issued FOUR times a year, in December, February, May and June.

### FIELD TRIPS

### SCHOOL HEALTH SERVICES

- School Health Services provides a variety of services to students: screening for healthy development, special programs and assistance with referrals.
- School District Requirements:
  - Immunizations—No student will be admitted to school without documentation of proper immunizations.
  - Physical examinations are required by state law when the student enters school, sixth grade and ninth grade. Parents are encouraged to take their child to their primary care physician for these examinations.
  - Medication Policy—A student receiving medication in school must first have written approval from the student's physician, the school nurse and School Health Services. No student will be permitted to take medication in school without this approval. If at all possible, medication should be given at home only. For example, antibiotics three times a day can be taken before school, immediately after school and at bedtime.
  - Mandated Screenings:  
<https://www.philasd.org/studenthealth/student-health/mandated-screenings/>

#### COUNSELING AND SOCIAL WORK SERVICES

- Families are invited to call our certified counselor, Mrs. Heather Rodgers, (215) 400-3260 to discuss their child's academic, personal, and social growth which may potentially affect their child's success in school.

## STUDENT BEHAVIOR

- Students need a safe, positive environment in order to learn.
- Providing a safe environment is our number one priority.
- Our discipline policies are designed to create a safe, positive environment for all students.

#### SCHOOL RULES

- We have broad, school-wide rules that govern the way we expect students to behave:
  - We are Safe
  - We are Responsible
  - We are Respectful

#### FOCUSING ON THE POSITIVE

- When students follow rules "above and beyond" our expectations, they earn "Dojo Points"
- Dojo Points can be earned for displaying our school values, attendance, and uniform adherence
- PBIS Trips and Events
  - Dojo points are used to determine participation in PBIS Events
- Students can also spend Dojo points at the monthly "school store," where we sell stationery and other school-appropriate items

#### CONSEQUENCES

- Consequences are designed to encourage students to follow the rules.
- Consequences do not fix the problems a student has caused when they break a rule.
- Our consequences are progressive and based on the demerits a student has earned:

1 <sup>st</sup> Reset	2 <sup>nd</sup> Reset	3 <sup>rd</sup> Reset	4 <sup>th</sup> Reset	5 <sup>th</sup> Demerit
"Warning"	Complete Behavior Reflection	Restorative Practice	Call home to parent	After School Detention

We follow the School District of Philadelphia [Code of Conduct](#)

## WHO DO I CONTACT?

Principal: Robert Berretta		Assistant Principal: Nicole Freeman	
<b>I have a need:</b>		<b>Who to Contact:</b>	
Absent Student		Teacher (send in a letter within 3 days)	
Sick Student		Teacher	
Report Card		Parent Portal and/or teacher	
Bullying		Counselor, Assistant Principal <a href="#">SDP Bullying Report</a>	
Volunteer at school		Leah Hood: Vista	
Want to make a donation or partner		Principal	
Registration		<a href="http://www.philasd.org">www.philasd.org</a> or appointment	
Need Uniform		<a href="http://www.frenchtoast.com">www.frenchtoast.com</a> (search "Ziegler")	
School Supplies		<a href="http://ziegler.philasd.org">ziegler.philasd.org</a>	

COMMITMENTS:

1. We have read this handbook together.
2. We have discussed the policies within it, especially the discipline policy.
3. As parents, we're committed to supporting our child's education by following the guidelines outlined in this book.
4. As students, we're committed to supporting our own education by following the guidelines outlined in this book.

PARENT/GUARDIAN NAME	PARENT/GUARDIAN SIGNATURE
STUDENT NAME	STUDENT SIGNATURE



**THE SCHOOL DISTRICT OF PHILADELPHIA  
MEDIA RELEASE**

440 N. BROAD STREET PHILADELPHIA, PENNSYLVANIA 19130 (For students 18 and older –They may sign for themselves.)

**Waiver and Release**

I, [student name] \_\_\_\_\_, a student at [school name] \_\_\_\_\_ School of The School District of Philadelphia, hereby give permission for myself to be videotaped, photographed, and/or interviewed for \_\_\_\_\_(activity).

The resulting film, photographs, and/or interviews may be used by my school, news media outlets, on the School District's cable television channel (PSTV), and in District publications including the School District's Facebook® page, PSTV Youtube page, website. PSTV shall have the right to use and all of the forgoing in all media formats and configurations whether now or hereafter know, though out the universe in perpetuity.

In signing this form, I hereby release any and all actions and claims which I, my family members, our heirs, executors or administrators may have against the School Reform Commission and any and each of its members, and/or The School District of Philadelphia and its employees, representatives, agents, successors and assigns, arising for any reason whatsoever from the use, publication, distribution, or republication of the images and/or words gathered during this activity.

I warrant that I am at least eighteen (18) years of age and acknowledge that I have thoroughly read and understand this Waiver and Release Form.

PRINT Student Name \_\_\_\_\_ Student Signature \_\_\_\_\_

\_\_\_\_\_ **(Parent Signature need only if Under 18)**

PRINT Parent/Guardian \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Home Address: \_\_\_\_\_

Philadelphia, PA 191\_\_\_\_

Date Signed: \_\_\_\_\_

SCHOOL STAFF: Please keep the signed copy in the student's file.



# THE SCHOOL DISTRICT OF PHILADELPHIA

TO BE COMPLETED BY PARENT/GUARDIAN	
<b>Parent/Guardian Information</b>	
You will be notified of test results within 1 hour either via cell phone or email, or both. Please make sure your contact information is up to date.	
<b>Parent/Guardian Name:</b>	
<b>Parent/Guardian Cell/Mobile #:</b> Note: results will be sent to this cell#	
<b>Parent/Guardian Email Address:</b> Note: results will be sent to this address	
<b>Child/Student Information</b>	
<b>Child/Student Name:</b>	
<b>Student ID Number:</b>	
<b>School:</b>	
<b>Grade:</b>	
<b>Child's Date of Birth (MM/DD/YYYY):</b>	

**Please select the testing model you are consenting to:**

- **Symptomatic Testing** - provided onsite in schools by School Nurse or Testing Vendor
- **Test to Play/Perform** - REQUIRED for participation in Athletics and Performing Arts
- **Test to Stay** - In times of low community transmission, this model reduces the need to quarantine.

By signing below, I consent to follow and understand that my child must follow School District of Philadelphia Health and Safety protocols, consent to my child's being tested through the testing models checked off above, consent to test results being shared with me at the phone number and/or email address provided above, and also and agree to the following:

- I am signing this form freely and voluntarily and I am the parent or legal guardian of and am authorized to make decisions for the child named above.
- I understand that my student's test results and related information will be forwarded securely to the Philadelphia Department of Public Health, the Pennsylvania Department of Health, and the Centers for Disease Control in accordance with communicable disease reporting.
- I understand that my student's test results will be shared with the student's athletic director, coach, performing arts instructor, or other school official necessary to monitor compliance with the testing requirements.
- I understand that the School District of Philadelphia, school nurse, and/or testing partner are not acting as my child's medical provider and that this testing does not replace treatment by my child's medical provider, and I assume complete and full responsibility to follow up with a medical provider to determine appropriate action with regard to my child's test results.

**Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_