

# PRINCE HALL ELEMENTARY SCHOOL

## Student Handbook

### 2023-2024



Mrs. Donna Ragsdale, Principal  
Mrs. Orissa El-Adams, Assistant Principal

6101 N. Gratz Street  
Philadelphia, PA 19141  
(215) 400-3690  
(215) 400-3691 (fax)

## PRINCIPAL'S MESSAGE

Welcome Prince Hall students and parents to another year of excellence. Our vision continues to be excellence is our only option. Reading is our focus. As principal, it is my responsibility to set the tone and keep the standards of instruction high. As parents, it is your responsibility to provide your children with positive attitudes and the tools for success. Therefore, I am asking you to read to your child for 15 minutes a day or have them read to you. Our children model their behaviors after what they see in adult behavior; therefore, as adults, we must give them positive examples.

We are excited about the many wonderful learning opportunities that have been planned for this school year and look forward to working with you and your children to make them a reality!

Keep your handbook as a quick reference for Prince Hall School policies.

## MISSION STATEMENT



Prince Hall's Mission is to:

- Create a school with set expectations for positive behaviors that will allow for rigorous instruction to occur.
- Develop and bring support systems to Prince Hall to help our students ascertain appropriate behaviors conducive to being able to learn.
- Respect all races, ethnic groups, social classes, genders, religions, disabilities, sexual orientations through education with strategies from parents, teachers, and our community
- Have all of our children achieve proficient and advanced levels; excellence is our only option.

## FOCUS AREAS

- Math • Reading • Science • Writing •
- Social Studies • Citizenship • Attendance •
- Punctuality • Conflict Resolution •

## TRADITIONS

Colors Sky Blue, Grass Green  
Motto "Prince Hall is the Best Between Heaven and Earth"  
Mascot Owl

## SUPPORT STAFF

Mrs. Donna Ragsdale	Principal
Mrs. Orissa Adams	Assistant Principal
Mrs. Kellie Dupree Gandy	Secretary
Mrs. Calista Ricks	Climate Manager
Mrs. Adrian Lynch	Climate Support Specialist
Mrs. Jennifer Mackenzie	Counselor
Ms. Kaitlyn Schock	Speech
Ms. Jennifer Sherwood	School Based Math Teacher Leader
Ms. Alexandra Halbom	School Based Literacy Teacher Leader
Mrs. Carolyn Saunders	Food Service
Mr. Henry Smith	Building Engineer.
Ms. Rachel Desimone	Special Education Case Manager

## PHONE NUMBERS

Main Office	(215) 400-3690
Fax	(215) 400-3691

## DAILY SCHEDULE

Opening	9:00 a.m.
Closing	3:34 p.m.
<b>Student Late</b>	<b>9:05 a.m.</b>
Early Dismissal	12:39 p.m.

## ALL TEACHER/DISCIPLINE CONFERENCES BY APPOINTMENT ONLY

## CELL PHONES/ ELECTRONIC GAMES

Any item that disrupts normal school activities such as cell phones, hand held video games, toys, balls, trading cards; other electronic devices, etc. are prohibited. Any such items found will be confiscated and may cause the student to be subject to disciplinary actions. In addition, said item will not be returned to the student and must be retrieved by a parent from the office.

## PRINCE HALL PLEDGE

I do promise to accept and follow the ideals of the Prince Hall School:

- P** Promptness each day
- R** Respect for teachers and one another
- I** Improvement in school achievement
- N** Neat in appearance uniform and work
- C** Conscientious
- E** Enthusiastic, efficient in all I do

**“These I do promise.”**

- H** Helpful to those around me
- A** Ambitious and eager for success
- L** Leadership having the strength to guide others
- L** Loyal to school, family and friends

## A PARENT PLEDGE

- ❖ In order to provide my child every opportunity to succeed, I pledge to:
- ❖ Take my child to school or send him/her on time.
- ❖ Meet my child's teachers, review my child's homework/ report card.
- ❖ Talk to and listen to my child.
- ❖ Turn TV off at least three hours a night.

## SCHOOL UNIFORM POLICY

**The dress code will be strictly enforced. The following are accepted attire for Prince Hall Students:**

### Grade K-4 Students

**Boys** - Navy slacks, light blue golf style shirt, (long sleeve in the winter and short sleeve in the summer) dark shoes.

**Girls** - Navy blue skirts, navy jumper dress, navy slacks, light blue golf style shirts, (long sleeve in the winter and short sleeved in the summer), navy blue tights and shoes.

### Grade 5 Students

**Boys** - Navy slacks, Kelly green golf style shirt, (long sleeve in the winter and short sleeve in the summer) dark shoes.

**Girls** - Navy blue skirts, navy jumper dress, navy slacks, Kelly green golf style shirts, (long sleeve in the winter and short sleeved in the summer), navy blue tights and shoes.

**Students who are repeatedly not in uniform will receive After School Detentions.**

**Gym days**, gym uniform is required. The uniform is a blue T-Shirt with Prince Hall logo and blue shorts or sweatpants.

**No hats, oversized shirts or baggy pants** will be accepted as well as sweatbands. No blue jeans under a student's dress or skirt are acceptable. Students out of uniform will cause students to be asked to sit out of gym class and thereby affect the student's grade. In addition, being out of gym uniform repeatedly could result in disciplinary actions.

## TARDINESS

**A little late is TOO late!**



Coming to school is your child's job. Like their parents, there are consequences for being late. Therefore, when your child arrives late to school, there are certain consequences for him/her. They will report to the late desk for a late slip. No child will be admitted to class without a late slip. Repeated tardiness will result in penalties and will require detentions, parent-teacher conferences and/or parent- administrator conferences. Lateness due to appointments must be accompanied with a note in order to be excused. Four times being late within a month's period will result in a detention of fifteen minutes. More than four will result in thirty-minute detentions. Latenesses are cumulative. Failure to attend late detentions could result in a student being excluded from school trips and other school activities. Also, lateness may cause a parent to be reported for parental neglect and a student being assigned to Thursday Detention.

## ATTENDANCE

The educational program offered by the School District is based upon the presence of the student and requires continuity of instruction and classroom participation. Therefore student attendance is very important to a student achieving success. A note signed by a parent/caregiver must be brought to school after each absence, indicating the dates and reasons for the absence. **Absences will be coded "unexcused" if a note is not provided.** When a pupil is absent for three days due to illness, a written note from the doctor documenting the medical necessity for the absence must be brought to the teacher the day of their return. In addition, every effort must be made to make up work missed as a result of illness or other excused absence. Work missed because of absence can lower academic marks. Students are responsible for making up work missed as a result of suspension or other means. When possible, a parent should notify the school if a pupil is to be absent for several days.

Unexcused lateness which causes a student to miss all or a substantial part of the day's instructional time may be coded as an unexcused absence.

## DISCIPLINE

One of the most important lessons education teaches is self-discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Students will be subject to progressive discipline that is explained in the Student Code of Conduct. The Student Code of Conduct has been developed by the Prince Hall family and students and contains the entire school-wide behavior plan. The school-wide behavior plan includes all of the school rules and consequences along with positive rewards for positive behavior. An example of **positive reward** is an extra recess pass and or participating in a water ice party. In addition students may select a prize from the school treasure chest. An example of the **consequences** for inappropriate behavior is a written assignment that must be signed by a parent. Student detention/suspension are other consequences for inappropriate behaviors. Students will also be referred to Thursday Afternoon Detentions.

## PARENT LOCATION CARDS/EMERGENCY CONTACTS

It is vitally important that every student has an emergency contact information/parent location on file at the school. Parent location cards need to be filled out accurately. It is crucial that we have emergency numbers that are current and active. The emergency number cannot be the **same** as the home number. The school **must be** able to contact someone who can get to the school within fifteen minutes to pick up your child in case of an emergency. If your numbers change during the school year, please notify us in writing. We ask that you let your emergency contact know that they are listed for your child.

## SECURITY



Safety for our children and staff is a crucial factor. All of our doors will be locked from the outside and you must be buzzed in after 8:35 AM. **You must have identification to enter the building.** **ALL VISITORS MUST STOP AT THE MAIN OFFICE OF THE SCHOOL TO SIGN IN AND RECEIVE A VISITORS TAG;** For safety parents will **NOT** be allowed to escort their child to the classroom.

## HOMEWORK/MAKE UP WORK

Home study is a necessary part of each pupil's educational program. Homework is assigned Monday through Friday. Please do not accept "I have no homework" unless it is signed by the teacher. Children should read at night, therefore there is always homework.

**Recommended time spent on homework assignments:**

Grade	Minutes per night
1	15-20
2	20-25
3	25-40
4	40-50
5	50-60

When a student misses school, their parent and/or student should check with the teacher immediately upon their return to school to make up missed assignments. A buddy's phone number can be helpful for exchanging homework information. Failure to obtain classroom assignments is no excuse for missed work and could affect the student's grade.

## HOMEWORK TIPS

Teachers give homework for many good reasons. As a parent, you can help your child learn at home in the following ways:

1. Set up a regular time and quiet place for your child to work. Try to make it away from distractions such as television, radio and other loud noises.
2. Have your child get all of the materials needed for homework, such as pens, pencils, erasers, a calculator, paper, books, highlighters, and place them all in one spot instead of having to search every day for these items.
3. Make a homework calendar. Have your child list all of the homework that is due. Many teachers have their classes do this and you can help your child plan time to do assigned homework.
4. If your child is having trouble with homework, talk to his/her teacher about the homework. The school may be able to offer tutoring or extra help.
5. Ask you child for any teacher comments on homework assignments.

## COMPREHENSIVE STUDENT ASSISTANCE PROCESS (CSAP)

To make sure that every child has a successful school experience, the School District of Philadelphia provides a process to help students who are experiencing barriers to learning. It is called the Comprehensive Student Assistance Process (CSAP) and is available in every Philadelphia public school. Teachers meet weekly to discuss academic or behavioral concerns and develop a plan to help these students. School and community supports may include tutoring, after-school activities, mentoring and other school and neighborhood programs

## SCHOOL NOTICES



One of our ways to contact all of our parents is through notices sent home with the children. Frequently, the school and/or the Home & School Association send notices home. Every month a calendar of events is posted on our website which outlines important events of the month. We ask that you impress upon your child the importance of taking **ALL** notices home as well as checking our website monthly. Please notify your child's daycare agency of events that may impact on arrival and dismissal times.

## DISMISSAL

Students will be dismissed daily to the yard. The bell rings at 3:30 p.m. and your child will not be dismissed prior to that time. Parents and or designees should meet their student(s) in the schoolyard. **Please do not attempt to access the school through the front door at dismissal time.** Kindergarten students will be dismissed to the kindergarten yard. Pre-K will be dismissed to a designated space in the school- yard in the back of the school. Students in grade 1-5 will dismiss to the yard with their teachers and line up on their room number. **Parents or designees are not to pull children out of their lines before they reach their room number in the yard.** *All buses and van children should wait inside the yard by the gate in front of the teacher's parking lot for pick up after dismissal.*

## LATE PICK-UPS

Late pick-ups cause children unnecessary stress. In addition, we do not have staff available to remain with children after the regular scheduled dismissal time. Please plan ahead and avoid this problem. Students whose escorts are late picking them up will be brought back into the building and seated in the auditorium. Repeated occurrences of late pick-up will result in notification to the Department of Human Services.

## INCLEMENT WEATHER

**Admission:** In rainy or snowy weather, Prince Hall School will admit children at 8:50 a.m. through their designated doors. Supervision will be in those locations. Children who fail to follow the rules during this time will be held for detention. Please let your child know that they are to come in and take their seat. Students are expected to read at this time. Therefore, students should have at least one book to read in their book bags at all times.

**Dismissals:** During inclement weather dismissal will be the same for all students. Students in upper grades, who pick up their siblings in K thru 2<sup>nd</sup> grade, will need to be released at dismissal to meet their siblings at the gym wall inside of the building. After-school and Bus/van students will be dismissed to the cafeteria before being allowed to leave the building. *Please listen to the weather reports and dress your children accordingly.*

## EARLY DISMISSALS

Students are **not** permitted to leave school by themselves for Early Dismissal. Our academic program must not be interrupted. Please make every effort to schedule medical/dental appointments after the school day is over. If you must request an Early Dismissal (true emergencies only), you must submit a note to your child's teacher stating the date and time for Early Dismissal. Please do not request anyone to go against this regulation. Only those persons listed on your child's Parent Location Card are permitted to take your child from school - identification will be required. Nobody will be dismissed to anyone under the age of eighteen. Again, this is School District Procedure, and it is for the safety of your child.

## CLASSROOM VISITATIONS/PHONE MESSAGES



Parents/Guardians are encouraged to visit the school. **To visit classrooms you must arrange in advance for a meeting so as not to disrupt instruction.** Since safety is a major concern, we require that you check in the office for a hall pass. \*No one should enter the building without coming to the main office first. If you do not have a hall pass and you have not checked in at the office, you will be considered trespassing.

**Telephone messages** will not be delivered to your child except in cases of extreme emergency. Do not request that books, keys, lunches, money, gym suits, etc. be delivered to your child. Such requests disrupt instruction for the entire class. Forgotten lunches will be delivered to the lunchroom for your child to receive. All forgotten books, clothing, etc. left in the classroom may not be picked up after school. Classrooms are locked and there is no one who can let them in the rooms. **No child will be allowed to re-enter the building after dismissal.**

## VOLUNTEERS

We welcome Volunteers in our classrooms, in the lunchroom, and in the schoolyard. If you can find time for volunteer work, please call the school office at 215-400-3690.

## SERVING OF BREAKFAST & LUNCH



All students are entitled to a free breakfast and free lunch. Prince Hall provides breakfast for all students daily. It is not necessary to send food for meals unless your child is on a special diet. Nutritious meals are prepared for breakfast and lunch. Junk food is not allowed. All students eat breakfast in the classroom from 9:00- 9:15 am. . Lunch is served in three intervals from 11:15am to 12:45pm.

## CAFETERIA RULES

The School Climate Staff monitor the lunchroom. These adults are School District Employees and are the adults in charge of your student during this time. Your child is to listen to them and adhere to the lunchroom rules.

1. Enter quietly and be seated.
2. Eat your lunch orderly.
3. Speak softly.
4. Remain in your seat.
5. Clean your tables and floor.
6. Respect everyone at all times.
7. Do not re-enter the building.
8. Start lining up at the 1st bell.

No cans or glass bottles are allowed in school. Also, junk food is discouraged. All unwanted food is to be placed in the share box. Please remind your child that the lunchroom is for eating and that appropriate behavior is expected at all times. *All school rules and consequences will be enforced*

## FIRE and SHELTER IN PLACE DRILLS

Fire Drills and Shelter In Place drills will be conducted at regular intervals as required by law. It is essential that the students follow the directions as reviewed by their teachers. Any school violations that occur during such drills may result in disciplinary action. Children are to move quickly and quietly to their designated locations. Teachers will take their roll books. All drills are necessary safety precautions to have our students ready for all types of disasters.

## TRANSPORTATION POLICY

Free transportation is provided to eligible students based on certain criteria. The mode of transportation is determined by Transportation Services in conjunction with the school administration. A student must be a resident of Philadelphia, and be designated by the Office of Specialized Services as a participant in a Special Education class, whose participation requires that transportation is needed to enable the student to get to school.

1. All other transportation is the responsibility of the parent.

### **School Bus Rules:**

- a. Be at the bus stop ten minutes early.
- b. Wait for the bus in an orderly fashion in your assigned area.
- c. Take your seat immediately.
- d. Enter and leave the bus only at the front door and only after the bus has come to a full stop.
- e. Keep your head and arms inside the bus windows at all times.
- f. Save your lunch and snacks until you arrive at your destination.
- g. Avoid shouting and other loud noises.
- h. Leave the bus in a quiet and orderly manner.
- i. Be very careful when crossing streets.
- j. Pay attention to the instructions of the bus driver or other authorized individuals.

Students who violate these rules may lose their riding privileges for a period of time, or permanently. According to Pennsylvania State Law students are not permitted to board a school bus without permission.

## SCHOOL ADVISORY COMMITTEE

Our Advisory Committee meets the third Tuesday of the month from 5-7 PM in our school auditorium. We ask that you make time to attend these meetings. Your child's educational program is enhanced when you are a part of the process. Your SAC is the vehicle that will keep you informed of how the home and school are working together for the good of the children.

## SUPPORTIVE SERVICES

Prince Hall has significant support to make sure that all of our students reach proficient and advanced levels in their instruction. Some of our supports are:



Student Mentoring, Right At School After School Program, FAST (Family and Schools Together) Program, LaSalle University Partnership, East Stroudsburg University Partnership, Autistic Support, Extra-Curricular Activities ,Prince Hall Masons, Order of Eastern Star, School Based Teacher Leader, ASAP Programs, Speech and Language Teacher , Counselor, Technology Teacher Leader, LaSalle University Student Teachers and Practicum Students and East Stroudsburg University Student Teachers.

## SCHOOL HEALTH SERVICES



School nurses have as their primary goal to ensure that all students are in optimum health and that existing health problems do not create barriers to learning. To achieve this goal school nurses have a number of responsibilities, including performing/conducting **health screenings** for vision, hearing, growth, and scoliosis at designated intervals mandated by the PA Department of Health and the PA Department of Education. All students must be **completely immunized** or exempted before admission to any public, parochial or private school in the Commonwealth of Pennsylvania. The Pennsylvania Department of Health, the Philadelphia County Board of Health, and the School District of Philadelphia set the specific vaccine requirements. The reason for requiring immunization is to protect all students from preventable communicable diseases and the potential medical and educational complications from these diseases. **Physical examinations and health histories** are required upon entry to school and again in grades 6 and 9. Parents are expected to have these examinations performed by their primary health providers. Additionally, **dental examinations** are required for kindergarten and grades 3 and 7. Parents are expected to have these examinations completed by their family dentists. All co-pays and fees are the responsibility of the parent/guardian. The school nurse is available to help you find a doctor, clinic or specialist. The school nurse is also available to provide you with information about health insurance. The CHIP program offers free or low-cost insurance plans for which your family may qualify. There is no reason for any child in Philadelphia to be without health care. Students who require **medication** during school hours may have these services if the child's doctor completes a "Request for Administration of Medication" (Form MED-1). The form may be obtained from the school nurse. The form must be completed by the doctor and authorized by the parent. Once approved by the school nurse, medications must be brought to school in their original packaging with the pharmacy label affixed. In the case of inhalers, they must be in the original box with the pharmacy label. When the nurse is not in school, other School District staff that have been taught by the nurse may give the medication under the guidelines established by the School District of Philadelphia. If your child has any health problem(s) or is taking prescription medication for any reason, even if it is not taken at school, it is important for you to discuss this with the school nurse. Many medications have side effects that would be important for the staff and faculty to know. Over the counter or short-term medications may not be sent to school with your child without a physician's prescription and/or a request from the parent in writing. Possession of medication by a student without authorization by the school nurse will result in disciplinary action. The sharing of medication with another student will be deemed an aggravated offense under the Code of Student Conduct (Section 3). If you have any questions or concerns regarding these or any other health matters, please feel free to contact **School Nurse at 215-400-3690 extension 2**

## PARENT PARKING REGULATIONS

Parents visiting the school during the day must park on the street. **DO NOT** block cars in the parking lot or double-park on Gratz Street, Limekiln Pike, or Godfrey Ave. Also **do not park on the sidewalk**. Police will be ticketing cars. At dismissal time, you may not park or wait for your child(ren), in your automobile in the school parking lot. This is a safety hazard, due to children leaving and walking through the parking lot.

## EARLY DISMISSALS

On early dismissal days, students are dismissed at 12:30 PM. When these dates are finalized, you will receive a letter listing them, and/or a reminder from PARENTLINK the School District's automated phone system.

### MAKE A NOTE OF THE FOLLOWING DATES:

**October 27, 2023 \* November 22, 2023, November 23-24, 2023 \* December 15, 2023 \* February 1-3, 2024, February 9, 2024 \* March 8, 2024 \* April 4-5, 2024, \* May 10, 2024 June 13, 2024 \***

- Dates are subject to change

## QUESTIONS?

Prince Hall has a Website come and visit your school:  
<http://www.philasd.org/schools/princehall>

## THE SCHOOL DISTRICT OF PHILADELPHIA

### SCHOOL-PARENT COMPACT

The Prince Hall School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during school year **2023- 2024..**

#### REQUIRED SCHOOL-PARENT COMPACT PROVISIONS

School Responsibilities- The Prince Hall School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
  - Formal and informal data will be used to drive instruction
  - State Standards will be used to plan instruction
  - Necessary materials will be provided to support instruction
  - Literacy and Math Interventions will be used for students that have evidence of needing more assistance in these areas
    - Literacy- The Intervention Program used at Prince Hall is Lexia
    - Math – The Intervention Program used at Prince Hall is I- Ready
2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held: **November 27, 2023, February 1-3, 2024 and April 4-5, 2024.**
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:
  - Interim reports/progress report mid marking period
  - Report Cards each marking period (four times per year)
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
  - \* Parents will be scheduled meeting time upon request allowing reasonable time for teachers to make the necessary provisions to meet with the parent/guardian.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
  - Parents may volunteer to assist the teacher as long as the appropriate documentation is provided and kept on record in the office
  - \* Parents may visit a classroom to observe activities; however, he/she may not impede instruction

#### Parent Responsibilities:

We, as parents, will support our children's learning in the following ways::

Making sure my child arrives on time and attends school every day

Making sure that homework is completed, checked and signed

Monitoring and limiting the amount of television my child watches

Volunteering in my child's classroom

Participating, as appropriate, in decisions relating to my child's education

Promoting positive use of my child's extracurricular time

Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.

Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A Parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.



We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Do homework every day and ask for help when needed
- Read at least 30 minutes every day outside of school time
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day

The Prince Hall School will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any school-wide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs.

The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.

4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
5. Provide to parents of participating children- information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicable.
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
8. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the team in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

To help build and develop a partnership with parents to help their children achieve the State's high academic standards, the Prince Hall School will:

1. Recommend to the Regional No Child Left Behind District Liaison, the names of parents of participating children of Title I, Part A programs that are interested in serving on the State's Committee of Practitioners and School Support Teams.
2. Notify parents of the school's participation in Early Reading First, Reading First and Even Start Family Literacy Programs operating within the district and the contact information.
3. Work with the School District of Philadelphia in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.
4. Work with the School District of Philadelphia to ensure that a copy of the State Education Agency's written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate private school official representatives.

## SCHOOL SAFETY: HELP KEEP YOUR CHILD SAFE EACH DAY

(1) Know school information

Principal's Name: Mrs. Ragsdale

Main Office Number 215-400-3690

(2) Remember to update the school with your child's contact information

- Current Address and Phone Number
- Emergency Contact Person's Name and Number
- Medical Information

(3) To and From School

- Develop a buddy system to ensure safe travel
- Always warn your children to stay away from strangers
- Tell children to always take a route known to the parents
- Teach children to go straight to school and to after school destinations
- Do not write your child's name on the outside of backpacks and accessories.
  - (You do not want a stranger to know your child's name.)

(4) Facts for Kids to Know

Make sure your child knows their full name and telephone number

Teacher your child his/her teacher's name and room number

Remind children to listen to all school staff in emergencies

(5) Lock Down & Stay Down / Shelter in Place

In case of extreme school and community emergencies, all children will remain in school until further notice is given by school officials, Philadelphia Police, and/or the Philadelphia Fire Department. In these circumstances:

- No one is allowed in and no one is allowed out of the building for safety measures! Please watch local news and listen to KYW PROPER PHOTO I.D. is required

(6) Report all concerns to our 24-hour hotline

\* Truancy \* Fights \* Vandalism \* Theft \* Weapons \* Drugs \* Threats \*

Call (215) 400-SAFE or E-mail [Safetynet@phila.k12.pa.us](mailto:Safetynet@phila.k12.pa.us) Operators are available 24 hours / 7 days a week to respond to your concerns.

# THE SCHOOL DISTRICT OF PHILADELPHIA

PRINCE HALL SCHOOL  
6101 GRATZ STREET  
PHILADELPHIA, PA 19141

September 7, 2023

## TEXTBOOK COMPACT LETTER

Dear Parent/Caregivers:

On July 12, 1999, the School Board adopted an expanded textbook policy charging that each student be responsible for the proper care of school property including textbooks, supplies, and equipment entrusted to his/her use.

The policy also states that students should return books and school property on time. Students and their parents will be assessed for lost and damaged books. One or more of the following may occur:

1. Charge for item replacement
2. Student to perform school services
3. Withholding of a report card
4. Loss of privileges such as participation in sports or extracurricular activities
5. No participation in graduation activities or closing exercises.

Please review this information with your child and return the signed agreement.

Sincerely,

Donna Ragsdale, Principal

We have reviewed the Student/Parent Handbook and will be responsible for following the rules and procedures of Prince Hall School.

We have reviewed the School District policy on the care of school property. We will be responsible for the care and prompt return of school property.

Parent Signature

Student Signature

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Date

Grade/Room

