

How to Resolve a Concern at Prince Hall School - Who to Contact!

ACADEMIC CONCERNS (Grades/Assignments)

- Step 1 – Contact the Teacher
- Step 2 – Contact the Assistant Principal
- Step 3-Contact the Principal

DISCIPLINARY CONCERNS (Detentions, etc)

- Step 1 – Contact the Teacher
- Step 2 – Contact the Climate Specialist- Mrs. Lynch
- Step 3 –Contact the Climate Manager- Mrs. Ricks
- Step 4- Contact the Principal

SPECIAL EDUCATION CONCERNS: (IEPs, Accommodations, etc)

- Step 1 – Contact the Teacher
- Step 2 – Contact the Special Ed Case Manager
- Step 3 – Contact the Principal

ATTENDANCE and EARLY DISMISSALS (Excuse notes, requests for early dismissals, reconciliation of absences or lateness)

- Step 1 – Contact the Secretary – Mrs. Kellie
- Step 2 – Contact the School Counselor (Truancy)- Mrs. Mackenzie
- Step 3 - Contact the Principal

HEALTH CONCERNS AND MEDICAL ACCOMMODATIONS

- Step 1 – Contact the Nurse- Ms. Suber
- Step 2 – Contact the Principal

TECHNOLOGY CONCERNS

- Step 1- Contact the teacher
- Step 2- Contact our Technology Teacher Leader- Ms. McClendon

BEHAVIOR HEALTH CONCERNS/MIDDLE SCHOOL APPLICATIONS

- Step 1 – Contact the Counselor- Mrs. Mackenzie
- Step 2 – Contact the Principal

ADMINISTRATIVE POLICIES/CONCERNS ABOUT A SPECIFIC TEACHER

- Contact the Assistant Principal
- Contact the Principal

Main Office Telephone Number – 215-400-3690 – Follow the Prompts

Donna Ragsdale, Principal – dragsdaler@philasd.org Mitza Suber, Nurse – msuber@philasd.org

Orissa Adams, Assistant Principal – oadams@philasd.org Callista Ricks, Climate Manager – cricks@philasd.org

Jennifer Mackenzie, Counselor – jmackenzie@philasd.org Adrian Lynch- aclynch@philasd.org

Cherylene McClendon- cmccclendon@philasd.org

