



Prince Hall Elementary School Student and Family Handbook

Principal
Jamie Lawyer

School District of Philadelphia
Learning Network 6

Superintendent of Schools
Dr. Tony B. Watlington, Sr.

Assistant Superintendent
Laureal Robinson

Table of Contents

OUR SCHOOL

[Principal's Welcome](#)

[School Pride](#)

[Contact Information](#)

[Staff Directory](#)

[Calendar](#)

[Emergency Contact](#)

DAILY ATTENDANCE & SCHEDULE

[Daily Schedule](#)

[Attendance](#)

[Arrival](#)

[Late Arrival](#)

[Late Pick-Up Policy](#)

[Early Release](#)

SCHOOL OPERATIONS

[Visitor Procedures & Building Access](#)

[Inclement Weather and Emergency Procedures](#)

TRANSPORTATION

[School Bus Cancellations or Delays](#)

[Parent Flat Rate Program](#)

[SEPTA Student Fare Card](#)

STUDENT LIFE

[School Meals](#)

[Supplies](#)

[Field Trips](#)

[Recess](#)

[Out-of-School Time \(OST\)](#)

[Summer Programs](#)

[→ Visit the District Summer Programs site for additional opportunities for your student over the summer.](#)

STUDENT BELONGINGS & TECHNOLOGY

[Cell Phone & Personal Electronics](#)

[Chromebooks](#)

[Chromebook Management: Best Practices](#)

[Submitting Tech Requests](#)

[Identifying and Protecting Devices](#)

[Safe Handling and Storage](#)

[Preventing Unauthorized Use and Damage](#)

[Lost and Found](#)

[Textbooks](#)

EQUITY & STUDENT RIGHTS

[LGBTQIA+ Policies & Resources](#)

[Students Experiencing Homelessness](#)

HEALTH & SAFETY

[School Nurse](#)

[Student Illness](#)

[Student Medication](#)

[Immunization Requirements & Health Services](#)

[Mental Health Resources](#)

[Vaping/Smoking Resources](#)

[SCHOOL CULTURE & DISCIPLINE](#)

[Code of Conduct](#)

[Bullying, Harassment and Discrimination](#)

[Dress Code/Uniform Policy](#)

[Uniform Guidelines by Grade](#)

[Addressing Uniform Issues](#)

[Student Well-Being Survey](#)

[ACADEMICS](#)

[Curriculum](#)

[Homework](#)

[Purpose of Homework](#)

[Our Homework Approach](#)

[Daily Time Suggestions](#)

[Multilingual Curriculum & Programs/Language Access Support Services/ESOL services](#)

[Special Education](#)

[STUDENT PROGRESS](#)

[Assessments](#)

[Report Cards](#)

[FAMILY AND COMMUNITY ENGAGEMENT](#)

[Parent & Family University](#)

[Volunteer](#)

All School District of Philadelphia processes and procedures are guided by Board of Education policies. To find all the District's policies in one place, please visit the policy website [here](#).

OUR SCHOOL

Principal's Welcome

Dear Parents and Guardians,

Welcome to a new and exciting year at Prince Hall! We're thrilled to have you join us as we continue our journey toward excellence. This year, our focus is on Literacy and Math, and I'm incredibly excited to partner with you to ensure our students achieve their fullest potential. We've got some incredible learning experiences lined up, and I can't wait to see the progress we'll make together. Your involvement and support are key to our success, and I'm looking forward to working closely with each of you to make this year truly outstanding.

Please remember to keep your handbook close—it's your quick reference for everything, Prince Hall. Let's make this a fantastic growth, learning, and achievement year!

Warm regards,

Jamie Lawyer
Principal, Prince Hall School

School Pride

Our Vision

Our vision at Prince Hall is for 100% of our students to be college and career ready, demonstrate leadership skills, and continue their commitment to academic excellence and community service within the school and the global community.

Our Mission

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.

Colors & Mascot

School Colors: Blue and Green

School Motto: "Prince Hall is the Best Between Heaven and Earth"

School Mascot: Owl

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
- 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

"These I do promise."

Contact Information

Main Office: (215) 400 - 3690

Fax: (215) 400-3691

Address: 6101 N. Gratz Street,
Philadelphia, PA 19141



Visit our

<https://princehall.philasd.org>



Follow us

- Instagram
[instagram.com/Prince.Hall.School](https://www.instagram.com/Prince.Hall.School)

Stay Connected

→ [District Academic Calendar](#)

→ [Parent Portal](#)

View grades, test scores, attendance, immunization records, [report cards](#) and more.

→ [Google Classroom](#)

To view your student's classwork and homework

→ [Class Dojo](#)

Stay updated about school events, announcements, and important information.

Please use the Main Office number to reach all staff members.



Staff Directory

Grade/Role	Name	Email Address
Principal	Ms. Lawyer	jlawyer@philasd.org
Assistant Principal	Ms. Johnson	dpotter@philasd.org
Climate Manager	Ms. Ricks	cricks@philasd.org
Climate Liaison	Ms. Lynch	aclynch@philasd.org
Nurse	Ms. Suber	msuber@philasd.org
SBTL	Ms. Sherwood	jsherwood@philasd.org
Counselor	Ms. Mackenzie	jmackenzie@philasd.org
Secretary	Ms. Wilson	acwilson@philasd.org
Special Education Case Manager	Ms. Strikowsky	jstrickowsky@philasd.org
Kindergarten	Ms. Bacchus	sbacchus@philasd.org
Kindergarten	Ms. Belyea	rbelyeaongpauco@philasd.org
Kindergarten	Ms. Wright	twright@philasd.org
1st Grade	Ms. McGuire	mmguire@philasd.org
1st Grade	Ms. Volk	kvolk@philasd.org
2nd Grade	Mr. Richman	prichman@philasd.org
2nd Grade	Ms. Straughter	jstraughter@philasd.org
3rd Grade Math/Science	Ms. Reinmiller	creinmiller@philasd.org
3rd Grade ELA/Social Studies	Dr. Thompson	medjones@philasd.org
4th Grade Math/Science	Ms. Mallory	jmallory@philasd.org
4th Grade ELA/Social Studies	Ms. McCulley	jmcculley@philasd.org
5th Grade Math/Science	Ms. Boatwright	tboatwright@philasd.org
5th Grade ELA/Social Studies	Ms. Navea	jnavea@philasd.org
Learning Support	Ms. Kochanowicz	dkochanowicz@philasd.org
K-2 Autistic Support	Ms. Towne	stowne@philasd.org
K-2 Autistic Support	Mr. Vail	bvail@philasd.org
2-3 Autistic Support	Ms. Stikowsky	jstrikowsky@philasd.org
4-5 Autistic Support	Ms. Beh	mmoorebeh@philasd.org
Digital Literacy/STC	Ms. Calhoun	gcalhoun@philasd.org
Physical/Health Education	Ms. Benbow	abenbow@philasd.org
Art	Ms. Erwin	rwilliamserwin@philasd.org

Calendar

School Event Calendar

We maintain a school calendar that highlights important events such as parent-teacher conferences, school performances, testing dates, and more.

→ View Our School Calendar <https://princehall.philasd.org/prince-hall-happenings/>

District Academic Calendar

The School District of Philadelphia provides an official academic calendar each year that includes start and end dates, holidays, report card conferences, and more.

→ [View the District Academic Calendar](#)

Emergency Contact

Please keep your address, phone number, and email up to date. This ensures we can contact you about your child’s progress or in an emergency.

- At the start of the year, complete the [Parent/Guardian Location Form](#).
- Provide medical and insurance information for emergencies.
- If there are custody arrangements, submit a Court Order or legal agreement to the school. This ensures only authorized individuals can pick up your child.

DAILY ATTENDANCE & SCHEDULE

Daily Schedule

School Day:	9:00 am - 3:39 pm	
Breakfast:	8:30 am - 9:00 am	
Lunch/Recess:	11:00 am - 11:45 am	Kindergarten and 1st grade, Rooms 105 &106
	11:45 am -12:30 pm	2nd & 3rd grade, Room 9
	12:30 pm - 1:15 pm	4th and 5th grade, Room 6

Lunch is provided for all students, or they may bring their own.

Cafeteria Rules

School Climate Staff monitor the cafeteria during lunch, and students are expected to adhere to the following rules:

1. Enter quietly and sit down.
2. Eat lunch in an orderly manner.
3. Speak softly.
4. Remain seated.
5. Clean your table and surrounding area.
6. Show respect at all times.
7. Do not re-enter the building after lunch.
8. Line up when the bell rings.

Please note: Glass containers and soda cans are not allowed for safety reasons.

Attendance

Consistent, on-time attendance is essential for student success. Students must attend school daily and stay for the full school day to receive the maximum benefit from instruction. This aligns with the School District of Philadelphia policy and Pennsylvania state law.

What to Do If Your Child Is Absent

- A written excuse must be submitted within 3 days of your child's return.
- **Submit an Absence Excuse Form**, [Absence Excuse Form.s](#) or send your scholar's teacher a note on ClassDojo, an email, or you by completing the PH absence form linked [here](#).
- Phone calls do not replace a written excuse.
- Students are responsible for making up all missed work and tests.

Excused absences include:

- Illness or quarantine
- Recovery from an accident
- Required court appearance
- Religious holidays
- Death in the family
- Educational tours/trips (with prior approval)

All absences will be marked unexcused unless a valid excuse note is submitted. Proper documentation ensures accurate coding in the District's attendance system.

→ [Learn more about the District Attendance Policy & Protocols](#)

Arrival

Arrival Time: 9:00 am

Please ensure your child arrives on time to start the day successfully.

Arrival Locations

- Students who are not participating in the school breakfast program should arrive in the main school yard at the designated admission time. They should then proceed to their designated class line and wait for their teacher, who will escort them into the building.

Late Arrival

Students arriving late must report to the late desk/main office to get a late slip. This slip is required for entry into class, and no student will be admitted without one. This process ensures that we can accurately track attendance and support every student.

Lateness is recorded on the student's attendance and can disrupt learning—please arrive on time.

Important:

- Arrivals at 11:00 AM or later without a note = unexcused half-day absence
- Leaving at 1:39 PM or earlier without a note = unexcused half-day absence
- Two half-day absences = one full-day unexcused absence

When lateness becomes a frequent issue, we want to partner with you. This may involve a conference with a teacher or administrator to work together on a solution. If a student is late due to a scheduled appointment, please provide a note so we can excuse the tardiness

- **Regular Dismissal Time:** 3:39 PM
- **Early Dismissal Time:** 12:39 PM

Dismissal Locations

- Student dismissal starts at **3:30 p.m.** in the schoolyard. Parents and other authorized adults should meet their children there. For safety reasons, please do not enter the school through the front doors at dismissal.

Here's how students are dismissed:

- **Pre-K students** will be picked up from their designated area at the back of the school.
- **Kindergarten students** - will enter the building through Gratz street and walk to the assigned area in the auditorium.
- **Students in grades 1–5** will go to the schoolyard with their teachers and line up by their classroom number.
- **Bus and van riders** will be called to wait inside the school auditorium for their transportation.

Pick-up Expectations

- Students must be picked up by an adult.
- If someone not listed is picking up your child, written permission is required. Students will not be released without it.

Late Pick-Up Policy

- We understand that unexpected delays can happen, but it is crucial for all students to be picked up on time at dismissal. Timely pick-up helps us ensure the safety and well-being of every student, as we do not have staff available to supervise children after school hours.
- If you anticipate being late, please contact the school office as soon as possible. Students who are not picked up on time will be escorted to the main office or a designated area to wait.
- Repeated late pick-ups can be very stressful for a child and may result in a call to the Department of Human Services. We want to partner with you to prevent this from happening. If you are experiencing difficulties with transportation or have concerns about your pick-up arrangements, please reach out to our school administration so we can offer support.

Note: The **playground is unsupervised after school**. The School District is **not responsible** for students remaining on school grounds after dismissal.

Early Release

Students are not permitted to leave early unless there is an emergency.

- If an early release is anticipated, send a note to the classroom teacher, who will notify the office.
- If an emergency arises during the school day, request early release at the Main Office.

In all cases:

- A parent/guardian must sign out the student at the Main Office.
- Students will be dismissed from the office, not the classroom.
- Students may not leave the building alone during the school day.

Please note:

- Early dismissal requests after 2:30 PM will not be honored.
 - On half-days, the cutoff for early dismissals is 12:00 PM, per District policy.
-

SCHOOL OPERATIONS

Visitor Procedures & Building Access

To ensure the safety of all students and staff:

- All visitors must show ID before entering.
- Upon arrival, check in at the Main Office to receive a visitor's pass.
- For safety, do not visit other parts of the building without permission.
- Families are not permitted to walk students to class.
- If your child needs to leave early, please report to the Main Office. Staff will bring your child to you.

These procedures help us maintain a secure and respectful environment for all.

Inclement Weather and Emergency Procedures

In the event of a school closing, delayed opening, or early dismissal, announcements will be shared through:

- **KYW 1060 AM** and www.kyw1060.com
- **School District website:** www.philasd.org
- **ClassDojo** and **School Messenger**

We recommend all families stay connected through ClassDojo and check updates regularly, especially in winter.

Please do not call the main office during weather emergencies, as phone lines must remain open for staff communication.

→ [View the School District's Inclement Weather Policy](#)

TRANSPORTATION

School Bus Cancellations or Delays

Check daily updates on school bus runs that are canceled or delayed by 30 minutes or more.

→ [View Bus Updates](#)

Parent Flat Rate Program

The School District of Philadelphia offers monthly payments to eligible families who choose to drive their child to and from school instead of using District transportation.

→ [Learn more and enroll](#)

SEPTA Student Fare Card

The SEPTA Student Fare Card is a reusable chipped card used by students to board a SEPTA trolley, Regional Rail, bus or subway. **Lost, stolen, or damaged card?** Reach out to your school to request a replacement.

→ [Learn more](#)

→ [SEPTA – Trip Planner](#)

STUDENT LIFE

School Meals

View current menus, filter for allergies, see nutrition information, and more.

→ <https://philasd.nutrislice.com/menu/prince-hall-elementary-school>

Supplies

Below you will find the supplies list for the upcoming year. All students are expected to obtain the appropriate supplies to be kept in the classroom for use during the school day.

Grade	Grade	Grade
<ul style="list-style-type: none">• 1 box of pencils• 1 pack crayons• 1 pair of scissors• 1 dry-erase set• 20 math cubes• 1 sharpener• 1 primary composition notebook• 1 glue stick	<ul style="list-style-type: none">• 1 box pencils• 1 pack crayons• 1 glue stick• 1 pair of scissors• 1 dry-erase set• 1 sharpener• 1 Primary composition notebook	<ul style="list-style-type: none">• 1 box pencils• 1 glue stick• 1 composition notebook• 1 pack colored pencils• 2 folders• 1 pack lined paper• 1 sharpener

Field Trips

Field trips are scheduled throughout the school year to enrich students’ learning experiences. When a trip is planned, a permission slip with full details will be sent home. All signed slips and any required payment must be submitted by the deadline provided. Verbal permission is not accepted, except in emergencies.

- Trips are for students only; siblings are not allowed to join.
- Parents/guardians are encouraged to chaperone and must follow the School District of Philadelphia’s Volunteer Policy. Chaperones must return to the school with the class.

Recess

Recess is held outdoors daily, weather permitting, and supervised by our Climate and Culture Team. Students should come dressed for the weather.

Recess will take place outside if the temperature is above **32°F** with **no precipitation**. On bad weather days, recess may be held indoors in the cafeteria or classrooms.

Out-of-School Time (OST)

Out-of-School Time (OST) is the time that a child or youth spends in after school or summer programming. In Philadelphia, OST programs are provided for young people in grades PreK through 12.

Right at School at Prince Hall

- **In-person programming**, Monday–Friday, 3:40–5:30 PM
- **Year-round support**, including summer programming
- **Programs are available throughout the city** with a variety of activities to choose from, including:
 - Creative and Performing Arts
 - Athletics and Health
 - Science, Technology, Engineering and Math (STEM)

→ [Learn more about OST and find a program near you](#)

Summer Programs

→ Visit the [District Summer Programs site](#) for additional opportunities for your student over the summer.

STUDENT BELONGINGS & TECHNOLOGY

Cell Phone & Personal Electronics

We understand that students may need cell phones for safety. However, phones and personal electronic devices can cause major distractions during the school day.

To maintain a focused learning environment, all personal electronic devices, including cell phones, must be turned off and placed in the designated classroom bin at the start of the school day. These bins are then secured in the main office until dismissal. The school is not responsible for any lost, damaged, or stolen items. Parents and guardians should decide whether or not to allow their child to bring these devices to school.

If a student is found with a personal electronic device in their possession during school hours, the device will be immediately confiscated. A parent or guardian will need to come to the main office to retrieve the device.

Chromebooks

All students will receive a Chromebook device & charger for their educational use throughout the year. If there should occur a problem with the device, please contact your child's teacher. We will ensure that the device is repaired.

→ [Chromebook resources](#)

Chromebook Management: Best Practices

Our Chromebooks are an essential tool for effective learning, and their proper management is crucial for a smooth educational experience. The following guidelines are designed to help students, teachers, and staff ensure these devices are handled with care and used responsibly.

Submitting Tech Requests

If a student's Chromebook is damaged or not functioning correctly, we ask that they inform their teacher immediately. The teacher will submit a tech request form, and the tech department will then schedule a time for the student to visit the tech lab for a repair or replacement. This process ensures that issues are resolved efficiently with minimal disruption to class time.

Identifying and Protecting Devices

Each student is assigned a specific Chromebook, identified by a unique label. This helps us maintain an accurate inventory and ensure students are using the correct device. It is critical that students only use their assigned Chromebook. Using another student's device can lead to confusion and accountability issues, especially in cases of damage or loss.

Safe Handling and Storage

Chromebooks are sensitive devices and should be handled with care. To prevent damage from drops or stacking, students should carry their individual Chromebooks to and from classrooms. Devices should only be used at a desk or table, never on the floor where they could be stepped on. To ensure their safety, all Chromebooks will be stored in the lab at the end of each school day.

Preventing Unauthorized Use and Damage

The intentional damage of a Chromebook, whether to one's own device or another student's, will result in disciplinary consequences. If a Chromebook is lost or broken, students must notify their teacher immediately so that a replacement can be arranged in a timely manner. We appreciate your cooperation in helping us maintain these valuable learning tools.

Lost and Found

The Lost and Found is located in the main hallway near the main office. Lost/unclaimed items are placed there on a daily basis and students may retrieve misplaced items. Unclaimed items are donated monthly. Parents/guardians are asked to clearly mark children's clothing and personal property. The school accepts no responsibility for lost articles and money.

Textbooks

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books may have to be paid for.

EQUITY & STUDENT RIGHTS

LGBTQIA+ Policies & Resources

Policy 252 – Transgender & Gender Non-Conforming Students

We are committed to creating a safe, inclusive, and supportive environment for all students. In alignment with the School District of Philadelphia's Policy 252, we affirm the rights of transgender and gender non-conforming students and will follow these key practices:

Names & Pronouns

Students will be addressed by the name and pronouns that align with their gender identity. No legal or medical documentation is required. Intentional or repeated misuse of a student's name or pronouns is a violation of this policy.

Privacy & Confidentiality

A student's transgender identity will not be shared without their permission, even with parents or staff. Students have the right to decide when, how, and with whom they share this information.

School Activities & Spaces

- Students will be included in all school activities, groups, and spaces that match their gender identity.
- We aim to minimize separating students by gender whenever possible.
- Gender-neutral language (like "they" instead of "he/she") will be used in written communication when appropriate.

Restroom Access

Students may use the restroom that aligns with their gender identity. A private, single-stall restroom will be available to any student seeking more privacy, but use of that space is optional, not required.

PE & Intramural Sports

Transgender and gender non-conforming students may participate in physical education classes and intramural sports in a way that aligns with their gender identity.

→ [Learn more and access LGBTQIA+ Resources](#)

Students Experiencing Homelessness

Every child deserves access to a quality education, no matter their housing situation. We support students and families experiencing homelessness by removing barriers to enrollment, attendance, and success in school, as outlined in the McKinney-Vento Act. → [Learn more about your rights and available support](#)

HEALTH & SAFETY

School Nurse

Our school nurse provides immediate care for illnesses and injuries, conducts required screenings, and supports students' overall wellness. The nurse also maintains medical records for every student.

Parents/guardians must notify the nurse about any special health conditions and are encouraged to reach out with questions or to schedule a confidential appointment.

→Contact your School Nurse at: msuber@philasd.org

Student Illness

If a student feels ill during the day, they should go directly to the nurse, not call home on their own. Parents/guardians will be contacted if the student needs to go home.

Staying Home When Sick

Anyone who is sick—students, staff, or visitors—should stay home. If someone becomes ill while at school, they must leave the building promptly.

Student Medication

The school will only administer medication with written permission from both the parent/guardian and a physician. A completed [Medication Administration Form](#) is required and must be updated if the prescription changes.

Key rules:

- Medications must be in the original container, labeled with the student's name and prescription details
- All medications must be turned in to the nurse's office
- Students may not keep medication in desks, lockers, or backpacks
- Unused medication must be picked up by the end of the school year or it will be disposed of

A new authorization form is required each school year.

Immunization Requirements & Health Services

Pennsylvania law requires all students to be fully immunized or officially exempt before attending school. This is mandated by the PA Department of Health, Philadelphia County Board of Health, and the School District of Philadelphia.

→ [Learn about immunizations, physicals, and wellness programs](#)

Mental Health Resources

Find free support, counseling, and tools to care for your mental well-being. → [View Resources](#)

Vaping/Smoking Resources

Family guides, free tools, and support to help quit vaping or smoking. → [View Resources](#)

SCHOOL CULTURE & DISCIPLINE

Prince Hall follows District discipline policies to support positive behavior and maintain a safe, respectful learning environment. Most issues are handled in the classroom through clear routines and communication between teachers, students, and families.

Code of Conduct

Students are expected to follow school rules at all times—both during school hours and at school-sponsored events. Violations may result in disciplinary action as outlined in the District Student Code of Conduct.

→ [View the District Student Code of Conduct & Discipline Process](#)

Bullying, Harassment and Discrimination

The School District of Philadelphia strives to provide a safe and positive educational environment for all school community members. As such, the District does not tolerate bullying, harassment or discrimination of students, in any form.

Students who believe they have been subjected to any form of bullying, harassment, or discrimination are encouraged to report the conduct or have their parent/guardian report it on their behalf.

→ [Report bullying, harassment, or discrimination](#)

Dress Code/Uniform Policy

Wearing our school uniform is an important part of our school community, and we ask for your help in making sure your child comes to school dressed according to our policy every day.

Uniform Guidelines by Grade

- **Grades K-4:** Students must wear a **light or navy blue top** with **navy blue bottoms**.
- **Grade 5:** Students must wear a **navy blue or green top** with **navy blue bottoms**.
- **All Grades:** All students must wear **closed-toe shoes or sneakers**. For safety reasons, **Crocs are not allowed**.

Addressing Uniform Issues

If a student is not in uniform, their teacher will address the issue privately and respectfully. We believe in being sensitive to each student's situation and ensuring that no child misses valuable class time over a uniform issue.

For persistent uniform concerns, the school staff may contact you to discuss a solution. Our goal is always to partner with you to ensure your child feels comfortable and ready to learn. If you have any concerns about your child's uniform or are facing difficulties meeting these requirements, please reach out to your child's teacher or a school counselor.

Student Well-Being Survey

Student Well-Being Surveys will be conducted quarterly with students. Survey results are used to track progress in maintaining a positive learning environment for the entire student population. Survey results will aid the school's responsiveness to student social, emotional, or academic needs. → [Learn more about the survey](#).

ACADEMICS

Curriculum

At Prince Hall, we provide a supportive learning environment where students grow academically and socially. Our curriculum builds a strong foundation in reading, math, science, and social studies, while also offering enriching subjects like art, physical education, Health and Digital Literacy .

→ [Learn about the District's curriculum and find resources to support your child's learning.](#)

Homework

Homework is an important way for students to practice what they learn in class and build good study habits. We assign homework from **Monday to Thursday**, and Fridays are optional.

Purpose of Homework

Homework is designed to help your child become a more independent learner and to reinforce the concepts taught in class. It's also a great way for you to stay involved in your child's education. While homework is a key part of the learning process, it will **not negatively impact your child's grades**. The focus is on practice and engagement, not on adding pressure.

Our Homework Approach

We believe homework should be meaningful, not just busy work. Assignments are structured to be realistic in scope and designed to promote problem-on-solving skills and critical thinking.

Daily Time Suggestions

We recommend the following daily time commitments, which include time for independent reading:

- **Kindergarten:** 20 minutes
- **Grades 1 & 2:** 30 minutes
- **Grades 3 & 4:** 40 minutes
- **Grade 5:** 45–60 minutes

If you find that your child is consistently spending much more time than suggested on their homework, please contact their teacher.

Multilingual Curriculum & Programs/Language Access Support Services/ESOL services

The School District of Philadelphia provides a variety of programs and services in many languages to support our multilingual families. Students whose first language is not English may qualify for ESOL services.

→ **Need Help? Contact Prince Hall's EL Point person** **Jessica Strikowsky**

Special Education

Prince Hall is committed to providing specialized services to children in the least restrictive environment, as required by the law. Students receive accommodations and modifications as outlined in their Individualized Educational Program (IEP).]

The District provides an extensive range of educational services and supports for students with diverse needs within our schools. → [Learn more about Special Education Programs and Evaluations](#)

STUDENT PROGRESS

Assessments

- **PSSA**
 - *Grades 3-8* take tests in English Language Arts and Math.
 - *Grades 5 and 8* also take a test in Science.

- **PASA**
 - *Grades 3-8* take tests in English Language Arts and Math.
 - *Grades 5, 8, and 11* also take a test in Science.
- **Star - Grades K-12:** Measure math and reading skills.

→ [Get info on assessments and important testing dates](#)

Report Cards

Report cards are issued four times a year—one for each quarter—and include academic performance, behavior, and progress notes.

Parent/Teacher Conferences

Parent–teacher conferences are scheduled after the first, second, and third quarters. Families are strongly encouraged to attend; if you need to reschedule, please contact your child’s teacher.

→ [View the academic calendar for report card and conference dates](#)

FAMILY AND COMMUNITY ENGAGEMENT

At Prince Hall, we believe strong family and community partnerships are key to student success. When schools and families work together, students do better academically, socially, and emotionally.

There are many ways families and community members can support student learning throughout the year:

Parent & Family University

Parent & Family University provides free resources, courses, and support to help parents and families engage with their children, schools, and community. → [Learn more about Parent & Family University](#)

Volunteer

We love and appreciate parent involvement! Volunteering is a great way to support our school community and make a positive impact on students' daily experiences.

Volunteers can support the school in many ways, including:

- Breakfast or lunch monitor
- Recess or schoolyard support
- Classroom assistant
- Special projects or school events
- Extracurricular program support
- General school maintenance
- Field trip chaperone

Parents/guardians interested in volunteering in the classroom should first speak with the teacher to schedule a convenient time and clarify the role. If you're unable to keep a scheduled visit, please notify the school by the start of the school day.

Expectations and requirements

All volunteers serve as role models for our students. **Appropriate dress and respectful behavior** are expected at all times.

To ensure a safe and supportive environment, volunteers must follow the **School District of Philadelphia’s Volunteer Policy**:

- Attend a volunteer orientation

- Obtain and submit required clearances before volunteering
- Sign in at the **Main Office** and wear a **Visitor's Pass**
- Always work under the supervision of a teacher—volunteers may not be alone with students

→ [Find out how to become a volunteer](#)