

THE SCHOOL DISTRICT OF PHILADELPHIA  
*Prince Hall Elementary School*

6101-6167 N. GRATZ ST.  
PHILADELPHIA, PENNSYLVANIA 19141

Dear Prince Hall School Parents and Guardians:

I want to welcome you back for a new school year! I hope that you and your child(ren) had a relaxing summer and are ready to begin a new year of growth and learning. This year we begin school on September 5, 2017 for grades 1-5 and Headstart. Kindergarten will begin on September 12, 2017. If you have a child in Kindergarten, you will receive a phone call from your teacher for an interview during the first week of school. (September 5- 8, 2017)

**On the first day of school, your child should be ready for school in their uniform!**  
**GRADES K-4: Light blue shirt and navy bottom** with black shoes and or dark sneakers only.  
**GRADE 5 ONLY: Green shirt (purchased from Prince Hall for \$10) and navy bottom** with black shoes and or dark sneakers only.

Your child should be ready with their school supplies and on time for 180 days of school. School supply lists and any other pertinent school information can be found on the Prince Hall School website.(www. Bi-monthly, there will be a newsletter that will come home with your child. Each month please check the Prince Hall website for important updates. Again this year, you will receive automated messages from School Messenger. **Please make sure you listen to these messages**, they are usually information that involves a last minute schedule change, an emergency closing or a reminder of upcoming events. On a weekly basis, your child will bring home information to you in a folder. Remove the information and return the folder to school. Always look for the green plastic folder for information.

The school day begins promptly at 8:30am and ends at 3:09pm. On early dismissal days, the school day ends at 12:09pm.

**ADMITTANCE PROCEDURES:**

From 8:00am – 8:20am, students are to enter through the gym doors and proceed directly to the cafeteria for breakfast. If a student arrives after 8:30am, the student must enter the building at the front entrance, the bell must be rung and the child will be buzzed in.

**LATENESS**

Any student that arrives after 8:35am is considered LATE, and must sign in at the front desk before proceeding to class. For everyone's safety, **parents are not allowed to escort his or her child to their classroom.**

**DISMISSAL PROCEDURES**

ALL Students in Grades 1-5 will line up in the recess area for 3:09 dismissal bell. Please be prompt when picking up your child!

Prince Hall is a BULLY FREE ZONE. We are working hard to keep the school safe for all of our students. An event will be scheduled in October to kick off our no bully policy. Watch for the date on your school calendar.

Prince Hall School has NEW contact information: **Phone (215) 400-3690**  
**Fax (215) 400-3691. Back to School Night is September 19, 2017 at 5:00 PM.** Student Code of  
Conduct Manuals along with the Parent Handbooks will be distributed that evening in your child's  
classroom.

As always, I look forward to a great year for all of my Prince Hall School students.

Sincerely,

Donna Ragsdale  
Principal