

## PRINCIPAL'S MESSAGE

Welcome Prince Hall students and parents to another year of excellence. "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." Literacy is our focus. As principal, it is my responsibility to set the tone and keep the standards of High Instructional Practices. 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:

Develop students intellectually, socially, and emotionally so that they become life-long learners and productive citizens of the world.

## 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. Jennifer Sherwood	SBTL- Math
Mrs. Jeanmarie Navea	SBTL-Literacy
Mrs. Mackenzie	Counselor
Mrs. Calista Ricks	Climate Manager
Mrs. Adrian Lynch	Climate Specialist
Ms. Latoya McClutchen	Building Engineer.

## PHONE NUMBERS

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

## DAILY SCHEDULE

Opening	8:30 am
Closing	3:09 pm
<b>Student Late</b>	<b>8:31 am</b>
Early Dismissal	12:09 pm
Dismissal	3:09 pm

## ALL TEACHER/DISCIPLINE CONFERENCES BY APPOINTMENT ONLY

## CELL PHONES/ ELECTRONIC GAMES

All electronic devices must be turned in to the main office and will be returned at the closure of the day. 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:**

**Boys** - Navy slacks, light blue golf styled 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 styled 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 Afterschool or Saturday Detentions.**

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

**No** hats, oversized shirts or baggy pants will be accepted as well as sweatbands. No blue jeans under 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 parent, 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. There are 7 conditions that excuse a student from school-

1. Illness
2. Quarantine
3. Recovery from Accident
4. Required Court Appearance
5. Death in the Family
6. Educational Tours
7. Authorized School Activities.)

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 illness or other excused absence. Worked missed because of absence can lower academic marks. Students are responsible for making up work missed as 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 contain 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. Staff arrive at our school at 8:00am. Please do not send your child to the school before that time because there is no one to monitor the students at that time. After 8:40am, all of our doors will be locked from the outside and you must be buzzed into the front door. **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 nightly, 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.

## 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 published which outlines important events of the month. We ask that you impress upon your child the importance of taking **ALL** notices home. 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 3:09 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.** Parents will only be allowed to pick up their children through the front entrance after 3:15pm. Kindergarten students will be dismissed to the kindergarten yard. After 3:09, Kindergarten children will be brought to the school office to be picked up. 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.** Students in grades 1-3 who need to meet siblings should walk to the wall of the gym door to wait for pick up. *All buses and van children will be dismissed from the lunchroom.*

## 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. After two occurrences of late pick-up will result in notification to the **Department of Human Services.**

## INCLEMENT WEATHER

**Admission:** In rainy or snowy weather, school will admit children at 8:00 a.m. Grades 1, and 2 will report to the auditorium. Grades 3, 4 and 5 will report to the lunchroom. Supervision will be in those locations. Children who fail to follow the rules during this time will be held for detention. Please inform your child 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 kindergarten students. Students in grades 3, 4 and 5 will be dismissed to the yard from the Gym Room. Students in grades 1 and 2 will be dismissed from the school auditorium. Students in upper grades, who pick up their siblings in K thru 2<sup>nd</sup> grade, will 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. **No students will be dismissed after 2:30 PM - this regulation will be strictly enforced.** 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, all parents must 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 and ask to speak with our School Improvement Liaison.

## 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. Grades K-5 will eat breakfast from 8:45-9:00am daily. Lunch is served in four intervals from 11:15am to 12:45pm. (Grade 4 10:30am, K&5- 11:15am, Grades 1&3- 12:00pm, Grades 2-12:45pm)

## CAFETERIA RULES

The noontime assistants 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.

## HOME & SCHOOL

Our Home & School Association 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. Due to time restraints on parents these meetings may also take place during the day for our parents who work at night. Your child's educational program is enhanced when you are a part of the process. Your Home & School Association is the vehicle that will keep you informed of how the home and school is working together for the good of the children.

## SUPPORTIVE SERVICES

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

Student Mentoring, LaSalle University Partnership, East Stroudsburg University Partnership, Multiple Disabilities Support , Autistic Support, 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, East Stroudsburg University Student Teachers, Educational Assistance Program and Library Instructional and Materials Assistant.

## SCHOOL HEALTH SERVICES



School nurses have as their primary goal to insure 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 215-276-5373**.

## 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 12:09 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:**

**\*August 31, 2018 \*October 5, 2018 \*November 7-9, 2018 \*January 30- 31, 2019 \*February 1,2019 \*April 3-5, 2019  
\*April 12, 2019\***

- Dates are subject to change