



2021—2022
Parent Handbook
Elementary

Hampden Christian School
1234 W. 36th St.
Baltimore, MD 21211
410.338.2889

Website: hampdencs.org
Email: office@hampdencs.org

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OUR MISSION

Our mission at HCS is to develop flourishing children who love God and become strong community builders.

OUR PHILOSOPHY

Hampden Christian School provides high quality academic education with mastery of the basic subjects in the forefront. Since whole-child development is our goal, we want to educate not only a child's brain, but also nurture the heart, develop character, and involve the body. We believe that this type of discipleship happens best in community. We will do everything possible to nurture a close relationship between child and teacher. Our classes will be kept small (a maximum of 12). Our teachers are committed Christians who exemplify Christian ethics in every aspect of their lives.

Just as the act of teaching is the proof of having learned something, so the act of service is a product of holistic development. We believe this service happens simultaneously with the act of learning. Throughout the school year, we expect our students to be positive contributors within both the community and the classroom. On a monthly basis, students will also participate in school-planned community service projects such as community gardening, singing for the elderly in our community, or clean-up projects.

OUR FAITH

As Christians in the Anabaptist Mennonite tradition, we attempt a humble, joyful obedience to Christ. Our statement of faith is on our website in the "about" section. We accept students from all faiths, including from non-religious families.

ADMINISTRATION OF SCHOOL

Hampden Christian School is operated by a partnership between Hampden Mennonite Church and Urban Mennonite Ministries (see school website for more information). The administrative team and the director are responsible for setting all policies of the school. The director implements these policies in the daily operation of the school.

PROCEDURES

ADMISSIONS

Admission procedure is as follows:

1. Schedule a tour of the facility.
2. Acquire, complete, and return an application, with enrollment fee, to the school office along with copies of the most recent report cards and achievement test results. Include both academic and behavioral information. Complete necessary testing.
3. Meet with Director and/or Lead Elementary teacher for an interview.
4. Upon acceptance:
 - a) complete electronic enrollment form
 - b) provide a copy of the student's birth certificate
 - c) provide current immunization record
 - d) provide requested fees; see page 21

A child must be five years old by September 1 and pass a kindergarten readiness test in order to be enrolled in kindergarten. A child must be six years old by September 1 in order to be eligible for enrollment in first grade. Exception may be given if there is evidence that a child is ready for school by passing an entrance test.

ACADEMICS

Students must demonstrate an appropriate degree of success in the classroom in order to advance to the next grade level. Our intention at HCS is that all students successfully complete each of their classes and grade levels.

ACADEMIC PROBATION AND DISMISSAL

Any student entering HCS is on a 4-week probation period. Teachers, director, and the parents will work together to ensure the best possible chance at success. If students and/or parents are unable to comply with the standards and procedures of the school, they will be required to leave the school.

CONFERENCES

Parent/teacher conferences are scheduled twice a year after report cards are issued. However, should a question or concern about your child's education arise between those scheduled meetings, contact the teacher in an attitude of partnership to find solutions.

GRADING SCALE

A (93-100)

B (85-92)

C (77-84)

D (70-76)

F (below 70)

REPORT CARDS AND PROGRESS REPORTS

Grade reporting will happen on a regular schedule. Report cards will be given to parents at the conclusion of each quarter and progress reports will be issued mid-quarter.

TUTORING

The HCS staff strives to differentiate instruction in the classroom. However, some students may need additional assistance. We strive to have an academic environment that truly leaves no child behind. Students struggling with academic expectations may be asked to spend additional time with their

teacher or tutor after school. Parents accept the responsibility of paying for the tutoring services if they are deemed necessary.

HOMEWORK POLICY

Hampden Christian School has the philosophy that family time and interactions are vital to the development of the whole child and contain rich learning experiences. Learning happens in the context of living: cooking, shopping, cleaning, playing, and talking. We encourage families to intentionally incorporate learning experiences into their daily lives. Ideas for extension of math and reading concepts will be sent periodically via Saxon Math News, links to articles, and the classroom weekly newsletters. Homework is not assigned for the sake of assigning homework; the purpose of any homework given is to practice newly-taught skills, enrich or extend what students are learning, give hands-on practice, and connect parents with what the children are learning at school. Regular homework may include the following: oral reading assignments and practicing math facts, spelling words, and Bible memory. In addition, students are encouraged through the Book It! program to read each evening. Time spent reading, even merely for enjoyment, enhances children's spelling, vocabulary, and overall comprehension.

Our basic homework guide per grade level:

0 - 10 min. Kindergarten

0 - 15 min. Grade 1

0 - 20 min. Grade 2

0 - 30 min. Grades 3-5

30 - 45 min. Grade 6-8

Our goal is to maintain clear communication between the home and the school. We invite parental feedback and commit to working together to make homework time beneficial for everyone involved.

LIBRARY POLICY

We as a staff are delighted to be able to provide our students with a working children's library. We have several thousand volumes which include a wide variety of literature: picture books, poetry, traditional literature, fantasy, contemporary realistic fiction, historical fiction, biography, and informational

books. You may have questions concerning library policies; we hope the following questions and answers will provide some clarity.

How many books can my child check out per weekly class visit?

4 year olds may check out one book per week.

K-8 may check out three books.

How long can students keep books?

Books are due seven days from the date of check out.

Students may renew books one time. Exceptions may be made for classroom assignments or if the book is not placed on hold by another student.

What happens if a book is not returned the following week?

The student will need to renew that book. Students cannot exceed their maximum number of books allowed. For example, a student who has one book at home and has returned two books, may renew one book and check out two new books.

How much do lost or damaged books cost to replace?

All books lost or damaged cost \$5.00 or you can replace the book with a new or used copy in good condition.

What do I do if I suspect a book is lost?

If you have helped your child look for a book and you are certain that it is lost, please send in the money for a replacement copy. Sometimes a book turns up. You may return it during the remainder of the school year and your money will be refunded unless a replacement copy has already been purchased.

What types of books can my child choose from?

A library class is conducted highlighting a book genre or a section of our library. The librarian pulls a selection of these books and presents them to the students. Students are then asked to choose one book from this selection. They are free to choose two books of their own choice.

ATTENDANCE

Regular attendance is a critical component for success in school. Students are expected to be present and appropriately prepared for classes at designated times. The length of a school day is 8:45 to 3:15. Students are to be dropped off between 8:30 and 8:40 AM. They are to be picked up between 3:15 and 3:20 PM. If transfer of care does not happen by 3:20 PM, they will return to the classroom and parents will need to pick them up there. If students will be picked up later than 3:20, please notify the office. Parents will incur a \$10.00 late fee for every 15 minutes after 3:20.

Following is our transfer of care policy for our preschool and daycare students. This applies to elementary students **when they are in before/aftercare.**

Transfer of Care Policy: When parents come to drop off their child, we would like there to be a direct transfer-of-care. In other words, the parent should come with the child to the classroom, say good-bye to the child and exchange a word with the teacher so that it is clear to all involved that the transfer has taken place. The same should happen at pick up. Parents should expect to come to the child's class wherever they are and make that same transfer with the teacher in charge. We do ask that children are not sent to retrieve sibling(s) from the class.

Summary:

- Drop-off: Bring your child to the room where the teacher is, communicate with the teacher and say good-bye to your child.
- Pick-up: Come to the classroom or outdoor area for your child. Say good-bye to the teacher in charge.
- Keep your child and any siblings with you at all times when you are here.

COMMUNICATING ABOUT ATTENDANCE

Please contact the teacher several days in advance of an absence, tardy, or early leave. This helps ensure the whereabouts of your child and allows the teacher to prepare for your child's absence. After any absence, tardy, or early leave, the teacher will send a link for you to complete an electronic attendance record.

DEFINITIONS

A student is marked **present** if they are present at any time during the school day. They will also receive a **tardy** mark if they arrive after 8:45, or an **early leave** mark if they leave before 3:15. A student is marked **absent** if they were not present at all during the school day.

EXCUSED ABSENCES, TARDIES, AND EARLY LEAVES

The following circumstances are considered an excused absence, tardy, or early leave:

1. Illness of the student
2. Critical illness in immediate family
3. Death in the family
4. Dental and medical appointments related to the student (should include a note from the service provider)
5. Court appearance

After five unexcused absences or tardies, a meeting may be called with the parent, teacher, and school director. After fifteen unexcused absences, a student will be in danger of failing their grade level. Six incidences of unexcused tardiness or early leave will be calculated as one unexcused absence.

PREARRANGED ABSENCES

Planned absences can be very disruptive to a student's academic performance and should be avoided if possible. However, families who are planning an absence should notify the school office and the student's teacher(s) two weeks prior to the absence to ensure that their child has all necessary assignments and books. The timeline for completing assignments is left up to the teacher(s). It is the responsibility of the parents to make sure the student(s) complete the assignments and submit them.

INCLEMENT WEATHER CANCELLATION PROCEDURE

We do not necessarily follow the city school's cancellation or delay decisions. We do try to keep daycare open to accommodate working parents. You will be notified via email by 6:00 AM if there is to be a delay or cancellation. The announcement will also be posted on our website.

HEALTH AND SAFETY ISSUES

LUNCH POLICIES

Lunch is provided by the school as an optional service for \$70/month. This fee is due on or before the first day of the month. Should you choose to buy lunch on a daily basis, the charge is \$5/day. This fee is due on or before arrival at school on the day you wish to have your child receive a school lunch. Menus will be provided on a monthly basis. If your child dislikes what is served on any particular day, please provide a packed lunch. Otherwise, each child who has purchased lunch will be served all that is listed on the menu and no additional food should be brought to school. Any child who is eating when entering the building will be required to remain in the office until finished eating.

Because of various food allergies and preferences of parents, we ask that students do not bring in food items to share with classmates. Food items can be a great way to show appreciation for other people, but we prefer that students find different tokens of appreciation other than food for their friends. This policy includes birthday and Christmas gifts. For those students who bring a lunch, we also do not allow them to trade any of their food items with classmates.

DISTRIBUTION AND CONSUMPTION OF MEDICATION

In order to administer medication, a medication log needs to be signed and completed in the office. All medicines should be in their original containers with original prescription labels. We need current written doctor's INSTRUCTIONS and your doctor's written PERMISSION for us to administer the medication. Alternatively, your child may administer their own medication.

SICK CHILD POLICY

Hampden Christian School is not licensed to care for sick children.

- Please do not bring your child if your child is ill (has run a fever of 101 degrees, has vomited or has had diarrhea in the past 24 hours).
- If a child becomes ill at HCS, we will notify the parent to pick up their child immediately. Examples include: vomiting, two successive bouts of diarrhea, or a fever of 101.
- Child may not attend HCS until free of the above symptoms for 24 hours, without fever-reducing medication.

- We understand that this policy is not convenient for a working parent, but we are not allowed to provide care for a sick child. We reserve the right to deny care for a child who arrives with illness symptoms.
- If your child is out sick, full payment is still required.
- If your child is too sick to be outside, your child is too sick to be at school. We do require that our students participate in physical education each day. Exemption will be made only with a note from a parent describing an injury which would prevent participation.
- Please call or email HCS to notify the teacher if your child is going to be absent for the day.

EMERGENCY EVACUATION OF BUILDING

In the event of an emergency evacuation, the parent/guardian will be contacted immediately. Please notify the office with any changes of home or work addresses or emergency numbers. Immediate evacuation site is Hampden Family Center, 1104 West 36th Street, Baltimore, MD 21211. Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to our Relocation Facility at North Baltimore Mennonite Church, 4615 Roland Avenue, Baltimore, MD 21210.

SAFETY ISSUES

Many of our staff are trained in CPR and First Aid. We have emergency procedures in place in the event that the school building needs to be evacuated. HCS holds fire drills on a regular basis so that we are prepared for an emergency.

LIFESTYLE EXPECTATIONS

STUDENT CONDUCT

Students are expected to conduct themselves in a manner that is honoring to God, to themselves, to their parents, and to the school. This expectation applies to the time that students are in school and at school activities. Expectations for conduct in particular areas are as stated in each category below:

STUDENT DISCIPLINE

Hampden Christian School always seeks to build quality character traits in the lives of our students. We emphasize respect for oneself and others. We guide children through expressing emotions, both positive and negative, in a healthy way. We encourage and model developmentally appropriate social skills such as conflict resolution and problem-solving skills. These lessons will begin with clear and reinforced expectations:

1. Respect myself and others.
2. Use appropriate words to solve problems.
3. Obey teachers.

Good behavior will be recognized and praised. If a child displays challenging behavior, the staff will converse with the child about acceptable/unacceptable behavior and the child will be given a warning. The child will also be asked to explain, in his own words, why the behavior was unacceptable and apologize when appropriate. Staff may use additional approaches including logical or natural consequences. In cases where the child does not respond favorably or the infraction is serious, the director will handle the situation by talking with the child and possibly calling the parent. No child will receive corporal punishment.

We always strive to keep communication clear between caregiver, teacher, and director. If you have any questions or concerns, be sure to talk to your child's teacher or the director when appropriate.

If behavior problems are persistent, the school may take away student privileges – recess or school trips. The school may also assign students to serve detention either before or after school. Ongoing and severe behavior issues may result in the student being expelled from the school.

Electronics are not allowed and, if brought, will be placed in the office until the child's departure from school. Exceptions may be made for field trips.

Fitness trackers are allowed. Smartwatches that are able to send or receive messages are not allowed.

Physical, sexual, and verbal abuse will not be tolerated. Any form of bullying or intimidation will not be tolerated. The school reserves the right to discipline a

student for actions taken off-campus that adversely affect the safety and well-being of other students (e.g. cyber-bullying).

STUDENT DRESS CODE

GIRLS: Flynn O'Hara have available to purchase most of what is required by our uniform standard. Jumpers are to be purchased only at Flynn O'Hara, the length of which must come below the knee while standing and sitting. Blouses worn under the jumper are to be white with a collar. Anything worn in the classroom over the uniform must be purchased at Flynn O'Hara with the HCS logo on it. Girls shall wear knee length or longer leggings under their dresses for modesty on the playground. Socks, tights, and leggings shall be of colors coordinating with the jumper (gray, black, white, or burgundy).

BOYS: Shirts are to be purchased at Flynn & O'Hara with the HCS logo on them. Pants shall be tan or khaki in color. Dress pants shall be worn for performances. Only long pants are permitted. Black long-sleeved undershirts or turtlenecks can be worn under the uniform shirt for warmth. Anything worn over the uniform shirt in the classroom should be purchased from Flynn O'Hara with the HCS logo on it.

SHOES: Students must wear closed-toed footwear. Slippers and flip-flops are not permitted. Shoes should also be school colors or coordinating colors (burgundy, tan, black, white or gray). Keep in mind that students will need shoes suitable for running each day.

ACCESSORIES/MISC: Jewelry, nail polish, and makeup are not permitted at HCS. Hair accessories are available at Flynn O'Hara. Any other hair accessories should be of the coordinating colors (gray, white, black, or burgundy). No unnatural hair colors. No tattoos.

DISCIPLINARY PROCEDURE: If a student comes to school in violation of the HCS dress code, the student will be dismissed from class until a parent arrives. The student must be taken home and returned in dress code until the end of the day. Classes missed during this time will be considered unexcused. Upon a second dress code violation, a student will be dismissed for the remainder of the day with an unexcused absence.

BATHROOM POLICY

HCS expects children to use group bathrooms corresponding to their sex at birth or unisex single person bathrooms.

OPPORTUNITIES FOR PARENT INVOLVEMENT

Parent involvement is critical to Hampden Christian School's overall effectiveness. Parents can get involved by assisting with fund-raising and volunteering their time at the school. When volunteering, parents are asked to dress professionally with respect to the student dress code.

FUND-RAISING

HCS functions under Urban Mennonite Ministries (a 501(c)(3) organization). HCS welcomes any tax-deductible gifts from friends and parents of HCS. Any donors will receive a tax-deductible receipt. Several fundraisers will be planned each year. This fundraising helps keep tuition more affordable and helps provide financial aid to those who may have difficulty affording an education at HCS.

VOLUNTEERING

We welcome the assistance of parents in the following areas. The school will notify families when we need assistance in these areas. By having parents volunteer, the family can be more connected with what is happening at HCS.

CHAPERONING

During the school year we will take a limited number of field trips. Students will also participate in quarterly service projects. Some of these events will require additional adults to supervise students.

CLASSROOM ACTIVITIES

At various times there will be classroom activities where teachers will need assistance. We welcome the parents' involvement during those times so that they can experience what happens in the classrooms.

At times you may be assisting with mixed-age activities. Only HCS staff are permitted to hold or care for any of the babies in our care. For this reason, we ask that parents also refrain from holding children who are not their own while at HCS or on field trips.

We ask parents to refrain from posting photos of HCS students (other than their own child) on any social media sites when photos are taken at HCS or during HCS field trips.

ROOM PARENT

A volunteer will be needed to serve as Room Parent. This volunteer will collaborate with other parents and assist the teacher by coordinating events and tasks.

GENERAL INFORMATION

CAMPUS HOURS

The school office is open from 8:30 AM- 4:00 PM.

School hours are 8:45 AM-3:15 PM.

Before care starts at 7:00 AM; after care runs until 5:30 PM.

CHANGE OF ADDRESS

When families move during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. If you move during the course of the year, please notify the school office with your new contact information.

MASTER CLASS SCHEDULE

8:30 – 8:40 Arrival; Morning work

8:45 – 8:50 Morning Meeting; Announcements

8:50 – 9:15 Bible Class

9:25 – 10:35 Math

10:35 – 10:50 Recess

10:50 – 12:00 Reading; Language Arts; Spelling

12:00 – 12:30 Lunch & Recess

12:30 – 12:45 Read aloud

12:45 – 1:10 Reading

1:10 – 1:35 Journals; Writing; SSR

1:35 – 2:05 Science or Social Studies

2:05 – 2:35 Outdoor Recess

2:35 – 3:15 Related Arts; Vocabulary

ENROLLMENT & FINANCIAL POLICIES

Hampden Christian School does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational programs and policies.

TUITION, FEES, AND ENROLLMENT

INITIAL PAYMENTS

Tuition payments are due in advance. In order to reserve a space for your child, HCS requires the following:

1. one month payment (first month's service)
2. \$300 security deposit
3. \$50 enrollment fee

The security deposit will be applied to your child's last week(s) at HCS. We do not issue security deposit refunds.

The registration fee and first month's payment are nonrefundable. If you pay to secure a spot, no tuition will be refunded.

LATE PICKUP FEE

Parents will be charged \$15 for every 15 minutes the child is left at the school after 3:20 and after 5:30 for aftercare. This means that parents need to retrieve the child from the teacher's care and leave the classroom by the relevant time.

RETURNED CHECKS

If a check is returned to us by your bank for insufficient funds, you will have five days to get cash to us to replace the bad check or discontinue enrollment until

the balance of your account is taken care of. There will also be a service charge of \$35 for each bad check given.

PAYMENT DUE DATE

All payments are made for the following month's service and are due the 29th. Customers will be charged a late fee of \$15 on the first business day after the bill is due.

PAYMENT OPTIONS

- Pay each invoice online via the link that is emailed to you each month. You can use ACH (eCheck) to pay online.
 - Bring a personal check to the office.
 - Pay with credit card at the office. A fee of 2% will be charged.
-

RE-ENROLLMENT

HCS requires a re-enrollment application and a \$200 down payment for patrons who want to hold a space for the fall. The down payment is applied to the first tuition invoice in the fall.

This down payment will be refunded to you if you notify the Director in writing prior to July 1.

SUMMER ENROLLMENT

Students may enroll for full days during the summer months. You may also take additional tuition-free vacation weeks during the summer (with two weeks written notification to the office). Summer enrollment is finalized in February during the re-enrollment period.

PER MONTH PRICING 2021-2022

- Tuition: \$840
- Extended Care: \$350
- Lunch: \$70 (or \$5 for a single lunch)
- Sibling discount: 20% for 2nd child, 50% for 3rd child, no charge for 4th child. Discount will be applied to least expensive child.

More detailed pricing is available on our website under "Admissions."

2021-2022 CALENDAR

Aug 30, 2021	First Day of School - Elementary dismisses at 12:00
Sep 6, 2021	HCS closed for Labor Day
Oct 8, 2021	Elementary dismisses at 12:00 for professional development
Oct 21 - 22, 2021	Elementary closed for professional development
Oct 22, 2021	HCS closed for professional development
Nov 2, 2021	First quarter ends
Nov 2, 2021	Donor Banquet in Lancaster; HCS Closes 3 PM
Nov 9, 2021	Parent Teacher Conferences: no aftercare available, daycare closes at 3:00 PM
Nov 25 - 26, 2021	HCS closed for Thanksgiving
Dec 23, 2021	Elementary dismisses at 12:00, Daycare dismisses at 12:15
Dec 24 - 31, 2021	HCS closed for Christmas
Jan 14, 2022	Second quarter ends
Jan 17, 2022	Elementary closed for MLK Day
Feb 21, 2022	Elementary closed for President's Day
Mar 17, 2022	Daycare closed for professional development
Mar 18, 2022	HCS closed for professional development
Mar 22, 2022	Third quarter ends
Mar 29, 2022	Parent Teacher Conferences - No aftercare available, daycare closes at 3:00 PM
Apr 15, 2022	HCS closed for Easter
Apr 18, 2022	Elementary closed for Easter
May 27, 2022	Last day of school - HCS closes at 12:15 PM
May 30, 2022	HCS closed for Memorial Day
Jun 18, 2022	HCS closed for Juneteenth

HAMPDENC.S.ORG WEBSITE

To find updated information, including menus, the calendar, and commonly used forms, see the parents tab on the hampdenc.s.org website.

