

# HAMPDEN

ELEMENTARY / MIDDLE #55

## 2022-2023 FAMILY HANDBOOK

**WE ARE  
INVENTING THE  
FUTURE!**

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Principal: Dr. Katrina M. Foster

Assistant Principal: DeVera Miller Maxwell



# SY23 Family Handbook

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## Welcome!

Dear Families,

Welcome to the 2022-2023 school year at Hampden EMS! This year, we will continue to prioritize student safety, wholeness, and address individual student needs. We will continue to use high quality instructional practices and social emotional supports. It is our goal to provide rigorous, personalized learning opportunities for all students so that they grow academically, socially, and emotionally. Our teachers and staff will be intentional about rebuilding a sense of community, culture and climate in our in person learning environment using social emotional learning (SEL) strategies.

This handbook contains important information concerning the expectations students and families are expected to follow as members of the Hampden Elementary/Middle school community. It also includes pertinent policies and procedures that help our school remain a safe environment for everyone.

**We are reimagining Hampden EMS!** We value your input and participation—after all, you are the expert authority regarding your child! As partners, we welcome your input on how we can work together to provide your child with the best education possible.

Thank you for choosing Hampden EMS!

Sincerely,



Dr. Katrina Foster, Principal  
[kmfoster@bcps.k12.md.us](mailto:kmfoster@bcps.k12.md.us)

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*Hampden's 2022-2023 Family Handbook was developed for families and students to assist them in becoming familiar with the policies and procedures of Hampden Elementary/Middle School. Hampden's Family Handbook is in alignment with City School policies and procedures, students' rights and responsibilities, programs services and safety guidelines that can be found in the Baltimore City Public Schools (hereafter referred to as City Schools) Code of Conduct book.*

*Keep these documents in a safe place for future reference.*

# SY23 Family Handbook

## School Information

<b>SCHOOL:</b>	Hampden Elementary/Middle #55
<b>ADDRESS:</b>	3608 Chestnut Ave. Baltimore, Maryland 21211
<b>TELEPHONE:</b>	410-396-6004/ 6005
<b>FAX:</b>	410-545-7774
<b>WEBSITE:</b>	<a href="https://www.hampden55.org">https://www.hampden55.org</a>
<b>FACEBOOK:</b>	<a href="https://www.facebook.com/Hampden55">https://www.facebook.com/Hampden55</a>
<b>INSTAGRAM:</b>	<a href="https://www.instagram.com/hampden55/">https://www.instagram.com/hampden55/</a>
<b>CLASS DOJO:</b>	<a href="https://www.classdojo.com/invite/?s=4eece76df64aa62934ed9433">https://www.classdojo.com/invite/?s=4eece76df64aa62934ed9433</a> Select our school and your child's teacher
<b>PRINCIPAL:</b>	Dr. Katrina Foster— <a href="mailto:kmfoster@bcps.k12.md.us">kmfoster@bcps.k12.md.us</a>
<b>ASSISTANT PRINCIPAL:</b>	DeVera Miller Maxwell— <a href="mailto:damiller-maxwell@bcps.k12.md.us">damiller-maxwell@bcps.k12.md.us</a>
<b>SECRETARY:</b>	Melissa Young— <a href="mailto:mayoung01@bcps.k12.md.us">mayoung01@bcps.k12.md.us</a>
<b>SCHOOL MASCOT:</b>	Mustang
<b>SCHOOL MOTTO:</b>	We are inventing the future!
<b>GRADES:</b>	Pre-K - 8
<b>UNIFORM:</b>	None, we follow the City Schools' Dress Code

# SY23 Family Handbook

## Daily School Procedures

### Arrival Procedures

Students and parents should arrive to school between 7:00-7:30 AM and report directly to the cafeteria for breakfast.

At 7:30 AM school staff will begin to transition students from the cafeteria to their assigned classroom.

### Parking/ Family Drop-off / Family Pickup

Families should refrain from double parking along Chestnut Ave, in the front of our school. Families are subject to receiving a \$250 ticket by Baltimore City Parking Enforcement (not City Schools) for violating this policy. Also, families/ guardians should not block the loading dock/ramp along the side of the school. The front entrance is a bus drop off area. Yellow buses are the first priority. Please do not stand/ park during student arrival and dismissal times. There is free public parking along the adjacent streets along the perimeter of the school. Families/ guardians are encouraged to pull up to the curb to drop off students when City Schools yellow buses are not in the bus loading zone.

Breakfast is served in the cafeteria until 7:30 AM. Students are late at 7:36 AM. Instruction begins at 7:36 AM.

### Dismissal Times

- Grades Pre-K to 8: 2:10 PM (regular school days)
- Early Dismissal: 11:00 AM (half-day/ early dismissal closing)

### Lunch Schedule

#### Regular Schedule

Grades PK-2/Limiac	10:20-11:05
Grades 3-5	11:15-12:00
Grades 6-8/Solliday/ Bayani	12:10-12:55

#### Early Release Days

Grades PK-2/Limiac	9:10-9:40
Grades 3-5	9:50-10:20
Grades 6-8/ Solliday/Bayani	10:30-11:00

### Dismissal Procedures

- Students are dismissed from school at 2:10 PM.
- If a student (ages 4-7) has not been picked up by 2:20 PM, they will be brought to the main office, where the family member will need to sign the late dismissal book. After the third occurrence of lateness, a conference will be held between the parent and administration.
- It is requested that no one enter the building to wait for students.
- **All unmonitored students are to leave school property after dismissal. Only students with adult monitoring can remain on the school playground.**

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## **Special Day School Schedules**

- 9:00 AM Breakfast for two-hour delay days
- 9:30 AM School begins on two-hour delay days
- 9:36 AM Students who are not in class at this time are late and must sign the late book in the office.

## **Emergency Information**

To keep the records of students' current, the following changes should be reported to the office: name, address, phone numbers, and emergency numbers. If your address or telephone number changes, you must notify your child's teacher and the school secretary as soon as possible.

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## School Policies

### Dress Code

Students at Hampden Elementary/Middle School #55 are expected to come to school dressed appropriately daily. Although we are a non – uniform school, the BCPSS dress code, outlined in the Student Code of Conduct is fully enforced.

A quick reminder is “Shoulders-Knees-Toes”. We ask that their skin is covered from their shoulders to their knees so that underwear is not revealed. Students should not wear sandals without straps (flip-flops, thongs, slippers) so they can move safely throughout the building.

### Classroom Celebrations

We recognize that parents/guardians/ guardians often choose to celebrate their students’ birthday during school time. There should be no homemade treats. All items should be store-bought, so that families can track possible allergens, if necessary. Items should be given to the ENTIRE class.

### Food/ Student Allergies

- Please inform your child’s teacher of any allergies your child may have.
- The office will not accept any paid food deliveries for students.
- Families may drop off food for students on an as-needed basis only.
- Our students have various eating plans and allergies. Do not distribute any food items to other children.

### Portable Electronic Communication Devices

I acknowledge and accept responsibility that permission is contingent on the following rules:

1. Students may possess and use devices while riding the bus to/from school or after school hours to contact a parent/guardian for the express purpose related to transportation home from school unless this privilege is suspended by the school staff.
2. Students may not use devices at ANY other time unless authorized by the teacher or principal.
3. When not in use, devices must be powered off or on silent mode and secured per school protocol.
4. No student shall use a portable electronic communication device, including taking or posting pictures, videos, or recordings, on school grounds or at school-sponsored activities, in a manner that would be:
  - i. illegal;
  - ii. profane;
  - iii. indecent and/or obscene;
  - iv. an invasion of privacy of another person (this includes using a device to take audio recordings, pictures or videos in a bathroom or locker room);
  - v. perceived as bullying, harassing or intimidating another person;
  - vi. seen as compromising academic integrity (this includes unauthorized use of a device during an exam or state test whether or not the intention of use was to cheat);
  - vii. unintended use of a borrowed device (this includes using a borrowed device to text or make calls under the guise of the device’s owner); or
  - viii. in violation of the City Schools Code of Conduct.



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Students assume **full responsibility** for their portable electronic communication devices including safety, security and maintenance. This also includes any and all fees associated with voice, text, or data usage (per the carrier's mobile phone/portable personal electronic device service agreement).

Students must comply with class and school rules and all relevant Board policies, including but not limited to Policy EGD - Internet Safety/Acceptable Use of Technology\* and Policy JICJ - Student Use of Portable Electronic Communication Devices, while using devices.

Please note that portable electronic communication devices are not required and teachers will provide alternative options for lessons involving devices.

## **Copies of Birth and Health Records**

Records requests for student birth certificates, immunization records, and other medical documents can be provided with 24-hour notice at a cost of \$2 per page. See Mrs. Young.

## **Recess**

Outdoor recess will take place on the school playground and / or "blue top". Outdoor recess will not take place during the following:

- Outdoor temperatures reach extreme cold or hot temperatures
- Any form of precipitation in the air or ground
- Half days / Early dismissal days
- Lack of sufficient adult/ student safety ratio

Indoor recess will take place in inclement weather, when the outside temperature is 40 degrees or below or the wind-chill falls below 40 degrees. Generally speaking, we made this decision by 9 am. Ms M. is the primary person to make the final decision after she assesses the grounds, temperature, and wind chill.

## **General Attendance Policy**

Students have the responsibility for attending school, on time, every day. Families have the legal responsibility for making sure that their children attend school on time every day.

An absence is an absence regardless of the reason. Absences will be marked as lawful or unlawful.

The following reasons are deemed lawful absences:

- death in the immediate family;
- student illness, for which the principal may require a physician's certificate;
- court summons;
- hazardous weather conditions;
- observance of a religious holiday;
- state of emergency;
- suspension;
- lack of authorized transportation;
- and other circumstances which, in the judgment of the principal or designee, constitute a good and sufficient cause for absence from school

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Teachers, administrators and the school's attendance team will monitor absences. Telephone calls, letters, home visits, parent/ guardian conferences and district court referrals will be made, whenever appropriate.

## Excessive Absences/ Tardies

When students miss more than 15 days of school for any reason – excused or unexcused – they are considered *chronically absent*. A *truant* student is one who is absent without lawful cause for a portion of or an entire school day, and *habitual truant* is a student who is unlawfully absent for 20 percent or more of any marking period, quarter, or year.

## Early Dismissal

If you must pick up your child earlier than 2:10 p.m., you must do so before 1:40 p.m. Students are often in transition between 1:41 p.m. and 2:10 p.m. They are preparing to leave by completing exit tickets, gathering their belongings, or reporting back to their classrooms from resource or recess. Consequently, we are asking that parents/guardians refrain from requesting an early dismissal after 1:40 p.m.

## What should I do if the student is absent from school?

Parents/guardians must call the school each day that your child will be absent, tardy, or picked up early. Please note that to record absences as “excused,” we must receive a written note when the child returns to school. The note must be returned **within three days after returning to school**. **If the note is not received within that time period, it will be coded as an unexcused absence.**

## All notes should have:

- Student's name/ Parent or guardian signature and phone number
- Date(s) of absence, Date letter was written
- Reason of absence

Use our google document to easily report absences: <https://bit.ly/23Absence>

## Emergency Information

To keep the records of students' current, the following changes should be reported to the office: name, address, phone numbers, emergency numbers, and transportation requests. During the first week of school, each student will take home an Emergency Contact Form to complete.

Due to the many illnesses and accidents children have, it is imperative that the school has accurate emergency contact numbers including cell phone numbers. Answering machines are ineffective in an emergency. Emergency records are maintained in the office and are to be updated any time you feel it necessary to change the name or phone numbers.

- If your address or telephone number changes, you must notify your child's teacher and the school secretary as soon as possible.
- Be sure that your child knows your address and telephone number. Write this information in your child's notebook.
- Specific information regarding who should be contacted in case of illness or emergency MUST be provided.

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## Family Involvement

### Visitor Check-In

We want to continue to limit the number of people in the building due to COVID-19 Health and Safety concerns. Families will not be permitted to walk students to their classroom, and all appointments, conferences, and visits must be scheduled with staff in advance. Visitors (ages 18 or older) must adhere to the rules and regulations of the school. You will be required to show photo identification to office staff when you enter the school. The photo ID must give your name and birthdate. You will always then receive a photo identification badge to wear and keep visible when you are in the building. Your ID will be secured in the main office during your visit. You must check out before leaving to retrieve your ID.

Family members who bring things that their child left at home should report to the office. In order to minimize interruptions to classroom instruction, the office staff will ensure that your child receives it during an appropriate time.

### Family Visits

Family visits are observational only and do not interrupt classroom instruction. Please be mindful that instruction begins promptly at 7:36 AM.

The following protocol is for Families /Guardians who request the opportunity to conduct a classroom observation within their child's class(es):

- Requests will be forwarded to the respective teacher(s) for an appropriate date and time of the visit
- Visits will not be allowed on days of any testing (summative or formative)
- Visits will not exceed one (1) total hour per marking period, per student
- One visit cannot accommodate more than two (2) visitors at any time
- Visitors will be held to all terms on Policy KIA-RA

Teachers may initiate visit requests to families / guardians at any time, which would not fall under this policy. Rather, this policy will be fully enforced for Parent / Guardian initiated requests.

### Conferences /Meetings

Conferences involve discussion with staff members. These conferences must be pre-scheduled through the main office at least 24 hours in advance. Report Card Conferences and Progress Report Conferences will be scheduled throughout the school year per the district calendar.

### School Tours

All prospective and currently families are invited to meet with Dr. Foster to discuss to tour and learn more about Hampden EMS in an informal, group setting. The schedule for these sessions will be shared via our school's website, Facebook Page, and Instagram account.

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## Student Health & Wellness

### Social, Emotional, or Mental Health Concerns

If you are concerned about your child's social, emotional, or mental health, you have options.

- If you would like to see if your child is eligible for counseling services through Catholic Charities, reach out to Ms. Bethea at [tbethea@cc-md.org](mailto:tbethea@cc-md.org).
- If you are concerned about your child's social or emotional health, reach out to our school social worker, Ms. Turner at [kturner@bcps.k12.md.us](mailto:kturner@bcps.k12.md.us).

### Child Abuse and Neglect: Policies and Procedures

Occasionally there are factors in a child's appearance and behavior that lead to suspicions of child abuse or neglect. Maryland law requires that all educators and other school employees and volunteers report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped.

Hampden EMS policy supports Maryland laws in this regard and requires that all staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and the Baltimore City Police. At all times the intent is to protect children from harm by providing services to maintain and strengthen the child's own family.

### COVID Health & Safety Protocols

Working with state and local agencies, partners, and experts, City Schools has developed a plan and procedures that allow us to maintain safe in-person learning and extracurricular activities as community conditions change. Here is a summary of some of the key procedures now in place:

- Vaccinations are the best way to protect yourself, your family, and your community. City Schools strongly encourages all staff and families to get vaccinated!
- In-school testing helps identify potentially infected people so that steps can be taken to prevent spread of the virus. Through our "test to stay" protocols, students and staff can get rapid tests that may eliminate the need to miss days at school.
- All students (vaccinated and unvaccinated) will participate in free in-school testing. This testing will now occur every other week. Parent/ guardians must sign the consent form ([English](#) or [Spanish](#)) to ensure their students have access to this safe, convenient and free resource!
- Rapid tests will be distributed at all upcoming Back to School events so that students can be tested at home before the first day of school.
- Prior to extended breaks including Back-to-School, Thanksgiving, Christmas, and Spring Break, over the counter rapid tests will be backpacked home for all students and staff to test before returning to school.
- Quarantine for asymptomatic exposed individuals, regardless of where the exposure occurred, **is no longer required**. Test to stay testing will be provided to identified close contacts and k-8 cohorts.
- Isolation for those who test positive is five days. Note that all close contacts will be eligible to receive a rapid test and stay in school through our "test to stay" protocol, so quarantine is no longer required for those who have been exposed to COVID.

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- Masking is required for those with a known exposure for 10 days after exposure. Masking is never required while the individual is eating, drinking, sleeping, or outside.
- Everyone entering a City Schools building is reminded to monitor symptoms and not to enter if they are experiencing symptoms.
- [Ventilation has been improved](#) with high-quality filters and air purifiers to reduce the spread of viruses in the air.
- [Cleaning and disinfecting](#) happen daily, with products designed to eliminate viruses.
- Personal hygiene will continue to be stressed, including teaching students about proper handwashing, use of tissues, covering sneezes and coughs, etc.

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## Communication

### **Campus Portal**

All families have access to student information via the district's Campus Portal. There, you are able to monitor their attendance, behavior, and grades. Please verify that your child's information is accurate and your contact and address information is up to date. When you log in, you will also be able to opt out of student recording.

<https://www.baltimorecityschools.org/campus-portal>

### **Class Dojo**

Hampden EMS sends out notices and schoolwide updates via ClassDojo. Please connect with your child's teachers when they send you an invitation. The ClassDojo app can be accessed on most mobile phones or via the website,

<https://www.classdojo.com/invite/?s=4eece76df64aa62934ed9433>

### **Group Me**

Families are invited to connect with other families and caregivers via [GroupMe](#).

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## Instruction

### Expectations for STUDENTS

- Engage with teacher during daily instruction
- Ask for additional support when needed
- Complete assignments independently and submit them by due date

### Expectations for FAMILIES

- Prioritize the safety and well-being of family
- Review communications from the district, school, and teachers to understand the available supports and expectations for your child's virtual learning
- Limit distractions in the home to support productive student work
- Speak up on behalf of your child
- Hold your child accountable for engaging actively in their learning

### Expectations for TEACHERS

- Connect with families and students using district-approved technologies and communications channels
- Engage in PD on norms and best practices for virtual learning
- Plan instructional content delivery based on guidance and schedule provided by the district
- Collaborate with peers to plan for support for students with identified needs
- Deliver instructional content and activities and provide feedback on work and progress meeting grade-level expectations

### Expectations for SUPPORT STAFF

- Collaborate with peers to plan for support for students with identified needs
- Provide support during students' daily schedule

### Expectations for NON-INSTRUCTIONAL CERTIFICATED STAFF

- Connect with families and students
- Provide resources and support for students' social-emotional needs
- Collaborate with peers to plan for support for students with identified needs

### Expectations for PRINCIPAL/ ASSISTANT PRINCIPAL

- Communicate overarching learning priorities to families
- Implement collaboration protocols for teachers and staff to receive and share information, celebrate success, and jointly problem solve
- Monitor implementation and family contact and address issues as they arise
- Engage in professional learning

### Grading/Assessments

In City Schools, grades represent a student's performance based on course of study expectations. Teachers will evaluate students using a variety of assessment tools to provide

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students with numerous and varied opportunities to demonstrate knowledge and skills. Teachers will provide students and parents with information about student achievement by regularly updating grades using the district's online grading tool.

## **Technology Assistance**

If you have concerns about technology, please reach out to Mrs. Hunter at [eahunter@bcps.k12.md.us](mailto:eahunter@bcps.k12.md.us).



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## Behavioral Support

### Restorative Steps

To maintain safe and supportive learning environments, teachers will use these restorative steps should undesirable behaviors persist or become disruptive to teaching and learning.

- Redirect undesired behavior
- Issue verbal warning related to the behavior
- Privately chat with student about behavior
- Notify parent/guardian at first chance
- Schedule conference meeting with parent/guardian, teacher and student

### Consequences

Our school believes in proactive discipline and in providing children with the skills to solve problems and work collaboratively. When necessary, there are procedures in place to address misbehavior:

- Conferences between student and teacher
- Removal of the student from the group within the classroom
- Removal of the student from the classroom
- Conferences between student, teacher and parent (these may include the School Administration as needed)
- Detention
- In school or out of school suspension of student
- Expulsion of student

In all disciplinary matters, students will be given notice and will have the opportunity to present their version of the facts and circumstances leading to the imposition of disciplinary sanctions to the staff member imposing such sanctions. The latter half of the list is enacted in those cases involving the health and safety of oneself or others, or continuous misbehavior which disrupts the educational program. Parents/guardians will be notified in writing in all cases of suspension.

### Suspensions

Our goal is to have students in school, not out of the school. Students, however, do not have the right to interfere with the learning or safety of others. Students who do this may have to be removed from school. This removal may be done in one of two ways: Short-Term Suspension and Extended Suspension.

Students may be sent home for a violation of system and/or school rules. The removal of a student from school is a serious matter. It is sometimes necessary when previous attempts to modify a student's behavior have been unsuccessful.

Students who return to school after any suspension will require an administrative conference along with a parent or guardian.

Students with disabilities have the same rights and responsibilities as other students and may be disciplined for the same behavioral offenses. For those students, whose IEP includes specific disciplinary guidelines, they will be disciplined per those guidelines. For those students whose IEP does not include specific disciplinary guidelines, they will be disciplined in accordance with school policy relating to each infraction.

