

Bedford Elementary School
Parent Handbook
2023-2024

BEDFORD
ELEMENTARY

A COMMUNITY SCHOOL



SEE WHAT THE BUZZ IS ABOUT!

7407 Dorman Drive
Pikesville, MD 21208

School Phone: 443-809-1200
School Fax: 443-809-1201
School Nurse: 443-809-6042

Office Hours: 8:15 AM – 4:15 PM

WEEKLY UPDATES: During the school year, Weekly Updates are sent to families at the end of each week, by email, sharing important information and upcoming events. If you do not receive these messages, please contact Suzanne DeWeese at sdeweese@bcps.org

MEAL INFORMATION: At Bedford, students are eligible to receive free breakfast and lunch. Snacks are available for purchase for 75¢ - \$1.00. You may prepay for your child's snacks online through <https://www.myschoolbucks.com/> or send in cash to be added to their account.

PARENT CONTACT INFORMATION: Please inform the office whenever there is any change in the family's address or phone number or email address. It is extremely important that we have correct information in our Student Information System so that we are able to reach you and so that you receive communication that is sent out by the school and system.

CUSTODY ARRANGEMENTS: Custody papers and other related legal documents are required to be on file at school.

ARRIVAL PROCEDURES:

- **8:30 AM** – school opens and students may enter the building.
No staff members are on duty to supervise students prior to 8:30 AM.
Students are not to be left unattended by parents, guardians, or daycare providers prior to 8:30 AM.
Students should remain in cars and daycare vans until the bell rings at 8:30 AM.
- **Drop-Off Locations** – Car riders are dropped off at the Kahn Drive side of the building in the parking lot. Walkers enter the building from the front doors and should utilize the sidewalks and marked crosswalks.
- **8:46 AM** – students are considered late and will receive a late pass from the office.

DISMISSAL PROCEDURES:

- **3:30 PM** – Dismissal begins
 - Car Riders are dismissed from the Kahn Drive side of the building and parents are to remain in their vehicles while coming through the parking lot. Your number should be displayed from your rear-view mirror and your child will be brought out to your vehicle. Car Rider registration must be renewed each school year. You may request a Car Rider Application from the office.
 - Walkers are dismissed from the front of the building off of Dorman Drive. Students dismissing from the front of the building are considered Walkers, even if you are meeting them in a vehicle.
 - BCPS determines who is eligible to ride the bus based on your address. Families may not use a bus stop because it is near their home, they must be identified as eligible to ride the bus by BCPS. Information about pick-up times and stops can be accessed in the FOCUS Parent Portal by selecting the Child Info section.
- **3:46 PM** – parents/guardians or daycare providers must park and sign out the child(ren) from the front office.
- **Early Dismissal** – In order to ensure your child does not miss instructional time, early dismissals should be limited occurrences. When you come into the building to pick up your child, you will be required to show identification and sign them out on a log. Once you arrive, your child will be called to meet you in the office. If someone other than the child's mother or father is picking up your child, you must provide a note to your child's teacher or the front office staff. This can be done through a handwritten note, Talking Points message, or email prior to their pick-up.
- **Changes to Regular Dismissal Plans** – Changes to your child's normal dismissal plan must be made in writing; phone calls will not be accepted. These procedures ensure the safety of our students, decrease the number of classroom interruptions, and will avoid any confusion regarding dismissal. In the case of a family emergency, please contact one of our administrators.
- **Emergency Early Dismissal Plan** – In the event that all BCPS schools close due to inclement weather or another emergency, your child will be sent home following their normal dismissal plan. When it is decided that schools are to be closed for inclement weather, announcements will be made by local television, radio stations, posted on the BCPS website, and BCPS social media. A School Messenger message will be sent by the principal. Please note that Bedford Elementary is not required to call parents concerning county-wide school closings. The only exception is when Bedford Elementary is the only school to close due to an emergency such as a power outage or water main break. In that case, school staff must have direct contact with parents in order to release students.

BUS TRANSPORTATION INFORMATION:

- **Transportation Status** – BCPS is listing daily bus substitutions or delays for scheduled bus routes on the BCPS website by school at www.bcps.org/transportation_status
- **Crossing Procedures for Bus Students** – Students exiting the bus are to wait on the side of the road where they exit the bus and stand clear until the bus pulls away. When traffic is cleared and it is safe to cross, students may proceed to the other side of the road.
- **BCPS Students' and Parents' Guide to Transportation** – Transportation provided by the county requires students to uphold the same behavioral expectation as those in the school. When a student's behavior distracts the driver, it places the bus and the students' safety in jeopardy. When this happens, the student may be denied the privilege of riding the bus to ensure the safety of others. Bus drivers are responsible for students from the time they enter the bus until they exit the bus. A parent does not have to be present at the stop for the driver to release the children; however, parents are responsible for the supervision of their children from the time the children leave home in the morning until they board the school bus, and at the end of the day from the time the school bus departs the unloading area until the children reach home. **View the full guide** at <https://www.bcps.org/> and select Bus Information (Office of Transportation) and then Policy, Rules, Resources & Field Trips.

DELAYED OPENINGS & EARLY DISMISSALS:

All buses will run during delayed openings and early dismissals. Arrive at your bus stop the appropriate number of hours prior to the normal pick-up time/drop-off time.

- 1 Hour Delay:** Students may enter the building at 9:30 AM. Our instructional day will begin at 9:45 AM. Breakfast will be served to students. Lunch times remain the same and begin at 10:45 AM.
- 2 Hour Delay:** Students may enter the building at 10:30 AM. Our instruction day will begin at 10:45 AM. Breakfast is **not served** to students. Lunch times are adjusted and begin at 11:00 AM.
- 1 Hour Early Dismissal:** Dismissal runs from 2:30 – 2:45 PM. Breakfast & lunch will be served.
- 2 Hour Early Dismissal:** Dismissal runs from 1:30 – 1:45 PM. Breakfast & lunch will be served.
- 3 Hour Early Dismissal:** Dismissal runs from 12:30 – 12:45 PM. Breakfast & lunch will be served.

ESSENTIALS PANTRY: Bedford's Essentials Closet offers household essential and personal hygiene items available to students, families, and the community. Please scan the QR Code for the Essentials form or text or call 443-272-1133 for a form. Please let us know if you are in need of any items not listed, and we will try to help you access those items. You may also reach Mrs. Lucas at 443-809-9584 or tlucas5@bcps.org



CAMPY PANTRY: The Campy Pantry is located at Campfield Early Learning Center, located at 6834 Alter Street, and takes place every third Wednesday of the month from 1:30 – 3:00 PM.

STUDENT ATTENDANCE:

- Tardy arrivals and early dismissals impact your child's ability to access the full instructional program and should be limited in frequency.
- All absences, lawful or unlawful, are counted towards a child's attendance rate. The Maryland State Department of Education's standard for satisfactory attendance is 94% present, this means if your child is enrolled for the full school year, that they cannot miss more than 10 days of school.
- Students are considered chronically absent if their attendance rate is below 90%.
- When your child is absent, it is important for you to communicate with the school so that their absence is documented correctly. Please call, email, or Talking Points message your child's teacher and/or the main office. If your child visits a doctor, please ask for a note to submit to the school.
- In order for students to be marked present for a half day, they must attend school for at least 2 hours. Students attending school for less than 2 hours will be marked absent for the full day.
- In order for students to be marked present full day, they must attend school for at least 4 hours.
- Student attendance, including tardy arrivals and early dismissals, is monitored monthly by the school. Families will receive communication in the form of phone calls, letters from school leadership, requests for required parent conferences, and/or contact from the pupil personnel worker.
- If you are unsure whether your child should stay home or attend school, please feel free to contact our school nurse, Mrs. Fisher, at 443-809-6042.

MEDICATIONS IN SCHOOL:

- Students are not allowed to bring cough drops or any other non-prescription medication to school. This includes things such as lotion for a rash, Tylenol, vitamins, etc. These items are available from the school nurse if she deems it appropriate and if the parent/guardian has provided written permission by completing the Discretionary Medication Form for the current school year.
- If a student requires prescription medications to be administered in school, a *Parent's Request to Administer Medication in School* must be completed by the child's doctor and submitted to the school each year. The medication should be brought to school by a parent/guardian or responsible adult.

SCHOOL VISITATION:

- **Office and Entrance** – In order to maintain a safe and orderly learning environment, Baltimore County Public Schools has implemented a Door Entry Buzzer System for all visitors.
 - For the safety of all students and staff, outside doors are locked at all times.
 - All visitors must enter the school through the front door. To gain entry, visitors will first need to push the buzzer located on the right side of the door once and state their name purpose for their visit. If visiting a staff member, visitors will be asked if they have an appointment.
 - Each visitor must be provided access to the building by the office, please do not hold the door open for others to enter behind you.
 - A license or other valid government identification is required to visit within the building. **Even if you have had your identification scanned previously, you must still bring your identification in with you.** Visitors must report to the office to obtain a pass which must be clearly displayed at all times.
 - All visitors are to return to the office and sign out and return the visitor badge.
- **Volunteers** – If you are volunteering in the building, please stop in the office to sign-in and receive a visitor's badge. When leaving the building, just return to the office, sign out, and drop off your badge. To become a volunteer, please review the Volunteer Training and Screening Process information.
- **Dropping off Materials** – If a student forgets something necessary for the school day, the item can be dropped off in the office. Students may not be immediately called to the office to retrieve the dropped off item. Rather, when there is a break in instruction, the student will come pick up the item. This includes lunches. We ask that families do not bring or drop off fast food for lunch.
- **Conferences & Visitation** – Classroom visits and conferences by parents are encouraged. Classroom visits should be arranged with the classroom teacher prior to coming to the school. Arriving to school unannounced may result in the inability to visit the classroom if testing or other focused events are occurring. Please be mindful that visits cannot interfere with the instructional program, and parents should refrain from discussing his or her child's progress during the observation. The school setting is not to be used for personal visits with students. We discourage parents from bringing younger siblings into the classrooms and cafeteria during visitation. Due to privacy laws, using cell phones or taking pictures or videos during classroom visitations is not allowed. The school reserves the right to limit or schedule the visit in such a way to diminish or avoid disruption to the normal operation of the school.
- **Food for Classroom Parties**- BCPS has adopted a Wellness Policy that has new guidelines for school snacks. Cupcakes are no longer allowed to be brought into school. Please see the list of approved snacks at the back of this handbook.

TECHNOLOGY, TOYS & GUM:

- **Chromebook Devices & Chargers** – All BCPS students are issued a Chromebook and charger that are checked out to them. Students should abide by the Technology Acceptable Use Policy (TAUP) outlined in the BCPS Student Handbook when using their devices. Charged devices should come to school with students daily as they are utilized for a variety of instructional activities. Students should care for their devices to prevent damage. BCPS is assessing fines for damage to devices and lost devices. BCPS charges \$40 for a replacement charger and up to \$355 for devices.
- **Toys, Electronic Devices & Gum** – Please discuss with your child that toys and electronic devices such as tablets and gaming systems do not belong in school. This is to prevent distractions during the school day and to protect your child's property from damage or theft. Chewing gum is not permitted at any time.
- **Cell Phones** – We do not recommend children bringing cell phones to school. If your child brings one to school, Bedford will not be responsible if it is lost or stolen. Cell phones must be turned off and stored in their bookbags. Cell phones may not be used on the bus.

LOST & FOUND: Bedford has a lost and found that fills each year with beautiful clothing and jackets. Please label your child's lunchboxes and jackets so that they can be easily returned to them if lost. Lost glasses, jewelry, and keys are held in the main office. Items that are not claimed at the end of year marking period will be donated to charity.

DRESS CODE:

- **Hats & Hoods** – Students are not to wear hats or hoods during the school day.
- **Shirts & Shorts** – Students may not wear shirts with inappropriate designs or messages printed on them. Girls are asked not to wear "short" shorts, tops with spaghetti straps, or tops that reveal the midriff.
- **Footwear** – It is suggested that instead of sandals, students wear sneakers or shoes as they provide better protection for children's feet. All students must wear sneakers during physical education class.
- **Change of Clothing** – It is suggested that ALL students have a change of clothing in their lockers. Milk spills and ketchup splats happen as do slides in mud. The school may not have clothing for your child to change into if this occurs.
- As the weather starts to get cooler over the next few months, we suggest students wear layers of clothing. That way, students will be able to put on or take off sweaters or sweatshirts as needed in order to be comfortable, whether the classroom is warm or cool. In the warmer months or classrooms can be warm. Please dress your children appropriately.

VOLUNTEER TRAINING & SCREENING PROCESS:

- All volunteers are required to participate in a training each year. This is an opportunity to review school procedures, and state law requires that all volunteers be trained annually in Suspected Child Abuse and Neglect policies and procedures.
- In an effort to manage the volunteer training, application, and screening process there are procedures which need to be followed. If you have not been trained this year and are planning on attending a field trip or volunteering in any way, please follow the directions below. Please keep in mind that each school year the process must be started over again. If you do not have access to a computer, please feel free to contact the Volunteer Coordinator at 443-809-1200.
 - Go to www.bcps.org select the PARENTS menu and Family, Community Engagement, then BCPS Volunteers.
 - Complete the BCPS Volunteer Application and print a copy for the school.
 - Complete the online Volunteer Orientation training and print your certificate.
 - Send your certificate and application to Shirley Morton, our volunteer coordinator at smorton5@bcps.org

GRADING & REPORT CARDS:

- **Marking Periods** – There are four reporting periods during the school year for students in grades 1-5.
- **Comments** – Teachers provide comments on the second and third marking period report cards.
- **Access to Report Cards** – Parents are able to log into the FOCUS Parent Portal or FOCUS Student Portal using your child's login information. See the next page for information on how to create a FOCUS Parent Portal account. Report cards will no longer be printed and sent home unless a parent makes a request for a paper copy.
- **Makeup Work** – Students absent for lawful reasons (illness of student, death in immediate family, observance of a religious holiday, court summons) may request make-up work. All other absences (including vacations) are considered unlawful. Students absent for unlawful reasons are not entitled to make-up work.

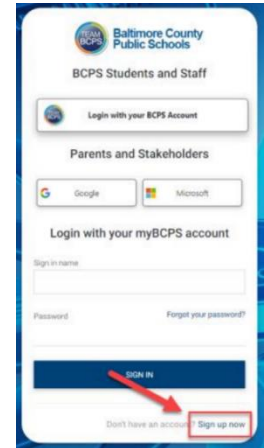
MOVING OR MOVED?

- If you are moving or have moved, according to the Board of Education Policy and Superintendent's Rule 5140 *Students: Enrollment and Attendance*, "A parent shall notify the school of any change in the domicile or change in the reason for which special permission was approved. Failure to notify the school within fifteen (15) business days of any change may result in the student being withdrawn from school."
- If you need to withdraw your child from Bedford Elementary, please contact the main office at 443-809-1200. The office will provide the necessary paperwork so that the transition to the new school will be smooth. Please give the office staff at least 2 days of notice to prepare the paperwork.



The **FOCUS Parent Portal** serves as the primary home-to-school communication vehicle for schools to share information regarding grades, attendance, report cards, and more! Parents must use the email address the school has on file.

1. Using a Chrome browser, go to:
<https://baltimore.focusschoolsoftware.com/focus>
2. Click **Sign up now** in the lower right corner
3. Enter the email address the school has on file and click **Send Verification Code**
4. Open the email from myBCPS B2C
5. Copy the code from your email and enter it on the portal screen under **Verification Code** and select **Verify Code**.
6. Continue creating your account by setting a password and entering your name, then click **Create Account**.
7. Returning users should enter their **username** and **password** and click **Sign In**



Educating & Empowering Families

Parent University offers resources, videos, workshops, and system updates to support the needs of your family.
<https://bcps.org> → Parent Menu → Family & Community Engagement → Parent University



- ❖ On your child's Chromebook, click on **BCPS Links** and select **Schoolology**
- Log in using your child's BCPS credentials
- Click on **Courses** and you can check your child's **Grades**



<https://mathlearningcenter.org/apps>

For Students:

- ❖ On your child's Chromebook, click on **BCPS Links** and select **Math Apps**
- ❖ Math Apps provide your child access to digital manipulatives and math tools

For Families:

- ❖ Click on **For Families** at the top, then **Bridges Family Support**
- ❖ Select the grade and see the major standards that will be taught
- ❖ Bridges Unit Overviews identify the skills and strategies being taught
- ❖ Select **Home Learning** and click on the Go to Math at Home Website to access activities that you can do at home with your child.

BEDFORD ELEMENTARY SNACK LIST

Baltimore County Public Schools has adopted a Wellness Policy, BCPS Superintendent's Rule 5470, which has updated guidelines for snacks in schools. The food and beverages need to meet or exceed federal and state nutrition standards. For example, a serving must be 200 calories or less, have less than 200 mg sodium, calories from fat need to be less than 35%, first ingredient must be whole wheat or grain, fruit, dairy, or protein, and cannot start with sugar or white flour.

Some snack suggestions that are nut free include:

Fruit and Vegetables:

Grapes
Apple slices (Pre-cut and packaged)
Carrots (Pre-cut and packaged)
Celery (Pre-cut and packaged)
Snap peas (Pre-cut and packaged)
Prepackaged individual applesauce
Oranges and clementine
Boxed raisins
Fruit cups in juice

Sweet Snacks:

Keebler Vienna Fingers
Nabisco Teddy Grahams
Animal Crackers (Austin, Nabisco, Barnum)
Betty Crocker Fruit Snacks
Fig Newtons
Chips Ahoy

Dairy:

Cheese sticks
Pudding cups

- ❖ It is important to note that if foods are brand specific, no substitutions are permitted.

Salty Snacks:

Cheese nips (sodium slightly over)
Utz regular chips, honey wheat pretzels, cheese curls
Cheetos reduced fat puffs
Ruffles regular and reduced fat chips
Pringles regular chips
Wise regular potato chips, light salted, ridges sour cream and onion, Ruffles chips cheddar and sour cream, sour cream and onion chips,
Fritos original, classic ranch, honey BBQ twists
Herrs regular potato chips
Skinny pop popcorn plain
Doritos nacho cheese (slightly over in sodium)
Doritos cool ranch
Lays regular, honey BBQ, BBQ, sour cream and onion, cheddar and sour cream, kettle cooked, wavy cheddar, wavy BBQ, wavy ranch.
Baked Lays regular, sour cream and onion, BBQ
Baked Ruffles
Baked Tostitos
All Sun Chips
Tostitos regular chips
Wheat thins
Smart food delight popcorn
Ritz crackers
Goldfish crackers and pretzels (slightly over in sodium)

BEFORE & AFTER SCHOOL DAYCARE PROVIDERS WHO TRANSPORT TO AND FROM BEDFORD

Discovery Center
www.PikesvilleMD.myrec.com
410-887-1238 (Rec Office)
410-496-1089 (In School)

Millennials Learning
www.MillennialsAcademy.com
7902 Liberty Road
410-900-8108

Blessed Trinity Learning Center
myBTLC.com
4535 Old Court Road
443-272-6351

Kiddie Koach (Daycare & Transportation)
www.kiddiekoach.com
9922 Liberty Road
443-657-3345

Safe & Secure Child Car Service
SafeNSecureCarService.com
Transportation Only
410-929-6779

* Although the Discovery Center is physically located in Bedford's school building, the program is run through Greater Pikesville Recreation Council, Inc.



Grade/Position	Name	Email	Room/Phone
Principal	Mrs. Christina Connolly	cconnolly@bcps.org	443-809-1200
Assistant Principal	Mrs. Suzanne DeWeese	sdeweese@bcps.org	443-809-1200
Administrative Secretary	Mrs. Teresa Saywell	tsaywell@bcps.org	443-809-1200
Office Secretary	Mrs. Nireka Johnson	njohnson11@bcps.org	443-809-1200
Community Schools Facilitator	Mrs. Terrell Lucas	tlucas5@bcps.org	443-809-9584
Nurse	Mrs. Ray Fisher	rfisher3@bcps.org	443-809-6042

Grade 1	Mrs. Selicia Williams	swilliams12@bcps.org	116
Grade 1	Mrs. Thesha Lewis	tlewis3@bcps.org	117
Grade 1	Mrs. Charmaine Clarke	cclarke3@bcps.org	114
Grade 2	Mrs. Anastasia Dean	adean@bcps.org	115
Grade 2	Mrs. Christina Michael	cmichael2@bcps.org	112
Grade 2	Ms. Michelle Campbell	mcampbell7@bcps.org	113
Grade 3	Mrs. Kristian Newsom	knewsom@bcps.org	106
Grade 3	Ms. Erica Rea	erea@bcps.org	108
4 HR and 4/5 Math	Ms. Lakria Martin	lmartin4@bcps.org	101
4 HR and 4/5 Math	Ms. Jasmine Morton	jmorton2@bcps.org	102
4 HR and 4/5 Math	Mrs. Rowena Taylor Hopkins Ford	rtaylor2@bcps.org	107
5 HR and 4/5 ELA	Mrs. Candice Hardester	chardester2@bcps.org	100
5 HR and 4/5 ELA	Mrs. Amanda Schmidt	aschmidt2@bcps.org	105
5 HR and 4/5 ELA	Ms. Keri Tapley	ktapley2@bcps.org	104
Special Educator	Ms. Jennifer Garrett	jgarrett2@bcps.org	103
Special Educator	Mrs. Barbara Sutton	bsutton2@bcps.org	118
Instructional Assistant	Ms. Sonya Crockett	scrockett@bcps.org	118
Instructional Assistant	Mrs. Laura Ezeala	lezeala@bcps.org	109
Instructional Assistant	Mrs. Holly Rogers	hrogers2@bcps.org	109
MTSS Resource	Ms. Jennifer Proescher	jproescher@bcps.org	103
Academic Engagement Teacher	Mrs. Kimberly Mayo	kmayo@bcps.org	110
ESOL	Ms. Katelyn Matuszak	kberger2@bcps.org	109
Reading Specialist	Mrs. Tonia Roberts	troberts2@bcps.org	109
Math Resource Teacher	Ms. Tricia Turnbull-George	tturnbullgeorge@bcps.org	103
Staff Development	Mrs. Joyce Morris	jmorris@bcps.org	
Art	Mrs. Amy Traynor-Thomas	atraynorthomas@bcps.org	
PE	Mr. Brett Hughes	bhughes@bcps.org	
Media	Mrs. Patricia Lopez	plopez@bcps.org	
Music	Mr. Ryan Stewart	rstewart3@bcps.org	
School Counselor	Mr. Charles Thomas	cthomas2@bcps.org	
Social Worker	Mrs. Jessica Pianko	jpianko@bcps.org	
School Psychologist	Ms. Bailey Gibson	bgibson@bcps.org	
School/Community Coordinator	Mrs. Shirley Morton	smorton5@bcps.org	