

The Bedford School Parent/Student Handbook

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MISSION STATEMENT

The mission of The Bedford School is to maximize the potential of students with learning differences and develop foundations for success.

PURPOSE

The Bedford School is a non-profit organization dedicated to the remediation of learning differences for children in grades 1-9. A learning disability is generally defined as a cognitive dysfunction, frequently hereditary in nature, characterized by the inability to deal with written symbols, despite conventional instruction, adequate intelligence and socio-cultural opportunity. Some of the characteristics include short attention span, distractibility, variability in performance, reading, spelling, writing or math disabilities, poor organizational skills, and slowness in finishing work. Some specific diagnoses include the following among others: dyslexia, dysgraphia, dyscalculia, central auditory processing disorder (CAPD), nonverbal learning disabilities.

The Bedford School is based on the idea that every human being should have the opportunity to become the very best person possible. For the child with learning differences, this is difficult without proper intervention. He/she often becomes frustrated and gives up, resulting in feelings of inferiority and sometimes producing a weak self-image. At The Bedford School, students receive the proper academic remediation as well as participate in activities that help improve social skills and self-esteem. Once a child is prepared to transition to another educational environment, recommendations and assistance are provided to parents and the school as to the strengths, weaknesses, and needs of each student. The school provides an **Individualized Assessment Report** that provides students' specific skill strengths & deficits, research-based practices implemented, primary areas of concern, and appropriate accommodations for subsequent school years.

The goal of the school is to help each child maximize his/her potential. In addition, parents receive help in coping with the LD child in the family. These goals are accomplished through a teamwork approach, structured materials, and a dedicated staff.

PHILOSOPHY OF EDUCATION

We believe that students with learning disabilities can be diagnosed through proper testing. We believe that our role as educators is to provide a structured, positive environment that will foster emotional, physical and intellectual growth. We seek to emphasize the dignity, worth, and responsibility of each individual, both for himself and others. We believe that our students can learn the fundamental skills necessary for coping successfully in our complex world.

One of our primary educational goals is to teach students to be organized in their approach to schoolwork. A consistent and structured environment encourages quality work from Bedford students. Once students are part of a structured environment, they are expected to fulfill responsibilities that gradually increase as self-concept, remediation, and age increases. We feel that it is necessary to employ the following fundamental procedures:

1. Maintain Attention
2. Provide Structure
3. Implement Multisensory Learning
4. Utilize Repetition

SCHOOL RESPONSIBILITIES

1. To provide quality, trained teachers and staff
2. To maintain a student-staff ratio not to exceed 12:1
3. To use proven methods and teaching materials which are geared toward remediating the LD student
4. To keep the parent regularly informed of student progress through *FACTS*, reports, and conferences
5. To maintain a structured environment, suitable for learning
6. To provide a safe, positive school climate
7. To provide an environment that fosters emotional support and value for all individuals
8. To maintain a non-discriminatory policy concerning admissions, employment, use of facilities, and financial aid on the basis of sex, race, color, religion, or national origin
9. To comply with mandates and recommendations from local government and health agencies as well as accreditation agencies.

PARENT RESPONSIBILITIES

1. To get the child to school on time and in compliance with the dress code
2. To read the weekly newsletters, *Bear Necessities*, and Progress Reports, and to check *FACTS* (the school online student information and gradebook system) on a regular basis to be informed
3. To be knowledgeable of school rules and supportive of the school policies
4. To work and cooperate with the Administration and Faculty
5. To be financially responsible for the prompt payment of tuition and fees
6. To be punctual at arrival and dismissal times
7. To attend scheduled conferences
8. To attend school meetings
9. To assist with volunteer support whenever possible

OUR CORE VALUES

- We believe that education/learning is key to success and independence.
- We believe that a safe environment, both physically and emotionally, is imperative.
- We believe that Judeo-Christian values help establish our moral guidelines; we welcome families of all faiths to the Bedford family.
- We believe that good character is our highest aspiration.
- We believe that establishing a community of respect and support among students, staff, and parents is essential.
- We believe that hard work and self-discipline are crucial to building independence.
- We believe that a caring faculty who continually strives to grow in their craft is crucial for student success.
- We believe that students with learning differences should be challenged to reach their highest potential in academics, athletics, and the arts.
- We believe that students should accept responsibility and demonstrate accountability for their work and actions

POLICIES

ATTENDANCE

The students who benefit the greatest from the educational experience offered by Bedford are those who attend regularly; therefore, the school discourages absences except in cases of emergencies or illness. Bedford discourages scheduling students to attend trips which interfere with school days. Please check the school schedule and calendar carefully to avoid such problems (*See Appendices A & B*).

TARDINESS: Homeroom begins at 8:00 A.M. All students are expected to be at school by 8:00 A.M. Your child may arrive as early as 7:30 A.M and will be monitored at the school. Tardiness on the part of the student not only causes loss of school time for that person, but his/her late arrival also disrupts the entire class that he/she enters. Parents should sign-in students who arrive after 8:10 am and should provide a doctor's note for appointments. **Students will receive a detention for every 5 tardies per Semester. Students will receive a Saturday School for 15 tardies in a semester.**

ABSENTEEISM: A parent or guardian should notify the school office by 8:00 A.M. on the day of the student's absence, unless prearranged. Upon the student's return, the parent or guardian should send a written note or doctor's note for the student to present to the office. Students must attend at least 4 class periods to be counted as present for the day. Students may not have more than 10 absences per class per semester. **Students must serve a Saturday School for each additional absence after 10 absences per semester;** the administration will review specific cases individually. Excessive absences will be subject to administrative evaluation and may result in loss of credit or required summer school.

*NOTE: Cases due to a prolonged illness will be handled individually. Students are strongly encouraged to stay home if showing any symptoms of illness.

** If a student is absent, we cannot cancel or reimburse that day's lunch due to preorders with vendors. Exceptions will be made for long-term absences.*

ILLNESS: It is important for the safety of all students and staff that parents keep children at home when they are sick. A student should stay home if any of the following exists:

- fever of 100 degrees or above (Student must be fever-free for 24 hours without medication to return.)
- vomiting or diarrhea (Student should be free of symptoms for 24 hours to return.)
- any symptoms of childhood diseases such as foot and mouth, Scarlet fever, chicken pox, measles, mumps, or whooping cough
- bad cold with sign of infection, sore and/or red throat, croup
- unexplained rashes, skin infections, pink eye or other eye infections, head lice, or scabies
- symptoms of COVID-19 (*see Appendix H*)

Students should not return to school until they have been fever free without medication for 24 hours. A student who appears to be ill or is injured during the school day will go to the office and be evaluated. If needed, the student will be isolated, and parents will be notified to pick up their child. Any student who is diagnosed with a "notifiable disease" (*see Appendix I*) must notify the school immediately and should obtain clearance from a medical doctor before returning to school.

DRESS CODE

WHY DRESS CODES: Having defined policies for uniforms and hair provides many benefits as they create a sense of cohesion and commonality across the school community so that students immediately feel their belonging. Research shows that established codes for clothes and hair reduce distractions, diminish peer pressure, encourage professionalism, improve behavior, help school safety, and even make mornings easier for parents. Dress codes help students stay focused on their education instead of their clothes and create a more equitable culture that reduces the appearance of socioeconomic disparities..

UNIFORM: Students are to dress according to the school uniform from the time they arrive until the time they leave (*See Appendix C*) All uniforms must be clean, fit appropriately, and be in good repair at all times. Only shirts with the official school embroidered logos are acceptable. Black or white socks or tights/leggings with socks are to be worn at all times. Sandals or open-toed shoes are not to be worn. Hats or caps may not be worn in class. Shirts must be tucked in. All pants and shorts must be worn with a belt (Loops may not be cut off). Only white t-shirts may be worn underneath uniform polo shirts. Boys may not have visible piercings, and girls may have only 2 or fewer ear piercings. Boys may not wear makeup; girls may wear appropriate makeup. Tattoos are not permitted. Students may not draw or write on any part of their uniforms, including shoes. Students may wear only up to two bracelets and necklaces.

Shoes must meet the following guidelines:

- tennis shoes or loafers of a general solid color (no neon colors)
- boots that don't go above mid-calf
- no heels higher than 1 inch maximum
- both shoes should be of the same pair (no non-matching shoes, laces, etc.)

HAIR POLICY: Hair must be kept clean, neat, well groomed, out of the face, and must be of a natural style. Any hairstyle or hair accessory that brings undue attention to the student are not permitted for boys or girls including mohawks, tails, spikes, unusual shapes, cuts, lines, or partial shaves. Dying hair unnatural colors (i.e. pink, purple, bright red, green, blue, etc) is not permitted. Dying or highlighting hair that is not natural to the student's color or hair growth is not permitted. Boys' hair must be cut above the eyebrows, above the earlobe, and above the collar, and may not stand more than two inches above the head. Ponytails or hair accessories may not be worn by boys. Beards and mustaches are not permitted. Girls' hair must be neat, well-groomed and off the face. Girl's hair may not be shaved or show visibly shaved sections. The administration reserves the right to rule on the appropriateness of the uniform and hair style.

DRESS CODE VIOLATIONS: The consequences for dress code violations within every 9-week period are as follows:

- | | |
|--|---|
| 1 st offense – Discuss with homeroom teacher and go over the dress code in the handbook | |
| 2 nd offense – Notify parents | 3 rd offense – Lunch Detention |
| 4 th offense – 2 nd Lunch Detention | 5 th offense – Saturday School |

CHALLENGED MATERIALS: A parent who questions any instructional materials should refer the matter to an administrator for further action (*see Appendix J, page 20*)

REPORT OF ABUSE: It is the policy of The Bedford School to maintain an environment free from any form of abuse or harassment and to address and/or report any incidents known to any staff member. Parents may use the form in *Appendix K* to report any suspected cases of abuse or harassment.

CONDUCT

It is our belief that an important component of school is the development of self-discipline and organizational skills. The discipline system of The Bedford School (*See Appendix D, page 13*) is designed to provide a learning environment free from disruptive or distracting behaviors which would keep students from learning. Each student should have the best education we can give him or her through a positive educational environment. The Discipline Committee, which is composed of administrators and faculty members, will meet about persistent discipline concerns or any matters that are not covered under the classroom discipline system. Students will be referred to the committee for any major behavioral infractions such as fighting, harassment, cheating, stealing, damage of school property, forbidden articles, etc. that take place during school hours, during after school activities and/or field trips or that relate to Bedford students, faculty and staff. Even though some of these actions may take place off campus and outside of school, the impact is still felt on campus. The Discipline Committee may determine suspension, expulsion or refusal for re-enrollment for a student.

CLASSROOM: Cooperation with the school staff is expected and required. Students are expected to show respect to other students and to teachers. Teachers will assign levels using the discipline system. Teachers and/or administrators will meet with students individually and/or in groups when necessary. If misbehavior persists, a conference with parents, child and teachers/administrators will be scheduled.

DAMAGE OF SCHOOL PROPERTY: Students are required to report any loss of, accident or damage to school property. This includes school-owned books and other educational materials. Writing, scratching or any disfigurement of desks, tables, or walls is strictly forbidden. An amount covering repair or replacement will be charged when a student is determined to be guilty of careless or improper conduct.

FORBIDDEN ARTICLES: Forbidden articles include: tobacco, knives, guns, toy guns (including paintball guns, airsoft guns or cap guns) or any type of weapon. Students may not bring scissors, blades of any kind, or any type of fireworks or stink bombs. Any articles found will be confiscated and parents and/or appropriate authorities will be contacted. Any students who possess such articles will receive disciplinary action, suspension, or expulsion from school. *Students are not allowed to bring gum, candy, handheld electronic games, or toys to school. Students may only bring approved fidget devices to school. Students may bring water bottles to keep in their locker.. Students may not take drinks to class. They may not bring coffee-type drinks or breakfast to class in the mornings.

CELL PHONES & DEVICES:

LOWER SCHOOL: Lower School students may not bring any cell phones OR may not bring any devices that are capable of internet access (i.e. 3G, Wi-Fi, smart watches) on school grounds. The first time one of these devices is taken up, it will be returned to the parent or guardian and 2 detentions will be assigned to the student. Additional offenses will be referred to the Discipline Committee. Students may not use any other type of music players or electronic devices during school or after-school activities.

MIDDLE SCHOOL: Although discouraged, Middle School students may bring cell phones (or other devices including smart watches), but these **MUST be turned off** and left in the student's backpack which will remain in the student's homeroom during the day. If a phone or device rings, vibrates or is seen to be on during the day, the student will receive detention. Phones may not be kept or used during the school day or after-school activities without permission from the teacher in charge (only to call home). Failure to follow these policies will result in 2 detentions and/or other discipline. If a student keeps or uses the device without permission, the device will be taken up and returned to the child's parent/guardian.

****No cell phones or any other devices will be allowed on any Lower or Middle School field trips.**

SEARCH AND SEIZURE POLICY: A student's person or personal effects (e.g., backpack, purse, pockets) may be searched by a staff member to determine whether the student is in possession of contraband. Searches may be performed without notice, without consent, and without a search warrant. All personal searches will be performed in a manner that is respectful of the norms of decency and the emotional maturity of the student. The student's parents will be notified. A student's locker, desk, or laptop is the property of The Bedford School and is under the control of the school. School authorities may perform general inspections of these items at any time without notice, without student consent, and without a search warrant. Cell phones may be searched if needed.

DRUG POLICY: The Bedford School policy states that the possession of drugs or drug-related paraphernalia, the selling of or making arrangements to sell or purchase, the condition of being under the influence of, and the use by students of alcohol and controlled substances is against the law. Bedford cannot and will not tolerate a student's violation of this law on campus, at school functions or trips.

HARASSMENT: The Bedford School is committed to providing an environment free of discrimination or harassment. Actions, words, jokes, or comments of a degrading or insulting nature that are based on an individual's sex, race, ethnic origin, religion, personal appearance or abilities will not be tolerated. This encompasses emails, texts and/or websites that mention Bedford, Bedford students or Bedford staff by name or implication in any inappropriate or derogatory way.

Sexual harassment includes unwanted questions about one's personal life, lewd comments, jokes with sexual connotations, unwanted touching, or suggestive or obscene notes, gestures, or letters. Such activity is strictly prohibited. Any student who engages in any form of harassment will be subject to the strongest disciplinary action including suspension or expulsion.

BULLYING/THREATENING STATEMENTS OR ACTS: Bedford considers the safety and well being of the school community to be of the utmost importance. We expect each student to respect his or her classmates and teachers. Actions or statements of a threatening nature to anyone in the school community will not be tolerated. This may also include any remarks made through electronic means (phone, texts, emails, instant messaging, social media) whether at school or off campus. Students who engage in this type of behavior (even if they themselves perceive it as "joking") will be subject to disciplinary action, including suspension or expulsion.

HONOR SYSTEM: Because honor plays an important part in Bedford's commitment to developing character as well as intellect, Bedford expects honesty in both words and actions from all students. The honor system is fundamental to developing the entire student. Failure to adhere to the honor system will result in disciplinary action including detention and up to suspension and expulsion as determined by the administration.

Cheating: Any possession of or use of unauthorized material in a testing situation is cheating.

In addition, the verbal or written sharing of answers about any assignment (homework, quizzes, tests, exams, etc.) is cheating. Those who knowingly give and those who receive are found equally guilty.

Lying: Lying is defined not only as the conscious statement of falsehood (verbal or written), but also as the purposeful withholding of information or deception of any kind.

Plagiarism: Plagiarism is the use of ideas or words belonging to another person without permission from or acknowledgement of that person's contribution. Plagiarism is considered stealing and cheating.

Stealing: To take another person's property without permission, knowledge, or without the intention of returning it. This includes student or teacher possessions or school supplies.

PROCEDURES

CAFETERIA: Students may bring their own lunches or pre-order school lunches. All lunches will be billed on a monthly basis. No refrigerating for lunches is available. Limited microwaves are available for heating lunches. Students who forget to bring a lunch will be offered an emergency lunch which will be billed to the school account. Please label all lunch boxes and bags. Good manners and courtesy are expected in the lunchroom.

Please avoid sending in items with peanut products. If you do send in items that contains peanut products, please notify your child's homeroom teacher or the office so that we can make appropriate accommodations. *If a student is absent, we cannot cancel or reimburse that day's lunch due to preorders with vendors. Exceptions will only be made for long-term absences.*

COMMUNICATION: Parents can arrange conferences with teachers through the Head of School or Principal or communicate with teachers by phone or e-mail. Teachers will be able to return emails and phone calls during their planning periods or after school. Parents should never drop by teachers' classrooms before or after school unannounced. These times are reserved for teachers to work with students or prepare lessons. **Parents should closely monitor any correspondence from students to teachers which should only occur through Google Classroom.** At all times, students and parents are expected to be courteous, appropriate and respectful in all communication with the school, whether verbal or written. **Faculty members shall not engage in social networking websites with currently enrolled students or their parents.**

CHALLENGED MATERIALS: Parents who question any instructional materials should contact their child's teacher who may then refer the matter to an administrator for further action.

HOMEWORK: Homework assignments are such that most students should be able to do their work independently; however, some students may still need assistance reading the material. Parental responsibility consists of providing the time, place and atmosphere in which this work can be done. Parents should not do a student's homework in their own handwriting. Students are held responsible for all assignments. All late assignments will be reduced 25 points for each day late; assignments more than 2 days late will be recorded as a zero.

POLICY ON MAKE-UP WORK & RETAKES: If a child is absent 1 or 2 days, make-up work will be given when they return. On the 3rd day of absence, school work will be sent home at the parents' request. Tests or quizzes should be made up during tutorial within a week of the absence.

Students will be allowed to retake tests and quizzes if they score below a 60%. Students will redo all tests and quizzes at home. Students should find a time to ask the teacher for a copy of the test which should be turned in on the next Monday so that they do not interfere with current assignments. The final grade will be calculated as two-thirds of the original grade and one-third of the redo grade. Redos will be placed in the front pocket of the student's subject notebook.

REPORTING PERIODS: The school year is divided into 2 semesters. Term 1 and Term 2 comprise the first semester. Term 3 and Term 4 comprise the second semester. Parents can view students' grades on *FACTS*. Progress Report folders are usually sent home every 5 weeks. These folders contain work samples and a list of assignments from each teacher. Parents should keep the contents of the folder, sign the enclosed card, and return the folder promptly to the child's homeroom teacher. Report Cards will be emailed home at the end of the term (9 weeks) and the semester.

HONOR ROLL: Students achieving the designated grade point average are placed on the Honor Roll at the end of each term. For the student to receive the yearly Bear award/certificate, he or she must have the necessary cumulative GPA at the end of the school year.

Bear awards are presented to students in Elementary & Middle school classes (not Primary classes) who earn a cumulative GPA of 3.75 for Gold Bear, 3.3 for Silver, and 3.0 for Bronze on a 4.00 scale.

ACHIEVEMENT TESTS: A standardized test such as the Iowa Tests of Basic Skills is administered every spring. These scores help monitor each student's progress. Tests are given with appropriate accommodations for students with learning differences. Additional testing in reading and math will also be administered throughout the school year, which may include the MAP Growth tests, Wide-Range Achievement Tests (WRAT), or other tests.

SEMESTER EXAMS: All students will take cumulative exams at the end of each semester. The purpose of exams is to determine the overall retention of skills covered over a long period of time as well as to provide an opportunity for teaching students how to organize and study larger amounts of academic material. Middle School students may exempt 1 exam per semester if they no more than 3 absences and 5 tardies during the semester and have average of 85 or higher in that class. They may only exempt a subject once per year.

FINANCIAL RESPONSIBILITY: Charges for tuition and/or incidentals are billed on a monthly basis. Parents must set up a FACTS account. Charges for tuition are billed according to the payment plan established during enrollment. Incidental charges for the previous month are billed on the 3rd of the month with payment due on the 15th of the month. A \$30 late fee is assessed for late payments. FACTS charges a \$30 fee for any returned payments. There is a \$12 fee for any returned checks. At the discretion of the finance committee, a student whose account is 30 days overdue may not be allowed to attend class, order lunches, attend After-School Care, or participate in extracurricular activities including field trips. Students should have a zero balance on their accounts in order to receive records or be allowed to re-enroll.

RE-ENROLLMENT: Students who have maintained appropriate conduct, who have continued to make appropriate academic progress, and who are in good financial standing will be offered re-enrollment on a yearly basis.

SCHOOL DISMISSAL: School will be dismissed regularly at 2:45 P.M. for Lower School and 3:00 P.M. for Middle School. After the 15-minute pickup window, all remaining students are required to go to After-School Care at the parents' expense (*See Appendix F on page 14*).

CARPOOLING: The Bedford School assumes no responsibility for providing transportation. Parents are encouraged to arrange carpools on their own. Parents must give written or verbal permission for their child to ride with anyone other than a parent/guardian. We adhere to the policies of Transportation Network Companies, (such as *UBER* and *Lyft*), which prohibit unaccompanied individuals under the age of 18 from using their services.

This handbook is not intended to be a complete and detailed account of all school policies. It is provided as a general guide to parents of children in The Bedford School. The administration reserves the right to formulate or change rules as deemed necessary.

Appendix A

**2024-2025
BEDFORD BELL SCHEDULES**

BELL SCHEDULE

Warning Bell	7:55
Homeroom	8:00 - 8:10
1 st Period	8:10 - 8:55
2 nd Period	8:55 - 9:40
Mid-Morning HR	9:40 - 9:50
3 rd Period	9:50 -10:35
4 th Period	10:35 -11:20
5A Period (LS Lunch) (LS Recess/PowerRead 11:50-12:05)	11:20 - 12:05
5B Period (MS Lunch) (MS PowerRead 12:35-12:50)	12:05 - 12:50
6 th Period	12:50 - 1:35
7 th Period (2:18 Bell for HW check)	1:35 - 2:20
Afternoon HR	2:20 - 2:30
Tutorial LS	2:30 - 2:45*
MS	2:30 - 3:00*

HOUSE DAY BELL SCHEDULE

Warning Bell	7:55
Homeroom	8:00 - 8:10
1 st Period	8:10 - 8:55
2 nd Period	8:55 - 9:40
Mid-Morning HR	9:40 - 9:50
3 rd Period	9:50 -10:35
4 th Period	10:35 - 11:20
5A Period (LS Lunch)	11:20 - 12:00
5B Period (MS Lunch)	12:00 - 12:40
House Meetings	12:40 - 1:00
6 th Period	1:00 -1:40
7 th Period (2:18 Bell for HW check)	1:40 - 2:20
Afternoon HR	2:20 - 2:30
Tutorial LS	2:30 - 2:45*
MS	2:30 - 3:00*

Appendix B**THE BEDFORD SCHOOL | 2024-2025 CALENDAR**

AUGUST '24						
S	M	T	W	Th	F	S
			31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

31 New Staff Orientation
1,2,5-7 Staff Pre-Planning
7 New Student
 Orientation – 1:00pm
8 First Day of School

FEBRUARY '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

17-21 Winter Break

SEPTEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 Labor Day
27 Early Dismissal /
 Staff Development

MARCH '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

14 Staff Work Day /
 Personal Learning Day
14 End of Term 3
17 Start of Term 4

OCTOBER '24						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

11 End of Term 1
14,15 Fall Break
16 Start of Term 2

APRIL '25						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7-11 Spring Break

NOVEMBER '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 Personal Learning Day/
 Staff Development
25-29 Thanksgiving Break

MAY '25						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

22,23 Spring Semester Exams
23 Last Day of School
26 Memorial Day
27,28 Staff Post Planning

DECEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

17,18 Fall Semester Exams
18 End of Fall Semester /
 Early Dismissal
19-3 Christmas Break

JUNE '25						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JANUARY '25						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3 Staff Work Day
6 Start of Term 3
20 ML King, Jr. Day
30 Personal Learning Day/
 Conference Day
31 Personal Learning Day/
 Conference Day

	Terms Beginning & End
	Teacher Work Days (no students)
	Early Dismissal for students / Staff Development
	Personal Learning Days for students <u>at home</u> / Staff Devel.
	Holidays

Appendix C

UNIFORM INFORMATION

LANDS' END UNIFORM CATALOG

Phone: 1-800-469-2222, Fax: 1-800-332-0103 - <https://www.landsend.com/shop/school/S-ytp-xe8>

Bedford's preferred number is 9000-5577-3. The logo number is 0046399K. The logo application price is \$5.95 (see below for specific shirt & logo colors). Lands' End will also hem items. If you need help with sizing, call 1-800-469-2222.

J & R CLOTHING UNIFORM STORE

600 West Lanier Avenue, Suite 109, Fayetteville, Ga 30214 Phone: 770-461-3440 <https://www.jandrclothing.com/bedford-school>

PANTS & SHORTS*:

BOYS School Uniform Iron Knee Blend Plain Front Chino pants in khaki OR Active Performance Iron Knee Stain Resistant Wrinkle Resistant Plain Front Chino pants in khaki at Lands' End or J & R Clothing
School Uniform Plain Front Blend or Active Performance Chino shorts in khaki OR Boys Cotton Plain Front Chino shorts in khaki at Lands' End or J & R Clothing

GIRLS School Uniform Stretch Pencil Pants, Plain Front Stretch Chino Pant in khaki OR Perfect Fit
Iron Knee Blend Plain Front Chino or Active Performance pants in khaki at Lands' End or J & R Clothing
School Uniform Plain Front Blend Chino or Active Performance shorts in khaki at Lands' End or J & R Clothing

***Shorts may ONLY be worn before Thanksgiving Break and after Winter Break. Girls who wear skorts or the mesh polo dress must wear tights or leggings with socks from Thanksgiving Break to Winter Break.**

SKORTS*: Lands' End - Above the Knee Blend Chino Skort in khaki & Top of the Knee Blend Chino Skort in khaki
J & R Clothing - 580 Chino full-wrap skort.

GIRLS' MESH POLO DRESS* (Lower School girls only): School Uniform Mesh Polo Dress (with pleats) Short Sleeve (Black w/ Red lettering & Red w/ Black lettering) & Long Sleeve (Red w/ Black lettering). Items are ONLY available at Lands' End.

SHIRTS: School Uniform "Mesh" Polo in short sleeves or long sleeves (including "Feminine Fit") OR Short Sleeve "Rapid Dry" Polo or Long Sleeve "Interlock" Polo (Red w/ black lettering, White w/ black lettering, & Black w/ red lettering) at Lands' End or J & R Clothing.

PE SHORTS: School Uniform Boys or Girls "Mesh Athletic" Gym Shorts in black at Lands' End or J&R Clothing

JACKET: Active Track Jacket Full Zip Black at Lands' End or Item 6133 Black ¼ Zip Pullover in black with red lettering or ¼ Zip Pullover at J & R Clothing in black or red

SWEATERS: Lands' End -

Boys Drifter Zip-Front Cardigan & Performance Drifter Zip-Front Cardigan (ONLY in Black w/ Red lettering)

Girls Performance Zip-Front Cardigan (ONLY in Black w/ Red lettering)

BELT: Students must wear a belt as part of the uniform. Belt loops may NOT be cut off.

SHOES/SOCKS: There is no specific uniform shoe, but shoes must meet the following criteria:

- tennis shoes or loafers of a general solid color (no neon colors)
- no sandals, beach shoes, or open-toed shoes
- boots that don't go above mid-calf
- no heels higher than the 1-inch maximum
- both shoes should be of the same pair (no non-matching shoes, laces, etc.)
- black or white socks, tights, or leggings with socks

UNDERSHIRTS: Students can wear only white undershirts beneath their uniform shirts, and shirts cannot extend beyond the sleeves (i.e. no long-sleeved t-shirts under a short-sleeved uniform shirt).

SPIRIT WEAR FRIDAYS: Every Friday, students may wear long blue or black denim jeans (or capris for girls). All pants should fit properly with no holes or frayed edges. No denim shorts are allowed. Students will either wear the uniform shirt or a designated Bedford spirit wear available through Coweta Sports. Shirts should be tucked in with a belt.

All uniform items must be clean and in good repair. Students may not draw or write on any uniform items.

Appendix D

STUDENT DISCIPLINE SYSTEM

Rules:

All students follow the same set of rules in all classes.

- 1) *Follow directions the first time they are given.*
- 2) *Be prepared and on-time for class with the proper materials.*
- 3) *Raise your hand and wait for permission to speak or get out of your seat.*
- 4) *Keep your hands, feet and all other objects to yourself.*
- 5) *Show respect to staff and other students; use only school-appropriate language and gestures.*

Consequences:

When a student breaks any one of the rules in class, he or she receives the following levels of consequences in order below. For example, if a student talks out, he earns level 1. If he then makes an inappropriate comment, he earns level 2. The discipline levels start over each class period.

P1 & P2

level 1 - reminder
level 2 - reminder
level 3 - lunch detention
level 4 - reminder and notification to parents
level 5 - 2nd lunch detention

P3 – M9

level 1 - reminder
level 2 - lunch detention
level 3 - reminder and notification to parents
level 4 - 2nd lunch detention

Any student causing a severe disruption will be removed from class and the administration will meet to determine the consequences to be assigned. These may include detentions, Saturday School, suspension or expulsion.

Accumulated Detentions:

Students' lunch detentions will be tracked through the administration and can be viewed at any time by parents over the internet in RenWeb. Parents will receive copies of all detentions with report cards. When students accumulate the following numbers of detentions, the following consequences will be enforced. The number of students' accumulated detentions will start over 2nd semester.

15 detentions - Saturday School

25 detentions - 2nd Saturday School

35 detentions - 2 days of at-home suspension

Discipline Committee will meet to determine future suspension or expulsion

45 detentions - 3 days of at-home suspension

Discipline Committee will meet to determine future suspension or expulsion

Saturday School:

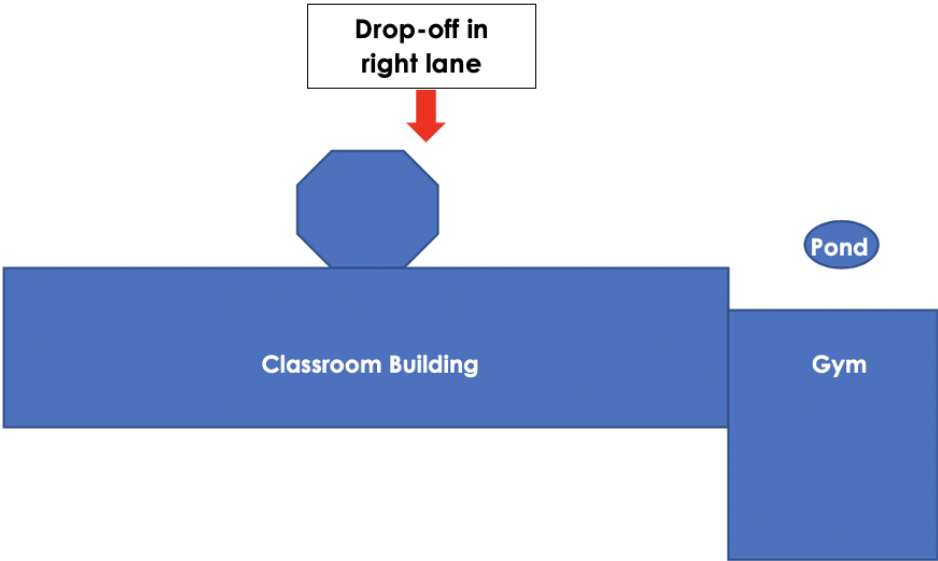
The purpose of Saturday School is to provide timely discipline and to eliminate the need for in-school suspension which disrupts the student's learning.

- Students who earn Saturday School are expected to attend the next available session. The administration will notify the parents when a student is assigned Saturday School.
- If a student does not attend his/her assigned Saturday School, he/she may serve a day of at-home suspension the following Monday.
- Saturday School will be held from 8:00 a.m. until 11:00 a.m. Students **MUST** be on time, in uniform, and present for the entire session.
- Students must pay **\$25** a student's first Saturday school each semester to help cover the cost of the teachers who monitors the session. For any subsequent Saturday Schools in a semester, a student must pay **\$35**. (We encourage parents to make the student responsible for this cost.)

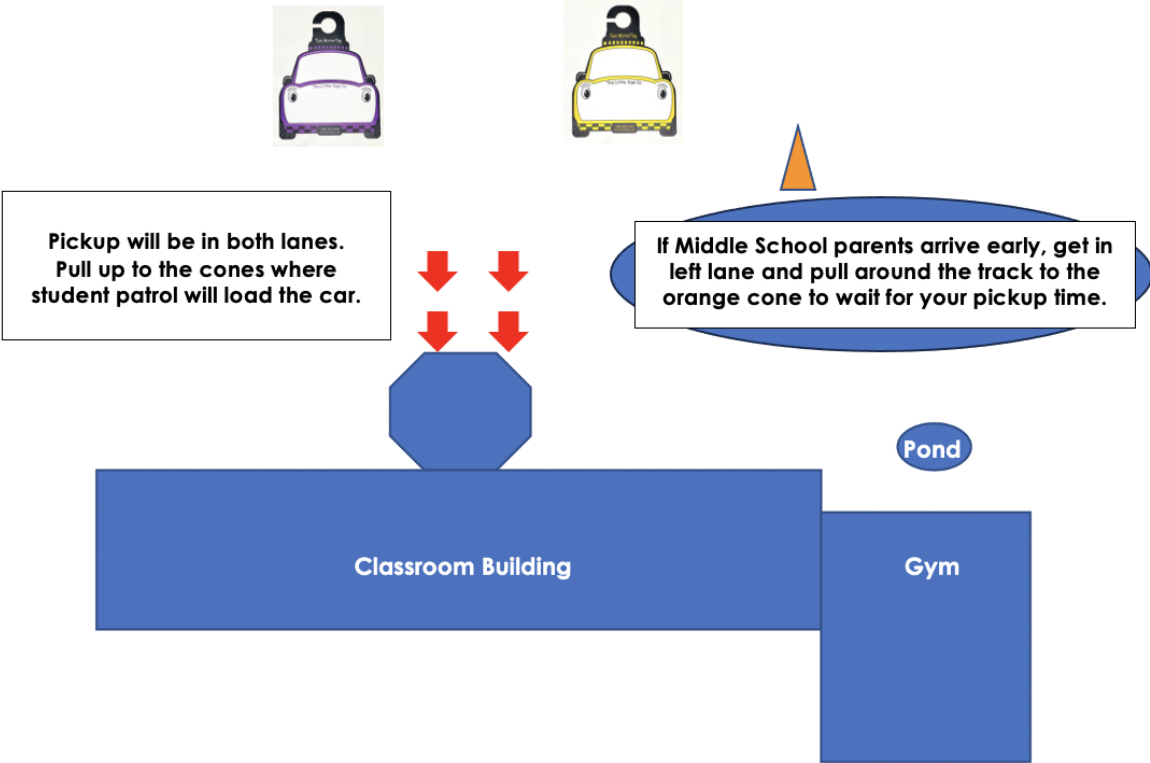
Appendix E

DROP-OFF / PICK-UP

Morning Drop-Off
(7:30am – 8:05am)



Afternoon Pickup
Lower School 2:45-3:00 / Middle School 3:00 – 3:15



Appendix F

AFTER-SCHOOL CARE

Students can stay in After-School Care (ASC) from their pickup time until 6:00pm. Students will have a snack and then work on homework. The ASC staff provides a structured setting with support help, but this is not individual tutoring. This includes helping with organizational skills, explaining directions or assignments, helping students stay on-task, and encouraging students. While the staff will usually check completed assignments, the staff cannot assume responsibility for total completion and accuracy of homework. We support students in developing responsibility and accountability for homework. Once homework time is completed, students will participate in activities on the playground, the gym, and the Den.

After-School Care:

- Times: Homework Lab: pickup – 4:30pm
After-School activities: 4:30pm – 6:00pm
- Costs: \$3.00 for late pickup after pickup window
\$15.00 per day from pickup until 4:30pm
\$3.00 per each additional 45-minute segment
an additional \$1.00 per minute after 6:00pm
- Students who are not picked up after their pickup time will go into After-School Care.
- Students may stay in After-School Care on a drop-in basis.
- All students should be signed out at the front office.

Appendix G

SUGGESTIONS FOR SNACKS FOR MID-MORNING HOMEROOM

Students may bring a snack daily for their break at mid-morning homeroom (9:40-9:50 am).

The following is a list of items that are appropriate for snack time.

Bagels
Breakfast muffins
Cereal bar
Cheese
Chips
Crackers (plain, with cheese or peanut butter)
Dry cereal without sugar frosting
Fresh fruit (apple halves, banana, grapes, orange slices,
strawberries, etc.)
Graham crackers
Granola
Popcorn
Pretzels
Raw vegetables (carrot sticks, celery sticks, etc.)

- Students may not have any of the following for snack time: cake, candy, cookies, or drinks.
- Students are responsible for bringing their own snacks. Students should not share snacks.
- If you have any questions about anything on the list, please feel free to call the school office.

***** PEANUT ALLERGIES *****

- We ask that you send no snacks that contain peanuts to avoid problems with our students who have peanut allergies.
- If you do send in a snack that contains peanut products, please notify your child's homeroom teacher or the office so that we can make appropriate accommodations.

Appendix H

HEALTH GUIDELINES FOR FACULTY & STAFF

The Bedford School is committed to balancing the need to provide a safe school environment with students' developmental and academic needs. The Bedford School is committed to implementing health and safety precautions to mitigate the spread of viruses and other illness in our school community while prioritizing the safety of our teachers, as well. By following these precautions together, we can decrease the chance of transmission and provide the appropriate learning environment for our families.

Illness:

No student or staff member should come to school if ill, having a fever, or exhibiting symptoms of illness:

- fever of 100 degrees or above (must be fever-free for 24 hours without medication to return.)
- vomiting or diarrhea (must be free of symptoms for 24 hours to return.)
- any symptoms of childhood diseases such as foot and mouth, Scarlet fever, chicken pox, measles, mumps, or whooping cough
- bad cold with sign of infection, sore and/or red throat, croup
- unexplained rashes, skin infections, pink eye or other eye infections, head lice, or scabies
- symptoms of COVID-19
- Students or staff should not return to school until they have symptom-free / fever-free for 24 hours.

Preventative Measures:

- Teachers need to spend time at the beginning of school talking about respectful hygiene habits, good handwashing habits, and the importance of not touching others and review frequently.
- Student desks should face the same direction and have ample space between them. Desks should not touch unless students are working in cooperative groups.
- Classrooms should be free of soft items: toys, stuffed animals, pillows.
- All classrooms will have a supply of hand sanitizer, disinfectant spray, and micro-fiber cloths.
- Teachers should leave classroom door open as much as possible to increase air flow.
- Teachers are encouraged to open windows, when possible, to increase air flow.
- Students should have most extra supplies in their "Class Kits."
- Staff should wipe down/clean equipment when needed after using.
- Staff should respect any individual's desire for social distance in group areas.

COVID-19 Symptom and Exposure Situations



- Any staff or student who tests positive with COVID-19 will follow the latest guidelines from the CDC.
- Those with direct exposure should watch carefully for any symptoms and test if symptoms develop.
- The Head of School should be notified immediately of any positive test.

Appendix I

NOTIFIABLE DISEASE CONDITION REPORTING

All Georgia physicians, laboratories, and other health care providers are required by law to report patients with the following conditions.

REPORT IMMEDIATELY	REPORT WITHIN 7 DAYS
<p>To Report Immediately Call: District Health Office or 1-866-PUB-HLTH (1-866-782-4584)</p> <ul style="list-style-type: none"> any cluster of illness animal bites ▶ anthrax all acute arboviral infections* ▶ botulism ▶ brucellosis cholera diphtheria <i>E. coli</i> O157 <i>Haemophilus influenzae</i> (invasive)† hantavirus pulmonary syndrome hemolytic uremic syndrome (HUS) hepatitis A (acute) measles (rubeola) ▶ melioidosis meningitis (specify agent) meningococcal disease (invasive) novel influenza A virus infections novel respiratory viruses (SARS, MERS, etc.) positive lab results ▶ orthopoxviruses (smallpox, monkeypox) pertussis ▶ plague poliomyelitis ▶ Q fever rabies (human + animal) SARS-CoV-2 (COVID-19) positive lab results from point of care (rapid) antigen or molecular tests positive lab results nucleic acid amplification test (e.g., RT-PCR, etc.) results from laboratories certified under CLIA to perform moderate- or high-complexity tests shiga toxin positive test <i>S. aureus</i> with vancomycin MIC ≥ 4 mcg / mL syphilis (adult) syphilis during pregnancy tuberculosis latent TB infection in children < 5 years old ▶ tularemia ▶ viral hemorrhagic fevers <p>▶ Potential agent of bioterrorism. * Invasive = isolated from blood, bone, CSF, joint, pericardial, peritoneal, or pleural fluid.</p>	<ul style="list-style-type: none"> AIDS# acute flaccid myelitis anaplasmosis aseptic meningitis babesiosis blood lead level (all) campylobacteriosis Carbapenem-resistant Enterobacteriaceae (CRE): Enterobacter species, Escherichia coli, and Klebsiella species chancroid Chlamydia trachomatis (genital infection) Creutzfeldt-Jakob Disease (CJD), suspected cases, under age 55 cryptosporidiosis cyclosporiasis ehrlichiosis giardiasis gonorrhea HIV infection# Perinatal HIV exposure# hearing impairment (permanent under age 5)## hepatitis B <ul style="list-style-type: none"> – acute hepatitis B – chronic HBsAg(+) or HBV DNA detected infections – HBsAg(+) pregnant women – Perinatal HBV exposure hepatitis C (past or present) <ul style="list-style-type: none"> – anti-HCV(+) – HCV RNA detected – HCV genotype detected – anti-HCV(+) or HCV RNA detected pregnant women – anti-HCV(+) or HCV RNA detected children ages <3 years hepatitis D (Delta virus present with HBsAg); acute and chronic hepatitis E (acute) influenza-associated death (all ages) legionellosis leptospirosis listeriosis*** leprosy or Hansen's disease (Mycobacterium leprae) Lyme disease lymphogranuloma venereum malaria maternal deaths (during pregnancy or within 1 year of end of pregnancy)## MIS-C (multi-system inflammatory syndrome in children) mumps psittacosis Rocky Mountain spotted fever rubella (including congenital) salmonellosis shigellosis streptococcal disease, Group A or B (invasive) ** Streptococcus pneumoniae (invasive)** <ul style="list-style-type: none"> – report with antibiotic-resistance information tetanus toxic shock syndrome typhoid Varicella (Chickenpox) Vibrio infections yersiniosis
REPORT WITHIN 1 MONTH	REPORT CASES ELECTRONICALLY THROUGH THE STATE ELECTRONIC NOTIFIABLE DISEASE SURVEILLANCE SYSTEM AT http://sendss.state.ga.us
<p>Birth Defects, including fetal deaths of at least 20 weeks gestational age and children under age 6. Information for reporting birth defects is available at dph.georgia.gov/birth-defects-reporting.</p> <p>Healthcare-associated Infections (HAIs) For facilities required to report HAI data to CMS via NHSN. Report in accordance with the NHSN protocol. Reporting requirements and information available at dph.georgia.gov/notifiable-hai-reporting.</p> <p>Neonatal Abstinence Syndrome (NAS) Information for reporting NAS is available at dph.georgia.gov/nas.</p>	<p>* California serogroup virus diseases (including: California encephalitis, Jamestown Canyon, Keystone, La Crosse, Snowshoe hare, Trivittatus virus), Chikungunya Virus Disease, Eastern equine encephalitis virus disease, Powassan virus disease, St. Louis encephalitis virus disease, West Nile virus disease, Western equine encephalitis virus disease, Zika Virus Disease</p> <p>** Invasive = isolated from blood, bone, CSF, joint, pericardial, peritoneal, or pleural fluid.</p> <p>*** L. monocytogenes isolated from blood, bone, CSF, joint, pericardial, peritoneal, or pleural fluid, or other normally sterile site; or from placenta or products of conception in conjunction with fetal death or illness. Infant mortality is reportable to Vital Records.</p>
REPORT WITHIN 6 MONTHS	REPORTING FOR OTHER CONDITIONS:
<p>Benign brain and central nervous system tumors</p> <p>Cancer</p> <p>Report forms and reporting information for tumors and cancer is available at dph.georgia.gov/georgia-comprehensive-cancer-registry.</p>	<p># Report forms and reporting information for HIV/AIDS available by phone (1-800-827-9769) OR online (dph.georgia.gov/georgias-hiv-aids-epidemiology-surveillance-section).</p> <p>For mailing HIV/AIDS reports, please use double envelopes marked "confidential", addressed to Georgia Department of Public Health Epidemiology Section, P.O. Box 2107, Atlanta, GA 30301.</p> <p>## Report forms and reporting information for maternal deaths and hearing impairment (permanent, under age 5) available at dph.georgia.gov/documents/forms-surveys-and-documents.</p>

For more information:

www.dph.ga.gov/disease-reporting



Appendix J



The mission of The Bedford School is to maximize the potential of students with learning differences and develop foundation for success.

Request Form for Challenged Materials

Title of item _____ Book ____ Magazine ____ Other ____

Author of item _____

Request initiated by _____

1. Did you read or view the entire work? If not, what parts did you read or view?

2. To what in the work do you object? (Be specific; cite pages, sections etc.)

3. What do you feel might be the result of reading or viewing this work?

4. What would you like the library to do about this material?

____ Do not allow my child to check out the material(s).

____ Withdraw it from the collection.

5. Which title would you suggest as a substitute? _____

Signature _____ Date _____

Appendix K**REPORT FORM FOR COMPLAINTS OF ABUSE, SEXUAL HARASSMENT, OR HARASSMENT
BECAUSE OF RACE, NATIONAL ORIGIN, AND DISABILITY**

Complainant _____

Home Address _____

Work Address _____

Home Phone _____ Work Phone _____

Date of alleged incident(s) _____

The incidents involve: *(circle all that apply)*

physical abuse

sexual abuse

sexual harassment

racial harassment

harassment because of national origin

harassment because of disability

Name of person you believe harassed you or another person: _____

If the alleged harassment was toward another person, identify that person: _____

Describe the incident as clearly as possible, including such things as what force, if any, was used, any verbal statements (i.e. threats, requests, demands, etc.), what, if any physical contact was involved. Attach additional pages as necessary.

When and where did the incident occur? _____

List any witnesses who were present: _____

This complaint is based upon my honest belief that _____ has harassed me or another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

(complainant's signature) _____ (date)_____
(received by) _____ (date)