

Sudbrook Magnet Middle School

Main: 443-809-6720

4300 Bedford Road Baltimore, Maryland 21208

Fax: 443-809-6737

Gordon Webb, Principal

Sarah Chame Martinez, Assistant Principal

Lindsey Grayson, Assistant Principal

August 2023

Dear Parent/Guardian,

I hope this communication finds you and your family doing well and staying healthy. We are excited to welcome back our students for the 2023-2024 school year on Monday, August August 28, 2023. We made it through all of the various challenges 22-23 school year and I'm so proud of all the growth and achievement that our teachers, staff, parents, students, and the Sudbrook community accomplished this past year! We will continue to provide the best instruction and education possible while striving to maintain the safest and most responsible learning environment for our students and staff.

I am excited to begin another year as principal at Sudbrook Magnet Middle School. Sudbrook has a long and impressive history, and I look forward to continuing to build upon its traditions and successes – working with you and the community to meet the needs of our students. We have added several new faces to our dedicated, skilled, and talented staff, whose sole mission is to prepare your child for high school and the many challenges of the twenty-first century. I continue to give you my word that I/we are committed to that mission and that I/we will always try to do what is best for your child.

We would also like to welcome the following new staff to Sudbrook Magnet Middle School:

Lashell Brown-Richardson – Special Education
Rene Cadogan – School Counseling
Sarah Chame Martinez – Assistant Principal
Cesar Cortorreal – Special Education
Justin Darrow – Visual Arts
Danielle Jones – ELA

Carrie Hammond – Dance
Kristen Hertsch – Mathematics
Chianti Holley – Administrative Secretary III
Reginald Lewis Jr. – Science
Shelbi Timmons - MTSS
Jacob Weinstein – Band

There is no doubt that we have a great school; however, there is always room for improvement. Sudbrook Magnet Middle School understands that its work is never done and that providing the best for our students requires hard work and a consistent review of how we are progressing. Part of that process includes getting feedback from parents and stakeholders. Please know that my staff and I want to have a good line of communication with you so that we can work together to ensure student success. If at any time you have questions, concerns, or suggestions, please make an appointment (following our flowchart for support) and we will be happy to have a discussion. Our relationship with you is critical; we want you to be involved in the education of your child and the advancement of our great school.

Sudbrook Magnet Middle School believes that every child can accomplish great things and that each one can have a positive impact on our community and our future. To have a learning environment that maximizes each young person's potential, expectations are very high, both academically and

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behaviorally. We expect students to meet these standards, and with guidance and support from home and school, they are fully capable of doing so.

INFORMATION

Please click on this [link](#) to access the information below:

- FNS One Message
- Student Code of Conduct
- Cell Phone/ PED School Policy
- Bus Discipline Procedures and Consequences
- Magnet Programs Flier

IN-PERSON INSTRUCTION/SCHOOL

Students are expected to arrive on time to school and class every day, with their BCPS/Sudbrook ID (when they receive them), dressed in their Sudbrook uniform, and prepared to give their best effort. Interactions with classmates and with faculty and staff should be conducted at all times with civility, dignity, and respect. Our campus and facility, although not the newest in the school system by any means, still meet our students' needs and internally reflects the character of our vision and mission. Its beauty and uniqueness should be respected by students and staff alike. We are blessed to have such wonderful resources.

All of Sudbrook Magnet Middle School's rules, practices, and procedures, along with specific details, will be provided to students at the beginning of the school year. Please make sure that you read these and go over them thoroughly with your child. As I mentioned earlier, your role is critical. We need your support in fostering and maintaining a school culture that promotes learning for all students. Let there be no doubt, that we are in this together.

On another note, I ask that you encourage your child to become involved at Sudbrook Magnet Middle School. I am not only referring to extracurricular activities such as clubs, performing/visual arts, and intramurals. Those are certainly important, but I believe involvement goes a step further. Students should have a sense of belonging. I want them to take pride in this school and the school community. It is my desire that they feel safe, loved, and cared for when they enter the doors of our building. Obviously, as educators, we have to do our part to make this a reality. But it makes the challenge less daunting when our students come to school with a positive attitude and an open mind. Please help us convey to your child that Sudbrook Magnet Middle School is a special place and that it is special because of its involvement and pursuit of excellence.

In closing, as presented in the information communicated via our SchoolMessenger portal at the end of July and August, below are some reminders of important calendar dates and information. If you did not receive the first mailer or possibly misplaced it, here is a copy of the [Sudbrook Magnet Middle School Mailer-July 2023](#) (please refer to the most recent communication regarding possible updates or changes):

Student schedules are available in FOCUS and Schoology as of August 11, 2023! Students and families can view schedules by logging into FOCUS/Schoology using the following link: [Students & Parents log in to FOCUS](#). Usernames and passwords are the same as in previous years, even those incoming sixth

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graders coming from a BCPS elementary school. Sudbrook recommends accessing schedules via FOCUS so students can see the room numbers of their classes in addition to the full schedule. However, please be aware of the possibility that schedules might still change prior to the first day of school so check the portal again before students report their first day!

If you log in to FOCUS and the student schedule is not visible, please contact the Sudbrook Magnet Middle School Counseling Office at 443-809-1254 to confirm residency verification.

For parents and guardians without FOCUS accounts, please use the following link to register: [Parent Portal Registration - Baltimore Focus \(focusschoolsoftware.com\)](https://www.focus-school-software.com/parent-portal-registration-baltimore)

Sixth Grade Parent Orientation will take place on Wednesday, August 23, 2023, from 4 pm – 6 pm. This event is for parents only. The Sixth Grade Orientation for students is scheduled for Thursday, August 24, 2023, from 8:30 am – 12:15 pm. BCPS Bus Transportation is provided for Sixth Grade Orientation for students, and route information will be shared as soon as it is released via email and on the Sudbrook website. [Home - Sudbrook Magnet Middle \(bcps.org\)](https://www.bcps.org). The official first day of school for all students is Monday, August 28, 2023. It is important that all students take note of their 1A Class/Teacher and Room Number, so they know where to report on this day. Parents and guardians: We highly encourage you to help your student write this information on an index card, post-it note, binder, etc. so they have the information readily available to them when they enter. Once students have reported to period 1A, they will get a printed copy of their full schedule. Staff will be available to assist as needed! BCPS parents, staff, students, and community members can now download the #TeamBCPS Focus App. The app will allow users to view information in Focus, our Student Information System, based on their role in the system. #Back2BCPS

- iOS- <https://apps.apple.com/us/app/team-bcps-focus/id6444195471>
- Android- <https://play.google.com/store/apps/details?id=com.focusschoolsoftware.community.baltimore>
- Instruction Sheet - https://cdns3-sharpschool.com/UserFiles/Servers/Server_2744/File/Focus_App_Directions_for_Parents.pdf

The safety of our students is our top priority. In the event you need to sign your child out early from school due to an appointment, you must report to the Main Office, show valid government-issued identification, and be on the child's emergency card. Please sign students out before 2:15 p.m. on Monday - Friday. In the event, your child needs to miss school for an

illness, you can report your child's absence by sending an email by 8:15 a.m. using the following address: smms0353@bcps.org, or by calling 443-809-6720.

I am very much looking forward to working together to make this school year the best experience for you and your child. In the event you have any questions, please feel free to contact us at 443-809-6720.

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STUDENT SCHEDULES

Students will receive their schedules on the first day of school in homeroom class. Schedules, grades, attendance, assignments, and more are available online through Schoology and FOCUS. Students and families can log in to the Focus Student Portal at [Students & Parents log in to FOCUS](#) using their login information.

LUNCH

All enrolled students of BCPS will receive breakfast and lunch, free of charge, every day. Breakfast will be served at kiosk locations, as students enter the building.

At *Secondary Schools* – [Smart Snack](#) approved beverages and snacks are available for purchase in new vending machines located in the cafeterias. Cash, credit, Google Wallet, and Apple Pay are accepted on the machines. Smart Snack-approved items will also be on the serving line; however, cash will **not** be accepted in secondary schools; students may use their MySchoolBucks accounts. While meals are free to all students, [MySchoolBucks.com](#) can be used for additional meal items and snacks. Families can fund student accounts electronically, monitor meals, set limits, and more! Both staff and students can submit a [Refund Request Form](#) at any time, to clear their MSB account or transfer funds to a different student account.

UNIFORM/DRESS CODE POLICY

A POSITIVE, SAFE LEARNING ENVIRONMENT IS VERY IMPORTANT AT Sudbrook Magnet Middle School. In order to enhance our school's instructional atmosphere, promote school pride, and

achieve our school goals, a dress code is part of the enrollment standard. **We expect all students to follow this dress code.** In addition, BCPS Student ID badges are a part of Sudbrook's dress code and are expected to be worn every day and throughout the day.

Our official shirt vendor is Main Street Embroidery, 85 Main Street, Reisterstown, MD 21136, (410-833-0414). We strongly encourage parents to purchase shirts at Main Street Embroidery. However, if you choose to use another vendor (e.g., Kre8ing Your Ideas, Lands' End, Old Navy, etc.), please purchase shirts in the **exact style, color, and stitching/embroidery as our official Sudbrook shirts.**

- Shirts may have no more than three (3) buttons on the front
- Shirts may **NOT** have cap sleeves
- Shirts may **NOT** have logos (butterflies, paws, etc.)
- Shirts may **NOT** be form-fitting, made of Lycra
- Pants, shorts, skirts, and capris (worn at the natural waist level) **SHOULD BE** khaki material and light beige/black color **(The black color is a new option)**. **NO** jeans, jeggings, cargo pants, biker shorts, sports shorts, spandex shorts, yoga pants, jeans/denim, etc.\

In addition, the following items **are not allowed** to be worn on any occasion in school:

- **Sandals, slide-on Crocs, flip-flops, house slippers, athletic/sport slides, shower shoes, slide-on sneakers/shoes, or stilettos.**

***Any modifications to the uniform policy based on religious beliefs must be approved by the Principal.**

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SMMS Fall and Winter Attire:

- Official SMMS solid-colored full-zip and 1/4 lightweight fleece jackets, half-zipped pullovers, and full-zip and 1/4 sweatshirts. All items must have the official Sudbrook insignia on the aforementioned attire. The only items that will be acceptable for Sudbrook **“Fall and Winter”** are the items that will be available via Sudbrook's online store.
- They should be the appropriate size for the student, and not overly baggy.
- Official SMMS full-zip and 1/4 lightweight fleece jackets, half-zipped pullovers, and full-zip and 1/4 sweatshirts are not allowed to be worn around the waist.
- No other outerwear should be worn in the classroom (coats, scarves, gloves, hats).
- Hooded sweatshirts (hoodies), hooded jackets, windbreakers, etc., are **prohibited** during the school day. Students are allowed to wear these items to school and after school. During the school day, these items must be placed in the student's locker.
- Our official vendor for the Fall and Winter attire is Time Out for Sports Inc., 9716 Belair Road, Nottingham, MD 21236. Sudbrook will facilitate the first order for parents and students. More information will be forthcoming.

***NOTE: Students are expected to comply with uniform expectations at all times unless a scheduled dress-down day is announced. Anyone who is out of uniform will be required to contact a parent for the uniform to be delivered to the school. These students will also be issued an administrative lunch detention, after-school detention, Saturday School, or In-School Suspension if deemed necessary by the administration or team leaders.**

ID BADGES

In accordance with Board Policy 3710:

- All students shall fully comply with all provisions of Board Policy 3710 and this rule.
- School administrators will annually advise students of Board Policy 3710 and this rule through appropriate means, including, but not limited to, as part of the Student Handbook presentation by administrators at the beginning of the school year, on the school system's Web site, and/or through other reasonable means.
- All students are required to wear the identification badge on the front of their person with a lanyard or clip at all times when on school property or when participating in school-sponsored activities.

LATE TO SCHOOL

Students who are late to school (not in homeroom at 8:30 a.m.) should report to the office, **accompanied by a parent**, to sign in and receive a late pass. This procedure is only for students who are dropped off at school by a parent, guardian, family member, or friend of the family.

CARPOOLS AND WALKERS

Students who carpool or walk to school should use the entrance on Alter Avenue. Students are not

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permitted to enter the building prior to 8:15 a.m. unless they have a pass from a staff member. All students must leave the building promptly following dismissal; only students who are under the direct supervision of a staff member may remain in the building after 3:30 p.m.

BEFORE SCHOOL PROCEDURES

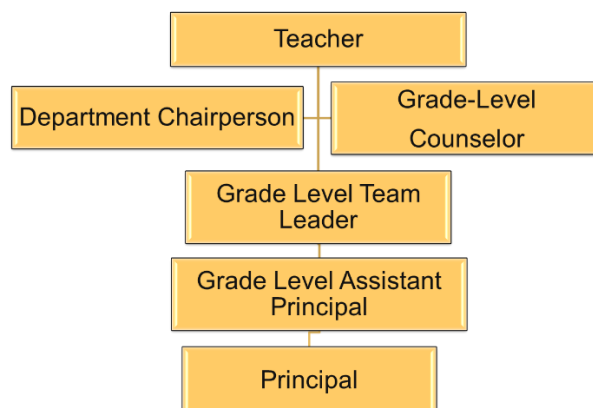
The school's Office Hours are 8 a.m.- 4 p.m. The school day for teachers begins at 8:15 a.m. and ends at 3:30 p.m. If teachers are sponsoring a Before School Activity/Coach Class, students must be under the direct supervision of the teacher who is sponsoring the Before School Activity/Coach Class for the full duration of time. Students must retrieve a **Before School Activity/Coach Class Pass** from the sponsoring teacher. This pass is to be returned to the sponsoring teacher on the morning of the Before School Activity/Coach Class. All exterior doors will be locked and students who are attending a Before School Activity/Coach Class must enter the building via the front doors of the building. Students will gain access to the interior of the building by a staff member. If a student does not have a legitimate pass, the student will not be permitted into the building until 8:15 a.m.

BEFORE AND AFTER SCHOOL ACTIVITIES

Intramurals, coach classes, rehearsals, clubs, and other before and after-school activities are scheduled throughout the school year. Parents are responsible for providing transportation to and from these activities. Sudbrook Magnet Middle School is unable to provide supervision for your child unless he or she is with the teacher in charge of the above-mentioned activities. Students must be picked up promptly at the conclusion of the activity or lose the privilege of participating. Please remember the importance of arranging transportation prior to the day of the after-school event/activity, as the main office closes at 4:00 p.m. daily.

FLOWCHART FOR SUPPORT AND ADDRESSING CONCERNS

To provide you with adequate support, the graphic below is the flowchart for parents to follow when there are questions concerning the classroom environment in addition to other school concerns.



SMMS' LEADERSHIP TEAM NAMES AND CONTACTS

I thank you for your support; enjoy your summer and I look forward to the upcoming school year and the journey that lies ahead.

ADMINISTRATION

Mr. Gordon Webb - Principal (gwebb@bcps.org)

Ms. Sarah Chame Martinez - Assistant Principal (schamemartinez@bcps.org)

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Ms. Lindsey Grayson - Assistant Principal (lgrayson@bcps.org)

CABINET TEAM (SENIOR EXECUTIVE LEADERSHIP)

Donna Anderson – Equity Liaison and Library Media Specialist (danderson@bcps.org)

Nichole Brindza - ELA and Performing Arts Department Chairperson (nbrindza@bcps.org)

Felicia Henderson-Browne – School Counseling Department Chair (fhendersonbrowne@bcps.org)

Kristen Hersch – Mathematics Department Chairperson (khertsch@bcps.org)

Chianti Holley – Administrative Secretary III (cholley3@bcps.org)

Rachel Jones – ESOL Department Chair (rjones@bcps.org)

Luchana Sumpter – Social Studies Department Chair (lsumpter@bcps.org)

Shelbi Timmons – MTSS Coordinator (stimmons@bcps.org)

INSTRUCTIONAL LEADERSHIP TEAM (EXECUTIVE LEADERSHIP)

Nichole Brindza - ELA and Performing Arts Department Chairperson (nbrindza@bcps.org)

Kristen Hertsch – Mathematics Department Chairperson (khertsch@bcps.org)

Alexandra (Sasha) Harter - Visual Arts Department Chair (aharter@bcps.org)

Rachel Jones – ESOL Department Chair (rjones@bcps.org)

Bobbi Leitner – Science/Technology Department Chair (bleitner@bcps.org)

Felicia Henderson-Browne – School Counseling Department Chair (fhendersonbrowne@bcps.org)

Rebecca Lozada - World Languages Department Chair (rlozada@bcps.org)

Luchana Sumpter - Social Studies Department Chair (lsumpter@bcps.org)

Dannielle Williams - Special Education Department Chair (dwilliams26@bcps.org)

Adam Weddle - Physical Education Department Chair (aweddle@bcps.org)

ADDITIONAL LEADERSHIP TEAM SUPPORT

Nichole Brindza –Magnet Coordinator (nbrindza@bcps.org)

Brian Mosher – 6th Grade Team Leader (bmosher@bcps.org)

Mike Girard – 7th-grade Team Leader (mgirard@bcps.org)

Keisha Edmond – 8th-grade Team Leader (kcrowell@bcps.org)

I thank you for your support; enjoy your summer and I look forward to the upcoming school year and the journey that lies ahead.



Sincerely,
Gordon Webb
Principal