



SOUTHWEST ACADEMY MAGNET SCHOOL

Family Hybrid Instruction Resource Manual

March- June 2021

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Southwest Academy

6200 Johnnycake Road ★ Baltimore, Maryland 21207 ★ Telephone 443-809-0825 ★ southwestms.bcps.org

Table of Contents

SWA Mission and Vision.....	3
How is BCPS Protecting Students and Staff.....	4
COVID-19 Health and Screening Emergency Contact Form	5
SWA Student Schedule.....	6
SWA Hybrid Student Protocol.....	7
Arrival and Dismissal.....	7
Attendance and Lateness.....	8
Behavior Expectations.....	8
Classroom Hallway Expectations.....	9
Cafeteria Expectations.....	9
Dress Code and Accessories.....	10
Grading and Reporting.....	10
Dance, Instrumental and Vocal Music, Visual Arts, and PE Classes.....	11
Electronic Devices.....	11
Safety Procedures.....	12
Library Media Center.....	13
Lockers.....	13
Student Support.....	13
Transportation.....	14
Water Fountains.....	14
Who to Contact About Academic Support.....	15
Who to Contact About Behavior Support.....	16
Who to Contact About Technology Support.....	16



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SWA VISION

At Southwest Academy Magnet School, students are exposed to rigorous instruction that is culturally responsive and sensitive to their unique learning needs; thus, inspiring them to be 21st century leaders.

SWA MISSION

Through our parent, school and community partnership, Southwest Academy's mission is to provide a nurturing environment in which the commitment and collaboration of all stakeholders empowers all students to learn and achieve at high levels; thus, producing lifelong learners and productive citizens in a global economy and multicultural society in the 21st Century.

Southwest Academy's Tiger P.O.U.N.C.E. Code of Conduct

Prepared - I am prepared to learn.

Open - I am open to the diversity of others.

Unique - I am unique and have my own gifts and talents.

Noble - I am noble and demonstrate integrity.

Capable - I am capable of achieving greatness.

Engaged - I am engaged in learning.



Prepared **O**pen **U**nique **N**oble **C**apable **E**ngaged



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How BCPS is Protecting Students and Staff

For more information, see our Reopening Plan at www.bcps.org

School Nurse / BCPS Health Services

- Registered Nurse in each school trained in recognizing and responding to symptoms of COVID-19
- Contact tracing for students/staff with COVID-19 in cooperation with Baltimore County Health Department
- Designated isolation area for persons with COVID-19 symptoms who are awaiting pick-up

Daily Check for Symptoms

- All employees and parents/students expected to monitor themselves daily for symptoms of COVID-19
- Stay home if not feeling well (per current Health Department guidelines)
- Staff or students with positive test or symptoms of COVID-19 excluded from school

Healthy Behaviors

- Appropriate face coverings must be worn by staff and students (unless developmentally/physically unable)
- Providing job appropriate PPE for all staff including face shields for classroom staff
- Handwashing reminders and lessons provided
- Supply of soap & paper towels enhanced, and hand sanitizer stations in school lobby and outside cafeteria.
- Students and staff encouraged to maintain safe distance from each other to the extent possible
- Signage used to remind students and staff of health behaviors

Changing How We Teach

- Alternative scheduling and use of virtual learning to reduce class size and promote social distancing in the classrooms/buses
- Maintaining the same student groups whenever possible
- Eliminating or modifying higher risk activities, such as singing indoors
- Encouraging outdoor activities when possible
- Ongoing virtual option for families

Bus Safety

- Increased ventilation on buses by opening roof vents and windows whenever possible
- No shared seats unless from same household
- Buses to load from back to front to minimize contact between students

Building Safety

- Use of disinfectants that kill COVID-19
- Daily cleaning of schools and offices; high-touch surfaces will also be cleaned mid-day
- Disinfecting areas used by person with COVID-19 infection per CDC guidelines
- Ventilation systems configured to provide maximum air exchange

Education

- All BCPS employees required to complete a training module on COVID-19
- Age-appropriate information given to students to promote healthy behaviors
- More information for staff and students at www.bcps.org

11/2020 - *Subject to change as guidance, recommendations and school reopening plans are updated.*

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COVID-19 HEALTH SCREENING AND EMERGENCY CONTACT FORM



COVID-19 HEALTH SCREENING AND EMERGENCY CONTACT FORM

COMPLETE AND SEND WITH CHILD ON FIRST DAY BACK TO SCHOOL AND FIRST SCHOOL DAY OF EACH MONTH.

Daily Health Screening for Students & Staff

Every student and staff member must undergo a daily health screening for COVID-19 symptoms before coming to school. If the answer is 'Yes' to ANY of the questions below, please stay home and seek medical attention:

- **Do you feel sick today? COVID-19 symptoms include:**
 - Fever of 100 degrees Fahrenheit (37.8 Celsius) or higher
 - Sore throat, congestion or runny nose
 - New onset or worsening of cough, shortness of breath or difficulty breathing
 - New loss of taste and or smell
 - Nausea, vomiting or diarrhea
 - Muscle pain, chills or extreme tiredness
 - New or severe headache
- **Are you waiting for a COVID-19 test result?**
- **Have you tested positive for COVID-19 or had recent close contact with a person diagnosed with COVID-19?**

I understand that it is my responsibility, as parent/guardian of _____ (student's name), to conduct the above health screening on a daily basis before sending my child to school. If the answer to any of the questions is YES, I will keep my child home. I have reviewed the BCPS COVID-19 safety practices with my child and agree that my child will follow these practices.

Signature of Parent/ Guardian: _____ **Date:** _____

Emergency Contacts

Students who develop symptoms of illness at school will be removed from the classroom and must be picked up immediately. Please indicate the best way to contact you and persons who could pick up your child if you are not immediately available.

Parent/Guardian 1 Name: _____ Contact Number(s): _____
Parent/Guardian 2 Name: _____ Contact Number(s): _____

Persons to whom student may be released other than parent:
Name: _____ Contact Number(s): _____
Name: _____ Contact Number(s): _____



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Southwest Academy Student Schedule March 15, 2021- June 2021

Synchronous Schedule Monday, Tuesday, Thursday, Friday	
Homeroom	8:05 – 8:25
Period 1	8:25 – 9:38
Period 2	9:38 – 10:51
Period 3 / Lunch	10:51 – 1:21
Period 4	1:21 – 2:35

Asynchronous Schedule Wednesday	
Homeroom	8:05 – 8:20
Period 1	8:20 – 8:40
Period 2	8:40 – 9:00
Period 3	9:00 – 9:20
Period 4	9:20 – 9:40
Independent Work	9:40 – 11:10
Lunch	11:15 – 11:45
Independent Work	11:50 – 2:35

*In order to maximize instructional time, any calendar week with fewer than five (5) school days will follow the schedule for instruction as outlined on a typical Monday, Tuesday, Thursday, or Friday.



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SWA Hybrid Student Protocol

School Day
8:05 am – 2:35 pm

Arrival and Dismissal

On-Time Arrival

As outlined on the *COVID-19 Health Screening Emergency Contact Form*, it is the parent/guardian's responsibility to conduct daily health screenings before sending your child to school. If the answer is YES to any of the questions, your child should be kept home.

Students should arrive at school by 8:05 a.m. Upon arrival, all students should stand at one of the social distancing taped lines outside of their grade level entrance. Students enter the building through their **grade-level doors**. Students will enter the building in grade level waves. Maintaining social distancing, Grades 6 and 8 students will enter the building at 7:55 a.m.; Grade 7 students will enter the building at 7:58 a.m. All grade level doors will be closed at 8:05 a.m.

- Students should go directly to their homeroom class and to their assigned seat. All students should be in homeroom by 8:05 a.m.
- During extremely cold weather, extreme heat or extreme rain students may be allowed to enter the building through their grade level entrance no earlier than 7:50 a.m. While in line, students must follow the 6-ft social distancing and masking guidelines.
- Students will have an opportunity to receive a school provided breakfast upon entering the building. Students will eat breakfast in homeroom at their desk and should remain behind the plexiglass sneeze guard when eating. When students are not eating, they must wear their masks.

Late Arrival

Students who arrive after 8:05 a.m. must enter through the main doors. Students will check in with the secretary upon entering the building and must report directly to their class.

Walkers/Car Riders

- Students should not be dropped off at school before 7:50 a.m.
- Students arriving by car must be dropped off on the school side of Johnnycake Road. Students should not exit vehicles in the middle of the road and should not cross Johnnycake Road; nor should students be dropped off in the bus driveway. Cars are not permitted in the driveway from 7:00 a.m. – 9:30 a.m. and from 2:00 p.m. – 4:00 p.m.
- Students who are not participating in after school activities must be picked up by 2:50 p.m.
- If students are consistently picked up late from afterschool activities and/or events, the Southwest Academy administration will confer with the parent/guardian to determine if the student will continue to be allowed to participate in afterschool activities and/or events.



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On-Time Dismissal

Beginning at 2:29 p.m., students are dismissed in grade level waves.

- Students should not be in the school building or on school grounds after dismissal unless working with a teacher or participating in a school sponsored activity.

Early Dismissal

- Visitors to the building will be minimal. For students requiring a dismissal before the end of the school day, we request that the student participate in virtual instruction for that day.
- Unless emergent, there will be no early dismissals after 2:00 p.m.
- For students who are not feeling well, as outlined on the ***COVID-19 Health Screening Emergency Contact Form***, it is the parent/guardian's responsibility to conduct daily health screenings before sending the child to school. If the answer is YES to any of the questions, the child should be kept home. If the child is feeling well enough, they should participate in virtual instruction.

Attendance/Lateness (See Board of Education Policy/Rule 5120 on the BCPS website.)

Students are expected to attend school regularly and on time (8:05 a.m.) every day including Advocacy Wednesdays.

Attendance Notes During Remote Learning

- When students are absent, parents/guardians must submit a note, phone call, or email to Tori Boyd, front office secretary, via email- tboyd2@bcps.org. The school will certify the absence as excused or unexcused. All absences for which no documentation is received will be marked as unexcused.
- If a student is absent for an extended period of time because of illness, a written statement of explanation may be required from the physician.

Behavioral Expectations

Students are expected to adhere to the expectations outlined in the *BCPS Student Handbook*. Students are also expected to follow Southwest Academy's Tiger P.O.U.N.C.E. Code of Conduct. All students are expected to be:

I am **PREPARED to learn.**

- *I am appropriately dressed for school each day whether in-person OR working remotely.*
- *I am in my designated learning space when working remotely.*
- *I am appropriately dressed in my school uniform when in the school building.*
- *I am on time for all classes.*
- *I have all the necessary materials.*
- *I make sure all cell phones and electronic devices are only used for instructional purposes.*
- *I complete all assignments.*

I am **OPEN to the diversity of others.**

- *I show respect for those that are different from me.*
- *I am open to meet new people and make new friends.*
- *I try new clubs or activities, even if they seem challenging.*
- *I remember that we are all one community working together.*

I am **UNIQUE and have my own gifts and talents.**

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- *I know that I am special.*
- *I celebrate my differences from others.*
- *I celebrate the differences and contributions of others.*
- *I work hard at growing my talents.*

I am NOBLE and demonstrate integrity.

- *I demonstrate self-pride and respect others and the property of others.*
- *I have a growth mindset by taking risks and persevering.*
- *I am respectful and well-mannered throughout the school building & during remote instruction.*

I am CAPABLE of achieving greatness.

- *I believe that I can succeed.*
- *I work carefully to avoid making careless mistakes and check over my work at least two times.*
- *I ask questions to clarify my assignments.*
- *I make positive contributions to the learning environment.*
- *I work to acquire 21st century college and career skills.*

I am ENGAGED in learning.

- *I remain attentive and focused during instruction.*
- *I am a respectful team player and ensure that my class comments are appropriate.*
- *I wait until instruction is finished before leaving the classroom whether in-person or remotely, unless it is an emergency.*
- *I make an honest effort to complete my work.*
- *I am persistent, even if I do not know the answer immediately.*

Classroom/Hallway Expectations

Students will be dismissed to their classes in grade level waves. Students are expected to:

- Using provided supplies, wipe down their desks, plexiglass sneeze guard, and chair at the conclusion of every period.
- Wait to be dismissed by the teacher. The bell does not dismiss students.
- Use provided hand sanitizer before exiting the classroom.
- Maintain 6-foot social distancing while traveling in the hallways.
- Keep hands to self and use appropriate volume during hallway transitions.
- Refrain from having electronic devices and earbuds.
- Refrain from running in the hallway.
- Walk directly to class and to their assigned seat. Students will not be allowed to use the restroom during the change of classes. Students should obtain a pass from their teachers to use the restroom in lobby 1 during classes.

Cafeteria Expectations

All period 3 classes will be escorted to the restrooms to wash hands before being escorted to the cafeteria. Students are expected to:

- Walk with the assigned teacher to wash their hands before lunch.
- Walk with the assigned teacher to and from the cafeteria.
- Wear masks when not eating.

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- Remain in the assigned seat.
- Clean up the eating area by placing all trash in the trash cans when directed.
- Leave all food and drink items in the cafeteria, with the exception of bottled water.
- Use hand sanitizer before exiting the cafeteria.

Dress Code and Accessories

While uniforms are not required, appropriate dress is important in helping to create a safe and orderly learning environment. Students are expected to adhere to the following:

- Refrain from wearing revealing clothing. No clothing should expose undergarments and areas such as chests, stomachs, and backs.
- Refrain from wearing slashed/ripped clothing, sleepwear, and tight or revealing spandex.
- Refrain from wearing sunglasses, hats, bandanas, any head covering (except for religious purposes) chains, or other apparel that distracts from the learning environment.
- Refrain from wearing clothing or accessories that refer to or makes innuendos to sex, drugs, alcohol, violence, intimidation, or gangs.
- Refrain from wearing open-toed shoes. Flip-flops, bedroom slippers, and most types of sandals are unsafe and are therefore unacceptable to wear during school.

Grading and Reporting

BCPS commits to all stakeholders to provide equitable, accurate, specific, and timely information regarding student progress towards agreed-upon common course expectations, as well as feedback for next steps and growth areas. Grades will communicate what students know and can do.

Our Grading Practices

1. Grading practices are supportive of student learning.
2. Marking-period grades are based solely on achievement of course or grade-level standards. Classroom conduct, work completion, and ability to work with others will be reported separately using the BCPS Skills and Conduct Indicators.
3. Students will have multiple opportunities to demonstrate proficiency.
4. Grades are based on a body of evidence.
5. A consistent grading scale will be used to score assignments and assessments in the Learning Management System (Schoolology).
6. Accommodations and modifications will be provided for exceptional learners.

Students are expected to:

- Come prepared with the appropriate class supplies and materials, including the BCPS-assigned, **fully charged electronic devices and chargers.**
- Complete and submit assignments on time.
- Reflect on and articulate their learning. Students can do this in many ways: orally, in writing, or using an electronic format.
- Set goals that can easily be tracked by the teacher and themselves.
- Use teacher feedback and opportunities to redo and resubmit assignments based on feedback.

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- Students are encouraged to attend Advocacy Wednesday sessions for additional academic support.

Make Up Work

It is the student's responsibility to acquire and complete make up work.

Dance, Instrumental and Vocal Music, Visual Arts, and Physical Education Classes

Dance Class

Locker rooms will not be accessible for students. Students will not change their clothes for dance class.

Students will continue to participate in virtual activities and will continue to explore dance and movement. This course is designed for students to progress in dance through the 8th grade. Dance history and various genres will be explored. Students are expected to practice dance at home.

Instrumental and Vocal Music

With the exception of string instruments and drums, students will not play their instruments in the school building. Students will continue to work together by reading music and exploring various elements of music. Students will be introduced to basic music theory, a variety of cultures, instrumental literature, and proper vocal technique (as many students experience voice changes). Taking this course requires students to practice their instruments at home.

Students will not sing during vocal music in the school building. Students will continue to work together by reading music and exploring various elements of music. Students will be introduced to basic music theory, a variety of cultures, choral literature, and proper vocal technique (as many students experience voice changes). Taking this course requires students to practice vocal skills at home.

Visual Arts

Students will have access to shared supplies, but are encouraged to bring supplies from home. Shared materials will be sanitized between classes and will be quarantined as needed to provide time for safe handling. Though materials will be available, it is encouraged that students bring a small pencil case with materials, and a sketchbook for personal use and organization.

Physical Education

Locker rooms will not be accessible for students. Students will not change their clothes for PE class and are encouraged to wear tennis shoes and clothes to school that will allow them to safely participate in physical activities. Students will continue to participate in lessons that are low intensity activities require limited use of equipment.

Electronic Devices

- Students **MUST** come to school with a fully charged device and charger. **Loaner devices are not available.**
- Students will not be assigned lockers. Cell phones should be silenced and secured at all times.
- Students may bring personal headphones to use during class time to reduce ambient noise.
- Southwest Academy Middle School is not responsible for lost, stolen, or damaged personal electronic devices and equipment. Students should keep their personal devices and equipment with them at all times.

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- Students may not use any electronic devices, including their personal cell phones, to harass other students or school staff. Students may not post inappropriate comments, photos, or videos of other students or school staff on social media sites.

Safety Procedures

Entry into the Building

The safety of our students, staff, and visitors is a top priority. To ensure the safety of our staff and students, please adhere to the following:

- Students must follow all BCPS and SWA safety procedures.
- Students should not open any doors for anyone.

Visitor Safety Procedures

All visitors should complete a self-check before coming to the school. Visitors with a fever, congestion, dry cough, breathing difficulties, sore throat and/or chills, should **NOT** enter the school. To keep students, staff, and the school community safe, it is extremely important **NOT** to come to school sick. Contact the school to reschedule appointments.

Visitors without an appointment will not be allowed to enter the building. See *Early Dismissal* section on page 7. In the case where business cannot be done remotely and visitation is essential, these guidelines listed must be followed. Visitors with appointments must adhere to the following:

- Visitors to Southwest Academy must be screened at the entry door individually.
- Visitors must wear face coverings appropriately covering nose and mouth and abide by 6-ft social distancing practices and COVID-19 mitigation guidelines.
- Visitors must report directly to the main lobby upon entry, show identification to stationed office staff, and use rapture system to sign-in.
- Additional persons without business at the school are not permitted.
- Visitors must be escorted throughout their time in the building.
- Visitors must sign-out with staff in the lobby before exiting the building.

Building Entry Safety

The safety of our students, staff, and visitors is a top priority. To ensure the safety of our staff and students, please adhere to the following:

- Students must follow all BCPS and SWA safety procedures.
 - Students should not open any doors for anyone. Doors must remain closed at all times.

Emergency Drill Procedures

Safety drills are held periodically. Teachers are trained to direct students based upon the indicated emergency. To ensure a safe and orderly environment, students should do the following:

- Stop what they are doing when the alarm sounds or when an emergency announcement is made.
- Remain **silent** and follow all teacher directions immediately. Remain with their class unless directed by a staff to do otherwise.
- Stay with escort if emergency.
- Follow COVID-19 mitigation strategies and 6-ft. social distancing guidelines.

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- Follow rules and expectations outlined in the *BCPS Student Handbook* and in the *SWA Hybrid Family Resource Manual*.

If we are in a lockdown, parents/guardians will not be allowed to enter the building. Parents/guardians will have to await direction from the school's safety personnel.

Library Media Center

The Southwest Academy Library Media Center is closed for student use.

Lockers

Lockers will not be assigned and will not be accessible.

Student Support

School Counseling

During school hours, School Counselors are available for students, parents and guardians to assist in whatever way is needed.

- For non-emergencies, arrange an appointment with the appropriate counselor by completing the electronic *School Counseling Request Form*, which is located on each school counselor's Schoology page and on the school website.

Grade 6:

Grade 7:

Grade 8:

Students will be sent an email and Schoology message with the time and date of the appointment.

- In-person hybrid students will be picked up from the classroom at the time of the appointment.
- Parents/Guardians should call the School Counseling Office at 443-809-0949 if they have questions or need assistance.
- During school hours, School Counselors may also be contacted via email:
 - Ms. Lipscomb-Woods, Grade 6 ilipscombwoods@bcps.org
 - Ms. Macgowan, Grade 7 rmacgowan@bcps.org
 - Ms. Dixon, Grade 8 tdixon@bcps.org

Health Procedures- Please review [How BCPS is Protecting Students and Staff](#)

For students who are not feeling well, as outlined on the [COVID-19 Health Screening and Emergency Contact Form](#), it is the parent/guardian's responsibility to conduct daily health screenings before sending your child to school. If the answer to any of the questions is **YES, your child should be kept home and engage in virtual instruction if feeling well enough to do so.**

COVID 19 Mitigation Strategies

We are adhering to the COVID-19 Mitigation strategies.

- High touch surfaces will be sanitized throughout the day (e.g., doorknobs, bathrooms, countertops.) All cleaning agents will involve the use of EPA approved germicidal agents that kill coronavirus.
- Staff will promote handwashing before and after touch of shared use items.
- Frequent handwashing with regular stocking of soap and paper towels and use of hand sanitizer if soap and water not readily available.
- Hand sanitizer stations will be provided throughout the school building.
- Shared use of items will be discouraged. When shared use is necessary (e.g., office copiers or manipulatives for assessments) users will be directed to wash or sanitize hands before and after touching the shared use item. The shared used item will be cleaned in accordance with manufacturer's guidance for the item.

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The nurse is available during the school day in the health suite. Students are expected to:

- Notify their teacher of their symptoms. The teacher will contact the nurse prior to the students' arrival.
- Have all medications housed in the health suite. According to Baltimore County policy, students must not carry any prescription or non-prescription medication at any time in the school building.
- Return to class promptly upon leaving the Health Suite.

School Resource Officer

The presence of the School Resource Officer (SRO) is to ensure a safe and orderly learning environment. The SRO is responsible for promoting positive relationships among local law enforcement agencies, students, and the community at large.

Transportation

Staff in the BCPS Office of Transportation have adopted the following protocols to ensure compliance with COVID-19 guidelines from the CDC and MSDE:

- Buses will operate at a limited capacity depending on current social distancing guidelines and the normal rated capacity of the vehicle.
- The maximum number of students per bus will be one student per seat. However, the seat behind the driver will remain vacant for all trips.
- Whenever possible, students will be seated in every other row.
- Barring inclement weather, buses will operate to support airflow and ventilation (e.g., roof hatches and windows may be open during operation).
- Students from the same household will be allowed to sit together in the same seat.
- Students should sit staggered, so that students alternate between the window and aisle seat for each row.
- As students embark on the bus for the trip to school, they should be seated filling the rear of the bus first; for the return trip from school, students should sit with those disembarking first at the front of the bus and those disembarking last at the rear of the bus.:
- Follow all COVID-19 mitigation strategies.
- **Only ride the bus to which the student is assigned for student safety.**
- Be at their bus stop 5 minutes prior to the bus arrival time.
- Refrain from walking home if they are a bus rider. Bus riders must provide the office with written parent/guardian permission that must be verified before the student may walk home.
- Follow directions from the driver the first time that the directions are given.
- Always stays seated while the bus is in motion.
- Keep all parts of their body inside the bus.
- Keep hands, feet, legs, arms, personal property to herself/ himself.
- Refrain from eating, drinking, or using vulgar language at any time on the bus.

Water Fountains

Water fountains will not be accessible. Students must bring their own bottled water.



Who do I contact with a concern about...

Academics or a Class?

Our chain of command is in place to encourage a relationship between the classroom teacher and the parent/student. Therefore:

1. The first conversation should be with the teacher.
2. If you do not hear from the teacher in a reasonable time frame, or if you cannot resolve the issue with the teacher regarding an academic concern, the next step is to contact the **department chairperson**.

Digital & Performing Arts	Ronald McFadden	rmcfadden@bcps.org
Language Arts/Reading	Danielle Viot	dviot@bcps.org
Magnet	Chanel Paul	cpaul@bcps.org
Mathematics	Melissa Scrivnor	mscrivnor@bcps.org
Physical Education / Health	Steven Tyler	styler2@bcps.org
Science	Joyce Yoon	jyoon@bcps.org
Social Studies	William Fleming	wfleming@bcps.org
Special Education	Judson Bleser	jbleser@bcps.org
World Languages	Jessica Olson	Jolson2@bcps.org

3. If you have not resolved the issue, you would then contact the **grade-level administrator**.

Theodore Welzant	Sixth grade	twelzant@bcps.org
Terri Moses	Seventh grade	tmoses@bcps.org
Darius Smith	Eighth grade	dsmith8@bcps.org

4. If the issue is still unresolved, then you would contact the **principal**.

April Franklin	Principal	afranklin5@bcps.org
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Who do I contact with a concern about...

Behavior or to Schedule a Conference?

Our chain of command is designed to assist the parent in communicating with teacher, the teaching team, or the school counseling department.

1. If you have a behavior concern with a particular class, contact the **classroom teacher**.
2. If you would like to schedule a conference with more than one teacher regarding an academic and/or behavioral concern, contact the **team leaders**.

Syreeta Bright	Sixth Grade	sbrown22@bcps.org
Demitra Howard-Holley Chanel Paul	Seventh grade	dhoward3@bcps.org cpaul@bcps.org
Jennifer Humphries Ronald McFadden	Eighth grade	jhumphries@bcps.org rmcfadden@bcps.org

3. If you have a family concern, a safety concern for another child, or need to request resources for your child or family, contact your child's **grade-level counselor**.

Iris Lipscomb-Woods	Sixth grade	ilipscombwoods@bcps.org
Rhiannon Macgowan	Seventh grade	rmacgowan@bcps.org
Tina Dixon	Eighth grade	tdixon@bcps.org

4. If you cannot resolve the concern or your call/e-mail is not returned, please contact the **grade-level administrator**.

Theodore Welzant	Sixth grade	twelzant@bcps.org
Terri Moses	Seventh grade	tmoses@bcps.org
Darius Smith	Eighth grade	dsmith8@bcps.org

5. If the issue is not resolved to your satisfaction, then contact the **principal**.

April Franklin	Principal	afranklin5@bcps.org
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Technology Issues:

https://www.google.com/url?q=https%3A%2F%2Fforms.office.com%2FPages%2FResponsePage.aspx%3Fid%3D3cPDSRs_g0GOdLONSDpa_bN9gK_DoLNMiZj-pN7hORtUMkVZR1fJU0pIMU1JSIIUUFIPRFgwM09KVSQIOCN0PWcu&sa=D&sntz=1&usg=AFQjCNGNCNiDi-siLvwrnPvdruz2o9Zplw