



SOUTHWEST ACADEMY MAGNET SCHOOL

Family Resource Manual

2021-2022

April N. Franklin, Principal
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Southwest Academy

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

Table of Contents

Principal Greetings	3
SWA Mission and Vision.....	4
SWA Student Schedule.....	5
SWA Student Protocol.....	6
Arrival and Dismissal.....	6
Attendance and Lateness.....	7
Behavior Expectations.....	7
Classroom Hallway Expectations.....	7
Cafeteria Expectations.....	7
Dress Code and Accessories.....	8
Grading and Reporting.....	9
Dance, Instrumental and Vocal Music, Visual Arts, and PE Classes.....	9
Electronic Devices.....	10
Safety Procedures.....	10
Extra-Curricular Activities.....	11
Library Media Center.....	11
Lockers.....	11
Student Support.....	12
Transportation.....	13
Water Fountains.....	13
Who to Contact About Academic Support.....	14
Who to Contact About Behavior Support.....	15
Who to Contact About Technology Support.....	16



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Greetings from Principal Franklin



Welcome to the 2021-2022 school year! On behalf of the Southwest Academy faculty and staff, I would like to welcome our incoming sixth grade students, as well as our new and returning seventh and eighth grade students.

As we rebound from a historic year in education, this year, we will continue to focus on accelerating student learning and providing students with rigorous and robust learning experiences. Our theme for this school year is “**ACCELERATING** Our Momentum to **INCREASE** Our Altitude.” Many of our SWA students have not been in the school building since March 2020. As educational partners, we must reacquaint students to our high expectations- socially, emotionally, behaviorally, and academically. Our charge as educators is to assess and identify the students’ needs. We will not remediate based on the needs. Instead, we will integrate the identified skills and concepts into the current grade level standards and expectations and **ACCELERATE** our students’ learning. However, we cannot **ACCELERATE** our students’ learning alone. We are counting on families to assist us in this endeavor by monitoring your children’s academic, behavioral, and social emotional progress; communicating with teachers and staff; and reinforcing learning at home.

Based on CDC recommendations, BCPS require that all persons – students, staff and visitors wear masks- whether they are vaccinated or not. Wearing masks is an extra layer of protection for our students, staff, and their families. However, ***vaccination is still the most effective action we can take to prevent the spread of COVID-19.*** We continue to urge everyone eligible to get vaccinated. Southwest Academy is currently collaborating with community partner, Morningstar Baptist Church, to host a Saturday Vaccination Clinic. Please stay tuned for more information.

In preparation for the school year, please note the following important information:

- As communicated, the BCPS school day has increased 15 minutes for all schools. Please see the new bell schedule enclosed.
- Early Entry Grade 6 Welcome: Friday, August 27, 2021 (8:00 a.m.-11:45 a.m.). Information is enclosed.
- **Grade 6 Back-to-School Night:** Wednesday, September 8, 2021, 4:00 p.m.-6:00 p.m. More information is forthcoming.
- **Grades 7 and 8 Back-to-School Night:** Wednesday, September 15, 2021, 4:00 p.m.-6:00 p.m. More information is forthcoming.

Please continue to check your email, BCPS (www.bcps.org), and Southwest Academy (<https://southwestms.bcps.org>) websites for ongoing district and school updates.

Lastly, please review all enclosed documents. They will be beneficial to students and families. Enjoy the remaining weeks of summer!

Sincerely,
April N. Franklin, Principal

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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.



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Southwest Academy Magnet School 2021-2022 Bell Schedule

***8:05 a.m.-2:50 p.m. (New School Time)**

PERIOD	TIME	LUNCH	Minutes
HR	8:05 - 8:20 a.m.		15
PD 1	8:20 – 9:50 a.m.		90
PD 2	9:50 – 11:20 a.m.		90
PD 3 AND LUNCH	11:20 a.m. – 1:20 p.m.	Lunch A 11:30 – 12:00 p.m.	120
		Lunch B 12:10 – 12:40 p.m.	
		Lunch C 12:50 – 1:20 p.m.	
PD 4	1:20 – 2:50 p.m.		90

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SWA Student Protocol

School Day
8:05 am – 2:50 pm

Arrival and Dismissal

On-Time Arrival

If your child is not feeling well, please keep them home.

Students should arrive at school by 8:05 a.m. Upon arrival, all students should stand outside of their grade level entrance with their masks on properly, while practicing social distancing. When directed, 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 masking and social distancing guidelines.
- Students will have an opportunity to receive a school provided breakfast upon entering the building. Students will eat breakfast in homeroom at their desks. 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 3:00 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.

On-Time Dismissal

Beginning at 2:45 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

- For students requiring a dismissal before the end of the school day, parents/guardians should email Ms. Tori Boyd at tboyd@bcps.org with the student's name, grade, time, and reason for early dismissal.

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- Unless emergent, there will be no early dismissals after 2:30 p.m.

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.

Attendance Notes

- When students are absent, parents/guardians must submit a note 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:

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.

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 and chairs 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 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 permission from their teachers to use the restroom or any other destination in the building.

Cafeteria Expectations

All period 3 classes will be escorted to the cafeteria.

Students are expected to:

- Walk with the assigned teacher to and from the cafeteria.
- Sanitize their hands as they enter 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

Proper dress is important in helping to create a safe and orderly learning environment.

Students are expected to:

- Wear the appropriate uniform polo shirt (grade 6- Hunter Green; grade 7- Navy Blue; grade 8- Orange) and khaki pants, skirts or shorts every day. Skirts and shorts must be an appropriate length for school. Appropriate length is defined as *at or below longest fingertip when arm is extended along the side of legs*. Pants must not sag below the waist.
- Students may wear a cardigan sweater or jean jacket. Since the building is fully air-conditioned, some of the rooms may be chilly. For safety purposes, students will not be permitted to wear outer wear during the school day.
- Wear closed-toed shoes at all times. Flip-flops, bedroom slippers, and many types of sandals are inappropriate and unsafe to wear during school.
- Ensure that their clothing covers them completely. Students' undergarments and other areas such as stomachs and backs should not be exposed.
- Refrain from wearing slashed clothing, sleepwear, and tight spandex clothing.
- 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 that make innuendo to sex, drugs, alcohol, violence, intimidation, or gangs.
- Refrain from carrying book bags during the school day. All students are assigned lockers and are expected to use them to secure their belongings.

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.

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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.
- Students are encouraged to attend teacher coach class 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

Physical Education uniforms are not required. However, students are encouraged to bring athletic gear and tennis shoes so they can safely participate in physical activities.

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All students will be assigned PE lockers and are **expected to bring in combination locks** so they can secure their personal belongings, including BCPS laptops, during the PE class

Electronic Devices

Students **MUST** come to school with a fully charged device and charger. **Loaner devices are not available.**

Southwest Academy Magnet School's electronic device and cell phone policy is directly aligned with BCPS' policy. The use of electronic devices supports students' opportunity to learn and collaborate. Educational technology also extends students' access to information and various modes of communication. Therefore, as in past years, all Southwest Academy students will be assigned BCPS-issued devices for their educational use.

Students are only to use the BCPS-issued devices. Upon arrival, students must **silence their cell phones. Cell phones and all other electronic devices not issued by BCPS, including headphones,** must be placed in student lockers for the duration of the school day.

In order for our students to achieve at high academic levels, we must work together to limit disruptions to the instructional program. Thank you for your partnership in ensuring students' undistracted focus on academic achievement, as well as their social and emotional safety.

School staff are able to assist students and families. For emergencies, please contact the main office at 443-809-0825.

- Southwest Academy Magnet School is not responsible for lost, stolen, or damaged personal electronic devices and equipment.
- 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.

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Visitors should make appointments. 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 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.

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.
- Follow COVID-19 mitigation strategies, including masking and social distancing guidelines.
- Follow rules and expectations outlined in the *BCPS Student Handbook* and in the *SWA 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.

Extracurricular Activities

Southwest Academy provides after school clubs/activities.

- Clubs are free to students. Some activities may require uniforms that may be at cost to the parent/guardian.
- Students must provide signed permission forms to attend after school clubs/activities.
- Students must be picked up no later than 10 minutes after the conclusion of the afterschool activity.

Library Media Center

The Southwest Academy Library Media Center is open each school day from 8:00 a.m. to 2:45 p.m. In order to visit the Library Media Center students are expected to:

- Obtain a pass from the teacher to visit the library.
- Return all borrowed material promptly. Students with outstanding library obligations (fines/overdue books) will lose library privileges.

Lockers

Lockers are available for student use and will be assigned at the beginning of the school year. Periodic general inspection of lockers may be conducted by the principal and/or the assistant principal for any reason at any time. During the homeroom class, students will be allowed to go to their lockers in waves to allow for social distancing.

Students are expected to:

- Refrain from sharing their locker combination.
- Refrain from sharing lockers with any other student for any reason.

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- Use lockers at the appropriate times- before and after school. Any other time, students should obtain permission from the teacher to go to their lockers.

BCPS Student Identification Badges

Once issued, students must always have their BCPS student identification badges. Students may be asked for identification before boarding school buses. In addition, students are required to have their BCPS identification badges in order to attend school-sponsored events and field trips.

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. Students will be sent an email and Schoology message with the time and date 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. Marian Carter, Grade 6 mcarter8@bcps.org
 - Ms. Lipscomb-Woods, Grade 7 ilipscombwoods@bcps.org
 - Ms. Dixon, Grade 8 tdixon@bcps.org

Health Procedures

For students who are not feeling well, it is the parent/guardian's responsibility to conduct daily health screenings before sending your child to school. **Your child should be kept home if he/she is not feeling well. Please do not send you child to school sick.**

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.

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.

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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:

- 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.
- Follow all COVID-19 mitigation strategies. Students must wear their masks for the entire duration of the bus ride.
- 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.
- 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.



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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	Anastasia Cote-Rumsey	acoterumsey@bcps.org
Language Arts/Reading	Danielle Viot	dviot@bcps.org
Magnet	Ryan Baldwin	rbaldwin@bcps.org
Mathematics	Danielle Viot	dviot@bcps.org
Physical Education / Health	Steven Tyler	styler2@bcps.org
Science	Rachel Schmid	rschmid@bcps.org
Social Studies	William Fleming	wfleming@bcps.org
Special Education	Judson Bleser	jbleser@bcps.org
World Languages	Juan Lopez	rlopez3@bcps.org

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

Anne Hammel	Grade 6	ahammel@bcps.org
Theodore Welzant	Grade 7	twelzant@bcps.org
Angela Booze	Grade 8	abooze@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 Dajona Ravenel	Grade 6	sbrown22@bcps.org dsteveson2@bcps.org
Jennifer Humphries Ananya Roy	Grade 7	jhumphries@bcps.org aroy@bcps.org
Demitra Howard Augustus Thornton	Grade 8	dhoward3@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**.

Marian Carter	Grade 6	mcarter8@bcps.org
Iris Lipscomb-Woods	Grade 7	ilipscombwoods@bcps.org
Tina Dixon	Grade 8	tdixon@bcps.org

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

Anne Hammel	Grade 6	ahammel@bcps.org
Theodore Welzant	Grade 7	twelzant@bcps.org
Angela Booze	Grade 8	abooze@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:

For support with the BCPS-issued device, tech tickets should be entered using the form link below:

https://www.google.com/url?q=https%3A%2F%2Fforms.office.com%2FPages%2FResponsePage.aspx%3Fid%3D3cPDSRs_g0GOdLONSDpa_bN9gK_DoLNMiZj-pN7hORtUMkVZR1FJU0pIMU1JSIIUUFIPREgwM09KVSQIQCN0PWcu&sa=D&sntz=1&usg=AFOjCNGNCNiDi-siLvwrnPvdruz2o9Zplw

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