



Southwest Academy Reinstated Student Protocol

At Southwest Academy Magnet School (SWA), we foster a community of intentional physical and emotional safety, which are essential tenets for delivering and sustaining high quality teaching and learning. Since COVID-19 transmissions have significantly decreased, please see the following reinstated Southwest Academy procedures that will help to ensure our school community is safe, secure, and sustains our focus on teaching and learning.

Cell Phones and Non-BCPS-Issued 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, **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 send or post inappropriate comments, photos, or videos of other students or school staff to others or post on any social media sites.

Consequences for Unauthorized Cell Phone Use:

1. Warning
2. Parent Contact
3. After School Detention with Team Leader
4. Southwest Academy Alternative Learning Center Assignment (SWALC)
5. Confiscation: Administrator will place cell phone in the school safe. The cell phone will be released to the parent/guardian **ONLY**.

A suspension may be issued in the event the Electronic Device & Cell Phone policy is chronically violated.

Dress Code

Southwest Academy is a uniform school. 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 tan 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. **Denim jeans (blue or black) are not permitted.**
- Students may wear a cardigan sweater, hoodies that zip from top to bottom (grade level polo shirt must be visible, or jean jacket. Since the building is fully air-conditioned, some of the rooms may be



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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 ripped 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.

Consequences for Dress Code Violations:

1. Warning
2. Parent Contact
3. After School Detention with Team Leader
4. Southwest Academy Alternative Learning Center Assignment (SWALC)
5. Parent/Guardian, Student, and Administrator Conference

A suspension may be issued in the event the Dress Code policy is chronically violated.

Hallway Passes

- Students should obtain a written pass from their teachers to use the restroom or to go to any other destination in the building. Students' time out of class will be monitored.

Hallway Transitions

At the conclusion of each class period, students are expected to:

- Wait to be dismissed by the teacher. The bell does not dismiss students.
- 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 assigned seat. Students will not be allowed to use the restroom during the change of classes.
- Students who are late to class will receive consequences.

Lockers

Lockers have been assigned to all students. Upon entry, students must secure their personal belongings not needed for classes (bookbags, cell phones, headphones, outerwear, etc.) in their assigned hallway lockers.

Students are expected to:

- Refrain from sharing their locker combination.
- Refrain from sharing lockers with any other student for any reason.
- Use lockers at the appropriate times- before and after school. Any other time, students should obtain a written pass from the teacher to go to their lockers.
- 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.

