



# Southwest Academy Magnet School's Opening Information

8:05 a.m.-2:50 p.m.

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. Based on the mitigation strategies, below is a snapshot of the Southwest Academy procedures that will help to ensure our school community's health and safety.

## Arrival and Dismissal

### On-Time Arrival

All families should screen students for symptoms prior to leaving home. Please use this [checklist](#) to determine if a student should or should not go to school.

*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 the homeroom class, students will be allowed to go to their lockers in waves so all students are not at their lockers at the same time.
- 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

## Face Covering ([Safety is Our True North](#))

Requirements: All persons, regardless of vaccination status, must wear a face covering while inside a school.

Exceptions to this requirement are:

- The person is alone in a private space.
- The person is eating or drinking.
- The person has a documented physical or developmental disability that makes wearing a mask unsafe.
- The person is under the age of two.
- The person is a student athlete engaged in the sport in the field of play.

## Social Distancing ([Safety is Our True North](#))

Requirements: Physical distancing of students from each other and between students and adults will be provided to the greatest extent possible, considering school enrollment and facility constraints.

Strategies include:

- Use of classroom and cafeteria configurations that provide maximal separation between students.
- Restriction of field trips to day trips only, with plans to reduce exposure to large crowds.
- Supervision of restrooms, locker rooms, and hallway lockers to prevent congregation of students.
- Students will be dismissed to their classes in grade level waves and will maintain distancing during the hallway transition.

## Screening & Testing ([Safety is Our True North](#))

All families should screen students for symptoms prior to leaving home. Please use this [checklist](#) to determine if a student should or should not go to school.

Persons with COVID-19 symptoms in school will be required to be tested or will be placed on quarantine, in alignment with guidance from the Maryland Department of Health.

## Hand Hygiene ([Safety is Our True North](#))

Requirements: Employees and students have been instructed to adhere to best practices in hand hygiene and respiratory etiquette.

Times for handwashing or use of hand sanitizer to include before and after meals, upon arrival to schools' offices and home, before and after use of any shared

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](mailto:tboyd@bcps.org) with the student's name, grade, time, and reason for early dismissal.
- Unless emergent, there will be no early dismissals after 2:30 p.m.

### **Electronic Devices**

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

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.

- 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.

items, after use of the restroom, after sneezing/coughing and other time hands are contaminated.

### **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 to go to any other destination in the building.

### **Cleaning/Disinfecting (*Safety is Our True North*)**

Requirements: BCPS staff will continue to provide safe and clean school environments by ensuring daily cleaning of buildings using Environmental Protection Agency (EPA) approved germicidal agents that kill coronavirus. BCPS staff will:

- Perform frequent cleaning and disinfection of high-contact surfaces and any shared items, at least daily.
- Promote hand washing before and after touch of shared use items.
- Maintain sufficient supplies of soap, paper towels, and hand sanitizer.

### **Breakfast & Lunch**

#### ***Breakfast***

All students will be served free breakfast in homeroom. Students should remain in their assigned seats when eating. When students are not eating, they must wear their masks.

#### ***Lunch***

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.
- Remain in the assigned seat.

**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.
- 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.

**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.

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.

- 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.

**Visitors ([\*Safety is Our True North\*](#))**

All visits will require an appointment.

- Visits will be conducted remotely or outside, whenever possible.
- If an indoor visit is required, visitors will be required to wear a face coverings and practice social distancing.
- The number of people admitted to the building will be limited
- 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. 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.