



SOUTHWEST ACADEMY MAGNET SCHOOL

“A COMMUNITY SCHOOL”

Family Resource Manual

2023-2024

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Southwest Academy

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

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Greetings from Principal Franklin



Dear Southwest Academy Families:

Welcome to the 2023-2024 school year! On behalf of the Southwest Academy faculty and staff, I would like to welcome our incoming sixth grade students, and our returning seventh and eighth grade students.

Our focus this year is *It's Harvest Time!* Over the past two (2) years, our school community, students, staff, and families, were successful in resetting and getting back to traditional school as we know it. As a community we have sown positive seeds and now... *It's Harvest Time!* We will **harvest** student achievement by relentlessly providing our students with rigorous and responsive instruction, and holding them to our school's high expectations- socially, emotionally, behaviorally, and academically.

This year, so many enhanced learning and support opportunities will be available at SWA! We welcome our new ESOL program and our Targeted Assistance Grade 7 Math program. And, we are now Community School! A Community School functions as the hub of the neighborhood, uniting and strengthening families, educators and community partners as an evidence-based strategy to promote equity and educational excellence for each and every child. Please be sure to attend Back-to-School Night for more information.

Southwest Academy staff will intently continue our work on **responsiveness** to ensure that we are meeting the needs of ALL students EVERY day. *Tiger Talk*, our weekly advisory, was a huge success last year. That momentum will extend to the 23-24 school year. During the 30-minute *Tiger Talk* period on Wednesdays, educators throughout the building will explicitly teach social emotional and executive functioning skills, build positive relationships and rapport with the students, implement academic and behavioral goal setting, and monitor students' achievement. This additional layer of support will ensure that we are sowing into the whole child and meeting the distinct needs of the adolescent learner. Again- all to support our sustained focus on increased academic achievement.

Families, we cannot **harvest** increases in achievement without the mutual support and commitment of each and every family. We are counting on families to partner with us to provide a thriving learning environment by monitoring your children's academic, behavioral, and social emotional progress; communicating with teachers and staff; attending school events and PTSA meetings; and reinforcing learning at home.

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

- **Early Entry Grade 6 Welcome:** Thursday, August 24, 2023 (8:05 a.m.-11:50 a.m.).
- **Grade 6 Back-to-School Night:** Wednesday, September 13, 2023, 5:00 p.m.-7:00 p.m. More information is forthcoming.
- **Grades 7 and 8 Back-to-School Night:** Wednesday, September 20, 2023, 5:00 p.m.-7:00 p.m. More information is forthcoming.

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

Lastly, please review all contents of this handbook. It is a resource to ensure an optimal teaching and learning experience. And, remember, *It's Harvest Time!*

Looking forward!

April N. Franklin, Principal



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SWA VISION

At Southwest Academy Magnet School, students are exposed to rigorous instruction that is 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.

SWA CODE OF CONDUCT

To ensure an optimal learning experience, all Southwest Academy students are expected to follow our *Code of Conduct* at all times.

P.O.U.N.C.E.
The Tigers' Code of Conduct

P I am **PREPARED** to learn!

- I am appropriately dressed in my school uniform.
- I am on time for all classes.
- I have all the necessary materials.
- I use electronic devices for instructional purposes **ONLY**.
- I complete all assignments.

O 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 and activities, even if they seem challenging.
- I remember that we are all one community working together.

U I am **UNIQUE** and display my own gifts and talents!

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

N I am **NOBLE** and demonstrate integrity!

- I demonstrate self-pride and respect others and their property.
- I have a growth mindset by taking risks and preserving.
- I am respectful and well-mannered throughout the school building.

C I am **CAPABLE** of achieving greatness!

- I believe that I can succeed.
- I work carefully to avoid making 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.

E 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 the teacher dismisses the class before leaving the classroom.
- I make an honest effort to complete my work.
- I am persistent, even if I do not know the answer immediately.



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SWA Department Visions



The SWA **Digital and Fine Arts Department** develops student skills, artist identity, and creative vision in order to support students to become active community members who are engaged in the protection and advancement of culture.



The SWA **English Language and Reading Department** immerses students in authentic experiences with culturally inclusive and academically challenging literary works in order to facilitate the discovery, love, and effective use of language, that will allow them to experience mastery in all academic areas.



The SWA **Math Department** provides students with equitable opportunities to explore, learn, and apply complex mathematical skills to real-world situations in order to achieve educational career and life goals.



The SWA **Physical Education and Health Department** develops students' character, leadership, fitness knowledge, and motor skills that nurture the mind/body/spirit to pursue a healthy and active lifestyle.



The SWA **Science Department** strives to expose students to exploration opportunities of the natural and scientific world through a diverse, inquiry-based approach that will increase their understanding and appreciation of their community and the world at large.



The SWA **Social Studies Department** develops students' critical thinking skills to effectively communicate about the world and its many



The SWA School **Counseling Department** strives to inspire a passion for lifelong learning through innovative activities that promote critical thinking and problem solving in order to empower students to be productive citizens in an ever-changing global society. We are committed to collaborating with teachers, staff, and parents to create an inclusive school culture, where all students can feel safe to learn at high levels and be ready for high school and beyond.



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The SWA **Special Education Department** engages students with equitable and differentiated educational experiences that focus on increased self-awareness and self-advocacy, close educational gaps, and prepare them for college and career opportunities.



The SWA **World Language and ESOL Department** aspires to facilitate the linguistic teaching and learning experience that immerses students in the diasporic Latino and Hispanic culture.

2023-2024 Schedule

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

REGULAR SCHEDULE

PERIOD	TIME	LUNCH	Minutes
PD 1/HR	8:05 – 9:50 a.m.		90/15
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

WEDNESDAY SCHEDULE

PERIOD	TIME	LUNCH	Minutes
PD 1/HR	8:05 – 9:40 a.m.		80/15
PD 2	9:40 – 11:00 a.m.		80
TIGER TALK	11:00 – 11:30 a.m.		30
PD 3 AND LUNCH	11:30 a.m. – 1:30 p.m.	Lunch A 11:40 – 12:10 p.m.	120
		Lunch B 12:20 – 12:50 p.m.	
		Lunch C 1:00 – 1:30 p.m.	
PD 4	1:30 – 2:50 p.m.		80



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SWA Student Protocol

School Day
8:05 am – 2:50 pm

Arrival and Dismissal

On-Time Arrival

Students should arrive at school by 8:05 a.m. Upon arrival, all students should stand outside of their grade level entrances. When directed, students enter the building through their **grade-level doors at 7:58 a.m.** All grade level doors will be closed at 8:05 a.m. at which time, students must enter through the main lobby doors. Upon entry:

- Students will have an opportunity to receive breakfast upon entering the building at their grade level entrances. Students may not retrieve breakfasts from any other location.
- Students should go directly to their lockers to put away all personal items. Students should then report directly to their period 1 class. All students should be in period 1 by 8:05 a.m. Students should eat their breakfast when they arrive in the period 1 class.
- 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.

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 to receive their late pass, place their personal belongings in their lockers, and 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

All students are dismissed at 2:50 p.m.

- Students must not congregate on school grounds. Students must board their buses, walk off school grounds, or report directly to their ride.
- 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 tboyd2@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.



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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* (see page 4).

Cafeteria Expectations

All period 3 classes will be escorted to the cafeteria. Students are expected to:

- Quietly walk with the assigned teacher to and from the cafeteria.
- Remain in the assigned seat in the cafeteria.
- 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.
- Follow all cafeteria procedures as directed.

Classroom/Hallway Expectations

At the end of each 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.
- Walk on the right side of the hallway.
- 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.

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- **Navy Blue**; Grade 7- **Burgundy**; Grade 8- **Hunter Green**) 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



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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.

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. Board of Education Policy and Superintendent's Rule 5552 indicate that all personal devices are to be **OFF** and **AWAY** during the school day.

Students are only to use the BCPS-issued devices. Research shows that student cell phone use in schools is the source of several negative outcomes. Upon arrival, students must **POWER OFF** their personal devices and **PUT THEM AWAY**.

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.

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.



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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

- Grading practices are supportive of student learning.
- 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.
- Students will have multiple opportunities to demonstrate proficiency.
- Grades are based on a body of evidence.
- A consistent grading scale will be used to score assignments and assessments in the Learning Management System (Schoology).
- 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.
- 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.

Library Media Center

The Southwest Academy Library Media Center is open each school day from 8:05 a.m. to 2:50 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

Hallway and Locker room 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.

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, and at the beginning and end of the Physical Education class. Any other time, students should obtain permission from the teacher to go to their lockers.



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Physical Education Classes

Uniforms

It is the policy of the BCPS Office of Physical Education (PE) that every student is required to wear a PE uniform and to actively participate in the physical education program. Students not wearing the appropriate uniform pose several safety issues related to hygiene, restricted movement, and noticeability. Students who do not change into athletic apparel have to wear sweaty clothes to the rest of their classes, which poses hygienic concerns. In addition, their movement is restricted, which prevents students from completing certain tasks or making tasks more difficult. Lastly, having students wearing a school PE uniform makes them easily recognizable, especially when classes are outside on the fields.

The required PE uniform consists of the following:

- SWA PE Shirt or Athletic Shirt
- SWA PE Shorts or Athletic Shorts
- Socks
- Tennis Shoes
- Students may also wear sweatpants and a sweatshirt under the PE uniform.
- Locks for the assigned PE locker are also required. Each student will have their own locker. ***Students are responsible for bringing a combination lock to safely secure their personal belongings, including BCPS laptops, during PE class.***
- School-approved drawstring bag to carry PE uniform throughout the day.

Uniforms will be available for pre-order and purchase using the following website:

<https://swamiddlepe2023.itemorder.com/shop/home/>

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

Visitors are encouraged to make appointments. All visitors must adhere to the following:

- Visitors must be individually screened at the entry door.
- Visitors must report directly to the main lobby upon entry, show identification to stationed office staff, and use rapture system to sign-in.
- Visitors must be escorted throughout their time in the building.
- Visitors must sign-out with staff in the main office 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.



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- Remain **silent** and follow all teacher directions immediately. Remain with their class unless directed by a staff to do otherwise.
- Follow rules and expectations outlined in the *BCPS Student Handbook* and in this *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.

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 all 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. Goodman, Grade 6 jgoodman4@bcps.org
 - Ms. Jacobs, Grade 7 kjacobs@bcps.org
 - Ms. Carter, Grade 8 mcarter8@bcps.org

Health Procedures

Your child should be kept home if he/she is not feeling well. Please do not send you child to school sick.

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

Bus Discipline Procedures and Consequences

Behavior on the School Bus

Riding the school bus is a privilege. This privilege may be temporarily denied or permanently revoked if misconduct jeopardizes the safe operation of the school bus or the safety of students riding the bus. School suspension is a possible sanction.

Behavior or activity jeopardizing the safe operation of the school bus or interfering with the welfare of other vehicle occupants is prohibited. The school bus operator will report promptly and in writing to appropriate administrative staff any conduct appearing to require disciplinary action. After administrative staff evaluation, appropriate disciplinary action will follow. A copy of the disposition will be returned to the school bus operator.

The code below classifies unacceptable behavior into four levels. The examples are not exhaustive but illustrative. Additionally, all consequences are dependent upon the severity and frequency of the behavior. The Office of Transportation reserves the right to consider extenuating circumstances in determining disciplinary action.

Level 1	
Infraction	Consequences
Infractions that interfere with the orderly transportation of students. Some examples are: <ul style="list-style-type: none">• Screaming• Failure to stay seated• Littering on the bus• Tampering with the possessions of other passengers	The bus driver reports infractions on the bus. The school administrator administers consequences. This action may include any or all of the following: <ul style="list-style-type: none">• Verbal warning and referral issued• Contact with parent• Assigned seat at the discretion of driver
Level 2	
Infraction	Consequences
More severe infractions that interfere with the safe transportation of students. Some examples are: <ul style="list-style-type: none">• Repeated occurrences of Level 1 behaviors• Bullying other passengers, including verbal abuse• Profanity towards staff• Damage to the bus interior/exterior	The bus driver reports infractions on the bus. The school administrator administers consequences. This action may include any or all of the following: <ul style="list-style-type: none">• Referral issued• Contact with parent• Assigned seat at the discretion of driver• Loss of bus privileges for up to 5 days and cost of repairs
Level 3	
Infraction	Consequences
Actions that endanger the safety of the driver or students and which impairs the driver's ability to drive safely. Some examples include: <ul style="list-style-type: none">• Repeated occurrences of Level 1 or 2 behaviors• Refusal to remain in seats	The bus driver reports infractions on the bus. The school administrator administers consequences. At more serious levels, the Director of Transportation may be involved. This action may include the following: <ul style="list-style-type: none">• Referral issued



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- Sexual misconduct
- Throwing objects INSIDE or OUTSIDE of the bus
- Refusal to follow staff directions for safety

- Contact with parent
- **Loss of bus privileges for 6 to 9 days**
- Repeated incidents of Level 2 behavior may result in removal from transportation for the remainder of the school year

Level 4

Infraction	Consequences
Infractions that endanger the safety of the driver or students and may require local police to intervene. Some examples include: <ul style="list-style-type: none">• Fighting, including pushing and/or wrestling and play fighting• Sexual misconduct• Possession of dangerous objects or weapons• Possession or use of tobacco, vape, alcohol, drugs or controlled substances• Opening emergency exits and/or exiting the bus without authorization	The bus driver reports infraction on the bus. The school administrator administers consequences. At more serious levels, the Director of Transportation may be involved. This action may include the following: <ul style="list-style-type: none">• Referral issued• Contact with parent• Loss of bus privileges 10 days• Repeated incidents may result in removal from transportation for the remainder of the school year• Illegal activity will be referred to Baltimore County Police Department• Suspension from school and/or extended suspension

Consequences for repeat infractions related to transportation include, but are not limited to:

1st Offense	2nd Offense	3rd Offense	4th Offense
Parent notification required Appropriate Action required Student Conference Seat change on bus or assigned seat Bus or School Suspension commensurate with offense Code of Student Conduct implemented as appropriate	Bus Suspension (up to 5 days)	Bus Suspension (6 to 9 days)	Bus Suspension (Remainder of the school year)
Appropriate Action Required Additional Bus or School Suspension commensurate with offense Implement Code of Student Conduct as Appropriate For students with disabilities, bus suspension is counted as a suspension from school if transportation is included as a related service on the IEP/504 Plan			

Video/Digital Cameras and Audio Recording Devices

School buses are equipped with video/digital cameras and audio recording devices. These tools monitor the passenger area of the bus. As such, you are subject to audio surveillance. The objective is to provide an important additional tool to assist the driver and administration in managing student conduct on school buses, an important safety consideration that benefits all.

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 : parent/student. Therefore:

- The first conversation should be with the teacher.
- 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	Ruut Demeo	rdemeo@bcps.org
Magnet	Ryan Baldwin	rbaldwin@bcps.org
Mathematics	Jennifer Humphries	jhumphries@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	Anna Beggs	abeggs@bcps.org
ESOL/ World Languages	Juan Lopez	jlopez3@bcps.org

If the issue is not resolved, please contact the **grade-level administrator**.

Angela Booze	Grade 6	abooze@bcps.org
Christopher Gee	Grade 7	cgee2@bcps.org
Anne Hammel	Grade 8	ahammel@bcps.org

If the issue remains unresolved, please contact the **principal**.

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



Behavior Support 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 Denise Madden	Grade 6	sbright2@bcps.org dmadden@bcps.org
Michael Johnson Ananya Roy	Grade 7	mjohnson30@bcps.org aroy@bcps.org
Demitra Howard Tina Hurst	Grade 8	dhoward3@bcps.org thurst@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**.

Jill Goodman	Grade 6	jgoodman4@bcps.org
Kristan Jacobs	Grade 7	kjacobs@bcps.org
Marian Carter	Grade 8	mcarter8@bcps.org

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

Angela Booze	Grade 6	abooze@bcps.org
Chistopher Gee	Grade 7	cgee2@bcps.org
Anne Hammel	Grade 7	ahammel@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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Southwest Academy

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

Technology Support

Creating a Parent Account for FOCUS/Schoology

Parents/Guardians, please see [directions for creating a parent account](#) for Focus/Schoology.

Parent Viewing Report Card in Focus

Parents/Guardians can view their child's report card in Focus by navigating to the Reports tab and selecting the Report Card file. See Figure 1.

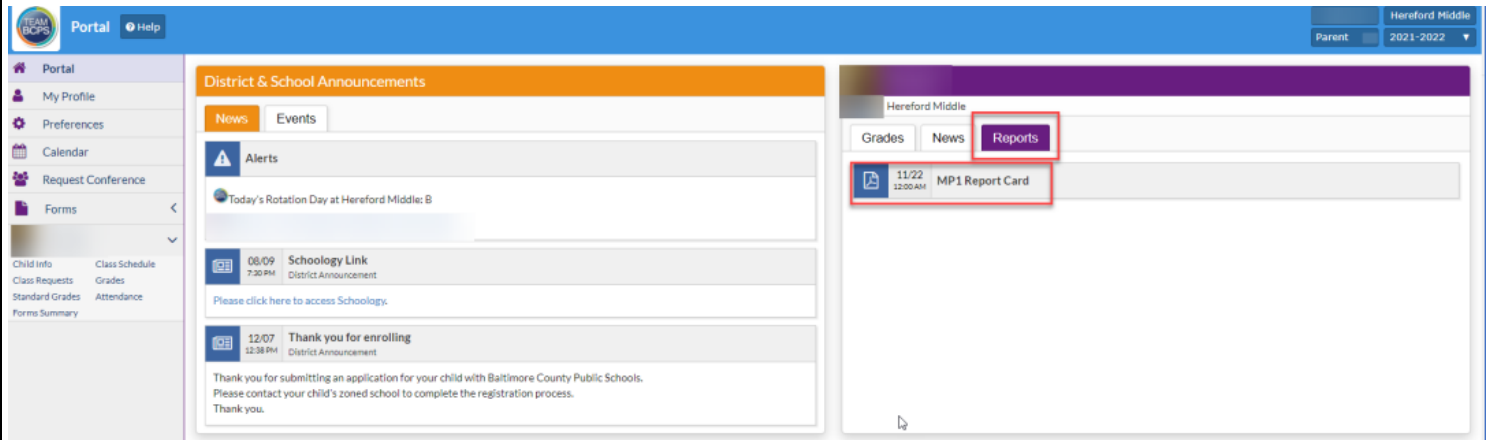


Figure 1

Note: If your child is co-enrolled, ensure you have selected the correct school from the upper right-hand corner as well as selecting the Report tab for the identified school. See Figure 2.

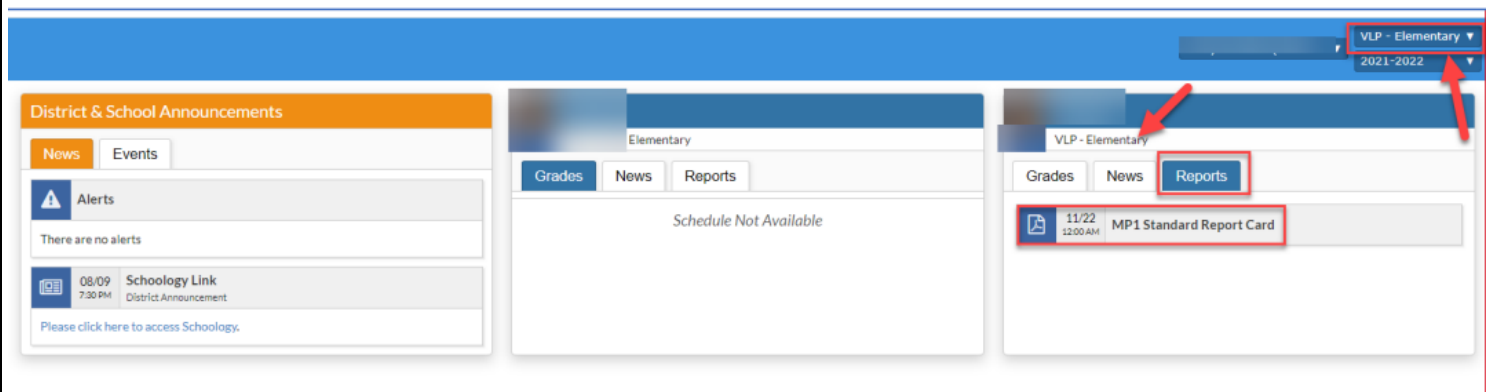


Figure 2

Note: The Grades tab is for districts that subscribe to the gradebook feature within Focus. BCPS' gradebook is housed in Schoology.

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

The [Technology Support Request form](#) is available to BCPS students and staff with BCPS credentials. Parents should work with their child to enter a Technology Support Request form. If you are having trouble submitting a support request, please refer to the [Creating a Service Ticket One Pager](#)

The screenshot shows the Focus portal interface with the 'Grades' tab selected for 'Hereford Middle'. The table displays student performance data for various courses. A red arrow points to the 'Grade' column.

Pd	Rot	Course	Teacher	Ex	Unx	Tardy	Grade
01	AB	AMERICAN HISTORY GT/AA MS8		0	0	0	NG
02	AB	SCIENCE GRADE 8 GT/AA		0	0	0	NG
03	B	AGRISCIENCE MS8		0	0	0	NG
03	A	PHYSICAL EDUCATION MS8		0	0	0	NG
04	AB	INTERMEDIATE FRENCH		0	1	0	NG
06	AB	GEOMETRY GT/AA		0	0	0	NG
09	B	ART MS8		0	0	0	NG
09	A	STRINGS MS8		0	0	0	NG
10	AB	LANGUAGE ARTS GT/AA MS8		0	0	0	NG