



# BACK TO SCHOOL

## SOUTHWEST

Welcome to the 2022-2023 school year! ***The first day of school will be on Wednesday, August 10, and the day will begin at 8:10 a.m. and end at 3:10 p.m.*** Morning carpool drop off will begin at 7:40 a.m. Afternoon carpool dismissal will be held daily from 3:15-3:45 p.m.

Our Principal is Mrs. Anna Carson, our Assistant Principal is Mr. Jeremy Gutierrez and our Guidance Counselor is Mr. Kevin Fowler.

## BACK-TO-SCHOOL DROP-IN

Our Back-to-School Drop-In will be held on Monday, August 8, from 2-5 p.m. Please come to school anytime during these hours to meet your teachers, receive your student packet, lunch account information, carpool tags, PTO information and everything you need to know for the first day of school. Please bring the following items with you to our Back-to-School Drop-In on Monday, August 8:

- All New Families and All 6<sup>th</sup> Grade Students must bring the [Required Health Documents](#).
- All School Supplies for your Grade Level as Listed on the [Class Supply List](#).
- 2022-2023 School Policy Commitment Form ([Elementary](#) and [Middle](#)) - Please **print and sign** this form after you have read our [Elementary School Family Handbook \(K-5\)](#) or our [Middle School Family Handbook \(6-8\)](#).
- [Medication Administration Release Form](#) - If your child will need to keep medications on hand in the school office for administering during school hours, this form must be printed/completed and accompany any medications being brought to the school office.

## REQUIRED TO COMPLETE PRIOR TO JULY 27

Please promptly complete and electronically submit the required forms numbered 1 through 6 listed below. Please print and complete the School Policy Commitment Form (number 7) and return at Back-to-School Drop-In. Your child will not receive a schedule, locker assignment (middle school), Chromebook or may not be able to start school without the proper documentation on file which includes immunizations.

**Required FACTS Family Portal Documents to Complete by July 27** (in [FACTS Family Portal](#), click School and click **Web Forms**). They should be completed on a computer and not via your smart phone or tablet device.

1. **2022-23 Student Medical Info (K-12)** Make sure you type your name and the date under Parent Signature and at the bottom of the page on the left, hit **SAVE**.
2. **2022-23 Custodial Parent Demographic** Please look at ALL of the information, make changes and add information wherever possible. Make sure you type in your Authorization Signature and on the left, hit **SAVE**.

3. **2022-23 Student Demographic** Please look at ALL of the information, make changes and add information wherever possible. Make sure you type in your Authorization Signature and on the left, hit *SAVE*.
4. **2022-23 Southwest Before/After Care** Make your choices, at the bottom type your name, hit *SAVE*.
5. **2022-23 Technology Agreement**
6. **2022-23 CASS COVID Waiver**

### Required Forms

7. School Policy Commitment Form ([Elementary](#) and [Middle](#)) - Print, sign and return at Back-to-School Drop-In.

### Requested Document under Web Forms:

2022-23 Grandparent Information

## Daily Information

- Email is the primary communication for our teachers, campus and school system. Parents of 1st-8th grade students have online access for checking student grades. Please make sure your email address is current throughout the year. Contact the office manager if your demographic information changes at all so we can update our system. This would include email, cell number, address, etc. Please read all email communications that you receive – News and Events (Fridays), Around the Academy newsletter (every 3 weeks) and teacher emails/newsletters.
- Morning dropoff begins each day at 7:40 a.m. The school day begins at 8:10 a.m. and dismissal is at 3:10 p.m. Chapel is on Thursdays and chapel uniforms are required. Before-school Care (7-7:45 a.m.) and After-school Care (3:45-6 p.m.) are optional services available for an additional fee for families that need them.

## Dress Code

All garments must have a traditional fit; oversized or excessively tight styles are not permitted. Uniform items such as skirts, oxfords and polos must be purchased through our approved suppliers listed below. Our suppliers are aware of CAL's uniform requirements. For further information, please refer to our [Elementary School Family Handbook \(K-5<sup>th</sup> Grade\)](#) or our [Middle School Family Handbook \(6<sup>th</sup>-8<sup>th</sup> Grade\)](#) and check out the dress code.

### **Coffman's**

4951 Manslick Road, Louisville, KY [www.coffmanslouky.com](http://www.coffmanslouky.com) (502) 361-1601

### **Land's End**

[www.landsend.com/cass](http://www.landsend.com/cass) School code: 900076662

### **Shaheen's**

994 Breckenridge Lane, Louisville, KY [www.shaheens.com](http://www.shaheens.com) (502) 899-1550

## ADDITIONAL INFORMATION

- PTO - Use your gifts and talents to **connect** with our school community! PTO has many ways for you to get involved. [Click here](#) for volunteer opportunities and ways to support our campus through PTO!

- [2022-2023 School Year Calendar](#) - Please access for full school year information. These dates are subject to change however we will update any dates as soon as possible.
- Middle School Parents (6<sup>th</sup>-8<sup>th</sup> Grade) - [Click here](#) for everything you need to know about Canvas! Canvas allows you to daily monitor your child's assignments and grades.

We are excited about the **2022-2023** school year. Let us know if you have any questions and we will see you soon!