

**SOUTHFIELD SCHOOL**  
**STUDENT PARENT HANDBOOK 2011-2012**

Table of Contents	1
Mission Statement	2
Statement of Philosophy	2
School Motto	2
History of Southfield School	2
Admissions	3
Advancement	3
After School Care Program	4
Arrival and Departures (Carpool)	5
Attendance	6
Back to School Night	7
Birthdays	7
Cell Phones and Electronics	7
Calendar	7
Communications	8
Conduct and Discipline	10
Courtesy	11
Curriculum	11
Dress Codes	12
Dads' Club	13
Emergency Procedures	13
Extra Curricular Activities	13
Field Trips	14
Facebook & Social Networks	15
Governance	15
Grievance Procedure	16
Health and Illness	16
Health Records (Preschool)	17
Homework	17
Library	18
Lost and Found	19
Lunch and Snacks	19
Orientation for Parents	20
Outdoor Play/Recess	20
Parents Association	20
Parking	21
Physical Education	22
Promotion and Retention	22
Reporting Student Progress	22
Safety and Security/Visitors to Campus	23
School Hours	23
Social Activities	23
Special Programs	25
Standardized Testing and Assessments	25
Student Records	25
Summer Activities	26
Technology	26
Visitors to Campus	28

**SOUTHFIELD MISSION**  
**"TO DEVELOP A LIFELONG LOVE OF LEARNING"**

**SOUTHFIELD PHILOSOPHY**

Southfield School is committed to the proposition that each child deserves the finest possible educational opportunities. As a preparatory institution grounded in the finest traditions of a liberal arts education, Southfield stresses the continuing importance of the core subjects, with particular emphasis on reading, writing and problem solving. As a progressive school dedicated to preparing students for a changing future, Southfield is equally committed to the intelligent application of technology in every component of the educational process.

Southfield endorses the theory that the home and the School share responsibility for educating each student. In addition to a rigorous academic program, the School fosters the total growth of the student. Students learn skills and attitudes that enable each individual to grow and contribute in a constantly changing community and world.

The Southfield academic program is based on the premise that critical thinking, effective communication skills, and a genuine commitment to learning are achieved in an environment that encourages the active participation of students in the educational process. Students will be challenged, but they will also be given the tools and environment necessary to meet those challenges.

Though Southfield has no church affiliation, it is not value neutral. Responsibility for one's own actions, tolerance of opposing viewpoints, a sense of personal integrity, and a concern for others are shared ideas that permeate all facets of school life.

**SCHOOL MOTTO**

The Southfield motto, *non sibi, sed ipsi*, reminds us that we study and learn for the sake of learning, not for lesser or selfish motives.

**HISTORY OF SOUTHFIELD SCHOOL**

Founded in September 1934, Southfield was organized by a group of parents interested in "newer and more modern methods of education than were available in Shreveport." First called the Shreveport School of Progressive Education, Southfield moved to a new building on a seven-acre site of rolling woodland on Hollywood Avenue in 1936. The name was changed to Southfield School. By 1937 a west wing was added to house the junior high school (grades seven, eight, and nine), and an additional three acres of land were added to the site. In 1940 there developed such a demand for a modern kindergarten in connection with Southfield that the Board established one. The next year, a two-room wing was added to the east of the building, and kindergarten training became a part of the academic curriculum. In 1946 a recreation building was added to the rear of the junior high wing. This area provided space for a gymnasium, a new kitchen, and a dining area. An Upper School program was opened in 1968, and operated until 1991. The School added a program for three-year olds in 1989. Major additions and improvements have been made to the school in recent years: in 1997 with the addition of a kindergarten wing, in 2002 with the construction of the new Middle School and the expansion of the Dorothy I. Johnson Memorial Library, and in 2005 with the completion of the Margaret Shaffer Dickson Theater. The foyer of the original building, the cafeteria and kitchen were refurbished and modernized in 2008. The Commons area was remodeled following the flood of May 2008 and a two-year old program was added in 2009.

## ADMISSIONS

Southfield provides a challenging educational opportunity for students of average to exceptional ability. Sound character, a willingness to accept responsibility for one's own actions, and a level of motivation sufficient to ensure a reasonable likelihood of success in a demanding academic program are essential. Southfield School seeks and accepts students for admission without regard to sex, race, color, religion or ethnic origin.

### **Preschool (PS2 Exploration, PS3 Discovery, PS4 Readiness and Kindergarten)**

PS2 Exploration students should be two years old by September 1, PS3 Discovery students should be three by September 1, PS4 Readiness students should be four by September 1, and kindergarten students should be five by September 1. All applicants should first complete an application form and submit it along with any previous school records. Then the child and parents will be invited to visit with the Preschool Director. A contract for the school year will be issued upon acceptance of the applicant. The PS Director or Admissions Director will assess incoming students using a combination of informal and formal observations and developmental assessments.

### **Lower School (Grades One through Four)**

*First grade applicants should be six by September 1.* All applicants should first complete an application form and submit it along with any previous school records. The applicant will be scheduled to visit the school and an admission test will be administered during the visitation. A contract for the school year will be issued upon acceptance of the applicant.

### **Middle School (Grades Five through Eight)**

All applicants should first complete an application form and submit it along with any previous school records. A computerized admission test will be scheduled and each student will be invited to visit middle school classes during a school day prior to acceptance. A contract for the school year will be issued upon acceptance.

## ADVANCEMENT

The Advancement Office at Southfield School is responsible for managing the School's development, marketing and alumni programs. The goal of these programs is to support the School's efforts to advance and improve.

### **Marketing**

The School's marketing plan combines ongoing and regular communication within the Southfield community with targeted advertising campaigns and communication efforts with the public. Communication within the Southfield community includes printed publications like *Southfield Magazine* and electronic publications like the *Southfield Weekly* e-news letter. Southfield advertises in local media, conducts direct mail campaigns and maintains a positive relationship with the media for public relations efforts. Southfield also maintains a website, [www.southfield-school.org](http://www.southfield-school.org) where both the Southfield community and the public can find current information about the School.

### **Development**

Development refers to the short and long-term financial planning of the school through the cultivation of charitable donations. Parents are asked to make the school a philanthropic priority while their children are attending Southfield. As a non-profit institution, the School must solicit donations from parents, alumni, and friends of the School for annual operating funds, capital funds, and endowment. This is customary at all independent schools.

### **Annual Fund Drive**

Tuition and fees only cover around 85% of the total cost of educating each student. The School solicits charitable gifts in order to bridge the gap between revenues and the expenses of operating the school. Southfield has an Annual Fund Drive every Fall to ask parents, alumni and friends to make tax-deductible donations to the school to cover that year's operating budget. We encourage all families to contribute with at least a participatory gift. Voluntary giving is one way to help keep tuition rates at a reasonable level. We always remind parents that a donation is tax-deductible, but tuition is not!

### **Capital Campaigns**

Capital campaigns are conducted periodically to provide significant funds for new construction, renovation, equipment, etc. Parents, alumni and friends are solicited during these campaigns. Contributions to a capital campaign are pledged over 3 to 5 years.

### **Endowment**

Endowment refers to funds that are put into protected accounts that ensure long-term financial stability for the School. Southfield solicits gifts to endowment in many forms including cash, securities and planned gifts in an individual's estate. The School has many endowed funds, all of which are listed annually in the summer Magazine. Part of the earnings of Southfield's endowment is used to support such things as teacher pay increases, teacher development opportunities, and student scholarships.

### **Alumni Relations**

Southfield's Advancement Office includes an Alumni Director who supports the activities of the Southfield Alumni Association. All current parents who attended Southfield are invited to participate in alumni functions. All graduating eighth graders are inducted into the Association during their graduation ceremony. Graduates are invited to participate in a variety of activities as alumni, from community service projects to social events.

## **AFTER SCHOOL CARE PROGRAMS**

### **Southfield's After School Care Program (1<sup>st</sup> through 8<sup>th</sup> Grade)**

Southfield's After School Care Program involves children in fun activities (crafts, board games, outside play) and provides a quiet time for homework.

1. The After Care Program begins at 3:00 p.m. each day.
2. The Program is located in the downstairs Commons area (other than outside play), but this may change on rainy or very cold days.
3. An afternoon snack will be provided each day.
4. The After School Program will be available most days of the school year. Please check the Southfield calendar for exceptions (such as noon dismissal days, school holidays, parent/teacher conference days, etc.), that will be posted in the after school program area.
5. Drop-in service is not available.
6. Parents must select a pick up time of 4:30 p.m. or 5:30 p.m. for three or five days a week. Please make your pick up time selections on the registration form, **and remember that by signing the contract, you are financially committed to those days.**
7. Timely pick up is essential and late fees, as listed on the After-care registration, will be added to your regular rates if your child is not picked up at the scheduled time.

### **Preschool Extended Day Program (PS2 through Kindergarten)**

The Preschool Extended Day Program is Monday through Friday from 12:00 to 5:30 p.m. with pick-up options at 12:00, 3:00, 4:30, and 5:30p.m. If using the Extended Day on a regular basis, parents may reserve a place for the whole year or for the semester. In doing so, a parent must commit financially to those days. In other words, the parent is responsible for payment on those days whether or not the child attends.

Reservations as a drop-in may be made at least one day in advance as long as space is available. This may be done by contacting the Preschool Director.

Extended Day sessions begin the first day of school. If the family schedule does not require that the child stay when the School year begins, it is sometimes helpful to give the child a week or two to adjust to their morning routine before leaving them in the afternoon.

**Please note:** The After School Care Program and Extended Day end promptly at 5:30 p.m. A fee of \$25 plus \$1.00 per minute, per child, will be assessed for late pick-up. Please do not park in the handicapped-parking zone. When picking up a student, please turn off the motor when leaving the car.

## **ARRIVALS AND DEPARTURES**

### **Arrivals**

For safety purposes, traffic should always move one way through the front parking lot, from the entrance near Fairfield Ave. to the one closest to Southern Ave. For the morning drop off, preschool teaching assistants help preschoolers from the cars from 7:40 to 8:00 a.m. **Parents arriving after 8:00 a.m. should park in an available parking space and walk preschool age children to their classrooms.** Please do not leave a car unattended in the circular drive or park in the fire lane(s). Lower school students can be dropped off in front of the main office.

1. Students should arrive between 7:40 a.m. and 8:00 a.m. and report to their classrooms.
2. The school provides supervision for students at 7:30 a.m. in the main school lobby **ONLY** if prior arrangements have been made in writing to the Division Head or Administrative Assistant. Please do not ever leave a child in the lobby unattended. **No supervision will be provided prior to 7:30 a.m.**

### **Departures**

#### **Noon departure for preschool students**

Each child will be issued a carpool tag. All children will wait with their teachers on the porch in front of the school. PS2 children will wait with teachers in the front office. Parents are asked to drive through the circular driveway with carpool number clearly displayed in the front windshield. Children will be loaded into the car by a teacher. Parents are welcome to park in the lot and walk up to get their child provided that the teacher is notified when that occurs. Please do not leave your car unattended in the carpool line.

#### **3:00p.m. departure for preschool and lower school students**

Each preschool and lower school student is issued a carpool tag and has a designated spot in front of the school to await pickup. Carpool tags are assigned at the beginning of the school year. **Tags should be placed in the front windshield at all times so that they are clearly visible.**

Any permanent changes to carpool arrangements during the year should be reported to the front office.

**If someone other than the parent or regular carpool driver will be picking a child up, the School must be notified in writing. In the case of emergency the parent may notify the Administrative Assistant by phone.**

## **Carpool**

**For the safety of the children and to improve the efficiency of the carpool process, please follow these rules:**

1. **From 2:30 to 3:15 p.m., all traffic on Southfield Road in front of the school is one-way and westbound (towards Southern Ave.).**
2. Two lanes can be formed once the school parking lot is entered. **A city ordinance prohibits blocking traffic by forming a second line on Southfield Road.** The inside lane picks up from the circle in front of the main building (for preschool, kindergarten, first and second grade students). The outside lane picks up third and fourth grade students (and their older middle school siblings) from the sidewalk outside Mrs. Alost's and Mrs. Ford's rooms. Middle school students **without younger siblings** will be picked up outside the main entrance to the middle school.
3. All parents should remain in their vehicles and pick up their children through carpool line during regular and rainy day carpool. **In the event of rain, preschool children will be assembled on the front porch. PS2 children will sit with teachers in the foyer. Kindergarten, first and second grade children will be assigned to a classroom in the main lower school building and picked up in the circle. Third and fourth grade students will be assigned to a classroom in their building and picked up from the sidewalk outside Mrs. Alost's and Mrs. Ford's rooms. Parents are asked to remain outside of the lower school building to cut down on noise and confusion.**
4. Cars should **never** be left unattended either in the carpool lane, parked at the island, or in front of the middle school. Parents should not park and walk across the flow of traffic to pick up their children.
5. It is the parent's responsibility to let the teacher and carpool driver know if carpool arrangements have been changed. **Written notification is required.** Children will not be allowed to leave with anyone other than those listed on their carpool/student pickup form unless a note is received from the parent. In an emergency, parents should call the administrative assistant in the front office.
6. **A carpool tag MUST be clearly visible in the windshield.**

## **ATTENDANCE**

In accordance with state law, *students must be present a minimum of 80 days per semester* to be eligible for credit in courses taken. A doctor's excuse is required for excessive absences. Parents assist the school in maintaining the highest attendance level possible. **In order for homework and tests to be made up, arrangements must be made with the headmaster or the division head in advance if students miss school for reasons other than illness, such as out of town trips. Students are responsible for all assignments during excused absences.**

The school provides supervision for students at 7:30 a.m. **ONLY** if prior arrangements have been made. Please notify the Division Head if there is a need. No supervision can be provided prior to that time. Students arriving prior to 7:40 a.m. should not report to their classroom. Preschool and lower school children should report to the lobby of the lower school. Middle school students should report to the middle school lobby in the new building.

### **Checking In Or Out Of School**

A student may check in or out of school only when the parent or authorized guardian signs them out at the lower or middle school office. (8:00 a.m.-3:00p.m.)

### **Tardiness**

Academic classes begin promptly at 8:00 a.m. and students who arrive to class after the 8:00 a.m. bell will be recorded as tardy. A warning bell will ring at 7.55a.m. Lower school students arriving on campus after 8:05 a.m. must check in with the lower school administrative office. Middle school students arriving on campus after 8:05 a.m. must check in with the middle school administrative office. The safety of all students requires full cooperation with these procedures.

**Excessive tardiness is disruptive and detrimental to individual students and their classmates.** Parents are asked to ensure that students arrive promptly at school. Parents of students who accumulate **five tardies** in a quarter will be notified in writing by the school. Should a child accumulate **ten tardies** in a quarter then parents will be required to conference with the Associate Headmaster to discuss strategies for arriving punctually to school.

### **BACK TO SCHOOL NIGHT**

There are two Back to School Nights in August/September. One is for preschool through second grade parents, and the other is for third grade through eighth grade parents. These evenings give an opportunity to parents to learn more about the teachers, programs, and procedures which guide and influence children during their school days. Back to School Night is not a time to discuss individual student progress, but instead to familiarize parents with Southfield's unique learning environment.

### **BIRTHDAYS**

Birthdays are special! Parents wishing to bring a food treat should plan to do so with the teacher well in advance. This may be incorporated into the child's regular snack time. School celebrations are limited to a simple, special snack (cookies or cupcakes) only. Birthdays are celebrated collectively each month by the whole school at Flag Ceremony Assemblies.

### **CELL PHONES AND ELECTRONICS**

**Preschool and Lower School students should not bring electronic devices (cell phones, ipods, games etc.) to school.**

Middle School students are allowed to bring cellular phones to school. However, the phones may not be taken to any classes and should be stored in student lockers and turned off during class time. If a student violates these guidelines the phone will be confiscated, kept in the middle school office and returned to its owner at the end of the school day. Continuous violations of these guidelines will result in a student losing the privilege of being able to have a cell phone at school.

### **CALENDAR**

Southfield provided a professionally printed paper calendar that is mailed to each family in the summer. Much is added to the calendar and sometimes changed throughout the year. The most recent version of the calendar will always be found on the online version. You can access it directly by going to [calendar.southfield-school.org](http://calendar.southfield-school.org) on the web. On this online version you can direct the system to send you email notifications and reminders by clicking the Email icon on the menu.

## **COMMUNICATIONS**

### **Southfield Classroom Communication**

#### **Preschool**

Parents of preschool children can expect regular communication from their child's teacher in the form of weekly class letters, daily or weekly student folders, twice yearly report cards in Kindergarten, spring report cards in PS2, PS3 and PS4, and two parent teacher conferences.

Parent visits and participation in the preschool classrooms and daily communication with parents during drop off and pick up times are always welcome; however, essential conversations regarding child progress are more thorough when they are scheduled at times which are convenient for teachers and parents.

Parents are welcome to contact teachers by phone or through email on a regular basis. Parents can expect a response to their messages within 24 hours. If a parent needs to communicate with a teacher via written note, the note should be pinned to the outside of the child's bag or placed inside the student folder.

Weekly class letters will highlight classroom activities for the week. The teacher will also use this vehicle for any communication regarding special days, field trips, articles that need to be sent to school, and other important information. Please read letters carefully. They will be posted in classrooms.

Preschool weekly letters are also available electronically on Southfield's website at [www.southfield-school.org](http://www.southfield-school.org). To access the electronic version of the weekly letter click on the Homework Helper button located on the homepage, then follow the link to the Preschool Division and click on the teacher's entry for your child's class. Weekly class letters will be posted on the website by Monday morning when school is in session.

Preschool and Kindergarten teachers also use classroom folders on a daily/weekly basis and parents will find important written information about student work and classroom communication there.

Kindergarten students receive report cards in the fall and spring. Teachers also perform periodic math and language assessments throughout the year on an age-appropriate schedule, the results of which are part of fall and spring conference conversations with parents and which, along with other portfolio documentation, direct the instructional planning for each child.

Preschool students receive initial informal math and language screenings in the fall. The results are part of the fall conference conversations with parents and become the foundation, along with other portfolio documentation, for instructional planning for each child. They receive formal developmental evaluations in the spring in the form of actual report cards, the results of which are also part of spring conference conversations with parents.

The Preschool Director also sends a quarterly e-blast newsletter each featuring developmental information about preschool children, activities to enjoy with your child, parenting tips, and a calendar of events planned for Southfield preschool students.

### **Lower School**

Parents of lower school students can expect to receive regular communication from their child's teacher in the form of a weekly class letter, weekly student folders, quarterly report cards and parent/teacher conferences held in the fall and spring following the first and third quarters respectively.

Parents of lower school students will receive a weekly class letter reporting on events of the current week and outlining upcoming curriculum content and special events. Teachers will also use weekly student folders to make special requests and report individual student progress and behavior. Each teacher will outline the distribution schedule for their weekly class letters and student folders during Back-to-School night.

Weekly class letters are also available electronically on Southfield's website at [www.southfield-school.org](http://www.southfield-school.org). To access the electronic version of the weekly letter click on the Homework Helper button located on the homepage, then follow the link to the Lower School Division and click on the teacher's entry for your child's class. Weekly letters will be posted by Monday morning when school is in session.

Parents are encouraged to contact teachers by phone voicemail or email. A full listing of faculty voicemail numbers and email addresses is posted in the School's annual directory and email links are provided on faculty entries on the Southfield website. Parents can expect a response to their voice mail or email messages within 24 hours. All parents are encouraged to communicate closely with their child's teacher and to volunteer their time to assist with class projects, performances, and celebrations – lengthy visits in the classroom at other times of the school day can be disruptive and are discouraged.

### **Middle School**

Parents of middle school students can expect to receive regular communication from their child's teachers through interim and quarterly report cards every 4 1/2 weeks. Teacher/parent/student conferences are scheduled in the fall and spring of each school year following the first and third quarters respectively.

Teachers also post daily homework assignments on Southfield's website at [www.southfield-school.org](http://www.southfield-school.org). To access the assignments click on the Homework Helper button located on the homepage, then follow the link to the Middle School Division and click on the teacher's entry for your child's class. Middle school faculty members make every possible effort to post daily assignments by 5:00 p.m. on school days.

Parents are encouraged to contact teachers by phone voicemail or email. A full listing of faculty voicemail numbers and email addresses is posted in the School's annual directory and email links are provided on faculty entries on the Southfield website. Parents can expect a response to their voice mail or email messages within 24 hours.

### **School-Wide Communications:**

Every Monday, all Southfield families and faculty receive the "Southfield Weekly" – an email publication with updates, event information, deadlines, photos from the week and much more. Please take a few minutes to read this publication each week. It will be sent to all of the email addresses you have provided for your family. If you are not receiving this email, please notify Janice Smoak, the administrative assistant, at [jsmoak@southfield-school.org](mailto:jsmoak@southfield-school.org) or 868-5375 to verify your email address.

## CONDUCT AND DISCIPLINE

### Discipline

Southfield is a place where good order prevails in a friendly, supportive atmosphere and serious discipline problems will not be allowed to hinder the learning process. Southfield School believes that a positive and constructive working relationship between school and parents/guardians is essential to individual student growth and fulfillment of the School's mission.

The faculty is responsible for establishing an orderly and stimulating learning environment for students. Serious, repeated and unusual disciplinary incidents that hinder the learning process or endanger the safety of other students will be addressed by the appropriate Division Head.

**Continuing patterns of aggressive behavior that endanger and/or intimidate other students will result in separation from the School.**

### Preschool

Discipline in preschool is seen as a form of guidance rather than punishment. Teachers use logical consequences whenever possible to help modify undesirable behavior. Children are encouraged to "use their words" to solve problems and much time is spent in discussion and role-playing to help them learn how to do this. Southfield School encourages collaboration between parents and teachers in finding strategies that will help the child, and also insure consistency between the School and home.

### Lower School

Teachers are responsible for establishing an orderly and stimulating learning environment for their students. Children who are disruptive or distracting to the learning process will have their behavior appropriately modified by their classroom teacher. Serious, continuous inappropriate behavior or conduct will be addressed by the Associate Headmaster in consultation with parents/guardians.

## MIDDLE SCHOOL HONOR CODE

At the middle school level individual responsibility and respect for others is stressed. Southfield's code of behavior is based upon the ideas and principles that promote decency and fairness toward one another in order to bring trust, mutual respect, and good citizenship. The ultimate responsibility of maintaining one's honor rests with the individual. **Students shall not lie, steal, cheat, intimidate or be disrespectful.**

**LYING:** Students must tell the truth, the whole truth and nothing but the truth on all occasions.

**STEALING:** Students may not take property or belongings of another student without their direct and personal permission.

**CHEATING:** Students may not deceive, mislead or misrepresent themselves (**plagiarize**) at school. They may be asked to pledge in writing, "I have neither given nor received help" on selected tests, quizzes, research papers and written assignments.

**RESPECT:** Each student will be asked to agree to and abide by the following guidelines drawn up by the students of Southfield Middle School.

I will treat others the way I want to be treated.

I will try to be a caring, friendly person.

I will try to understand the other person's point of view.

I will treat others as equals.

I will respect the ideas, beliefs and personalities of others.

I will listen to others.

**BULLYING AND INTIMIDATION:** Students MAY NOT engage in any form of physical, verbal, emotional or social intimidation. Behaviors including teasing, inappropriate texting, emailing and abuse of social networks that are detrimental to individuals will not be tolerated and, at the discretion of the Administration, may result in suspension or separation from the School.

### **Serious Discipline Infractions**

Some categories of offenses are considered to be significantly more harmful to the individual involved and to the whole community. Such offenses are handled by the administration on a case-by-case basis and consequences are more severe. Parents will be notified of the offense.

Examples of serious offenses are:

1. Repeated lying, stealing, cheating and bullying.
2. Disrespectful or insubordinate behavior toward a faculty or staff member.
3. Damaging or defacing school property.
4. Unauthorized absences beyond the attendance guidelines.
5. Use or possession of weapons, matches, lighters, fireworks, tobacco products, alcoholic beverages or drugs on campus or at any school related activity.
6. Fighting.

### **Procedures**

Disciplinary infractions for serious and repeated offenses are reported to and are handled by the administration on these levels.

1. Initially, disciplinary actions will include a loss of free time during the school day and/or detention after school (Mondays 3:15-3:45).
2. Some disciplinary infractions and, automatically upon a fourth detention, students will be suspended from school.

Finally, some serious offenses, and upon a third suspension, students will be separated from the school.

### **Detention Procedure**

Students whose behavior warrants a detention will sign a slip acknowledging the offense and confirming the date and time of his/her detention. **Parents will be notified by telephone and/or email if their child is assigned a detention.** Punctual attendance is mandatory.

Middle school staff supervises detention each Monday after school from 3:15 to 3:45 p.m.

During detention students must sit in assigned seats, facing forward, sitting quietly and upright.

## **COURTESY**

*Southfield School considers itself to be a courteous and respectful community of parents, children and educators. Therefore, conversations and interactions between the various constituencies are expected to be respectful, sensitive and constructive. Whether at carpool, parent/teacher conference or any school activity adults and children should practice courtesy toward one another.*

## **CURRICULUM**

### **Preschool**

The philosophy of the Southfield preschool program is based on the belief that children are individuals with unique personalities. Understanding that most young children develop socially, emotionally, cognitively, physically, and creatively through similar natural stages and that each child has his/her own timetable for development, preschool teachers strive to make the classroom environments and activities developmentally appropriate. Young children are offered the opportunity to learn about their world through concrete, sensory experiences that are stimulating and challenging.

A child's day in preschool is scheduled to include periods of small group instruction, whole group activities, individual choice, and outdoor play. Preschool children receive instruction from specialist teachers in Music (Discovery 3, Readiness 4, kindergarten), PE (kindergarten), Art (kindergarten), French (Readiness 4 and kindergarten) and computer (kindergarten). In addition, all classes visit the library weekly, with the exception of PS2 classes, which are visited by our librarian weekly. The classes attend school assemblies where appropriate and are part of special programs such as Field Day, flag ceremonies, holiday programs and Civilization Fair. Families are encouraged to share relevant and meaningful holiday experiences, cultures, ethnic foods, and languages with children. We embrace families with many cultures and welcome additional insight and educational opportunities for our classrooms. PS4 Readiness and kindergarten Classes receive instruction in the University of Chicago Everyday Math Program. In addition, the PS4 and Kindergarten students use the Rowland Reading program.

### **Lower School**

Lower school students receive instruction in language arts (Rowland Reading Program), reading, mathematics (University of Chicago Everyday Math Program), social studies, science, and drama from the homeroom teacher at each grade level, and in music, art, French, library, computer, technology and physical education from specialists. Age appropriate integrated projects and annual grade level musicals enhance and enrich a purposeful academic program. The progress of the individual student is monitored closely by the classroom teacher and Associate Headmaster. The teacher will notify parents of significant developments between formal reporting periods, and of course parents should call if there are any questions.

### **Middle School**

The middle school curriculum includes an in-depth study of the core curriculum: language arts, mathematics, science, social studies, and foreign language. As well as gaining a solid foundation in core curriculum, students find their intellectual horizons broadened through "exploratory courses" that include drama, art, creative writing, fencing, computer technology usage, French, Spanish, and ethics.

Speakers, academic competition, publications and a variety of educational trips provide additional enrichment opportunities. Integrated within this rigorous academic program is an emphasis on communication skills (both oral and written), critical thinking skills, and a focus on understanding, valuing, and displaying character and good citizenship.

### **DRESS**

Southfield does not attempt to entirely regulate hair or clothing styles. However, the School encourages parents to exercise safe and sensible judgment as to the appropriate nature of children's dress. Dress should be comfortable and should not detract or distract from the learning environment. Parents should make sure their child's clothing is suitable for the prevailing weather conditions and that all clothing is labeled.

### **Preschool Guidelines**

Children in preschool and kindergarten should wear comfortable play clothes. **THEY WILL GET DIRTY!** Clothes which children can manage independently are ideal; examples are pants with elastic waists and Velcro or slip-on shoes. Rubber soled shoes are preferable. Those items that are discouraged are hard-soled shoes, flip-flops, and mules because they endanger the safe movement of our children. Hard-soled boots and cleats are not allowed.

Please send an extra set of seasonal clothing (including socks and underwear) to be left at school. These should be placed in a zip lock bag and clearly labeled.

### **Lower School Guidelines**

Shirts with tobacco, alcohol, drug or offensive logos are not permitted.

Girls may not wear halter, midly tops or clothing with 'spaghetti straps.'

Jeans and slacks with tears and holes are not permitted.

Biking shorts, gym shorts and 'short' shorts are not permitted.

Socks must be worn with all tennis shoes (includes crocs) except sandals.

Rubber or plastic "Flip-flop" style beach sandals, heels and high heels are not permitted.

### **Middle School Guidelines**

Shirts with tobacco, alcohol, drug or offensive logos are not permitted.

Walking shorts are encouraged and allowed. Short shorts, gym shorts, excessively tight shorts, and jeans with holes or tears are not permitted.

Socks must be worn with all shoes except sandals. Rubber or plastic "Flip-flop" style beach sandals are not permitted.

Girls may not wear excessively short skirts, halter, spaghetti straps, tank, tube or midly tops. As a general rule parents should use the 'finger tip' test to assess appropriate short, skirt and dress length.

**Extreme dress or hairstyles will, at the discretion of the Associate Headmaster, result in a student being sent home to change.**

### **DADS' CLUB**

Dads' Club was founded in 2007 to foster fellowship amongst Southfield School Dads, and to offer opportunities for fathers to meet and interact with other dads. These events, designed to meet new friends and build memories, are offered without a fee for dads and their children and have included a movie and moonbeams night; tours of Barksdale AFB; breakfast meetings with guests such as magicians, K-9 police dogs and fencing demonstrations; bingo nights; and an annual golf tournament each May. All dads are encouraged to get involved as little or as much as they like and can contact Dad's Club leader Randy Rossi @834-1467 for more information. Dad's Club events for 2011-12 are posted on the School calendar at [www.southfield-school.org](http://www.southfield-school.org).

### **EMERGENCY PROCEDURES**

In the event of an injury to a student the school will immediately seek appropriate medical treatment for the child. Parents will be contacted by the school and notified as to the nature and ongoing treatment of the injury. Parents are reminded to keep the school updated on any changes of address or phone numbers that might delay contacting them in such a situation.

**In most cases, where inclement or dangerous weather conditions prevail, the school will follow the policy and decisions of the Caddo Parish School Board.**

Parents are notified of school emergencies including school closures and evacuations via their home phone, cell phone, and email through One Call Now messaging service.

### **EXTRA CURRICULAR ACTIVITIES**

#### **Cheerleading**

Southfield Middle School has a cheerleading squad that supports our middle school boys' and girls' sports teams. The girls must be in fifth, sixth, seventh, or eighth grade, maintain at least a 'C' average, and must participate in practices, games, pep rallies, and flag ceremonies.

#### **Eagle Singers**

Eagle Singers is a middle school choral group. It is open to any sixth through eighth grade student who would like to be a part of the group. The Eagle Singers sing at flag ceremonies, the Holiday Program, Fine Arts Festival, and Honors Day. They also visit a retirement home in December to sing seasonal carols and songs.

## **Sports**

There are several opportunities for students to engage in sporting activities through programs associated with Southfield School. The school sponsored Middle School teams include football and lacrosse, basketball, tennis, golf and fencing. For younger students, coaches help parents to form teams made up primarily of Southfield students to play in the citywide leagues and offer our facility for practices. The physical education coaches assist in coordinating the overall program. Students are expected to abide by the School's code of conduct when participating in athletic activities.

## **Student Council**

The Middle School Student Council is the middle school's student governing body. The group is made up of two elected class representatives from fifth and sixth grades, and three elected class representatives from seventh and eighth grades. The elected members work throughout the year on projects to benefit the School and the community.

## **Yearbook**

The Southfield yearbook the *Eyrie* is produced by Mrs. Vicky Mashburn and a staff of eighth grade student volunteers. Members of the staff take pictures as well as coordinate the collection of photos from teachers. Parents are invited to submit photos they have taken during the school year for possible inclusion in the yearbook, and they may also purchase yearbook sponsorships in the fall to help offset cost of production.

Individual school pictures are made in the fall, spring portraits during the second semester, and class group photos are scheduled in April.

The yearbook covers the entire school year from August to March. It is published and distributed to students before dismissal in May. Each student enrolled at Southfield automatically receives a yearbook since the cost is included in the student fees.

## **FIELD TRIPS**

### **Purpose**

Local and Ark-La-Tex field trips are organized for Kindergarten through eighth grade classes. These trips are considered to be an integral part of our educational program and they are to embrace an extension of the rules, procedures and guidelines of Southfield School. The eighth grade Louisiana History trip is required for all seniors. Parents should ensure that they have completed and submitted the relevant permission slips allowing their child to participate in a field trip off campus. Parents will always be notified well in advance of any planned field trips.

### **Driver's Guidelines for Field Trips**

Southfield School appreciates the help and support of parents when transporting students on field trips. **ALL** drivers must follow these safety guidelines:

1. Please make sure that all children are buckled into their seatbelts. To avoid air bag danger and to comply with state law, all children should be seated in the rear seats. Students weighing less than 60 pounds are required by state law to use a booster seat when seat belted in a vehicle.
2. Before leaving the parking lot remind children to:
  - Keep the noise level low so the driver can concentrate on driving. Be firm in insisting on their cooperation.
  - Remain with the group once everyone has arrived at the destination. Children are **NEVER** to run off once the car door is opened.
  - Remain quiet and orderly at all times during the field trip. Participants are representatives of Southfield School and want to be remembered with fondness.

3. Each driver is responsible for their assigned group of children at **ALL TIMES** during the field trip.
4. Please do not stop for treats, Icees, etc.
5. Upon returning to school, please walk the children to the classroom and wait with them until the classroom teacher arrives.
6. Field trips are learning experiences. Encourage children to pay attention to speakers by listening along with them.
7. Preschool through fourth grade trips require one adult to four children.
8. Parents must provide the school with a copy of the vehicle registration, particularly if they are regular drivers.

## **SOCIAL NETWORKS**

Following review of fellow ISAS School policy and discussion considering the school culture at Southfield, the School has developed the following policy positions regarding online social networking sites, email communications and cell phone use as they relate to parents and students

### **Parents**

Parents communicating by email should expect a response within 24 hours (as per voicemail message policy) with copies to homeroom, advising teachers or division heads.

Parents are encouraged to utilize the Southfield School website, Facebook page and photo gallery to share pictures taken at School sponsored events within our community.

Parents should be aware that there are several families who have specifically notified the School that they do not want pictures of their child published or shared online. Therefore, uploading pictures from ANY School sponsored event or activity onto a social networking site (other than the School's) could result in legal action by those parents.

Parents are asked to turn off their cell phones while attending School programs.

### **Students**

Students should never put anything in writing that they wouldn't want everyone to read.

All phone calls, text messages, and electronic communication via online social networks leave a permanent record. This applies to voice, text and pictures.

Students should be aware of the appropriate boundaries between their private and public online behavior, and are accountable for negative, hurtful and inappropriate references to themselves, their families, their peers, their teachers and their School.

## **GOVERNANCE**

### **The Board of Trustees**

A 22 person elected Board of Trustees governs Southfield School. Members are elected for renewable three-year terms, with the exception of the Parents Association president and the Alumni Association president, both of whom serve one-year terms. The Headmaster serves as a non-voting member of the Board as well. Meetings are held monthly.

The principal duties of the Board involve the setting of School policies and the selection, evaluation and retention of the Headmaster. Toward those ends, standing committees meet regularly to guide and assist the Headmaster in the development and implementation of School policies.

Board members are selected on the basis of their demonstrated willingness to support the School through their commitment of time, talents and resources. The nominating committee of the Board is charged with the recruitment, selection, orientation, and evaluation of all members. In

addition, it works with the standing committees to involve non-members in the ongoing work of the Board.

### **The Foundation Board**

In recent years Southfield has been fortunate to draw on the wisdom of its Foundation Board. Composed of the current Board of Trustee officers as well as five non-board members, this advisory group provides guidance in a variety of strategic areas. Meetings are held quarterly.

### **GRIEVANCE PROCEDURE**

On rare occasions, parents may have an issue or grievance that having been discussed with the appropriate teacher, they feel should be dealt with at a different level. At such times parents are advised to follow this procedure.

1. Discuss the issue fully with the appropriate school division head or administrative staff.
2. Submit the full extent of the issue in writing to the headmaster and schedule a conference with him at a mutually convenient time.
3. Conference with the headmaster.
4. After the procedural options have been followed and exhausted, then parents will be encouraged to present their issue(s) to Southfield's Board of Trustees.

### **HEALTH AND ILLNESS**

#### **Health**

1. **All entering preschool 3 students** must be fully potty trained. This means that they are no longer dependent on any diapers during the day, including pull-ups, and that they are able to take care of their own needs in the bathroom.
2. **All students** enrolled at Southfield School are required by Louisiana State Law to have an Immunization/Health Card on file with the school. **Failure to provide the school with Immunization/Health Card by the first day of school will result in the suspension of your child from school.**
3. If the school is requested by parent(s) to dispense medication to their child (or children), the parent or guardian must complete the **Southfield School Medication Form**. This form is available from the administrative office. Students taking regularly or temporarily prescribed medications at school **MUST** have a completed medication form on file at school.

#### **Guidelines Regarding Illness**

1. Children should remain home if they are sick or have an elevated temperature of **100 degrees or higher**. The school recommends that children with yellow/green nasal discharge or a persistent cough be checked by a physician.
2. If a child has a fever, unknown rash, diarrhea, or is vomiting, the parent/guardian will be notified, and the child must be taken home as soon as possible.
3. A child must be free of fever, diarrhea, and vomiting **24 hours** without the use of medication, Tylenol or Ibuprofen before returning to school.
4. Students returning to school following illness should expect to participate in **ALL** school activities including PE and outdoor recess.
5. Cough drops, Tylenol and Advil is dispensed and recorded by Mrs. Smoak (lower school students) and Mrs. Campbell (middle school students) in their offices. **Other over the counter and prescription medicines will be dispensed by the School Nurse, Danette Colvin, RN.** Should a child need to receive medication at school, the parent/guardian should bring the medicine to Nurse Colvin and complete the **Permission for Medication Form**, which includes correct dosage, and the time it

should be given. Please include a measuring spoon if needed. A separate note should be sent to the teacher so that child can be sent to the nurse for their scheduled medication. Please do not send medication in the child's lunch box or back pack. Teachers are not permitted to dispense or hold medication in their classrooms. The child's name and instructions should be clearly written on the bottle. **Please send only the daily dosage. The school is not responsible for returning entire bottles of medicine each day.**

6. Tylenol or ibuprofen may be administered to a child if the parent/guardian has so indicated on the emergency form.
7. Parents should keep the office up to date on emergency, work and home phone numbers.
8. If parents are out of town the teacher and Administrative Assistant need to have an emergency number.

### **HEALTH RECORDS (PRESCHOOL)**

Southfield maintains current health records for every child in his/her file. These health records document the dates of services to show that the child is current for routine screening tests and immunizations according to the schedule recommended by the American Academy of Pediatrics, the Centers for Disease Control of the United States Public Health Service (CDC-USPHS) and Academy of Family Practice. When a child is overdue for any required immunizations or routine health services, parents/legal guardians must provide evidence of an appointment for those services either before enrollment into the School or as a condition of remaining enrolled in the School. The only exception is for immunizations exempt for religious beliefs.

A child's health record will include the following:

- Current information about any health insurance coverage required for treatment in an emergency.
- Results of health examinations, showing up-to-date immunizations and screening tests with an indication of normal or abnormal results and any follow-up required for abnormal results.
- Current emergency contact information for each child which is updated in August and as needed thereafter each year by parents/guardians.
- Names of individuals authorized by the family to have access to health information about the child.
- Instructions for any of the child's special health needs such as allergies or chronic illness (e.g., asthma, hearing or vision impairments, feeding needs, neuromuscular conditions, urinary or other ongoing health problems, seizures, diabetes).
- Supporting evidence for cases in which a child is under-immunized because of a medical condition (documented by a licensed health professional).

### **HOMEWORK**

Regular homework is assigned in the lower and middle grades to reinforce and complement classroom learning. The length of the homework assignment varies appropriately according to grade level, and **parents should contact their child's teacher immediately if their child is spending an inordinate amount of time on homework assignments.**

#### **Lower School Guidelines**

If a child is ill and parents would like homework assignments, please call the front office before 9:00a.m. and let the Administrative Assistant know. The teacher will have what the child needs, (books, materials and assignments) ready to be picked up **at 2:00 p.m.** in the front office. Please do not go to the classroom teacher directly, since this interferes with the instructional process. If a parent would like the schoolwork for the child before going on a trip, the lower school faculty

members are happy to provide assignments as long as sufficient notice is given. A week's notice is requested for work to be missed due to trips. As a general rule, the student has the same number of days to make up work as were missed due to illness.

### **Middle School Guidelines**

Students should expect to be assigned homework in each subject every day, including Fridays. The amount of homework will increase appropriately as a student advances through middle school. **The formula for measuring appropriate homework time is the student's grade times 15 minutes. This formula applies to the approximate length of time for the total homework.** (A fifth grade student should expect  $5 \times 15 = 1\text{hr } 15\text{ minutes}$  homework per night; an eighth grade student should expect  $8 \times 15 = 2\text{ hrs.}$  homework per night.) Eighth grade Algebra I, French I and Spanish I students can expect additional homework since these courses carry a high school credit.

When a child is absent from school, he/she is responsible for making up missed assignments upon his/her return. **It is neither expected, nor is it the responsibility, of parents, teachers or peers to collect and gather assignments during absence. Once a child has recovered from illness and returned to school, he will be allowed time, equivalent to the number of days absent, to make up assignments.** Students who miss test preparation time through absence will be allowed time, equivalent to the number of days absent, to prepare fully for their test(s). Parents and students can obtain daily homework assignments by visiting the Homework Helper page of the Parent Corner section of the [www.southfield-school.org](http://www.southfield-school.org) website.

### **LIBRARY**

The Dorothy I. Johnson Memorial Library is a centralized library media center serving the Southfield School community. The library has a readily accessible collection of resource materials supporting the curriculum, consistent with the philosophy and mission of Southfield School. The library also houses a collection of quality literature that includes recognized classics and award-winning books, providing students with the finest possible opportunities for recreational reading. Independent reading is promoted and a required summer reading program ensures that reading skills are practiced during the vacation period, encouraging lifetime reading habits. The librarian is a certified library specialist with over 35 years of library experience. PS2 Exploration classes receive a weekly visit from our librarian for a story time.

PS3 Discovery and PS4 Readiness, Kindergarten, first and second grade classes visit the library once a week for a 30 minute story time. Stories are coordinated with units of classroom study, holidays or seasonal themes. Story time involves sharing books and stories utilizing flannel boards, cassette or videotapes, CD's and DVD's. Each preschool and kindergarten child selects a picture book to take back to the classroom for the week. First grade students may check out two books at a time; second through eighth grade students may check out as many as four books at a time. Circulation period is two weeks and books may be renewed. There are no fines levied for overdue books; however, books that are lost or damaged must be paid for or replaced.

Third through sixth grade students visits the library weekly for a 30 minute lesson on library resources. The use of dictionaries, biographical resources, encyclopedias, atlases, and the Internet are explored. Students have time to check out recreational reading and research materials.

Seventh and eighth grade students come bi-weekly for research and to select books for recreational reading. Teachers schedule additional library time when units of study will be enhanced with library resources.

An independent reading program, Accelerated Reader, is available for students from kindergarten through eighth grade. This program consists of selected books with computerized tests designed to measure reading level and comprehension.

The library promotes the annual Birthday Book Club, encouraging students to donate a book of their choice to the library. A bookplate placed within the book acknowledges the donation and the student's name is added to the club list. At the end of the school year, a breakfast is held honoring students and their parents for their library donations and volunteer time.

## LOST AND FOUND

**Students should take responsibility for their own belongings, and parents can assist the return of misplaced items by writing their child's name on ALL clothes, supplies, etc.**

Found items will be returned by the finder to the rightful owner whenever possible.

Lost items will be placed in the "Lost and Found Room" adjacent to the Coaches' office.

At the end of each nine weeks all unclaimed items will be donated to a charitable organization.

## LUNCH AND SNACKS

Southfield School provides a cafeteria-style lunch program for our students. Lunch menu information and order forms will be sent home around the middle of each month, to be returned to the front office in time for the order forms to be processed. The lunch program is being directed and operated by Southfield parents, Mrs. Danette Colvin and Mrs. Kelly Ferris. The lunches are reasonably priced and there is a varied menu from which to choose. Each lunch cycle starts on the first day of each month and ends at the end of each month. The lunch program is optional: children may bring their own lunches, and microwave ovens are available to students in grades two through eight.

### Preschool Lunches and Snacks

A nutritious snack is provided every day for preschool and kindergarten children. An effort is made to limit foods high in sugar content. Snack menus are posted in each classroom. Weekly cooking experiences often introduce children to new foods, and serve as their snack for that day. Kindergarten students and preschool students who will be staying for any portion of the Extended Day program have the option of bringing a lunch or participating in the school cafeteria lunch program. Lunches from home should consist of healthy foods that the child can easily eat independently. Microwaves will not be available. Children are encouraged to save desserts for last. Candy and sodas are not permitted. Preschool children eat lunch in their classrooms. In the spirit of environmental responsibility reusable rather than disposable lunch containers are encouraged.

### Lower School/Middle School

Students may wish to bring a snack, which may be eaten during time provided at mid-morning break.

Microwave ovens will continue to be available to students in grades two through eight.

All lower school and middle school classes eat in the cafeteria each day. Parents who wish to eat with their children at lunchtime should check in at the front office and note the lunch schedule below:

**Kindergarten 10:30-11:00 a.m.**  
**First Grade 11:00-11:30 a.m.**  
**Second Grade 11:15-11:45 a.m.**  
**Third Grade 11:30-12:00 noon**  
**Fourth Grade 11:45-12:15 p.m.**  
**5<sup>th</sup>/6<sup>th</sup> Grades 12:22-12:43 p.m.**  
**7<sup>th</sup>/8<sup>th</sup> Grades 12:43- 1:10 p.m.**

## ORIENTATION FOR PARENTS

### Open House for All Students

On Friday, August 12th, 11:00am-1:00pm for Preschool, Lower School and Middle School before school begins, all students and parents are invited to meet their teachers and visit their classrooms. Class lists are posted at this time.

### New Parents' Orientation (Thursday, August 25th, @6:30pm in the cafeteria)

A night for new parents to learn about Southfield takes place right after school begins and both parents are encouraged to attend. New parents learn about Southfield's educational philosophy and organizational structure, how the finances of the School are operated, and how their involvement can benefit their child. This enlightening event is a **MUST** for all new parents.

### Preschool, Kindergarten and First Grade Transition Meetings

Moving from preschool to kindergarten, and kindergarten to first grade, involve important changes for children and consequently for parents as well. In order to provide information about programs and procedures, meet future teachers and reduce any anxieties transition meetings are scheduled for January and May 2012.

#### Preschool Two Orientation:

Friday, May 25<sup>th</sup> @8:30a.m.

#### Preschool to Kindergarten Transition:

Thursday, January 19th @ 8:15 a.m.

#### Kindergarten to First Grade Transition:

Tuesday, January 24th @ 8:15 a.m.

### Middle School Transition Meetings

In order to keep parents informed of the changes that take place when students move from fourth grade into the middle school division, an orientation is scheduled for January 2012. Parents of Southfield students entering fifth grade or parents of new students entering middle school are encouraged to attend.

#### Fourth Grade to Fifth Grade Transition:

Thursday, January 19th @ 3:15 p.m.

#### Fifth Grade to Sixth Grade Transition:

Thursday, January 19th @ 8:05 a.m.

## OUTDOOR PLAY/RECESS

Weather permitting each class will take a supervised outdoor recess each day. Parents are asked to make sure their child dresses appropriately for the prevailing and predicted weather conditions. Preschool students play on a separate playground with equipment appropriate to their size and stage of development.

Lower school students will be able to utilize the school's hard play surface and playground equipment.

Middle school students may use the playing fields and playground equipment during their recess after lunch.

For preschool students, home toys should remain at home unless specified by the teacher in her weekly letter. For lower school students, no toys are allowed unless they are related to classroom learning. Parents may send sunscreen or insect repellent with written permission for staff to apply it on children as needed.

## PARENTS' ASSOCIATION ACTIVITIES

All parents of all students enrolled in Southfield school are members of the Parents Association. The Parents Association exists to assist the administration and faculty with many activities

throughout the school year. The many committees are made up of parents volunteering their time, talent and knowledge to Southfield School. The rewards of involvement are many and our children greatly benefit from a strong and unified parent body.

The Parents Association supports the school through a variety of support and fundraising activities. Some of those include:

### **Magazine Drive**

One of our fall fund raisers in which Southfield students and faculty members participate in a magazine solicitation. Magazine Drive continues to be our second largest fundraiser.

### **Red River Revel Eagle's Nest**

Each year Southfield parents sponsor two food booths at the Red River Revel, (Shreveport's community wide Arts Festival). Parents and faculty volunteer their time to work in the booth during REVEL week, which is usually in early October. Each grade level is assigned a day upon which to volunteer.

### **Pumpkin Shine on Line**

Southfield School with Shreveport Public Assembly and Recreation proudly sponsors this event each year. Hundreds of carved pumpkins shine along pathways of Betty Virginia Park. Admission is free and there is food and entertainment for all ages.

### **Book Fair**

Book Fair, held in November, is a tradition almost as old as the School itself. The Book Fair Chairmen select books, authors and activities that will delight young and old alike. During Book Fair, the school hosts a Grandparents' and Special Friends' Luncheon.

### **Auctions and Alibis – Spring Fundraiser**

This event is held every spring and is an adult night of fun to raise money for Southfield. Past money has gone to the Community Scholarship Endowment Fund, the Josephine Carmody Endowment Fund, the Hazel Kyle Endowment Fund and Capital Budget.

### **Hospitality Committee**

This committee provides refreshments for school receptions, including Back to School Night and Open Houses.

### **Teacher Appreciation**

This committee works throughout the year and during Teacher Appreciation Week to show our gratitude for our Southfield teachers.

### **Division Level Socials**

Parents host a picnic for preschool families on campus in September. A family from multiple/combined grade levels hosts a casual evening social for parents, teachers and administrators on behalf of the lower and middle divisions. These occasions offer opportunity to meet new and established Southfield families while engaging in relaxing conversation about broader aspects of the Southfield community.

### **Room Parents**

Room parents, usually two per class, are called on to coordinate parent volunteers when teachers need assistance with parties, field trips and special events. They will also work with Revel Volunteers' Coordinators to fill volunteer shifts at the Revel.

## **PARKING**

Parking places are at a premium here at Southfield and for the safety and security of the children the School asks that parents follow these guidelines

1. Park only in designated places, **NOT** in fire lanes, even if it means walking a little farther. Parking is available in two different parking lots at the front and rear of the School.
2. Never leave an unattended, parked car in the circular driveway.

3. At carpool, parents should remain in their vehicles and pick up their children using the advised carpool procedures. (See Arrivals and Departures page 5)
4. Never leave an unattended, parked car with the engine running!
5. **DO NOT LEAVE UNATTENDED CHILDREN IN A PARKED CAR.**

### **PHYSICAL EDUCATION**

Physical education is an important part of each child's week at Southfield. Kindergarten and lower school students do not dress out but parents are reminded to make sure their child is dressed so that they can participate fully in PE activities.

Middle school students are required to dress out for PE. The school strongly recommends that parents provide two PE uniforms (one in the wash, one at school) for their child. Students should not wear their PE uniform at any other time than PE class, and appropriate gym shoes are part of the required PE uniform.

Any student not participating in PE must provide a written excuse or explanation from his parent or physician.

### **PROMOTION AND RETENTION**

In order for a student to be promoted to the next grade, he must have satisfactorily completed and fulfilled all the requirements for his current grade level.

Southfield reserves the right to recommend retaining a student in a specific grade level if individual circumstances indicate that retention would be beneficial to the overall and long term growth of the student.

### **REPORTING STUDENT PROGRESS**

#### **CONFERENCES**

Scheduled conferences are held for all students at the end of the first and third quarters. Students do not attend school on these days. It is a time for parents and teachers to discuss their child's progress. Parents are discouraged from taking family vacations/trips on conference dates. Open communication is welcome and encouraged between parents and teachers about home and school child rearing policies. Additional conferences may be scheduled at any time, and informal contacts via notes, teacher voice mail, or by phone are always welcome.

#### **PRESCHOOL**

A written developmental evaluation will be shared with kindergarten parents at the fall conference, and at the end of the School year. All preschool parents will receive a verbal evaluation at the fall conference and a written developmental evaluation at the spring conference.

#### **LOWER SCHOOL**

##### **Report Cards**

Report cards are sent home four times a year at the end of each nine-week grading period.

Grades 1, 2 and 3 (1<sup>st</sup> semester only) use the following grading key:

- 1 Exemplary progress and performance.
- 2 Developing appropriately, progressing well
- 3 Requiring additional support, experiencing difficulty.

Grades 3 (2<sup>nd</sup> semester only in reading & math) and 4 use letter grades A, B, C, D, and F. Letter grades are explained to the students and their parents at the beginning of the year.

(Page 25)

##### **Finished Work Folder**

Students bring home a folder with graded work on a weekly basis.

## MIDDLE SCHOOL

In the Middle School student progress is reported in several ways. Interim reports are also sent home at the halfway point of each nine-week marking period. The purpose of the interim report is to inform the students and their parents of their progress up to that date in the marking period. Every nine-week marking period, grades are sent home in a folder. In the first and third quarters, the grades will be followed by parent/student/teacher conferences. In the second and fourth quarters the grades will include written comments from each academic subject teacher. Parents are required to return the signed folder to school after viewing the grades

In addition, fifth grade students take home folders of work at the interim and nine week grading period to share with their parents. Grades 3-8 use the following grading system:

<b>A</b>	<b>100-93</b>
<b>B</b>	<b>92-85</b>
<b>C</b>	<b>84-75</b>
<b>D</b>	<b>74-67</b>
<b>F</b>	<b>66-0</b>

## SAFETY AND SECURITY

All Southfield families, teachers and staff are provided with a copy of *The Southfield School Emergency Procedures* flip chart. Everyone should read through this document carefully and regularly, and refer to it in the event of an emergency at school.

Parents are notified of school emergencies including school closures and evacuations via their home phone, cell phone, and email through One Call Now messaging service.

The three vehicular entrances to the school are monitored by close circuit television cameras.

**THREE new safety and security procedures are being implemented for our community. First, ALL classrooms will be equipped with intercom phone communications; second, ALL faculty and staff will attend a safety and security information and training program facilitated by the Caddo Sheriff's Office during summer in-service; and third, ALL parent and non-parent visitors to Southfield campus must check in at the lower or middle school office prior to going anywhere on campus. Identification badges will be provided to visitors (at check in time) and to faculty and staff (at in-service). Everyone should be prepared to be asked to identify themselves and state their purpose for being on campus when asked.**

## SCHOOL HOURS

School begins promptly at 8:00 a.m. and finishes at 3:00 p.m., Monday through Friday. Preschool hours are 8:00am-12noon.

## SOCIAL ACTIVITIES

### Birthdays

Birthdays are special! Parents may wish to bring a food treat after arranging with the teacher well in advance. This may be incorporated into the child's regular snack time. School celebrations are limited to a simple, special snack (cookies or cupcakes) only. Birthdays are celebrated collectively each month by the whole school at Flag Ceremony Assemblies.

### Off Campus Parties

Invitations to parties outside of school may be sent home via the school **ONLY** if every child in the class is invited. Otherwise, the invitations must be mailed. Following these guidelines will avoid hurting the feelings of young children.

### Room Parent Guidelines

Room parents and the work they do on behalf of the School and the children are extremely important elements of a successful program. All the time and energy given to enrich the lives of Southfield students is greatly appreciated.

### ***Parties***

- Preschool (PS2) Small, simple holiday parties to be determined by teachers/parents.  
(Preschool 3, Preschool 4, Kindergarten)  
Halloween  
December Holiday  
Valentine  
Spring Egg Hunt  
Maypole  
End of Year
- Lower School (Grades One through Four)  
Cast Party  
Halloween  
December Holiday  
Valentine  
End of Year
- Middle School (Grades Five through Eight)  
Middle School Dances (Grades 6-8 each quarter)  
December Holiday 5th/6<sup>th</sup> Grades  
Fat Tuesday Feast  
Cast Parties  
End of Year

There are several special events where room parents' assistance is very much needed. Examples are Mardi Gras, and field trips. Middle School dances will also require parental involvement.

### ***Organizing Class Parties***

Room mothers should meet with the class and grade level homeroom teachers to plan parties. Parties should be simple and similar to other parties in that grade level. Coordination and cooperation are applauded and encouraged; 'one-upmanship' and excessive elaboration is discouraged. Try to involve as many parents as possible throughout the year. The School strongly discourages room mothers from collecting money from other parents. Parents should be encouraged to contribute time, decorations or refreshments. **All parties must be on campus.** Please communicate with the teacher via notes in his/her mailbox, voice mail, or during the teacher's planning times. Avoid the temptation to catch teachers on the run, or in the morning when their focus is on greeting children as they enter the room.

If parents bring younger siblings on campus, they are responsible for closely supervising their children at all times.

### ***Field Trips***

Room mothers will acquire drivers for all field trips. Please be sure all drivers have a copy of ***Driver Guidelines for Field Trips***. (See: Field Trips page 16)

### ***Communication with Janice Smoak, Administrative Assistant***

Requests for labels, lists, etc. should be put in the Administrative Assistant's mailbox at least a day in advance. Try to avoid making last minute verbal requests.

### ***Weather and other Emergencies***

The School follows Caddo Parish decisions regarding school closures. Parents are notified of school closures by phone, cell phone and email through One Call Now emergency messaging service.

## **SPECIAL PROGRAMS**

### **Halloween Program**

Singing, dancing and musical performances usher in All Hallow's Eve.

### **Winter Holiday Program**

This is a presentation of singing, dancing and music to celebrate the upcoming holidays.

### **Civilization Fair**

A theatrical presentation showcasing the culmination of integrated civilization studies embracing students in preschool, lower school and middle school.

### **Mardi Gras Celebration**

A middle school Fat Tuesday feast is followed by Mardi Gras activities in the middle school building.

### **Fine Arts Festival**

Fine arts displays, creative rhythms, classical strings and piano solos are showcased.

### **Final Flag Ceremony**

Students sing a song from their drama production and the senior class rings out the year.

### **Middle School Honors Assembly**

Final assembly for recognition and presentation of academic achievement awards.

### **8<sup>th</sup> Grade Graduation Dinner**

A formal recognition and celebration of graduating senior students.

## **STANDARDIZED TESTING AND ASSESSMENTS**

### **Lower and Middle School**

Students in grades one through seven take Stanford Standardized Achievement Tests and second, fifth and seventh graders take the Otis Lennon School Achievement Tests in spring each year.

These tests measure student performance using national norms and indicate the progress of individuals in areas such as language arts, reading comprehension and mathematics.

Parents are notified well in advance of the upcoming tests so that they can make sure their child gets a restful night's sleep and eats a healthy breakfast. The results of the SAT's are mailed with report cards to parents in early June. Eighth grade students take the state mandated LEAP 21 tests in language arts and mathematics in spring each year. Students must pass this test to be promoted to the next grade in a public high school.

### **Preschool and Kindergarten School**

Kindergarten and preschool assessments happen in many ways, as is appropriate for young children. Kindergarten students receive report cards twice each year; preschool students receive written developmental evaluations each spring. In addition, teachers use math and language assessments at prescribed intervals during the year to determine student progress. Finally, teachers use daily, on-going, informal assessments (including interviews, questionnaires, checklists, observations, and examples of children's actual classroom work) to assess student progress and guide curriculum planning.

All individual assessment results are confidential and shared only with parents or, with permission from the parents, other professionals they and the teacher designate.

## **STUDENT RECORDS**

Southfield keeps a confidential file folder on each child enrolled at the School which is accessible upon request by a child's parent/legal guardian. These files are securely kept in the Preschool Administrative Office (PS) and Middle School Administrative Office (LS and MS) respectively. Access to these files is through the Preschool Director or the Associate Headmaster.

Student files are updated each summer and include the following information:

- Documents gathered during the admissions process.
- Preschool portfolios of student work, assessments and relevant commentary.
- School report cards, grades and comments made each year by a child's teachers.
- Bi-annual teacher/parent conferencing notes.
- Official letters or correspondence to parents from the School administration.
- Annual standardized test profiles (Grades 1-8)

Individual assessments and screening results are kept in separate, secure and confidential files by the Preschool Director, Reading Specialist and Associate Headmaster. This information helps the School accommodate an individual child's learning needs, and is shared on a 'need to know' basis only with those teachers identified by parent/legal guardian.

## **SUMMER ACTIVITIES**

### **Southfield Summer Program**

The Southfield Summer Program is in session for approximately six weeks during the months of June and July. It begins in June and usually runs through late July. The program, that now includes an 'e camp' for 6-8 graders, is open to children entering Preschool 4 through entering sixth grade. Campers do not have to be Southfield students to attend. Enrollment for preschool sessions is on a weekly basis with an option to attend from 9:00 a.m. to 1:30 p.m. or 9:00 a.m. to 3:00 p.m., cost being the same for either. Preschool camp activities are planned around weekly themes such as Red, White and Blue week or Smoosh and Goosh week.

Campers in grades one through entering grade six attend five daily classes each session. The classes vary each summer and include such activities as computer, cooking, arts and crafts, drawing, and physical education games like bowling for "bucks." The elementary camp offers three two-week sessions and a one-week session. The hours are from 9:00 a.m. to 3:00 p.m. each weekday.

Snacks, all supplies and a camp T-shirt are included in the camp fees. Students need to wear play clothes, bring a sack lunch and be ready to have an awesome day.

An Early Bird program is also available for an additional fee. Hours are from 7:45 a.m. to 9:00 a.m. during each camp session. Advance notice is required to be an "Early Bird."

Southfield students finishing PS2 are eligible to participate in a summer class especially assigned for them. This class follows the same schedule as summer camp, and the tuition and fees are also the same.

## **TECHNOLOGY**

In order to provide students with state-of-the-art learning facilities, Southfield has invested heavily in technology equipment throughout the school. The School has been wired for both internal and external computer networking, and kindergarten through eighth grade classrooms/labs have computers that access the Internet via two T-1 lines. In addition to PCs in classrooms, students in both lower and middle school have access to networked computer labs; the LS lab contains 21 student PCs and a teacher station, and the MS lab has 23 PCs, and a laptop (for instructor's use). The lab setting allows teachers to bring their students as a class, into the lab for instruction and provides a workstation for every student. The computing facilities are used daily in both computer-based classes and by teachers in other academic areas. A recent addition of a 24 unit mobile laptop cart is now available for our middle and lower school

classrooms. Additionally, kindergarten through 8<sup>th</sup> grade classrooms are now equipped with Mimio Smart Board Technology for teacher and student use.

In keeping with Southfield's approach of value-centered education, the use of technology is presented as a **privilege** to students and it is expected that they treat it as such. The Southfield School Acceptable Use Policy (AUP) for Computing was developed in 1997, and it is annually revised as necessary by the Southfield Technology Committee. The policy information is disseminated to all students who have access to computers during the school day.

At the lower school level, the policy guidelines are presented and monitored by teachers within their classrooms and by the lower school computer specialist when students are working in the lab. A slightly different approach is taken in middle school. Students receive a copy of the AUP during their first computer class. The AUP is reviewed with the technology director, and each point is discussed to ensure that students have a clear understanding of the expectations regarding use of technology. Students are asked to sign the policy indicating that they understand the rules and agree to abide by them.

A general synopsis of the Southfield AUP follows: Southfield students...

- Must have permission of a teacher to work on a school computer.
- Must respect the teacher, the equipment and each other. Disrespectful behavior leads to a loss of computer privileges.
- Should only engage in appropriate academic work on the computers. No "surfing the net" or game playing except under special circumstances.
- Are not permitted to bring food or drinks into the lab.
- Are not permitted to handle the laptop, projector, SmartBoard, scanner, or color printer without permission and/or supervision.
- Are given network folders on which to save their work. **No disks should be brought from home to school without being given to Mr. Sellers to be tested for viruses.** Any disk provided by the School MUST remain in the computer lab (except under special circumstances with teacher permission).
- May not bring software from home and install it on any school computer. Likewise, students should not download any files from the internet without teacher direction and assistance.
- Should not erase, move or copy files or change system settings in any way.
- Must stay in areas intended for appropriate information retrieval and communication on the internet. Students should not be accessing the internet without teacher permission and supervision.
- May not access sites that charge for goods or services; students are not permitted to make purchases over the internet from any computer at Southfield School.
- Should not deface our school web site or any other web site.
- May not participate in chat rooms or other public discussions on the Internet without teacher permission and supervision.
- Should not set up any electronic mail services, even those provided for free on the internet. No student may access his or her personal electronic mail account from school.
- Students should not use Southfield teacher, student or the School's name when using online journals.

A complete copy of the Acceptable Use Policy is available to parents upon request. Please contact the Technology Director for more information.

## VISITORS TO CAMPUS

**For safety and security reasons, all parent and non-parent visitors to Southfield campus must check in at the lower or middle school office prior to going anywhere on campus. Identification badges will be provided to visitors (at check in time) and to faculty and staff (at in-service). Everyone should be prepared to be asked to identify themselves and state their purpose for being on campus when asked.**

Prospective students are welcome and encouraged to visit Southfield. These visitations are made by appointment through the Admissions Director and in coordination with the class teachers.

Friends or out of town relatives who wish to spend a day at Southfield must first clear their request through the appropriate Administrative Division Head. These requests are considered on an individual basis, and are only available in the lower and middle school divisions.

Parents are responsible for the supervision and safety of younger siblings at all times while on the Southfield School campus.

# **SOUTHFIELD SCHOOL**



**2011-2012**

**A HANDBOOK  
FOR  
PARENTS AND STUDENTS**