



Southfield School

Developing a Lifelong Love of Learning
Since 1934

July 14, 2020

Dear Southfield Families,

Southfield School has been strategically preparing to **welcome back students in person and proceed with a rewarding school year starting on August 10th**. In response to the challenges with COVID-19, Southfield School is wholeheartedly committed to the wellbeing and health of our community. At the guidance of the Department of Health, the American Academy of Pediatrics, Southfield's Board of Trustees, and Southfield's medical advisor, the following protocols and procedures will be implemented in order to provide a safe campus and proper hygienic measures in response to COVID-19.

In order to foster a successful school year that sustains the longest periods of in-person learning, it must be understood that everyone's actions affect an entire community; thus, it is the responsibility of Southfield School – and its constituents – to lead by example, embrace accountability, and implement best practice guidelines for the welfare of our students.

We are looking forward to partnering with every member of Southfield School's community to provide a safe and healthy school which continues to foster our mission to *develop a lifelong love of learning* with lifelong loving families.

With great sincerity,

Justin L. Smith
Head of School

Todd Stanberry
President, Board of Trustees

Dr. G. E. Ghali
Board Member and Medical
Advisor

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Daily Temperature Checks and Symptom Monitoring

Employees and students will be required to participate in daily temperature checks to attend school. At the beginning of each week, families must complete a symptom check questionnaire via Southfield's app and continue to monitor symptoms throughout the week.

Persons who have a fever of 100.4 Fahrenheit or above will not be admitted to school and must be fever free for 48 hours without the aid of fever reducing medication to return to school, or 24 hours and note from a doctor.

During the school day, teachers, administration or Southfield School's nurse will assess students for any symptoms related to COVID-19. Students who exhibit concerning symptoms will be cared for in designated sick areas until they can be picked up. These designated areas will be cleaned and disinfected after the students have departed.

Face-covering Guidelines

When present with students in indoor spaces and for daily interactions when social distancing is not feasible, face coverings will be worn by school employees. As currently recommended by the Louisiana Board of Education and Department of Health, students in 3rd Grade and up will be required to wear face coverings, especially when social distancing is difficult or not feasible.

For outdoor spaces and large spaces conducive to physical activity, face coverings are not required unless social distancing is not feasible.

Guests and Visitors on Southfield's Campus

In a strategic effort to keep our campus healthy, Southfield School will limit campus access to students, employees, and contracted therapists and tutors. Essential vendors will be provided access to campus when necessary and will be required to abide by specific protocols.

In coordination with the Admissions Office, prospective families may enter campus buildings for guided tours, but must refrain from entering rooms containing students, and must always wear face coverings and adhere to specific protocols.

All other persons shall refrain from visiting our campus, except for daily carpool and student pickup during the school day.



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Diagnosis of COVID-19 within the School Community

Understandably, even with the best precautions, members of Southfield's community may contract COVID-19. Individuals who test positive for COVID-19 will be:

- Responsible for reporting to a contact tracer with the Department of Health
- Required to quarantine for 14 days after a confirmed test
- Allowed to return after a 14-day quarantine and being asymptomatic

The school will evaluate the amount of time a COVID-19 positive individual spent with people on campus and if any are determined to be "close contacts." Per the medical community, a close contact is defined as any individual within 6 feet of an infected person for at least 15 consecutive minutes. Parents will be notified if their children are determined to be a close contact of a positive COVID-19 individual. Upon exposure, close contacts should stay home for 14 days after exposure based on the time it takes to be symptomatic.

To limit the amount of close contacts on campus, Division Directors will implement schedules that best provide static groups and limit mixing of groups for employees and students.

Daily Life on Campus

Carpool (Morning Dropoff, 7:30 – 8:00 AM; Preschool Pickup, 12:00 – 12:15 PM; Afternoon Pickup, 3:00 – 3:20 PM)

At the beginning and end of each school day, families may only drop off and pick up students via carpool. Parking on campus and walking up with students are prohibited during carpool. Please make every effort to be on time for daily carpool.

If students need to be dropped off or picked up between carpool times, parents should:

1. Park in designated areas.
2. Call the front desk (Preschool & Lower School, 318-868-5375; Middle School, 318-861-6867)
3. Wait for the students to be escorted from or to the car.

Preschool & Lower School

Students will remain in static groups for the academic day, meaning students will not mix with other students from the same grade level or other grade levels. Preschool French will be held in the STEAM Art room and the Lower School French teacher will travel to each static group during the school day. Specialists in Music, Art, Science Lab, Math Enrichment, and Library will host students in their assigned classrooms, which have ample room for social distancing. For PE, students will remain in their static groups which will be held in the gym, commons, and outside.



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Middle School

Students in 5th Grade will remain in static groups for an academic day. Students in 6th – 8th Grade will remain in static groups for most academic subjects, except for Math, Spanish, and French. The Middle School schedule will allow for minimum interaction during class population changes, and students will be required to wash or sanitize their hands when transitioning into different classrooms. Drama, Art, Digital Design, and Library will host students in their assigned classrooms, which have ample room for social distancing. For PE, students will remain in their static groups which will be held in the gym, commons, and outside.

Whole School

- Employees will wash high-touch areas (play areas, doorknobs, school supplies, desks, etc.) multiple times a day, and the campus will be thoroughly cleaned and disinfected each evening by a professional cleaning service.
- Outdoor space will be utilized as much as possible for learning and activities.
- In age-appropriate classrooms, desks will be positioned to allow maximum distance between students.
- Daily routine handwashing and hand sanitizing will be required for everyone on campus.
- Students will not be allowed to share food or drink.

Lunch

For the Fall, static groups will be assigned a rotating schedule to eat lunch in either the cafeteria or classroom.

Extended Day and After Care Pickup Procedure

Parents may park and walk onto campus to pick up students from After Care and Extended Day.

For Kindergarten to 8th Grade After Care, please walk down from the Middle School parking lot to the backside of the Dickson Theater and ring the doorbell on the first door to your left. After Care employees will answer the door and will bring children to their parents.

For Preschool Extended Day, please park in the front lot, walk to Preschool building, and ring the doorbell across from your child's designated class. Extended Day employees will answer the door and will bring children to their parents.



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In-Person and Online Learning

The American Academy of Pediatrics (AAP) “strongly advocates that all policy considerations for the coming school year should start with a goal of having students physically present in school.” Southfield School is heeding this advice as we prepare to host school in person. However, we are also preparing for the possibility of circumstances that may require temporary distance learning. To provide an enhanced learning experience, we have taken the following steps:

- New Chromebooks have been purchased for all Middle School students to provide a higher quality and more consistent online learning experience. Middle School teachers will be retaining aspects of online learning for students in-person and will intentionally assign online learning assignments each week to keep students’ digital skills engaged for any potential shift to distance learning.
- New iPads will be assigned to 2nd Grade students and refurbished Chromebooks will be assigned to 3rd and 4th Grade students to allow a greater population of students to engage in online learning and alleviate sharing devices at home. Students will use iPads and Chromebooks in weekly lessons to become more fluent in digital learning technology. This will also prepare 2nd to 4th Grade students for any potential shift to distance learning.
- Preschool to 1st Grade teachers will continue to use innovative online platforms and collaborate with other ISAS and NAIS¹ programs to enhance teaching and learning in a digital environment. Additionally, teachers will provide digital learning lessons at home once per week to continue comfortability with distance learning, if necessary.
- Teachers and Division Directors will continue to engage in professional development opportunities that emphasize technology and distance learning.

¹ Independent School Association of the Southwest (ISAS), National Association of Independent School (NAIS)