



2022 | 2023

PARENT & STUDENT HANDBOOK



DEVELOPING A LIFELONG LOVE *of* LEARNING



**Southfield School
Parent and Student Handbook
2022-2023**

Table of Contents

Southfield Philosophy & History	2
The School Day	4
Student Progress & Grading	10
Conduct & Discipline	12
Curriculum	16
Dress Code	21
Emergencies, Safety, & Security	22
Communications	26
Special Programs	29
Athletics & Extracurricular Activities	30
Good to Know	31
Technology Use	36
Miscellaneous	42

SOUTHFIELD VISION

“DEVELOPING A LIFELONG LOVE OF LEARNING”

1. PHILOSOPHY & HISTORY

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 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 everyone to grow and contribute to 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.

SOUTHFIELD MISSION

Experience Southfield School, a priceless investment in your child's future. At Southfield, our talented and experienced faculty cultivate curiosity, character, kindness, and a lifelong love of learning. Our secure environment surrounds the whole child on a journey through a challenging curriculum resulting in exceptional young scholars with self-confidence and integrity.

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

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 its current location 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 7, 8, and 9), and an additional 3 acres of land were added to the site. By 1940, the demand for a modern kindergarten at Southfield increased and the Board approved adding Kindergarten. The next year, a two-room wing was added to the east of the building, and kindergarten 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 opened in 1968 and operated until 1991. The School added a program for 3-year-old students in 1989 and in 1997, a kindergarten wing was built. A new Middle School opened in 2002. In 2005, the Margaret Shaffer Dickson Theater was completed. The foyer of the original building, the cafeteria, and the kitchen were refurbished in 2008. A program for 2-year-old children was added in 2009. In May 2014, the Board approved major campus improvements that included an Arts and Sciences (STEAM) Building, renovations of the Commons area, a Middle School art studio, and renovated Mary Sherman McCord Library. These upgrades were completed in August 2015 and are currently used by our children, teachers, staff, and families. In 2022 the School cafeteria will be refreshed and remodeled.

SCHOOL MASCOT AND COLORS

The School mascot is the Eagle. School colors are blue and white.

2. THE SCHOOL DAY – ARRIVALS AND DEPARTURES

SCHOOL HOURS

School begins promptly at 8:00 am and ends at 3:00 pm, Monday through Friday. Preschool hours are 8:00 am-12:00 pm. All students have the option of enrolling in the Extended Day/AfterCare Program with pick-up options until 5:30 pm.

ARRIVALS

For safety purposes, traffic always moves in one direction through the front parking lot from the entrance nearest Fairfield Ave. and exits toward Southern Ave. For morning drop-off, 7:40-8:00 am, Preschool teaching assistants help Preschoolers from the car in the circle drive in front of the main building. Kindergarten – 4th grade students are dropped off in the outside lane by the flagpole where faculty will safely escort them across the drive. Preschool parents who arrive after 8:00 am should park in an available parking space, sign the student in at the office, and then walk their child to their classrooms. Please do not leave a car unattended in the circular drive or park in the fire lane(s).

1. Students should **arrive between 7:40 am and 8:00 am** and report to their classrooms.
2. The School provides supervision for Preschool and Lower School students at 7:30 am in the main lobby and for Middle School students at 7:30 am in the Middle School lobby **ONLY if prior arrangements have been made** with the Division Director. Please do not ever leave a child in the lobby unattended. No supervision will be provided prior to 7:30 am.

DEPARTURES

Noon departure for Preschool students

Each family is issued two carpool tags to be placed on the rearview mirror. PS2 Exploration, PS3 Discovery, and PS4 Readiness children wait with their teachers in front of the School. Parents are asked to drive through the circular driveway with the tag clearly displayed. Children are 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.

Noon carpool begins at 12:00 pm and ends at 12:15 pm. Preschool students who are not picked up and who are not enrolled in Extended Day are escorted to the classroom, and a one-time registration fee of \$25 plus a fee of \$1.00 per minute per child is assessed.

3:00 pm departure for Preschool, Lower School, and Middle School students:

Each family is issued a carpool tag that should always be placed on the rearview mirror at all times so that it is clearly visible.

Any permanent changes for people authorized to pick up your child during the year should be reported to the appropriate Division Director.

If you plan to have an unauthorized driver pick up your child, the School must be notified in writing. In the case of an emergency, the parent may notify the Administrative Assistant by phone.

Afternoon carpool begins at 3:00 pm and lasts until 3:20 pm. Students who are not picked up and who are not enrolled in AfterCare are escorted to AfterCare, and a one-time registration fee of \$25 plus a fee of \$1.00 per minute per child is assessed.

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 pm, all traffic on Southfield Road in front of the School is one-way and westbound toward 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.**
3. **The inside lane** picks up Preschool students and their siblings from the circle in front of the main building.
4. **The outside lane** picks up Kindergarten through 4th grade students from the sidewalk outside the Dickson Theater. The head of the line is near the exit gate in front of the Dickson Theater. Colored traffic cones indicate where cars are to stop.
5. Middle School students and their K through 4th grade siblings will be called from their classrooms and are picked up at the Middle School building main entrance.

6. All parents should remain in their vehicles and pick up their children through the carpool line during regular *and* rainy-day carpool.
7. Cars should never be left unattended either in the carpool lane, parked on 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.
8. 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 are not 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 appropriate division.
9. Using a cell phone during carpooling and while in a School zone is against Louisiana State Law.
10. Teachers load children and buckle car seats for younger children. Parents may check correct buckling or pull forward to park and buckle children themselves.
11. **Do not park in reserved parking spaces.**

PARKING

Parking spots are at a premium at Southfield. 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 three 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.
4. Never leave an unattended, parked car with the engine running!
5. DO NOT LEAVE UNATTENDED CHILDREN IN A PARKED CAR.
6. **Do not park in spaces designated for auction winners.**

LUNCH AND SNACKS

A Café lunch program is available for students at an additional fee. Lunch menu information and order/payment forms are available online through the Southfield app and website. **Payment is due by the first day of each month.** Each lunch cycle starts on the first day of the month and ends on the last day. The lunch program is optional, and there are no refunds for days a child misses lunch. Children may bring their own lunches, and microwave ovens are available to students in grades 2 - 8.

Parents who wish to eat with their children at lunchtime should check in at the main or Middle School office and note the lunch schedule:

Kindergarten	10:30 - 11:00 am
1st Grade	11:00 - 11:30 am
2nd Grade	11:15 - 11:45 am
3rd Grade	11:30 - 12:00 noon
4th Grade	11:45 - 12:15 pm
5th/6th Grades	12:20 - 12:45 pm
7th/8th Grades	12:45 - 1:15 pm

Preschool Lunches and Snacks

A nutritious snack is provided every day for Preschool and kindergarten children. An effort is made to limit foods that are high in sugar. Snack menus are posted in the Preschool hallway. Weekly cooking experiences introduce children to new foods and serve them as snacks for that day.

Preschool students staying for any portion of the Extended Day program have the option of bringing a lunch from home or participating in the Café lunch program. Lunches from home should consist of healthy foods that the child can easily eat independently. Microwaves are not available. Children are encouraged to eat dessert last. Candy and sodas are not permitted. Preschool children eat lunch in their classrooms. In the spirit of environmental responsibility, a reusable rather than disposable lunch container is encouraged.

Lower School

Students may wish to bring a snack, which may be eaten during the time provided at mid-morning break. Snacks are provided by the School for kindergarten and students participate in cooking a snack once each week. Parents who wish to bring special treats for the class may make arrangements with their child's teacher.

Middle School

Students may bring snacks or purchase them from the Student Council snack store. Parents who wish to bring special treats for every student in their child's grade can make arrangements through the Middle School office.

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 (tennis shoes required) 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. 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/ her parent or physician.

OUTDOOR PLAY/RECESS

Weather permitting, each class takes a supervised outdoor recess every 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 can use the School's hard play surface and playground equipment.

Middle School students use the playing fields and playground equipment during their recess time, which is before lunch for grades 7 and 8 and after lunch for grades 5 and 6.

For Preschool students, home toys should remain at home unless specified by the teacher in the weekly newsletter. For lower and Middle School students, no toys are allowed unless they are related to classroom learning and are approved by the teacher.

AFTERCARE PROGRAMS

Southfield's AfterCare Program (K - 8th Grade)

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

The AfterCare Program begins at 3:00 pm each day.

The Program is in the Commons for all students. Details are provided at the start of School. An afternoon snack is provided each day.

- The AfterCare Program is available most days of the School year. Please check the Southfield calendar for exceptions that are posted in the after-School program area (such as noon dismissal days, School holidays, parent/teacher conference days, etc.)
- Drop-in service is available by contacting the AfterCare Director at least 24 hours in advance.
- Parents select a pickup time of 4:30 pm or 5:30 pm for 3 or 5 days a week. Please make your pickup time selections on the registration form, and remember that by signing the contract, you are financially committed to those days.

Preschool Extended Day Program (PS2 Exploration, PS3 Discovery, PS4 Readiness)

The Preschool Extended Day Program is Monday through Friday from 12:00 to 5:30 pm with pick-up options at 3:00, 4:30, and 5:30 pm for 3 or 5 days per week. If using the Extended Day on a regular basis, parents may reserve a place for the entire year or for the semester. In doing so, a parent commits financially to those days.

Drop-in service is available by scheduling at least 24 hours in advance with the Preschool Director (pending space availability).

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 wait a week or two for the child to adjust to the morning routine before leaving the child for the afternoon.

Please note: The AfterCare and Extended Day Programs end promptly at 5:30 pm. A fee of \$25 plus \$1.00 per minute per child is assessed for late pick-up. Please do not park in handicapped parking. When picking up a student, please turn off the motor when leaving the car.

3. REPORTING STUDENT PROGRESS & GRADING

CONFERENCES

Scheduled conferences are held for all students following the first quarter and may be requested by parents or teachers following the third quarter. While Preschool and lower School students do not attend Parent/Teacher Conferences, Middle School students are highly encouraged to attend. This is a time for parents and teachers to discuss their child's progress. Open communication between parents and teachers about student progress and development is welcome and encouraged. Additional conferences may be scheduled at any time, and informal contact via notes, email, or phone are always welcome. Parents are discouraged from taking family vacations/trips on scheduled Parent/Teacher Conference dates.

PRESCHOOL

All Preschool parents receive a verbal evaluation at the fall conference and a written developmental evaluation following the third quarter.

LOWER SCHOOL

Report Cards

Report cards are available through Family Portal on FACTS at the end of each nine-week grading period. A written developmental evaluation is shared with kindergarten parents at the fall conference and at the end of the School year.

Finished Work Folder

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

MIDDLE SCHOOL

In Middle School, student progress is reported in several ways. Grades are continuously available to parents and students online through the Family Portal, FACTS. Report cards are available to parents at the end of each nine-week quarter. First quarter report cards will be followed by Parent/Teacher/Student Conferences and optional conferences are available after the third quarter. Written comments from each teacher are included in the second and fourth quarter report cards.

Grades 3 - 8 use the following grading system:

A	93 – 100
B	85 – 92
C	75 – 84
D	67 – 74
F	0 – 66

ATTENDANCE

Louisiana state law (Bulletin 741) requires students in nonpublic Schools, grades K - 8 to be in attendance a minimum of 52,800 minutes (the equivalent of 160 School days of 330 minutes each) a School year in order to receive credit for courses taken. Students who do not meet the minimum attendance requirements are required to provide a doctor's note and/or meet with the Division Director to determine whether exceptions can be made. At their discretion, teachers may provide work ahead of time for students who are out. Students have one day for every day they miss to make up work, quizzes, and tests unless the Division Director allows other arrangements. **Students are responsible for all assignments during absences.**

The School provides supervision for students at 7:30 am ONLY when prior arrangements have been made. Please notify the Division Director if there is a need. No supervision is provided before 7:30. Students arriving prior to 7:40 am 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 Middle School building.

Checking In or Out of School (8:00 am - 3:00 pm)

Students may check-in or out of School only when their parents or authorized guardians sign them out at the Lower or Middle School office. Office staff call for students to come to the office once they are checked out. Parents do not need to pick up their children from the classrooms. **Parents are discouraged from checking students out after 2:15 pm.**

Tardiness

Kindergarten through 8th grade classes begin promptly at 8:00 am. A warning bell rings at 7:55 am. Students who arrive after the 8:00 am bell are recorded as tardy.

Preschool and Lower School students arriving on campus after 8:10 am must check in with the Lower School office. Middle School students who arrive on campus after 8:00 am must check in with the Middle School office. The safety of all students requires full cooperation with these procedures.

Excessive tardiness is disruptive and detrimental to students and their classmates. Parents are asked to ensure that students arrive promptly at School. Parents of students who accumulate multiple tardies are contacted by the School. Should a child continue to accumulate tardies, parents are asked to meet with the Division Director.

Middle School Tardies

Students are expected to be in the classroom before the tardy bell rings. Three tardies to 2nd through 8th period will result in a phone call to parents and a student meeting with the Middle School Director.

4. CONDUCT AND DISCIPLINE**DISCIPLINE**

Southfield is a place where good order prevails in a friendly, supportive atmosphere and serious discipline problems are not allowed to hinder the learning process. Southfield School believes that a positive and constructive working relationship between the 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 are addressed by the appropriate Division Director. Continuing patterns of aggressive behavior that endanger and/or intimidate other students results in suspension or separation from the School.

HURTFUL BEHAVIOR/BULLYING

As relationships develop, children learn appropriate and positive behaviors with peers and adults. While the School uses daily social interactions as learning opportunities, the School does not tolerate 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 are not tolerated. At the discretion of the Administration, these behaviors may result in suspension or separation from the School.

Southfield views bullying and cyberbullying as specific forms of aggressive behavior that are not tolerated. A person is being bullied when he or she is exposed repeatedly and over time, to negative actions on the part of one or more people. What differentiates bullying from other acts is that there is intent to harm, more than one incident occurs, and there is an imbalance of power between two parties. We understand that sometimes individuals have difficulty interacting, but it is important to recognize what bullying is versus rude or mean behavior. In all situations, it is important for students to report hurtful behavior to their teacher or a trusted staff member so that it can be addressed. To prevent any confusion or overlapping of terms, Southfield defines these terms for members of our community in the following ways:

- **Rude** - Inadvertently saying or doing something that hurts someone else
- **Mean** - Purposefully saying or doing something to hurt someone once (could occur more than once)
- **Bullying** - Intentional aggressive behavior, repeated over time, that involves an imbalance of power that can be physical, verbal, or relational

Consequences for these behaviors can vary by incident and may include verbal or written apologies, loss of privileges, removal from classroom or activity, or suspension or separation from the School. Students receive consistent and clear reminders of the above definitions, the School's expectations, and guidance in handling challenging situations that may arise. The School also expects and relies on parents to take an active role in monitoring their child's social media and devices to ensure no inappropriate behavior is taking place. Constant education and open communication among students, teachers, staff, and parents help ensure a positive environment for our children.

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 help the child, while ensuring consistency between the School and home. Repeated acts of aggression (hitting, kicking, spitting, defiance, or disrespect) will result in parents being asked to take the student home for the rest of the day.

Every effort is made to help children to use words to express feelings, however, occasional biting from Preschoolers can occur. If biting continues, a child is sent home on the third occurrence for the rest of the day. In an extreme case, a child may be asked to take a 2-week leave from School as a strategy to extinguish the behavior.

Lower School

Teachers guide appropriate behavior in students and reinforce positive behavior. Children who are disruptive or distractive to the learning process will have their behavior appropriately modified by their classroom teacher. Serious, continuous inappropriate behavior or conduct is addressed by the Division Director.

Middle School

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 for maintaining one's honor rests with the individual. Students shall not lie, steal, cheat, intimidate, bully or be disrespectful.

MIDDLE SCHOOL HONOR CODE

RESPECT: Each student is asked to agree to and abide by the following guidelines set by Southfield Middle School students.

- 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.

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

STEALING: Students may not take the property or belongings of another person without his or her 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.

Serious Discipline Infractions

Some categories of offenses are 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 the consequences are more severe. Parents are notified of the offense and consequence. Examples of serious offenses are:

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

Procedures

Disciplinary infractions for serious and repeated offenses are reported to and handled by the appropriate Division Director as follows:

- Initial disciplinary actions include a loss of free time during the School day and/or detention after School.
- Some disciplinary infractions and, automatically upon a fourth detention, students are suspended from School.
- For some serious offenses, and upon a third suspension, students are separated from the School.

Detention Procedure

Parents are notified by telephone and/or email when their child is assigned after-School detention. Punctual attendance is mandatory. Detentions are held in the Middle School.

COURTESY

Southfield School considers itself to be a courteous and respectful community of parents, children, and educators. Conversations and interactions between various constituencies are expected to be conducted in a dignified, sensitive, and constructive manner. Whether at carpool, parent/teacher conferences, or any School activity, adults and children should practice courtesy toward one another. Parents who need to speak with teachers about concerns are asked to make appointments. Parents should not approach another child about concerns. Such conversations should happen with the child's teacher and/or parent. On rare occasions when the conduct of a student or the student's parents and guardians erodes the trusting relationship built by courtesy and respect, dismissal, at the sole discretion of the Head of School, may be the outcome when it is in the best interest of the student and/or the School.

5. CURRICULUM

PRESCHOOL

Southfield's Preschool program philosophy 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 activities in language, math, science, social studies, and art. Each day includes periods of small group instruction, whole-group activities, individual choice, and outdoor play. Preschool children receive instruction from specialist teachers in Music, French (PS4), and Math Enrichment (PS4). In addition, all classes visit the library weekly. The PS3 and PS4 classes attend School assemblies when 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 classmates. We embrace families of many cultures and welcome additional insight and educational opportunities for our classrooms.

LOWER SCHOOL

Lower School students receive instruction in language arts (Rowland Reading/Open Court), mathematics (University of Chicago Everyday Math), social studies, science, technology, and drama from the homeroom teacher, and in music, art, French, library, science lab, 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 the Lower School Director. The teacher notifies parents of significant developments between formal reporting periods, and of course, parents are welcome to contact the teacher 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. Along with gaining a solid foundation in the core curriculum, students find their intellectual horizons broadened through exploratory courses that include drama, art, writing workshops (7th and 8th), and digital art and design.

Speakers, academic competitions, 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.

HOMEWORK

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

Middle School Homework Guidelines

Students should expect to be assigned homework in each subject every School day, including Fridays. The amount of homework will increase incrementally as students advance 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 5th grade student should expect $5 \times 15 = 1$ hr 15 minutes homework per night; an 8th grade student should expect $8 \times 15 = 2$ hours homework per night.) Eighth grade Algebra I, Geometry, French, and Spanish students can expect additional homework since these courses carry a high School credit. Students enrolled in the 6th grade ACE math program can expect additional homework as well.

When a child is absent from School, he/she is responsible for making up missed assignments upon his/her return. Once a child has recovered from illness and returned to School, he or she 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 through FACTS Family Portal at the beginning of the week.

LIBRARY

The Mary Sherman McCord Library is a centralized library 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.

First grade students may check out one book daily; 2nd through 8th grade students may check out as many as two books at a time. The 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.

PROMOTION AND RETENTION

For a student to be promoted to the next grade, he/she must have satisfactorily completed and fulfilled all requirements for his/her current grade level.

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

STANDARDIZED TESTING AND ASSESSMENTS

Preschool and Kindergarten

Kindergarten and Preschool assessments happen in many ways that are appropriate for young children.

Teachers use math and language assessments at prescribed intervals during the year to determine student progress. Finally, teachers use daily, ongoing, informal assessments (including interviews, questionnaires, checklists, observations, and examples of children's actual classroom work) to assess student progress and guide curriculum planning.

Kindergarten report cards are provided to parents twice each year; Preschool students receive a written developmental evaluation in the spring.

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

Lower and Middle School

Students in 1st and 2nd grade are assessed routinely in the classroom through daily work, small group assessments, observations, quizzes, and tests. These assessments guide curriculum planning and enable teachers to authentically evaluate student progress.

Third through 8th grade students take a nationally normed standardized achievement test. 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 upcoming tests so they can make certain their child gets a restful night's sleep and eats a healthy breakfast. The results of the standardized tests are shared with parents at the end of the School year.

STUDENT RECORDS

Southfield keeps a confidential cumulative folder on each child enrolled at the School which is accessible upon request by a child's parent/legal guardian. Access to these files is made available through the Division Directors.

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

- School report cards, grades, and comments are made each year by a child's teachers.
- Teacher/parent conferencing notes.
- Annual standardized test profiles (Grades 3 - 8)

Individual assessments and screening results are kept in separate, secure, and confidential files by the Reading Specialist and/or Division Directors. 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.

6. DRESS CODE

Southfield does not attempt to entirely regulate hair or clothing styles; however, the School encourages parents to exercise safe and sensible judgment about what their child(ren) wears. Dress should be comfortable and should not detract or distract from the learning environment. Make sure a child's clothing is suitable for the prevailing weather conditions and that all clothing is labeled with the child's name.

Preschool Guidelines

Children in Preschool should wear comfortable play clothes. THEY DO GET DIRTY! Clothes which children can manage independently are ideal; examples are pants with elastic waists and self-fastening or slip-on shoes. Rubber-soled shoes are preferred. Flip flops, hard-soled shoes, and mules are discouraged because they endanger safe movement.

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

Lower School Guidelines

Children in lower School keep an active schedule which includes outdoor recess and PE. Students are encouraged to dress in comfortable clothes that allow for movement. Tennis shoes are required for participation in PE.

Shirts with political, tobacco, alcohol, drug, or offensive logos are not permitted. Girls may not wear halters, midly tops, or clothing with spaghetti straps. Clothing with tears and holes may not be worn. Biking shorts and short shorts are discouraged. Rubber or plastic 'flip-flop' style beach sandals and high heels are discouraged for safety reasons.

Middle School Dress Code

To maintain an atmosphere conducive to learning, Southfield Middle School expects all students to follow policy and make smart choices about personal appearance. Guidelines include but are not limited to the following:

- Shirts with tobacco, alcohol, drug, or offensive logos are not permitted.
- Tank, halter, spaghetti strap, razor, low cut, shoulder less, see-through, or middy tops/shirts are not permitted.
- Excessively tight shorts or pants are not permitted.
- Students are not allowed to wear athletic running shorts that have less than a six-inch inseam.
- The length of shorts, skirts, and dresses should reach at least to the tip of the longest finger all the way around when the student is standing.
- Non-athletic tights are allowed under dresses, skirts, or tunic tops, each of which must reach at least to the tip of the longest finger all the way around when the student is standing.
- Athletic tights/leggings are not permitted. Clothing with holes or tears is not permitted. All undergarments must be covered.
- Tights under t-shirts or non-tunic shirts are not permitted. Shorts must always be longer than shirts and jackets.
- Hats, hoods, and sunglasses may only be worn outdoors.
- Rubber or plastic flip-flop style beach sandals are discouraged for safety reasons.

Students whose dress falls outside the dress code will be required to change, and a violation is reported to the Division Director.

The School reserves the right to adjust the dress code as necessary.

7. EMERGENCIES, SAFETY & SECURITY

EMERGENCY PROCEDURES

When a student is injured, the School immediately administers appropriate first aid for the child. For injuries more serious in nature, the School nurse is consulted, and parents are contacted by the School. Parents are reminded to keep the School updated on any changes of address or phone numbers that might delay contacting them in such situations.

In most cases, when inclement or dangerous weather conditions prevail, the School follows the policy and decisions of the Caddo Parish School Board. Any School closures are in 24-hour increments. Parents are notified of School emergencies, including School closures and evacuations, by text, the Southfield app, and through the One Call Now messaging service.

The School has a complete emergency plan posted across campus and in classrooms. The plan details actions in specific emergency situations. The plan was developed by School staff with the assistance of local authorities.

Weather and Other Emergencies

The School follows Caddo Parish's decisions regarding weather-related School closures. Parents are notified of School closures by home phone, cell phone, the Southfield app, and through the One Call Now emergency messaging service.

HEALTH/ ILLNESS/ HEALTH RECORD

Health

Accidents: For normal scrapes and bruises, an accident report is completed by staff, and a copy is sent home to parents.

Allergic reactions: Documentation of children's allergies is provided to all teachers. If students have serious allergic reactions that require immediate medication, parents are asked to provide the necessary paperwork so that medication can be kept at School. Teachers are aware of the location of such medication.

1. All PS3 and PS4 students are expected to be fully toilet trained before the first day of School. Being fully toilet trained includes both urination and bowel movements. We promote independence in the bathroom. Students should be able to undress, wipe, dress, and wash hands unassisted. If a child has more than one accident over the course of a single day parents will be asked to pick the child up from School. Issues of recurring toilet accidents may result in a child having to adhere to an altered schedule until such time as the child is able to demonstrate consistency in using the restroom without accidents.
2. Students enrolled at Southfield School are required by Louisiana State Law to have a Louisiana Certificate of Immunization on file with the School. When a child is

overdue for any required immunizations, 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, and parents must complete the appropriate documentation with the Main Office.

3. Should a child need to receive (daily or temporary) medication at School, the parent/guardian should bring the medicine to the appropriate administrative office and complete the Permission for Medication Form, which includes the 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 the child can be sent to the nurse for his/her scheduled medication. Please do not send medication in the child's lunchbox or backpack. Teachers are not permitted to dispense or hold the medication in their classrooms unless it is for emergency care. The child's name and instructions should be written on the bottle. Please send only the daily dosage. The School is not responsible for returning entire bottles of medication each day.

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 persistent cough be checked by a physician.
2. If a child has a fever, unknown rash, or is vomiting, the parent or 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 for at least 24 hours without the use of Acetaminophen, Ibuprofen, or other medication before returning to School.
4. Cough drops, Acetaminophen, and Ibuprofen are dispensed and recorded in the main office (for lower School students) and in the Middle School office.
5. Other over-the-counter and prescription medicines will be dispensed by the Administrative Assistants in the main office (for lower School students) and the Middle School office for students in grades 5 through 8.
6. Emergency medication may only be given to children enrolled in PS2.

SAFETY AND SECURITY

All Southfield teachers and staff are provided with a copy of The Southfield School Emergency Procedures flip chart. The flip charts are posted in conspicuous locations about campus and in every classroom for quick reference.

Parents are notified of School emergencies including School closures and evacuations at their home phone and/or cell phone, the Southfield app and through the One Call Now messaging service. Notifications may also be sent by email.

Faculty and staff receive safety and security training, and classrooms are equipped with intercom phone communications.

For safety and security reasons, parents and nonparent visitors to the Southfield campus must check in at the main or Middle School office prior to going anywhere on campus. Identification badges are provided to visitors. Faculty and staff wear name tags as identification. Everyone should be prepared to be asked to identify themselves and state their purpose for being on campus.

Prospective students are welcome and encouraged to visit Southfield. Visitations are made by appointment through the Admissions Director and in coordination with the classroom teachers. Friends or out-of-town relatives who wish to spend a day at Southfield must first have their request approved by the appropriate Division Director. 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 while on the Southfield School campus at all times. Southfield invests in the security of its students and families and a School resource officer is on campus daily.

8. COMMUNICATIONS

CLASSROOM COMMUNICATION

Preschool

Parents of Preschool children receive communication from their child's teacher through weekly class newsletters, the Seesaw app, spring report cards in PS2 Exploration, PS3 Discovery and PS4 Readiness, and parent/teacher conferences.

Parent visits and participation in the Preschool classrooms are welcomed during School hours. Please contact teachers if you would like to visit. Please keep in mind that young children thrive with consistent routines. Surprise visits from parents may leave students feeling anxious.

Preschool teachers use student tote bags to send home important written information, student work, and other classroom communication. Daily communication with parents during drop-off and pick-up times is encouraged. However, conversations about a child's progress are more thorough when they are scheduled at times convenient for teachers and parents.

Parents are welcome to contact teachers by phone or 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 by written note, the note should be pinned to the outside of the child's bag.

The Seesaw app and weekly class newsletters highlight activities for the week. The teacher also uses these formats for communication regarding special days, field trips, articles that need to be sent to School, and other important information. Please carefully read letters. They will also be posted in classrooms.

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

Lower School

Parents of lower School students can expect to receive regular communication from their child's teacher through a weekly class newsletter, weekly student folders, quarterly report cards available through the Family Portal on the FACTS system, and parent/teacher conferences held in the fall and optionally in the spring following the first and third quarters, respectively.

- Parents are encouraged to contact teachers by phone or email. A full listing of faculty voicemail numbers and email addresses is posted on the School's website and app. Parents can expect a response to their voicemail or email messages by the end of the next School day. 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. Parents are encouraged to use discretion and refrain from lengthy classroom visits during instructional lessons in order to protect learning time.

Kindergarten teachers also use student tote bags to send home important written information, student work, and other classroom communication.

Kindergarten student report cards are available online on FACTS Family Portal in the fall and spring. Teachers also perform periodic math and language assessments throughout the year at an age-appropriate level. The results are part of conference conversations with parents which, along with other portfolio documentation, direct the instructional planning for each child.

Middle School

Teachers make every possible effort to post daily assignments by 5:00 pm on the Family Portal in FACTS. Parents of Middle School students can expect to receive regular communication from their child's teachers through grades and quarterly report cards online through the FACTS Family Portal.

Teacher/parent/student conferences are scheduled following the first quarter and are optional following the third quarter. Middle School students are strongly encouraged to attend the conference.

Parents are encouraged to contact teachers by phone or email. A full listing of faculty voicemail numbers and email addresses is posted in the School's directory and email links are provided on the Southfield website and app. Parents can expect a response to their voicemail or email messages by the end of the next School day.

School-Wide Communications

Every Monday, Southfield families and faculty receive the "Southfield Weekly" – an email publication with updates, event information, deadlines, photos from the week, and much more. We encourage you to read the Weekly. It arrives via email at the addresses you have provided for your family. If you are not receiving this email, please notify the Advancement office. Parents are encouraged to download the Southfield app as a quick reference.

Cellphones

Students can bring cell phones and smart watches to School with their parent's permission. Lower School students must store them in backpacks and cellphones and smartwatches must be turned off during the School day. Middle School students may not take cellphones or smart watches to any class and must store them in student lockers. If a student violates these guidelines, the cellphone or smartwatch is confiscated, kept in the Division Director's 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 having a cellphone and/or smartwatch at School.

Social Networks

Following the review of fellow Independent Schools Association of the Southwest (ISAS) School policies and discussions considering the School culture at Southfield, the School has developed the following policy positions for online social networking sites, email communications, and cell phone use for parents and students.

Parents

Parents communicating by email should expect a response by the end of the next School day. Homeroom teachers, advising teachers, or Division Directors may be copied on the message. Parents are encouraged to use 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 families who have specifically notified the School that they do not want pictures of their child published

or shared online. 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 silence 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 through online social networks leave a permanent record. This applies to voice, text, and pictures/video.

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.

The School reserves the right to ban any "apps" on School and personal devices used at School that could be harmful to other people in the School environment.

9. SPECIAL PROGRAMS & EXTRACURRICULAR ACTIVITIES

SPECIAL PROGRAMS

Halloween Program (PS3 through 2nd)

Singing, dancing, and musical performances usher in All Hallows Eve.

Winter Holiday Program (PS3 through 5th)

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

Civilization Fair (PS3 through 4th)

A theatrical presentation showcasing the culmination of integrated civilization studies, Civilization Fair features students in Preschool and lower School.

Monthly Flag Ceremony

A monthly celebration recognizing academic achievements; student, faculty, and staff birthdays; and special performances.

Final Flag Ceremony

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

Middle School Honors Assembly

Final assembly for recognition and presentation of academic achievement awards.

8th Grade Graduation

A formal recognition and celebration of graduating students.

ATHLETICS & EXTRACURRICULAR ACTIVITIES

Southfield School offers several extracurricular activities. In order to participate, Middle School students must maintain a 2.5 GPA with no class average lower than 67 and not have a record of discipline issues.

Cheerleading

Southfield Middle School has a cheerleading squad that supports Middle School boys' and girls' sports teams. The girls must be in 5th, 6th, 7th, or 8th grades, 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 5th through 8th grade student who would like to be in the group. The Eagle Singers practice after School once a week and sing at flag ceremonies, the Holiday Program, and Fine Arts Festival. They also visit a retirement home in December to sing seasonal carols and songs.

Green Club

Green Club was established in 2017 to encourage recycling on campus. Club members collect recycling across campus and raise money to provide recycling containers.

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 basketball, golf, tennis, cross-country, and swimming. Southfield students can also participate in the JETS football program. Students are expected to abide by the School's code of conduct when participating in athletic

activities.

Student Council

Student Council is Middle School's student governing body. The group is made up of elected class representatives from 5th through 8th 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 an adult advisor and a staff of 8th grade student volunteers. Members of the staff take pictures and design the pages. Parents are invited to submit photos, and they may also purchase yearbook sponsorships in the fall. It is published and distributed to students before dismissal in May. Each student enrolled at Southfield automatically receives a yearbook as the cost is included in student fees.

School Musicals

All lower School students participate in grade-level plays during the year. Seventh and 8th grade students may audition for the spring Middle School musical.

10. GOOD TO KNOW

Open House for All Students

On the days before School begins each year, all students and parents are invited to meet their teachers and visit classrooms. Class lists are posted at this time.

New Parent Dinner

A night for new parents to learn about Southfield takes place 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 involvement can benefit their child.

Transition Meetings

Moving from Preschool to Kindergarten, K to 1st grade, 4th grade to 5th grade, and 5th to 6th 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 in January.

Back to School Nights

There are two Back to School Nights in August. One is for Preschool and Lower School parents, and the other for Middle School parents. These evenings give an opportunity for 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.

Parents Association Activities

All parents of students enrolled in Southfield School are members of the Parents Association (PA). The PA exists to assist the administration and faculty with many activities throughout the School year. Many committees are made up of parents volunteering their time, talents, 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 assists the School through a variety of support and fundraising activities. Some of those include:

Pumpkin Shine on Line

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

Casino Night/Auction

Southfield's largest fundraising event that includes live and silent auctions, raffles, food, and entertainment.

Book Fairs

The Fall Book Fair, held in November, is a tradition almost as old as the School itself. The Book Fair Chairs, parent volunteers, create a themed setting to highlight a selection of titles that will delight young and old alike. During Fall Book Fair week, the School hosts a Grandparents and Special Friends Day. A smaller Book Fair occurs in the spring; summer reading titles are available through an online bookstore at this time.

Boosterthon/Fun Run

Students walk/run sponsored laps to raise funds for the School while earning cool prizes!

Hospitality Committee

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

Teacher Appreciation

The Hospitality Committee works throughout the year and during Teacher Appreciation Week to show gratitude to our Southfield teachers.

Room Parents

Room parents are called on to coordinate parent volunteers when teachers need assistance with parties, field trips, and special events.

Dads' Club

Founded in 2007, Dads' Club fosters fellowship between students and dads or male role models. It offers opportunities for fathers to meet and interact. Events are designed to create friendships and memories and there is no charge to participate. Activities range from movie nights, breakfasts with special guests, bingo, and one fundraising event, a golf tournament, held on the 1st Monday in May.

Contact Dads' Club by email at southfielddadsclub@gmail.com.

FIELD TRIPS

Local and Ark-La-Tex field trips are organized for kindergarten through 8th grade classes. These trips are an integral part of our educational program, and students are to embrace an extension of the rules, procedures, and guidelines of Southfield School. 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 are 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. Any parent who drives for a School trip must leave copies of his/her driver's license and proof of insurance with the appropriate

Administrative Assistant.

2. Please make sure that all children are buckled into their seatbelts. To avoid airbag danger and 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.

3. 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.
- Always remain quiet and orderly during the field trip. Participants are representatives of Southfield School and we want them to be remembered with fondness.

4. Each driver is responsible for his or her assigned group of children at ALL TIMES during the field trip.

5. Please do not stop for treats. All students and parents must stay with the group throughout the field trip.

6. Upon returning to School, please walk the children to the classroom and wait with them until the classroom teacher arrives.

7. Field trips are learning experiences. Encourage children to pay attention and listen to speakers.

8. Kindergarten through 4th grade trips require one adult to four children.

LOST AND FOUND

Students are expected to take responsibility for their belongings, and parents can assist in the return of misplaced items by writing the child's name on ALL clothes, outerwear, backpacks, supplies, etc.

Found items are returned by the finder to the rightful owner whenever possible. Lost items are placed in the "Lost and Found" area adjacent to the Coaches' office. At the end of each nine weeks, all unclaimed items are donated to a charitable organization.

SOCIAL ACTIVITIES FOR STUDENTS

Birthdays

Birthdays are special. Parents may wish to bring a food treat after arranging with the teacher well in advance. Treats may be combined 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 entire School at Flag Ceremony assemblies. Summer birthdays are celebrated during the May Flag Ceremony.

Off-Campus Parties

Invitations to parties outside of School for Preschool and lower School students may be sent home by the School ONLY if every child in the class is invited. Otherwise, parents must mail the invitations. Following these guidelines avoids hurting the feelings of children. For Middle School students, invitations must be given to every student in the grade; otherwise, those invitations should also be mailed by parents.

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.

Try to involve as many parents as possible throughout the year. The School strongly discourages room parents from collecting money from other parents. Parents should be encouraged to contribute time, decorations, or refreshments. All parties must be on campus.

Parties

Preschool (*PS2 Exploration, PS3 Discovery, PS4 Readiness*)

Small, simple holiday parties to be determined by teachers/parents

- Halloween
- December Holiday
- Valentine's Day
- End of Year

Lower School (*Grades K – 4th*)

- Cast Party
- Halloween
- December Holiday
- Valentine's Day
- End of Year

Organizing Class Parties

Room parents 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.

Please communicate with the teacher using notes in his/her mailbox, voicemail, email, 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.

Field Trips

Room parents acquire drivers for field trips. Please be sure all drivers have a copy of Driver Guidelines for Field Trips and have provided the School with a copy of their driver's license and proof of insurance.

11. TECHNOLOGY REQUIRED USE POLICY

Children today exist within a digital learning environment. To assist students in developing skills for the future and establishing a lifelong love of learning, Southfield School provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning and improve communication within the School community and with the larger global community. The School intends that students and employees benefit from these resources while remaining within the bounds of safe, legal, and responsible use. Certain expectations exist for students and employees whether usage occurs on or off School property, and it applies to all School technological resources.

A. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

Southfield School technological resources may only be used by students, staff, and others expressly authorized by Southfield School. The use of the School's technological resources, including access to the Internet, is a privilege, not a right. Responsible use of the School's technological resources includes being ethical, respectful, academically honest, and supportive of student learning. Users are expected to be good digital citizens and abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable School policies, the Conduct and Discipline section of the School handbook, and other regulations and School rules, apply to the use of the Internet and other School technological resources. In addition, anyone who uses School computers or electronic devices or who accesses the School network or the Internet using School resources must comply with the additional defined expectations and responsibilities for use listed in Section B below. These expectations are intended to clarify conduct and to foster the ability to learn safely on the

World Wide Web. All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using the School's technological resources, students, their parents, and School volunteers must sign a statement indicating that they understand and will strictly comply with these requirements. Students failing to adhere to these requirements will result in disciplinary action, including revocation of user privileges.

B. DEFINED EXPECTATIONS AND RESPONSIBILITIES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

1. School technological resources are provided for School-related purposes only. Use of School technological resources for political purposes or for commercial gain or profit is prohibited. Student personal use of School technological resources for amusement or entertainment is also limited. Because some incidental and occasional personal use by employees is inevitable, the School permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with School business, and is not otherwise prohibited by School policy or procedure.
2. School technological resources are installed and maintained by members of the Technology Team. Students and employees must not attempt to perform any installation or maintenance without the permission of the Technology Team.
3. Under no circumstance may software purchased by the School be copied for personal use.
4. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Plagiarism of internet resources is treated in the same manner as any other incidents of plagiarism, as stated in the Conduct and Discipline section of the student handbook.
5. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other material that is considered to be harmful to minors, School peers, and/or School faculty and staff.
6. YouTube videos may only be viewed by students at Southfield School when the videos are presented by School faculty or staff. YouTube videos may not be viewed by students during the School day on their School-owned or

personal devices.

7. The use of proxies to circumvent content filtering is prohibited.
8. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
9. Users of technological resources may not send electronic communications fraudulently.
10. Users must respect the privacy of others. When using e-mail, chat rooms, blogs, or other forms of electronic communication, students must not reveal personal identifying information or information that is private or confidential. In addition, School employees must not disclose on School websites or web pages or elsewhere on the Internet any personally identifiable, private, or confidential information concerning students (including names, addresses, or pictures) without the written permission of a parent or guardian or an eligible student except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA).
11. Users may not damage computers, computer systems, electronic devices, software, computer networks, or data of any user connected to the School's technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance.
12. Users may not create or introduce games or network communications programs onto any School computer, electronic device, or network without the express permission of the Technology Team.
13. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.
14. Users are prohibited from using another individual's ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other School officials.
15. Users may not read, alter, change, block, execute, or delete files or communications belonging to another user without the owner's express prior permission.

16. If a user identifies a security problem on a technological resource, he or she must immediately notify a member of the Technology Team. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access. Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time to ensure that such use is appropriate for the student's age and the circumstances and purpose of the use.
17. Views may only be expressed on the Internet or other technological resources as representing the view of the School or part of the School only with prior approval by the Head of School or designee. This includes personal websites.
18. Without permission from the School, users may not connect any personal technology devices such as student-owned phones, laptops, wireless access points, routers, etc. to a School-owned and maintained local, wide, or metro area network.
19. Student cell phones are only to be powered on and used before the start of the School day and after the close of the School day except in the case of an emergency.
20. Those who use School-owned and maintained technologies to access the Internet at home are responsible for both the cost and configuration of such use.
21. Students who are issued a School device (iPad, Chromebook) must also make sure to keep the said device in good working order without damaging the device and/or its peripherals (charging cord, adapter) and/or losing them. Failure to do so may result in a charge to the student's parents for the repair or replacement and/or loss of device privileges.
22. Students in a 1:1 environment who take a device home are responsible for charging their device, bringing it to School, and keeping track of the device during School hours. Failure to do so may result in the following:
 - a. First offense - Any classwork requiring the Chromebook will be considered late and graded accordingly.
 - b. Second offense - Any classwork requiring the Chromebook is considered late and a conference is scheduled with the Division Director.
 - c. Third offense - Any classwork requiring the Chromebook is graded as a zero. Students are given detention.
23. Any Chromebook or iPad found unattended during School hours is given to a member of the Technology Team.

24. Students using the Chromebook during class for reasons other than classwork will have their Chromebook confiscated, kept in the Division Director's office, and returned to its owner at the end of the School day. Three violations in one semester will result in a one-hour, after-School detention.

C. DAMAGED OR LOST CHROMEBOOKS (Grades 3 through 8)

As it is the responsibility of the student to care for the Chromebook, any damage that requires professional repair creates a charge for the repair to the student's parents. Replacing broken screens on Chromebooks incurs a \$50 charge. A lost or unrepairable Chromebook results in a \$230 charge. A lost charger (including cable) is a \$20 charge. All payments are made to the Southfield School Business Office.

D. DAMAGED OR LOST iPads (Grades 1 and 2)

As it is the responsibility of the student to care for the iPad, any damage that requires professional repair results in a charge for the repair to the student's parents. A lost or unrepairable iPad results in a \$315 charge. A lost charger (including cable) results in a \$20 charge. All payments are made to the Southfield School Business Office.

E. RESTRICTED MATERIAL ON THE INTERNET

Although not 100% filterable, School personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The School is not responsible for the content accessed by students who connect to the internet via their mobile phone providers' networks (i.e., 4G, 5G, etc.). The School is not responsible for content accessed via School-owned devices when students are off-campus.

F. PARENTAL CONSENT

Before a student may independently access the Internet, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to the monitoring of the student's e-mail communication by School staff. In addition, students may require accounts in third-party systems for School-related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained, when necessary, to create and manage

such third-party accounts.

G. PRIVACY

When using technology resources provided by Southfield School, there should be no expectation of privacy by students, employees, or otherwise, as it may apply to any activity using such resources. School administrators or individuals designated by the Head of School may take steps to review any form of activity or associated files.

Under certain circumstances, the School may be required to disclose such electronic information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit against the School, in response to a public records request, or as evidence of illegal activity in a criminal investigation.

H. SECURITY/CARE OF PROPERTY

Any user identified as a security risk or having a history of problems with other systems may be denied access. Users are to follow all instructions regarding maintenance or care of the equipment. The School is responsible for any routine maintenance or standard repairs to School computers.

I. DISCLAIMER

The School makes no warranties of any kind, whether express or implied, for the service it is providing. The School is not responsible for any damage suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries, or service interruptions, whether caused by the School or the user's negligence, errors, or omissions. Use of any information obtained via the Internet is at the user's own risk. The School specifically disclaims any responsibility for the accuracy or quality of information obtained through its Internet services.

Legal References: U.S. Const. amend. I; Children's Internet Protection Act, 47 U.S.C. 254(h) (5); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 et seq.; 20 U.S.C. 6777; G.S. 115C-32

12. MISCELLANEOUS

ADMISSION PROCESS

Southfield provides a challenging educational opportunity for students from Preschool through 8th grade. Sound character, a willingness to accept responsibility for one's own actions, and a level of motivation enough 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 gender, race, color, religion, disability, or ethnic origin.

Preschool (PS2 Exploration, PS3 Discovery, and PS4 Readiness)

Exploration students must be two years old by August 1. Applicants complete an online application form and submit it along with previous School records. The child and parents are then invited to visit with the Preschool Director. The Preschool Director assesses applicants using a combination of informal and formal observations and a developmental assessment for PS4 candidates. A contract for the School year is issued upon acceptance of the applicant (pending space availability).

Lower School (Grades K - 4)

Kindergarten applicants must be five by September 1. Applicants complete an online application form and submit it along with previous School records and a teacher recommendation. Then the applicant is invited to visit the School. The grade level teacher evaluates applicants using a combination of formal and informal observations and assessments. A contract is issued upon acceptance of the applicant (pending space availability).

Middle School (Grades 5 - 8)

All applicants must complete an online application form and submit it along with previous School records and a teacher recommendation. The applicant is invited to visit the School in his or her current grade. The grade level teachers evaluate applicants using a combination of formal and informal observations and assessments. A contract is issued upon acceptance of the applicant (pending space availability).

ADVANCEMENT & DEVELOPMENT

Advancement at Southfield integrates marketing, communications, alumni programs, and development. Through combined strategies, the Advancement team secures financial support for the School through enrollment strategies and fundraising that support the School's mission.

The Advancement team works closely with the members of the Board of Trustees and Foundation Board, the Parents Association, Dads' Club, and Alumni to raise funds through events such as the Pumpkin Shine on Line, Casino Night/Auction, and the Boosterthon/Fun Run.

The proceeds from these events combined with dollars raised through the Eagles' Fund provide funds to support a portion of the School's operating budget each year.

From time to time, Southfield also raises funds for special projects that have supported additions and upgrades to the Campus. Special project campaigns, known as Capital Campaigns, raised funds for renovation of the McCord Library, and the addition of the Preschool and STEAM Buildings. Capital Campaigns generally raise funds over a period of time and gifts are fulfilled through pledges paid out over 3 – 5 years. Gifts to Capital Campaigns are given in addition to the Eagles' Fund contributions that are donated annually.

Southfield's Alumni have a spirit of loyalty to the School and maintaining a connection with Alumni is a lifelong relationship. Graduates are invited to join a variety of activities that include community service projects, social events, reunions, and other events sponsored by the Alumni Board.

GOVERNANCE

The Board of Trustees

An elected Board of Trustees governs Southfield School. Members are elected for renewable three-year terms, except for the Board and Alumni Association presidents, both of whom serve one-year terms. The Head of School serves as a non-voting member of the Board. Meetings are held monthly.

The principal duties of the Board involve the setting of School policies and the selection, evaluation, and retention of the Head of School. Standing committees meet regularly to guide and assist the Head of School in the development and implementation of School policies.

Board members are selected based on their demonstrated willingness to support the School through their commitment of time, talents, and resources. The Trustee 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 current Board of Trustee officers and 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 has been discussed with the appropriate teacher which they believe should be dealt with at a higher level. At such times, parents are advised to follow this procedure:

- Discuss the issue fully with the appropriate School Division Director or administrative staff.
- Submit the full extent of the issue in writing to the Head of School and schedule a conference at a mutually convenient time.
- Conference with the Head of School.

HARASSMENT POLICY

Southfield strongly opposes any harassment of its employees and students, including sexual harassment. Sexual harassment is a violation of laws against discrimination (state law and Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972). Sexual harassment is unacceptable and will not be tolerated.

Definition of Sexual Harassment

Consistent with federal law and School policy, sexual harassment is defined as unwelcome or unwanted conduct of a sexual nature (verbal or physical).

Sexual harassment may include, but is not limited to, the following:

- uninvited pressure for sexual activity, whether explicit or implicit
- obscene or suggestive remarks or jokes, verbal abuse, insults
- display of explicit, offensive, or demeaning materials
- comments which demean others with respect to gender

Procedure to Respond to Sexual Harassment

In all cases of perceived sexual harassment, the following steps should be taken.

- a. Let the offending person know immediately that you want the behavior to stop. Say NO firmly. If you do not feel comfortable confronting the person alone, write a letter with the assistance of an administrator.
- b. Document when and where and how you may have been sexually harassed. Include witnesses, direct quotes, actions, evidence, any written communication, and your response to the situation.

If informal, direct communication between individuals is either ineffective or impossible, or the situation is perceived to be severe and/or persistent, the following additional steps should be taken.

- a. Promptly contact one of the administrators about the situation with the knowledge that the Head of School and the other administrators who will be most responsible for dealing directly with the situation will also be notified and consulted.
- b. An investigation of a complaint of sexual harassment will be undertaken in a confidential manner to protect the privacy of the persons involved, and confidentially will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances. Every reasonable effort will be made to keep the complainant aware of the process of the investigation.

Resolution

If an administrator successfully resolves the matter in an informal manner, the administrator will file a confidential report with the Head of School to be included in a separate, confidential Equal Employment Opportunity file.

If no resolution satisfactory to both parties can be reached, the matter shall be referred to the Head of School. The matter shall also be referred to the Head of School if disciplinary action is warranted as determined by the investigating administrator(s).

Individuals found by the investigators and the Head of School to have engaged in misconduct constituting sexual harassment will be disciplined, up to and including termination, which will be determined after consultation with the School's legal counsel.

If an investigation results in finding that the complainant falsely accused another of sexual harassment, knowingly or in a malicious manner, the complainant will be subject to appropriate disciplinary action, up to and including termination.

The School will not in any way retaliate against an individual who makes a report of sexual harassment nor permits any employee to do so. Retaliation is a serious violation of this policy and should be reported immediately. Any person found to have retaliated against another individual for reporting sexual harassment will be subject to disciplinary action, up to and including termination.

LIBRARY COLLECTION & DEVELOPMENT POLICY

The School librarian is responsible for the review, evaluation, and selection of materials for the Mary Sherman McCord Library collection. The selection process may include consultation with School administrators, other teachers, students and/or parents. The goal of this library policy is to make available materials that will serve the informational, recreational, and cultural needs of all Southfield students, families, faculty, and staff.

Criteria for Selection:

- Student, parent, and teacher requests
- Appeal for children
- Parent and faculty interest
- Subject matter of current and/or traditional interest, appropriateness of subject, style, and format for the intended audience
- Relevant to present and potential informational, educational, and leisure time needs
- Attention to critics and reviewers

Materials to be duplicated, replaced, or withdrawn from the collection are evaluated by these same criteria, as well as funding, space availability, and current demand for specific materials.

Materials Challenge Policy

The Mary Sherman McCord Library at Southfield School has a responsibility to provide access to resources that reflect a wide variety of perspectives. The goal of the library materials selection process is to provide Southfield students, parents, and staff with a wide range of educational and recreational materials on all levels of difficulty, with a diversity of appeal which acknowledges many points of view. Any member of the Southfield community may formally challenge materials used in the School's library program on the basis of appropriateness. The following procedure is for considering the opinions of those persons in the School community who are not directly involved in the materials selection process.

Procedure:

- The complainant must complete and submit a *Request for the Reconsideration of Library Materials* form (available in the library) to the School.
- A committee consisting of the Head of School, Division Directors, the librarian, and a teacher reviews the complaint and makes a recommendation.
- The final authority to keep or remove library materials rests with the Head of School and librarian.
- No challenged materials are removed from the School pending a final decision, but access to the materials in question can be denied to the child (children) of the parents making the complaint, if they so desire. The complainants do not have the right to deny access to the challenged materials to all students at Southfield School during this process.
- A letter explaining the decision is sent to the complainant.

PRESCHOOL LICENSING

All Louisiana Licensing surveys/inspections, regulations, and information regarding early learning centers are available from the Department of Education's website. Parents may contact the Licensing Division should they have significant, unresolved licensing complaints. (Website: <http://www.louisianabelieves.com/early-childhood>; Phone: 877- 453-2721)

PRESCHOOL PROVISIONAL EMPLOYEES

To adhere to state licensing regulations, the following policy has been developed for Preschool. Each provisionally employed staff member is monitored by a specifically designated adult staff member for whom the center has a CCCBC-based determination of eligibility for childcare purposes.

- The center designates a monitor for each provisionally employed staff member.
- Monitors remain within close enough physical proximity of their designated provisionally employed staff member to be able to intervene at any time if intervention is needed.
- A monitor performs at least one visual observation of each designated provisionally employed staff member every 30 minutes.
- The center may designate one monitor for up to a maximum of 5 provisionally employed staff members at any given time.
- At least one monitor is always physically present in any room during naptimes when a provisionally employed staff member is present.
- The center maintains a log or other written documentation of the monitoring of provisionally employed staff members. The log identifies each provisionally employed staff member, the designated monitor for each, and the times of the visual observation.

SOUTHFIELD SUMMER CAMP

Southfield Summer Camp is in session 5 - 7 weeks during the months of June and July. It begins in June and usually runs through late July. The program is open to children entering PS4 through entering 8th grade. Current Southfield students entering PS3 are eligible to participate in a summer class especially designed for them. This class follows the same schedule as summer camp.

Campers do not have to be Southfield students to attend. An Early Bird and Late Bird program is also available at an additional fee.



1100 Southfield Road
Shreveport, Louisiana 71106
(318) 868-5375
southfield-school.org



FOR THE LATEST NEWS, FIND US ONLINE:

Facebook:

@southfieldschooleagles

Facebook (Alumni):

@southfielDALumni

Instagram:

@southfield_school

Only area private school accredited by:

