

Welcome

Dear Fairfield Bulldogs,

At Fairfield, we believe that you are the most important people in our building. Your classrooms and hallways are designed to reflect a child-centered, nurturing place. We want to ensure that you have a feeling of community and belonging at school each day. We treat each other the way we want to be treated.

We want you to be so motivated and challenged that you can hardly wait to get to school each day to see what new and wonderful experiences await you. Our goal is to create an enriched educational environment that will prepare you to be a lifelong learner.

We will be in your classrooms often to see you performing your most important job-quality schoolwork. You are always welcome to come visit with us, read to us or share a writing sample, a special project or a piece of artwork. We are delighted to be your principal, coordinator, counselor and your friend.

Principal Graham and the Administrative Team

Mission Statement

"Together we inspire one another to become lifelong learners and courageous leaders."

The mission of Fairfield Elementary Magnet is to provide instruction based on high expectations within a safe environment where all members are treated with dignity and respect.

From the PTA

The Fairfield Magnet Parent/Teacher Association is made up of parents, grandparents, students, and faculty/staff members who support the education and learning needs of all our children. This group reaches out to new families, exchanges ideas for improving the school, raises necessary funds, and plans for student-centered activities such as our Fall Carnival and Field Day. The members of Fairfield's PTA also serve on committees and volunteer weekly in the school. If you have an expertise (such as fundraising, tutoring, etc.) and wish to volunteer, please notify the office or any PTA officer. We hope that every family will join and become an active member of our school family! PTA meetings will be advertised in the weekly Tuesday Talk and on our website.

Attendance

Caddo Parish School Board has a well-defined policy on absences-excused, unexcused, and tardies. When a child returns to school following an absence, a note should be sent to the teacher stating the reason for the absence. A doctor's excuse or proof of death in the family is the only excused absences. If a student has been ill but has no doctor's excuse, a parental note will allow make-up work, but will not excuse the absence. All excuses should be submitted no more than five days after the absence. A student in elementary school must attend a minimum of 156 days per year in order to receive credit for the school year. Those who do not meet the 156-day minimum due to unexcused absences will be retained in the same grade.

Tardies

The first bell rings at 7:40 am. All parents and students should understand the importance of punctuality. Students arriving after 7:50 am will be considered tardy and will need to report to the office. (Written excuses from a medical doctor, dentist or the late arrival of a bus are the only "excused" tardies. As required by the Caddo Parish Discipline Policy unexcused tardiness to school will result in the following consequences:

- (1) Parent check in with student and a verbal warning
- (2) Same as 1
- (3) Parent check in and standard tardy letter
- (4) Parent check-in and an administrative conference
- (5) Same as number 4
- (6) Parent check in and one day of recess detention
- (7) Parent check-in and two days of recess detention
- (8) Parent check in and one day of ISS
- (9) Parent check in and two days of ISS
- (10) Student is placed in ISS pending a CPPS hearing

School Day

7:20-7:40	Breakfast is served
7:40	First Bell rings and Instruction Begins
7:55	A child is tardy after 7:50 am
3:15	School is dismissed
3:30	All students must be picked up by this time

Students should not be brought to school before 7:20 a.m. or left at school after 3:30 p.m.

There will be no one to supervise them before/after these times. A student who is to go home in a manner different from his/her normal routine must bring a note. Otherwise, he/she will be required to go home as usual. In the event of an emergency change in afternoon transportation, please call the school office before 2:00. We will not interrupt instruction to give a child a message or ask a teacher for homework except once a day at 3:00. No child will be permitted to ride the bus home with a friend without a note from the parent. Children who want to go home with friends must make those arrangements in advance. We cannot allow them to call home for permission.

Students may not check out early on a regular basis. The end of the day is critical to making sure children get homework assignments and notes. We cannot arrange check out times so parents can get to work or for extra curricular activities. This puts the child at a disadvantage in our program. **No checkouts after 2:30.**

We understand that occasionally something may cause you to be late in picking up your child, but continued late pickup is an imposition to the staff and is interpreted as a failure to follow school rules and guidelines.

Classroom Observations

Scheduled ahead of time with the teacher for no more than 30 minutes.

School Visitors

Parents are an important part of our school and are encouraged to visit school frequently and actively participate in your child's education. **According to Caddo Parish Policy and for the protection of the students, all non-students are to report to the office upon entering the building.** Do not go to a classroom without signing in at the office. Have the office check with the teacher if it's okay for you to go to the classroom, please wear the required visitor's tag. In most cases, it would be better for everyone if you call ahead and schedule a conference. Teachers cannot meet with parents during their teaching time. This is not fair to the teachers or the students. If there is an emergency, please ask to see the counselor, coordinator, or principal.

Closings of Schools/Inclement Weather

When school is closed due to inclement weather, parents need to listen to local radio and television stations for information. If we are forced to close school during the school day, information will be transmitted over local radio and TV stations and Caddo's JCALL system. Students will be sent home their normal way. A delayed opening means that students arrive at school at 10:00 a.m. Buses will run their normal routes, two hours later than their usual times.

Field Trips & Permission Forms

All children are required to bring a signed permission slip form for each field trip. **Permission over the phone cannot be accepted.** Notes from parents will not be accepted. Please remember to download a permission slip from our website if your child forgets to bring one home. Parents are always welcome to accompany their children on field trips. Please let your child's classroom teacher know you are coming. Students are required to ride the bus to and from field trip site. Also, remember that no siblings or other children may attend a field trip with the class. Parents are needed to chaperone Fairfield's students.

NOTE: No check-outs during field trips.

Fees

Each fall at the beginning of the year we collect a classroom fee. The fees provide support to several areas of enrichment such as art, music, PE, and etc. They are also used for consumable student workbooks, classroom supplies, and special projects. Additional fees will be required for Gateway, Strings/Orchestra, etc. **Paying these fees is a part of the magnet contract.**

School Supplies

Before school is dismissed in the spring, you will receive a list of required school supplies. These supplies must be provided by parents for use throughout the year. The teachers may also ask for assistance in purchasing snacks for students and other materials used in the classrooms.

Birthdays & Invitations

With the teacher's permission, small treats may be brought at the end of the day to celebrate a student's birthday. NO birthday invitations are to be passed out at school unless every child in the class is being invited. **NO BALLONS, FLOWERS, COOKIE BASKETS, and etc. will be delivered to individual children in the classrooms.** This is disruptive to the learning process and can cause hurt feelings. These deliveries will need to be picked up in the office at the end of the day. Balloons won't be allowed on buses!

Cafeteria Service

Students are encouraged to eat our school breakfast and lunches. They are economical, well balanced, and nourishing. Breakfast is served from 7:30-7:55 a.m. Lunch is served according to individual class schedules.

Prices:	Full	Reduced	Adult
*Breakfast	\$1.00	\$.30	\$1.50
* Lunch	\$1.75	\$.40	\$4.15

*Price Subject to Change

Extra milk or juice/water \$.50 for everyone

Free lunch applications are available and must be filled out each year. The Fairfield cafeteria has a computerized prepayment plan. Students may pay in advance by the week, month, or any length of time. Prepayment envelopes are sent home with a place to designate what the enclosed amount is used for (lunch, breakfast, juice or extra milk). **No personal checks will be accepted, cash or money orders only.** These envelopes are usually returned on Monday but will be taken on other days. Money is carried over if a student is absent and to the next school year. No refunds can be made. This program is very effective, and we encourage you to participate in the advance payment program. If a child does not have lunch money the school lends on a limited basis and pay back must come to the office. Putting money online does not pay the office back. Money can be applied to your child's account through mylunchmoney.com.

Cafeteria Guidelines

Students must observe these rules in the cafeteria:

Wait in line quietly; do not push or attempt to break in line.

Every child must have a lunch, either from home or the cafeteria.

Food must be eaten while at the table. It may not be taken from the cafeteria.

Food is not traded or shared.

Use a quiet inside voice when talking to your neighbor.

Clean tables of food, napkins, and etc. when finished eating. Remember, others will use the table after you.

Leave lunchroom quietly with your class.

No carbonated beverages (Cokes, etc.) may be brought in a student's lunch.

Food from fast food restaurants is not allowed in the cafeteria for breakfast or lunch for a student or a parent.

Homework Policy

Students will not be allowed back into classrooms after school to retrieve forgotten assignments or books.

Homework is a way of improving study habits and reinforcing skills. The amount and type of homework is planned according to the student's grade level. Please check with your child's teacher for individual homework policies. Our homework goals and/or objectives include the following:

To train pupils in good work habits.

To help children budget time and stimulate effort.

To enrich and extend school experiences.

To bring pupils into contact with out-of-school learning resources.

To afford opportunities for increasing self-direction.

To practice skills learned in class.

Parents are urged to arrange a quiet, comfortable place, with ample space and sufficient light for the child's work.

Approximate Homework Time Schedule:

Grades 1 and 2.....45 minutes

Grades 3, 4, and 5.....60 minutes

All students work at different rates, and some children will take longer to complete the required work. If homework exceeds the times listed above on a consistent basis, please contact your child's teacher. For any homework policy to be effective, the parents must cooperate with the teacher in seeing that the work is completed and returned to the teacher. Homework should

be the child's responsibility and not the parent's; however, the parents may help give instructions, make needed suggestions, and check to see if it is complete.

Make-Up Work

When a student has been absent, he/she should ask teachers for detailed assignments covering the work missed immediately upon his/her return to school. A child missing one or two days will be allowed to complete missed assignments upon return to school. A phone call to the office will not be necessary for the short duration, and assignments will not be available until the child returns. In cases of more than two day's length, a parent may request assignments through the office before 10:00 am, and they may be picked up after 2:30 pm, unless other arrangements are made with the teacher.

Reporting to Parents

Report cards go home every nine weeks. Parents will receive a progress report at least once in the middle of each nine weeks. In grades 1-5 parents will receive papers weekly or bi-weekly on Tuesday in the Bulldog folder along with a conduct grade. These papers are to be returned to the teacher in the folder on Wednesday. The conduct sheet is to be signed weekly, letting the teacher know that you have seen the papers and are aware of the conduct grade.

Fairfield Magnet Grading Scale

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

Philosophy of Discipline

Every pupil is entitled to an education in an orderly, healthy atmosphere, and to structured, fair treatment in all matters pertaining to school life. Every child shall comply with all rules and regulations having to do with student behavior of both the state and the Caddo Parish School Board. Students attending Fairfield Elementary Magnet are expected to follow the behavior guidelines and uniform codes established by Fairfield. It is our school policy first to contact parents in all matters pertaining to the inappropriate behavior of students. A complete Caddo Parish Discipline Policy is available in the school office and is provided to each family at the beginning of each school year.

Classroom and Campus Rules

In order to provide a safe, orderly learning environment for each student, procedures, and rules of conduct must be established and adhered to. Every student is expected to abide by the rules of conduct outlined by the Caddo Parish School Board and the administration and faculty of Fairfield Elementary Magnet. The following behaviors are unacceptable and will not be tolerated:

1. Initiating, instigating or participating in a fight or bullying.
2. Obscene, profane, abusive, violent, satanic, cult, gang related, or drug, including tobacco or alcohol, related language, including writings and hand signs or pictures are prohibited.
3. Possessing or using controlled substances, alcohol, matches or lighters on any school campus, school bus, or at any school-sponsored event.
4. Defacing, stealing or destroying school or personal property. This includes marking, tearing, or damaging textbooks, furniture, walls, windows, buses, etc.
5. Striking or threatening a teacher or any other school personnel.
6. Harassment in any form, bullying, hazing or threatening to do bodily harm to another student.
7. Tardiness
8. Willful disobedience, disrespecting or defying school personnel (aides, teachers, administrators, bus drivers, custodial or cafeteria staff, etc.) or refusing to comply with any reasonable request of any teacher or any other school personnel while they are performing their official responsibilities.
9. Failing to carry home or return progress reports, report cards, notes, behavior forms, etc.
10. Dishonesty, cheating, forging notes and falsifying information.
11. Possessing weapons or imitation weapons or using any tool or instrument to threaten or to do bodily harm.
12. **Bringing toys, purses, magazines, video games, any idevices, cell phones or playground equipment from home, unless preapproved and needed for school is prohibited. If these items are taken up, parents must pick them up in the office.**
13. Loitering on any school campus or school bus stop while under suspension or during truancy.
14. Leaving class and/or school campus without permission.
15. Violating the parish/school dress code or Fairfield uniform policy.
16. Engaging in mutual disolvays of affection.

17. Participating in gambling.
18. Chewing gum or eating candy, unless sanctioned by a teacher.
19. Violating any publicized rule approved by the superintendent that is unique to the individual school provided the school rule is not in conflict with the policies of the school board and the laws of the State of Louisiana.
20. **FALSE THREATS or ALARMS, ACCUSATIONS CONCERNING BOMBS OR GUNS, OR THREATS OF VIOLENCE AGAINST ANOTHER STUDENT OR TEACHER, EVEN IN JEST, WILL BE DEALT WITH SEVERELY.**

Pick up and Drop off Information

Buses have priority during the morning/afternoon times. To ensure everyone is safe, please comply with the following:

- Do not let your children out on Fairfield or Montrose Streets. There will be no one to supervise students in these locations. Use the bus loop to deliver and pick up children.
- Do not park your car and walk your child to class or walk to pick them up in the afternoon. Use the bus loop. This will assist children in becoming independent and will also free up the traffic areas.
- Do not park on Montrose. There are no shoulders, and this makes the street impassable.
- Do not park at the businesses that surround Fairfield.
- Do not park or block the bus loop between 2:30 and 3:30 (or until carpool pick up is over).
- Use the car pool signs in the windows to help duty teachers identify the riders.
- Students are to walk through the main building to go to their classrooms.

Medicine

Caddo Parish School Board policy regarding the giving of medicine during the school day states that any child who has to take medicine during school hours must have on file in the school's office a Medical form signed by both parent and doctor. This form is available in the school's office and must be used. (A simple doctor's note is not sufficient.) Please do not ask us to give medicine of any kind without following this policy. **Children cannot bring supplies of medicine to school to carry around with them.** This includes over-the-counter medicine as well as that dispensed by a doctor.

Fairfield Elementary Magnet Uniform Policy

Parents, you may purchase uniforms at the store of your choice, but **they must comply with our policy**. Please examine items at Shreveport Gymnastics, Sports World, JCPenny, Sears, or Wal-Mart before you purchase anywhere else. Lands' End also offers many of our uniform items. Our preferred school # is 9000-9743-7 and our logo number is 0459450K. The French Toast brand also carries our plaid.

Tops:

- White oxford button-down shirts (short or long sleeve)
- White or navy polo-style knit shirts (short or long sleeve)
- Navy or white turtleneck- plain or ribbed to be worn under a uniform shirt
- Girls may wear white midy blouses with plaid ties
- White blouses with Peter Pan collars for girls
- Any exposed "undershirts" must be solid navy or white

Bottoms:

Khaki pants, capris, jumpers, shorts, or skorts, uniform style only. Belts must be worn if the clothing has belt loops. Belt loops are not to be removed or cut from clothing. No part of the belt may be left hanging. Only kindergarten students are **not** required to wear belts. The belt color needs to be brown or navy.

- Pants and shorts must be the "**slack**" uniform-style, worn at the waist (no low riders), no cargo pants/shorts, Dickies work clothes, overalls, jean-style pants, skinny jeans, or beige denim
- The length must follow the Caddo Parish policy
- Only medium to dark shades of khaki will be acceptable; **light sand or off-white will not be permitted**
- Approved blue plaid (**#134-57**) pleated skirts or skorts for girls. This plaid can be found at Sports World and Shreveport Gymnastics.

Coats and Outer Wear:

Coats maybe any color, they are removed and placed in the locker when students enter the classroom and may be worn at recess only.

- Sweaters and sweatshirts to be worn in the building must be solid navy and may not have any logos except Fairfield's. **A uniform shirt must be worn under sweatshirts and sweaters.**
- Label all outer wear so that lost clothing may be returned

Ideally, students wear tennis shoes that are laced or fastened at all times. These are the safest and most appropriate shoes for PE, running at recess, and navigating our stairs.

- Leather shoes need to have flat heels, backs, and rubber soles
- No pointed toed cowboy boots, sandals, crocs, or flip flops
- All shoes must have backs and worn with socks
- **Socks and tights must coordinate with the uniform: solid-navy, white, tan**
- **Leggings must coordinate with the uniform and the bottom of the legging must be covered by a sock**

Fairfield Spirit Days

Fridays will be Fairfield Spirit Days. All students may wear a Fairfield spirit t-shirt or a sport team shirt with Fairfield on it along with uniform bottoms to help celebrate and enhance school spirit.

Student Dress Code

Students and their clothing should be neat, clean and well-groomed and must meet the following guidelines as outlined by the Caddo Parish School Board.

1. Shoes must be worn at all times. No “flip-flops”, toe shoes, crocs, platform shoes, or cleats; shoes must have a back strap. This is a safety concern. **Socks are required with all shoes.**
2. Sunglasses, large hoop earrings, wallet chains, hair rollers, fake fingernails, and tattoos are prohibited.
3. Only middy blouses designed to be worn outside skirts shall be worn in that manner, everything else must be tucked in. Belts are required for grades 1-5 if clothing with belt loops is worn.
4. Headbands, barrettes, bows, etc. need to coordinate from the uniform and not distract the learning environment.
5. Pants, shorts, skorts or skirts must be worn at the waist. No “sagging” is permitted. No clothing may be worn shorter than 4 inches above the knees.
6. No torn clothing or cargo pants may be worn.
7. Label all possessions (including clothing) so that lost items may be returned. The school is not responsible for lost or damaged items.

Telephone Use

Students may use the phone on the office counter only after presenting a note from a teacher and gaining the permission of the office personnel. It is not our school policy to call children to the phone during school hours. Please attend to all family business before students arrive at school. Messages are often disruptive to classroom climate. Children who stay after school for extra-curricular activities need to have plans completed ahead of time so that they do not have to come back inside the buildings to use the phone. **Students may not come to the office to call to go home with another student, to obtain permission to go on a field trip, or ask for parents to bring pizza money.**

Magnet Student/Parent Contract

Parents are required to sign contracts for students entering Fairfield. A new contract must be signed yearly for each student. The contract contains the following points of agreement:

Parental Involvement

The parent/guardian will:

- serve as a role model by following all school rules and regulations.
- support the teacher’s efforts in the classroom by modeling a positive attitude toward school and respect for school personnel.
- make every effort to pay requested fees, and provide supplies and materials.
- attend scheduled academic and behavioral conferences.
- show support by attending school functions and taking part in the parent-teacher organization.

Behavior Expectations

The student will:

- practice self-control and assume responsibility for own behavior so that maximum learning can occur.
- obey rules and regulations as set forth in the school Student-Parent Handbook.
- respect authority and behave courteously toward teachers, other school personnel, and peers.
- work and play with peers in a productive, cooperative way.
- respect school property and the rights of others.

Academic Expectations

The student will:

- be attentive and actively participate in the instructions being given.
- work independently.
- complete assignments, using time and materials wisely.
- complete home learning assignments and return them to school the next day.

The student must:

- meet Caddo Parish School Board Policy for unexcused absences/tardies.
- have minimal check-ins and check-outs so that maximum learning can occur.

Contract Renewal

The following criteria will be reviewed prior to a student's contract renewal:

- acceptable behavior (student may not have more than 2 conduct grades below a C).
- final grades of "A", "B", or "C" in all courses.
- a score of 66% or above on Kindergarten End of the Year tests.
- 94% attendance.

Admission Policy

Application forms are available at the school beginning the month of October. Applications are for the following school year only. **It is necessary for siblings to complete an application form.** All students are tested, and test scores are ranked. Siblings, if they qualify, are given priority. **NO CHILD MAY BE TESTED FOR A GRADE IN WHICH HE/SHE IS CURRENTLY ENROLLED.**

Dismissal Guidelines

Fairfield is a magnet school with established criteria for admittance. These are standards each child must meet to attend our school. We try our best to ensure that each child is successful and meets these standards. Occasionally a child has difficulty with behavior or academic progress, and it becomes necessary to not only provide assistance but to ensure that these students and their parents are aware of the seriousness of the situation. The following guidelines will be in effect to assist students. We feel it is important that all parents are notified in writing of the school's expectations.

1. The first D or F on the report card in conduct, reading, or math will result in the student being placed on academic/behavioral probation. Parents will be notified in writing.
2. Two or more D's or F's on the report card in any subjects during one nine week reporting will result in a student being placed on academic/behavioral probation.
3. If after being placed on academic/behavioral probation*, a student continues to experience difficulties, the student will be dismissed at the end of the school year. A second D/F in conduct, reading, or math will result in dismissal from school.

* Academic/behavioral probation means that parents are notified that the student is having difficulty and that academics/behavior will be monitored for the remainder of the year. If improvement is not made, the student is dismissed from Fairfield.

In-School Suspension

In keeping with its commitment to help students acquire an education in an orderly and healthy teaching-learning environment, our school will participate in the In-School Suspension program (ISS). This program is designed to help students who have difficulty adjusting to school rules and regulations. Students are assigned to the ISS Room for:

- classroom disturbance
- disrespect for authority
- fighting
- refusal to comply with a reasonable request
- and various other offenses where a time-out is justified

This will enable them to continue their education in an alternative classroom within the school setting. Recess detention provides an alternative for ISS for minor infractions of school rules. Parents are always notified when their child is sent to ISS.

Security

Caddo Parish provides each school with a security coordinator to oversee the security of the school building. All visitors must sign in and out in the office and wear a visitor's tag. The side doors are closed each day at 7:50 a.m. and we ask that anyone entering the building use the front entrance. **NO CHILD CAN LEAVE THE BUILDING WITHOUT ADULT SUPERVISION and MUST BE CHECKED OUT THROUGH THE OFFICE.**

Caddo Parish Public Schools 2016–2017 School Calendar

August 8-10	New Teacher Inservice
August 11-12	All Teachers-Professional Development Days
August 15	All Students Report/ 1st Reporting Period Begins

September 5	Labor Day (Schools Closed)
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October 13	1 st Reporting Period Ends (43Days)
October 14	All Teachers-Professional Development Day
October 17	2 nd Reporting Period Begins

November 7-8	Fall Break (School Closed)
November 23-27	Thanksgiving Holiday (Schools Closed)

December 15-16 and 19-20	Semester Exams
December 20	2 nd Reporting Period Ends (40 Days)
December 21-January 6	Christmas Holiday (Schools Closed)

End of Fall Semester (83 Days)

January 9	Students Return to School
January 9	3rd Reporting Period Begins
January 16	Martin Luther King Jr. Holiday (Schools Closed)
January 17	Professional Development Day (Schools Closed)

February 20	Presidents' Day Holiday (Schools Closed)
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March 9	3 rd Reporting Period Ends (41 Days)
March 10	All Teachers-Professional Development Day
March 11	4 th Reporting Period Begins
March 27-31	Spring Break (Schools Closed)

April 14-17	Easter Holiday
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May 1-4	Senior Final Exams
May 5	Senior Last Day
May 15-18	Final Exams
May 19	Last Day for Students and Teachers
	4 th Reporting Period Ends (43 Days)

End of Spring Semester (84 Days)

Senior Graduations – May 9-13, 2017
Summer Graduation –TBA
Student Days –167
Teacher Days –172

PD and Teacher Work Days
August 8-10, 2016 New Teacher Inservice
August 11-12, 2016
January 17, 2017
March 10, 2017

Grading Periods
1st August 15 - October 13
2nd October 17- December 20

3rd January 9– March 9
4th March 13 – May 19