

Fairfield Elementary Magnet

**2020-2021
Student Handbook**



6215 Fairfield Ave, Shreveport, LA 71106

(318) 868-9826

Welcome

Dear Fairfield Bulldogs,

At Fairfield, we believe that students 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.

Our school goals for the year are:

- Increase Academic Achievement
- Improve School Pride and Spirit
- Broaden Parent and Community Involvement



We will be in your classrooms often to see your hard work and effort as it relates to academic progress and achievement. You are 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.

Ronald P. Morris

Principal Morris and the Administrative Team

Mission Statement

“Together we inspire one another to become global learners and kind, courageous leaders”

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 Policy

Caddo Parish School Board has a clear 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 physician’s statement must be submitted if a child is under the care of a doctor. If a student has been ill but has no doctor’s excuse, a parental note will allow make-up work. All excuses should be submitted no less than three days after the absence.

A doctor’s note is required for all absences after the 10th in one school year.

A student in elementary school must attend a minimum of 160 days per year to receive credit for the school year. Those who have more than 20 unexcused absences will be retained in the same grade. Students at Fairfield have the additional requirement of having 90% or better attendance. J-Campus automatically notifies the Attendance Supervisor for Caddo Parish Public Schools who is required by law to file truancy documentation with the court.

Students may not check out early on a regular basis. In order to facilitate preparing students for dismissal students cannot be checked out from 2:15-2:50 pm except to go to a doctor’s appointment.

The Louisiana State Department of Education states students may be excused from school without penalty for these reasons only:

- Illness of self with a doctor's excuse
- Death in the family
- Established religious holidays
- School business (Ex. Science Fair)

Tip for Parents: Always write a note and submit it to the school within 3 days of absence. Include on the note the student's name, date(s) absent, reason for absence, and parent signature.



Tardies

The first bell rings at 7:20 am. All parents and students should understand the importance of punctuality. Students arriving after 7:25 am will be considered tardy and will need to report to the office. (Written excused 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/call
5. Same as 4 with letter from administrative team
6. Parent check-in and one day recess detention
7. Parent check-in and two days 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

7:05 - 7:20 am	Breakfast-in-the-Classroom is served - Student Arrival Time
7:20 am	First Bell rings and instruction begins
7:25 am	Tardy bell rings
2:40	Bus, Daycare, Fast Pass and YEP dismissal
2:50 pm	School is dismissed

Students should not be brought to school before 7:05 am or left at school after 3:10 pm

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 at 868-9826.

We will not interrupt instruction to give a child a message or ask a teacher for homework except once a day at 2:30.

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 2:15.**

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. Frequent late pick up is an indication that attending a non-neighborhood school is difficult and will result in removal from Fairfield for the next school year.

Classroom Observations

Scheduled ahead of time with the teacher for no more than 30 minutes. The purpose of the class observation has to be clearly defined before coming to school. Pictures and videos of the class are not permitted.

School Visitors

Please note that during COVID-19 campus visitors are prohibited from entering the building during the school day. This policy will change after Caddo Parish Public Schools updates requirements under COVID Phase IV,

Parents are an important part of our school and are encouraged to visit 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.

On average, parents who come to school to eat with their son/daughter come once per 9-week grading period. Parents who frequently visit during lunch time may be asked to volunteer to watch a group of students.



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 am. Buses will run their normal routes, two hours later than their usual times.

Best practice will be to download the Fairfield App. As soon as the district makes any public announcement we will forward it on the Fairfield App.

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 child/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.**

Students attending the field trip will wear their grade-level grade specific t-shirt on the field trip. Having a specific color shirt helps teachers and chaperones easily identify Fairfield students and is a best practice for students safety on 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 used for consumable student workbooks, classroom supplies, and special projects. Additional fees will be required for Gateway, Strings/Orchestra, etc. **Paying these fees is part of the magnet contract** and is allowed by Caddo Parish Public Schools Board Policy.

As we work in the upcoming school year, the campus administration will try to streamline fees for students.

Students participating in both the traditional and virtual setting are expected to pay classroom fees in a timely manner.

School Supplies

Before school is dismissed in the Spring, you will receive a list of required school supplies. Some supplies such as pencils, crayons, paper, etc. may need to be replenished throughout the year.

For some grade levels, teachers may also ask for assistance in purchasing snacks for classrooms with early or late lunch times.

Birthdays & Invitations

With the teacher's permission, small treats may be brought at the end of the day to celebrate a student's birthday. During COVID, all treats must be individually prepared and wrapped.

Birthday invitations for after-school or private parties can be passed out at school if every child in the class is being invited.

BALLOONS, FLOWERS, COOKIE BASKETS, and etc. cannot be delivered to individual children in the classrooms. Students with deliveries will be called down at the end of the day to pick up the items. Caddo Parish Public Schools does not allow balloons on school buses.

Cafeteria Service

Students are encouraged to eat our school breakfast and lunches. They are economical, well-balanced, and nourishing. Breakfast is served in the classroom from 7:05-7:20 am. Lunch is served according to individual class schedules.

Due to a multi-year grant, there is no fee for students to eat in the cafeteria during the 2020-2021 school year.

Public School Cafeterias must follow non-competitive agreements meaning that parents can bring outside food/meals for their children, but they cannot bring lunches for a small group of students or even an entire class. For example, a parent cannot buy 5 pizzas and bring them to the cafeteria to hand out to a class or pick up an extra happy meal for their child to share with a friend.



Homework Policy

Homework is a way of improving study habits and reinforcing skills. The amount and type of homework are planned according to the student's grade level. Teachers will provide guidance for how homework assignments will be administered in their classroom.

Homework goals and/or objectives include the following:

- To train students in good work habits
- To enrich and extend school experiences
- To afford opportunities for increasing self-direction
- To help children budget time and stimulate effort
- To bring students into contact with out-of-school learning resources
- To practice skills learned in class

Homework best practices includes arranging a quiet, comfortable place, with ample space and sufficient light for the child's work.

Length of homework assignments should not exceed:

Grades 3, 4, and 5.....30, 40, or 50 minutes per day respectively
Grades Kinder-2nd.....Less than 20 minutes per night used to
reinforce daily learning activities

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 is the child's responsibility; however, parents may point out principles involved, help give instruction, make needed suggestions, and check to see if homework is complete.

Make-Up Work

When a student has an excused absence (brings a note or doctor's excuse within 3 days of the absence), he/she should ask teachers for missed assignments immediately upon his/her return to school.

Students missing one or two days will be allowed to complete missed assignments upon return to school.

Contact the campus if your child will be absent more than two days.

For extended absences notify the campus and teacher. Assignments may be given electronically or prepared by teachers for pick-up.

Students who go on vacation during academic days will not be allowed to make-up work. Going on vacation is not an excused absence. Contact the campus principal in advance of the vacation to develop an action plan.

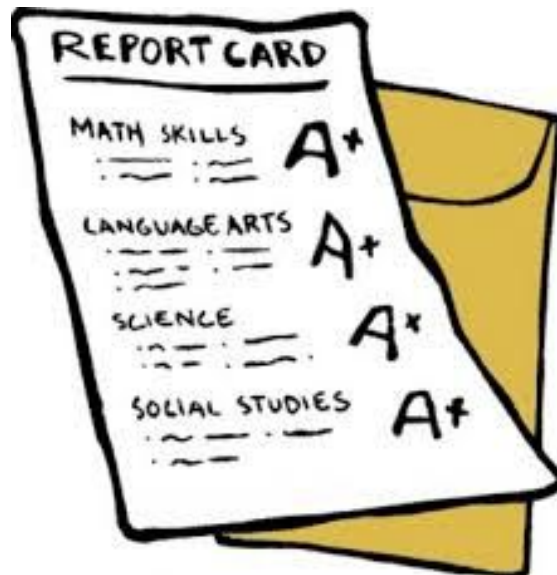
Reporting to Parents

Report cards go home every nine weeks. Parents will receive a progress report at least once in the middle of each nine weeks. Samples of student's work will be sent home on a regular basis. Additionally, teachers will keep copies of tests and samples of student work in a student's portfolio that will track progress throughout the school year. Unless requested, parents may keep graded papers that are returned to students.

By the fifth week of each nine-week grading period, parents and students will be notified in writing of grade averages below the grade of D. Students with excessive low grades will be given additional content instruction during the school day.

Caddo Parish Public School / Fairfield Magnet Grading Scale

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



Philosophy of Discipline

We believe that by implementing positive behavior supports that our campus will foster a student-centered school environment. This will result in more productive students and happier teachers.

Moreover, our use of Positive Behavior Interventions and Supports (PBIS) decreases office discipline referrals, increases instructional time, and improves student learning, success, and achievement.

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 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, culty, 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 displays 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.**



Learning Knows No Bounds

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 child/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 2:15 and 3:15 (or until carpool pick up is over).
- Use the carpool 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 the 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 the doctor.



Fairfield Elementary Magnet Uniform Policy

Parents, you may purchase uniforms at the store of your choice, but **they must comply with our policy**. You can find a complete listing of our uniform policy in the [Student & Parent Handbook](#).

The Caddo Parish Public School Dress Code supersedes all campus-based decisions and should serve as a guide when selecting and/or wearing uniforms and free-dress on campus.

Shreveport Gymnastics, Sports World, Land's End and French Toast carry our plaid (School Number: 900097437- Plaid #: 134-57).

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 middy blouses with plaid ties
- White blouses with Peter Pan collars for girls
- Any exposed "undershirts" must be solid navy or white
- Shirts should be tucked in

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 must be the uniform- style slacks, 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 may be 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, white, or a shade of blue that looks uniform in nature. Sweaters, sweatshirts, and light jackets may

not have any logos except Fairfield's. A tucked in uniform shirt must be worn under sweatshirts and sweaters.

- Hoods from hoodies should not be worn on campus including outside, in the cafeteria, hallways, or classrooms.

Shoes and Socks:

- 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 traversing our stairs.
- Leather shoes need to have flat heels, backs, and rubber soles
- No pointed toed cowboy boots
- All shoes must have backs, no slides, mules, or flip flops
- Socks and tights must coordinate with the uniform, and the bottom of the legging must be covered by a sock. No bare skin.

Spirit Days

Every Friday will be considered Spirit Day. All students may wear a Fairfield t-shirt with khaki uniform bottoms. Blue jeans are not permitted. Acceptable shirts include: navy bulldog shirts, navy tie-dye bulldog shirts. Fairfield field day shirts, and any other top that was designed specifically for Fairfield Elementary Magnet.

Uniform Reminder

Students wearing the Fairfield uniform represent our school while on campus as well as off campus. Our goal is to improve school pride and spirit which includes times when students are wearing their uniform in the community. Students exhibiting school pride and spirit will represent Fairfield in a positive manner.

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 test 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 best practice 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 or obtain permission to go on a field trip.



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 subject 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 academic/behavior will be monitored for the remainder of the year. If improvement is not made, the student is dismissed from Fairfield.

Lost and Found

Please clearly display your child's name on backpacks, lunch boxes, jackets, etc. Students are responsible for keeping up with their belongings. Teachers will assist with items left in classrooms rather than send items directly to the lost and found.

Before major holidays and the end of the year, the office/custodial staff will look at all lost and found items double checking for student names. Identified items will be returned to students. The custodial staff will place all unidentified items in the hall and for classes/students to look at. Items not picked up will be donated to a local charity

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 (low level only)
- Refusal to comply with 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 or school resource officer 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 7:25 am 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.

COVID-19 has temporarily closed the campus for non-essential visitors during the school day. If you need to set a meeting with a teacher or administrator, please arrange the meet to start at 3:00 pm or later. Because we welcome visitors and parents on campus, following this directive will change the openness of our campus, but we understand that this is a necessary step to help ensure the safety of students and staff.

