



Welcome to Fairfield Middle School 2026-2027

Check out our school story on one of our social media platforms:



Fairfield Middle School

5121 Nine Mile Road, Henrico, VA 23223
Phone (804) 328-4020 | Fax (804) 328-4028

ADMINISTRATIVE STAFF

Ms. Gena Jones.....	Principal
Mrs. Karyn Jackson (7th grade admin).....	Associate Principal
Mr. Mahdi Dublin (7th grade admin).....	Associate Principal
Mr. Hannibal Tuck (8th grade admin)	Assistant Principal
Mrs. Pamela Parker (6th grade admin)	Assistant Principal
Mrs. Linda Henderson-Wagstaff.....	Coordinator of Assessment & Remediation
Ms. Tee McQuinn.....	Administrative Aide
Mr. Sherwood Clement.....	Administrative Aide
Ms. Jermica Hicks Thomas.....	Administrative Aide
Ms. Lachelle Roberts.....	Administrative Aide
Mr. Ahmir Lawson.....	Administrative Aide
Ms. Latisha Days	Athletic Director
Mr. Leland Hampton.....	Asst. Athletic Director
Mr. Evan Myers.....	Safety Coordinator
Mrs. Tiffany Morgan.....	Director of Counseling
Ms. Jade Payne.....	Student Support Interventionist
Ms. Kashira Turner.....	IB Coordinator

SCHOOL COUNSELING

Tiffany Morgan	Director
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Lindsay Holtz.....	6th Grade Counselor
Rashawn Smith-Bolar.....	7th Grade Counselor
JaVon Jones.....	8th Grade Counselor
Dana Gaines.....	School Registrar

A copy of the Policies and Regulations Manual of Henrico County Public Schools is available to students, employees, and the public on the HCPS website, www.henricoschools.us. Any person unable to access the online policy may request a copy of a specific policy by contacting the Policy and Constituency Services Specialist at (804) 652-3714.

BELL SCHEDULE

ATTENDANCE (Ms. Alexis Jones, Attendance Secretary)

TARDIES: If a student arrives after 8:35am, he/she is considered tardy to school, and the cumulative attendance record will reflect this information. Students must check in at the main office upon their arrival to school to obtain a tardy pass to class. Tardies are excused under the following circumstances:

- Court appointment
- Illness of the student
- Medical appointment

A note or phone call from a parent and/or a note from a doctor/dentist will be required to verify the above.

EARLY DISMISSALS: The student will be called to the office as soon as the parent arrives in the main office. All adults will be required to show a picture ID and their name must be listed in Powerschool in order to pick up a student from school. **Students will not be dismissed after 2:45pm.**

Students will not be allowed to make arrangements to change transportation after arriving at school without written authorization from a parent. Changes in transportation are not accepted over the phone. HCPS policy requires a parent signature on all transportation changes.

****No bus changes are permitted on half days.**

ABSENCES: If a student is absent from school, a parent should call the school at (804) 328-4020 by 9:00am to report the absence.

If a student will be absent for a reason other than what is considered excused in the *Code of Conduct*, a parent must submit a request in writing, including a parent signature, to the principal prior to the date of absence to be considered excused. In accordance with HCPS, parents may request a maximum of 10 excused days.

Acceptable excuses include the following:

1. Illness of student
2. Serious illness in family which necessitates absence of student

3. Death in family
4. Special and recognized religious holidays
5. Other reasons approved by principal

ARRIVING EARLY AND STAYING LATE

Students should not arrive at school before 8:00am or remain after 4:00pm unless they are a part of a sponsored school program, ex. athletics, tutoring or club meeting. This protocol supports staff responsibilities during these times and is in accordance with Henrico County Public School policy. Parents dropping off students in the morning should follow the posted signs and pull up to the front of the school allowing several cars to unload students simultaneously. During this time, students should be ready to unload quickly.

After 8:00 am, students are permitted to use this time to get breakfast. When the 8:30am warning bell rings, ALL STUDENTS should report to their 1st/5th block class. All food and drinks should be finished and trash placed in the proper receptacles. Students arriving after 8:35am will be considered tardy and should check in at the main office to receive a tardy pass. (All students should be in breakfast or their assigned 1st/5th block class

VISITORS

ALL VISITORS must report to the main office. Visitors must ring the buzzer and wait to be admitted into the main office for further assistance. At no time should anyone enter campus prior to reporting to the main office. A picture ID will be required of all persons entering the school per HCPS Policy. FOR SECURITY PURPOSES, ALL VISITORS MUST WEAR A FMS VISITORS BADGE AT ALL TIMES WHEN THEY ARE ON CAMPUS. Visitors must sign out when leaving the premises and return their visitors badge. In order to pick up a student, visitors must be on the Powerschool contact list. If you would like to meet with an administrator, teacher or school counselor, an appointment is highly recommended.

LATE WORK POLICY

Teachers measure student mastery through a variety of assignments, ex. test/projects, quizzes, classwork and independent practice. Completion of these assignments is essential for teachers to guide instruction in their classes while supporting students to maximize their learning. Thus, all Falcons will be held accountable for completing all assignments in their classes on time.

Students may turn in late homework/classwork until the quarter interim date. The highest grade earned is a 75. High school credit classes 70.

Students may turn in late projects until the quarter interim date. 10 pts per day will be deducted.

Interim Q1 - Friday, September 25th
Interim Q2 - Friday, December 11th
Interim Q3 - Friday, February 19th
Interim Q4 - Friday, May 7th

Each nine weeks a “Last Call” date will be communicated with parents and students. This will serve as the last day that students can turn in remaining late work that was assigned after interim for the nine weeks and still receive partial credit. Any work not completed by the “Last Call” date will be considered an “NTI” and receive zero credit.

The lowest grade a student will receive for a quarter is a 55/F.

Last call dates: Always 5 days prior to the end of the quarter.

→ Q1-10/21

→ Q2-1/12

→ Q3-3/19

→ Q4-6/4 (highest grade that may be earned is a 65%)

MAKE-UP WORK POLICY

Students with an **EXCUSED** absence from school will have the number of consecutive school days missed, plus 1 additional day, to make up missed assignments.

Examples: Absent Monday: **All** work due **Wednesday** (OR the next time you see that teacher)
Absent Monday and Tuesday: **All** work due **Friday** (OR the next time you see that teacher)

It is the student’s responsibility to get all assignments completed. Students absent more than five days will have a maximum of two weeks to make-up work missed during their absence, depending on the length and nature of the absence. For extenuating circumstances, please notify your child’s school counselor.

Middle School Grading Policy

HENRICO COUNTY GRADING SCALE

A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
F	Below 65	0.0

HONOR ROLL

Every student has the opportunity to earn recognition on the Academic Honor Roll for each grading period and for the school year. Honor Roll is calculated at the end of each marking period based on the grades earned in that marking period. Students can earn recognition on the All A honor roll and/or A/B honor roll. All students are encouraged to work hard and strive to earn good grades and make the honor roll. Students will be ineligible for Honor Roll if they receive a C, D, or an F for any marking period.

POWERSCHOOL STUDENT/PARENT PORTAL: <https://sis.henrico.k12.va.us/public>

PowerSchool Parent Portal is a powerful, easy-to-use, secure communication tool connecting teachers, parents and students. Using Pearson's PowerSchool student information system, the Parent Portal allows collaboration to improve student achievement. Online access to grades, attendance, and assignments makes it easier for parents, teachers and students to accurately monitor, identify and accelerate student progress. If you have questions or need a password reset, contact Ms. Tiffany Morgan, Director of School Counseling.

SCHOOLGY- PARENT ACCOUNT

[Schoolgy](#) is HCPS' online learning management system that helps support "anytime, anywhere" learning. The common platform connects students, families, teachers and academic content. Sign up for a parent account to stay abreast of announcements, assignments and assessments at your child's school.

Schoolgy can be accessed using a browser on a computer, phone or tablet, or by downloading the app for [Apple](#) or [Android](#) devices. Please note that the app has some restrictions and does not display all menu options.

Any parent/guardian with students in HCPS can set up a Schoolgy account. You must sign up for a PowerSchool Parent Portal account before creating a Schoolgy account in order to get the necessary access code.

What is needed? Email address (different from your student's email account) and Schoolgy access code (Schoolgy access code is available in PowerSchool Parent Portal under the Schoolgy Icon). If you have questions or issues with Schoolgy, contact Mr. Nick Lapres, Instructional Learning Coach.

DRESS CODE

Students are expected to dress neatly and not wear clothing that may be considered distracting. The following items are noted:



- Clothing that reveals the midriff while sitting or standing is not acceptable.(No Crop Tops). Shirts should not be tied in a way that reveals the midriff.
- Dresses, skirts, shorts or athletic shorts, and other similar clothing that are shorter than thumb length, even when worn with leggings, are not acceptable. This includes biking shorts. They must be worn with a shirt or coverup that is thumb length.
- Swimwear and sleepwear are not acceptable for school.
- Tube tops, halter-tops, halter-top dresses, strapless dresses or tops of dresses with spaghetti straps (shirts must be at least two inches wide at the shoulder).
- Waist bands on shorts or skirts may not be rolled down.
- Pants are to be worn on the hips. This includes oversized pants. Belts may be required.
- Clothing that is see-through, revealing, or resembles undergarments is not allowed.
- Clothing with inappropriate wording or pictures is not acceptable.
- Sunglasses are not to be worn in the building.
- Spiked jewelry, chains, and items which could cause injury are not allowed.
- Athletic/basketball jerseys or shirts with low arm holes must be worn with a t-shirt beneath.

Cell Phone Expectations

Students are prohibited from using cell phones and personal smart devices on school property after the first bell rings at the start of the school day to begin instructional time until the dismissal bell rings at the END of the day, including DURING LUNCH and BETWEEN CLASSES. This includes, SMART WATCHES, PERSONAL IPADS, LAPTOPS, BEATS, AIRPODS, ETC.

ALL CELL PHONES WILL BE PLACED IN THE STUDENTS BACKPACK AND REMAIN THERE UNTIL THE DISMISSAL BELL. STUDENTS MAY NOT KEEP CELL PHONES IN THEIR POCKETS OR PURSES. DURING THE CLASS BLOCK ALL BOOKBAGS WILL BE PLACED IN AN AREA DESIGNATED BY THE TEACHER. NO BOOKBAGS WILL BE KEPT AT THE STUDENTS SEAT.

During morning announcements AND at the start of each class students will be reminded to power off their cell phones and smart watches, place them in their bookbags and place their bag in the designated area established by the teacher.

Cell Phones ARE NOT ALLOWED TO BE KEPT ON STUDENTS DURING CLASS, TRANSITIONS OR DURING LUNCH.

HCPS Code of Student Conduct

Recommended Consequences	
First Offense	Device confiscated until the end of the school day, verbal warning and parent/guardian contacted.
Second Offense	Device confiscated, parent/guardian contacted, and parent/guardian must retrieve the device.
Third Offense	Device confiscated, parent/guardian must retrieve the device, and school-level consequences shall apply.
Fourth Offense	Device confiscated, parent/guardian must retrieve the device, school-level consequences shall apply, and student shall be banned from possessing a cell phone and/or electronic device at school for the remainder of the school year.

FOOD and DRINKS IN THE CLASSROOM

Breakfast and lunch will be eaten in the assigned cafeteria; students should not take food from the cafeterias to class. Students may carry a clear/colorless water bottle or water that they may access during class. **NO FOOD OR DRINK, OTHER THAN WATER is allowed in the classroom.** Students are responsible for disposing of their trash & cleaning up after themselves to help ensure a clean learning environment for ALL students. **If a student has a medical need to snack in class, a doctor's note must be on file in the clinic. A copy of this note will be shared with the assigned teachers.** **No outside food or drinks are allowed to be dropped off for students for breakfast or lunch. Students are asked to have a clear water plastic water bottle. Stanleys and other heavy metal water bottles should not be used.**

BREAKFAST/LUNCH

Students will not be charged for breakfast or lunch during the 26-27 school year. However, students will be allowed to purchase a la carte items with cash or with money they have on their meal account. A la carte items are priced individually; prices are posted in the cafeteria lunch lines. There is NO MICROWAVE ACCESS in any of the cafes.

Chips may be purchased for \$1.25, Juices for \$1.50 or \$2.00, and Water for \$1.00. Students must have exact change or the extra funds will be applied to their account. ***No change will be provided.***

MySchoolBucks.com allows parents to add funds to their student's account using a personal credit or debit card from home via a secure internet site. *This company charges a small handling fee for each prepayment. Please call their Customer Service at 1-800-479-3531 for further information.*

SCHOOL COUNSELING

(804) 328-4024

School Counselors help students with the academic, social/emotional, and career tasks which are essential to the development of academic, technical, and life skills. Counselors offer group and individual counseling which is available for academic, career, social, or emotional concerns.

Students wishing to schedule a meeting with their school counselor may do so by requesting an appointment [Counselor Meeting Request](#). Please note this form is only monitored during school hours, however, the school counselor will respond within 24 hours, Monday-Friday.

RESIDENCY POLICY & WITHDRAWAL PROCESS (Dana Gaines, Registrar)

RESIDENCY POLICY: A parent/legal guardian must report an address change and provide residency documentation within 10 days of their move. Failure to report an address change or provide residency documentation in the required timeframe will result in: 1) denied transportation services until the address is reported and documented at the school, and 2) the student may be withdrawn from the school and transferred to the correct zone/district within 5 days of written notification to the parent or legal guardian.

WITHDRAWAL PROCESS: If you are moving out of the Fairfield Middle School zone, please notify the school registrar as soon as possible. Your child will be required to have his/her teachers complete a withdrawal form, which will include information confirming transfer grades. Please be sure that your child returns library books, the laptop and charger prior to withdrawing. Your new school will request records once you complete the enrollment process.

Fairfield Middle School R.I.S.E. Program

Fairfield Middle School R.I.S.E. is our student and staff recognition program. Student recognition will take place throughout the school year to reinforce and reward Falcons for their academic and social-emotional achievements.

Positive Behavioral Interventions and Support, or PBIS, is a framework for establishing a SCHOOL-WIDE positive discipline plan. The fundamental assumption of PBIS is that behavior must be TAUGHT along with academics. Just like students do not come to school knowing all concepts of various content, not all students come to school with knowledge of proper behavior. School needs to be a place where they learn reading, writing, math, science, history, and appropriate behavior.

PBIS is based on the following research-proven principles:

- Students behave better when they work for rewards rather than work to avoid punishment;
- Teachers have more academic engagement in their classrooms when they utilize a positive reinforcement system;
- Schools with school-wide plans that are consistent from classroom to classroom and across all non-classroom locations have fewer discipline referrals and higher achievement; and
- Students need to learn and practice appropriate behavior just like they need to learn and practice how to read.

Fairfield Middle School's PBIS Mission

The mission of the FMS PBIS Team is to develop a common and resourceful language between faculty and students that will support the growth of positive behaviors of the entire school community. In meeting the needs of our students, faculty and staff, we WILL ensure the success of our school as a whole.

As FALCONS we #RISE. As FALCONS we are...

R esponsible ☐	We accept results, not excuses. We are dependable; we keep our promises and honor our commitments. We are resilient in finding ways to overcome adversity!
I nnovative ☐	We understand that things change. Therefore, we think creatively and turn our ideas into solutions that add value to our school. We adapt and evolve!
S upportive ☐	We help each other...we cheer each other on...we embrace and uplift each other! We build relationships and never leave a fellow Falcon behind!
E ngaged ☐	We strive for the highest at all times in our academics and behavior. We listen attentively; we ask questions when we do not understand, and we control the things that we can.

#Rise Events

#RISE Events will be conducted on a quarterly basis. These celebrations, dances, pep rallies and field trips will recognize students who have met the expectations of #RISE. Requirements to attend these events will be

increased as the year progresses. Students and staff will be informed of the criteria to attend and participate in each event.



Fairfield Middle School

	Anytime, Anywhere	Classroom	Restroom	Walkway	Cafeteria	Bus
R Responsible	Accept results, not excuses. Keep promises & honor commitments. Find ways to overcome adversity.	Arrive to class on time. Be prepared with all materials. Complete all assignments.	Use the restroom appropriately. Keep it clean. Leave when you are done.	Sign in/out when exiting and returning to class. Use hall pass appropriately.	Stay seated at your assigned table. Throw away all food, beverages & trash.	Get on/off at your assigned stop. Stay in your seat. Keep your voice level down.
I Innovative	Accept change. Think creatively. Adapt & evolve.	Think of other ways to incorporate POSITIVE behaviors across the campus and help implement these ideas. Surround yourself with people that inspire you to think outside of the box and do better. Meet and/or exceed all expectations for various locations on campus.				
S Supportive	Help others. Build relationships. Never leave a fellow Falcon behind!	Respect peers & adults. Always do your best. Be compassionate.	Respect yourself. Respect others. Respect school property.	Greet peers and staff. Let others pass without touching.	Help one another keep the cafe clean. Use polite and courteous language towards everyone.	Help peers find an empty seat. Build a relationship with your bus driver. KNOW your bus driver & bus number.
E Engaged	Apply the 4C's: Critical thinking, Creative thinking, Communication & Collaboration.	Actively participate in all lessons & activities. Productively struggle. Take risks. TRY!!!	Flush when you are done. Wash your hands. No horseplaying.	Follow traffic patterns. Refrain from horseplay. Use trash cans.	Practice good table manners. Keep tables and floors clean.	Follow ALL bus safety rules.

LIBRARY

Librarian: Emma Barksdale **Librarian:** Sarah Doyon

Library Assistant: Galatea Groves

Our FMS Library will provide support for the teachers, students and community throughout the school year. Our library learning commons is a place where students can Think, Share, Create and Grow. Students will have opportunities to collaborate and explore in the library.

Our library will provide:

- Access to high-quality, librarian-curated print and digital resources
- Access and instruction for the use of e-books through Sora, online databases, and other online resources
- Rich learning opportunities, support for academic and reading achievement, and the reduction of educational inequities
- Essential inquiry and information literacy skills aligned to state standards
- Assisting teachers with classroom instructional support
- Technology support for students and staff
- A safe space for connection with all students that supports their social/emotional learning

Instructional: Mrs. Barksdale and Ms. Doyon will collaborate with teachers to co-plan, curate resources, create and co-teach lessons through classroom visits.

Promotion of Reading: Students will have access to the library through a flexible schedule as well as scheduled library time through their English classes. The librarians will promote new reading materials through book talks, book trailers and other reading programs.

Extra Curricular Activities: The library will provide Makerspace activities, book club meetings and discussions, and other activities/clubs for students to explore and extend their knowledge as well as a safe place to connect and share.

DISCIPLINE POLICY

For any school to maintain an atmosphere that is conducive to learning, there must first be an environment that is free from distractions, disruptions, and unsafe conditions. For those students who choose to disobey the rules in the classroom, on a school bus, on a field trip or any Henrico-sponsored event, consequences will result.

Consequences are administered on a case-by-case basis and applied to the  26-27 Code of Student Conduct

The severity and circumstances surrounding each incident will dictate the level of disciplinary response. A first time offense, depending on the disruption to the learning environment and severity of the incident, could result in a warning up to a recommendation for expulsion from Henrico County Public Schools. You should read and follow the  26-27 Code of Student Conduct

Classroom Tardy Policy

Students are expected to arrive to class on-time. In the event they are not, the policy below will be following:

1st tardy to class - warning

2nd tardy to class - parent contact/email or phone call

3rd tardy to class - Lunch Detention (Tuesday/Thursday, Supervised by Admin)

4th tardy to class - Referral

RESET (In-School Suspension)

A program provided for students who have exhibited misconduct in the regular classroom and an alternative instructional setting is needed on a short-term basis. When students are assigned to RESET, our RESET coordinator, Ms. Pierce supervises classwork completion and conducts behavior modification groups. Students may be assigned RESET for multiple days, depending on the infraction .

While in RESET, students are not allowed to access their cell phone. Students are escorted to the restroom and lunch as a group. At the end of the students term in RESET, all assignments, not in Schoology, are returned to the assigned teacher for grading.

If a student is assigned RESET and is absent, they will report the day they return to school. If assigned RESET and they receive an early dismissal prior to 1:30pm, they will be reassigned to a make-up the day.

If you have questions while your student is a part of the RESET program, contact the grade level administrator by email or phone.

IMPORTANT LAPTOP INFORMATION FOR STUDENTS

Property of Henrico County Public Schools

You should remember that your laptop is the property of HCPS and is issued to you for instructional use. Please do not draw, color, or remove your name tag or other security tags. Any attempt to deface or destroy a laptop or tamper with its software configuration will result in disciplinary actions.

Think before you link

Your internet usage is logged and can be viewed at any time while at school. Each website you visit is stored in the history and cannot be erased whether you are at home or at school. Any sites you visit should be school-related. Computers are monitored on a daily basis while at school. Any questionable content will be reviewed and parents will be notified of anything not school-related and may result in disciplinary action.

Back up your work

You should back-up your work every day! In case of a hard drive malfunction, you will have a back-up copy of your work. Backing-up is quick and very easy. You may back-up your work to your Google Drive folder or a personal flash drive. Please note that Windows Desktop Sync is not a substitute for routine back-up of user data. - Please note that One Drive Sync is not a substitute for routine back-up or user data.

Help Desk Hours

The Help Desk is open daily for students to visit. It is located in our FMS library. Students may ask to visit the help desk 8:30am-12:30pm-1:30pm-3:45pm Monday-Friday. **STUDENTS MUST HAVE A PASS TO VISIT THE HELPDESK.**

TRANSPORTATION (Mr. Tuck, Bus Administrator)

Our staff and drivers are committed to maintaining a safe transportation program! Riding the bus is a privilege and should not be abused. You must ride the bus you have been assigned to ride. No bus passes are approved until further notice.

Appropriate behavior is expected on the bus. This guarantees the safety of all passengers. The Code of Student Conduct applies from the time students arrive at the bus stop in the morning, on the bus, at school, and the trip home in the afternoon, and when they finally arrive at the bus stop.

SCHOOL HEALTH SERVICES

Fairfield Middle School has a school clinic that is staffed by a registered nurse every day from 8:00AM to 3:15PM. Any medication needed by a student during the school day has to be administered through the clinic. Only parents can transport medication to and from school. Parents must fill out and sign a Medication Permission Form for BOTH prescription and nonprescription medications. This form has to be on file in the clinic before any medication can be administered to the student. Medication must be presented to the school nurse in an unopened original container. Medication that is not picked up by the last day of school will be discarded.

FMS School Nurse: Ms. Jalissa Washington~ jdWASHINGTON@henrico.k12.va

Any questions regarding any policies outlined in the handbook, please contact Principal Jones
gsjones@henrico.k12.va.us.