

Franklinton Primary School

610 T.W. Barker Drive

Franklinton, LA 70438

www.fps.wpsb.org

Pre-K - Third Grade

Welcome to Franklinton Primary School where children are first. The faculty and staff look forward to working with you and your child this school year. Our wish is that your child has a successful and fun year of learning.

Your child's education is very important. It is vital that all students have an understanding of the rules and expectations of Franklinton Primary School; therefore I ask that you review this handbook with your student. Also please stay in close contact with your child's teacher throughout the school year so that you will stay informed.

Please feel free to contact me if there is ever a concern.

Yours in education,
Kayla Sabel, Principal

TELEPHONE DIRECTORY

Office	839-5674
Fax Number	839-9546
Nurse	839-0147
Cafeteria	839-2549

FPS Mission Statement: Greatness begins here, therefore I can, I will, I must learn.

FPS Expectations: Courteous, United, Be Responsible, Show Respect

FPS Vision Statement: At Franklinton Primary School, we are building a future where every student thrives. Through strong Houses, high expectations, and a unified school culture, we are committed to academic excellence, character development, and whole-child success.

ABSENCES

Regular attendance is essential for student success. If your child is absent, please submit a handwritten parent note or physician's excuse within three (3) school days of your child's return to school.

Parents may submit **up to ten (10) handwritten notes** for illness during the school year. After ten parent notes, a **physician's excuse is required** for illness absences to be considered excused.

Students who miss **more than three (3) hours** of the school day will be counted absent. Excessive unexcused absences, tardies, or early checkouts may result in attendance interventions and referral to the **Child Welfare and Attendance Office** in accordance with state law and district policy.

Please make every effort to have your child at school **on time, every day, and remain for the entire instructional day. Every Minute Counts!**

Written excuses must be submitted within three (3) school days of the student's return to school. Excuses received after three school days will result in the absence being considered unexcused and will affect eligibility for make-up work in accordance with district policy.

ACCIDENTS OR ILLNESS

Our school nurse will contact you in case of an accident or illness. We encourage students to remain at school if at all possible. Students with a temperature of 100.4 degrees or higher will be sent home and must remain home until fever free without medication for 24 hours.

ADMINISTERING MEDICATION TO STUDENTS

Medication at school will be administered by doctor's orders only. The parent and school nurse must complete medication forms before school personnel can administer any medication. **Do not send any medication to school with your child.**

ADMISSION

Each student must present a birth certificate, social security card, proof of residency, and an updated health record upon registering. Kindergarten students must turn five years old before September 30. Students entering Pre-K must turn four years old before September 30. If there are any legal documents we need to be aware of, please submit them.

CALENDARS

Our monthly calendar will be sent home at the beginning of each month to keep you informed of the events going on at school. You may also view the monthly calendar online at www.wpsb.org. Please post the calendar somewhere in your home so that you may refer back to it as needed. The calendar is also available on social media and our school website.

CHANGE OF ADDRESS OR PHONE

Please notify the school office of any change in your mailing address or phone number. It is important that we keep our emergency cards updated. You will be called periodically for important reminders, therefore correct phone numbers are essential. If your physical address changes, please submit two new proofs of residency to the office for the new address to be changed.

CHECK-OUTS

Each student is required to have an Emergency Card on file in order to be checked out of school. The guardian will designate who may check their child out by indicating this on the check-out card. **No student will be allowed to be checked out unless they are authorized by the guardian.** If the contact information or people authorized to check your child out should change, a new Emergency Card should be completed. **For safety purposes, no check-outs will be allowed after 2:00 p.m. Must show ID for all checkouts.**

CODE OF CONDUCT

A copy of the Washington Parish Code of Conduct may be accessed online. Please read this code carefully with your child and complete each form in the back of the booklet. Your child will be held to this code to ensure that FPS maintains a safe working and learning environment.

CONFERENCES

We value a strong partnership between home and school and encourage open communication throughout the school year. If you have a question or concern regarding your child's classroom experience, please contact your child's teacher first. As the instructional leader of the classroom, your child's teacher knows your child's daily routines, learning progress, and classroom expectations and is best equipped to address most questions or concerns.

Please send a note or email to request a conference. Teachers will schedule a meeting as soon as possible but are unable to meet during instructional time. If additional assistance is needed after meeting with the teacher, the school administration is always available to support you.

DRESS CODE

Please refer to the district Code of Conduct for the dress code. FPS students are expected to follow the district code closely. The school colors are khaki bottoms and burgundy or white polo tops. Students will be allowed to wear approved T-shirts only on Wednesdays. Approved T-shirts may only be purchased through the school. Burgundy or white sweatshirts are permitted during cold weather. **Jackets and pullovers must be school colors.** Hair must be clean and styled to meet the district code. Shoes worn must

have a back. Croc-type shoes are not allowed. **The principal maintains the right to determine what is appropriate and suitable for school wear.**

EMERGENCY PROCEDURES

We will be conducting our tornado, fire, and school safety drills periodically throughout the school year. We have our Crisis Plan in place and need to practice these procedures for the protection and safety of your child and school staff. In the event of FPS having to evacuate the school, please do not report to the school to pick up your child but rather to one of the evacuation sites. Please report to that location, line up, follow directions, be patient, and have valid proof of identification.

FINANCIAL OBLIGATIONS

Textbooks, materials, and school property must be kept in good condition. Your child will be held financially responsible for any damages.

SUPPLY MONEY

Franklinton Primary School has set a supply fee of \$35.00. It is your responsibility to pay your child's supply fee on the first day of school. If you have a problem, please contact the principal as soon as possible to make arrangements for payment.

GRADES

Parents are informed through teacher notes, progress reports, and/or report cards. Your child will receive report cards every nine weeks. Upon receiving these reports, please sign and return them to your child's teacher. Please request a conference if you have any questions. Parents may view grades through JConnect for kindergarten, first, second, and third-grade students.

GRADING SCALE

The district grading scale will be utilized and considered for pupil progression to the next grade. Please visit the WPSB website www.wpsb.org to view the pupil progression requirements for your child's grade level. Points possible will be divided into the points earned for each subject.

A=90%-100%

B=80%-89%

C=70%-79%

D=60%-69%

F=0%-59%

HOMELESS/ STUDENTS IN NEED OF ASSISTANCE

Please fill out and return the Louisiana Student Residency Questionnaire Form which is required by the state. This form is used to identify students that are in need of assistance. All information will be kept confidential.

HOMEWORK FOLDER / PLANNER

Each student will be given a school-to-home folder so that the teacher and parent will be able to communicate. Homework, notes, and behavior calendars will be placed in this folder daily. Please sign and return the next day so that you can receive information daily.

ID SYSTEM

At the beginning of the school year, your child will be given a picture ID to wear at all times during school. This will help identify your child. It will also be used to document when your child eats breakfast and lunch. The first ID will be given to your child at no cost. If your child loses or destroys the ID then you will be responsible for a \$5.00 replacement fee. Due to the age of your student, IDs will be left at school in the afternoon. If your child accidentally brings it home please send it back the next morning in order to avoid the replacement fee. Thanks for your cooperation in this matter.

PARTIES

Parties are not allowed with the exception of Christmas and Easter for grades K-3. This includes birthday parties. Do not send party invitations to school. Cupcakes, candy, etc should only be sent on designated party days. Cupcakes for birthdays must be sent by the student or through the office.

LOST AND FOUND

Every year we seem to accumulate lost jackets in the office because we cannot identify the jacket's owner. **Please put your child's name inside of their jacket** to avoid losing it. The school is not responsible for replacing items lost.

LUNCH PROGRAM

All students will be provided free breakfast and lunch again this year. If an adult eats in the cafeteria they will be charged \$6.00 for lunch and \$4.00 for breakfast, cash only. (These prices are subject to change.)

SNACK

Snacks will be sold to kindergarten, first, second, and third-grade students. Prices will vary from 25 cents to \$1.50.

SCHOOL-WIDE DISCIPLINE PLAN

Franklinton Primary School is committed to providing a safe, respectful, and positive learning environment where every student can learn and thrive. Students are expected to demonstrate respect, responsibility, kindness, and good citizenship while following classroom, school, and district expectations.

During the first weeks of school, teachers will teach and practice classroom routines, procedures, and behavior expectations. These expectations will be reinforced throughout the school year to help students develop positive habits and create a successful learning environment.

Each classroom uses a behavior management system to provide students with ongoing feedback about their choices and behavior. Parents will be informed of behavior concerns and are encouraged to partner with the school in supporting positive student behavior.

Positive behavior is recognized and celebrated throughout the school year through classroom and school-wide incentives, recognition programs, and other age-appropriate rewards.

When behavior concerns arise, school staff will work collaboratively with families to teach appropriate behaviors and support student success. Consequences will be developmentally appropriate and administered in accordance with the Washington Parish School Board Code of Conduct.

We encourage open communication between home and school. Parents with questions or concerns regarding their child's behavior should contact the classroom teacher first. If additional assistance is needed, school administration is available to provide support.

For complete discipline policies, student rights and responsibilities, and disciplinary procedures, please refer to the **Washington Parish School Board Student Code of Conduct**.

End-of-Year Fun Day: End-of-Year Fun Day is a special privilege earned through positive behavior. Students who receive **two (2) or more behavior referrals during the second semester** (excluding tardy-related referrals) **may not be eligible to participate** in End-of-Year Fun Day. Administration reserves the right to make final participation decisions based on individual circumstances.

TEACHER REQUESTS

Teacher requests will not be accepted at FPS. Please be assured that your child's needs will be considered.

TRANSPORTATION (ARRIVAL AND DISMISSAL PROCEDURES)

Morning Arrival

Car riders may be dropped off beginning at **7:10 a.m.**

The gate will be locked at **7:35 a.m.** After **7:35 a.m.**, all students must be dropped off at the front office.

A **late to school bell rings at 7:40 a.m.** Students arriving after **7:40 a.m.** are considered late to school, and a parent or guardian must accompany the student into the office and sign them in.

Walkers are not permitted. All parents and authorized adults must follow the established car line procedures. Faculty members will be on duty to assist students in and out of

vehicles. A traffic flow map will be sent home at the beginning of the school year. Please follow all posted signs and directions from school staff and traffic guards.

Afternoon Dismissal

Afternoon dismissal begins at **2:55 p.m.** If your child's regular dismissal routine changes (bus, car rider, etc.), a **written note** must be sent to school that morning. **Phone calls and text messages will not be accepted** for transportation changes. Keeping your child's dismissal routine as consistent as possible helps ensure a safe and efficient dismissal.

Car Rider Procedures

Please display your **pick-up card** from your rearview mirror or windshield so it is clearly visible to staff.

If you or anyone picking up your child **does not have a displayed pick-up card**, you will be directed to the office to present a valid photo ID that matches the name on the Emergency Card before your child is released. After your identification has been verified, you will be asked to return to the **end of the car line**.

For the safety of all students and staff, please remain in your vehicle at all times while in the car line.

PARENTAL CONSENT FORM/ TECHNOLOGY ACCEPTABLE USE POLICY/ PHOTO-RELEASE

All students using technology at Franklinton Primary School are required to have a signed **Technology Acceptable Use Policy and Photo Release Form**, which is included in the Washington Parish Student Code of Conduct booklet.

Please sign and return this form to your child's teacher. Without a signed form, your child **will not be permitted to use school technology or have photographs or videos taken for school purposes. In addition, your child will not be included in school announcements, recognition programs, awards, school publications, or other activities that require the use of photographs or video.**

TOYS

Toys including video games and cell phones will not be permitted at FPS. If a cell phone is confiscated it will be placed in the office. A parent will be required to pick it up.

VISITORS

For the safety of all students, we are a closed campus. ALL visitors must ring the buzzer at the office door and state the purpose of the visit. Classes cannot be interrupted during protected instructional time. Any meetings with teachers or administrators must be scheduled prior.

WASHINGTON PARISH SCHOOL BOARD 2026-2027 SCHOOL CALENDAR

<u>Month</u>	<u>Event</u>	<u>Date</u>
August	Classes Begin	August 6
September	Labor Day	September 7
October	Parent/Teacher Conferences Washington Parish Fair	October 7 October 19-23
November	Election Day Thanksgiving Holidays	November 3 November 23-27
December	Christmas Holidays	December 21-31
January	New Year's Holidays Staff Development (No School) Students Return to School Martin Luther King Day	January 1 January 4 January 6 January 18
February	Mardi Gras	February 8-12
March	Parent/Teacher Conferences Spring Holidays	March 3 March 26-31
April	Spring Holidays	April 1-2
May	Last Day for Students Report Cards Mailed	May 21 May 24

*Note: Changes may be made to the calendar during the school year.