

Franklinton Junior High School

Student Handbook

2026-2027



FJHS MOTTO

Falcons Today... Leaders Tomorrow!

VISION STATEMENT

All students receive quality instruction in a rigorous and relevant curriculum to prepare them to graduate college and career ready.

MISSION STATEMENT

Our mission is to build a commitment to excellence within our students to empower them to discover, inspire, serve, and lead in our families, our school, our community, and our world.

On behalf of the faculty and staff of FJHS, we welcome you to this school year. We are pleased to have you as part of our Falcon Family! We want every student to be successful, and we encourage you to take advantage of all we have to offer academically, athletically, artistically, and socially.

We are committed to working with you and your parents/guardians to ensure that you learn and grow in a safe and supportive environment.

This handbook was prepared to inform students and families of the policies and regulations of FJHS. It is intended to serve as a guide for the student's responsibility to comply with the rules and procedures of FJHS.

We wish you the most successful school year, and we look forward to building a commitment to excellence for every member of our Falcon Family!

Franklinton Junior High School

617 Main Street

Franklinton, LA 70438

<https://sites.google.com/wpsb.info/fjhs/home>

TIMES TO REMEMBER

Drop-off Begins	7:05
Bell to Enter Building	7:30
Tardy Bell	7:35
Dismissal Bell	2:52

TELEPHONE DIRECTORY

Office	839-3501
Fax	839-6912
Nurse	839-3501
Cafeteria	839-2701
Bus Information	839-3436
Social Worker	839-3501

ADMINISTRATION AND OFFICE STAFF

Principal	Misty Polk
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Faculty Coordinator of Instruction	Rosie Hillburn
Faculty Coordinator/Discipline	Daniel Hillburn
Guidance Services/SBLC	Timberly Milton
Social Worker	Kal Roshto
Media Specialist	Jonathan Morgan
Secretary – Attendance and Records	Michelle Holmes
Secretary – Financial	Courtney Schilling
Nurse	Amanda Bush
Cafeteria Manager	Stephanie O’Bryant



Our School Apps!



ABSENCES/TARDIES

Absences are monitored very closely and documented daily. If your child is absent, send a doctor's excuse or a handwritten note signed by a parent upon returning. The school may contact you concerning absences and tardies. Our policy is to report absences to the Child Welfare and Attendance Supervisor after the third absence. A student may not be absent more than 10 days during the school year. Tardies and checkouts add up to days missed. As a parent/guardian, it is your responsibility to ensure that your child arrives at school on time.

Students must be at school at least half a day to be eligible to participate in extracurricular activities for that day. (Examples are but not limited to sports, clubs, support groups,

dances) **A half day for FJHS is 7:30 to 11:00 or 11:00-2:52.**

***Please see the district policy for attendance in the Code of Conduct.**

ACCIDENTS OR ILLNESSES

The school nurse will contact you in the event that your child has an accident or becomes ill.

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.** Self-medication by the student is not permitted. A disciplinary hearing will be scheduled for any student bringing medicine to school.

ARRIVAL AND PICK UP OF CAR RIDERS

Car riders may be dropped off beginning at 7:05 AM at the carpool line on Howard Street only. A map will be sent home on the first day of school to illustrate the flow of traffic during drop off and pick up times. Please watch for signs and traffic guards to direct you. **It is important that you remain in your car** so that pick-ups can be monitored. **For the safety of all, students may only be dropped off in the designated area on Howard Street.** Do not drop off behind the school on 10th Avenue or on Main Street; Alford Street is reserved for buses. **A tardy bell will ring at 7:35 AM** Students not in their designated classroom will be marked tardy. To ensure that your child is not tardy for class, please be sure that your child arrives by 7:20 AM if they plan to eat breakfast.

BACKPACKS

Due to safety concerns rolling backpacks are not permitted. Backpacks, bags, and purses will be kept outside of the classrooms in a designated area.

CALENDARS

Our monthly calendar will be posted in your child's Google Classroom at the beginning of each month to keep you informed of the events going on at school. You may also view the monthly calendar on the school app or online at <https://sites.google.com/wpsb.info/fjhs/home>. Paper copies of the monthly calendar are available at the main office.

CELL PHONES / SMART WATCHES

Cell phones, smart watches and personal electronics are NOT permitted at FJHS. Students will follow the Student Code of Conduct concerning cell phones and smart watches.

CHANGE OF ADDRESS OR PHONE NUMBER

Please notify the school office of any change in your address or phone number. New addresses must be accompanied by a current light bill. It is important that we keep our emergency cards updated. You will be called periodically for important reminders; therefore, correct phone numbers are essential. All changes must be made in person.

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 checkout card. **Students will not be allowed to be checked out unless they are authorized by their parent/guardian.** Parent/Guardian designees may not be a high school student and must be at least 18 years of age. Parents and guardians and/or their designee will be required to show a photo ID. If the contact information or individuals authorized to check out your child should change, please come to the office to update information. **Checkouts, messages, and bus changes should be made prior to 2:00 PM.**

CLUBS

We at FJHS are very proud of our clubs and encourage students to participate. Club members will have the opportunity to purchase various club shirts that may be worn on club meeting days. Club sponsors will go over requirements and expectations for each club, and members are expected to follow club guidelines and behavior expectations. Each club sponsor will notify members and parents of their demerit/merit system. Club Day will be the 1st Thursday of each month.

FJHS offers the following clubs:

4H

FCS/P7

MAD (Making a Difference)

Junior BETA (By invitation only based on academic requirements)

Student Council (Elections will be held at the beginning of the school year)

WPYC (Washington Parish Youth Coalition)

CODE OF CONDUCT

The Washington Parish Code of Conduct is located online at www.wpsb.org and <https://sites.google.com/wpsb.info/fjhs/home>. Please read this document carefully with your child; then complete the Statement of Compliance page included in your child's first day packet.

CONFERENCES

To request a teacher conference, please call the office and speak to a secretary. Teachers will be unable to meet with you during instructional time. We encourage parental involvement and hope that you will take the time to communicate with your child's teachers several times during the school year. **We strongly encourage a parent/teacher conference if your child earns a "D" or "F" for any grading period.**

DISMISSAL

Afternoon dismissal is at 2:52 PM. Please make sure that your child is aware of any changes to their regular routine. If you need to make a change by phone, please do so before 2:00 PM.

Students needing a bus note to ride a different bus must have a written and signed note from their parent including the following information: 1) student name, 2) date, 3) bus driver and/or bus number to be ridden and 4) reason for riding a different bus. Bus notes must be brought to

the office upon arrival at school.

DRESS CODE

Please refer to the district Code of Conduct for the dress code; FJHS students are expected to follow the district code. The school uniform colors are khaki bottoms with navy or white polo tops. Navy, purple, black, white or gray (plain or **school-related**) sweatshirts are permitted. **Sweatshirts may not have a hood or a pouch.** Hair must be clean and styled to meet the district code.

Jackets must be **solid color** and free of inappropriate logos, A jacket is defined as long sleeved, open in the front from top to bottom completely by a zipper, buttons, or snaps. If your jacket has a hood, the hood cannot be worn in the building.

The Croc style shoe will not be allowed.

Spirit Shirts may be worn on game days only.

Club Shirts may be worn on meeting days only.

Chorus Shirts may be worn on performance days only.

Band Shirts may be worn on performance days only.

The principal maintains the right to determine what is appropriate for school wear.

DRESS-OUT-OF-UNIFORM/JEAN DAYS

Throughout the school year, students will have the opportunity to participate in dress-out-of-uniform days/jean days. Students are to dress in appropriate attire - no leggings, tank tops, tight pants, hoodies, or short shorts/skirts. "Athletic" shorts must be knee length. Colored jeans are not to be worn on jean days, only the denim color/style is approved. Jeans with holes/slits may not be worn. **The Croc style shoe will not be allowed.**

T-shirts intended to be undergarments may not be worn. **The principal maintains the right to determine what is appropriate.** *Students not in compliance will call home for a change of clothes or will be provided with a loaner uniform, if available.

EMERGENCY PROCEDURES

We will be conducting tornado, fire, and school safety drills periodically throughout the school year. These procedures are for the protection and safety of your child and school staff. If your child needs to be picked up during an actual school evacuation, please report to one of these evacuation centers: (1) the practice field by the school board office or (2) First Baptist Church of Franklinton. Please line up, follow directions, be patient, and have a valid proof of identification.

EXAMS

7th and 8th grade students will have mid-term and final exams. Students must take the exam on the day assigned. Tests will not be given early. Medical excuses should be provided if a student is absent.

Mid-Term Exams: December 15-18, 2026

Final Exams: May 18-21, 2027

FINANCIAL OBLIGATIONS

Textbooks, materials, chromebooks, and school property must be kept in good condition. Your child will be financially responsible for any damage to or loss of chromebooks, books, or other school property.

Supply/Workbook Fees (\$30.00) can be paid at prep day or by the end of the first week of school.

Athletic and Support Group Fees must be paid before a student can participate in their activities.

Club Fee notification will be sent home by the club sponsor at the beginning of the year indicating fees and deadlines.

**** All fees must be paid to be eligible to be nominated to club offices, Homecoming Court and attend dances.**

FUNDRAISERS

FJHS will hold various fundraisers to support our school, clubs, and/or support groups. Students may not sell merchandise for any outside fundraisers or personal gain at school.

GRADES

Parents are kept informed about grades through teacher notes, Student Progress Center, progress reports, and/or report cards. If you have any concerns, please request a conference. Students will receive a report card every nine weeks and a progress report mid-quarter.

Student Progress Center:

The Student Progress Center (SPC) allows parents, students, and staff to view student attendance, discipline, grades, and progress reports. To establish an account, parents are required to access the Student Progress Center website and register as a new user. New users are asked for information to verify their identity. One or both parents must register a personal login ID. This is a security measure to ensure you child's privacy.

Using the Student Progress Center:

1. Request your Personal Security Number (PSN) from the office.
 2. Type in the following address: <http://webpams.wpsb.org/jpweb/>
or go to www.wpsb.org and click on the **Student Progress Center** tab.
 3. Register as a new user if you are a first time user.
 4. Choose the correct relationship information you are to the child
 5. Complete first name, last name, PSN, address, city, state and zip code
 - *PSN number is a 5-digit number assigned by the school*
 6. Click Submit
 7. Complete the New User Registration Information
 8. Write down your login information (username and password)
 9. Click Submit
 10. You should get a message "Account Created Successfully"
 11. Logout
 12. Log back in using your username and password
- 7
13. Select the child's name whose information you would like to view
 14. Parents may link multiple children to one account.
 15. The student progress center may also be accessed in our school app.

GRADING SCALE

The district grading scale will be utilized and considered for pupil progression to the next grade. Please visit the WPSB web site www.wpsb.org to view the pupil progression requirements for your child's grade level.

A= 100%-90% B= 89% - 80% C=79%-70% D= 69%-60% F= 59%-0%

HOMELESS STUDENTS OR 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 who are in need of assistance. All information will be kept confidential.

ID SYSTEM

At the beginning of the school year your child will be given a grade level photo ID with a school lanyard to wear at all times during school. This will identify your child as well as provide documentation of meals and library services. The first ID will be provided to your child at no cost. There will be a \$5.00 replacement fee for lost, destroyed, or defaced IDs. Replacement lanyards are \$3.00. Students must wear the appropriate grade level ID and lanyard. Only FJHS lanyards may be worn.

INSTRUCTIONAL SUPPLY FEES

Franklinton Junior High School has set an instructional supply fee of \$30.00. It is your responsibility to pay your child's supply fee at prep day or before the end of the first week of school. Fees can be paid online at our school website.

ITEMS BROUGHT TO SCHOOL

Toys are not allowed. This includes video games, cards, dice, fidget spinners, blankets, smart watches and cell phones.

LOST AND FOUND

Lost and found is located in the stairwell across the hall from the nurse's office. Please make sure your child's belongings are labeled.

LUNCH PROGRAM

(Information from www.wpsb.org)

The Washington Parish School Board recently voted unanimously to participate in the program known as Community Eligibility Provision (CEP). This program offers both breakfast and lunch to all students at no cost to the parents regardless of their economic status. This program was authorized by Congress as a part of the Healthy, Hunger-Free Kids Act of 2010 which was phased in over a period of three years in selected states. Beginning July 1, 2014 the program was offered nationwide. After much research, the Washington Parish School System decided to begin CEP the 2019/2020 School Year. However, the school system retains the right to leave the program at the end of the school year if it does not meet its needs or interferes with funding received from other sources.

household's economic status to receive free meals. Therefore, parents will not be required to complete and submit a Free/Reduced Lunch Application for this school year. Every student automatically qualifies for free meals.

Every student will receive information about CEP or the first day of school. Parents are encouraged to read the information as well as encourage their children to eat both breakfast and lunch at school. Several schools also offer the after-school supper program at no cost to all students. Any questions about CEP can be directed to Amanda Stafford, School Food Service Supervisor at the Washington Parish School Board Office.

This applies to the first meal received by your child; any extra items MUST BE PAID FOR WHEN YOUR STUDENT RECEIVES THE FOOD. There will be NO CHARGING—NO EXCEPTIONS. If your student only purchases milk, juice, or water as their beverage with a meal from home, it must be paid for when received. You can send money to put in your student's account and it will be debited from the account when an extra purchase is made. Please make checks payable to the School's Lunch account (EX: FJHS School Lunch) and put your child's name or lunch ID number.

Prices for Extra Meals:

Breakfast: Individual items are approximately \$1.00

Lunch: \$6 for a full meal / \$1.25 for an entrée only / \$.50 Milk

Food Allergies:

If your child has a food allergy or needs to be on a special health-related diet, you **MUST** provide the school cafeteria with a written and signed order from your child's physician. Notes from parents are not accepted. A copy of the diet prescription that the doctor should complete should be requested from our cafeteria manager. We are required to use this document for all diet prescriptions, which must be completed and signed by a medical authority. No diet orders on prescription pads will be accepted. If you sent one last school year, we **MUST** have a new one each year. Please make every effort to have this form completed by the child's physician as soon as possible and return it to the school.

PARTIES/OUTSIDE FOOD/SNACKS

Parties are not allowed at FJHS.

Students may not bring outside food (McDonalds, Sonic, etc.) on campus or into the cafeteria, this includes birthday pastries.

Students may purchase snacks from the FJHS concession after lunch.

Students may not eat or drink during class time or in the hallways.

POSITIVE BEHAVIOR INTERVENTIONS and SUPPORTS (PBIS) Positive Behavior Interventions and Supports (**PBIS**) is a proactive approach to establishing behavioral supports and social culture and is important for all students in a school to achieve social, emotional and academic success. Positive behavior is constantly emphasized at FJHS and students are rewarded in many different ways. The PBIS Committee meets monthly and continuously works together to meet the needs of our students.

FJHS EXPECTATIONS

Falcons Soar:

Self-Controlled

Obedient To Adults

Always Responsible

Respectful To All

SCHOOL WIDE DISCIPLINE PLAN

In order to ensure that FJHS has an environment conducive to learning, students will be held to strict accountability. The first two weeks of school will be dedicated to classroom management. Students will learn what acceptable behavior is using the correct procedure for carrying out instructions and tasks in all areas of the school as well as on the school bus. Classroom rules will be established by individual classroom teachers and will be posted in each classroom. It is important that you keep in close contact with the teacher. Acts of misconduct are subject to disciplinary action as stated in the Washington Parish School Board Code of Conduct.

SHARING OF INFORMATION

Please read and sign the **Parental Consent Form** to give permission for WPSS/FJHS to share your child's information for educational/school purposes. Please note that the school needs consent to share information for student recognition, awards, clubs, and educational resources.

TEACHER REQUESTS

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

TECHNOLOGY ACCEPTABLE USE POLICY/Photo Release

All students using technology at FJHS are required to sign the Acceptable Use Policy which can be found at the back of the Washington Parish Student Code of Conduct booklet. Please sign and return so your child will be allowed to use the computer and have photos taken. Please remember if the school does not have an approved photo release, your child's photo will not be in the yearbook.

VISITORS All visitors must use the main entrance of the building to report to the main office.

