SOUTH FORK JUNIOR HIGH

Student Handbook

2026-2027

Driving a Stampede of Success

SFJH Student Password Tracker

Student Lunch Number:

Login Formats:

Computer + Clever	**USERNAME → 1st initial, last name (may have to add a number, Ex. jdoe2)** **PASSWORD → First three of the first name, student ID#!** ******if the student's ID has less than 6 digits, you will have to use a 0 in front of the number.****** ***Example - John Doe, student ID# 12345*** ***Username - Jdoe2*** ***Password - Joh012345!***
Google + Microsoft	**USERNAME → computerusername@stu.lpsb.org** **PASSWORD IS YOUR COMPUTER PASSWORD**
Powerschool Student	**Click on "Student Sign in" then Sign in with Google Account**

Your Login Information:

	USERNAME	PASSWORD
Computer + Clever		
Google + Microsoft		
IXL		
iREADY		

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SOUTH FORK JUNIOR HIGH

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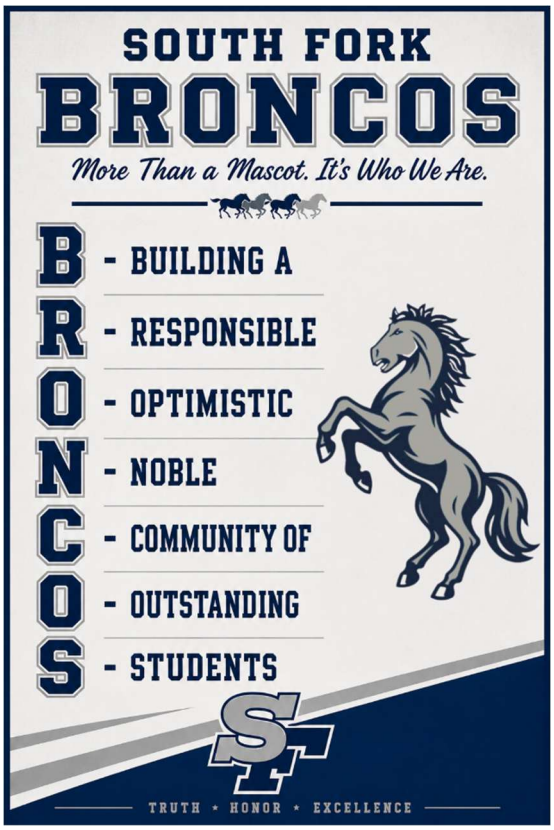


OFFICIAL SFJH PLATFORMS

To keep parents and guardians informed, South Fork Junior High offers several digital platforms:

- **Facebook** – Follow the *South Fork Junior High* page at facebook.com/SouthForkJuniorHigh for updates and announcements.
- **Instagram** – Follow the *South Fork Junior High* page at instagram.com/SouthForkJuniorHigh for updates and announcements.
- **Website** – Visit www.southforkjuniorhigh.org for official information.
- **ParentSquare** – This parish-wide communication service is used by all of our faculty, office staff, administration, and athletic coaches/sponsors to provide direct communication with parents/guardians, as well as share daily announcements, important school information, and other important documents. Both text and email notifications are available, as well as the ParentSquare App.

*****The student handbook is posted on the South Fork Junior High website. Changes to the handbook may be made at any point during the school year. Notification will be sent if/when any changes are made.*****

STUDENT GUIDELINES

South Fork Junior High is committed to the improvement of our school and community through education. We believe that all students are capable of success. All students at SFJH are to follow the school-wide behavioral expectations to help maintain order and contribute to the overall learning environment of the school. All students are not only to meet the following expectations as part of this effort but are encouraged to exceed expectations!

PARENT GUIDELINES & ENGAGEMENT POLICY

At South Fork Junior High, we believe that the partnership between home, community, and school is vital to the success and improvement of our students and their future. We recognize that parents and guardians play an essential role in supporting their children's education and fostering a positive learning environment. To help maintain order and contribute to the overall success of our school, we encourage parents to:

- Reinforce the school-wide behavioral expectations at home, emphasizing the importance of respect, responsibility, and safety.
- Communicate regularly with teachers and school staff to stay informed about their child's progress and any potential concerns.
- Support their child's academic efforts by providing a structured environment for homework and study, and encouraging a love of learning.
- Participate in school events and activities in a safe, responsible manner; demonstrating to their children the value of education and community involvement.
- Collaborate with the school to address any behavioral issues promptly and constructively, ensuring that disruptions are minimized and learning remains the primary focus.

By working together, we can ensure that all students at South Fork Junior High are capable of not only meeting but exceeding expectations, contributing to a thriving and dynamic school community.

ATTENDANCE GUIDELINES

Livingston Parish Public Schools outline mandatory attendance policies for students in junior high. Student attendance is an important factor in determining a student's success. Students will be marked absent for each class period they miss. Students with 5 or more absences will be reported to FINS for truancy, and parents will be held accountable for student attendance issues. For more information on student attendance, please visit the LPSB website at www.lpsb.org.

1. The Livingston Parish School Board lists documented (medical excuse) personal illness, death in the family, and extreme emergencies as legitimate excuses for absences. All documentation for absences MUST be submitted to the front office within **5** days of the student returning to school. Documentation submitted after this time may not be accepted.
2. A student should bring an original doctor's excuse, obituary, or similar documentation to the office upon returning to school from absence/absences. Please note that faxed or emailed excuses cannot be accepted.
3. Suspensions are considered unexcused absences.
4. By law, the school is obligated to report excessive absences to social services (FINS/OCS).

EXCESSIVE ABSENCES

Regular attendance is an important component to student success. Student who have excessive absences may not receive credit for coursework. LPPS policy states a maximum of 10 unexcused absences for the academic year. Students who have exceeded this number of absences will not be allowed to attend dances, participate in athletics/band events, or school sponsored fieldtrips.

CHECK-IN AND CHECKOUT PROCEDURES

All students who arrive late to school **must check-in with a parent/guardian** at the office and pick up an admit slip to class. These students will be marked tardy for the hour they are checking into, unless excused.

Students leaving school before dismissal must be signed out in the office. Students will only be allowed to check out with the people listed on his/her check out card. A state issued ID is required to check out a student. If a student checks out and returns the same day, he/she must have a doctor's excuse when checking back in. Students are not allowed to walk home for check-outs.

Students are NOT allowed to text/call or otherwise message home from their personal telecommunication devices and should report to the office to complete the "*call home clipboard*" if they need to speak with someone. Students will return to class, and a parent/guardian will be contacted by an office staff member. Failure to follow this procedure will result in disciplinary action according to SFJH guidelines.

TARDY POLICY

1. The office will issue all tardy documentation to students who check in after 7:25 a.m.
2. After 1st period, all other tardies during the school day will be issued through Student Conductor at designated Tardy Stations on campus (*parents may receive tardy notifications via email or text*).
3. Students are required to be in the classroom and ready to begin class when the tardy bell sounds.
4. Excessive tardies will result in progressive discipline through the office. (See SFJH Discipline Matrix)

RESTROOM POLICY

1. Students will have opportunities to use the restroom several times throughout the school day, including before school, during class transitions, PE, lunch/recess, and during ELA/Math transitions. Multiple student restrooms are conveniently located near all classrooms, the gym, the band room, and the lunchroom, allowing students to use the restroom during class transitions.
2. Students will receive a fixed monthly allotment of EMERGENCY passes for use during class time. The number of emergency passes allotted each month will correspond to the number of weeks students are in school during that month. This pass is intended for emergencies *only*, not as a way to leave class. This helps minimize disruptions and protects valuable instructional time. Emergency passes will reset at the beginning of each month.
3. Students who exceed their allotted number of emergency passes for the month will receive a tardy violation for each overage pass used.
4. Misuse of the emergency pass or overage pass will result in disciplinary action from administration.

Academics

At South Fork Junior High, we believe academic effort and achievement are key to student success. We promote a culture of hard work, critical thinking, and resilience to prepare students for future challenges. By upholding high academic standards, we help every student reach their full potential and grow into responsible, lifelong learners.

Grading Policy

At South Fork Junior High, your final grade in each class is based on three types of assignments. Each type is weighted differently to reflect its importance in measuring your academic progress.

1. MMA – Major & Minor Assessments (80%)

- These include tests, quizzes, projects, and other teacher-made assignments. They are graded for accuracy and make up the largest part of your grade. Doing well on MMA assignments is key to keeping your average high.

2. PC - Participation/Completion (10%)

- These are informal checks like classwork or exit tickets that help show how well you're understanding the material. They count for a smaller part of your grade but are still important for showing progress.

3. UNIT TEST – District Assessments (10%)

- These tests are created by the district and given during the year to check your mastery of the content. They help make sure all students are learning at the right pace.

Important: *Each category is calculated on its own. If you want to improve your grade, you need to raise your scores in the same category. For example, a low MMA grade can only be improved by doing better on other MMA assignments.*

BRONCOS GALLOPING TOWARD GREATNESS

The use of positive reinforcement will be used to recognize and affirm students who are striving for academic excellence. SFJH will be rewarding students who exhibit extraordinary academic success. Students who are observed “Galloping Toward Greatness” will receive various types of incentives and recognition throughout the school year.

ACADEMIC DISHONESTY

At South Fork Junior High, it is essential that all students complete their work with honesty and integrity. Assignments must reflect your own individual effort so that teachers can accurately assess your understanding and abilities.

Academic Dishonesty Includes:

- Copying someone else's work
- Letting someone copy your work
- Plagiarizing (using someone else's words or ideas without credit)
- Submitting any work that is not your own
- Using any A.I. platform/tools without permission (Ex. ChatGPT, Copilot, Gemini, etc.)

Consequences:

Participation/Classwork:
If you submit copied or dishonest work, you may be required to complete an alternate assignment to earn your points, with a note in the gradebook marked "Academic Dishonesty." Disciplinary action may also be taken.

Major Assessments (Tests, Unit Tests, etc.):
If academic dishonesty is identified on a major assessment, parents or guardians will be notified. The assessment must be retaken under supervised conditions with a grade penalty, and appropriate disciplinary action may be assigned by school administration in accordance with LPPS policy.

Reminder: *Your work is a reflection of your learning. Honesty matters—in school and in life.*

POWERSCHOOL PARENT PORTAL

PowerSchool Parent Portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions. Everyone stays connected: Students stay on top of assignments, parents are able to participate more fully in their student's progress, and teachers can use their grade book to make decisions on what information they want to share with parents and students. The web address for the Parent Portal is as follows: http://powerschool.lpsb.org/public. Parents are cautioned to keep their passwords private.

MAKE-UP WORK RELATED TO ABSENCES

When you miss school, it is your responsibility to make up any missed assignments as soon as possible. Here's what you need to know:

Student Responsibilities:

- Communicate with your teachers to find out what work needs to be completed.
- Check Google Classroom or other platforms for missed assignments.
- Notify your teacher once you've completed and submitted make-up work, especially if it's turned in digitally.

Grading and Deadlines:
A temporary "0" will be entered in PowerSchool for any missed work until it is submitted and graded.

Per LPPS policy, you get one extra day for each day you were absent to complete your work. If you don't submit the work within the extension and haven't made other arrangements with your teacher, the "0" will become permanent.

Tip: *Stay organized and don't wait—communicate early and make up your work on time to avoid missing credit.*

LATE WORK ASSIGNMENTS POLICY

To help students stay on track and succeed, South Fork Junior High enforces the following policy for late assignments:

Late Work Penalty:
All assignments are to be turned in on the established due date. Late submissions may be accepted at the teacher's discretion and may result in a grade deduction or a zero.

Student Expectations:
Keep up with due dates and manage your time responsibly. **You need to become accustomed to meeting deadlines; do not wait or procrastinate!**

Teachers will notify parents periodically of any assignments marked as a "0" in PowerSchool via ParentSquare.

Grading Period Deadlines:
No late work will be accepted after a grading period closes. For example, assignments given before the first interim must be submitted before interim grades are finalized.

Reminder: *Staying on schedule helps you succeed—turn in your work on time to earn full credit.*

Behavior

A positive, respectful learning environment is key to student success. At South Fork Junior High, we work closely with families to support behavior that promotes learning and minimizes disruptions.

Our goals are to:

- Create a safe, supportive, and orderly campus for all students.
- Recognize and encourage positive behavior.
- Address and correct behavior that interferes with learning.

By partnering with parents and guardians, we help students stay focused on academic and personal growth, ensuring every student has the opportunity to thrive.

MINOR DISCIPLINE

At South Fork Junior High, discipline is part of the educational process. Our goal is to help students develop responsibility, respect, and a positive attitude. All students are expected to Exceed Expectations each day by following school rules and being accountable for their actions.

What is a Minor Infraction?
A minor infraction is any behavior that disrupts instruction or breaks campus procedures. Examples include talking out of turn, not following classroom routines, or disregarding instructions. Failure to complete any step will result in automatic progression to the next step in the process.

Progressive Discipline Process:

1. **Warning & Redirection**
   - Student receives a verbal warning and a chance to correct misbehavior.
   - This warning is documented and verified with the student's signature.
2. **Conversation with Student**
   - 4 question conversation with student to intentionally address and redirect misbehavior.
   - This conversation will be documented and verified with the student's signature.
3. **Written Remediation Assignment & Parent/Guardian Contact**
   - Student will be required to turn in a handwritten copy of SFJH's schoolwide expectations to their teacher at the beginning of the class period the following day.
   - Parents/guardians will receive notification via ParentSquare regarding misbehavior.
   - This consequence will be documented and verified with the student's signature.
4. **Behavior Reflection & 2nd Parent Contact (Parent/Guardian Signature Required)**
   - If misbehavior continues, student will complete a Behavior Reflection, which must be signed by a parent/guardian, and turned into the teacher the following school day.
   - This form reviews expected behavior and serves as a documented behavior correction. Failure to complete will result in office referral.
   - Parents/ guardians will be notified via ParentSquare of misbehavior.
   - This consequence will be documented and verified with the student's signature.
5. **Office Referral & Disciplinary Action**
   - After repeated infractions (typically after the 4th), the student will be referred to the office.
   - The office will begin progressive disciplinary actions, which may include detention, suspension, or other corrective measures (See Discipline Matrix).
   - Parental/guardian contact will be made by administration once an office referral is turned in (ParentSquare/Student Conductor notifications for in-school detentions and a phone call for Saturday Behavior Clinics, suspensions or expulsions).

PROGRESSIVE DETENTIONS

Detention is an alternative to a more severe punishment. It is designed to improve behavior, and it affords the student an opportunity to continue at school and not miss any schoolwork. Most detentions are held during the school day. Failure to comply during detention will result in a progression of discipline. **FAILURE TO ATTEND DETENTION MAY RESULT IN SUSPENSION.**

Lunch Detention **-** Detention will be held on Mondays and Wednesdays during the student's assigned lunch/recess shift. Parents/guardians may receive a notification about the detention via email/text from Student Conductor.

1 Hour In-school Detention **-** Detention will be held on Tuesdays/Thursdays, either during the student's PE or elective class. Parents/guardians will receive a notification about the detention via email/text from Student Conductor.

2 Hour In-school Detention **-** Detention will take place on Tuesdays/ Thursdays, typically during the student's PE class and one additional class. Parents/guardians will receive a notification about the detention via email/text from Student Conductor.

3 Hour Saturday Behavior Clinic **-** Behavior Clinics take place on designated Saturdays during the month, from 8:00 a.m. – 11:00 a.m. Students are to be dropped off at the main entrance of the building no later than **7:55 a.m**. and must be picked up promptly at the same location. Students ***MUST*** be in school uniform. Students will be tasked with a variety of duties, including cleaning the campus, academic intervention assignments, and/or a behavior reflection writing prompt. Failure to pick up a student from Saturday Behavior Clinics ON TIME could result in further consequences. Parents/guardians will be notified about the SBC by email/text from Student Conductor, *AND* by administration via phone and ParentSquare prior to the assigned clinic date.

All detentions must be served as assigned. Any questions regarding detention assignments should be directed to administrators promptly.

SUSPENSIONS / EXPULSIONS

Suspension from school is used in response to major discipline issues on campus. Students may be suspended for progressive discipline or in response to serious violations of classroom/school/bus rules. Suspensions are used as a deterrent of future behaviors. A student will be recommended for expulsion upon receipt of his/her **3rd suspension.**

Students who have a suspension will be unable to attend field trips or end of semester positive behavior incentive days for that semester. Students who are expelled, regardless of their return date, will be unable to attend field trips and end of semester positive behavior incentive days for the entire school year.

SFJH DISCIPLINE MATRIX FOR PROGRESSION OF MINOR INFRACTIONS AND MAJOR DISCIPLINE

The following serves as a guideline for common discipline issues and *possible* consequences for each. The administrative staff of SFJH may issue any consequences as warranted on a case-by-case situation at their discretion.

OFFENSE	Warning/ Infraction	Lunch Detention	1 HOUR ISD	2 HOUR ISD	3 HOUR SATURDAY BEHAVIOR CLINIC	1 or 2 Day SUSPENSION	3+ Day SUSPENSION	EXPULSION
Academic dishonesty (Cheating, submitting others work, plagiarism, using A.I.)		X	X	X	X	X	X	X
Breaking and entering school property							X	X
Buying/Selling of personal items at school		X	X	X	X	X	X	X
Campus/Classroom Disruption		X	X	X	X	X	X	X
Cell Phone Violation**				X	X	X**	X	X
Chewing gum, candy, or other objects (paper, bottle caps, pen tops, etc.)**	X	X	X	X	X	X**		
Conduct Injurious				X	X	X	X	X
Disrespect for authority				X	X	X	X	X
Distribution/Possession/Use of Controlled Dangerous Substance; LAW ENFORCEMENT MUST BE NOTIFIED								X
Dress code violations**	1-3	4, 5	6	7, 8	9	10+ **		
Eating food**	X	X	X	X	X	X**		
Failure to serve assigned consequences			X	X	X	X	X	X
False charges against authority					X	X	X	X
Fighting							X	X
Forgery of administrator, teacher, or parent's signature/Lying		X	X	X	X	X	X	X
Gambling					X	X	X	X
Harassing student or school personnel			X	X	X	X	X	X
Horseplaying/Roughhousing				X	X	X	X	X
Inappropriate non-uniform dress (Dress-Down Days)**	X	X	X	X	X	X**		
Leaving class or campus without permission				X	X	X	X	X
Major Disturbance/Instigation of Major Disturbance				X	X	X	X	X
Out of area				X	X	X	X	X
Possession/Use of alcohol/medication						X	X	X
Possession/Use of Other Prohibited Items (toys, blankets, fidgets, squishies, playing cards, etc.)**	X	X	X	X	X	X**		
Profane and/or explicit language/imagery or clothing				X	X	X	X	X
Public Display of Affection (PDA)	X	X	X	X	X	X	X	X
Recording unauthorized audio/video						X	X	X
Smoking, dipping, possession (lighter/matches), vape, or other tobacco products; POLICE WILL BE NOTIFIED.						X	X	X
Tardy violations**	1-3	4, 5	6	7, 8	9	10+ **		
Theft						X	X	X
Unacceptable/improper/unauthorized use of computers or school property				X	X	X	X	X
Uncooperative Behavior/Failure to Participate or Complete Alternative Assignment			X	X	X	X	X	X
Use/possession of any object as a firearm or weapon; LAW ENFORCEMENT WILL BE NOTIFIED.							X	X
Use of Smartwatch, Bluetooth/Wireless devices, or Other Devices in violation of the SFJH Personal Telecommunication and Electronics Device Policy**				X	X	X**	X	X
Vandalism/destruction of school property (reimbursement may be required)						X	X	X
Violation of SFJH Water/Drink Container Policy**	X	X	X	X	X	X**		
Willful Disobedience			X	X	X	X	X	X
Other offenses and punishments may be added if necessary.	X	X	X	X	X	X	X	X

Offenses marked with an asterisk (*) indicate that, after the first suspension, each subsequent violation will result in alternating consequences of a 2-hour In-School Detention, a 3-hour Saturday Behavior Clinic, and suspension.

PERSONAL TELECOMMUNICATION & ELECTRONIC DEVICES POLICY (CELL PHONE, SMART DEVICES, EARBUDS, GAMING DEVICES, ETC.)

To support a focused and distraction-free learning environment, students are **NOT** allowed to use Cell Phones, Smartwatches, SmartGlasses, Bluetooth/Wireless earbuds or headphones, or any other personal electronic or telecommunication device at any time during the school day. Students who need to contact a parent/guardian must report to the office to complete the "*call home clipboard*." Contact home will be made by an office staff member. Failure to follow this policy will result in disciplinary action according to SFJH guidelines.

All personal telecommunication devices must be **POWERED OFF** (*NOT on Silent/Vibrate, Do Not Disturb, or Airplane Mode*) and must be **stored in a student's backpack** from the time they arrive on campus until they leave campus (*NOT in purses, gym bags, lunch boxes, or pockets*). School buses are considered an extension of the school campus; therefore, the same guidelines and consequences set forth in this policy continue to apply while riding the bus.

Not Allowed:

- Taking out cell phone, wireless earbuds/headphones, or smartwatch from backpack, at any time on campus.
- Using or turning on cell phone, wireless earbuds/headphones, or smartwatch while on campus before school, during class time, between classes, or at lunch.
- Texting or calling parents directly from personal devices.
- Personal electronic or telecommunication devices of any kind (which include, but may not be limited to, SmartGlasses, smartwatches, personal computers/laptops, electronic instruments, iPads, MP3 players, tablet devices, e-readers, gaming devices, or any other similar devices).

Allowed:

- Cellphone powered off in backpack at all times while on campus.
- Wired earbuds or wired headphones to use for class assignments, only when permitted by your teacher.
- Traditional analog or digital "non-smart" watches.

Violations & Consequences - ALL DEVICES WILL BE CONFISCATED AND FOLLOW THE DISCIPLINE PROGRESSION BELOW:

- **1st Offense:** 2-hour In School Detention
- **Further Offenses:** Escalation of consequences, including Suspension (see Discipline Matrix)
- Refusal of a student to relinquish the device will result in a minimum one-day suspension.
- Parents can pick up confiscated devices in the SFJH office by 3:00pm.

********PLEASE NOTE********

SMART WATCHES OR OTHER WEARABLE DEVICES THAT CONNECT TO THE INTERNET, TAKE IMAGES, OR SEND/RECEIVE TEXT MESSAGES OR IMAGES ARE NOT ALLOWED ON STUDENTS AT ANY TIME ON CAMPUS DURING REGULAR SCHOOL HOURS OR SCHOOL SPONSORED TRIPS.

(Examples: MetaGlasses, Apple Watch, Samsung Watch, Fitbit, Garmin, etc.)

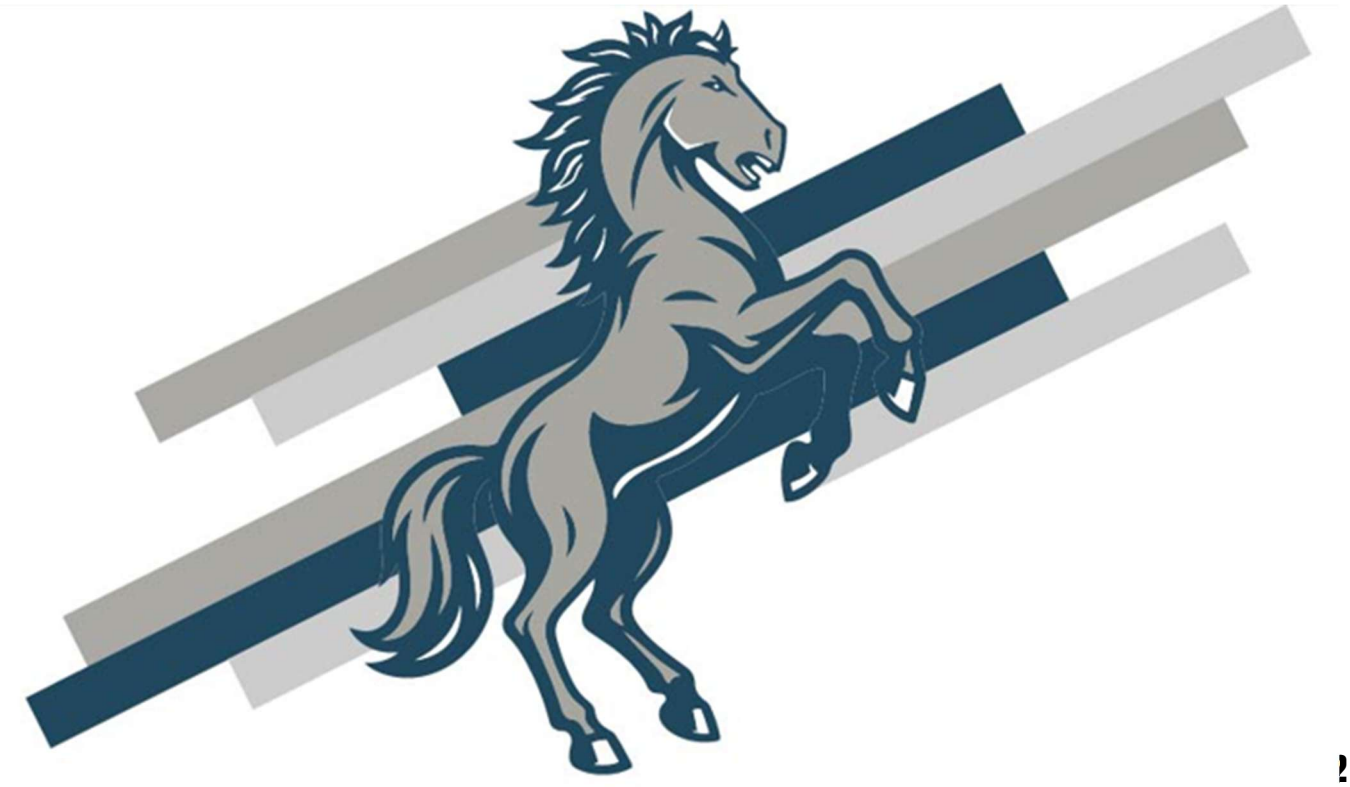
AUDIO, STILL IMAGE, AND VIDEO RECORDINGS

Audio, still image, and video recordings are not allowed at SFJH due to FERPA and HIPPA regulations, both of which regulate and protect the right to privacy for adults and minors. Any audio, still image, or video recordings at SFJH require the prior approval of the principal. Please note that this policy does not apply to general assemblies, award ceremonies, and other school sponsored events at SFJH. Students in violation of this policy will receive an automatic suspension by administration.

ADDITIONAL PROHIBITED ITEMS ON CAMPUS

Students are NOT allowed to bring blankets, toys, stuffed animals, fidgets, squishies, Nee-Dohs, playing cards, etc. on campus at any time during the school day. These items are a distraction on campus and interrupt the learning and school environment.

If a student is using or in possession of a prohibited item or any additional items that cause a distraction/disruption to the school or learning environment, the items will be confiscated. Parents/guardians can pick up confiscated items in the SFJH office by 3:00pm. A warning will be given for the first offense, but further disciplinary action will be taken for future violations (see SFJH Discipline Matrix).



FOOD/DRINK POLICY

To protect technology, maintain cleanliness, and promote safety, **no food, candy, or drinks, aside from water, are allowed in classrooms**.

Water/Drink Containers:

- **Water is the only drink allowed on campus**, and must be in a **clear, plastic, refillable bottle** with a secure, spill-resistant lid.
- **Opaque, glass, and metal containers** (Yeti, Stanley, HydroFlask, etc.) are **not permitted**.
- Water fountains with refillable stations are located in various locations around campus (within close proximity to areas where students are present regularly).
- **Energy drinks, tea, coffee, and supplements** are not allowed unless medically approved and handled through the school nurse.

Lunch Guidelines:

- Chips or snacks must be individual serving size, stored in a small ziplock bag or storage container, and remain in the student's lunchbox until arriving in the cafeteria for their designated lunch shift. Large, multi-serving/family size bags of chips and snacks are prohibited from campus.
- No food or drinks are allowed outside of the cafeteria and must be discarded before exiting.
- **NO outside beverages** (i.e. juice, soft drinks, energy drinks, etc). – **WATER ONLY!**
- Items dropped off for students will not be delivered until the **end of the school day**.

Gum & Candy:

- **Gum chewing is NEVER allowed on campus** and will result in an **immediate infraction**.
- Candy and gum should not be brought to school or consumed on campus at any time.

Consequences:

- Violations result in an **infraction** (see SFJH Discipline Matrix).
- Prohibited drink containers will be confiscated and held in the office until dismissal.
- Prohibited drink or food items will be confiscated and discarded.

DRESS CODE POLICY

The following guidelines have been established by **LPPS** regarding all students' dress and appearance.

1. School uniform tops and bottoms *must be worn every day*. Uniform shirt collar must be visible at all times while wearing a jacket or pullover/hoodie.
2. Appropriate footwear must be worn to school (no shower shoes, flip-flops, Crocs, slippers or sandals).
3. The wearing of caps, hats, hoods, or un-prescribed glasses is not permitted. Students who habitually violate this may face office discipline after receiving a warning.
4. Patches, decorations, slogans, symbols, tags, marks, or advertisements are prohibited. (Examples: beer, cigarettes, drugs, obscene suggestions, sexual connotations, politics, etc.)
5. Designs, emblems, insignias, monograms, and logos are prohibited.
6. Piercings, other than ears, are not permitted. *ONLY clear stud pierce hole fillers are allowed for nose rings*. Earrings should be of a size and dimension that is not a safety concern.
7. Hair must be neat, clean, and out of the student's eyes. Hair should be one natural color; no extreme unnatural colors will be permitted (ex. blue, purple, pink, etc.). Sculptured hair styles that include pictures, symbols, letters, numbers, or hair curlers, rollers or excessively teased will not be permitted. Principals have discretion if a hairstyle including accessories interferes with learning.
8. Neatly groomed facial hair is acceptable.
9. Tattoos that are vulgar, obscene, political, offensive or otherwise disruptive to the school environment are not permitted and must be covered at all times.
10. Foundation garments must be worn.
11. Outerwear that does not comply with the LPPS uniform policy will be confiscated from the student and returned at the end of the school day.
12. Dress during any period where uniforms are not required, such as special event days or for transferring students, shall be consistent with the intent and spirit of the *School Uniform Dress Code*.

GUIDELINES FOR NON-UNIFORM DRESS DOWN DAYS

On occasion students will be permitted to wear apparel other than the school uniform. It is important that in ALL cases, the dress is school appropriate (length of shorts, coverage, etc.). Students are not to wear hats, caps, hoods, inappropriate images/wording, or clothing that would otherwise violate the students dress guidelines. Students whose clothing is deemed inappropriate will be required to change into a school uniform. Students who are in violation of this policy may receive disciplinary action and/or lose the opportunity to participate in free dress on future dates.

- Jeans must be solid color and not have any holes, rips, or tatters. Jean shorts, skorts, and skirts **must** meet LPPS Dress Code length requirements, and must be hemmed. Belts must still be worn with jeans, shorts, skirts, and skorts.
- Pajama pants are NOT allowed to be worn on campus at any time.
- Joggers, sweatpants, and tracksuits are NOT allowed, unless specific guidance has been given by administration (ex. for Extreme Cold Weather Days).
- No sleeveless shirts, tanks tops, low cut shirts, or other revealing clothing.
- Appropriate footwear must be worn at all times, unless specific guidance has been given by administration.

For details on consequences/progression of dress code infractions, please see the SFJH Discipline Matrix. For more details on the LPPS Student Dress Code Policy, visit www.lpsb.org/parent_resources/student_dress_code

BRONCO FRIDAYS

Students may wear a SFJH Bronco spirit t-shirt on ***every Friday*** with uniform bottoms. Additional attire guidance may be provided by administration before each Bronco Friday.

** Only students that purchase a JEANS PASS will be allowed to wear jeans with their Spirit Shirt on Bronco Fridays, and must follow the Non-Uniform Dress Down Day Guidelines for Jeans.

LPPS STUDENT UNIFORM DRESS CODE

Shirts:

- ✓ Solid Color – Navy Blue or White.
- ✓ Polo - two, three or four buttons at the top front with collar (short or long sleeve).
- ✓ Oxford style dress shirt, short or long sleeves.
- ✓ **All shirts are required to be tucked in**
- ✓ Designs, emblems, insignias, monograms and logos are prohibited.

Undershirts:

- ✓ Under-shirts, if worn, must be white, gray or black and can only be worn underneath the standard uniform. No long sleeve under-shirts.

Pants/Skirts/Shorts/Skorts:

- ✓ Solid color: Khaki.
- ✓ No jean, knit, jegging, stretch, cargo, capri, or cropped styles.
- ✓ Appropriate fit: not too loose, not too tight; no sagging.
- ✓ Pants and shorts <u>must have</u> belt loops and a belt must be worn. No elastic or drawstring waistbands for pants and shorts.
- ✓ Must be worn at the waistline.
- ✓ Skirts should be to the <u>top of the kneecap</u>.
- ✓ Shorts and skorts should be <u>no more than 4 inches above the knee</u>; shorts cannot be below the knee; shorts may be cuffed or not cuffed.
- ✓ All bottoms must be hemmed.

Belts:

- ✓ **Belts are required** with pants and shorts, and with skorts that are designed with belt loops; can be any color, no inappropriate logos or slogans.
- ✓ Belts are to be worn correctly, and buckles are not to be excessive size or offensive design. Belt buckles must be plain, no studs or spikes.

Socks:

- ✓ Socks may not have inappropriate or offensive wording or images.
- ✓ Socks above the knee are prohibited.
- ✓ Tights or leggings: solid color black, gray, navy blue, or white. Tights or leggings may only be worn under skirts/ dresses and must be full length reaching the ankle.

Pullovers:

- ✓ **SOLID** Navy Blue, Black, Gray, or White (3/4 zip, crew neck, hoodies, sweaters) are allowed. A pullover cannot be worn in place of a shirt nor be so large that it conceals a student's bottom garment. Designs, emblems, insignias, monograms and logos are prohibited.
- ✓ Any SFJH SPIRIT pullover purchased from the school or a vendor with the school's name or logo is acceptable.
- ✓ **Hoods are NOT ALLOWED to be worn at any time on campus.** Habitual violations, beyond the first warning, are considered Willful Disobedience and will result in further disciplinary action.

Shoes:

- ✓ Closed-toe and closed-heel shoe mandatory (tennis shoes, dress shoes, casual shoes, slip-on shoes, or boots).
- ✓ Footwear should not extend above the knee.
- ✓ Shoes shall be properly tied or strapped, if applicable.
- ✓ **NO Crocs and Slipper-style UGG shoes**

Coats:

- ✓ Coat/Jacket/Sweater may be worn as long as the uniform shirt collar is revealed under coat/jacket/sweater.
- ✓ No trench coats allowed.
- ✓ Vest/Jackets/Sweaters/Coats that zip/button/snap from top to bottom may be any color and may have a hood.

SCHOOL COUNSELING PROGRAM

Our School Counselor is concerned about each student's emotional well-being, academic progress, and personal and social development. Students will participate in the school counseling program throughout the school year. Students wishing to schedule an individual meeting with the counselor should do so by having one of their teachers send an e-mail with their name and, if necessary, the nature of the request or by completing an online form. The school counselor will schedule an appointment at the earliest available time.

The following specific activities are offered:

- Periodic classroom presentations related to positive, personal growth and development
- Individual and group counseling
- Facilitation of Parent/Teacher/Student conferences
- Provide appropriate information on education planning and careers
- Consultation services concerning the growth and development of students

Parents/Guardians may be contacted regarding students for, but not limited to, the following:

- Excessive absences
- Assistance needed in specific areas to help child achieve success in school
- Concern regarding your students emotional well-being or behavioral issues.

School Counselors are not able to provide the following services to students or to the parent/guardian:

- Testifying in court in child-custody matters
- Providing intensive long-term counseling services when they are needed by the child

Scheduling

It is the position of the South Fork Junior High School's Comprehensive School Counseling Program to promote academic success for all students. The following factors do not prevent a student from being scheduled in courses during scheduling: race, color, national origin, sex or disability. Student schedules are determined by academic performance, course availability/conflict, student interest and Individual Education Plans. Access to facilities will also not prevent a student from being scheduled or participating in a course. If parents have questions about this program or need to schedule a parent conference, please call 225-271-1431.

LIBRARY

1. Students will go to the library with their ELA class.
2. Students will be charged $.05 per day for overdue library books.
3. Students must pay for lost or damaged books.
4. Students are limited to checking out two books at a time for a period of two weeks.
5. Reference materials, magazines and newspapers must be used in the library.

TECHNOLOGY

Laptops will be provided for use during the school day. If needed, students may check out a laptop to use at home. Students who choose to check out a laptop are responsible for the well-being, up-keep, and damage repairs of these devices. Damaged laptops due to foul play or failure to return devices may result in disciplinary action and jeopardize eligibility to check out laptops in the future. Parents will be financially responsible for replacing any lost or damaged laptop.

****Each student and parent will be required to sign a LPPS Student Technology Loaner Agreement before a laptop is issued.****

PHYSICAL EDUCATION

- All students not medically excused will participate in Physical Education.
- There will be penalties for habitual failure to dress out for class.
- Each child must have a gym uniform. Gym uniforms may be purchased from the school for $20.00.
- Athletic style shoes and socks are required; shoes must have non-marking soles and must tie or fasten.
- Each child should have his/her name clearly printed on the gym uniform. Students may not borrow or loan gym uniforms.
- In order to participate in P.E., if a student's uniform is lost, stolen or damaged, a new uniform must be purchased.
- A student's grade in P.E. will be based on dressing out, participating in skills, and written tests.
- Students are required to participate in regimented physical exercise as part of their grade. Students who refuse will face discipline for willful disobedience.

MEDICATION FOR STUDENTS

The school is **NOT** allowed to administer nonprescription medication (Tylenol, Ibuprofen, cough syrup, Advil, etc.), nor is a student allowed to bring/possess such medication on campus, or other non-prescription supplements. Parents may come to the school and administer these medications to their child. If a student needs to take a prescription drug during school, the following must be followed before medication can be administered:

- The Parental Permission Form and the Doctor's Order Form (available upon request from the Office) must be completed, signed and returned to the school.
- The medication must be in the original prescription bottle with the correct and current information on the bottle. **DO NOT WRITE ON THE BOTTLE; IT INVALIDATES THE PRESCRIPTION**. Only adults can bring medication to school.
- The office should be notified **IN WRITING** regarding allergic reactions/procedures for individual students. This information should be provided at the earliest possible convenience.

STUDENT FEES

1. Students are assessed a **$45.00 instructional fee** for our current school year. Students ***MUST*** have their student fee paid in order to participate in academic dress down days, attend dances, or field trips.
2. P.E. uniforms are $20.00.
3. Band fee is $50.00 for band students only.
4. Art Fee is $15.00 for art students only.
5. Students must pay for lost or damaged textbooks, computers, chargers, and library books.
6. There may be additional class/club fees assessed; they must be paid online via School Cash Online. Sponsors and coaches will relay additional costs for classes, clubs, and team sports.
7. Unpaid debts and/or fees could result in student not participating in field trips or extra-curricular activities.

TRANSPORTATION

BUS RULES

1. Students are expected to be at their assigned bus stop each morning on time.
   Bus drivers are not required to blow horns or wait on students who are not at the bus stop
2. Students must always remain seated when the bus is in motion.
3. Students should adhere to all guidelines concerning bus safety.
4. Camera equipment may monitor students' behavior on school buses.
5. Additional bus rules will be provided/required by individual bus drivers; please try working with them as a first step in solving individual problems.
6. The same discipline applies to the bus as it would in the classroom, as the bus is an extension of school.

CARPOOL DROP-OFF AND PICKUP PROCEDURES

In order to maintain the safety and efficiency of the carpool line at SFJH, please ensure the general guidelines are followed, and the directives of the duty teachers are followed. Students may be dropped off and picked up by parents before or after school, but please follow the indicated pathway in the parking lot. ***Please review the carpool map on our school website & social media accounts.*** Student cellphone/smart device use is **NOT** allowed in Carpool Area.

**** NO student is to be dropped off before a duty teacher is present at 7:00am, and students should be picked up no later than 2:45 pm. ****

Carpool students may be marked tardy if they arrive to campus late and are unable to be in class by 7:25am. SFJH is not responsible for students who are late due to traffic congestion, weather, or other unforeseen instances.

Students are **NOT** allowed to walk or ride bikes to/from school.

Failure to follow the carpool guidelines may result in the loss of a student's ability to use this form of transportation.

Any changes in a student's method of transportation in leaving campus will require written permission from a parent or guardian and **MUST** be approved by the principal or assistant principal **BEFORE** school begins. **DUE TO OVERCROWDED CONDITIONS ON BUSES, STUDENTS WILL NOT BE ALLOWED TO RIDE A DIFFERENT BUS UNLESS APPROVED BY THE OFFICE.**

Extra-Curricular events: Students who are unable to have timely rides after events will not be able to attend further events.

STUDENT SEXUAL HARASSMENT POLICY

The Livingston Parish School Board disapproves of and does not tolerate sexual harassment by employees to students, by students to employees or by one student to another student. No employee or student, either male or female, should be subject to unsolicited and un-welcomed sexual overtures or conduct, either verbal or physical. Sexual harassment does not refer to occasional compliments of socially acceptable nature. It refers to behavior that is not welcomed, that is personally offensive and therefore interferes with the purposes of the employee and/or student in the academic, extracurricular, and co-curricular atmosphere. Students could be recommended for suspension or expulsion.

Examples of sexual conduct are:

- Sexual advances
- Touching of a sexual nature
- Graffiti of a sexual nature
- Displaying or distributing of sexually explicit drawings, pictures and written materials.
- Sexual gestures
- Sexual or “dirty jokes”
- Pressure for sexual favors
- Touching oneself sexually or talking about one’s sexual activity in front of others.
- Spreading rumors about or rating other students as to sexual activity or performance.

This policy applies to all.

CHILD FIND

In accordance with the State of Louisiana Child Search Program, annual and ongoing activities are conducted to identify and locate children (ages 3 through 21) suspected of being exceptional and in need of special education and/or related services. If you have a child or know of a child between the ages of 3 and 5 years old who seems to have difficulty learning, help is available. Contact the Livingston Parish Public Schools Child Search Coordinator at (225) 686-7600. If your child is school-aged, contact your home-based school district regarding these concerns.

LPPS ACCEPTABLE USE SUMMARY

In our continued efforts to comply with the **C**hildren's **I**nternet **P**rotection **A**ct, Livingston Parish Public Schools has adopted and will enforce policies and procedures to protect our students. The policies: IFBGA Computer Access and Use and JCDAF - Bullying, Cyber Bullying, Intimidation along with other district policies are available to the public at the school or district administrative office.

Acceptable use of the internet and other network resources include but are not limited to:

A. No access by minors of inappropriate matter
B. No access of social networking or gaming sites
C. No use of outside electronic mail, chat rooms, and any other forms of direct communication by students
D. No inappropriate network behavior including cyber-bullying
E. Any knowledge of prohibited behavior or access of prohibited sites must be reported immediately
F. Students are not allowed to install any software on LPPS computers or networks
G. No revealing personal information
H. No illegal activities such as:
   1. Hacking, Vandalism and unauthorized access.
   2. Password abuse
   3. Inappropriate language
   4. Trespassing in others' folders
   5. Damaging computers or networks
   6. Disabling or modifying LPPS security settings in order to bypass filtering/monitoring to gain unauthorized access to sites or files
   7. Violating Copyright laws
   8. Spreading viruses or using the network for commercial, illegal or violent purposes

Penalties:

A. Any user violating these provisions, applicable state and federal laws, and district rules shall be subject to loss of network privileges and any other system disciplinary options, including criminal prosecution.

B. Procedures that have been adopted to enforce the policies include:

C. Principals will discuss CIPA and Acceptable Use with the staff to explain their responsibilities. Teachers sign a form with the items discussed and their responsibilities listed.

D. Teachers will disseminate the information to students. As documentation of discussion, students in grades 3 and above must sign a statement that they have been informed of and understand their responsibilities as network users. This form also contains a list of items discussed.

E. LPPS also maintains a robust software platform that filters inappropriate material and blocks its access for all users. This software scans emails and internet sites for key words and identifiers. The district reviews filtering reports and internet use regularly to ensure protection for students and appropriate use by staff.

F. All photos of students on school websites will be unidentified unless a permission form has been completed.

G. It is the responsibility of the parent to go to the school in person and sign a form if you want to:
   1. Deny your student access to the internet.
   2. Deny permission for your student's work to be published on classroom web sites.
   3. Deny permission for your student's unidentified photos to be published on classroom web sites.

TITLE I Family Engagement Policy

LPPS 2026 -27

A Districtwide Family Advisory Council has been established in order to revise the current Livingston Parish Title I Parent and Family Engagement policy and expand the plan in accordance with Every Student Succeeds Act (ESSA) of 2015, section 1112 of the Elementary and Secondary Act (ESEA). This council will meet regularly in order to coordinate and integrate family involvement, and evaluate the effectiveness of the policy. This policy will be made available to the local community and updated periodically to meet the changing needs of the families and the school. The ultimate goal is to ensure that all families within the district are provided the same opportunities for involvement in their child's education. The advisory council will also be informed of the process of the 1% of Title I, Part A funds reserved for family engagement. The Local Education Agency (LEA) will incorporate these ideas into the district-wide policy. If there are any unsatisfactory comments on the plan, these will be forwarded to the State Education Agency (SEA).

Under the direction and technical assistance of the Local Education Agency (LEA), each Title I school will have family members serve on the Schoolwide Committee, which will function to review the schoolwide plan and family activities for that school. This plan will be specific to the Title I school and will provide a means for families to become more involved in their child's education.

Consistent with section 1118 of the ESEA, an annual meeting will be held in each school in which family members will be given information about their school participation in the Title I program and related services, an explanation of the requirements of this participation and a school/family compact as required by section 1118(d) of the ESEA.. Family members will also be informed of their right to parent-teacher conferences, regular reports on their children's progress, reasonable access to staff, opportunities to volunteer on campus, and to request information regarding the professional certifications of their student's classroom teachers. To the extent, which is practical, meetings will provide full opportunities for the participation of family members with limited English, members with disabilities and migrant parents following section 1111 of the ESEA. Information will be understandable and uniform.

One goal of this plan will be to improve communication between home and school through family/school compacts, newsletters, family-teacher conferences, handbooks, agendas, surveys, School Messenger recordings, electronic communications, such as: telephone calls, texts and emails, and school social media types of sharing information. It is important that family members respond to communications from the school in a timely manner and talk with their children about their classroom activities and behavior.
Another goal will be to provide information concerning Every Student Succeeds Act (ESSA) of 2015, the State of Louisiana Accountability Law, the curriculum used at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.

Title I schools will assist families with parenting skills, technology skills, and give assistance in helping with homework, projects, and other at-home activities. Families will be encouraged to take advantage of teacher conferences as a way of monitoring the progress of students. Schools will also provide opportunities for the local community to become more involved with families and with the school.

Family participation is essential to the success of the students. By monitoring the child's progress and working with educators to improve students' achievement, families provide a vital link between the school and the student. Students should know that their family values education and achievement and are available to help them to achieve their goals. Annually, each school will disseminate and collect family surveys to improve engagement. Results from the survey, if needed, will be used to revise family engagement policies at the school level.

It is Livingston Parish Public School System's goal to reach out to, communicate with and work with families as equal partners in our schools.

SFJH COMMITMENT TO THE COMMUNITY

THE ADMINISTRATION, FACULTY, AND STAFF OF SFJH ARE COMMITTED TO THE BETTERMENT OF OUR COMMUNITY THROUGH EDUCATION. WE ARE HERE FOR YOU! WE BELIEVE THAT THE ROLE OF THE SCHOOL IS TO UNLOCK THE POTENTIAL OF OUR STUDENTS. EACH STUDENT HAS EQUAL OPPORTUNITY FOR SUCCESS IN OUR SYSTEM. THE SCHOOL IS A HUB OF CONNECTIVITY, COMMUNITY, AND COMPASSION.

WE PLEDGE TO GIVE OUR ALL SO THAT OUR STUDENTS CAN BE THEIR ALL.

DAILY SCHEDULE/IMPORTANT DATES

STUDENT DROP OFF		**7:00-7:20**
1ST HOUR		**7:25-8:21**
2ND HOUR		**8:24-9:17**
3RD HOUR		**9:20-10:13**
4TH HOUR (LUNCH)		**10:16-11:42**
	1st	LUNCH/RECESS - 10:16-10:46
		CLASS - 10:49-11:42
	2nd	CLASS - 10:16-11:09
		LUNCH/RECESS- 11:09-11:39
5TH HOUR		**11:45-12:38**
6TH HOUR		**12:41-1:34**
7TH HOUR		**1:37-2:30**

SCHOOL HOLIDAYS

LABOR DAY	**MONDAY 9/7/2026**
LIVINGSTON PARISH FAIR	**THURSDAY – FRIDAY 10/8 & 10/9/2026**
THANKSGIVING	**MONDAY-FRIDAY 11/23-27/2026**
CHRISTMAS/ NEW YEAR'S	**MONDAY 12/21/26 – FRIDAY 1/5/27**
MARTIN LUTHER KING DAY	**MONDAY 1/18/27**
MARDI GRAS	**MONDAY-FRIDAY 2/8/27-2/12/27**
GOOD FRIDAY/EASTER	**FRIDAY-FRIDAY 3/26/27-4/2/27**

PARENT HELP PAGE

Google Classroom

Most assignments are posted in "GOOGLE CLASSROOM." This online service features real-time updates for work and connects directly to Google Drive. This means assignments cannot be lost. Visit the link below (or scan the QR Code) to view a brief presentation on how to use Google Classroom.
https://tinyurl.com/parentgoogleclassroomhelp

PowerSchool

POWERSCHOOL is an online gradebook for all students. Teachers are able to add comments, mark assignments late, incomplete, or missing. POWERSCHOOL keeps track of student absences and tardies as well. SFJH strongly encourages parents/guardians AND students to regularly check POWERSCHOOL for updates on grades!

Download the POWERSCHOOL Mobile APP through the Google or Apple Play store. Use district code below to get started:

NQPT

Click on this link to Watch an overview video on how to login/use POWERSCHOOL or scan the QR Code below.

Who to Contact?

SFJH is a dedicated school community working together to support student success. To help you get answers quickly, please review the guide below when reaching out to us.

CLASSROOM QUESTIONS:
Email teachers directly using
firstname.lastname@lpsb.org
i.e. john.smith@lpsb.org

OFFICE/SECRETARIAL QUESTIONS:
Mrs. Joli, Mrs. Chelsea, & Mrs. Kris
Joli.Davis@lpsb.org
Chelsea.Leblanc@lpsb.org
Kris.Williams@lpsb.org

BUS:
Mrs. Hoch, Asst. Principal
Brandi.Hoch@lpsb.org

DISCIPLINE:
Mrs. Hoch & Mrs. Gallman
Brandi.Hoch@lpsb.org
Rachel.Gallman@lpsb.org

ACADEMICS:
Mrs. Revelle, Instructional Coach
Jessalyn.Revelle@lpsb.org

SCHOOLWIDE CONCERNS:
Mr. Watts, Principal
Jeffery.Watts@lpsb.org

COUNSELING/SCHEDULING:
Ms. Cavalier, School Counselor
Angela.Cavalier@lpsb.org