



Natchitoches Junior High- Frankie Ray Jackson School

2025-2026

Student Handbook

800 Koonce St.
Natchitoches, La 71457
(318)238-0066

“NJH, Where Everybody is Somebody”

Welcome

Natchitoches Junior High School welcomes you to its excellent educational institution that offers multiple opportunities for students to glow and grow. The purpose of this handbook is to present clear expectations along with school policies which create an environment that promotes safety, academic achievement, and respect for all. Our hope is to promote “Tribe Pride, School-Wide”.

Principal’s Message

*“Natchitoches Junior High, **Where Everybody Is Somebody!**”*

Welcome to Natchitoches Junior High School! My name is Principal Bobby Benjamin, and I am excited to have this opportunity to be a part of your middle school journey as we begin an exciting new school year. At Natchitoches Junior High, we are building a school culture where everyone feels respected, valued, and supported. Our commitment is to ensure a safe and positive environment so all students can learn, grow, and achieve their potential.

We focus on three key values:

- **Respect:** Treat others kindly and value differences.
- **Responsibility:** Make good choices and work hard.
- **Readiness:** Being ready to learn, ready to work hard, and ready to do what it takes to succeed.

With the guidance of our dedicated teachers and staff, you will have opportunities to flourish academically and develop as leaders. We encourage you to show kindness, support one another, and make the most of every day, whether it is in the classroom, on the field, on the court, or in the community. We want you to be proud of where you are, and who you’re becoming.

Let’s work together to make this a fantastic year at Natchitoches Junior High!

With gratitude and determination,

Bobby Benjamin, Jr

Principal, Natchitoches Junior High-Frankie Ray Jackson School

Mission Statement

At Natchitoches Junior High, our mission is to cultivate a vibrant and inclusive school culture where shared leadership and high expectations empower every student to achieve academic and personal success. We are dedicated to preparing our students for a seamless transition to high school by fostering a supportive environment where every voice is valued, and every individual is inspired to excel.

Belief Statement

We believe through the acknowledgment of diverse perspectives, and the relevance of collaborative leadership, we create a school community where every student feels a sense of inclusiveness and is inspired to reach their fullest potential. We are committed to the belief that by providing fair opportunities for success through fostering the growth of all students and making sure they are well-prepared for the academic and social challenges of high school.

Vision Statement

We aspire to be a premier junior high school recognized for our inclusive culture, collaborative spirit, and unwavering commitment to excellence. Our vision is to cultivate students who are self-assured, skilled, and empathetic, thereby preparing them to excel in high school and beyond in their future endeavors. Natchitoches Junior High will foster a culture of shared leadership and high expectations, creating an environment "Where Everybody is Somebody!" and ensuring that every student is ready for future success.

Motto

"NJH, Where Everybody is Somebody"

School Colors

Maroon and Gold

School Administration

Principal	Bobby Benjamin
Secretary	Emmon Goode
School-Wide Academic Leader/8th Grade Academic Lead	Robert Carnline
7th Grade Academic Lead	Malisha Means
6th Grade Academic Lead	Rebecca Theriot

Arrival and Dismissal Procedures

The school doors become available to students starting at 7:00 AM. The school provides breakfast for students as soon as they arrive. The educational day starts exactly at 7:40 AM, so students who arrive at school after 7:40AM are considered late. Breakfast ends at 7:35AM, unless students arrive on a late bus.

The educational day ends at 3:15 PM. The first group of students dismissed from school consists of car riders and walkers followed by bus riders. All students need to depart the campus right after classes end unless they participate in supervised activities.

Attendance and Tardy Policy

All students are expected to attend school every day, arriving promptly and ready to learn. A written excuse must be presented to the school within three days after returning from an absence. The school will implement attendance intervention and may take legal action against the parents of students who miss class excessively. The school day begins at 7:40 AM. Students who arrive after this time must visit the office for attendance purposes before going to class.

Grading and Report Cards

Grading Scale:

A = 100–90

B = 89–80

C = 79–70

D = 69–60

F = 59 and below

The school distributes report cards once every nine-week period. The school also provides progress reports at the midpoint of each grading period.

Behavior Expectations

The school teaches students to demonstrate three essential values which are RESPECT, RESPONSIBILITY, and READINESS. All students are expected to:

- Follow directions immediately.
- Respect your peers, the staff, and school property.
- Stay on task and be prepared for learning.
- Keep hands, feet, and objects to themselves.
- Use appropriate language and voice levels.

Violation of Rules: Discipline Policy

Minor Infractions

Minor infractions are considered small, non-serious violations of school rules or expectations that cause small classroom and school distractions and interruptions. These are any actions that cause classroom distractions that hinder instruction. Five minor infractions equal a major infraction, which leads to a disciplinary action ranging from an administration conference to out-of-school suspension.

Major Infractions

Major infractions are serious violations of school rules or policies that significantly disrupt the learning environment or jeopardize student or staff safety. These infractions can result in disciplinary actions that range from in-school suspension to expulsion. Examples of major infractions are:

- Repeated minor infractions
- Cellphone
- Improper use of technology
- Fighting or physical aggression
- Threats or bullying
- Vandalism or destruction of property
- Possession of drugs, weapons, or contraband
- Disobedience or Defiance

- Leaving campus without permission
- Theft

Student Cell Phone Policy

The school requires students to switch off their devices while keeping them in their backpacks throughout the school day. Unauthorized use will result in confiscation of the phone by the teacher, who will then turn the phone over to administration.

First offense: Cellphone will be turned into the office and will be returned to the students at the end of the day. The student will receive five days of ISS.

Second offense: Cellphone will be turned into the office and will be returned to the student at the end of the day. The student will receive ten days of ISS. Parents will be required to attend an SBLC meeting.

Third offense: Cellphone will be turned into the office and returned to the student at the end of the school day. Ten days in SHORT, pending a forty-five day expulsion recommendation.

NJH Positive Behavior Interventions and Supports

At Natchitoches Junior High-Frankie Ray Jackson, we know that “Educational success is not just about academic achievement; it is also about fostering an environment where all students feel valued and supported discipline and structure are keys to student success.”

At NJH, PBIS (Positive Behavioral Interventions and Support) will foster a positive school culture, promote social-emotional learning, and provide tailored support to meet the diverse needs of our student body.

At NJH-FRJ, we’re using PBIS to:

- Teach clear Expectations
- Promote positive choices
- Celebrate good behavior
- Develop character and confidence

Together, we’re building a safe, respectful, and focused school, **Where Everybody is Somebody!** A safe, respectful, and structured environment allows students to focus, grow, and thrive both inside and outside the classroom.

The NJH discipline guidelines are formulated within the framework of the Natchitoches Parish School Board Discipline guidelines, the Juvenile Act, and positive behavior initiatives mandated

by the State Department of Education. The school discipline policies are administered by the principal in collaboration with the Positive Behavior Interventions and Support Team.

The PBIS team has created two types of incentives: short-term incentives and long-term incentives. The short-term incentives are to give immediate reinforcement to students obeying the school's PBIS expectations. This incentive is called the "Indian Bucks" system. All faculty and staff members will receive Indian Bucks to distribute to students. Students can redeem on PBIS Fridays for snacks, dress down coupons, etc.). Monthly themed events (Fun Friday's) where students can participate in activities like sports challenges, art/crafts workshops, or talent shows vs teachers/staff. Short-term incentives are also earned within the classroom such as extra computer time, school supplies, snacks, buddy lunch; these incentives are given from teacher to student. Long-term incentives include Academic/Attendance/Behavior Awards Day each nine weeks, "No Referrals" party, dance and movie party or field trip at the end of each semester, and Tribe Pride student award each week. End of Year: A formal awards ceremony recognizing students for their positive contributions, including categories like "Most Improved, "Citizenship Award", and the "Bloom Award", etc.

Tribe Pride School-Wide Behavior Expectations: Behavioral expectations for all students, faculty, and staff. (RESPECT, RESPONSIBILITY, and READINESS)

Tribe Pride, School-Wide



School Wide Behavior Expectations Matrix

Positive Choice Pledge	I am RESPECTFUL	I am RESPONSIBLE	I am READY TO LEARN
Arrival	<ul style="list-style-type: none"> Follow Staff Directions. 	<ul style="list-style-type: none"> Arrive at school before. 	<ul style="list-style-type: none"> Have all the materials you

	<ul style="list-style-type: none"> • Speak Kindly in the hallways and cafeteria. 	<ul style="list-style-type: none"> • Follow instructions of staff on duty at door/metal detector. • Walk to breakfast quietly. • Walk to designated areas after breakfast. 	<p>need for school.</p> <ul style="list-style-type: none"> • Turn in notes from home promptly.
Hallways	<ul style="list-style-type: none"> • Use inside voice. • Walk in a straight line. • Keep hands and feet to yourself. • Keep the hallways neat and clean. 	<ul style="list-style-type: none"> • Walk on the right side of the hallway. • Stay with your class/ teacher. • Be a good role model by following directions. 	<ul style="list-style-type: none"> • Face forward when walking. • Listen for directions.
Classrooms	<ul style="list-style-type: none"> • Raise your hand to be called on. • Speak kindly to others. • Ask permission to use things or get out of your seat. • Listen politely when others are speaking. 	<ul style="list-style-type: none"> • Follow directions the first time they are given. • Participate in classroom activities positively. • Take care of school and other's property. 	<ul style="list-style-type: none"> • Complete classwork and homework on time. • Have materials organized. • Keep desk clear and organized. • Use good listening skills. • Ask questions when you don't understand.

Bathrooms	<ul style="list-style-type: none"> • Respect privacy. • Flush the toilet. • Throw paper towels and other trash in the trash can. • Do not draw or write on any surface. • Do not break any items. <p>I am RESPECTFUL</p>	<ul style="list-style-type: none"> • Walk quickly and quietly to the bathroom. • Wash your hands when you are finished. • Only go to/ use the bathroom when necessary. <p>I am RESPONSIBLE</p>	<ul style="list-style-type: none"> • Ask permission to use the restroom only when you must go. • Use the restroom quickly and return straight to class. • Continue working on your assignment. <p>I am READY TO LEARN</p>
Common Area (Recess)	<ul style="list-style-type: none"> • Keep hands and feet to yourself. • Remain in approved areas only. • Throw away all trash in trash cans. 	<ul style="list-style-type: none"> • Follow all staff directions • Report any incidents to the staff. • Ask permission before leaving the commons area. • Get all belongings before coming into the building. 	<ul style="list-style-type: none"> • Stay where you can be seen. • Line up promptly when your class is called. • Listen to staff directions. • Enter the building quietly.
Cafeteria	<ul style="list-style-type: none"> • Wait quietly in line. • Use good table manners. • Clean up eating area. • Speak kindly • Use inside voices. 	<ul style="list-style-type: none"> • Know your student ID number • Get all items before sitting down • Sit in the next available seat • Raise your hand when 	<ul style="list-style-type: none"> • Get quiet when directions need to be given. • Listen to staff directions.

		ready to throw away your trash and be dismissed.	
Dismissal	<ul style="list-style-type: none"> • Walk with your class/teacher to your designated area to wait for your bus to be called. • Listen to and follow directions from staff on bus duty. • Sit quietly while waiting for your bus to be called. 	<ul style="list-style-type: none"> • Take all your belongings home with you • Stay in your designated area. • Be a good role model by following directions. 	<ul style="list-style-type: none"> • Give your note about bus changes to the office when you arrive.
Bus	<ul style="list-style-type: none"> • Speak kindly and softly. • Keep hands and feet to yourself. • Follow the directions of the bus driver/ aid on the bus. • Treat everyone fairly. 	<ul style="list-style-type: none"> • Follow directions the first time they are given • Know your bus stop. • Report bus problems to the bus driver/aid. • Always keep your belongings in your backpack and with you. 	<ul style="list-style-type: none"> • Stay seated and always face forward until instructed to switch to groups. • Keep hands, feet, and objects to yourself always. • Exit the bus in one line. • Safety first

PBIS Benefits:

The following benefits will be enjoyed by those students who demonstrate the 3 R'S (I am Respectful, I am Responsible, and I am Ready to Learn) expectations and obey Tribe Pride Rules.

Indian Bucks: All students are eligible every day to earn Indian bucks for demonstrating positive behavior. Students can use Indian Bucks to redeem rewards weekly.

Raffle: All students who meet the criteria will be eligible for PBIS drawings each week. Students who have their name drawn will be rewarded.

Long-Term Benefits: All students meeting time-interval criteria for demonstrating behavior are eligible to participate in special events. Special events are such as dress down days, specific-dress-up-days, movie day, PBIS games, field trips, lunch off campus, etc.

Dress Code Policy

Students must adhere to the school dress code. Students must wear school-approved solid-colored polo shirts, which are specific to each grade. Navy blue for Sixth graders, yellow for Seventh graders, and maroon for Eighth graders. The dress code requires students to wear khaki or navy pants that have no holes or tears and must have belt loops. Students must wear closed-toe footwear as they cannot wear slippers, slides, or crocs. Hoodies are not permitted, unless as a PBIS reward or part of a school sponsored spirit day. No excessive jewelry, hats, or items with offensive language/images. Students who fail to meet the dress code requirements will either need to fix their outfits or get their parents to bring suitable clothing and will be placed in ISS until their parents arrive and the student is dressed appropriately for school.

Field Trips

All field trips will be communicated by permission slip. All money and field trip permission slips must be turned in by the deadline specified on the note. Administrators will have discretion on whether your child can attend the field trip due to behavioral expectations.

Classroom Parties

Birthday celebrations are not permitted during school hours due to the need to maximize instructional minutes for student learning within the school day. Please refrain from sending balloons, flowers, and other gifts to the school for holidays or celebrations.

Medication Policy

Students who receive their medications at school must have the proper documentation from the student's doctor on file in the nurse's office. Students will meet with the school nurse at the appropriate time to consume their meds. After school begins, the school nurse will contact the student's teacher and ask for them to be given a pass to their office. Students should not bring any type of medication into school including both prescription and over-the-counter medications. Contact the front office to complete the necessary authorization forms.

Parent/Teacher Conferences

Students and parents can schedule conferences with each other by setting up an agreed upon meeting time, usually based on the teachers' planning period. Student Building Level Committee (SBLC) meetings will be established by the school counselor, and involving the parent, teacher and school administrator. The school holds scheduled parent-teacher conference days throughout various periods of the academic year.

Final Note

This handbook functions as an educational guide which assists you to achieve academic success alongside social growth and emotional development. Review the document with your parent/guardian before keeping it for future reference. Remember, our goal is to promote “Tribe Pride, School-Wide” in our behavior and in our quest for academic success.

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“Where Everybody is Somebody”