



**Provencal  
Elementary/Junior  
High School  
Student Handbook  
2017-2018**

**Mary Yount, Principal  
Dwayne Poe, Coordinator**

**132 Cherry Street**

**P. O. Box 429**

**Provencal, LA 71468**

**Telephone: 318-472-6174**

**Fax: 318-472-9642**

**Philosophy of Provencal Elementary/Jr. High**

We, the faculty and staff of Provencal Elementary/Jr. High, believe that we are responsible for providing an educational program through which each child can develop to his/her fullest potential mentally, physically, emotionally, and socially. We work to attain this goal through the use of the prescribed curriculum and teaching strategies designed to accommodate all learning styles.

Further, we believe that the curriculum should be flexible enough to meet the needs of all children. If the nurturing and development of self-confidence, the acquisition of knowledge and skill, and a love for learning are to be achieved, the curriculum should be one that provides for the exceptional learner as well as the regular education student. Utilization of creative and innovative teaching techniques, various methods of grouping, and individual attention to student needs help ensure that each child experiences success.

We believe that it is our duty to help children prepare themselves to be functioning, contributing members of the community in which they live. Children need to be empowered to think for themselves and taught to respect authority and the rights of others. This goal is addressed by providing opportunities for leadership, group and independent work, sharing of responsibilities, and through the discipline plan.

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_


CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper 

**Mission Statement:**  
**Our mission at Provencal School is to equip every student to be successful  
in life through the teaching of academics, social skills, and life skills.**

Provencal Elementary/Jr. High Faculty and staff believe that it is our responsibility to teach the prescribed curriculum using differentiated instruction to meet the needs of students at varying levels of ability. We embrace traditions and foundations that have proven to be successful elements of education: we are open to changes that will enhance existing programs and lead to new opportunities for learning.

Each child will be offered the opportunity to grow intellectually through academics taught. The students will develop critical thinking, problem solving, research, communication, and technological skills.

Each child will be offered the opportunity to grow socially and develop appropriate social skills through the implementation of PBIS and GoLeaps lessons. Rules will be established and enforced for appropriate social behavior and emphasize experiences that contribute to a positive pattern of growth. The students will develop an understanding of the rights and responsibilities of living in and contributing to a democratic society.

Each child will be offered the opportunity to grow emotionally as the staff will provide an atmosphere of respect for and acceptance of students. The staff will work with parents and professionals to ensure the emotional well-being of the students.

We face ever-changing needs and demands in education and the world around us. Provencal School will always be primarily concerned with providing the best education for every student.

**General School Information**

Telephone Directory

Office: (318-472-6174)

Provencal Elementary/Jr. High

FAX: (318-472-9642)

132 Cherry Street

Box 429

Provencal, LA 71468

**School Day**

Breakfast served from 7:00 a.m. to 7:30 a.m.

All students report to class at 7:30 a.m. Dismissal is 2:55 p.m.

All car riders must be dropped off and picked up at the Maple Street entrance. (Behind the school.)

**Concessions**

Snacks are not a part of the School Food Services Program. Students are not allowed to bring snacks from home. First through eighth grade students will be allowed to purchase snacks from the school concession area. Snacks will be purchased only after lunch has been served. The classroom teacher may limit days and times for students to buy snacks.

**Items Not Permitted at School**

Fidget Spinners, electronic devices (i.e. video games, cell phones, tape players, radios), toys, cameras, trading cards and other distracting items are not allowed at school. No aerosol sprays, hair brushes (out in open), cologne, or ball caps (except in proper sport). If these items are taken up by a teacher, these items will be kept in the office and released the last day of school. **Students are not allowed to bring items to sell to other students.**

### **Back Pack Policy**

Back packs for all grades PK-8 must be mesh or clear plastic according to NPSB policy. Backpacks may be regular style or with rollers. Please monitor that the amount of items placed in the backpack do not exceed 15% of the child's body weight to ensure the safety of the child. To make the carrying of the back pack as comfortable as possible for your child, look for backpacks with padded shoulders and waist straps.

### **Report Cards Policy:**

Grades are reported on report cards every nine weeks (four times per school year.) The first and second nine week report cards will be given to parents when they come for conference on the conference dates scheduled by the school board. Report cards will not be sent home with students on the first and second grading periods until a conference is held with the parent. Report cards will be sent home with students at the end of the third and fourth grading periods.

### **Criteria for Honor Roll:**

#### **Grades 3-8**

Principal List - All A's

A Honor Roll - All A's and one B

Honor Roll - 3.0 average - combo of A's, B's, C's (No D's or F's)

#### **K-2 Standards Based Report Card**

Principal List - All 3's and 4's

A Honor Roll - All 3's and one 2

Honor Roll - Combination of 2's, 3's, 4's (no 1's)

### **Homework Policy:**

Provençal Elementary/Junior High recognizes the need for students to have formal assigned extended school work. Because of the increased class sizes, the additional required curricular to be taught, and 70% mastery mandates it is not always possible to give the number of necessary minutes per individual for students to achieve mastery in one class period. Therefore, homework is assigned on a regular basis and will become an integral part of required coursework. Each student is held accountable for the completion and return of assigned homework. Also, as a vital participant in your child's education, it is the belief of this administration that not only are you interested in but that you demand to be kept informed of your student's responsibilities toward his/her education. Students are responsible for writing homework assignments in their student agenda. Parents are asked to check their child's agenda and ensure that homework is completed and returned to school.

### **Assignment Books:**

Each student is given a Student Agenda/Handbook at the beginning of the school year. It will be the student's responsibility to record all daily assignments/homework. Parent's have the responsibility to check the Student Agenda daily, see that each assignment is completed appropriately, and indicate by your signature that the assignment has been completed. As teachers, we require all assignments to be complete and available the next school day. All assignments may become a part of the cumulative grade for each subject as assigned.

### **Registration Requirements:**

**PRE - KINDERGARTEN:** All students registering for the Pre-Kindergarten Program must have the following documents at the time of registration: birth certificate, Social Security card, current immunization record, proof of residency, Medicaid card (if applicable), and two income verifications.

**KINDERGARTEN:** All students registering for kindergarten must have the following documents at the time of registration: birth certificate, Social Security card, current immunization record, and proof of residency (if necessary). Children entering Kindergarten must be five years of age on or before September 30 of the current school year. Children entering first grade at the beginning of the school year must be six years of age before September 30 of the current school year.

**TRANSFERRING STUDENTS:** must provide a declaration—proof of residency, birth certificate, current immunization record, and Social Security card.

**ALL STUDENTS ENROLLED IN SCHOOL:** must have copies of the following items in their cumulative records in the office—birth certificate; Social Security card; current immunization record; signed policy forms (bus, disciplinary rules, medication, lice, dress code, and library).

**PROVENCAL SPORTS:**

- |                           |                     |
|---------------------------|---------------------|
| 1. Football               | August-October      |
| 2. Basketball             | October – January   |
| 3. Softball               | March-April         |
| 4. Baseball               | March-April         |
| 5. Cheerleading/Pep Squad | For one school year |

**All students who participate in a sport must:**

- \* **NOT have an F in any subject for any 9 weeks report card grade, no exceptions.**
- \* Have a physical examination by a physician. Have the form provided by NPSB/PJHS completed and returned to the school.
- \* Show proof of insurance or purchase school insurance.
- \* Submit to the school a signed parent release form.

**Games and Practice Schedules** are sent home at the beginning of the season for each sport.

**Discipline Policy**

Provencal will continue to implement Positive Behavior Intervention & Support. The purpose of this approach is to enhance the capacity of schools to educate all students, especially students with challenging social behaviors, by establishing (a) clearly defined outcomes that relate to academic and social behavior, (b) systems that support staff efforts, (c) practices that support student success, and (d) data utilization that guide decision making.

It has an instructional focus where emphasis is placed on:

- Teaching behavioral expectations directly
- Teaching social behaviors like academic skills
- Maximizing academic engagement and success
- Considering the influence of instruction support

The primary purpose of Provencal Elementary/Jr. High is education. Every student has a right to an opportunity for an education without interference and/or disruption. Any person denying him or others of this opportunity is subject to discipline.

Routines and procedures are established, posted in the classrooms, discussed, and practiced daily the first few weeks of school. Students are then required to follow the routines and procedures. Failure to follow these procedures will result in interventions designed to improve behavior. Verbal warnings, separation to designated area under adult supervision, and loss of privileges are the interventions that will be used routinely and consistently in the classroom to correct misbehavior.

If behavior does not improve, the following procedures may be necessary:

- Parent Contact by the teacher
- Conference Requested---Teacher will set up a conference with parent, teacher and administrator.
- Loss of recess.
- In-Room Suspension (Seated away from other students)
- In-School Suspension (ISS)
- Mandatory counseling sessions

**Minor offenses include, but are not limited to:**

- Misbehaving in the restroom or classroom
- Bringing toys, games, radios, etc. without teacher permission
- Littering, defacing or marking on property of others
- Inappropriate lunchroom behavior
- Showing disrespect to school personnel
- Running in hallways or on sidewalk
- Pushing, shoving, cutting in line, harassment, threatening others, etc.
- Violation of the dress code
- Minor offenses will be dealt with by the classroom teacher. A database will be kept on each infraction.

**Major offenses**

Any violation of the following major offenses may result in immediate out of class suspension, out-of-school suspension, expulsion or contacting juvenile or civil authorities:

- Obscenity by the use of obscene gestures or profane language, written or verbal
- Stealing by the act of dishonestly acquiring school property or the property of others
- Changing grades, signing another person's name, etc.
- Fighting by making bodily contact using fist, weapons or other force
- Gross misbehavior by deliberate disobedience, destruction of property or willful conduct detrimental to the safety of themselves, other students or school personnel
- Possession of alcohol, drugs, firearms or other weapons
- Any action that may be interpreted as appearing to be sexual harassment

Students will be treated fairly and equitably. Discipline will be based on a careful assessment of the circumstances of each case. Consideration of the seriousness of the offense, student's age, frequency of misconduct, student's attitude and the potential effect of the behavior on the school environment will be taken into account by the discipline committee. Counseling will be provided.

**Consequences for Habitual Discipline Offenses**

1. 1st Offense---Student calls parent
2. 2nd Offense---Teacher calls parent
3. 3rd Offense---Student goes to office, principal or Coordinator calls parent for a conference
4. 4th Offense---ISS
5. Major offenses: Student will be suspended from 1-3 days and/or a Discipline Hearing will be held at Central Office.

## School-level Family and Community Involvement Policy



**Toni Mitcham**

**Family Involvement Contact Person**

**School Year 2017-2018**

**Provencal School**

**Mary Yount, Principal**

**May 2017**

**Date of Approval**

**Student/Parent Agendas (Handbooks)**

**Method of Distribution**

**August 2017 and August 2018**

**Planned Date of Evaluation**

### **Mission Statement**

**Pre-K to Junior High School – Where communities, parents, and teachers work together to educate all children.**

### **Belief Statements**

The faculty and staff at Provencal School believe a critical dimension of effective schooling is parental involvement. In order to promote parental involvement, the staff at Provencal School will assist in various ways such as developing sound education policies, implementing programs to enhance learning, establishing and monitoring clear and concise learning, and providing timely feedback to parents.

### **Introduction**

The Provencal Elementary Junior High School Parental Involvement Policy has been developed by the School Improvement Team, which includes staff members, administration, teachers, Title I personnel, parents and community members. The Parent Involvement Policy will be posted in the school office and also included in the student handbook.

1. Hold annual meetings, at convenient times, for the purpose of keeping family members informed and involved in school planning as well as their child's education process
  - A. Back to School Night: August 10<sup>th</sup> at 6:00 p.m. We begin with an assembly to welcome everyone and go over the Title I Power-point. Parents and students are invited to meet their teacher for the 2017-2018 school year and visit the classroom. At this time, they are informed of school policies and procedures. Agendas distributed.
  - B. Family Night: Two nights are designated, one in November 2017 and one in the March 2018, to provide families an opportunity to visit the school and view their student's work. Teachers also demonstrate and provide parents with activities/games they can do together at home.
  - C. Parent Teacher Conference: The first conference is in October and the second conference is in January.
2. Involve parents in an organized and ongoing manner in the planning, review and improvement of Title I programs, if applicable. Provencal School will take the following actions to involve parents in the development of policies
  - A. Parent representation will be present on the School Improvement Team.
  - B. Policies created are shared with parents via handbook/student agenda.
  - C. Organize parent organization.
3. Offer meetings and trainings to help family members work with their children to improve their children's school achievement.
  - A. Back to School Night-August 2017
  - B. Family Literacy Night – November 2017
  - C. Testing Night – January 2018

- D. Family Math Night- March 2018
4. Provide family members with their child's required school performance profiles and assessment results including interpretation of the results.
    - A. State Testing Parent Nights will be held to provide guidance to parents in the administration and interpretation of the state mandated tests.
    - B. Annual school report card will be sent home with a detailed explanation of the school's performance scores
  5. Provide family members with a description of the curriculum in use and the forms of assessment used to measure student progress.
    - A. Family Nights throughout the year will be held and teachers will discuss the curriculum in use and the forms of assessment used to measure student progress.
    - B. Student Agendas containing Grade Level Expectations.
  6. Develop with family members a home-school compact that would involve the student, teacher, and parent. A plan to evaluate and revise must be included.
    - A. Teachers, students and parents will sign a home-school compact at the beginning of the year that outlines how teachers, students and parents will share in the responsibility for improved student achievement.
    - B. A conference will be scheduled if the compact needs to be evaluated or revised.
  7. Hold family conferences regularly. NCLB mandates this in the elementary grades.
    - A. Parent Teacher Conferences: Two days are designated, one at the end of the first nine weeks and one at the end of the second nine weeks, for parents to receive report cards and to conference with teachers.
    - B. The school will provide opportunities for conferences as requested by parents to formulate suggestions and make decisions regarding the education of their children.
  8. Provide assistance to family members in interpreting and understanding the new GLEs, State Content Standards and benchmarks, the Louisiana Accountability System, and State and local assessments.
    - A. Back to School Night
    - B. Family Literacy Night
    - C. Family Math Night
    - D. Parent Teacher Conferences
  9. Report frequently to family members about their child's progress.
    - A. Grades taken during the course of the nine weeks are sent home on a regular basis.
    - B. Interim grades are sent home during the nine weeks.
    - C. Report cards are sent home four times per school year.
  10. Provide opportunities for family and community members to volunteer in the school.
    - A. Parents are encouraged to volunteer in their child's classroom.
    - B. Parents are provided the opportunity to attend field trips during the year.
    - C. Parents are requested to assist in classroom parties.
    - D. Parents are encouraged to attend any other school activities that involve his/her child.
    - E. Family and community members are asked to volunteer to be proctors during state mandated testing.

11. Develop appropriate roles for community-based organizations.
  - A. Community-based organizations are encouraged to volunteer or provide assistance to the school.
  - B. Stine's is partnered with Provencal School.
  - C. Weyerhaeuser is partnered with Provencal School.
  
12. Coordinate and integrate Family Involvement activities with the PreK programs.
  - A. Parents may volunteer in their child's classroom.
  - B. Parents are provided the opportunity to attend field trips during the year.
  - C. Parents may assist in classroom parties.
  - D. Parents are encouraged to attend any other school activities that involve his/her child.
  - E. Pre-K classes invite parents to attend family involvement activities.
  
13. Ensure, to the extent possible, that information related to school and family programs are sent to the home of children in an understandable language and format.

The following steps will be taken to inform parents of the daily and monthly activities at school:

- ◆ Panther Paw (monthly calendar and newsletter)
- ◆ Telephones will be used to inform parents of weekly assignments, tests, trips, etc.
- ◆ Monthly calendar is posted in the hall.
- ◆ Website addresses will be provided if they are available.
- ◆ Parent Command Center can be used to look at student grades.
- ◆ Email will be set up through the Gaggles account for communication with teachers.

14. Describe method to ensure that information and materials are provided to those family members who cannot attend meetings and/or conferences.
  - A. Phone conferences will be provided to those who cannot attend regularly scheduled conference times.
  - B. If possible, teachers will set up an alternate time to discuss the agenda at the previous meeting and/or conference.
  
15. Describe how parents are involved in the decisions regarding how funds are allotted for parental involvement activities.
  - A. A parent organization will be formed to involve parents in making decisions on how funds are allotted.
  - B. Parents will serve on the School Improvement and Parent Involvement Teams.

The following persons participated in the development/review of the Provencal Elementary and Jr. High 2017-2018 School Parent Involvement Policy.

<b>Parents:</b>	<b>Teachers:</b>	<b>Administrators:</b>	<b>Other School Staff:</b>
Alison Ross	Andrea Penrod	Mary Yount	Lori Savell
Megan Goff	Vanessa Birdwell	Dwayne Poe	Lisa Dupree
Toni Mitcham	Tammy Graves		Christy Gibson

**Community Members:** Russ Danzy, Tammy Dupree



**COMPLETE, TEAR OUT AND RETURN THIS PAGE TO YOUR CHILD'S TEACHER.**  
**Provençal Elementary/Junior High School**

Dear Parent/Guardian:

Please review the Provençal Elementary/Junior High School Student Handbook with your child. Please complete the information below after completing your review.

My child, \_\_\_\_\_ and I have reviewed and understand the 2017-2018 Student/Parent Handbook.

Student Signature	Date
Parent/Guardian Signature	Date

---

**Documents**

Our district is mandated by the No Child Left Behind Act (NCLB) of 2001 to distribute the documents listed below to each parent.

\* Please read each of the documents listed below, sign and return the form below to indicate that you have received these documents.

- District Parental Involvement Policy
- School's Parental Involvement Policy
- Parent's Right to Know
- Parent/School/Teacher Compact

I have read and received the documents listed above.

Parent's Name Printed	Parent's Signature
Student's Name Printed	Date
Teacher's Name and Grade Level	

Thank you,

*Mary Yount, Principal*