

**Welcome to
Provençal
Elementary &
Junior High School**

Registration

All students must officially register for school.

Registration packets are available in the school office.

Be sure to bring copies of required documents:
proof of residency, child's birth certificate, and child's
social security card.

School Day Time

Doors open 7:00am

NO student is allowed to on campus before 7:00am.

1st Period begins at 7:40am.

Attendance is taken at 7:40am.

If your child is not in class at 7:40, he/she is LATE!

A parent is required to check-in the child.

No check-in = child counted absent for the day.

- Dismissal at 3:10pm

Breakfast

Breakfast is served from
7:00 – 7:35am

If your child is eating breakfast at school, he/she
MUST arrive at school no later than 7:20am.

Breakfast is FREE to all students.

1st Day of School

Elementary Homeroom Rosters

1st-5th Grade Homeroom rosters will be posted in the front hallway

Duty teachers will also have rosters to tell students their homeroom class.

** Homeroom assignments cannot be changed.

1st Day of School Junior High Schedules

Junior High students can pick up their schedule at the table in the Junior High front hallway.

** Homeroom assignments cannot be changed.

1st Day of School

Walking your child to class

Parents may walk their child to his/her homeroom class on Wed., Aug. 11th only.

Due to Covid protocols, parents should drop off their child to the classroom and then exit the school building quickly.

Parents entering the building on Aug. 11th are recommended to wear a mask.

Car Line

Morning Car Line = 7:00 – 7:40am

Gate opens 7:00am and closes PROMPTLY at 7:40am

Afternoon Car Line = 3:10 – 3:25pm

Parents with children in BOTH Elementary & JrH will be notified by the office concerning which car line to use.

PreK-4th Grade Car Line

- Located at the BACK of the Elementary Building.
- From Hwy 117, turn at the carwash, drive straight beside the elementary building, then turn RIGHT on the lane going behind the elementary building.
- Morning = Duty teachers will direct students when to exit their vehicle.
- Afternoon = Duty teachers will direct students when to load their vehicle.
- The latest pick-up is 3:25pm.
- The 3rd time your child is not picked up by 3:25pm, he/she is required to ride the bus home.

5th-8th Grade Car Line

- Located at the front of the Junior High & Elementary Buildings.
- From Hwy 117, turn at Desoto Street. Then turn LEFT onto Cherry Street. This is the same as the bus lane.
- DO NOT pass buses or other cars. Cars must follow buses in a straight line.

5th-8th Morning Car Line

- Parents dropping off 6th-8th graders ONLY will turn LEFT at the crosswalk and drop off at the front of the Junior High Building.
- Parents dropping off BOTH 6-8th grade & PreK-5th age children will drive STRAIGHT at the crosswalk and pull to the front doors of the elementary building. The elementary child will walk into the main building and the JrH child will use the crosswalk to walk to the JrH Building.

5th – 8th Grade Afternoon Car Line

- Wait on Cherry Street at the crosswalk until buses have exited campus. NO cars should be pulled up passed the crosswalk until directed by the duty teacher. NO EXCEPTIONS!
- The duty teacher will direct front car line parents when it is time to pull up.
- Front car line parents need to use the same pick-up location as they did in the morning (Front of JrH Bldg if picking up only 6th-8th graders and front of elementary bldg. if picking up BOTH JrH & Elem. Age students.
- DO NOT pass buses or other cars. Cars must follow in a straight line.

Attendance

- Students are expected to attend school everyday. Any student with more than 16 unexcused absences for the year will be retained.
- Once the 3rd unexcused absence is recorded, the student will be reported to the Natchitoches Parish Sherriff's Office as truant for attendance.

Early Check-Out

All check-outs must be done through the front office.

NO Check-outs after 2:30pm.

****Note:** Any missed class periods count as an absence no matter what time of day it is. A child can be truant in attendance due to early check-outs.

Dress Code

Shirts

Purple, Navy, or White

Polo or Oxford style

White undershirts only

All shirts tucked in!

Dress Code

Bottoms

Khaki or Navy
Pants, Shorts, Skirts, Skorts, Capris

Worn at the waist level.

NO Cargo Pockets
NO jeans, jeggings, or bike shorts

Dress Code

Belt Required

Belts should be solid color of white, navy, black, brown, or gray.

NO oversized buckles

Shoes

Properly laced and tied

Backs of shoes must have straps or must be fully enclosed.

Shoes cannot have lights.

NO Crocs.

Dress Code

Jackets

Uniform Jackets must be solid in color of white, navy, purple, black, brown, or gray.

Non-uniform jackets must be taken off inside the building.

NO HOODS are allowed to be worn inside the building.

Dress Code

Accessories

Hair color must be of natural human hair color
NO hair colors of purple, green, blue, pink, etc.

(See NPSB Handbook for further guidance about hair & hair accessories).

Earrings must be worn in the ear lobes only.

NO nose rings, lip rings, tongue rings, or rings located on the upper ears.

Socks must be solid color of white, navy, brown, black, or gray.

Absolutely no accessories may be worn that visually display words or symbols of obscene/profane language, drugs/weapons/gangs, occults, racial/ethnic bias, or political stances.

Backpacks

Backpacks must have straps to be worn on the student's back.

No backpacks with wheels!

Per NPSB policy, backpacks must be
clear or mesh

Spirit Shirts

Every Friday is SPIRIT SHIRT day!

Students may wear their spirit shirt with uniform bottoms.

Spirit shirts, sweatshirts, and jackets will be sold
the first two weeks of school.

Look for the Spirit Flyer on Aug 11th to order!

Communication

- School-to-Home Communication includes:
 - (1) REMIND APP** = Use the code @provencalp
Include your child's name. Once you are verified, you will be added to the group. Your child's teacher will also be required to add you to the class Remind group.
 - (2) EMAIL** = Make sure your child's teacher has your email address
 - (3) Student Agenda** = All PreK-4th graders will receive an agenda planner book the 1st week of school. Parents can write notes to the teacher/admin using the student agenda.
 - (4) Call the school office** = 318-472-6174

School Design

- PreK-8th Grade Campus
- Serving students living in communities of south & southwest Natchitoches Parish
- Title 1 Campus – receive Federal funds for instructional materials

Title 1 Instruction Priorities

ELA/Reading

- K-2nd Grades: ARC & EL Curriculum, Sonday System Essentials, Sonday System LPL/1/2, Accelerated Reader
- 3rd-8th Grades: Learnzillion Curriculum, Accelerated Reader Program, My Virtual Reading Coach, Wordly Wise Vocabulary Study

Math

- K-5th Grades: Eureka/Zearn Curriculum, Bridges Intervention, Rocket Math Fluency Program,
- 6th-8th Grades: Illustrative Math Curriculum, Rocket Math Fluency Program

Title 1 Priorities – Technology Instruction

School-wide 1:1 iPads
Updated Interactive Instruction Boards
Apple TVs & Apple Pencils
Document Cameras

State Assessment

3rd-8th Grades

LEAP 2025

Typically conducted in April/May

Positive Behavior Motto

“A Provencal Panther P-R-R-S with pride!”

Positive Responsible Respectful Safe

Proactive approach to improve behavior

Earn Panther Bucks for positive behavior

Earn advantages of drawings, special events,
parties, and field trips!

Parental Involvement

Academic Events
Back To School Event
Book Fairs
Fundraiser Committee
PBIS Event Chaperone
PTO - Parent-Teacher Organization Volunteer
School Committees
Special Events Committee
Teacher Appreciation Events
Testing Monitor
Volunteer Opportunities

Parental Involvement Policy

- Our school Parental Involvement Policy can be found inside your child's Student Agenda book.

Provençal School Covid-19 Safety Protocols

Provençal School is abiding by CDC and LA State Guidelines to ensure safety for students and employees while they are on campus.

Provençal School Covid-19 Safety Protocols

- **Safety Protocols include:**

- (1) Strict custodial schedules for CONTINUAL disinfecting routines
- (2) Strict classroom disinfecting schedules/routines
- (3) High-Tech Temperature Cameras at main entrances of both buildings.
- (4) Touchless Water Bottle Filler Machines for student access to water during the day.
- (5) Masks are recommended for all students, faculty, and staff.
- (6) Social distancing to the greatest extent possible.
- (6) Visitors granted entrance to school by appointment only. All visitors have their temperature checked, and are recommended to wear a mask.

Provencal School Covid-19 Safety Protocols

Water Bottle

Every student needs to bring a water bottle to school every day.

It is encouraged that water bottles are CLEAR.

WATER ONLY! No additives of cool-aid, Crystal Light, etc. are allowed.

Non-clear water bottles are allowed. However, if it is found that a student has a drink other than water, then that student will be required to bring a clear water bottle.

Email your questions to Jennifer Martin, Principal
jmartin@nat.k12.la.us

Thank you so much.