



196 Mazerac Street, Houma, LA 70364

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BBLMS STUDENT HANDBOOK

NOTE: *This handbook has not been changed to reflect the current covid changes that are in place. The information contained in this handbook is for normal school operations. Please understand that the information may be changed or updated as needed and at any time during the school year without notice.*

ADDRESS AND PHONE NUMBERS:

- ❖ The parent/guardian shall notify the school IMMEDIATELY of any changes of address or phone numbers.

ADMINISTRATION & OFFICE PERSONNEL:

- ❖ Principal – Mr. Andre Adams
- ❖ Vice Principal – Mrs. Franky Alburakeh
- ❖ Guidance Counselor – Mrs. Maisha Davis
- ❖ Secretaries – Mrs. Kerri LeBlanc and Mrs. Joy Bergeron

AFTER SCHOOL DETENTION (PARC):

- ❖ Throughout this school year, BBLMS will be participating in the Positive Attitudinal Reinforcement Center Program (PARC). This is very structured after school detention program intended to reduce the amount of educational time lost by suspensions.
- ❖ If your child is issued PARC, he/she will be expected to stay after school on the prearranged day assigned. You will be notified via letter sent to you from an administrator. This letter will be issued to your child with the expectation it will be signed and returned to school the following school day.
- ❖ Students are dismissed at 3:45pm at the main entrance of the school in the parent pick-up area.

AGENDA (STUDENT PLANNER):

- ❖ Each student is issued an agenda on their first day of school.
- ❖ Students should have their agenda every day, as it should be utilized for maintaining the student's current schedule, alternate schedule, tracking homework, grades, hall passes, passwords, etc.
- ❖ If a student loses or misplaces their agenda, a replacement can be purchased in the front office for \$3.

ALTERNATE CLASSES:

- ❖ Students should report to their assigned alternate class when their regular teacher is absent.
- ❖ **IF YOUR ALTERNATE TEACHER IS ABSENT, YOU MUST REPORT TO THE FRONT OFFICE.**

- ❖ Students are issued an alternate schedule on the first day of school. It is their responsibility to write it in their agenda. Any student that does not know where to report for alternate will be sent to ISS for that class period.
- ❖ **STUDENTS THAT REPORT TO THE WRONG ALTERNATE OR DO NOT REPORT TO THE OFFICE WHEN THEIR ALTERNATE TEACHER IS ABSENT WILL RECEIVE RECESS DETENTION.**

ATTENDANCE:

- ❖ Students are mandated by state law to be at school daily and on time with the proper materials to learn. As professionals, we are required to report violations of this law to the Office of Child Welfare and Attendance when students are continually late or missing school.
- ❖ If a student is late to school (after 7:48 A.M.), he/she MUST come in the main office before reporting to class.
- ❖ If a student is absent from school, the parent/guardian must send a doctor's excuse or a parent note (within 5 days) explaining the absence. All excuses should be turned into the student's homeroom teacher or main office.
- ❖ See the Lafourche Parish Parent & Student Handbook for more information on the attendance policy.
- ❖ Parents can access their child's grades, attendance, and discipline online using the Student Progress Center. See Student Progress Center for more information.

AWARDS DAY:

- ❖ BBLMS hosts an academic awards day program at the end of the school year. Students must maintain a 3.5 or higher cumulative GPA or have Perfect-Perfect Attendance throughout the year to be invited.
- ❖ Awards are issued for Principal's List (4.0 GPA), Honor Roll (Cumulative GPA of 3.5 to 3.9), 8th Grade Student of the Year Nominees and SOTY, Perfect-Perfect Attendance (has not missed any time other than school related – not tardy to school, did not check-out early, etc.), American Legion Award (8th Grade), Woodmen of the World American History Award (8th Grade), and Gator Award (8th Grade).
- ❖ Invitations are issued with tickets for guests. The number of guests allowed depends on the number of students receiving awards. All guests MUST have a ticket to enter the program due to limited space in the gym.

BATHROOM PASSES: See AGENDA (STUDENT PLANNER).

BELL SCHEDULE: ----->

BIKE RIDERS: See Transportation.

BUILDING EVACUATIONS:

- ❖ Building evacuation drills are held at regular intervals throughout the school year. The following basic rules must be remembered:
 - Teachers will review instructions in each classroom indicating how to leave the building in case of fire or evacuation on an individual emergency basis.
 - Move quickly and quietly to the designated areas. NOTE: Evacuation drills are very important and serious exercises which may save your life. You are expected to act accordingly.
 - Students not in compliance with evacuation procedures will be subject to appropriate disciplinary action.

BUS CHANGES: See Transportation.

BULLYING:

- ❖ A pattern of behavior including but not limited to inappropriate written, electronic, or verbal communications, physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.

HR	7:45-7:55
1ST	7:55-8:54
2ND	8:59-9:58
3RD	10:03-11:02
4TH	11:07-12:37
LUNCH TIMES:	
8th GRADE: 11:07-11:37	
7th GRADE: 11:37-12:07	
6th GRADE: 12:07-12:37	
5TH	12:42-1:41
6TH	1:46-2:45

- ❖ The pattern of behavior must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.
- ❖ **REPORTING:** Anyone can report acts of bullying to a teacher, counselor, administrator and/or other school employee. Students are encouraged to report acts which they believe may be bullying. Not all acts may be categorized as bullying, but might fall into other categories which call for disciplinary action.

CAFETERIA EXPECTATIONS:

- ❖ Costs of Breakfast and Lunch

MIDDLE SCHOOL	REDUCED	FULL PRICE
BREAKFAST	\$.30	\$1.55
LUNCH	\$.40	\$1.70

- ❖ Students are expected to adhere to the following rules:
 - Pay for their lunch – NO CREDIT!
 - Have their ID tag available to scan to not delay movement of the line.
 - Move quickly and quietly in line and wait their turn.
 - Keep the table areas clean.
 - Return trays and dispose of garbage.
 - Use good table and eating manners.
 - Breakfast will be served until 7:45am.
 - Report any problems to duty personnel immediately.
 - Students are not allowed to take food outside the cafeteria.
 - Concessions will be sold after lunch has been served. Students must only purchase snacks which they will be able to eat during recess. No concessions are to be brought back to the classroom.
- ❖ Meal benefit applications may be completed online at www.myschoolapps.com
- ❖ Easily pay for school meals at myschoolbucks.com

CALENDARS:

- ❖ Calendars are printed monthly and given to students to bring home.
- ❖ The calendar can also be found on our school website.
- ❖ Any changes to the calendar (after printing) can be found on our school website.
- ❖ Lafourche Parish School Year Calendar – refer to https://www.mylpsd.com/school_calendars

CAR LINE (PARENT DROP-OFF & PICK-UP): See Transportation.

CELL PHONE POLICY:

- ❖ The school/district assumes no liability for loss, damage, or theft to any phone/device brought to school for any purpose.
- ❖ Absolutely **NO CELL PHONE USE ON CAMPUS** during school hours! This includes parental contact, if the student is sick and needs to call home, he/she should report to the school nurse or the office.
- ❖ If devices are brought to school, they must be OFF and not visible.
- ❖ Failure to comply with this policy will result in disciplinary consequences and device confiscation. It is the student's responsibility to notify the parent if his/her device is confiscated, but it must be done after school. School personnel are NOT required to contact a parent/guardian when a device is confiscated.

COMPUTER LAB EXPECTATIONS:

- ❖ There will be no eating or drinking in a computer lab.
- ❖ Students should remain on assigned task.
- ❖ Before you exit the lab, clean the area around the computer that you were using. Remove any disks or jump drives. We are not responsible for those left behind.
- ❖ Procedures will be posted in each lab.

CONCESSIONS: See Cafeteria Expectations.

DANCES:

- ❖ School dances begin at 6pm and end at 8pm.
 - Students should not arrive before 6:00 pm; early arrivers will not be permitted to enter until 6:00 pm.
 - Any student not picked up on time may not be allowed to attend the next dance.
- ❖ The admission fee will be announced when a dance is scheduled.
- ❖ NO REFUNDS are given for dance tickets or prepaid picture orders.
- ❖ Students must be present in school (at least half a day) on the day of the dance to attend. If a student goes home sick from school, she/he will NOT be permitted to attend.
- ❖ Drop-off and pick-up for the dance is at the gym doors just before the turn-a-round at the rear of the school.
- ❖ All students (including guests) must have their current school photo ID to enter the dance.
- ❖ Students must stay in the gym once they enter the dance until the dance is over or until their parent comes to pick them up. If a student leaves early, the parent must come to the door and get him/her.
- ❖ Students are expected to obey all school and dance rules at all times.
- ❖ Students are to treat all teachers and chaperones courteously and follow the instructions they are given.
- ❖ Students are not to crowd together. Students in groups must leave enough space in between them to allow for a person to walk through easily.
- ❖ During slow dances, there is to be visible space between dancers.
- ❖ All trash must be placed in the proper receptacles.
- ❖ Any disruption of the dance, such as fighting, chanting of profanity, willful disobedience, or anything which could be defined as unruly behavior will be handled on an individual basis, where possible (this will include but not be limited to removal from the dance, behavior referral, arrest, etc.).
- ❖ Do not bring valuables to the dance. Students are responsible for anything that they bring to the dance.
- ❖ Dance Dress Code: Students are allowed to wear jeans and t-shirts. Tops or dresses should not be low cut, sheer, see-through or overly expose the student in any way. Undergarments should not be visible. Bottoms must be at least knee length. Torn, ripped, or slashed clothing may not be worn (even if it was purchased that way). School administrators reserve the right to make decisions concerning questionable and inappropriate school attire. Parents may be summoned to provide acceptable clothing or to pick the student up from the dance. Students unable to correct their dress may be placed in an alternative educational setting for the remainder of the dance. Repeat violations of the dress code will result in further consequences.
 - Formal Dance Dress Code: No jeans or t-shirts are permitted at formal dances.
 - BOYS: collared shirt with dress pants
 - GIRLS: formal dress, skirt and blouse, or pant suit
- ❖ The school may set other guidelines prior to the dance based on the school's PBIS expectations.
- ❖ Friends from other schools are permitted with the completion of an approved buddy pass.
 - To get your guest approved to attend the dance, complete a buddy request (available in the office) and have it signed by the guest's principal.
 - Students are responsible to see that the guest knows and obeys all school and dance rules.
 - If you purchase tickets prior to having your guest pass approved, you do so at your own risk.
 - The guest MUST be grade appropriate (6-8) and under 16 years of age.
 - The guest MUST be in "good standing" at their school.
 - The guest MUST present current school ID at the dance entry.
 - The guest MUST adhere to all of BBLMS's school & dance rules while at the dance.
 - Requests must be returned for approval by noon on the Thursday BEFORE the dance.

- ❖ Please cooperate with us and follow the dance rules to help us keep the dances safe and fun.
- ❖ Parents and/or Guardians that would like to chaperone a school dance, please contact the office at 985.851.1952.

DELIVERIES (FLOWERS, BALLOONS, ETC):

- ❖ The school will NOT accept deliveries from florist, retail, establishments, or other sources. These are personal gifts and should be delivered to the home of the student.

DISCIPLINE:

- ❖ BBLMS adheres to the Lafourche Parish School Board Student Code of Conduct. Discipline expectations are in accordance to this written code.

DRESS CODE MEMO:

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| <ul style="list-style-type: none"> • Shirts should be: <ul style="list-style-type: none"> ○ Navy blue, white, or orange ○ Oxford or polo with little or no logo ○ Tucked in • Undershirts should be: <ul style="list-style-type: none"> ○ White only • Spirit Shirts should: <ul style="list-style-type: none"> ○ Be worn only on Fridays ○ Promote BBLMS (or be earned through BBLMS – DARE, Honor Band, BETA, etc.) • Pants should: <ul style="list-style-type: none"> ○ Be worn at the waist ○ Be khaki ○ Not have holes or tears ○ Not be cut off or cargo ○ Not be joggers • Shorts/Skirts should: <ul style="list-style-type: none"> ○ Be Khaki ○ Be no shorter than 4 inches from the back crease of the knee ○ Not be cut off or cargo • Belts should: <ul style="list-style-type: none"> ○ Be worn at all times ○ Not have a belt buckle bigger than your school ID ○ Not have studs or grommets • Socks should: <ul style="list-style-type: none"> ○ Be worn at all times ○ Be white or black (solid color only) | <ul style="list-style-type: none"> • Masks must be: <ul style="list-style-type: none"> ○ School appropriate ○ Required as able and to the maximum extent possible • Shoes should: <ul style="list-style-type: none"> ○ Be closed back and closed toe ○ Have a hard bottom (no slippers) • Jackets should be: <ul style="list-style-type: none"> ○ School appropriate (flannel shirts/long sleeve shirts are not considered jackets) ○ Can be any color • Sweatshirts, Hoodies and Pullovers: <ul style="list-style-type: none"> ○ Must be solid colored – white, orange or navy blue only ○ Hoods can NEVER be worn • Hair should be: <ul style="list-style-type: none"> ○ Appropriately groomed ○ Colored natural (no pink, green, blue, etc.) ○ Clear of wraps, caps, bandanas, etc. • Piercings: <ul style="list-style-type: none"> ○ No facial piercings ○ Earrings not to exceed the size of a quarter • Facial hair should be: <ul style="list-style-type: none"> ○ Reasonably trimmed mustaches that cover the upper lip and neatly trimmed facial hair are permitted • Identification tags should be: <ul style="list-style-type: none"> ○ Issued to your students within the first week of school ○ Worn at the top right collar ○ Worn at all times while on campus |
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DRESS-DOWN RULES:

- ❖ Dress-down days are a privilege, not a right!
- ❖ In order to ensure a positive, serious, learning environment, it is very important for these simple rules to be followed. Your cooperation helps make our dress-down days a positive experience.
- ❖ Ideal dress-down clothing would be Jeans sweat pants, sweat shirts, spirit shirts, t-shirts, etc.
- ❖ All clothing must be free of holes.
- ❖ Pants

- Must be worn at the waist
- Avoid baggy or very tight clothing
- No Yoga pants
- No joggers
- ❖ Shorts
 - Must be no shorter than 4 inches from the back crease of the knee
 - No Nike shorts
 - No cutoffs
 - No Bike Shorts
- ❖ Shirts
 - No wording or pictures that are offensive, rude, violent images, etc.
 - Hoodies and pullovers are never allowed.
 - All shirts must have sleeves. No sleeveless shirts, muscle shirts, tank tops, backless, halter tops, etc.
- ❖ Shoes
 - Must always meet school dress code (see Dress Code Memo)
 - No crocs, flip flops, slippers, sandals, etc.
- ❖ No hats, bandanas, or sunglasses (unless it is a specific direction given).
- ❖ Students must follow any specific direction given for each dress-down day. (Red shirt, blue jean day, favorite sports jersey, etc.)
- ❖ **If it is questionable, DON'T WEAR IT!!!!**
- ❖ The school reserves the right to address new fashions not mentioned in this document as they become available to student consumers.
- ❖ If dress-down reward passes are lost, the privilege to dress down is lost.
- ❖ If you do NOT follow dress-down rules you will have to call a parent/guardian to bring a uniform only (no other dress-down clothing) and/or proper shoes OR change into a used uniform (if your size is available). If you are unable to reach a parent/guardian, disciplinary consequences will be applied.

EXTRA CURRICULAR ACTIVITIES:

- ❖ BBLMS has a wide variety of clubs and organizations. Each organization has a faculty sponsor(s) and certain requirements for membership. Students must be present during the school day to be allowed to participate in extra-curricular activities the same afternoon or evening.
- ❖ BBLMS offers the following clubs and organizations:
 - ATHLETICS – BBLMS offers football, volleyball, basketball, and track. Students must have a valid physical on file to try-out and participate. For more information, contact Mrs. Sevin.
 - 4H CLUB – This club is sponsored by Ms. Doiron.
 - BETA Club – The BETA club is open to all students. Students must maintain a 3.0 GPA to remain active in the club. This club is sponsored by Ms. Allemand and Mrs. Plaisance.
 - CHEERLEADING – Upcoming 6th through 8th graders may try-out for a spot on the team. Try-outs are typically held in March for the next school year. For more information, please see Mrs. Sevin.
 - DANCE TEAM – Upcoming 6th through 8th graders may audition for a spot on the team. Try-outs are typically held in March for the next school year. For more information, please see Mrs. Folse.
 - FFA CLUB – Offered to students that are enrolled in Ag class. This club is sponsored by Ms. Doiron.
 - GATOR CHRISTIAN CLUB – The Gator Christian Club is open to students in all grade levels. For more information, see Mrs. Hunt.
 - PEER FACILITATOR CLUB – This club is sponsored by Mrs. Davis.
 - ROBOTICS CLUB – This is a new club and it will be sponsored by Mrs. Martin.

- STUDENT COUNCIL CLUB – Membership is open to students at the beginning of the school year in all grade levels. For more information about Student Council, please see Mrs. Thibodaux.
- YEARBOOK CLUB - Membership is open to all grade levels in May for the next school year. This club requires an application process and due to limited space, not all applicants are accepted. Students must maintain a 3.0 GPA and have no discipline. For more information, please see Mrs. Joy in the front office.

GRADING SCALE (LAFORUCHE PARISH):

GRADE	PERCENTAGE
A	100-93
B	92-85
C	84-75
D	74-67
F	66-0

HALL PASSES:

- ❖ Any time a student leaves the classroom, he/she must have their hall pass completed in their student agenda.

HOMEWORK HOTLINE:

- ❖ HomeworkLouisiana.org, a service of the State Library of Louisiana, offers FREE online tutoring and academic resources from Tutor.com for Louisiana residents from kindergarten students through adult learners. Get help in math, science, social studies or English from a live tutor. The services can be accessed from a Louisiana Public Library, from your home computer or from your mobile device.

ID TAGS:

- ❖ Identification name tags are considered to be part of the student uniform and shall be worn with the provided clips on the right collar of the uniform shirt.
- ❖ Students are not to deface or alter the ID tag in any way (including stickers).
- ❖ If a student's ID tag is misplaced, defaced or forgotten, students are to secure a new ID for \$2 or a temporary ID sticker for 25¢ or three gator bucks from the media center.
- ❖ Uniform violations will be issued for students who do not purchase a replacement ID or obtain a temporary ID.

INDEBTEDNESS:

- ❖ A student is responsible for any debts incurred (including but not limited to lab fees, library books, textbooks, band/choir fees, fundraisers, etc.).
- ❖ Any student indebted to the school will be denied participation in extracurricular activities, attendance to school dances (even if you purchased a ticket – no refunds will be issued), and/or other programs.

INTERNET USE (TECHNOLOGY):

- ❖ See the Lafourche Parish Parent & Student Handbook for more information.
- ❖ Students misusing the internet and/or technology shall be subject to disciplinary action and possible ban from its use.
- ❖ Students shall not operate electronic devices including cell phones without the direct permission of the principal and/or his designee.

ITEMS NOT ALLOWED AT SCHOOL:

- ❖ BBLMS is not responsible for items that are lost or stolen on campus.
- ❖ The following items should never be brought to school:
 - Large sums of money

- Injurious articles
- White out
- Sharpies or other permanent markers
- Gum
- Sunflower Seeds
- Medication (any type) – see Medicine.
- Items to buy or sell
- Cards or dice
- Body Spray/Perfume
- Spray Deodorant
- Fidget Spinners, fidget cubes or other similar devices

LIBRARY EXPECTATIONS:

- ❖ The library will be opened at morning recess from 7:15am to 7:45am. It is essential that all material checked out of the library be returned on time. An overdue notice will be issued if the material has not been returned on time. Any lost or damaged materials must be replaced at the expense of the borrower. A fine of \$0.10 a day will be charged for each overdue book.
- ❖ TEXTBOOKS
 - Parents must sign a permission slip for a student to check out a set of textbooks to keep at home.
 - Must be returned at the end of the year, or if your child transfers to another school during the year.
 - Each student is responsible for the textbooks once they are checked out. Students are responsible for paying the cost of replacing all books that are lost, stolen, or damaged.
- ❖ See Computer Lab Expectations.

LOCKERS:

- ❖ Lockers are not used (other than in PE), this is due to the amount of instructional minutes required by law; students just do not have time between classes to use lockers.

LOST AND FOUND:

- ❖ The main office is the area designated for lost and found articles. Anyone who finds a lost or misplaced article should take it to this area as soon as possible. Students looking for lost possessions should check with the office. The school will house lost items for 30 days at which time the items will be donated to charity.

MEDICINE:

- ❖ For more information on medication policies, see the Lafourche Parish Parent & Student Handbook or contact the school nurse at 985.580.2675.

MISSION STATEMENT:

- ❖ BBLMS will maximize the individual potential of every child by combining rigorous classroom instruction with positive relationships between students and teachers.

PARENT CONFERENCES:

- ❖ Parent conferences may be scheduled with teachers by emailing the teacher(s) or by leaving a message with our office staff.

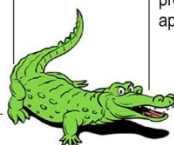
PARENT DROP-OFF & PICK-UP: See Transportation.

PBIS (POSTIVIE BEHAVIOR INTERVENTIONS AND SUPPORTS):

- ❖ The purpose of the School Wide Positive Behavior Support is to enhance the capacity of school teams to provide the best behavioral supports for all students.
 - PBIS Expectations:
 - Be Responsible
 - Be Respectful
 - Self-Presentation
- ❖ PBIS Behavior Expectations Matrix - Not all infractions, interventions and consequences are listed.

PBIS Behavior Expectations Matrix

CLASSROOMS	HALLWAYS	BATHROOMS	CAFETERIA	BUS/CAR LINE	MEDIA CTR	GYM	PLAYGROUND	GENERAL
-Keep body and objects to self -Follow all class rules -Remain seated -Ask permission to speak	-Move quickly & quietly -Treat others courteously -Follow adult feedback the first time a directive is given	-Respect the privacy of others -Take turns	-Maintain position in line -Follow all cafeteria procedures appropriately	-Keep hands and feet to self -Keep noise to a safe volume -Sit in designated seat -Help driver concentrate on traffic	-Enter quietly -No food, gum, or drinks allowed in Media Center -Follow Media Center rules	-Remain seated in bleachers -Use caution when moving through walkways -Treat others with kindness	-Treat all others respectfully -Keep noise at appropriate levels -Follow all directions given by adults	-Treat others in a respectful manner

**RESPECT**

CLASSROOMS	HALLWAYS	BATHROOMS	CAFETERIA	BUS/CAR LINE	MEDIA CTR	GYM	PLAYGROUND	GENERAL
-Bring materials daily -Complete assignments -Take care of school property -Handle water and bathroom needs before entering class	-Stay to the right -Keep hallways neat and clean -Get to class on time -Keep voices low	-Keep the bathroom neat and clean -Report any misconduct to faculty or staff -Flush toilets	-Clean your eating area -Report any problems -Move quickly & quietly through line -Talk quietly	-Keep your ride clean -Keep up with your belongings -Follow adult directives -Listen to announcements for bus changes -Be on time -Be at the designated stop	-Treat materials with care -Follow computer use policy -Report any problems	-Treat gym equipment with care -Return equipment back in proper place when finished using -Collect all belongings before leaving the gym	-Report any injuries or misconduct to an adult -Remain in designated play area -Place trash in garbage cans	-Follow all school, class, and bus rules

RESPONSIBILITY

CLASSROOMS	HALLWAYS	BATHROOMS	CAFETERIA	BUS/CAR LINE	MEDIA CTR	GYM	PLAYGROUND	GENERAL
-Wear clothing & jewelry that meet uniform policy -Avoid hoods, caps & sunglasses	-Remain orderly while moving through hallways	-Adjust uniform properly after restroom use -Use bathroom in a timely manner -Wash hands	-Have ID and lunch money ready for cashier -Use good table manners	-Remain orderly -Remain in proper uniform	-Remain orderly -Remain in proper uniform	-Behave properly according to the activity you are performing in the gym -Stay in proper uniform or gym clothes	-Remain in proper uniform -Act in an appropriate manner	-Think before you act or speak -Present yourself in a positive way

SELF PRESENTATION**RECESS DETENTION:**

- ❖ Recess detention may be assigned for various reasons. Once assigned, students are responsible to report to recess detention (in room 202) before going to lunch.
- ❖ Students are given a recess detention slip copy to notify parents/guardians of their assignment and reason.
- ❖ It is the student's responsibility to submit the notice to their parent.

SCHEDULE CHANGES:

- ❖ Schedule changes are only permitted when an error has been made in the student's schedule. Schedule change requests will be considered during the first 10 days of the school year and will be reviewed by an administrator. Decisions will be made depending on class size, staffing, reason for schedule change and results of the change on the overall schedule.

SCHOOL BAGS:

- ❖ Must be clear, mesh or be bullet-resistant (Documentation from the company must be presented to the Administration for verification prior to use on campus.)

STUDENT MESSAGES:

- ❖ We will not deliver messages to students, except in cases of an emergency.

- ❖ The nature of the emergency **MUST** be specified to a school official before classroom activities will be interrupted. Under normal circumstances, emergencies exist when conditions arise that make it impossible or impractical to delay the message.
- ❖ Arrangements for routine matters such as rides to and from school, house key delivery and pick-up, meeting places, etc., must be made before students arrive at school.

STUDENT PROGRESS CENTER:

- ❖ Parents can access their child's grades, attendance, and discipline online using the Student Progress Center at <https://jpams.mylpsd.com/progress>
- ❖ The PSN number is the last 5 digits of the student's social security number.

TARDY TO CLASS:

- ❖ If a student is tardy to class, the teacher should issue a tardy slip.
- ❖ Tardy slips are treated as minor infractions, as they accumulate they build to a major infraction. Disciplinary consequences are imposed as necessary.

TARDY TO SCHOOL: See Attendance.

TELEPHONE USE:

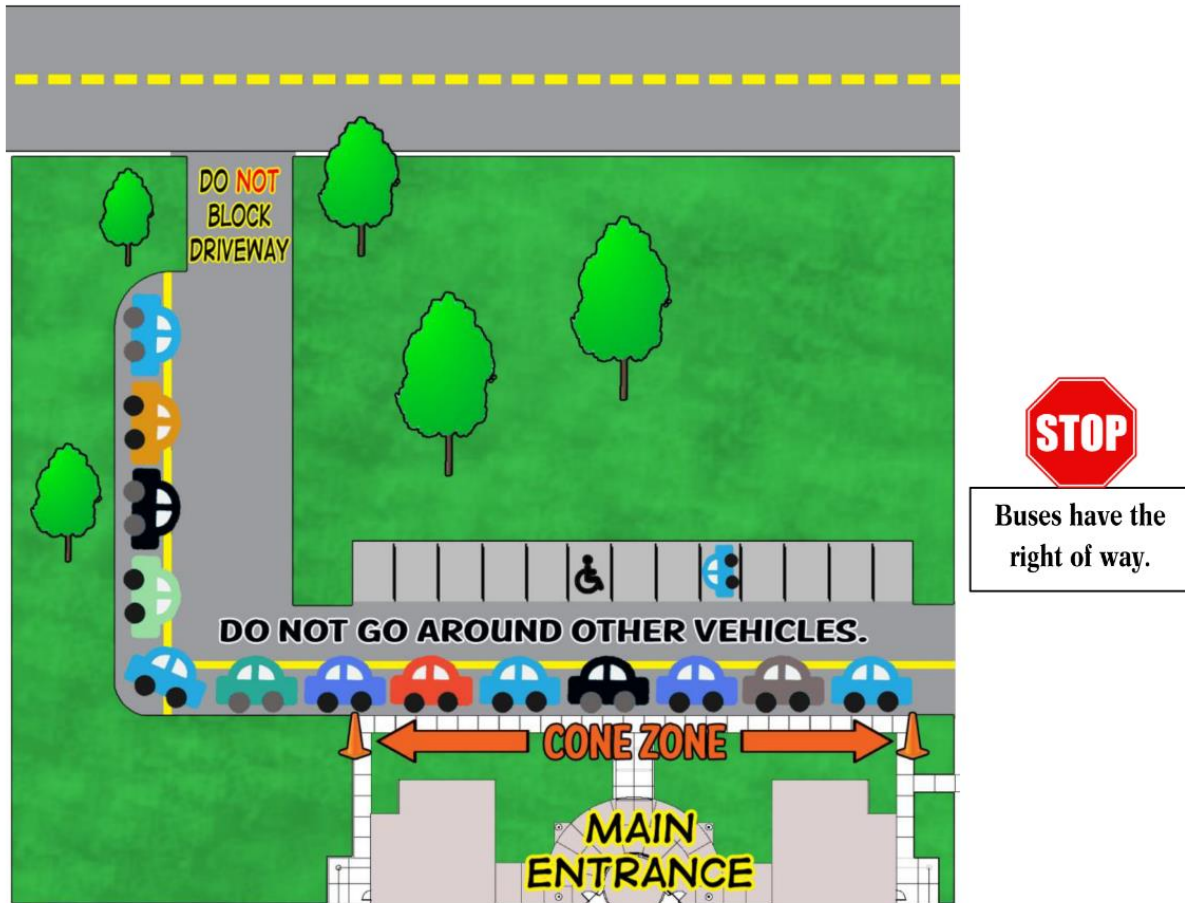
- ❖ There is **NO OFFICE PHONE** available for use. No one will call home for forgotten school supplies or assignments, club meetings, parent pick-up, etc. It is the student's responsibility to tend to these things in the morning **BEFORE** they arrive at school.
- ❖ Absolutely no cell phone use on campus during school hours!

TEXTBOOKS: See Library Expectations.

TRANSPORTATION:

- ❖ **BUS CHANGES**
 - Students are **NOT ALLOWED** to ride another bus to or from school for any reason without administrative approval.
 - Students must board and exit the bus at their assigned bus stop.
 - If you move and need to change your address, verification must be received by the office prior to approval. See Address and phone numbers.
 - Parents must inform students before school if they are riding the bus or going to parent pick-up. Phone calls will not be accepted; parents must come to school to make any changes.
- ❖ **PARENT DROP-OFF, PICK-UP, WALKERS AND BIKE RIDERS**
 - Students should enter and exit school using the main entrance in the front office.
 - **No duty personnel are present on campus until 7:15am; therefore, students should not arrive on campus before 7:15 AM for safety reasons.**
 - Parents picking up their child should be in the parent pick up line by 2:45 PM.
 - Students that walk or ride a bike home must have a permission slip signed by their parent/guardian on file in the front office.
 - Students that walk or ride a bike home are not allowed to leave campus until the buses have left.
 - **Do not block the driveway entrance.**
 - Students should exit the vehicle on the passenger side.
 - Vehicles should stay to the right side and keep moving forward to fill in the gaps when in line. Do not go around other vehicles.
 - Students can be dropped off and picked up on the cement area in the **CONE ZONE**, not just under the pavilion (weather permitting).

- IF YOUR CHILD IS PARENT PICK-UP AND THEIR RIDE IS LATE (AFTER 2:50PM), MORE THAN 3 TIMES, THE STUDENT WILL NOT BE ALLOWED TO GO TO PARENT PICK-UP ANYMORE.
- Parents must inform students before school if they are riding the bus or going to parent pick-up. Phone calls will not be accepted; parents must come to school to make any changes.
- If you're driving through a school zone during posted hours, it is against the law to use your cell phone for any reason. (This is a law.)



VISITATION:

- ❖ All visitors to schools, including parents, shall be required to sign-in and shall have a personal identification card (ID) scanned into the LPSD electronic visitor management system in order to receive a visitor pass.
- ❖ The visitor's ID will be held until the pass is returned upon the visitor's departure (stipulations can only be waived for large events at the discretion of the principal); visitor passes should not be used for multiple days.
- ❖ The electronic visitor management system is utilized by local and state law enforcement to ensure sex offenders are not permitted on to school property.
- ❖ In cases of emergency, procedures may vary.

WALKERS: See Transportation.

WEBSITE:

- ❖ Our school website is bblms.mylpsd.com
- ❖ To email a teacher or faculty member, click on [Faculty & Staff Directory](#) (on the left) and a list will show with names, titles and email address.
- ❖ Like us on Facebook – Bayou Blue Middle School.