Bayou Lacombe Middle School



Student Handbook
2026-2027

27527 St. Joseph Street
Lacombe, LA 70445
School Phone: 985.882.5416

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School Website: http://bayoulacombemiddle.stpsb.org/

BAYOU LACOMBE MIDDLE SCHOOL

Principal: Dr. Zaheerah Clark Assistant Principal: Gerrin Narcisse

27527 St. Joseph Street Lacombe, LA 70445 Phone: 985-882-5416 Fax: 985-882-0056

Dear Bayou Lacombe Middle School Students and Families,

Welcome to the 2026–2027 school year! I am thrilled to welcome each of you back to Bayou Lacombe Middle School and especially excited to begin my first year as your principal.

My name is Dr. Zaheerah Clark, and I cannot wait to get to know each of you. Whether you are returning to BLMS or joining us for the first time, know that you are an important part of our Cardinal family. This school year is filled with new opportunities to learn, grow, discover your talents, and create lasting memories.

Our theme this year is "Building Minds, Growing Futures." Those words represent our commitment to helping every student become the very best version of themselves. We believe every Cardinal has unique strengths and unlimited potential. Together, we will build a school where kindness, respect, perseverance, and excellence are celebrated every day.

I encourage each of you to come to school ready to learn, ask questions, challenge yourselves, and support one another. Success is not measured only by grades but also by the effort you put forth, the goals you set, and the character you demonstrate. Don't be afraid to try something new, step outside your comfort zone, or ask for help when you need it. We are here to support you every step of the way.

This year, let's make a commitment to:

- Show respect for ourselves, others, and our school.
- Give our best effort every day.
- Be responsible for our choices.
- Celebrate one another's successes.
- Grow academically, socially, and emotionally.

I truly believe this will be a year filled with growth, achievement, and triumph. Together, we will build strong minds, create bright futures, and make Bayou Lacombe Middle School a place where everyone feels valued, challenged, and inspired.

I look forward to seeing your smiling faces and celebrating all that we will accomplish together.

Let's make this our best year yet; go Cardinals!

Warmly,

Dr. Zaheerah Clark
Principal
Bayou Lacombe Middle School

Bayou Lacombe Middle School

Mission Statement

To empower innovative student leaders through a positive learning environment and strong collaboration with families, community, and school personnel, which fosters confident, lifelong learners and maximizes student achievement.

2026-2027 School Theme

"Building Minds, Growing Futures"

School-Wide Expectations

Based on the Leader In Me and the Seven Habits of Effective People: Be Proactive, Begin With the End in Mind, Put First Things First, Think Win-Win, Seek First to Understand, Synergize and Sharpen The Saw. Everyone is a potential leader.

Important Information for Parents and Students

ADMISSION/ENROLLMENT

New Students entering Bayou Lacombe Middle School must present the following items for school registration.

*State Certified Birth Certificate
*Social Security Card
*Proof of Residence (3 required)
*Assignment Letter (if applicable)
*Immunization Record
*Last Report Card/Records from last school
*State Test Results (For in-state transfer)
*Custody Papers (if applicable)

AGENDAS

At the beginning of the school year, all students will receive a student agenda to assist with organizing class work and homework. The agendas will be provided free of charge. Please talk with your child about being responsible for his/her agenda. It is also important to check the agenda everyday for homework, notes from teachers and other classroom details. If your child loses his/her agenda, there is a $5.00 fee to purchase a new agenda.

ARRIVAL AND DISMISSAL POLICY

School begins daily at 7:25 a.m. Students may begin arriving at 7:00 a.m. No student may be dropped off prior to 7:00 a.m. Breakfast is served from 7:00 a.m. to 7:25 a.m. The tardy bell rings at 7:30 a.m. **All students arriving after 7:30 a.m. will be marked "tardy" and must be checked in through the office by a parent, before going to class.** Excessive tardiness will be reported to the truancy office.

Dismissal is at 2:30 p.m. Dismissal time on a half day is 11:30 a.m. Students who are car riders will be dismissed at 2:30 p.m. No student may be checked out **after 2:00 p.m.** If there is a change in transportation from school, this request **must be put in writing by the parents** and the student must bring the note to the office before school starts to obtain permission from the principal. During recess, the student is responsible for picking the note up from the office.

In the morning, car riders must be dropped off at the gym entrance after the buses disembark. In the afternoon, car riders are picked up in the half circle adjacent to the flagpole. The safety of all children is the first consideration when making policies for arrival and dismissal.

ATTENDANCE

All students are required to attend school regularly. Student personal illness or serious illness in the family. Parents are allowed to submit up to three parent-written excuses per semester to be considered excused. If a student is absent for up to three days due to the same illness (such as the flu), those absences will count as one parent- written excuse toward the three parent- written notes allowed per semester. If a student is absent for more than three consecutive days, a doctor's note must be provided to excuse the absence.

Students who accumulate more than 10 absences may need to attend Saturday School to make up seat time. Students in grades K-8, that accumulate their third and fifth unexcused absence or tardy, notification will be made to the parents/guardians that their child may have to make up seat time based on the number of unexcused absences or tardies accumulated. Elementary students who have five or more unexcused absences or tardies per semester or ten or more unexcused absences or tardies for the year will be required to make up seat time in order to retain their course grade/credit. These guidelines will not allow

students to be excused for vacations or other family trips. You will need to make an effort to schedule vacations and necessary appointments during school breaks. Our current school year calendar is posted on our website at www.stpsb.org and includes ample breaks for travel plans.

School Board officials send letters to parents when absences are a matter of concern. If parents have contacted the school and documented excused absences, no other action is necessary.

Students need to make up work missed due to excused absences. The student is responsible for making arrangements with the teachers to make up all assignments as soon as the student returns to school. If your child misses only a day or two, the work can be made up upon return to school. If the absence is extended, you will need to contact the school (if the student is able to study at home) and arrange to pick up assignments 24 hours after contact is made at the end of the following school day.

BAND

Students may join the band with parent permission. Students must have their own instruments to participate or use one of the school's instruments. Students who join the band are expected to attend all band performances both during and after school hours. Students must maintain a "C" average in core subjects. If a student's grades drop below a "C" average, he/she may be removed from the band. Students receive E, S, N, and U for band grades. Students who display behavior problems in band will be removed from the program after being warned once.

BREAKFAST PROGRAM

Breakfast is served between 7:00 a.m.-7:25 a.m. free of charge.
We strongly encourage all of our students to participate in the breakfast program.

BOOKS (Textbooks and Library Books)

Students are expected to keep all textbooks, library books and other materials issued to them in good condition. Students are required to take good care of all books. No books should be damaged for any reason. Any lost or damaged books must be paid for. If a lost book is found in the same condition it was given, the money will be refunded.

BULLYING

Bullying in any form will not be tolerated at our school. Bullying occurs and is defined by continuous/on going, intentional harm which occurs in the presence of an unfair match between perpetrator and victim. Victims need to very clearly tell the bully to stop. If the bullying does not stop, then the victim needs to report the bullying to school personnel immediately. We encourage other students who witness bullying in any form to also report. All allegations of bullying will be promptly investigated. Retaliation for reporting will not be tolerated. All students are expected to respect the personal space of others, to think before speaking, and to show kindness to all. Treating others the way they want to be treated will minimize bullying occurrences. Proven allegations of bullying can have very serious consequences such as: verbal or written reprimand, in-school or out-of-school suspension, expulsion, and/or legal recourse.

BUS

Transportation to and from school by school bus is available to most students. Please refer to the BUS GUIDELINES as stated in the student handbook. In order to help ensure the safety of all students, parents are strongly encouraged to discuss with their child the following bus guidelines and basic rules:

1. Always follow the instructions of the bus driver.
2. Remain completely seated and face the front of the bus.
3. Keep hands and feet to yourself.
4. Talk in a low tone of voice and never use unacceptable language.

To help ensure bus safety and avoid overcrowding, students must have permission to ride a bus other than his or her bus. When requesting permission for your child to ride another bus, you must call the driver to request permission. Bus drivers must refuse any student, not assigned to his/her bus, the opportunity to ride when the safety of other riders could be endangered.

If approved by the driver, a written letter noting transportation changes must be sent to the school. Students who are granted permission to ride another bus must present a dated note signed by parent/legal guardian to the office. This note must state the rider's name and bus number. Presenting such a note does not guarantee the privilege of riding another bus.

This privilege is not to be used to transport children to team practices, lessons, or tryouts. If a bus is at its capacity, students who do not normally ride this bus will not be allowed to ride even with permission from their parents.

CELL PHONES

Cell phones are not to be seen or heard. If seen or heard, the cell phone will be confiscated and brought to the office for parents to retrieve. If the cell phone is in use, disciplinary consequences will result. L.R.S. 17:239 notes that all phones must be powered off and stored in the backpack during instructional hours.

CHILD ABUSE CHARGES

Louisiana Children's Code art. 610 provides which agency to report to – Law Enforcement and/or DCFS.

Any mandatory reporter who has cause to believe that a child's physical or mental health or welfare is endangered as a result of abuse or neglect or that abuse or neglect was a contributing factor in a child's death shall report in accordance with Article 610. La. Child. Code art. 609(A)(1)(a).

However, in a "school setting," "all instances of alleged child abuse shall be immediately reported to the child's parent or legal guardian and to local or state law enforcement, regardless of the alleged perpetrator." LA. Child. Code art. 610(H)(1).

The infliction, attempted infliction, or, as a result of inadequate supervision, the allowance of the infliction or attempted infliction of **physical or mental injury upon the child by a parent or any other person (another child)** may result in a report.

Please encourage your child to keep his/her body parts to his/herself. Touching (inappropriate hitting, kicking,and/or touching) can quickly spiral to a report.

CHORUS

Any student at Bayou Lacombe Middle School may join the chorus. Students must have parent/guardian permission to participate. Any student who joins the chorus is expected to maintain a "C" average in core subjects. If a student's grades drop below a "C" average, he/she may be removed from chorus. Students are expected to participate in all chorus performances both during and after school hours. Students who display behavior problems in chorus will be removed from the program after being warned once.

CHROMEBOOKS

Each student will receive a chromebook for academic purposes. The chromebook will come with a case, and a charger. The student will be held financially responsible for any damaged or lost items pertaining to the chromebook. There is an option to purchase insurance for $25 to cover potential damage in advance.

If a student is misusing their chromebook or using it other than to complete assignments in class, the student will be subject to disciplinary action according to the five step disciplinary process.

CLASS PARTIES

Classroom parties shall be limited to occasional occurrences and require the approval of the school principal. All parties will be handled in such a manner as to maximize instructional time, in order to ensure the academic success of our students. Classroom teachers and the school office should be made aware of any food allergies your child may have. At Bayou Lacombe Middle School, parties will be handled as follows:

There will be a Christmas and Easter party which will begin 45 minutes prior to dismissal on a date approved by the principal.

<u>Halloween and Valentine's Day</u> – Students will exchange candy 10 minutes prior to dismissal.

<u>Birthdays</u>

If parents send items such as cakes, cupcakes, cookies, these items will be distributed 10 minutes prior to dismissal.

CLASSROOM INCENTIVE/DISCIPLINE PLANS

Each teacher will have a classroom incentive/discipline plan. These individual classroom plans will directly connect to our school rules. Appropriate behavior is praised at Bayou Lacombe Middle School. If a rule is broken in the classroom, teachers will have classroom consequences and interventions.

Distinction will be made between major and minor discipline infractions. Major infractions will result in a major disciplinary consequence. Minor infractions will follow the five step disciplinary policy as follows:

1. Verbal Warning
2. Parent Notification
3. Teacher Held Detention & Written Notice to Parents
4. Administrative Detention
5. Major Disciplinary Form
   ** Subsequent disciplinary actions will result in larger consequences.

We will not tolerate fighting, hitting, kicking, inappropriate touching, roughhousing, play fighting, disrespect for teachers/peers, obscene language, and/or destruction of school property. Students who do not follow school rules will receive a consequence for their actions. The principal may administer one of the consequences listed below; however, consequences are not limited to.

1. Warning
2. Loss of privileges
3. Note home
4. Writing assignment
5. Conference with the student
6. Conference with the student and parents
7. Recess Reflection
8. After School Detention
9. Saturday Detention
10. In-School Suspension
11. Suspension
12. Recommendation for Expulsion

****Students receiving discipline referrals will be excluded from certain rewards, such as Field Day, School Dances, and Incentive Days. ****

COMPUTERS

No student is to eat or drink around the computer equipment. If any damage is caused, the student will be held responsible.

COSMETICS
No student is allowed to possess/use cosmetics on campus (makeup, fake nails, nail glue, eye lashes). Excessive usage of cosmetics prior to being on campus will result in parent notification with the goal of removal. If a student is found to be in possession of cosmetics at school, the items will be confiscated and the parent/guardian will be notified.

DELIVERY OF BALLOONS & FLOWERS
Any parent who wishes to have balloons or flowers delivered to the school may do so during the last hour of school. These items cannot be taken on the bus.

DEBT COLLECTION POLICY
Debt would include, but not limited to, such things as lost/damaged textbooks, library books/fines, unpaid lunch fees, fundraising money, etc. Parents will be notified in writing of the items and monies owed to the school. In the case of a student transferring to another school, all financial obligations shall be paid before leaving. Checks are accepted as a form of payment, but My Payments Plus (MPP) is the preferred method of payment. If a family has a NSF check, parents will have 2 weeks to clear up any debt. If the check is not paid within the two-week period, no more checks will be accepted from the family.

DISCIPLINE
We believe it is necessary for children to learn self-discipline in order to further their learning. We ask that you discuss with your child the importance of making good choices, having a positive attitude, respecting peers/teachers and using good behavior while at school.

In order to create an atmosphere in which all children can learn we have school-wide behavior expectations which are derived from the "Leader In Me"

Leader in Me: Seven Habits of Highly Effective People

Be Proactive
Begin with the End in Mind
Put First Things First
Think Win-Win
Seek First to Understand

Synergize
Sharpen the Saw

DRESS CODE

The uniform for BLMS is red, black or white polo shirts and khaki bottoms. Outer-wear is to be solid red, black, grey, or white.

Refer to STPSB Handbook on attendance, discipline & student records. Extremes in style and fit in student dress, and extremes in style of grooming, will not be permitted. School principals maintain the right to determine extremes in styles of dress and grooming and appropriateness and suitability for school wear. See School Uniform on page 14. Sculptured hair styles, which include pictures, symbols, more than one part, letters, numbers, etc., will not be permitted at Bayou Lacombe Middle School. Students are not permitted to wear Mohawks.

EARLY CHECK OUT

For safety reasons and to avoid disruption in the classrooms, all children leaving school early must be signed out in the office. For your child's safety you must present identification. **Children may not be checked out during the last 30 minutes of the school day.** Please do not check children out except for emergencies.

ELECTRONIC EQUIPMENT

Students are **not** allowed to have electronic equipment out and visible at school. (iPods, MP3 Players, cell phones, games, smart watches used as communication devices, etc.)

EMERGENCY INFORMATION

Each student is required to have a current information form on file in the office. Emergency forms will be sent home the first day of school. Please return this form the next school day. All information must be current. **IF ANY OF THIS INFORMATION CHANGES DURING THE SCHOOL YEAR, PLEASE NOTIFY THE OFFICE.**

FIELD TRIPS

Teachers plan field trips to enhance learning in the different subject areas. Field trip permission forms will be sent home with information pertaining to the trip and the cost. It is the student's responsibility to return the form. Field trip money is non-refundable. Students are expected to exhibit self-discipline at school to be able to attend field trips. All children attending a school field trip must ride the school bus. Parents wishing to check their child out from a field trip must do so in the office. No parent may take their child from a field trip to home early without checking them out from the office first. In some cases, a parent/guardian may be required to accompany their child on a field trip in order for the child to attend. Field trips are reserved for students who exhibit acceptable behavior and a commitment to schoolwork. Students who misbehave or fail to complete assignments may be denied field trip privileges, and no refunds will be issued. Instructional supervision will be provided at school for students not taking part in the off-campus activity.

GRADING POLICY

Assessment of performance will be maintained in compliance with School Board policy. Graded papers will be sent home once a week on the day specified by the teacher. If you do not receive papers, contact your child's teacher. The grade recorded on JPAMS, in the teacher's grade book, is the official grade. If you believe a grade has been recorded erroneously or a paper has a grade error, you must present the relevant paper to your child's teacher. The Student Progress Center is also available to all parents who want to view their child's grades on-line at any time.

For ELA, math, social studies, and science, the following grading scale will be used:

A- Excellent
B- High Quality
C- Satisfactory
D- Needs Improvement
F- Unsatisfactory

For physical education, music, art, and chorus, the following scale will be used:

E- Excellent
S- Satisfactory

N- Needs Improvement
U- Unsatisfactory Work

The St. Tammany Parish School Board uses the following numerical grading scale and quality points system to determine letter grades.

A= 90-100	A= 4
B= 89-80	B= 3
C= 79-70	C= 2
D= 69-60	D= 1
F= 59-0	F= 0

Honor Roll- Students who have a 3.0 GPA and do not have any D's, F's, or U's on his/her report card will be eligible for Honor Roll.

Conduct Grades- Students may earn E, S, N, or U as a conduct grade. Conduct grades are not averaged in with academic grades.

GUIDANCE COUNSELOR/MENTAL HEALTH PROVIDER(MHP)
Our school has a guidance counselor and MHP who provides services as a whole class, small group, and individual counseling. Parents may arrange conferences with the counselor by calling the school office and making an appointment.

HALL PASSES
If a student is sent to another location: classroom, Nurse, MHP, Counselor, and/or Library without the prior knowledge of the receiving adult, the child must have a hall pass to be seen.

RESTROOM USE - Students will be allowed to use the restroom approximately every 1.5 hours-before school, morning break, lunch/recess, and afternoon break. Medical documentation will allow for intermittent breaks. Students should report any restroom misbehavior or suspicious activity to the teacher immediately.

HANDBOOK ON ATTENDANCE, DISCIPLINE, AND STUDENT RECORDS
The St. Tammany Parish School Board Handbook is available online to give you additional information about certain school board policies and procedures. Information on how to access the handbook will be given to students on the first

day of school. Please read this information and use the handbook as a reference throughout the school year.

HOMEWORK

The purpose of homework is to reinforce learning that takes place at school. Homework should be relevant, realistic, and reasonable. Teachers will review their homework policies with parents during open house. **It is the student's responsibility to bring his/her homework assignments home each day and return with the completed assignments the next day.** Students will be provided with a student agenda to assist with this purpose. Parents are encouraged to provide a certain time, assistance as needed, and a quiet place to do homework.

IDs

Every student will be given an identification card. The card itself will be a microchip which allows the student to access doors on the campus. The students are required to wear their ID at all times. The IDs will be used for breakfast, lunch, and bus transportation to and from school.

In the event of a forgotten or misplaced ID Card, the student is to purchase a temporary card for $1. The purchase is to take place before school at the front office.

If the student has damaged the card or lost the card, the student will be responsible for covering the cost to replace the card. The first two replacement cards are $5 and subsequent cards are $10. Any student without an ID is subject to disciplinary action according to the five step disciplinary policy.

ILLNESS

If a child becomes ill, the nurse will complete an evaluation and we will contact the parents as soon as possible. We are only allowed to give students ice for sickness and/or injuries. Please do not send a sick child to school.
To help ensure your child receives attention if he/she is ill at school and to help limit other students' exposure to illness, students will be sent home from school for the following conditions:

- Temperature above 100 degrees
- Vomiting

- Diarrhea
- Rash
- Suspected communicable disease

You will be notified and asked to pick up your child from school and seek medical attention.

IN-SCHOOL DETENTION/SUSPENSION

This program is designed to keep students in school. Students may be assigned In School Detention and/or Suspension at the discretion of the Principal. Those students who are placed in In School Detention and/or Suspension and choose to misbehave will be suspended from school.

INTERIM REPORTS/PROGRESS REPORTS

Interim reports can be found on JPAMS during the middle of each grading period. Parents should discuss this information with their child.

JEWELRY

The school is not responsible for jewelry. It is very important that students leave all expensive jewelry at home. Hoop earrings larger than the size of a quarter will not be allowed for safety reasons. Stud earrings larger than a pencil eraser will not be allowed. Other jewelry should be worn inside the uniform.

LIBRARY RULES

Students are strongly encouraged to use our school library and check out books to take home. Students sometimes overlook book due dates, which can result in backlogs requesting books and loss of books. Payment for lost books is based on the **current list price** of books in print. If the book is out of print, an average current replacement cost for a comparable book as suggested by the selection catalogs or recommendations by the American Library Association determines the replacement cost.

If a student has an overdue book, he/she may not check out additional books from the library until the fine is paid and the book returned.

Library check-out privileges are restored when students have either paid the fines, returned lost books, or negotiated a settlement with the librarian and/or principal.
The librarian notifies, in writing, the parents of students regarding overdue or lost books. Written notifications are given at least once each nine weeks when report cards are sent home. The notification may accompany the report card, or it may be mailed separately.

LOST AND FOUND
All clothing found on campus will be placed in the lost and found container in the gym. Students may claim items by identifying them. It is a good idea to mark clothing items with your child's name.

LUNCH
All students are encouraged to eat the nutritional meals served in the cafeteria. Students will not be charged for lunch. Students who bring their lunch to school will sit with their class in the cafeteria to eat. **Students who bring their lunch to school are not allowed to bring family-sized snacks (chips, cookies, snack cakes), glass containers OR canned beverages into the cafeteria. Students are allowed to bring plastic only.**

Students are expected to follow school rules while in the cafeteria. In addition, students are expected to use good table manners and to reasonably clean up their space after eating.

MANDATED CHILD SEXUAL ABUSE PREVENTION EDUCATION AND REPORTING PROGRAM
As mandated by the St. Tammany Parish School Board, students in grades K-8 receive instruction on the topic of Child Sexual Abuse Prevention, Education and Reporting. All materials that are used in the instruction may be previewed by contacting the school administration. We encourage you to talk with your child about this topic, as well as other general safety issues.

MCKINNEY-VENTO ACT
The McKinney-Vento Act is a federal law passed in 1987 to help people experiencing homelessness. The Act requires states and school districts to make sure students in homeless situations can attend and succeed in school. The

McKinney-Vento Act applies to all children and youth who do not have a fixed, regular, and adequate nighttime residence, including children and youth who are living in the following situations:

- Doubled-up housing with other families or friends because they lost their home or their family is having temporary financial problems;
- Living in a motel/hotel because of economic hardship or loss of housing;
- Living in an emergency or transitional shelter, domestic violence shelter, or in a runaway/homeless youth shelter;
- Living in a vehicle of any kind; trailer park or campground without running water and/or electricity, abandoned building, substandard housing, and/or bus/train station;
- Awaiting foster care placement; or
- Abandoned in a hospital.

Children and youth in homeless situations have the right to the following:

- Attend and succeed in school no matter where they live or how long they have lived there;
- Enroll in school despite the lack of a permanent address or lack of school and immunization records, or birth certificates and other documents;
- Receive services comparable to those offered to non-homeless children and youth;
- Get transportation to school;
- Access educationally related support services;
- Make sure that disagreements between students and schools are resolved quickly.

MEDICATION

The BLMS Nurse will administer all properly documented medications. We must have the appropriate forms filled out before we can administer medication. The St. Tammany Parish Medication Form may be obtained from the office. A doctor must complete this form and parents must bring the medication along with the completed Medication Form to the office. All medication is kept in the nurse's office. Any change in medication will require a new form. Please pick up any remaining medicine at the end of the school year. Students should never have medication in their possession; parents should not send any type of medication to school with their child. This includes Tylenol, aspirin, and/or cough drops.

MESSAGES
Parent calls to students are forwarded only in emergencies. Students cannot be called out of class to speak on the telephone without permission of an administrator.

MONEY
It is recommended that students do not bring large amounts of money to school, except when there is a school activity that may require extra money. BLMS is not responsible for money lost or stolen.

OPEN HOUSE
Open House will be held at the onset of the school year. Parents should make every effort to attend. Parents will have an opportunity to meet their child's teacher, learn about plans for the school year, and learn about procedures and important information about their child's class. This is **not** a time for individual conferences; however, individual parent conferences may be scheduled during this time.

PARENT/FAMILY INVOLVEMENT POLICY
The mission of Bayou Lacombe Middle School is to empower innovative student leaders through a positive learning environment and strong collaboration with families, community, and school personnel, which fosters confident, lifelong learners and maximizes student achievement.

The administration, teachers, support staff, parents and community must work together to build academic excellence, while integrating positive social skills for our students. Bayou Lacombe Middle School will provide numerous programs and activities to encourage family members to become active participants in student learning, to foster family/school communication and to encourage families to become full partners with our school. By working together as a team, we will provide the best possible education for our students

PARENT/TEACHER CONFERENCES
Teachers schedule conferences to inform parents about the academic progress and/or behavior of their child. Communication is essential to the educational program. Please do not hesitate to schedule a conference with your child's teacher. Appointments may be scheduled by calling the office at 882-5416.

RESPECT LAW

The Louisiana legislature mandated that all students respond to adults with respect as interpreted to mean saying "Yes, Ma'am" and "No, Ma'am" or "Yes, Sir" and "No, Sir." We require this at Bayou Lacombe Middle School.

REPORT CARDS

Report cards are issued the week following the close of the grading period. Final report cards will be mailed home. Please review and discuss the report card with your child. You may schedule a conference with your child's teacher if you have any questions. Attached to your child's report card will be a parent signature form. Please sign the signature form and return it to school. Your signature indicates that you have seen your child's report card.

SATURDAY DETENTION

Students may be assigned a Saturday detention if school behavior warrants such an action. If a student is assigned a Saturday detention, the student is expected to attend and parents must provide transportation. Saturday detention hours are 8:00 a.m. to 12:00 noon. Students not attending may be suspended from school.

SCHOOL BEHAVIOR

To promote desirable student conduct and behavior, the faculty and staff have adopted the Seven Habits of Highly Effective People as outlined in the book *Leader in Me. Leader in Me* identifies student expectations and is a collaborative approach to developing proactive and reinforcement based strategies to achieve meaningful and durable behavior and lifestyle outcomes. It also aims to build an effective environment in which positive behavior is more prevalent than problem behavior. At Bayou Lacombe Middle School, our expectations are derived from the Seven Habits of Highly Effective People as it is outlined in the book *Leader in Me* These expectations are as follows:

1. **Be Proactive -** Show initiative and use forethought to prevent issues before they arise.
2. **Begin with the End in Mind -** Set goals and plan towards these goals with the ultimate goal in mind.
3. **Put First Things First -** Prioritize the completion of tasks of high importance.
4. **Think Win-Win -** Resolve conflict in a manner that considers all parties involved.

5. **Seek First to Understand -** Listen intently to other perspectives to gain clarity for their point of view.
6. **Synergize -** Use other's strengths to work together to accomplish goals.
7. **Sharpen the Saw -** Take care of physical, mental, and emotional needs.

Information regarding classroom and campus behavior will be communicated to students at the beginning of the school year. Parents are encouraged to discuss this information with their child and to provide appropriate support to the student and to the school. Refer to the St. Tammany Parish Handbook on Attendance, Discipline, and Student Records for STPSB policies regarding student behaviors and discipline.

SEVERE WEATHER DRILLS

Emergency evacuation routes and procedures are clearly posted in each room of the school. Employees are familiar with and responsible for making students familiar with emergency evacuation procedures. Drills are conducted in accordance with St. Tammany Parish School Board Policy.

SCHOOL HOURS

7:30 a.m. to 2:30 p.m.
Office hours 7:00 a.m. to 3:00 p.m.

SEXUAL HARASSMENT

The purpose of the St. Tammany Parish School Board is to provide public education for the school-aged children of St. Tammany Parish, Louisiana. Sexual Harassment is a violation of the law, and the School Board, and will not be tolerated, condoned, or overlooked. The Board requests and encourages persons associated with the School System who believe there are acts of harassment to report it to the school principal or designee.

The Board, through the school principal, shall promptly, thoroughly and fairly investigate reports of sexual harassment and take appropriate action that is consistent with the results of the investigation and the legal requirements afforded by law. Inappropriate behavior will be handled according to the school's discipline procedures.

The School System and Board will not tolerate retaliation by anyone associated with the School System against one who files a complaint of sexual harassment.

Some acts of sexual harassment are considered criminal and are subject to prosecution. The Board and School System will fully cooperate with law enforcement agencies and the District Attorney in investigating and prosecuting such criminal offenses.

Reporting of incidents needs to be made to the principal at your child's school.

SHOES

If a student wears sneakers with shoelaces, the laces must be tied. If a student wears shoes with a strap of any kind, the shoes must be strapped. Students are to wear sneakers in order to participate in P.E. Beginning the 2026-2027 school year, Crocs will not be allowed.

SUSPENSION

Students who display inappropriate behavior of a serious nature will be suspended from school. Suspended students are not allowed on campus for any reason during this time. Students are allowed to make up work during this time. The parent should contact the teacher to request this work.

TARDIES

Chronic tardiness is disruptive and short-changes a student's learning opportunities. Tardiness also establishes poor work habits that can continue throughout life. Therefore, tardiness is treated seriously. State law requires that all students arrive at school on time. The bell rings at 7:25 and the tardy bell rings at 7:30. All students should be in their classroom ready to begin the day by 7:30. If you bring your child and you arrive after the tardy bell, you must bring him/her to the office to get an admission slip. If your child is excessively tardy within a grading period, you will be called for a conference with the administration. Disciplinary action will be taken for excessive tardiness. Students are expected to arrive at school on time.

Students in grades K-8, that accumulate their third and fifth tardy, notification will be made to the parents/guardians that their child may have to make up seat time

based on the number of unexcused tardies. Excessive tardies will result in referral to the Youth Service Bureau for truancy.

THREATS
Threatening words or actions towards students, faculty, or staff are not tolerated and are subject to disciplinary action.

TESTING PROGRAM
Public school students in Louisiana take standardized tests during the spring.

TRANSPORTATION
Buses- Bus routes and stops are planned and established by the St. Tammany Parish School Board Transportation Department. All students are expected to follow the bus rules, regulations and obey the bus driver. During the first grading period of school, students will participate in a lesson on bus safety. In addition, the bus driver will give students a copy of the bus rules. Students who refuse to follow bus rules can possibly be excluded from riding the bus. **If a parent requests to have his/her child ride another bus, a written note must be submitted to the office for approval.**

Car Riders- Parents who bring their child to school **should not** drop them off any earlier than 7:00 a.m. Students are dropped off and picked up in front of the school. Afternoon dismissal is 2:30 p.m. **If a parent requests to have his/her child ride with another car rider or to get on the bus, a written note must be submitted to the office for approval.**

UNIFORM
Bayou Lacombe Middle School will have school uniforms for the school year. Our school uniform policy is listed below. **Uniform or dress code violations will follow the five step discipline policy.**

Uniform Tops

- Solid Red, Black, or White Polo-Type Shirt with or without school logo **(Polo-Type Shirts must have a collar.)**
- Plain T-shirts in Red, Black, or White may be worn **under** the Polo-Type shirt. T-shirt (short sleeve) sleeve should not extend past the sleeve of the polo shirt. No T-shirt should extend past the waist of the polo shirt.

- Sweatshirts worn in buildings must be a solid color: Red, Black, Grey, or White with no writing other than the school logo.
- Jackets worn in the heated building must either be a zip up type where the school uniform is visible, or a pullover that is solid red, black, grey, or white with no logo other than the school logo. Beginning the 2026-2027 school year, hoodies will not be allowed.

Uniform Bottoms

- Khaki pants, skirts, skorts, or shorts must be plain and must be hemmed – no cut offs. No stripes, flowers, or designs are allowed. Pants must be secured at the waist with no undergarment showing.

Notes:

- Anything worn the entire day should be solid Red, Black, White, with the exception of Khaki bottoms.
- Emblems other than BLMS may not be worn. However, the BLMS emblem is optional.
- It is strongly recommended that students wear athletic/tennis shoes to school daily. This enhances a safe learning environment. No open toe shoes are permitted.
- Socks must not be distracting, as determined by the school principal.

VISITORS

All visitors must check in at the office when arriving on campus for any school activity. All visitors must sign in our visitors' logbook and receive a visitor's pass. We require that you adhere to these rules for the safety of your child.
Bayou Lacombe Middle School encourages parents and others to visit our school campus. The procedures below are intended to ensure that such visitations do not interfere with the smooth operation of the school or the safety of students and personnel, and that visitors comply with state laws governing visitors on school grounds.

- **No** one is allowed on school grounds without authority of the principal or designee.
- **All** visitors must report to the administrative office immediately upon arrival. The purpose of the visit and destination within the building must be stated to the principal or designee. Permission to visit within the school

building is at the discretion of the principal or designee. The principal or designee may/may not grant permission to visit within the school building.

- **All** persons must receive an official visitor identification badge and sign the visitor book. Visitors will report only to those areas of the school for which permission has been granted.
- **All** visitors may be asked to show identification.
- **All** visitors must sign out in the administrative office and return the official visitor identification badge.
- **All** visitors must depart the building and grounds as soon as their official business is completed.
- Because of the high priority we place on school security, we ask that all visitor procedures be followed. Failure to comply with these procedures may result in the penalties provided by the La. Ref. State. 17:416.8

VOLUNTEERS

We need volunteers for many aspects of our educational program at Bayou Lacombe Middle School. We strongly encourage parents to become involved in our school. If you would like to volunteer at our school, please contact the school office at 882-5416. Remember, all volunteers must check in at the office, sign our volunteer logbook, and receive a volunteer pass.

WEAPON POLICY

Students found using, possessing and/or concealing a knife, the blade of which equals or exceeds two (2) inches in length, a firearm, a weapon, which may discharge a projectile, or other dangerous instruments, which may cause bodily harm, shall be immediately suspended and recommended for expulsion. Police notification shall be made immediately. Students using, possessing and/or concealing any look-alike object that may have the appearance of a weapon or dangerous instrument shall be immediately suspended from school and recommended for expulsion. Upon the recommendation for the expulsion, a hearing shall be conducted by the superintendent or his/her designee. Students in grade five or lower who have been found in the hearing process to be using, possessing and/or concealing a weapon or look-alike weapon shall be disciplined in accordance with the decision made by the superintendent or designee. Any case involving students in grade five or lower found in possession of a firearm on school property shall be referred to the school board through a recommendation for action from the superintendent. Students in grade six or higher who have

been found in the hearing process to be using, possession, and/or concealing a weapon, or look-alike weapon shall be expelled from the school system for a period of not less than 12 calendar months.

ZAP Program

Bayou Lacombe participate in the Zeros Aren't Permitted (ZAP) Program. Students who fail to submit assignments or who receive failing grades on assignments, will be given opportunities to make-up/complete work during lunch/recess sessions on Tuesdays. If students fails to do so, a zero will be assigned.

What are our main objectives?

- Improved academic performance by students.
- Increased student sense of responsibility for academic success.
- Better study habits and higher quality work.
- Increased communication between school and parents.

How does the program work?

- Once a student has not turned in an assignment, the teacher will complete a ZAP form and attach it to the assignment.
- The teacher will send a copy of the form to the parent to notify them of: missing assignment and the required attendance date at ZAP session.

Grading/Consequences

- Participation in extracurricular activities may be suspended should student continuously fail to complete assignments.
- Saturday School may be assigned if student continuously fail to complete assignments.

St. Tammany Parish Public Schools
Title I
Parents' Right to Know

PARENTS' RIGHT TO KNOW

The **Every Student Succeeds Act (ESSA)** requires school districts to inform parents and families about their right to receive information on the professional qualifications of their children's teachers.

Parents and families have the right to know:

- Whether all employed personnel have met state qualification and licensing criteria for the position they hold within the school
- If any personnel is employed under provisional status where state qualification or licensing criteria have been waived
- All college degrees and general areas of certification held by teachers, and qualifications of the paraprofessionals
- Whether their child receives services by paraprofessionals and their qualifications

Teacher Certification/Degree Information can be verified at www.teachlouisiana.net

Parent and Family Engagement Best Practices

PARENT AND FAMILY ENGAGEMENT BEST PRACTICES

St. Tammany Parish Public School System believes that **Parent and Family Engagement** (PFE) is important for children to achieve success. Parents and families are key partners with the schools. PFE includes programs, services, and activities at the school and district level.

District Responsibilities	School Responsibilities
● Involve families in developing and reviewing the district's PFE Plan ● Hold yearly Federal Programs, PFE Stakeholders', and PFE activity planning meetings ● Support STPPS Title I schools in planning and carrying out their PFE activities ● Annually review and monitor PFE activities and school-wide programs outlined in the School Improvement Plans ● Provide a Title I PFE resource page and presentations for school personnel use ● Develop Title I PFE survey to evaluate PFE plans and use results to plan future PFE programs and adjust PFE policies and procedures	● Invite parents to a school meeting highlighting their school's educational programs, curriculum, and PFE opportunities ● Offer PFE activities at various times which support learning goals at home ● Involve parents in the planning, review, and implementation of PFE programs ● Provide parents with timely information about the school PFE policy ● Provide families with opportunities to volunteer, participate, and observe in the school and classroom ● Maintain 2-way communication with families ● Provide each student with the Compact for Student Success outlining responsibilities of students, parents, and teachers in the educational process ● Support all students in their effort to achieve success

Escuelas públicas de Título I de St. Tammany Parish
El derecho de los padres
Prácticas mejores para padres y familias

DERECHO DE LOS PADRES A SABER

El acto de **Cada Estudiante Tiene Éxito (ESSA)** requiere que los distritos escolares informen a los padres y familias acerca de su derecho de conseguir información en la cualificación profesional de los maestros de sus niños.

Los padres tienen el derecho de saber:

- Si todos los empleados han cumplido con las normas de certificación y licencia del estado para la posición que tiene dentro de la escuela.
- Si cualquier miembro del personal esta empleado en estado provisional donde se dispensa la certificación estatal o las normas de concesión.
- El título universitario del empleado y cualquier otro título de certificación de escuela graduada o título sostenido por el empleado, incluso el tipo de título de certificación.
- Si el niño recibe servicios de para- profesionales y, si es así, sus cualificaciones

Información de certificación/título del profesor puede ser verificado en www.teachlouisiana.net

COMPROMISO ENTRE LOS PADRES Y LAS FAMILIAS PARA LAS PRÁCTICAS MEJORES

El distrito escolar de St. Tammany cree que el **compromiso entre los padres y las familias (PFE)** es importante para que los niños alcancen el éxito. Los padres y familias son los compañeros claves con las escuelas. PFE incluye los programas, servicios, y actividades al nivel de la escuela y del distrito.

RESPONSBILIDADES del DISTRITO	RESPONSABILIDADES de la ESCUELA
● Involucrar a las familias en el desarrollo y la revisión del plan PFE del distrito escolar. ● Tener una reunión anual de las personas interesadas de programas federales y PFE; y reuniones de planificación de actividades. ● Asistir las escuelas de Título I de STPPS en la planificación y realización de las actividades del plan de PFE.	● Invitar a los padres a una reunión escolar que resalta los programas educativos de su escuela, el currículo y las oportunidades del PFE ● Ofrecer actividades del PFE en varias ocasiones que apoyan metas de aprendizaje en la casa. ● Involucrar a los padres en planear, revisar, y mejorar los programas de PFE.

● Revisar y monitorear anualmente las actividades del PFE y los programas en todas las escuelas marcadas en los planes de mejoramiento escolar. ● Proporcionar una página de recursos y presentaciones del título I PFE para el uso del personal escolar. ● Desarrollar una encuesta de Título I PFE para evaluar los planes del PFE y utilizar los resultados para planificar programas futuros de PFE y ajustar las normas y procedimientos de PFE.	● Proporcionar a los padres información oportuna acerca de la póliza escolar del PFE. ● Proporcionar a las familias oportunidades para ser voluntarios, participar y observar en la escuela y en el aula. ● Mantener la comunicación bidireccional con las familias. ● Proporcionar a cada estudiante un acuerdo para el éxito del alumno que señala las responsabilidades de los estudiantes, padres y maestros en el proceso educativo. ● Apoyar a todos los estudiantes en su esfuerzo para lograr el éxito

BAYOU LACOMBE MIDDLE SCHOOL
STUDENT & PARENT HANDBOOK ACKNOWLEDGEMENT FORM

Attached is the Bayou Lacombe Middle School Student and Parent Handbook for the 2026-2027 school year.

This handbook includes important and, we hope, helpful information about school operation, procedures, and policies. Please read and discuss the contents with your child. To ensure you have received your handbook and covered it with your child, we ask that you sign, tear out, and return this sheet to your child's teacher by Wednesday, September 7, 2026.

Please keep your handbook as a quick reference. If you have questions about the handbook, please contact Zaheerah Clark, Principal.

Student and Parent Handbook Verification

I have read and discussed the Student and Parent Handbook with my child.

_____ _____

Parent Signature Date Student Signature Date