

# *JINKS MIDDLE SCHOOL*

*2022-2023*



*Student Handbook*

## **Welcome Hornets**

Hello Hornets,

My name is Billy May and I am the new, proud, and extremely excited principal at Jinks Middle School. First of all, congratulations to all of you who had a hand in the spectacular increase of the School Grade! The entire community celebrated your success and are looking forward to watching you climb even higher.

A bit more about me; I am a Hornet Alumni, a Graduate of Bay High School, a Masters' Degree Holder of Florida State University, and most recently the Principal of Bay High School. I grew up in this community. And now have the unbelievable opportunity to return to my Alma Mater as the Jinks Principal.

During my time at Bay High, I enjoyed working with, cheering for, and watching Jinks Students learn, perform, compete and graduate. We at Bay High were very fortunate to have Hornets become Tornadoes.

The 2022-2023 School Year is upon us. I look forward to meeting and working with you and your families. I have a challenge or two for you: Become involved. Find an activity, a club, a sport. School is much, much more than Reading, Writing, and Arithmetic. It is my great desire to help all of our Hornets become well rounded academically, socially, physically, and emotionally.

So Hornets, Show Up! Be present, on time and ready to work.

Show Out! Be busy and strengthen your talents.

-and-

Show Off! Be proud of what you learn, who you become, and what you can offer.

Glad to Be Home!

Billy May

## **JINKS CONTACT INFORMATION**

### **Phone Numbers**

Main Office 850-767-4695

Bookkeeper 850-767-3831

Guidance 850-767-3834

Lunchroom 850-872-4599

**Fax Line** 850-872-7612

Website: <http://www.bayschools.com/jms/Home.aspx>

Faculty Email Website: <https://jmsfacultyemails.weebly.com/>

## PARENT INFORMATION

### **Checking Students Out**

Parents may check students out of school for emergencies, illnesses, and appointments. Students must be checked out through the attendance or main office. Students will only be released to those persons who are designated in the student's records. A valid photo ID is required for all checkouts. No students will be called for check out after 3:00.

### **Parent Conferences**

Parents are urged to call in advance to make appointments. The staff is occasionally away from school at meetings, and an unannounced visit may not be productive. Call the guidance office at 850-767-3834 to schedule an appointment.

## Opportunities for Parent Involvement

### **School Advisory Council**

SAC is an integral part of our school program. It consists of parents, community leaders, business partners, administrators, teachers, and paraprofessionals. In addition, the dates and times of these meetings will be posted on our marquee and in our school newsletters. These volunteers serve our school in many ways. In order to function effectively, the SAC and PTO need members with a broad range of talents and skills; therefore, **we need you!** Email Elizabeth Mapoles ([mapolen@bay.k12.fl.us](mailto:mapolen@bay.k12.fl.us)) if you are interested in joining or would like more information.

## STUDENT POLICIES AND PROCEDURES

### **Behavior Expectations**

- 1. PRIDE - Take pride in self, school, and others.**
- 2. RESPECT - Show respect for ALL individuals on campus.**
- 3. RESPONSIBILITY - Take responsibility for your work, your things, and yourself.**
- 4. APPROPRIATE - Language and behavior should ALWAYS be appropriate and kind.**
- 5. PERSONAL SPACE - Keep hands, feet, and objects to yourself.**

### Bell Schedule

A Day		B Day	
Teacher Common Planning 8:15-8:50 AM			
First Bell 8:55 AM			
Period	Time	Period	Time
1	9:00 - 10:45	2	9:00 - 10:45
3	10:49 - 1:04	4	10:49 - 1:04
5	1:08 - 2:49	6	1:08 - 2:49
CHAMP	2:53 - 3:30	CHAMP	2:53 - 3:30

- Lunch A 10:49 - 11:19
- Lunch B 11:24 - 11:54
- Lunch C 11:59 - 12:29

Schedule will rotate every three weeks for periods 1-6.

- Weeks 1-3 will be 1-3-5-7 and 2-4-6-7
- Weeks 4-6 will be 3-5-1-7 and 4-6-2-7
- Weeks 7-9 will be 5-1-3-7 and 6-2-4-7

#### Parent Pick Up/Drop off

Supervision of students begins at 8:30 a.m. Parents, please be aware that if you leave your student at school before that time, there will be no supervision available. The morning drop off and afternoon pick up area is in front of the main office on Entera Avenue. We ask for consideration of our school neighbors when driving around Jinks. Please refrain from parking on neighboring businesses' property. Please observe the no parking signs in the drive through on Entera Avenue.

### **Attendance/Absenteeism**

Regular attendance is essential for success at school. However, if a student must miss a day, then parents are responsible for reporting a student's absence by calling 767-4695 before 9:00 a.m. **each day** the student is absent. Please leave a message on the answering machine if no one answers. A student's absence will be excused for the following reasons:

1. Death in the family or other bona fide family emergency
2. Illness of the student (**physician's note required if student is absent more than 5 days**)
3. Appointments for medical or dental care (**physician's statement required for verification**)
4. Religious instruction or religious holidays
5. School sanctioned activities
6. Legal reasons
7. Approved educational trips
8. Pre-approved family leave

**On the day of return**, the student must turn in assignments (including major or minor projects) that were given to him/her before the absence and also take any quizzes or tests that were announced prior to his/her absence. The teacher or administrator may alter this in extreme circumstances.

Absences resulting from truancy, out-of-school suspensions, or expulsion will be considered unexcused. **Promotion to the next grade will be seriously jeopardized when the student is absent more than twenty days.**

Tardiness is an interruption for the whole class. Students inside the classroom by the end of the ringing of the tardy bell will not be considered tardy. Students who are less than five minutes late to class will be recorded as tardy to that class. The Front office will determine if a tardy is excused or unexcused. Students who are more than five minutes late to class or who leave more than fifteen minutes before the class is over will be given a Late Absence. Four tardies = a discipline referral.

### **Buses**

Bus schedule information is available in the guidance office and at the front desk. Bus regulations have been established for the safety and comfort of all students. Students should be on time at their designated bus stop and should wait until the bus is completely stopped before attempting to board or unload.

Violation of the following bus rules may cause a student to lose the privilege of riding the bus:

1. Students must keep their head and hands inside the bus at all times.
2. Loud talking and laughing is not allowed.
3. Horseplay is not permitted around or on the bus.
4. Students cannot leave their seats while the bus is in motion.
5. Students are to be quiet when the bus is approaching a railroad crossing.
6. Students must get permission from the bus driver before bringing items, such as band instruments and science projects, on the bus.
7. If students wish to ride another bus or get off at another bus stop, they must complete the transportation request form and have permission from their parent/guardian. The note should include the student's full name, bus number he/she wishes to ride, and a parent's or guardian's telephone number. The receptionist will call the parent to verify the request. Verification must be completed before 2 p.m. The student should then bring this note to an administrator for approval.

A written violation for misconduct on the bus will result in the loss of bus privileges from 1-10 days. Severe violations will result in immediate consequences without warning.

### **Closed Campus**

Jinks Middle School is a closed campus. Once a student arrives at school, he/she must remain on campus until the close of the school day. The principal has designated all surrounding businesses as off limits to Jinks' students between 8:30 a.m. and 3:30

p.m.. Furthermore, students leaving campus after the dismissal bell to go to a convenience store or any other location **may not** return to campus for club meetings, practices, or for pickup, etc.

### **Deliveries for Students**

Items, such as flowers, balloons or food may not be delivered to Jinks for students.

### **Discipline**

Our goal at Jinks is to prepare students to be responsible and productive citizens. Administrators will adhere to the Bay District Schools Discipline Matrix while working with students and staff.

### **Field Trips / Activity “No Go’s”**

Before a student can participate in an off-campus school-sponsored activity, a signed statement giving parental permission and a medical release must be on file at our school. This permission slip releases the school from all liability.

Students who participate in a field trip are subject to the same rules of conduct that govern their actions on campus. Additionally, when assigned to a specific group or chaperone, he/she must remain with the appropriate person(s) to and from the event unless an administrator has approved alternate travel arrangements before departure.

**Students and parents should remember that field trips are a privilege, not a requirement. Students not meeting academic or behavioral expectations may be prohibited from participation.**

Students may be placed on a “No Go” list for field trips or special school activities. Placement on this list may last the entire school year. Any misbehavior at school may result in a student being placed on the list. **No refunds** will be made to students who land on the “No Go” list 2 weeks prior to the event.

### **Financial Obligations**

Students may bring checks to school to pay for items such as textbooks, yearbooks, and damaged school property. If the bank returns any check, the school will no longer accept checks from the student’s family. If a bad check is written to the school it will be turned over to Safe Chek, with returned check fees, must be paid or will be sent to the State Attorney’s office for prosecution for writing bad checks. No checks will be accepted after April 1. The expectation is that refunds will require the white receipt copy.

### **Grading System**

Numerical grades will be recorded on progress reports and report cards. The grading scale is:

<b>A =</b>	<b>90 –100</b>
<b>B =</b>	<b>80 – 89</b>
<b>C =</b>	<b>70 – 79</b>
<b>D =</b>	<b>60 – 69</b>
<b>F =</b>	<b>0 – 59</b>

### **Hall Pass Rule**

Anytime a student is in the hall and not under the direct supervision of his/her teacher, he/she must have a hall pass issued by his/her teacher. If it is necessary for a student to visit a teacher’s classroom before 8:55 a.m., then the student must get a pass signed by that teacher the previous day.

### **Book Bags**

Book bags are allowed. “String Bags” may be used for gym clothes. Students are responsible for the care of all books issued to them. Book bags with wheels are not allowed without a physician’s statement of student need.

### **Lunchroom Procedures**

Each student will receive a breakfast and lunch free of charge. Students must know their student ID number and enter this number each time they pick up food from the cafeteria.

### **Medication**

Jinks faculty and staff are not allowed to administer any medicine to students without a health form signed by the student's parent and physician. The forms are in the main office. The school nurse or office staff will distribute the medicine according to the doctor's prescription. Each dosage will be logged daily. All medications must be stored in the nurse's office. Students are not allowed to have the medicine in their possession. This includes over the counter medications.

### **Physical Education Dress**

Students will be required to dress out for PE. Jinks will sell a standard PE uniform which will consist of a white T-shirt of full length, green pair of gym shorts, and a pair of athletic shoes. The cost of the uniform is \$20. Uniforms may be purchased from the physical education department. If students opt to not purchase a uniform they will be required to dress in an unaltered, solid color t-shirt, gym shorts of any color and tennis shoes. No tank tops, cap sleeves, vulgar or inappropriate language are permitted. Shorts should be to the end of the fingertips or longer.

### **Physical Education Waiver**

It is understood that students participating in band and CTE classes have parent permission to waive the physical education requirement in middle school.

### **Possession of Unauthorized Items**

Students are not to bring items to school which disrupt the learning environment. The school administration shall determine if an item is considered disruptive. These items and any other expensive or personal items may be confiscated.

### **Cell Phone Policy**

To minimize disruptions in the classroom, all students must abide by the Jinks cell phone policy.

- Cell phones need to be silenced, not turned on vibrate.
- Flashing notification lights have to be turned off.
- Prior to placing cell phones in the classroom pocket chart, make students turn their phones around so they can't see the screens.
- Bluetooth should be turned off so the phone is not communicating with ear buds or smart watches.
- Students must place their phones in the pocket chart. There are no exceptions.

**Per the Bay District Matrix, consequences for violating the cell phone policy are as follows:**

**1st Offense:** Cell phone will be confiscated and submitted to the Guidance Office. Student may pick it up at the end of the day.

**2nd Offense:** Cell phone will be confiscated and submitted to the Guidance Office. Parent/Guardian may pick up the phone from the Guidance Office. The student will receive 1-3 days of In School Suspension (ISS).

**3rd Offense:** Cell phone will be confiscated and submitted to the Guidance Office. Parent/Guardian may pick up the phone from the Guidance Office. The student will receive 3-5 days of In School Suspension (ISS).

**4th Offense:** Cell phone will be confiscated and submitted to the Guidance Office. Parent/Guardian may pick up the phone from the Guidance Office. The student will receive 1-3 days of Out School Suspension (OSS).

***\*Cell phones must be turned OFF during school hours. They may only be used with the advance approval of Jinks MS employees. They will be collected at the beginning of each class and returned at the end of each class.***

### **Confiscated Items**

Confiscated items shall be turned in to the front office immediately. The items shall be clearly labeled with the student's name. A parent must pick up the confiscated item from the front office any time between 8:25 a.m. – 9:00 a.m. or 3:30 p.m. – 4:00 p.m. only.

### **Student Information**

Florida School Law requires that we have accurate information on all our students. The student's social security number, mailing address, residence address, and a current emergency number must be on file at all times. The parent and student must be responsible for keeping the school informed of any changes by calling the guidance office at 767-3834.

**It is important that our files are updated.**

### **Student Insurance**

Students participating in sports will have to provide their own insurance. This insurance may be purchased through the school. Medicaid **will not** cover sports injuries.

### **Bullying Policy**

All students have the right to attend school and be free from aggravation by others. Students who bully other students will be dealt with severely. Students also have the right to expect freedom from any type of harassment, whether it is racial, sexual, or religious. Such behavior will not be tolerated. It is important that cases of suspected bullying or harassment be reported to a staff member as soon as possible for investigation.

Anonymous reports of bullying may be made by using the SAFE (Students Accounting For Everyone) program. SAFE gives you a safe and anonymous way to watch out for your friends who may need help. If you have a friend who's in trouble, go to the BDS website and click on the SAFE icon to find help. It's the right thing to do!

### **Textbooks and Library Books**

The student is responsible for all books issued to him/her. If a book is misplaced, the student should get a missing book form from a teacher. Payment for the lost book should be given to the bookkeeper. All books must be turned in when a student withdraws or at the end of the school term.

### **Arrival of Students**

No student is to enter the building before school without a pass. Once a student arrives on campus, he/she must remain on campus until the dismissal bell. On arrival, students shall report directly to their designated waiting area.

All students will report to the cafeteria. Students may sit in the cafeteria or in the cafeteria courtyard prior to school starting. Students will be provided with some athletic equipment to play in mornings prior to the start of school.

### **After the dismissal bell:**

- **Walkers:** Must exit the campus within 5 minutes.
- **Car riders:** Must go directly to the parent pick-up area.
- **Bus riders:** Must report directly to the bus loading area.
- **Extracurricular activities:** Must report directly to their supervising teacher.

On inclement weather (rainy or extremely cold) days, students may be allowed to enter the building. Sixth graders will report to the chorus room. Seventh graders will report to the media center and eighth graders will report to the cafeteria.

Bicycles are to be parked and secured in the designated area immediately upon arrival at school.

### **Dress Code**

Jinks Middle School adheres to the Bay District Schools dress code policy.



Appropriate dress is the primary responsibility of the student and his/her parent or guardian. In order to promote safety, personal hygiene, academic well-being, and moral development, students shall be expected to comply with reasonable requirements relating to dress, grooming and personal appearance. Students are expected to come to school dressed appropriately with proper attention having been given to personal cleanliness, grooming, and neatness of dress.

The dress code policy applies from the time the student arrives on campus until the end of the school day and at all school activities during the school day. Exceptions may be made by the principal for field trips or other special activities (examples: Honors and Awards ceremonies).

#### **Tops:**

- All tops must be unaltered and appropriately fitted with sleeves; cannot be so sheer or tight as to reveal underwear or body parts
- Collared or crew neck tops only; scoop or v-neck shirts will not be permitted
- School approved T-shirts (club, spirit, etc) are permitted
- School colors preferred and encouraged
- Students in grades K-5 th: any solid color or print patterns; manufacturer's graphics or logos permitted
- Students in grades 6th -12th: any solid color or print patterns; No graphics or logos except for a small manufacturer's trademark
- Students may layer their tops; however, all visible tops including camisoles or undershirts must be in solid colors

#### **Bottoms:**

- Bottoms must be any solid color
- Bottoms must be appropriately fitted and seated at the waist; cannot be so sheer or tight as to reveal underwear or body parts
- No shorts, skirts or dresses shorter than five inches (5") above the kneecaps as measured standing up, (K-5 students may wear jumpers)
- Any pants with holes, rips, or tears 5 inches above the kneecaps are not permitted
- Dresses with sleeves (underarm must be covered) must be a solid color or print patterns but no graphics
- Small manufacturer's trademark and minimal embellishments are acceptable
- Fitness pants such as leggings, yoga pants, exercise tights, etc. are permitted but must be covered with a top that reaches fingertip length when arms are at sides

#### **Shoes:**

- Closed toes and closed backs preferred
- Sandals with back or back strap for grades K-5 only
- No bedroom shoes, flip-flops, shower shoes, slides or beach footwear

#### **Sweaters/Sweatshirts/Hoodies:**

- Long-sleeved sweaters, sweatshirts, or hoodies must be a solid color or print patterns but no graphics (unless school approved spirit or club)
- Small manufacturer's trademark is acceptable
- Hood may not be worn indoors or in covered hallways Note: School approved means clothing carries school logo and is in school colors.

#### **Cloth Face Coverings:**

- Cloth face coverings may be worn by students as necessary for health and safety
- Coverings must be solid colors or school approved
- Coverings may not cover eyes or tops of head
- Students will assume full responsibility for their own personal cloth face coverings

#### **Other:**

- Scarves must be worn appropriately around the neck or shoulders (accessory item only; no bandanas)

- No head wear except sunglasses. Hats or other sun-protective wear to only be worn while students are outdoors during school hours (not during class changes); however, at all other times, the sun-protective items must be properly stored by the student in pockets, purse, locker or backpack . This includes head scarves or bonnets.
- No jewelry or accessory that may be used as weapons such as chains or spiked jewelry
- Jackets/Coats must have either buttons, zippers or snaps that are from top to bottom. Jackets can be any color. Jackets may be worn in the classroom at the discretion of the teacher.
- Students participating in extracurricular activities shall conform to the standards of this policy while attending classes during the regular school day. Cheerleaders may wear their uniforms when required for participation in school sanctioned activities. Athletes may wear the team jerseys on game days with appropriate uniform bottoms.
- Earbuds – Principals are granted discretion of authority necessary to implement a technology policy (including earbuds/headphones) that best meets the needs of their campuses. In order for students to be made aware of security announcements or other hazardous situations in a timely manner, it is expected that all students will adhere to single earbud use while on campus, at school-sponsored events and on school-sponsored transportation. Earbuds are permitted during supervised testing situations.

**Exceptions to wearing dress code attire are permitted when:**

- A student wears a uniform of a nationally recognized youth organization, such as the Boy Scouts or Girl Scouts, on regular meeting days;
- A student wears a costume, special clothing or attire necessary for participation in a school-sponsored or extracurricular activity provided the clothing complies with District policy.
- The dress code guidelines violate a student's sincerely held religious belief. Students enrolled in special programs such as on-the-job vocational training, or participating in school activities which require additional standards of dress or grooming shall comply with such additional standards. When applicable, students shall be required to "dress out" and wear physical education uniforms prescribed by the school.
- A reasonable accommodation is needed to address a student's disability or medical condition. A request in writing shall be made to the principal by the student's parent/guardian.

**Discipline for violating this policy shall be as follows:**

**1st Offense:** Student will receive a warning and be provided alternative clothing from our Jinks clothes closet (if available). Students must turn in violation clothing until clothes closet items are returned to the main office.

**2nd Offense:** Student will receive a parent/guardian notification and be provided alternative clothing from our Jinks clothes closet (if available). Students must turn in violation clothing until clothes closet items are returned to the main office. Student will also receive 1-3 days of lunch detention.

**3rd Offense:** Student will receive a parent/guardian notification and 1-3 days of ISS

**4th Offense:** Student will receive a parent/guardian notification and 3-5 days of ISS.

**5th Offense:** Student will receive a parent/guardian notification and 1-3 days of OSS.

Please note that students not in dress code will be assigned ISS until parents/guardians can bring them proper clothing to wear for the day. Students assigned ISS for a different infraction who come to school out of dress code will spend that day in ISS for their dress code violation and the day of ISS he/she was to serve for a disciplinary code infraction will be moved to the end of their assigned ISS days.

**Prohibited Attire at all Schools**

Each student is expected to dress appropriately in such a manner that is respectful to self and others. Dress and grooming shall be clean, healthy and safe, and shall not be permitted to disrupt the teaching and learning environment. Attire and accessories that are prohibited include, but are not limited to:

- Clothing that exposes underwear or body parts
- Fishnet tights
- Garters
- Halloween costumes or anything perceived as a dress up costume
- Sleepwear, pajamas, or other bedroom clothes
- Beach wear or bathing suits
- Visible undergarments including camisole tops or undershirts

- Animal tails
- Any clothing or accessory item that causes a disruption to the learning environment

Any interpretation of the dress code that is required of this policy shall be the responsibility of the principal of each school. The Superintendent is authorized to make the final decision regarding the interpretation, application and enforcement of this policy and to make certain that it is being uniformly applied and enforced at each of the schools within the District.

The Superintendent can add dress code requirements based upon the unique needs of the population served at a school

### **Chromebook FAQs and Policies**

#### **Classroom Chromebooks**

Students will utilize Classroom Chromebooks during school hours daily. Students will not be allowed to take Chromebooks home.

#### **How are students protected online?**

Whether at school or at home, students will be filtered by Bay District's Internet filtering system called GoGuardian. The District utilizes Internet filtering systems to reduce exposure to inappropriate content - even when the device is used at home. While we do our best to stay on top of things, **some websites are not blocked or are able to bypass our filters**. Teachers and parents are encouraged to randomly check the browsing history of student Chromebooks on a regular basis. The district will also conduct random checks of student browsing histories. If you discover any inappropriate web activity, please contact your child's teacher, school principal or media specialist. Inappropriate web browsing is a violation of the district Student Authorized Use Policy and may result in disciplinary action. For more information on Internet Safety, please visit the [Parent Guide to Internet Safety](#) by Common Sense Media. This web site provides links to great information regarding Internet and social media safety, as well as information on prevention and reporting of CyberBullying.

#### **How are the Chromebooks connected to the Bay District wifi network at school?**

Chromebooks will automatically connect to the BDS wireless network via the Chrome Management.

#### **Can the Chromebook be used without wireless?**

Yes, the Chromebooks have functionality that is available offline. This means that students can work within some Google Apps in offline mode, even without internet access. Additionally, students can access downloaded pdfs or other local files. Online digital textbooks that have downloaded pdf versions can also be accessed without an internet connection.

#### **How will students login to the Chromebook?**

Students will login to the Chromebook using their Bay District School Google Account username and password. A student's Bay District Google Account password is the same as their BDS password.

#### **Who is allowed to use the student Chromebook?**

Only the student that the Chromebook was issued to should be logging into the Chromebook. Remember that ALL Chromebook searches and web activity is recorded under the assigned user.

#### **What happens if the Chromebook is broken or damaged?**

Students and parents will be responsible for district-owned technology that is issued to them just as they are for other district-owned items such as textbooks, calculators, cameras, athletic equipment, library books, or band instruments (please refer to [Chromebook contract](#)).

Bay District Schools have planned for accidents and normal wear and tear. All District Chromebooks include parts warranties and accidental damage protection, but can only be used once. **Student loss of a Chromebook is NOT covered in the warranties or accidental damage.**

Damaged or non-functioning devices should be turned in to the school's media center so a repair ticket can be generated. Some problems can possibly be repaired at the school site, which may take a day or two. Other repairs may require the devices being sent out to the manufacturer for repair, which can take several days. Students who are without their device due to repairs will be issued a loaner to use during school. **The School principal has the discretion to not issue a loaner if there is a documented pattern of negligence to the issued device.**

**What if another student damages my student's device?**

In such cases, circumstances will be investigated on a case-by-case basis. School administration and/or the school resource officer may be involved if it is suspected to be an intentional act or act of vandalism.

**Important information passed by the Florida Legislature:**

*Religious Expression Bill (SB 436) - Students in Florida's public schools cannot be punished for including religious materials in their coursework, and that they may pray at school during non-course time. It further states that school employees also may participate voluntarily in religious activities that are initiated by students before or after the school day.*

**\*\*The Bay County School Board policies are subject to change at the discretion of the School Board. The complete School Board policies are available at each school, at the district's web site [www.bay.k12.fl.us](http://www.bay.k12.fl.us) and at the Superintendent's Office at 1311 Balboa Avenue.**