

JINKS MIDDLE SCHOOL

2019-2020



Student Handbook

Welcome Hornets

Dear Hornets,

There has never been a more exciting time to be at Jinks Middle School! I am excited to begin my tenure as your principal! We have such amazing things in store for you! You will see lots of new faces, and you will have a front row seat to all of the facilities' upgrades that will be taking place in the coming months. The construction of our new gym will soon be under way, and you will see the progress being made as we continue to recover from Hurricane Michael.

The standards are set high both behaviorally and academically for you. You will soar to new heights and you will be so proud of all that you will accomplish in your time with us! You are part of a school that is rich in tradition that has had many former students move on to become doctors, lawyers, members of congress, architects, engineers, teachers, principals, and even a school superintendent, just to name a few!

You will be given many opportunities to participate in extracurricular activities such as athletics, music, and art. Our teachers and coaches will demand your very best, and you will be the reason that Jinks becomes a high-performing school. We will work together as a team to accomplish our goals, and when this school year is over, you will reflect on just how far you will have come in such a short period of time, all you have to do is BELIEVE! The best part is, we will just be getting started! I look forward to meeting all of you, and working with you to make our school the best middle school in the district! #BelieveinTeam

Proud to lead you,

Mrs. Carpenter

JINKS CONTACT INFORMATION

Phone Numbers

Main Office	767-4695	Bookkeeper	767-3831
Guidance	767-3833		
Attendance	767-3840		
Lunchroom	872-4599		

Fax Line 872-7612

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

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 767-3833 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. Check our website: <http://www.bayschools.com/jms/Home.aspx> for the dates, times, and place of these meetings. 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!**

Parent Volunteers

Every year, we have a number of parents who help Jinks Middle School in many ways. Parents can volunteer their time by assisting teachers in the classroom, aiding secretaries in the main office, grading practice work, chaperoning field trips, producing the newsletter and filling in wherever we need you! Volunteers must be on file. Forms are located in the main office. **Jinks Middle School loves volunteers!** Please call 767-4695 if you would like to offer yourself as a volunteer.

*Jinks Middle School
2019-20 Student Handbook*

STUDENT POLICIES AND PROCEDURES

Jinks Middle School 2019-2020 Bell Schedule

Rotation 1		Rotation 2	
Common Planning 8:00-8:55 AM			
First Bell 8:55 AM			
Period	Time	Period	Time
1	9:00-9:50	6	9:00-9:50
2	9:54-10:44	5	9:54-10:44
3	10:48-11:45	3	10:48-11:45
4	11:49-1:15	4	11:49-1:15
5	1:19-2:09	2	1:19-2:09
6	2:13-3:03	1	2:13-3:03
CHAMP	3:07-3:30	CHAMP	3:07-3:30

GAP/ISS Lunch 11:00-11:30

Lunch A 11:34 -12:04

Lunch B 12:08 -12:38

Lunch C 12:45-1:15

Behavior Expectations

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

Parent Pick Up/Drop off

Supervision of students begins at 8:25 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 Bell 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 Bell 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 767-3840 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:

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

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 notarized 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 checks 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:

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

Grading for some exceptional students will be based on mastery of goals and objectives specified on the IEP.

Progress Reports

Progress Reports are available through the District's PARENT PORTAL. Hard copy progress reports will no longer be printed by the district. Parents without internet access at home can contact the school to access PARENT PORTAL and print, as needed, their child(ren)'s Progress Report(s).

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. All passes will be issued via the student planner. No other passes will be issued. The student must use only his/her planner. The front cover that will bear the student's name must be intact.

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.

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.

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 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 phones must be turned OFF during school hours. They may only be used with the advance approval of Jinks MS employee. 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 767-3833.

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 sport 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.

Visitation

Administrative approval is required for visitation beyond regularly scheduled school hours. Class-room visits must be arranged at least 24 hours in advance. **All visitors must sign in at the attendance window before any visitation takes place.**

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. **The dress code has been relaxed for the 2019-2020 school year as we continue to rebuild post hurricane.** Please review it in its entirety on the district website at:

<http://www.bay.k12.fl.us/school-colors>

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.

Chromebook FAQs and Policies

What will students receive?

Students will receive 1 Dell Chromebook, 1 AC Power Adaptor, and 1 Protective Cover.

Will students take Chromebooks home?

Yes, students will be allowed to take the Chromebooks home after parent and student have signed the online Chromebook contract.

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.

Will Chromebooks have any filters when used at home?

Yes, the Chromebooks will have the same GoGuardian filtering that the students have while they are at school.

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.

How will the Chromebooks connect to wireless at home?

Students may connect their Chromebooks to WiFi at home, or anywhere else they may have WiFi access. For information on connecting your Chromebook to WiFi, visit <https://support.google.com/chromebook/answer/1047420?hl=en>

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. Students must change their BDS passwords every 60 days. Students should not share their BDS login.

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.

What happens if my student loses their Chromebook, charger, or protective case?

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, thus lost items have to be paid for. Chargers are \$20 and protective cases are \$15. To help deter problems, students should not lend out any items involving their Chromebooks.

What happens if Chromebook is stolen?

The Chromebooks will utilize the GoGuardian theft recovery software to track stolen Chromebooks.

What will a student do if he forgets his Chromebook at home?

Students will need to access the classroom copy of the textbook or use one of the classroom computers (desktop or laptop) if he/she forgets to bring issued Chromebook. Students can still access anything stored in their Google Accounts or digital content from any internet connected device.

How often do the Chromebooks need to be charged?

If fully charged the Chromebook should hold a charge for the entire school day. Students need to charge the Chromebook each night.

Can students charge the Chromebooks at school?

It is expected that the students will charge their Chromebook the night before, so when they come to school the next day it will be fully charged.

What are the best ways to take care of your Chromebook?

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place heavy items on top of the Chromebook that will press against the cover.
- Do not poke the screen. It is NOT a touchscreen .
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks, earbuds).
- Keep food and drinks away from Chromebook to avoid attracting ants, roaches, and other insects.
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.

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 and at the Superintendent's Office at 1311 Balboa Avenue.***