



Jinks Middle School
2025-2026
Student/Family
Handbook

600 W 11th St,
Panama City, FL. 32404
850-767-4695

Contact Information

Jinks Middle School

600 W 11th St, Panama City, Fl. 32404

Main Office: 850-767-4695

Facebook: @jinkshornets

Website: [Jinks Middle School](#)

Bay District Schools: 850-767-4100

Bay District Schools Transportation: 850-767-4495

Para Ayuda en Espanol/Help in Spanish

[Multilingual Student Support Center](#): 850-767-3945

Jinks Middle School

Mission Statement

Develop well-rounded, goal-oriented, lifelong learners, and actively-engaged students while providing a safe and compassionate school family that fosters self-esteem, high expectations and respect for individual differences while in partnership with our community.

Vision Statement

Teach, inspire and encourage our school community through professional learning communities and stakeholder relationships that utilize purposeful instruction to reach all learners and their specific learning style.

3 Core Principles

Respectful, Responsible, Ready to Learn

Message From Our Principal

Greetings Hornets,

As the proud principal of Jinks Middle School I would like to welcome you to the 2025-2026 school year. Our school has 75 years of history and I am looking forward to a great year to add to the tradition of excellence behind Jinks Middle School. If you are new to Jinks we are excited to meet you and guide you on to a path of success. If you are a returning student, welcome back as we look forward to continuing the great work that you put forth the year before.

I want to encourage you to get involved this year in the many activities provided here at Jinks. From academics to athletics/clubs there is something here for you. Whether you join our Pre-Aice Cambridge program, Emerald band or one of our athletics teams/clubs, getting involved will enhance your middle school experience and create friendships and memories that will last a lifetime.

Our faculty and staff have been eagerly preparing for your arrival. The JMS team is ready to challenge you in the classroom, provide differentiated learning experiences and are ready to support you in all of your educational endeavors. Our highly trained staff will be persistent in helping you achieve all of your academic goals and supporting you as you progress through your middle school journey and future.

The following pages will outline key processes and procedures needed in order to help our school function properly. Please acquaint yourself with the student/family handbook so that you are ready to start the year off strong.

I am excited for this school year and I am proud to be your Principal.

Sincerely,

Mr. Christopher M. Coan

Administrative Team

Chris Coan	Principal
Darlene McGee	Assistant Principal
Joshua Davis	Assistant Principal
Maral Venable	Assistant Administrator

Guidance Department

Leah Schatz	Guidance Counselor
	Guidance Counselor

*To schedule an appointment with administration or guidance please contact the front desk at Jinks Middle School.

Arrival/Dismissal Times

- Drop off begins at 8:00 AM by the front office.
- All students must report to the cafeteria or courtyard.
- Once students arrive on campus, during regular school hours, students are not permitted to leave the grounds without permission from administration or without being checked out by authorized personnel.
- Breakfast will be served at 8:30 AM.
- First bell will ring at 8:55 AM.
- Tardy bell rings at 9:00 AM.
- Afternoon pickup begins at 3:30 PM.
- Students being checked out early must do so by 3:15 PM.

Bell Schedule



Jinks Middle School Bell Schedule 2025-2026

	Rotation Week A	Rotation Week B	Rotation Week C
8:55	Welcome	Welcome	Welcome
9:00-9:32 (32 mins)	Critical Thinking	Critical Thinking	Critical Thinking
9:35-10:24 (49 mins)	2nd period	4th period	6th period
10:27-11:16 (49 mins)	3rd period	5th period	7th period
11:19-12:53	4th period & lunch	6th period & lunch	2nd period & lunch
LUNCH: assigned according to teacher			
First Lunch.....11:19-11:49			
Second Lunch.....11:51-12:21			
Third Lunch.....12:23-12:53			
12:47-1:46 (49 mins)	5th period	7th period	3rd period
1:49-2:38 (49 mins)	6th period	2nd period	4th period
2:41-3:30 (49 mins)	7th period	3rd period	5th period

Students will have three minutes between classes for transition.

Bus Transportation

Parents/Guardians must OPT IN for bus transportation through Parent Portal or by visiting the Bay District Schools under the Parents Tab. Inquiries about bus routes or delays in bus arrivals should be directed to 767-4495. The school has neither the authority nor the responsibility for school bus routing or scheduling.

Bus Passes: In order to ride another bus or get off at a different stop, you must have a bus pass approved by the office. Parents/guardians must submit a written request to the front office before 12 pm. The request should include the student's name, bus number the student wishes to ride, and contact information for parent/guardian.

Bus Conduct: It is the responsibility of students to abide by the rules of the School Board in order to assure the safety of all students. Failure to abide by School Board rules will result in disciplinary action. The Principal has the authority to suspend and/or recommend expulsion of the student from bus riding privileges. See also 6.312, Authority of Bus Driver of Transported Students.

All transported students must:

- Occupy the seat assigned by the bus driver
- Stay seated at all times
- Refrain from shouting or creating other unnecessary noise that may distract the driver.
- Be silent while the bus is stopped for railroad crossings or discharging students.
- Obey all directions given by the bus driver
- Wait until the bus has come to a complete stop before attempting to get on or off the bus.
- Observe all school rules of conduct while waiting for the bus

Students at or in the vicinity of a bus stop or transfer station shall:

- Not trespass on or abuse private property
- Stay off the roadway far enough to avoid traffic hazards
- Not leave litter
- Not harass other students, passers-by or traffic

Bus Transportation

- Refrain from use or possession of tobacco products.
- Wait for the bus to come to a complete stop before attempting to enter/exit.
- Keep All Parts of the body inside the bus windows at all times.
- Refrain from throwing objects inside the bus windows at all times.
- Refrain from using profanity/objectionable language.
- Refrain from engaging in objectionable conduct.
- Keep hands, feet and objects to yourself at all times.
- Cross roadways ten (10) feet in front of the bus as instructed by the driver.

Parents/legal guardians shall annually obtain, sign, and return a form containing rules for the conduct of students at bus stops and on school buses. Forms must be returned to the Transportation Department within five (5) days of receipt.

Students who have been suspended or expelled from bus transportation shall be required to attend school. Transportation shall be the responsibility of the parents/guardians.

Dismissal

Walkers-Must exit campus within 5 minutes of the bell.

Car Riders-Must go directly to the parent pick up area by building 10 under the walkway.

Bus Riders- Report to the basketball court behind building 9.

Extracurricular Activities- Must report directly to their supervising teacher.

Revised 2025-2026 Dress Code Policy



The following is the 2025-2026 revised dress code for grades K-12. This dress code does not apply to students at Margaret K. Lewis School, SMS Academy, and Tom P. Haney Technical College.

Tops

- Collared shirts should have no more than the top two buttons unfastened and must be in the school's designated color or gray.
- Crew neck t-shirts in a school designated color are permitted. A small logo is permitted. School spirit, club, and athletic t-shirts are also allowed.
- Shirts do not have to be tucked in.
- Shirts must be long enough to ensure that no midriff is visible with raised arms.
- Tube tops, tank tops, and halters of any style are prohibited.



Bottoms

- Bottoms must be one of the three school colors or from the standard color palette (khaki, navy blue, black, or gray).
- A small logo (three inches or smaller) and minimal embellishments are permitted.
- Bottoms, including jeans, must not have holes, rips, or tears.
- All bottoms must be appropriately fitted and seated at the waist.
- Joggers that are fitted at the waist and ankles, and adhere to the standard color palette, are permitted. Joggers made of sweatpants material are not allowed.
- Shorts should come to the mid-thigh in length.
- Leggings are permitted only when worn under a skirt, dress, shirt, or jumper that is at least mid-thigh length.
- Pajama pants, sweatpants, low-rise, and hip-huggers are not permitted.
- Belts are not required, but if worn, must be in loops.



Dresses/Skirts/Jumpers

- Dresses and skirts are allowed, but solid colors only - no patterns or graphics. A small logo is permitted.
- The underarm and shoulder areas must be covered - no tank top or halter dresses allowed. If dresses with spaghetti straps are worn, a school-approved shirt must be underneath.
- Jumpers are allowed to be worn with a dress code compliant shirt underneath.

Standard Color Palette

- For tops, school colors refer to the three assigned colors for the school, plus gray is a neutral color for all schools.
- For bottoms, the standard color palette **FOR ALL SCHOOLS** includes khaki, navy blue, black, or gray - including jeans.



Shoes

- Shoes must be worn at all times.
- Shoes must have closed toes.
- Closed backs or shoes with back straps appropriately fitted are allowed.
- No bedroom shoes, flip flops, shower shoes, slides, beach footwear, or shoes with wheels are permitted.



Outerwear

- Outerwear must be worn over dress-code compliant clothing.
- Coats and jackets can be any color, but no graphics.
- No trench coats.
- Scarves must be worn around the neck - no bandanas.
- Jewelry that can be used as a weapon (spikes or chains) is not allowed.



Please Note:

The following miscellaneous clothing items are also permitted: uniforms for nationally-recognized organizations (e.g., JROTC, FFA); costumes for school activities; accommodations for religious beliefs; hats/sunglasses for outdoor use; special programs requiring unique dress standards; reasonable accommodations for special needs upon a parent's written request.

Revised 2025-2026 Student Dress Code



WHAT TO WEAR: A GUIDE

The photos below are examples of clothing that meet the standards of the revised student dress code policy.

Tops

A collared shirt that is a solid school-approved color. A small logo is allowed.



A school approved spirit, club, or athletic crew-neck t-shirt

A school approved spirit, club, or athletic sweatshirt



A school approved spirit, club, or athletic hoodie

Bottoms

Shorts must fall at mid thigh or longer. Jeans cannot have rips or tears.



Skirts/Dresses

Skirts and dresses must fall at mid thigh or longer.



Shoes

Shoes must be closed toed and have a back. Backless shoes with appropriately fitted straps are allowed.



Outerwear

Coats can be any color, but no graphics allowed.



Accessories



*Hats and sunglasses are permitted during outdoor activities.

School Colors: Green, Gold, White

Bay District Schools
Personal Electronic Mobile Device Expectations
(Middle School)

All students are to abide by the Personal Electronic Mobile Device (PEMD) policies and expectations. The PEMD expectations enable students to focus on learning while reducing disruptions to the learning environment.

Personal Electronic Mobile Devices may only be used BEFORE school or AFTER school. Use during lunchtime is NOT permitted. Due to safety concerns, use is strictly prohibited for all students during class changes. (BDS Board Policy 7.211)

- PEMDs include but are not limited to cell phones, smartwatches, and earbuds.
- Items are to be silenced, not turned on vibrate.
- Flashing notifications are turned off.
- Staff members may request that students place PEMDs in pocket charts, secure boxes, or similar. When staff members make this request, the device is to be turned so the screen can't be seen.

Per the Bay Discipline Matrix, consequences for violating the PEMD policy are as follows:

- 1st Offense-PEMD will be confiscated and submitted to the Attendance Office. Student may pick the item up at the end of the day.
- 2nd Offense-PEMD will be confiscated and submitted to the Attendance Office. Parent may pick the item up from the Attendance Office. The student will receive 1-3 days of In School Suspension (ISS).
- 3rd Offense-PEMD will be confiscated and submitted to the Attendance Office. Parent may pick the item up from the Attendance Office. The student will receive 3-5 days of In School Suspension (ISS).
- 4th Offense-PEMD will be confiscated and submitted to the Attendance Office. Parent may pick the item up from the Attendance Office. The student will receive 1-3 days of Out of School Suspension (OSS). If offenses continue after the 4th offense, a mandatory re-entry meeting with parents will be required to discuss loss of privileges.

Attendance Policy

Attendance/Absences

To excuse an absence, the student's parents/legal guardians should call the attendance office or send a written note with the parent's legal guardian's signature and contact number to notify the school regarding the reason for the absence. After five days of absences, a written statement from a physician is required to excuse the absences. The attendance clerk will follow Board Policy in determining whether an absence is excused or unexcused. The final decision for approval will rest with the school.

Advanced Leave Absences

Students may be granted up to five excused absences for family leave. To obtain family leave, the student should see the attendance clerk at least five days in advance to obtain the necessary paperwork.

Excused Absences

Documentation must be filed with the principal's office within three days of the absence. Excused absences may be given for the following reason:

- 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

Unexcused Absences

Unexcused absences are those absences which are not justified by the student's parent/legal guardian according to School Board Policy 7.105. In addition, truancy and/or skipping are considered unexcused absences. Skipping class is defined by one or more of the following criteria:

- Failure to check out when leaving school before the end of the official school day.

- Absent from class without parents' or legal guardians' knowledge and/or permission.
- Absent from class without teacher knowledge and /or permission.

Attendance Appeals

A parent or student may appeal an unexcused absence within five days by notifying the principal in writing.

Tardiness

Each student is responsible for regular and punctual class attendance. Students must be inside the classroom by the end of the ringing of the tardy bell in order not to be considered tardy. The teacher will determine if a tardy is excused or unexcused. Students who are less than five minutes late to class shall be given a tardy (see p.10). On the 5th tardy a discipline referral will be written.

Leaving School during the Day

Before releasing a student from school, the principal or his/her designee shall establish the identity and authority of any individual who seeks the release of a student from school. **Once students arrive on campus, during regular school hours, students are not permitted to leave the grounds without permission from administration or without being checked out by authorized personnel.** Students shall only be released to a parent, legal guardian, or other authorized persons as noted on Parent Portal. It is the responsibility of the parent/guardian to review and update parent/legal guardian contact numbers. Students may not be excused from school during regular school hours to take private lessons. Students who ride a bus may **not** leave campus and then return to campus to catch their bus. Students are not allowed to visit the campus of any other Bay County school without the permission of that school's principal.

Signing Out

See the attendance clerk in the attendance office to sign out during the school day. Students may not check themselves out and walk home unless special arrangements by school officials have been made with the student's parents/guardians. Anyone checking a student out must be in the parent portal. **Unfortunately, staff members cannot add** anyone to FOCUS Parent Portal over the phone. Regularly review and update information regarding parent/legal guardian and other authorized persons and contact numbers. No students will be called for check out after 3:15

Make up work – Excused absences

Students are expected to make up all work missed during absences. Full credit will be awarded for the make-up of work missed during excused absences. It is the student's responsibility to contact the teacher within five school days from the first day back to obtain make-up work up. All assignments announced in advance of the student's absence (including tests and exams) must be made up on the day the student returns to school. Teachers may choose to require a student on school or administrative leave to complete work assigned in advance of the leave. Students are responsible for making up all work missed, including tests and exams, during an unexcused absence. If the unexcused absence is due to a suspension of one to three days, the student must contact his teachers for assignments upon return to class. Make up work must be completed within five school days. Parents/guardians of students suspended for more than three days are responsible for contacting the missed assignments. All work must be completed and returned to the classroom teacher upon the student's return to school.

Communication

FOCUS Parent Portal: Allows parents/guardians to follow student grades, attendance and discipline. To create a Parent account or for any questions about the portal, visit Parent Portal.

- Emergency contact numbers: Parents/Guardians are **REQUIRED** to provide emergency contact information at registration. These must be kept up to date in parent portal throughout the year. Students will only be released to individuals who have designated permission in Parent Portal.

Everbridge

Everbridge allows us to notify all of our school families, via telephone and email address in FOCUS, when there is an emergency, updates regarding emergencies and any other functions or activities taking place on our campus. Please ensure that you have a valid telephone number in FOCUS, otherwise you will miss these very important calls.

Parent-Teacher Conferences

Parents are encouraged to contact teachers directly to request conferences. Requests should allow at least a 24 hour response time to prevent any scheduling conflicts. No conferences will be held while teachers are teaching or during special events such as Open House. IEP/504/MTSS meetings, Child Study Team meetings, etc. will be scheduled by the school's ESE coordinator and/or school guidance counselors.

Visitors:

All visitors must bring a valid ID and check in at the front office. Visitor IDs will be screened through the RAPTOR system. If cleared, the visitor will be issued a one time use only badge that must be worn at all times while on campus.

Grading Scale

Middle & High School (Grades 6-12) Academic Grading Scale	Middle & High School (Grades 6-12) Non-Academic Grading Scale
A - 90-100: Outstanding Progress B - 80-89: Above Average Progress C - 70-79: Average Progress D - 60-69: Lowest Acceptable Progress F - 50-0: Failure I - Incomplete : Insufficient information available at this time	E - Exceeds S - Satisfactory: Student performance is acceptable N - Needs Improvement: Student performance needs to improve U - Unsatisfactory: student performance is unacceptable I - Incomplete : Insufficient information available at this time

Assessment Principles and Practices

- 1) **Purpose of Grading** – The primary purpose of assessment is to measure student mastery of benchmarks in the grade level/course.
- 2) **Formative & Summative Assessments** – Formative assessments are used for student practice and teacher feedback. Formative assessments will not be included in the grade for students in grades K-5, and will count for 10% of a student's final grade. Summative assessments measure student achievement at the end of a unit, course, term, or year providing teachers with information for making final judgments about student mastery.
- 3) **Missing Assignments and "Incompletes"** – In Parent Portal, the term "Missing" will indicate any missing student work during the grading period. At the end of a grading period, any missing work will factor into the final grade as a zero that will be adjusted once the student completes the assessment.
- 4) **Zeroes** – The only situation in which a zero may be used is when a student has completed an assessment and demonstrated no mastery of the standard(s) on that assessment.
- 5) **Communication of Behavior** – Communication of student behavior is done via teacher initiated contact with parents/guardians during the grading period and via the conduct grade on the report card at the end of the grading period. Behavior will not factor into a student's grade.
- 6) **Retakes/Reassessments** – The intent of a reassessment is not for students to continually reassess to get an "A." The intent of a reassessment is to provide students an additional opportunity to show increased benchmark mastery. Teachers will provide students with more than one opportunity to demonstrate mastery of each benchmark through a reassessment. To be eligible for a reassessment,

- a. Students must show **evidence** of additional learning by participating in remediation/reteaching.
- b. Students must demonstrate completion of all previously assigned formative practice related to the benchmark along with any additional remedial assignments before they are eligible to take a reassessment.
- c. Students must follow the **timeline** for reassessment the teacher defines within their grading policy.

7) FOCUS/Parent Portal is the OFFICIAL grade of record.

FOCUS/Parent Portal can be accessed 24/7. Go to <http://www.bay.k12.fl.us/Parents/ParentPortal.aspx> for additional information. Parents can then receive regular updates (if scheduled in Parent Portal to do so) and receive emails from the teacher regarding student progress.

Health and Safety

Routine health screening programs are conducted during the school year. These screenings include: hearing, vision, height, weight, and dental.

Health Certificates:

- Immunization: All students must have a completed Florida Certificate of Immunization as required by Florida Statutes to attend school.

Medications:

- Medications must be registered on Bay County School Board Physician's Form and be dispensed according to the physician's or other licensed practicing health care provider's instruction. This form must be updated at the beginning of each school year or whenever there is a change of medication.
- The medication must be brought to the school by an adult. The medication must be received, counted and stored in its original container by the principal or his/her designee. Students are allowed to carry and self-administer epi-pens or metered dose inhalers with parental and physician written authorization.
- **Headache Medication:** In accordance with § 1002.20(3)(p), Fla. Stat., a student may possess and use a medication to relieve headaches while on school property or at a school-sponsored event or activity without a physician's note

or prescription if the medication is regulated by the United States Food and Drug Administration for over-the-counter use to treat headaches.

- Such possession and use are subject to the following rules and requirements:
 - (a) Students must have signed permission from a parent or legal guardian on file stating that the student is able to self-carry and self-administer Headache Medication independently.
 - (b) Parents will be provided the option to have the medication stored in the school health room and administered by trained school personnel on an as-needed basis. This option is highly encouraged for younger students, or for those who are unable to appreciate the importance of proper dosage and administration.
 - (c) The use of combination medications containing additional active ingredients intended to treat additional symptoms must comply with paragraph (2).
 - (d) Students may not possess more than a one-day supply of Headache Medication on their person. Students or parents wishing to store additional doses must store the medication in the health room in accordance with subparagraph (2)(b).
 - (e) Students are prohibited from sharing or distributing Headache Medication and doing so will subject the student to discipline in accordance with School Board policy 7.203.

Illness: Please notify the school/teacher any time your child misses school for illness. The following are reasons to keep your child at home:

- Fever of 100.4 degrees or greater
- diarrhea
- vomiting
- continual coughing
- Sore throat
- Rash especially in the presence of a fever
- Red and/or swollen eyes
- Lice or Scabies
- Chicken Pox

Students should remain at home for 24 hours after the last period of vomiting or diarrhea.

If a student develops a temperature of 100.4 degrees or greater while at school, a parent/guardian will be required to pick the student up.

The following health conditions require treatment prior to returning to school:

Head Lice and Nits: The following circumstances require exclusion from school:

- (a) Live Head Lice. Any student with live head lice shall be temporarily excluded from attending school. Students with live head lice may not participate in school sponsored activities, or ride the school bus until the

student has received treatment for head lice.

- (b) Nits at the base of the hair follicle. Any student with nits at the base of the hair follicle will be temporarily excluded from school. Students with nits at the base of the hair follicle may not participate in school sponsored activities, or ride the school bus until the student has received treatment for head lice.
- To be readmitted to school the student must be free of head lice and nits at the base of the hair follicle.
- When returning to school the student must be checked by the school nurse or designee. The Parent must be present.
- The student may remain at school only if they are found to be free of head lice and nits at the base of the hair follicle.
- Final readmission decisions shall be made at the principal's discretion.
- If the student is found to still have head lice or nits at the base of the hair follicle, the school nurse or designee shall contact the student's Parent to discuss continued treatment.
- The school principal or his/her designee shall investigate the absence of a student who is absent from school in excess of three days because of head lice or nits at the base of the hair follicle.

Bed Bugs and Other Pests:

- Any student infested with bed bugs or other pests shall be excluded from attending school, participating in school sponsored activities, and riding the school bus until the student has received treatment for bed bugs and other pests.
- To be readmitted to school the student must be free of bed bugs and other pests.
- The student must be checked at school by designated school personnel, and the parent or legal guardian must be present.
- The school principal or his/her designee shall investigate the absence of a student who is absent from school in excess of three days because of bed bugs or other pests.

General Information

Announcements- Information is relayed through afternoon ITV and scrolling announcements throughout the day. Important messages for key information/safety will be sent out through Everbridge/Peachjar.

Bullying Policy

All students have the right to attend school and be free from aggravation by others. Students who are found to be guilty of bullying will receive consequences per the BDS discipline matrix. 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 or FORTIFY Florida. To find these icons go to the BDS website and scroll to the bottom.

Bicycles

Bicycles are to be parked and secured in the designated area immediately upon arrival at school. You must bring your own lock.

Chromebooks- Each classroom will be equipped with chromebook carts that house chromebooks for student use. Students will be assigned a chromebook in each classroom. The chromebooks do not leave the classroom. When students are finished utilizing the device, the chromebook should be put back in the cart and placed on a charger to ensure it is ready to be used for the next class.

Emergency Drills

Emergency drills (fire, tornado, etc.) will be held several times during the school year. When the fire alarm sounds, students must line up quickly and quietly. Exit the building by the pre-planned route from the classroom. If a student is not with his class when the fire alarm sounds, leave the building by the nearest exit. When the tornado alarm sounds, students should go quickly and quietly to their designated areas, sit with their face to the wall, and cover their head. If a student is not with his class when the tornado alarm sounds, enter the nearest building, get away from doors and windows, sit facing the wall, and cover your face. All students remain in that position until an announcement is made to return to normal operations.

Food/Candy/Gum/Beverages- These items are not permitted in the halls or in the classrooms. Food and beverages will be thrown in the trash if consumed in these areas.

Hall Passes- During the school day students may not be out of class or in their assigned area without a hall pass assigned in SMARTPASS. The pass designated in the SMARTPASS app should indicate the date and time as

well as the student's destination. The first and last 10 minutes of each class period is Freeze time where all students should remain in the classroom and no passes will be given.

Lunchroom Procedures- Each student will receive a free breakfast and lunch during the school day. Students must know their student ID number and enter this number each time as a form of receipt to complete the transaction. Once students receive their food they must sit down at a table in the cafeteria. Students are expected to throw their trash away when they are finished, stay seated throughout the lunch period and to ask for permission to leave the cafeteria to go to the bathroom, nurse, front office, etc.

Lost and Found- Students are responsible for keeping up with their personal belongings on school property. The school will not violate the right of students to learn by interrupting classes to search for lost personal items. Students who find articles should take them to the front office. Lost articles may be claimed by identifying personal property.

Media Center- The library is open each day for student use. Students may use the library at times scheduled by their classroom teacher and library staff. Students must have a pass in SMARTPASS to utilize the library. The length of time for checking out library material will depend on availability of media center specialists and time allowed by classroom teachers. Check with library staff for more information.

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.

School Advisory Council- The SAC committee consists of parents, students, community leaders, business partners, administrators, teachers and paraprofessionals. The purpose of the committee is to discuss school policies, instructional programs, student services, and student standards of conduct and discipline. SAC is also involved in meetings regarding school quality, maintenance, safety, security, facilities, and transportation. If you are wanting to get involved please reach out to Mr. Coan and watch out for

dates for these meetings on our school facebook page.

School-Home-Community Partnerships- Our goal is to promote increased parental involvement and participation in the social, emotional, and academic growth of our students. Parents are encouraged to visit, participate in special events and serve on the SAC committee. Please contact the school to find out more about how you can become a partner in education.

Student Code of Conduct- The BDS student code of conduct can be found in its entirety here:

Telephone Messages: During the instructional day, parents/guardians may leave messages for teachers/students by calling 850-767-4695. We ask that if you need to get in touch with your child to please contact the school directly and to not text or call their phone. This can create a distraction in the classroom and could lead to violation of the Bay District Schools cell phone policy.

Volunteers- We welcome volunteers at Jinks Middle School. Opportunities to volunteer will be available throughout the school year. Please contact the school front office for details.

Safety

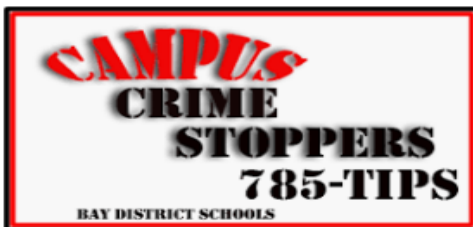
Florida Statute 232.256: Authorizes school officials to search student lockers or storage areas for illegal possession of substances or objects.



[SAFE Anonymous Reporting Tool](#)- allows anyone to submit a report to alert the school district of a possible incident of bullying, harassment, violence or abuse. Click the blue link above to utilize the tool if needed.



[FortifyFL](#)- allows anyone to instantly report any safety concerns to appropriate law enforcement agencies and school officials. Please utilize this tool to report suspicious activity, bullying, or safety concerns. Click the blue link above to utilize the tool if needed.



You may report criminal activity by calling Campus Crime Stoppers at 850-785-TIPS.

ANNUAL NOTICE REGARDING DISCLOSURE OF STUDENT DIRECTORY INFORMATION

Federal and State laws require that Bay District Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from a student's education records. However, Bay District Schools may disclose appropriately designated directory information without written consent UNLESS you advise Bay District Schools to the contrary.

Parent(s), adult students or former students shall have 30 days from the day of receipt, to inform the student's school principal, in writing, that any or all of the directory information should not be released without their consent. Such directory information includes Bay District Schools has designated the following information as directory information:

- A student's name, address, and telephone number (if there is a listed number)
- Image or likeness in photographs, videotape, film or other medium
- Date and place of birth
- Major field of study
- Current grade level
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Degrees and awards received
- Most recent previous educational agency or institution (school or center) attended by the student.

Directory information is generally not considered harmful or an invasion of privacy if released. Directory information relating to students shall be released only to the following:

In-school use of student directory information for official school business.

- Student directory information, without addresses or telephone numbers, for school annuals, school newspapers, honors lists, and printed materials or programs for extracurricular activities.

Student directory information of junior and senior students may be furnished, upon request,

- to Armed Forces Recruiting Officers, including the U.S. Coast Guard, for their use in providing for mail out information to student in regard to opportunities available to them in the United States Armed Services; provided, however, that any student may request that his/her name not be given for this purpose.
- Florida public universities and colleges.
- United States Congressman and Senators and Florida legislators

Board Policy 2.111 (Non-Discrimination)

No person shall on the basis of race, ethnicity, color, religion, sex, gender, gender identity, sexual orientation, national origin, disability, age, genetic information, pregnancy, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to harassment or discrimination under any education program or activity or work environment. This practice shall apply equally to students, employees, applicants for employment and all persons having business with the School Board. The District also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

The following person has been designated to handle inquiries regarding non-discrimination policies.

Holly Buchanan, Executive Director of Human Resources

850-767-4100

buchahd@bay.k12.fl.us