FAQs for Back-to-School 2023-2024

NEW TO BAY DISTRICT SCHOOLS

1. **I'm new to Bay County; how do I find out where my child goes to school?**

   The zoning information is found on our website (www.bay.k12.fl.us) under the topic **I want to ...** "Find My Zoned School." Click on the link and type in your address and zip code. It will inform you which school is your child's zoned school.

2. **I know where my child will go to school. How do I register him/her?**

   You can access our registration guidelines at (www.bay.k12.fl.us) under the topic **I want to…** "Register My Child." **New student registration** (PreK-12) information can be found online using the following link: **https://focus.bayschools.net/focus/apply/** OR by visiting your zoned school.

3. **My child will need to ride the bus. How do I make that happen?**

   Log into Parent Portal in FOCUS. Then, go to the Permissions tab and select "Yes" in the section titled "My child will need bus transportation." Directions for this are here:

4. **How much does lunch cost?**

   School meal prices are being finalized at this time. These are the prices from last year. Students who receive SNAP, TANF or MEDICAID will eat free. Full-priced meals will be as follows:

   ELEMENTARY BREAKFAST $1.25　　　　　　**ELEMENTARY LUNCH $2.50**
   SECONDARY (6 - 12) BREAKFAST $1.50　　**SECONDARY (6 - 12) LUNCH $2.75**

GETTING ORGANIZED

1. **Where do I find school supply lists for my school?**
   Our schools are developing school supply lists, which will be available in late June on our website (www.bay.k12.fl.us) under the "Back to School 2023-2024" tab. Please note that most high schools do not share a school supply list before school begins. However, high school teachers will share a list of any needed items with students during the first few days of school.

2. **What does my student need to wear to school?**
   Bay District Schools has a dress code that you can find on our website (www.bay.k12.fl.us) under the "Back to School 2023-2024" tab. Students are encouraged to wear school-appropriate clothing that doesn't create a distraction for others. Students who choose not to follow the dress code will face disciplinary consequences, and their parents will be asked to bring replacement clothing items to school ASAP.

3. **Where do I find bus routes for this school year?**
   Bus routes for the new school year will be available on August 1, 2023, at www.bay.k12.fl.us

4. **Is there an orientation for my student? How do I find that schedule?**
   All schools are in the process of developing schedules for orientations. Schedules will be shared on our website (www.bay.k12.fl.us) under the "Back to School 2023-2024" tab in mid-July.

5. **Are open houses already scheduled? Where's the list?**
   Open Houses are a great way to stay in touch with your child's school and to meet his/her teachers) if you haven't already done so. Typically, Open Houses occur in September, and the schedules are published in early August on our website (www.bay.k12.fl.us) under the "Back to School 2023-2024" tab.

6. **How early can I drop my elementary school child off in the morning?**
   Please be mindful that before-school supervision for elementary school typically does not begin until 7:05 a.m. You can check with your child's school to get their specific schedule, but please DO NOT drop your students off before morning supervision begins.

7. **How do I make sure that another family member can pick up/check out my child from school?**
   All family members/friends authorized to complete these processes for your child MUST be listed on the child's Parent Portal account. If you need assistance setting this up, please contact your child's school.

8. **Where do I find the school calendar?**
   School calendars are approved a year in advance and can be found on our website at www.bay.k12.fl.us

9. **How can I ensure I don't miss an important update from my child's school?**
   Great question! We work hard to communicate transparently and frequently, and we want to make sure we can get in touch with you with routine updates AND emergency information. Please ensure your Parent Portal account is updated with working phone numbers and email addresses so we can stay connected. If you need help with this, just reach out to your child's school.

STAYING IN TOUCH

1. **How do I ensure the school can contact me in an emergency?**

   School teachers and staff access parent/guardian contact information from the information you enter in Focus (also known as Parent Portal). You must regularly update your contact information (phone number, email address, emergency contacts, etc.) throughout the school year. You can access Parent Portal at focus.bayschools.net to update your information. If you need to create a Parent Portal account, here are the instructions:

How do I create a Parent Portal account?

1. Navigate to bay.k12.fl.us
2. Scroll down to the section titled, "I want to…"
3. Click "Access Grades & Attendance Records"

| Parents | Students |

I want to…

▶ Access Grades & Attendance Records

4. Scroll down to the section titled, "Request Access to Parent Portal Account:"
5. Select "Click here to create a parent portal account or ADD A STUDENT."

Request Access to Parent Portal Account:

Click here to create a parent portal account or ADD A STUDENT.

6. On the new page, select "I DO NOT have an account registered on the Parent Portal but my child is actively enrolled."

I DO NOT have an Account Registered on the Parent Portal but my child is Actively Enrolled

7. On the next page, enter the appropriate information.
Note the email address and password used here – these will be used to log in to your account!
8. On the next page, select "I would like to ADD A CHILD who is already enrolled."

I would like to ADD A CHILD who is already enrolled.

9. Enter your child's Student ID and Birthdate.
10. Click "Add Student".
11. If you have multiple students to add to your account, complete steps 8-10 until all students have been added.
12. When finished, click "I am FINISHED adding students. Please take me to the Portal."
13. You will now be able to view your account.
You will NOT see your students and their information until your child's school approves your account and adds them to your account. Please contact your child's school to complete the account creation process.

You can access Parent Portal at focus.bayschools.net or use the app! Directions for downloading and using the app can be found at
https://drive.google.com/file/d/1jEFnnSenHmgkeVAZnFzSKW5TXAAmm1-k/view

2. How do I stay connected to my child's teacher?

The best way to communicate with your child's teacher is through your Focus (Parent Portal). Teachers access this site daily and usually multiple times a day. Use the Messenger feature to message a teacher; you can find this option at the bottom left of your Parent Portal home page.

3. I have forgotten my Parent Portal password/login. Who can help me?

Use the password reset link on the Parent Portal homepage (focus.bayschools.net):

If you can still not reset your password or log in, please contact your child's school, and someone at the school will be happy to help.

4. **Someone told me about PeachJar, but I don't get those emails. How can I fix that?**

Emails for PeachJar are received directly from Parent Portal (Focus). You can update your email address by accessing the Child Info screen and then Addresses & Contacts. Directions for updating your email address in Parent Portal are here:

UPDATING YOUR EMAIL ADDRESS FOR PEACHJAR

1. Log in to your Parent Portal account.

2. Click the dropdown arrow next to your student's name and "Child Info".

3. Under "Addresses & Contacts", locate your contact name.

4. Click on your contact name to open the edit menu. Enter your email address in the space provided.

5. When finished, click the green "Save" button at the bottom right of the screen.

(The school's data clerk will then approve this change.)

6. Repeat this process for each of your actively enrolled Bay District students.

If you are a BDS employee, please enter a **personal email address** as your contact email.
Do not list your district email as the contact!

5. **What resources can I use to stay in touch with my child's school?**

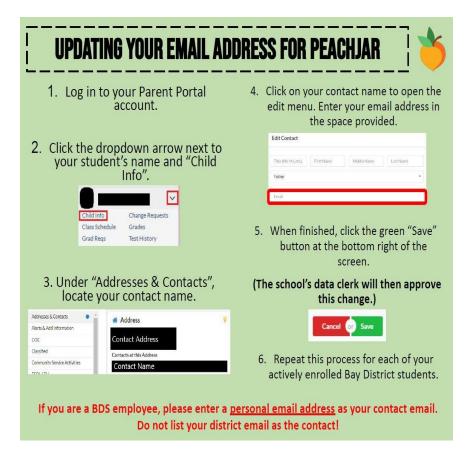Parent Portal is the essential way to stay connected with your child's teachers, see their grades, and communicate with teachers. In addition, you can check to see if your child's school uses social media platforms to share upcoming events, celebrations, and important information.

6. **How do I determine if my child has passed to the next grade?**

At the bottom left of your student's Quarter 4 report card, look for the End-of-Year Status. Contact your student's school if you have specific questions or concerns about this status.

7. **What is Launchpad, and how does my student access it at home?**

Launchpad is a one-stop-shop for accessing computer programs and online textbooks. You can find Canvas, your student's Focus account, and his/her Gmail account here. In addition, your student can access Launchpad at www.launchpad.classlink.com/bayschools. You will also find a shortcut to Launchpad on the Bay District Schools website.

Other Questions

1. **If I have another question, where do I find an answer?**

Our website (www.bay.k12.fl.us) features an interactive chatbot that will try to help you with your questions. You can find the Pencil icon on the bottom right corner of your screen, whether you're on a mobile or desktop. Ty has built-in questions and answers and will attempt to get you the information you need. If that doesn't help, call your child's school or the district at 850-767-4100.