

BABCOCK NEIGHBORHOOD SCHOOL STUDENT & PARENT HANDBOOK



2020-2021

Policies and Procedures

**Subject to change as needed*

***Please note the Charlotte County Code of Conduct will override any content in this manual*
http://www.babcockneighborhoodschool.org/_cache/files/a/e/ae0752b4-163b-4273-ab93-84583cd9dd74/84064EEAE9FA265E2FE5B221CD7EAE9C.code-of-student-conduct-17-18.pdf

INTRODUCTION

Welcome to Babcock Neighborhood School. A place where education is unlike anything we hope you have ever experienced. The policies and procedures described in this Student Parent Handbook are applicable to all Babcock Neighborhood Schools. For updates see the Handbook posted on the Babcock Neighborhood School website at: <https://www.babcockranch.com/school/>

BNS schools offer a unique, project-based academic environment. The mission of all BNS schools is to provide students with a rigorous and relevant academic experience that embeds standards and skills in a meaningful educational experience. The ultimate goal is to ensure that students are growing in their learning.

This unique learning experience allows teachers to have autonomy in how they utilize curriculum resources. BNS will transition into using a Learning Management System (LMS) that will allow our teachers to continue the development of essential skills, personalize learning, and culminate evidence in a meaningful attachment to the standards. Our blended learning environment provides a personalized approach to learning while ensuring the academic foci are being accomplished in tandem. Our PBL (Project Based Learning) experiences strive to engage the community at various different levels. These experiences are showcased throughout the year on Exhibition Nights. Students are required to attend the Exhibition events as they are an integral component of Project Based Learning units and a time for the student to demonstrate their learning.

BNS is a Standards Based Mastery school. As such we strive to ensure that students meet all the standards for each year, rather than base their performance on an average. This is a challenge at times and can be overwhelming for students used to an average, but we believe this is critical to reflect true student growth over time and embrace a growth mindset.

Keep in mind that BNS is a public charter and we are required to take all Florida standardized assessments. We don't mind though as we believe that accountability for learning is critical. We equip students for the assessments and don't focus on "teaching" the test. We believe that through equipping students with the skills necessary for success, they will perform well on any assessment, including life.

A few things to help you through your time at BNS:

- Never hesitate to give us a call. We are here to help. Communication is critical to success and we love to hear from you directly.
- Report cards are developed for each student at the end of each nine weeks, but you are encouraged to check the LMS regularly for updates and stay in regular contact with your child's teacher. BNS also encourages the teachers to stay in touch with you. Please know that we desire to support every child through their struggles and we offer tutoring at various times to support our future world changers.
- Classroom activities often require extra hands. Volunteers are highly valued by our team. Teachers will request volunteers through the platform or email as needed.

- We love field trips. We believe getting students outside the walls of BNS is critical to develop our learners with meaningful engagement. We encourage our families to please support these excursions and help ignite an excitement for adventure.
- Fun is what we want our school to be on a daily basis. We believe learning should be fun and that is always our goal.

This is not an all encompassing list of information, but hopefully this will help you understand a little more about our special school and our focus for the future world changers we are serving.

ATTENDANCE POLICIES AND PROCEDURES

Attendance Hours

The following are the school hours for BNS. Students must be on time and present for all of their classes. Students must remain at school during these hours unless on an approved field trip or participating in a school-sponsored internship or externship program.

Babcock Neighborhood School hours are: **8:00 a.m. – 3:00 p.m.**

- Students should be dropped off between **7:45 a.m. - 7:55 a.m.** (Remember, school starts at 8:00, if you are dropping your child at 8:00, you will need to come inside and sign them in as they will not make it to class at 8:00. We encourage you to model positive behavior for your child and be timely in your arrival to school).
- Students should be picked up between **3:00 p.m. - 3:15 p.m.** *Students not picked up by 3:15 will be sent to Trail Care. Parents/Guardians will be charged the initial enrollment fee and incur fees set in Trail Care for supervision.*

TRAIL CARE

- Please use the designated Trail Care parking spots in the back parking lot to drop off or pick up.
- Before care is provided from 7:00 a.m. - 8:00 a.m. at a cost of \$25/week or \$10/day.
 - Children must be dropped for before care no later than 7:30 due to school traffic jams that will occur due to high volume of cars lining up for drop off at 7:45.
- After care is provided from 3:00 p.m. - 6:00 p.m. at a cost of \$55/week or \$20/day.
 - Children picked up after 6:00 p.m. will accrue an additional charge of \$10.00 for the first minute and \$1 per each additional minute per child.
- Aftercare fees are due the Friday prior to service. An additional \$30 fee will be assessed for those families who do not pay the weekly fees in a timely manner.

***Extra-curricular participation fees are additional costs and are separate from before/after care. Please note that after care costs may be incurred for students who attend after care following their extracurricular activities.*

ABSENCES

The project-based and place-based nature of the Babcock Neighborhood School program makes school attendance critical. Multiple absences will impact student learning due to the nature of the project-based learning environment that Babcock Neighborhood School is striving to create.

Please make sure to schedule appointments, vacations, and other activities during non-school hours whenever possible (this is part of the purpose for the two week breaks in the fall, winter, and spring).

If an absence is unavoidable, please contact the main office to notify staff that your child will be absent. This step will not excuse the absence under this policy, but it will help staff to accurately record and identify student attendance in a more timely fashion. The student and parent should work cooperatively with the teacher(s), prior to the absence if possible, to complete missed work.

Excused absences may be considered if there is an illness, family emergency, funeral, legal matter, or religious holiday. If a student will miss school for three (3) or more days due to illness or injury, the student must provide a note from a doctor or nurse specifying the amount of time excused.

Statement for Truancy--If a student is absent from school for more than 10% of our instructional time the student will be referred to the Child Study Team. Students who are out of district may be referred back to the student's home district in accordance with district guidelines.

LEAVING EARLY

In the event that a student needs to leave early, he/she will need consent from their parent or guardian. The procedures for leaving early are:

- Provide the office with a notice before the appointment, either by a phone call or a written note. The office staff will provide your child with an early dismissal slip to be excused from class. In addition, please provide us with a doctor's note supporting the early dismissal (this can be brought in the following school day).
- Students are only permitted to leave with individuals indicated on official paperwork and with proper identification.
- Students who need to leave early must be picked up by 2:40 p.m. or they will need to wait until regular dismissal at 3:00 p.m. In other words, students cannot be picked up between 2:40 p.m. and 3:00 p.m.

TARDIES

Please make every effort to be here on time so that your child does not miss important instructional time. In addition, the interruption of a student arriving late impacts every child in the classroom. In the event that your child will be tardy to school, please contact our office in advance.

Students who arrive late to school or are returning from an appointment must:

- Check in at the front office (please park on school property, not in the turnabout or bike lane)
- Provide a note from the parent/guardian or physician regarding their tardy
- Go to class and present teachers with an office issued tardy slip/pass

Students who are chronically tardy or chronically absent may not be permitted to receive credit for the course(s) in which they have been chronically tardy or absent, and may lose privileges associated with attending any Babcock Neighborhood School. If absenteeism or tardiness become a hindrance to learning, the student, teachers, and their parents will have an opportunity to meet with school administration to discuss a plan of action and potential consequences to address chronic tardiness and/or absenteeism.

SCHOOL CALENDAR

Academic year calendars, daily class schedules, significant school events, and extended services information for BNS school may be found on our school webpage: [2020-2021 BNS School Calendar](#).

CAMPUS POLICIES

Closed Campus: Despite the open feeling of BNS, the campus must remain closed in order to provide a safe and secure school. Students must remain within the immediate vicinity of their respective schools and with a supervisor during all school hours and be accompanied by the faculty and staff during school hours.

STUDENT DROP OFF AND PICK-UP

- Students are permitted to be dropped off for school at 7:45 a.m. and will be released for pick-up at 3:00 p.m.
- When dropping students off, parents should utilize the designated drop-off points and have their child(ren) exit the vehicle as directed by staff.
 - Students should be dropped off in the back and front loop. It doesn't matter which spot, just go to the shortest line. DO NOT block the lane that allows cars to flow through to the front. If you cannot fully pull into the back line (bumper and all), proceed to front line. Blocking the road slows the entire process down. Please remember, whether they come in the front or back doors, they will end up in the same hallway.
 - No parking is permitted. If there is a need to bring something into the school, please park in an appropriate designated parking spot (in the front of the building, not in parking lane on the street) and proceed to the office.
- When picking-up students, students and staff will be assisting at the curbs to help get students to their vehicles. No parking is permitted.
- No use of cell phones will be permitted in car line due to safety. Please do not provide us an excuse that you have an emergency. If you have an emergency, please pull out of line and park, complete your phone call, and reenter the line. Safety is our top priority.

- The lightning status link can be found on the parent webpage or by going directly to this link: <http://babcockneighborhoodschool.thormobile2.net/>

OTHER MODES OF TRANSPORTATION

- If a student brings a skateboard/bike/scooter onto campus, they should not ride on sidewalks and areas where students are present. They should remove themselves from the skateboard, bike or scooter and move onto campus on foot.
- All items must be stored properly in racks provided at the front and side of the building as directed by faculty and staff members.
- Students must wear appropriate gear, including helmets, to participate.
- If a student violates these skateboard rules, the student's skateboard may be confiscated by the school administration, and students may be subject to disciplinary action.
- Students commuting to school by bicycle should wear a helmet and take precautions to park their bicycles on the bike racks provided.
- Students are responsible for securing their bicycles, with their own locks, on provided bike racks.
- Students are **NOT** permitted to leave our property with a Third Party Vendor (i.e. Uber, Lyft, etc.). These vendors will not be permitted on our campus.

STUDENT HEALTH AND WELLNESS POLICIES

Administration of Medication at School (Prescribed or Over-the-Counter)

BNS does not have a nurse on site, but we do have an experienced health professional on hand to support all health and wellness needs. The office staff and teachers will have first-aid kits for their classrooms as a first line of defense.

The primary responsibility for the administration of medication rests with the parent/guardian, student, and medical professional. Medication will be administered during school hours only if determined by a physician to be necessary. Designated school personnel will keep records of medication administered at the school with the assistance of school personnel per the instructions of physicians, as applicable. All medication will be kept in a secure and appropriate storage location and administered per physician's instructions by designated staff.

Designated school personnel will return all personal, surplus medication to the parent/guardian upon completion of the regimen or prior to summer holidays.

In order for a student to be assisted by designated school personnel in taking prescription medication, including insulin shots, parents/guardians must provide BNS with: (1) a written and signed statement from a physician detailing the name of the medication, method, amount, and time schedule by which the medication is to be taken and (2) a written statement from the parent, foster parent, or guardian of the student indicating the desire that the school assist the pupil with the administration of the medicine. These statements must be updated at least annually. Designated staff members will establish

emergency procedures for specific medical conditions that require an immediate response (i.e. allergies, asthma, and diabetes), consistent with instructions from the parents/guardians/physicians.

Certain medications may be carried by students as noted below:

- Students in grades K-6: Unless otherwise prescribed by a doctor, students in grades K-6 must keep all of their medications, including cough drops and inhalers, locked at the front office with our Site Manager. Medication will only be administered according to the physician's instructions, as described below.
- In order for a student to carry and self-administer prescription auto-injectable epinephrine ("EpiPen"), parents/guardians must provide BNS with: (1) a written and signed statement from a physician detailing the name of the medication, method, amount, circumstances during which the medication should be administered, a confirmation that the pupil is able to self-administer auto-injectable epinephrine, and (2) a written statement from the parent/guardian consenting to the self-administration, providing a release for designated school personnel to consult with the health care provider of the student regarding any questions that may arise with regard to the medication, and releasing BNS and school personnel from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering medication. These statements must be updated at least annually.
- Additionally, the designated school personnel who have volunteered may use EpiPens to provide emergency medical aid to persons suffering, or reasonably believed to be suffering from, an anaphylactic reaction. BNS will ensure it has the appropriate type of EpiPens on site (i.e., regular or junior) to meet the needs of its pupils. BNS will ensure staff properly store, maintain, and restock the EpiPens as needed. BNS will ensure any school personnel who volunteer are appropriately trained regarding the storage and emergency use of EpiPens based on the standards developed by the Superintendent. BNS will distribute an annual notice to all staff describing the request for volunteers who will be trained to administer an EpiPen to a person if that person is suffering, or reasonably believed to be suffering from, anaphylaxis. The annual notice shall also describe the training the volunteer will receive.

CONTROL OF COMMUNICABLE DISEASES

BNS works to cooperate with the Charlotte County Health Department to prevent and control communicable diseases in school-age children. When there is good reason to believe a student has a contagious or infectious disease, the parent/guardian will be contacted and the student sent home. The student may return to school when well and/or released by a physician. If there is reason to believe a student is suffering from a recognized contagious or infectious disease, the student will be excluded from school until school officials are satisfied that the student no longer has the contagious or infectious disease.

- Students should be fever free for 24 hours before returning to school.

HEALTH SCREENING

The K-6th basic health screenings program in Charlotte County is planned to meet the needs of students during the critical years of their growth and development. This program includes the following services:

- Regular screening exams in Kindergarten, 1st, 3rd, and 6th grades for hearing, vision, body mass index and scoliosis for 6th grade students.
- Students entering Florida schools for the first time in grades K-5.
- Follow-up of student health-related referrals, K-12
- Regular screening exams for hearing, dental, vision, and body mass index.
- Follow-up of student health-related referrals, K-12

IMMUNIZATION REQUIREMENTS

State law requires that all students, kindergarten through grade 12, be immunized against certain diseases. At the time of the first day of attendance, the school is required to have proof that your child has received all currently due immunizations. Please reference requirements for Florida on the Health Department website.

Religious Exemptions must be obtained through the Health Department.

BREAKFAST/LUNCH

BNS provides breakfast and lunch for all students with access to the National School Lunch program. The lunch menus can be found here [BNS Food Menus](#):

- The cost for breakfast is \$2.00/day and lunch is \$3.00/day. Breakfast will be served from 7:00-7:50.
- Lunches will be purchased through the MySchoolBucks web application.
- No charging is permitted. Please make sure you have funds loaded in your student(s) account at all times.

National School Lunch Program (NSLP)

BHS encourages all families to apply on-line here for the [BNS NSLP Application](#)

Applications for school meal benefits are available on this website to all students beginning July 1, 2019, and at the time of new-student registration throughout the school year. Eligibility is carried over from the previous year for up to the first 30 operating days into the new school year, or until a new eligibility determination is made, whichever comes first. *** A new family application is required each school year.** Families are encouraged to submit a new application at any time when income or the number of household members changes. *Paper applications are available by request.*

*The 30 operating days begins on the first operating day of school. Operating days are the days on which reimbursable meals or milk are provided by a school or another program sponsor [7 CFR 245.2]. Carryover applies to eligibility established through a household application or through direct certification. Meals served during the carryover period are claimed at the appropriate rate, depending

on the individual child's eligibility status from the previous school year.

ACADEMIC POLICIES

Academic integrity is a cornerstone of any school's commitment to the principles of free inquiry. Students are responsible for learning and upholding professional standards at all grade levels as appropriate for research, writing, and assessment. Written or other work which students submit must be the product of their own efforts. Any form of dishonest or unethical behavior is prohibited.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- **CHEATING**
- **PLAGIARISM**
- **FABRICATION:** Falsifying or inventing any information
- **FACILITATING ACADEMIC DISHONESTY:** Aiding another person in an act that violates the standards of academic honesty.
- **FALSIFYING RECORDS AND OFFICIAL DOCUMENTS**
- **MULTIPLE SUBMISSION:** Submitting the same work in two or more courses.
- **COMPUTER MISUSE:** Using technology to plagiarize, violate copyright law, or tamper with another's work.

SAFETY POLICIES

Emergency Procedures

BNS staff receives training in order to provide for the safety of students, staff, and visitors during times of emergency. Emergency preparedness includes fire, tornado, and lockdown drills which happen at regular times during the school year.

All alarms/drills are treated seriously at BNS. In the event of an emergency drill, all staff, students, and visitors are required to complete an orderly and safe evacuation of the classrooms and building. Staff and students will meet in pre-assigned areas, and they will remain there until all students are accounted for and instructed to either return to the building or move to a safer area.

Failure to follow emergency procedures or the willful attempt to compromise emergency preparedness at BNS is grounds for severe consequences, including possible suspension or expulsion.

In the case of a major emergency (such as a significant tornado or fire), parents/guardians and families should contact the main phone number for your student's school. During such an emergency, BNS staff will be focused on ensuring that all students are safe and accounted for during the emergency. Once the administration is able to determine that everyone is safe or next steps are apparent, parents will be notified accordingly. BNS asks that you trust our staff and processes in addressing any emergencies that arise and allow us to keep our full attention on the situation. Students and parents/guardians are asked to do their part by not having a student leave the premises without signing proper releases.

FORTIFY FLORIDA

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. By accessing FortifyFL, students can provide a description of the threat, share pics and videos and optionally submit their contact information. This link should be utilized for reporting, [FortifyFL Reporting Link](#). This link can also be found on all school issued devices and our website for ease of access for our students.

DRESS CODE

The design of the BNS dress code was adopted to foster an environment reflective of learning while embracing a fun atmosphere that encourages creativity and growth beyond the traditional confines of education. The expectation is that all students will be in dress code each day and purchase their uniforms from the school.

Tops

- Polo shirts with the BNS logo and in the colors of emerald green, sapphire blue, gold, and purple.
 - These must be purchased through BNS and should be worn Monday-Thursday.
- Sweaters and jackets are permitted (see “Other Items” below).

Bottoms

- Shorts (capri or bermuda length), skirts (shorts are required to be worn underneath), or approved jumpers (with shorts) in colors: khaki, navy blue, or black.
 - Shorts and skirts should be no shorter than 3” above the knee.
- Tight fitting attire is not permitted (leggings are able to be paired with a skirt or jumper, but should not be worn alone).
- Holes in uniforms are not permitted.

Other Items

- No headgear is permitted to be worn indoors.
- Closed toe shoes must be worn.
- Natural hair color only.
- Outerwear should be a single solid color, that can include a Babcock School Logo or a logo smaller than the size of a quarter and no other writing.

Spirit Day Attire requirements (every Friday)

- Blue jeans without holes are acceptable.
 - Blue jeans are only permitted on Fridays.
- All BNS shirts purchased through school (spirit shirts, Fun Run, Eagle Fest, etc.)

CONSEQUENCES FOR DRESS CODE VIOLATIONS

- Verbal Warning & Parent Contact
- Lunch Detention
- Loss of Recess

- Community Service outside of school hours
- Other as determined by administration

INTERNET SAFETY & USE OF TECHNOLOGY

- Signed Acceptable Use Policy must be on file.
- Proper use and care of technology as instructed by the teacher.
- Misuse, mishandling or hacking into software and/or equipment will have consequences that could ultimately result in loss of access to device.

SUPERVISION

It shall be the responsibility of all members of the Babcock Neighborhood School staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with system policy.

There is no right to privacy nor should any user of BNS IT have any expectation of personal privacy in any matter stored in, created, received, or sent over BNS IT. These are subject to review by the schools at any time, with or without notice, with or without cause, and without the permission of any student or parent/guardian. BNS reserves the right to monitor access, retrieve, download, copy, listen to, or delete anything stored in, created, received, or sent over school computer networks, computers, e-mail system, or any other BNS IT, without notice and without the permission of any user.

Moreover, to protect the integrity of the BNS IT and the users thereof against unauthorized or improper use of these systems, BNS reserves the right, without notice, to limit or restrict any individual's use, and to inspect, copy, remove, or delete any unauthorized use of this technology upon authorization of the School Principal/Administration or his/her designee.

INTERNET

Access to email and the internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families are reminded that BNS does not control the content of the internet. Accordingly, BNS does not have control over the type of information accessible to students or the quality of the same. Although BNS does use internet filters, as described in the Internet Safety Policy, BNS cannot completely limit access to materials that a parent/guardian or family might consider inappropriate. While our intent is to make internet access available to further educational goals and objectives, students may find ways to access other materials as well.

Babcock Neighborhood School believes that the benefits to students from access to the internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that

their children should follow when using media and information resources. To that end, BNS supports and respects each family's right to decide if their child should not have internet access, and relies on the family to inform us of that choice. Ultimately, appropriate use of this resource is the responsibility of the user. All students will sign an Acceptable Use Policy Agreement. Please see Charlotte County Code of Conduct for consequences of improper use.

COMMUNITY CODE OF CONDUCT - Respect For Self And Others

- Treat one another with respect.
- Support teaching and learning and respect our environment.
 - how we talk and interact with one another
 - how we treat each other's property and personal space
- Vandalism: All students and staff are urged to treat school buildings and property with care and respect. No one is to injure, destroy, deface, or trespass on school property. A clean environment is important to all; vandalism will be dealt with severely. Parents/guardians will be responsible for paying for any damage done to school property by their child. People with any information about damage done to the building or its contents are expected to model positive citizenship by notifying an adult in an appropriate fashion.
- Personal electronics: Cell phones, mp3 players, and all similar electronic devices must be off, stored away, out of sight, and may not be in use during school hours, unless under the direct supervision of a BNS faculty member. If it has an on or off switch, it should be turned off for the duration of the school day. Headphones may be used only when provided by and under the supervision of a BNS faculty member.
- Computer games: BNS provides technology and internet access for the educational benefit of members of the community. Playing computer games or video games on campus during school hours is allowed only under the direct supervision of a teacher.
- Free Speech on Campus: The Supreme Court has referred to public schools as a "marketplace of ideas" where the protections of the First Amendment are particularly important. "The vigilant protection of constitutional freedoms is nowhere more vital than in the community of American schools." *Shelton v. Tucker*, 364 U.S. 479, 487 (1960)
- At the same time, the law is clear that a student's right of free speech is not unfettered and that the free speech/press protection does not prevent a school from imposing certain restrictions and/or imparting discipline for certain forms of speech that may be considered disruptive to the community, in violation of school policies and/or considered unlawful harassment, discrimination, bullying, threats and/or intimidation. In short, BNS reserves the right to place reasonable time, place and manner restrictions on speech where the faculty and/or administration determine that such a restriction is appropriate.
 - Examples of student speech that may be restricted include:
 - Speech which creates or threatens danger, and/or unlawful acts
 - Speech which threatens or presents a violation of BNS rules and standards of conduct
 - Speech which creates or threatens a substantial disruption of the orderly operation of the school

- Speech which impinges on the rights of others
- Vulgar, lewd, obscene, and plainly offensive speech or conduct

SEARCH STUDENT POSSESSIONS

- BNS reserves the right to examine and/or search all student possessions when, in the judgment of BNS administrators and officials, there is reasonable suspicion that the student may be in possession of alcohol, drugs, weapons, stolen goods, or any other materials that may be harmful or disruptive to the school community or in violation of any school policy, rule, or law.

STUDENT NON-DISCRIMINATION

BNS maintains that it is critical that all members of the BNS community respect each other's rights, individuality, and differences. Courtesy, tolerance, and mutual respect provide the platform for sharing, learning, innovation, and personal development. BNS is committed to equal opportunity for all individuals in education. BNS's programs and activities shall be free from harassment, discrimination, or bullying on the basis of actual or perceived sex, sexual orientation, gender, gender expression, gender identity, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, or any other characteristic that is contained in the definition of hate crimes in the Florida Penal Code. BNS shall promote programs which ensure that discriminatory practices are eliminated in all school activities.

The School adheres to all provisions of federal law related to students with disabilities including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and the Individuals with Disabilities in Education Improvement Act of 2004.

Any student who engages in prohibited harassment, discrimination or bullying of another student, or anyone from BNS, may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in unlawful harassment, discrimination, bullying, or intimidation of a student may be subject to disciplinary action up to and including dismissal. Any student or parent/guardian who feels that unlawful harassment, discrimination, bullying, or intimidation has occurred should immediately contact the School Principal/Administration, an adult with authority or via the website, <https://www.yourcharlotteschools.net/bullying>.

STUDENT SEXUAL HARASSMENT POLICY

BNS is committed to making the school free from sexual harassment. This means that BNS prohibits sexual harassment by someone from or in the educational setting. BNS prohibits sexual harassment and harassment based upon pregnancy, childbirth, or related medical conditions, race, religion, creed, color, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation.

Sexual harassment refers to behavior that, among other things, is not welcome, is personally offensive, or undermines or weakens morale. Sexual harassment can include such actions as:

- Unwelcome sexual advances
- Requests for sexual favors
- Verbal, electronic, visual, or physical conduct of a sexual nature made by someone from or in the educational setting. (This includes social media posts about peers, teachers and administration before and after-school hours.)
- BNS prohibits conduct that has the purpose or effect of having a negative impact on the recipient's educational progress, academic performance, or personal security, or of creating or contributing to an intimidating, hostile, or offensive educational environment. BNS further prohibits sexual harassment in which a student's grades, benefits, services, honors, program or activities are dependent on submission to such conduct.
- BNS will not condone or tolerate harassment of any type, including bullying, discrimination, or intimidation, by any employee, independent contractor or other person with which BNS does business, or any other individual, student, or volunteer. This policy applies to all employees, students, or volunteers and relationships, regardless of position or gender.
- Students should report any sexual harassment to the School Principal/Administration and/or teacher. Students who violate this policy shall be subject to discipline, including the possibility of suspension or possible expulsion. Any employee who permits or engages in sexual harassment of a student may be subject to disciplinary action up to and including dismissal. BNS prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned and insofar as is possible. BNS will take appropriate corrective action, if warranted.

DISCIPLINARY ACTIONS--[See Charlotte County Student Code of Conduct](#)

Overview of Disciplinary Actions

The purpose of disciplinary action at BNS is to ensure that individual students, their parents/guardians, and the BNS community stay focused on growth and learning. Prompt resolution of the problem or issues is expected.

Discipline may include any one, a combination and/or all of the following depending on the circumstances, and at the school administration's sole discretion.

- Verbal and/or written warning to the student
- Loss of privileges or removal from extracurricular activities (including paid extracurriculars held on campus)
- Parent/guardian notification
- A written commitment by the student to improve his/her behavior and/or performance and/or to take certain affirmative actions to improve behavior
- A meeting with a school administrator and/ or faculty member/s

ACADEMIC CONSEQUENCES

- Suspension
- Expulsion
- Denial of Readmission
- Other forms of discipline that the school administration may determine appropriate

Suspension and Expulsion as Disciplinary Actions

BNS will regard suspension and expulsion as a last resort. Criteria for suspension and expulsion of students will be consistent with all applicable federal and state statutes and constitutional provisions. Students will be afforded due process, including a hearing and right of appeal, as described below. A student identified as an individual with disabilities or for whom there is a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Act (“IDEA”) or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 (“Section 504”) is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to regular education students except when federal law or special education local plan area policies require additional or different procedures.

Authority to Impose Discipline

The School Principal (or his/her designee) may conduct an investigation of the facts and circumstances presented in the case of a disciplinary offense or infraction. The investigation may include search(es), a review of evidence, consulting the student, and interviewing affected parties and potential witnesses as well as the involvement of authorities.

The School Principal/Administration (or his/her designee) may consider the various disciplinary options available in any given set of circumstances, including whether alternatives to suspension or expulsion may be appropriate.

The School Principal/Administration (or his/her designee) has the authority to determine whether or not to impose a suspension under this policy. Suspensions may be imposed: (1) pending an investigation to determine whether further discipline, including the possibility of an expulsion hearing is warranted; or, (2) companion to setting an expulsion hearing. School Principal/Administrations (or their designees) have the discretion to determine which form of suspension may be imposed.

If a student matter proceeds to an expulsion hearing, the School Principal/Administration (or his/her designee) shall have the authority to hear the matter and to determine whether or not to impose an expulsion. The decision of whether or not to expel a student remains at the sole discretion of the School Principal/Administration (or his/her designee).

Suspensions

Suspension Pending Investigation

The School Principal/Administration (or his/her designee) has the discretion to and may impose a suspension directly if s/he determines it is appropriate. If the School Principal/Administration (or his/her designee) determines that a student is to be suspended, the School Principal/Administration (or his/her designee) shall provide written notice to the student's parents and/or guardians of the suspension in writing, including reasons for the suspension and the time period for the suspension ("Suspension Notice"). Academic make-up work is required during suspension. Return to school may be contingent upon submission of a written essay addressing the issue at hand and stating how the student intends to move forward or some other form of restorative process as the School may determine in its sole discretion.

Suspension Pending Expulsion Hearing

If the School Principal (or his/her designee) determines at the outset that an expulsion hearing is warranted, the School Principal (or his/her designee) may impose a suspension pending an expulsion hearing. The School Principal (or his/her designee) shall provide written notice to the student's parents and/or guardians of the suspension, the reasons for the suspension and the expulsion hearing, give notice of the expulsion hearing, and provide information regarding the BNS expulsion procedures ("Suspension Pending Expulsion Hearing Notice").

Discipline Review Meeting

If a student is placed on a suspension of any form, the school may call for a Discipline Review Meeting with the parents and/or guardians. During the course of the Discipline Review Meeting, the School Principal/Administration (or his/her designee) will discuss with the parents and/or guardians: (1) the nature of the offense; (2) the information and evidence gathered to date; and (3) next steps.

If the School Principal/Administration (or his/her designee) determines that the school will move forward to an expulsion hearing, and the school has not yet given formal notice of an expulsion hearing, the School Principal/Administration (or his/her designee) will provide the parents and/or guardians with a Suspension Pending Expulsion Hearing Notice.

EXPULSIONS

Expulsion Hearings

If the School Principal/Administration (or his/her designee) determines that consideration of expulsion is warranted, the School Principal/Administration will hold an expulsion hearing where the School Principal/Administration shall serve as the hearing officer. The student shall have the right to representation and the right to present evidence at the expulsion hearing. The School Principal/Administration will consider evidence and/or testimony as appropriate and will render a decision that shall be in the best interests of the student and BNS.

If a School Principal/Administration determines that a student is to be expelled, the School Principal/Administration shall inform the student's parents and/or guardians of his/her determination in writing including the reasons for expulsion ("Expulsion Determination Letter"). The School Principal/Administration's written notification to the parents/guardians shall also include information about the appeal and due process rights in regard to the School Principal/Administration's determination.

Right to Appeal School Principal/Administration's Determination

The parents and/or guardians (or, if at least 18 years of age, the student) shall have ten (10) days from the School Principal/Administration's Expulsion Determination Letter to submit a written request of appeal to the Principal of Babcock Neighborhood School.

STUDENT INFORMATION POLICIES

Family Education Rights And Privacy Act

The Family Educational Rights and Privacy Act ("FERPA") affords parents/guardians and students over 18 years of age ("Eligible Students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after BNS has received a request for access. Parents/guardians or eligible students should submit to the School Principal/Administration a written request that identifies the record(s) they wish to inspect. The BNS official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. When a student moves to a new school/school district, records will be forwarded upon request of the new district within 10 school days.
3. In the case of divorce or separation, a school district must provide access to both natural parents, custodial and noncustodial, unless there is a legally binding document that specifically removes that parent's FERPA rights. In this context, a legally binding document is a court order or other legal paper that prohibits access to education records, or removes the parent's rights to have knowledge about his or her child's education.
4. Pupil education records maintained by BNS consist of any item of information directly related to an identifiable pupil, including but not limited to subjects taken, grades received, standardized test results, attendance record, and health record. Pupil records are maintained at each school where the pupil is attending. The School Principal/Administration or designee is responsible for maintaining each type of pupil record and the information contained therein. Additional records, such as psychological and special education reports, are maintained at those respective offices. *General notices, lunch menus, Parent Association information, announcement of teacher conferences, school pictures, and other similar information are not "education records" as defined by FERPA. Therefore, schools are not legally required to provide them.*
5. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students may ask BNS to amend a record that

they believe is inaccurate or misleading. They should write the School Principal/Administration and clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If BNS decides not to amend the record as requested by the parent or eligible student, BNS will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

6. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by BNS as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A BNS official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
****Upon request, BNS discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
7. The right to file a complaint with the U.S. Department of Education concerning alleged failure of BNS to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

With certain exceptions, FERPA requires BNS to obtain a parent/guardian written consent prior to the disclosure of personally identifiable information from his or her child's education records. However, BNS may disclose appropriately designated "Principal/Administration information" without written consent, unless a parent/guardian has advised BNS to the contrary in accordance with this policy.

"Principal/Administration information" is information that is generally not considered harmful or an invasion of privacy if released. Principal/Administration information can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. BNS has designated the following information as Principal/Administration information:

- Student's name
- Student's address
- Parent/Legal Guardian's address
- Telephone listing
- Student's electronic mail address

- Parent/Legal Guardian's electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

If you do not want BNS to disclose Principal/Administration information from your child's education records without your prior written consent, you must notify BNS in writing at the time of enrollment or re-enrollment. Please notify the School Principal/Administration for your student's school. You may also visit www.babcockneighborhoodschool.org for more information.

CUSTODY MATTERS

Schools are not the forum to mediate custody disputes and other personal family matters. Custody matters and other family law disputes must be handled by the courts. The schools do not have an independent legal basis to refuse a biological parent access to his or her child and the child's school records unless a valid, effective, and signed court order specifically setting forth limitations is on file at the school office.

MEDIA RELEASE

BNS reserves the right to make, produce, reproduce, exhibit, distribute, publish, and transmit by means of live broadcast, videotape, photograph and print student's name, grade, voice, picture, likeness and actions as an individual in connection with school activities. Your child's image or likeness may appear in occasional candid photos without any type of name identification and the use of these candid photos of your child is permissible. BNS is frequently approached with requests for interviews and pictures by print and broadcast media outlets. For individual student interviews with outside organizations, parent or guardian permission will be obtained prior to publication.

Parents/guardians who prefer that their child not be photographed or video recorded for publication by the school (i.e. school website, newsletter or other school publication), **need to indicate their preference annually during registration**. Schools make every effort to ensure the wishes of the parent/guardian. Please be aware that photographing and video recording by devices such as mobile phones may take place without the knowledge of the teacher or school officials.

RETURNING STUDENTS

BNS retains the option, at its sole discretion, to re-enroll students who have previously left, consistent with BNS enrollment procedures. If you wish additional information about this, please contact your School Principal/Administration.

HOMELESS STUDENTS

A staff person shall be designated as the School Liaison for homeless students as defined by applicable law. Homeless status is determined in cooperation with the parent or guardian. In the case of unaccompanied youth, status is determined by the School Liaison. Please contact your school office for the name and contact information for the School Liaison, and for further information about the BNS policy regarding homeless children and youth and supports available for homeless BNS students.

VOLUNTEER POLICIES

Parents and guardians wishing to volunteer at BNS schools will be asked to fill out volunteer forms, agree to a background check and drug testing, and possibly submit to a TB assessment in accordance with applicable law. The fee varies. Please verify with the office which requirements will apply to your volunteer status.

RESOLUTION PROCEDURES

BNS encourages parents/guardians, community members, faculty, staff, and administration to work cooperatively to resolve issues. Parents/guardians or community members with general concerns or complaints must notify the School Principal/Administration.

If the concern is with a teacher or staff member, contact that teacher or staff member directly to set up a mutually agreeable time to discuss the complaint. Remember that such meetings should not interrupt a teacher's instructional time. Concerns handled at this level do not need to proceed further in the process.

1. Concerns not resolved directly with a teacher or staff member should be brought to the attention of the Principal/Administration (or his/her designee). The School Principal/Administration (or his/her designee) may call or meet with the individual expressing concerns to discuss and address the concern(s). Concerns handled at this level do not need to proceed further in the process.
2. Concerns relating to the administration and operation of BNS may be discussed informally with the School Principal/Administration (or his/her designee). Concerns handled at this level do not need to proceed further. If the complainant is dissatisfied with the School Principal/Administration (or his/her designee), the individual may contact Babcock Neighborhood School's Governing Board Chair (or his/her designee).
3. The Board Chair will determine if the matter will be handled directly by him or her or by a committee of the Board. The Board Chair or committee of the board will potentially meet with

the complainant, discuss the facts and circumstances for which the concern is based and make a determination as to how to best resolve the matter.

4. The decision of the Board Chair or committee of the Board is final.

Remember, if you have any questions or need assistance in any realm at Babcock Neighborhood School, please give us a call!