

BABCOCK NEIGHBORHOOD SCHOOL  
AND  
BABCOCK HIGH SCHOOL  
STUDENT & PARENT  
HANDBOOK  
*Growing World Changers*



2026 - 2027  
Policies and Procedures

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<https://babcockneighborhoodschools.org/>

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## A MESSAGE TO FAMILIES

Welcome to Babcock Schools, a community where curiosity is celebrated, learning is purposeful, and every student is empowered to become a future-ready leader.

At Babcock Neighborhood School and Babcock High School, we believe education should inspire students to think critically, solve authentic problems, collaborate with others, and make meaningful contributions to their community. Our mission extends far beyond helping students earn good grades; we are committed to developing knowledgeable, capable, and compassionate young people who are prepared for success in employment, enlistment, or enrollment after graduation.

Our instructional model is intentionally different. Project-Based Learning serves as the foundation of every student's educational experience, connecting rigorous academic standards with authentic challenges, real-world clients, and meaningful community partnerships. Students don't simply learn about concepts; they apply them through inquiry, collaboration, innovation, and public exhibitions of learning that showcase both academic achievement and durable skills.

As a K-12 Cambridge school, we maintain high academic expectations while recognizing that every learner grows at their own pace. Through our Standards-Based Learning system, students receive meaningful feedback about their progress toward mastering essential standards, allowing learning to remain the focus rather than simply earning points. This approach helps students develop resilience, ownership of their learning, and confidence as they continue to grow.

Our success depends on a strong partnership between students, families, and educators. We ask every member of our school community to approach one another with respect, professionalism, kindness, and a shared commitment to continuous improvement. Open communication, mutual trust, and civil discourse allow us to work together in the best interest of every child. While we may not always agree, we will always strive to listen, collaborate, and seek solutions that support student success.

Families play a vital role in our learning community. We encourage you to stay engaged by attending school events, Exhibitions of Learning, Trailblazer Defenses of Learning, curriculum nights, conferences, and celebrations of student achievement. Regular communication with teachers and monitoring your child's progress through our communication and learning platforms will help ensure a successful partnership throughout the year.

This handbook serves as a resource to help you understand our policies, procedures, and expectations. While it provides important operational information, it also reflects who we are as a school community, a place where innovation, academic excellence, character, and meaningful relationships come together to create extraordinary learning experiences.

Thank you for choosing Babcock Schools. We are honored to partner with your family as we prepare the next generation of leaders, innovators, and world changers. We look forward to an exciting year of discovery, growth, and success together

Sincerely,

A handwritten signature in black ink that reads "Shannon Treece". The signature is written in a cursive, flowing style.

Mrs. Shannon Treece, Executive Director, Babcock Schools

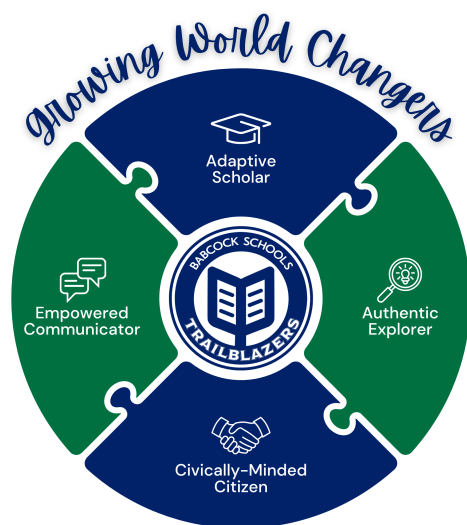
## MISSION, VISION & PROFILE OF A TRAILBLAZER

### MISSION

Growing World Changers. The work of both BNS and BHS is to develop students academically and with the essential skills for success necessary in their post-secondary experience.

### VISION

BNS and BHS will design meaningful learning experiences that develop effective communicators, resilient learners, and global citizens, to become tremendous Trailblazers.



### THE PROFILE OF A TRAILBLAZER (SEE VISUAL ABOVE)

Throughout their educational journey, every student is encouraged and supported in becoming:

- An Effective Communicator who listens with empathy, speaks with confidence, and communicates ideas clearly across a variety of settings and audiences.
- An Adaptive Scholar who demonstrates curiosity, critical thinking, resilience, and a commitment to continuous learning while pursuing excellence.
- An Authentic Explorer who embraces innovation, applies learning to meaningful challenges, and confidently navigates new opportunities with creativity and purpose.
- A Civically Minded Citizen who leads with integrity, values diverse perspectives, serves others, and contributes positively to local and global communities.

### LEGAL & DISTRICT ALIGNMENT

BNS and BHS operate as public charter schools sponsored by Charlotte County Public Schools (CCPS) under Florida Statute 1002.33. This handbook is designed to align with, and not conflict with, the terms of our

charter contract, applicable CCPS policies, and Florida law. Where this handbook and the CCPS Code of Student Conduct (COSC) differ, the COSC controls. In particular, BNS/BHS follows:

- F.S. 1002.33 – Charter Schools: our operations align with our district-approved charter contract.
- F.S. 1006.07 – Code of Student Conduct: discipline, major infractions, suspensions, and due process follow the CCPS COSC.
- F.S. 1002.20 – K-12 Student & Parent Rights: summarized in this handbook.
- F.S. 1014.06 – Parents’ Bill of Rights: reflected in the Parental Rights section.
- F.S. 1006.28 – Instructional Materials: review and objection procedures are provided in this handbook.

The full CCPS Code of Student Conduct is available at [yourcharlotteschools.net Code of Conduct](http://yourcharlotteschools.net/Code%20of%20Conduct).

SCHOOL ADMINISTRATION

|                                              |                         |
|----------------------------------------------|-------------------------|
| <b>Executive Director of Schools</b>         | Shannon Treece          |
| <b>Curriculum &amp; Instruction Director</b> | Kari Lewter             |
| <b>K-8 Principal</b>                         | Heather Tack            |
| <b>HS Principal</b>                          | Lisa Cannon             |
| <b>Athletics Director</b>                    | Leighia Murphy          |
| <b>School Resource Officer (BNS)</b>         | Deputy Terrence Guetler |
| <b>School Resource Officer (BHS)</b>         | Deputy Cesar Nova       |

ACADEMIC HONESTY & ARTIFICIAL INTELLIGENCE

Academic integrity is a cornerstone of our commitment to the principles of free inquiry. Students are responsible for learning and upholding professional standards at all grade levels. Any work students submit must be the product of their own efforts. The following are examples of unacceptable academic conduct (not exhaustive):

- Cheating
- Plagiarism
- Fabrication – falsifying or inventing any information
- Facilitating academic dishonesty – aiding another person in violating standards of academic honesty
- Falsifying records and official documents
- Multiple submission – submitting the same work in two or more courses
- Improper computer usage – using technology to plagiarize, violate copyright, or tamper with another’s work

REGARDING AI AND CHATGPT

Students must properly cite all sources and adhere to course collaboration guidelines. All submitted work must be original. Improper use of AI, including failure to acknowledge its use, will be considered cheating.

ACADEMIC PERFORMANCE & GRADING

Babcock Schools uses a Standards-Based Grading (SBG) system to communicate student learning based on mastery of the Florida Benchmarks for Excellent Student Thinking (B.E.S.T.) Standards and course-specific learning standards. Rather than averaging points or assigning grades based solely on completed work, SBG reflects each student’s current level of proficiency on the standards they are expected to learn.

Students and parents monitor performance through the online platform (OTUS, Imagine, etc.) for up-to-date information. Grades are posted in FOCUS at the end of each semester.

#### FLORIDA UNIFORM GRADING SCALE (GRADES 9–12)

| Grade | Percentage |
|-------|------------|
| A     | 90 – 100   |
| B     | 80 – 89    |
| C     | 70 – 79    |
| D     | 60 – 69    |
| F     | 0 – 59     |

#### GRADE FORGIVENESS (F.S. 1003.4282(5))

To improve GPA and assist with graduation requirements, a student may retake a course in which a “D” or “F” was earned. Where a course is no longer offered or scheduling does not permit, the closest equivalent may be substituted.

- When grade forgiveness is used, only the higher grade is averaged into the GPA.
- All grades, whether replaced or not, appear on the student transcript.
- Courses must be taken in the proper sequence as much as possible.
- Honors courses can only be repeated during a regular school year; if a general-level class replaces a failed honors course, the general course grade replaces the honors course.
- Any course grade not replaced is included in the cumulative GPA calculation.

## TRAILCARE & ENRICHMENT (BEFORECARE AND AFTERCARE)

The BNS Trailcare Program provides safe, structured, and engaging childcare and enrichment opportunities for students enrolled at Babcock Neighborhood School, including Before Care, After Care, School Break Camps, and Afterschool Enrichment Clubs. Trailcare is available to all BNS students, subject to program capacity and staffing. Reasonable accommodations will be made for students with disabilities.

To participate in Trailcare, students and parents/guardians must follow school and program expectations. Students must follow staff directions, respect others and school property, participate safely in all activities, function in a group setting, and be independent with bathroom procedures.

Participation also requires agreement to the Trailcare discipline process: verbal warning, temporary removal from activity, and program referral with parent notification. After two referrals, a student may be suspended from the program.

Trailcare maintains a zero-tolerance policy for behavior that disrupts the safety or experience of others. Immediate pick-up may be required, and the program reserves the right to remove a student from Trailcare at any time.

Parents/guardians must complete annual registration and provide accurate medical, allergy, and medication information. All medications administered during program hours must follow BNS policies.

#### BEFORE CARE

- Provided 7:00 a.m. – 7:45 a.m. at \$10.00/day or \$130/month (10% sibling discount available).
- Children must be dropped off between 7:00 a.m. and 7:30 a.m. due to school traffic. A parent must park in a parking spot and sign the child in.

#### AFTER CARE

- Provided Monday–Friday, 3:00 p.m. – 5:30 p.m. at \$25.00/day, \$75.00/week, or \$250/month, paid in advance.

- Pick-up requires a parent to come to the main office and sign out their student using an ID that matches FOCUS records or is on official paperwork.
- Children picked up after 5:30 p.m. accrue \$5.00 for the first minute and \$1.00 for each minute after. Three repeated late pick-ups may result in dismissal from Trailcare.

#### SCHOOL BREAK CAMPS & ENRICHMENT CLUBS

- School Break Camps run 8:00 a.m. – 4:00 p.m. at \$300 per week (daily options may be available); dates vary by calendar.
- Enrichment clubs vary by semester; separate registration and fees apply, and enrollment is first-come, first-served.

#### BILLING & CONTACT

- All payments are processed through EasySuite.
- Payment is required at registration to secure placement.
- Accounts must remain current for continued participation.
- All payments are final, and all rates are flat fees (no prorating).
- Students may not attend Trailcare programs with an outstanding balance.
- A \$15 late fee may apply, and failure to pay by the due date may result in suspension from the program or loss of enrollment.
- One late fee may be waived per family per school year. Please refer to Babcock Neighborhood School's Unpaid Fees Policy for additional information.
- Contact Information for Trailcare Services
  - Phone: 239-567-3043 (select Trailcare option)
  - Email: [tc@babcockneighborhoodschool.org](mailto:tc@babcockneighborhoodschool.org)

## ARRIVAL & DISMISSAL

Babcock Neighborhood School hours are 8:00 a.m. – 3:00 p.m. Students must be on time and remain on campus during these hours unless participating in an approved field trip or other school-sponsored activity.

#### ARRIVAL

- K-8 students can be dropped off 7:30 a.m. – 8:00 a.m. in the elementary car line; held in the cafeteria until 7:45 a.m.
  - Students in K-8 walking or riding a bike/scooter must enter school property via the sidewalk at the Cypress Pkwy gate at 7:45. Car line drop-off begins at 7:30. Students will be held in the cafeteria until 7:45 a.m. Students entering the building at the Walker Gate (off of Cypress Parkway) will be allowed to enter the building beginning at 7:45 a.m.
  - High school students can be dropped off beginning at 7:45 a.m. in the high school car line, located in front of the High School between the Fieldhouse and the school building.
  - High school students must enter school property via the sidewalk at the Cypress Pkwy gate and may not enter the building before 7:45 a.m.
- If dropping off at 8:00 a.m. or later for a K-8 student, a parent MUST come inside and sign the student in at the front office.
- Students must be in the classroom, prepared to learn by 8:00 a.m. or they are considered tardy.

#### DISMISSAL

- K-5 students should be picked up beginning at 3:00 p.m.; parents in the car line and walker gate must announce their student in PikMyKid. Students not picked up by 3:20 p.m. will be sent to Trailcare with applicable fees.
  - Kindergarten-3rd grade students must be picked up by a parent or guardian, with the parent's arrival announced in PikMyKid beginning at 2:30 p.m.
  - K-3 students may walk or bike home with an older sibling in 4th or 5th grade only if a permission slip has been submitted through Focus. .
  - Middle or high school students may pick up a K-3 student beginning at 3:00 p.m. only if designated as a delegate in the parent's PikMyKid account.
  - K-5 walkers and bike/scooter riders are released at 3:00 p.m. (through the back doors located at Cypress Parkway exit) and must be checked out by an assigned staff member using the school's verification system.
  - 4th and 5th-grade students may walk or ride independently once a parent completes the required permission form.
- Middle and high school students are dismissed at 3:00 p.m. Walkers, bike riders, and scooters are released at the same time as the carline and must proceed directly to their designated release area. Walkers and riders are never permitted to enter the parking area while leaving school property. Once off campus, students must proceed directly home and may only return for emergencies or scheduled school events.

## EARLY DISMISSAL

- K-8: A parent must physically sign the child out, and office staff will provide an early dismissal slip to excuse the student from class.
- 9-12: A student may only sign out if a parent/guardian or an adult on the emergency card signs them out in person; student drivers may not sign themselves out without prior written authorization approved by the administration.
- Students are only released to individuals listed in FOCUS or on official paperwork, with proper identification.
- Students needing early pick-up must leave by 2:40 p.m. or wait until regular dismissal at 3:00 p.m. Students may not be picked up between 2:40 p.m. and 3:00 p.m.

## CARLINE PROCEDURES

- Use designated drop-off points; do not block the travel lane. K-8 drop off in front of BNS; high school in front of the High School between the Fieldhouse and the school.
- Parents with students in the elementary and the middle school will proceed through the K-8 carline
- Elementary students will need to be announced using the PikMyKid app.
- Parents with middle school students only will pick up their student in the high school car line.
- No parking is permitted in the carlines. If a parent needs to bring something into the school or help the student in or out of the vehicle, the parent must park in a designated parking spot and proceed to the front office.
- No cell phone use is permitted in the carline for safety. If there is an emergency, the driver must pull out of line, park, complete the phone call, and then reenter the line.
- During pick-up in the BNS car line, students and staff will assist at the curbs to help get students safely to their vehicles.

- Rideshare restriction: students may never leave campus via third-party vendors (e.g., Uber, Lyft). These vehicles are not allowed on campus.

## INCLEMENT WEATHER

Safety is the most important factor. When ThorGuard indicates lightning, normal dismissal procedures pause. The lightning status link is available on the school webpage or directly at <https://360.thormobile.net/babcockneighborhoodschools/mobile/>.

- For BNS, walkers and bike riders will be held until THOR indicates that lightning is clear. Once carline is finished, all students still waiting to be picked up will be brought to Trailcare and will remain there until the all-clear is given and it is safe to release them. Parents will be responsible for all after-care fees, including registration and applicable weekly fees.
  - If a parent of a walker or biker decides to pick up due to weather conditions, the parent must enter the carline before 3:15 p.m. and call the main office and alert the change if you have announced for Biker/Walker in Pik My Kid to ensure your student is directed to the appropriate pick-up location.
- Middle school students without siblings may be picked up in the high school carline and will exit through the walker gate between the high school and the Fieldhouse.
- Middle school students with siblings will continue to be dismissed from the elementary carline and will wait with their siblings in the elementary cafeteria. In the event of a Red Alert, everyone is held until the Red status ceases.
- Middle school students picking up younger siblings at the walker lobby may check them out using the PikMyKid app or by providing the younger sibling's PikMyKid number to a staff member.
- Middle school students riding home with a high school sibling will exit through the walker gate and walk to the high school to meet their sibling for dismissal.
- For BHS, walkers and bike riders will be held until THOR indicates that lightning is clear. Walkers and bike riders will remain in classrooms until the carline is complete and then be released to a common area to wait for a parent ride or an all-clear from THOR.
  - If a BHS walker or biker decides to be picked up due to weather conditions, parents must join the carline.
- The BHS lightning status link is available at <https://360.thormobile.net/babcockneighborhoodschools/>
- Failure to follow this policy will result in the suspension of walker/bike rider privileges. Once off campus, students must proceed directly home.

## ATTENDANCE, ABSENCES & TARDIES

Every student is expected to be on time and present each day the school is open. The project-based nature of the program makes attendance critical; multiple absences will impact student learning. Students must remain at school during school hours unless on an approved field trip, internship, or externship.

### ABSENCES

Please schedule appointments, vacations, and other activities during non-school hours whenever possible. If an absence is unavoidable, use the [link](#) on our website under the Resource tab to notify staff. Excused absences may be considered for illness, family emergency, funeral, legal matter, or religious holiday. A student missing three (3) or more days due to illness or injury must provide a doctor's or nurse's note.

## TRUANCY

If a student is absent for more than 10% of instructional time, the student will be referred to the Child Study Team. Out-of-district students may be referred back to their home district. Middle/high school students may jeopardize course credit due to excessive absences. The instructional time is tracked in FOCUS for the entire year.

## TARDIES & CHECK-OUT

Students arriving late or returning from an appointment must check in at the front office, provide a note from a parent/guardian or physician, and present teachers with an office-issued tardy slip. Students who are chronically tardy or absent may not receive course credit and may lose privileges. Three or more tardies (or arriving without a badge) will result in a consequence, with progressive discipline for non-compliance.

## BIKE RIDERS & WALKERS

BNS/BHS support healthy living, balancing active participation with safety. Walking and riding a bike or scooter to school is a privilege that can be revoked at any time.

- Helmets required: by law, all riders under age 16 (bikes, mini-bikes, skateboards, scooters) must wear a helmet. Non-compliance may result in school consequences or a Sheriff's Department citation.
- On-campus riding: students must dismount and walk their bike/scooter to the designated storage area.
- Students must leave equipment appropriately in the proper area.
- Security: students secure their own equipment with their own locks; items may be confiscated for rule violations.
- Exit route: bike riders must walk their bikes/scooters to the sidewalk at the roundabout and never enter the parking area when leaving.

## CLOSED CAMPUS

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

## COMMUNITY CODE OF CONDUCT

BNS is committed to providing a safe, supportive, and equal-opportunity learning environment. We expect all community members to uphold a culture of mutual respect, tolerance, and personal responsibility.

## RESPECT AND CARE FOR OTHERS

- Support an environment focused on teaching and learning.
- Interact respectfully in both words and actions.
- Respect the personal space and property of others.

## RESPECT FOR SCHOOL PROPERTY & VANDALISM

- No one may injure, destroy, deface, or trespass on school property. Vandalism results in serious disciplinary action.

- Parents and guardians are financially responsible for any damage to school property caused by their child.
- Students with knowledge of property damage are expected to report it immediately.
- All student-created materials (campaign literature, posters, flyers, digital media, petitions) require prior administrative approval before posting or distribution.

## FREE SPEECH ON CAMPUS

BNS recognizes public schools as a “marketplace of ideas.” A student’s right to free speech is not unlimited; BNS may place reasonable time, place, and manner restrictions to ensure a safe, orderly, non-disruptive environment. Speech may be restricted if it threatens danger, promotes unlawful acts, violates BNS rules, substantially disrupts school operations, impinges on others’ rights or safety, or is vulgar, obscene, or constitutes unlawful harassment, discrimination, bullying, or intimidation.

## REPORTING AND INVESTIGATION

Any student or parent/guardian who believes unlawful harassment, discrimination, bullying, or sexual harassment has occurred should immediately report it to the Principal, an administrator, a trusted teacher, or via the [CCPS Official Reporting Portal](#). Every complaint is investigated promptly and discreetly, and retaliation is strictly prohibited.

## COUNSELING & ACADEMIC ADVISING

The school counselor supports academic achievement and student development through direct services (classroom interactions, group activities, individual planning, and responsive counseling and crisis response) and indirect services (consultation with parents, teachers, educators, and community organizations). Counselors:

- Give personal attention to each student according to individual needs.
- Help students understand their environment so that wise career choices may be made.
- Help students select appropriate high school studies and course offerings.
- Identify educational, vocational, social, and emotional needs and assist in meeting them.
- Provide in-depth information on educational opportunities after graduation.

Parents are encouraged to become actively involved in course selection and to contact the school counselor with questions.

## COURSE CREDIT, REGISTRATION & SCHEDULING

### STUDENT REGISTRATION

Students are scheduled based on course needs and previous performance. At the end of the year, students meet with their counselor to select course preferences. Schedules are finalized based on collected information and staffing and are not official until the first day of school. BNS and BHS adhere to the [CCPS Student Progression Plan](#).

### COURSE CREDIT (F.S. 1003.436(2))

One full credit equals a minimum of 135 hours of instruction in a designated course based on state standards. The district maintains a one-half-credit system (full-year courses reflect two 0.5-credit awards).

Three semester hours of dual-enrollment college credit satisfying the district articulation agreement equal 0.5 high school credit unless otherwise designated.

## SCHEDULING & PROGRAM CHANGES

- Course withdrawal: submit a course change form to the Counseling Office within the first five school days of the semester. No schedule changes after the 5-day drop/add period.
- Academic level changes (e.g., AP to Honors) do not place a withdrawal grade on the record; earned grades transfer with the student per district rules.
- Placement parameters consider test scores, academic record, teacher recommendations, interests, and graduation requirements. A parent may override recommendations using the Course Placement Override Form from the Counseling Office.
- Students scoring Level 1 or 2 on the statewide ELA and/or mathematics assessment will be enrolled in an intensive reading course per Florida statute.

## CUSTODY MATTERS

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

## DISCIPLINE

Babcock Neighborhood School and Babcock High School follow the [Charlotte County Public Schools Code of Student Conduct](#), which sets out major infractions, penalty levels, and due-process rules. The purpose of disciplinary action at BNS is to keep students, families, and the community focused on growth and learning. BNS follows a progressive discipline approach. Depending on the circumstances and at the administration's discretion, discipline may include one or more of the following:

- Verbal and/or written warning to the student
- Loss of privileges or removal from extracurricular activities
- Parent/guardian notification
- A written commitment by the student to improve behavior or performance
- A meeting with a school administrator and/or faculty member(s)

## SUSPENSION & EXPULSION

BNS regards suspension and expulsion as a last resort, applied consistently with federal and state statutes and constitutional provisions. Students receive due process, including a hearing and right of appeal. Students with disabilities under IDEA or Section 504 are accorded the same due-process procedures, plus any additional protections required by law.

### AUTHORITY TO IMPOSE DISCIPLINE

The Principal (or designee) may investigate the facts of a disciplinary offense (including searches, evidence review, and interviews) and determine the appropriate disciplinary option, including whether alternatives to suspension or expulsion may apply.

### SUSPENSIONS

- Suspension pending investigation: written notice is provided to parents/guardians with reasons and duration; make-up work is required and return may be contingent on a restorative process.
- Suspension pending expulsion hearing: written notice of the suspension, reasons, the hearing, and expulsion procedures is provided.
- A Discipline Review Meeting may be called to discuss the offense, evidence, and next steps.

#### EXPULSIONS

If expulsion is warranted, the Principal/Administration holds a hearing as the hearing officer; the student has the right to representation and to present evidence. An Expulsion Determination Letter states the reasons and appeal rights. Parents/guardians (or a student 18+) have ten (10) days from the date of the letter to submit a written appeal to the Principal of Babcock Neighborhood School.

### **DRESS CODE** - PLEASE USE THE FOLLOWING LINK TO ACCESS THE DRESS CODE: [DRESS CODE](#).

The BNS/BHS dress code fosters an environment reflective of learning while embracing a fun atmosphere. All students will be in dress code each day and purchase uniforms from designated vendors. By utilizing our school vendor for uniforms, we can ensure consistency and promote an unwavering sense of school spirit, while also providing an enhanced level of safety. Choosing the school vendor allows us to establish a unified appearance among our students, fostering a sense of belonging and ownership. The selected vendors comply with all branding rights and have permission to use the school logo accordingly.

All designs and logos are system-approved. The Principal or designee has the authority to make the final determination for dress code compliance or logo usage.

#### TOPS

- Grades K-5 wear a polo with the Babcock logo in provided school colors; spirit-wear or RED (Remember Everyone Deployed) shirts on Fridays only.
- Grades 6-12 must wear a Babcock School logo shirt: polo, short-sleeve, long-sleeve, RED (Remember Everyone Deployed) or spirit shirt. All tops must clearly display the school logo.
- Jackets/hoodies must be worn over a school-approved shirt and display the Babcock logo. Shirts may not be altered.

#### BOTTOMS

- Shorts (capri/bermuda), skirts (with shorts underneath), dress pants, or approved jumpers in khaki, navy, gray, white, or black. Shorts/skirts no shorter than 3" above the knee.
- Middle/high school students may wear blue jeans (no holes or rips). Jean shorts and patterned bottoms are not permitted.
- Sweatpants, pajama pants, warm-ups, athletic pants/shorts, and leggings worn alone are not permitted.

#### SPIRIT WEEK ATTIRE INFORMATION

- Spirit weeks will be announced on Parent and Student Square, and will provide further information as to what can be worn to school.

- If a student chooses not to participate in spirit wear, the student must adhere to the Babcock Schools dress code.
- All attire must continue to meet established expectations and may not include political or disparaging content.

#### ADDITIONAL ITEMS

- No headgear indoors (hats or hoods).
- Closed-toe shoes at all times; tennis shoes for PE.
- Natural hair color is recommended; distracting dye colors or styles are not permitted.
- K-12 – Outerwear must represent BNS/BHS.

#### CONSEQUENCES FOR VIOLATIONS

Students will be asked to change attire (parent contacted). Violations are tracked and handled with parent contact and assigned detentions.

## EMERGENCY & SAFETY PROCEDURES

BNS/BHS staff are trained to provide for the safety of students, staff, and visitors during emergencies. Preparedness includes fire, tornado, and lockdown drills at regular times during the year. All alarms and drills are treated seriously, and everyone must complete an orderly evacuation to pre-assigned areas. Failure to follow emergency procedures or willful attempts to compromise preparedness are grounds for severe consequences, including possible suspension or expulsion.

In a major emergency, families should contact the main phone number for their student's school. Staff will focus on ensuring all students are safe and accounted for; parents will be notified once safety is confirmed. Students must not leave the premises without signing proper releases.

#### FORTIFYFL REPORTING

FortifyFL is a suspicious-activity reporting tool that instantly relays information to law enforcement and school officials. Students can describe a threat, share photos and videos, and optionally submit contact information via the [FortifyFL Reporting Link](#). The link is also available on all school-issued devices and our website.

## FOOD SERVICES

BNS/BHS provides breakfast and lunch for all students with access to the National School Lunch Program (NSLP).

- Breakfast: \$2.50/day for students, \$3.10 for adults. Lunch: \$3.80/day for students, \$5.00 for adults. Reduced pricing: breakfast \$0.30, lunch \$0.40.
- K-8 breakfast 7:15 a.m. – 8:00 a.m. (elementary cafeteria); grades 9-12 breakfast 7:45 a.m. – 8:00 a.m. (high school patio).
- Meals are purchased through the MySchoolBucks web application.

#### MEAL CHARGE POLICY

Students may charge up to a maximum of \$10.00. Negative balances are not permitted at year-end; charging is closely monitored during the last two weeks of school.

Applications for Free and Reduced-Price Meals are available to all students beginning July 1, 2026, and at the time of new-student registration throughout the school year. A new family application is required each school year, and eligibility carries over for up to the first 30 operating days.

[BNS/BHS NSLP Application](#)

## GRADE PROGRESSION & CLASSIFICATION

As found in the CCPS Student Progression Plan, students are classified as freshmen, sophomores, juniors, seniors, and fifth-year seniors based on credits earned.

- Sophomore (10): completed one year of high school with a minimum of five credits, including one math and one English credit.
- Junior (11): completed two years and earned eleven credits, including two math and two English credits.
- Senior (12): completed three years and earned a minimum of 16 credits or declared intent to graduate under the 18-credit ACCEL option at the start of the third year.
- Students not reaching graduation status in four years are provided a fifth year with remediation.

When students do not meet classification requirements, they may proceed to the next grade level only on the recommendation of the Administrative Team and with the approval of the Principal.

## GRADUATION REQUIREMENTS

Florida graduation requirements include the following 24 credits and assessments:

- 4 credits of Math (including Algebra 1, Geometry, and 2 additional math courses)
- 4 credits English
- 3 credits of Science (including Biology and 2 additional science courses)
- 3 credits Social Studies (World History, US History, Government/Economics)
- 1 credit Fine or Performing Arts; 1 credit HOPE; Personal Finance
- FSA/ELA score of 3 or higher; Algebra 1 EOC (must pass); Geometry and Biology EOCs (must be taken)

Students must have a minimum unweighted GPA of 2.0 to graduate (A=4, B=3, C=2, D=1, F=0).

## VOLUNTEER / COMMUNITY SERVICE HOURS

Community service hours are NOT required for a high school diploma but are required for the Florida Bright Futures Scholarship: 100 hours (Academic Scholars), 75 hours (Medallion), 30 hours (Gold Seal). Students must obtain prior approval from their school counselor and document hours on official paperwork. Hours are placed on the transcript after evaluation by the School Counselor.

## HEALTH, WELLNESS & MEDICATION

BNS/BHS has a nurse on site and an experienced health professional to support health and wellness needs. The primary responsibility for administering medication rests with the parent/guardian, student, and medical professional. Medication is administered during school hours only if determined necessary by a physician, kept in secure storage, and administered by designated staff per physician instructions, including prescribed and over-the-counter medications. Surplus medication is returned to the parent/guardian upon completion of the regimen or before summer.

For detailed health and mental-health resources and contacts, visit the following:

[Charlotte County Public Schools Nursing Services Information](#)

## IMMUNIZATIONS & COMMUNICABLE DISEASES

State law requires all students (K–12) to be immunized against certain diseases. On the first day of attendance, the school must have proof that all currently due immunizations have been received. Religious exemptions must be obtained through the Health Department.

BNS cooperates with the Charlotte County Health Department to prevent and control communicable diseases. When there is good reason to believe a student has a contagious or infectious disease, the parent/guardian is contacted, and the student is sent home, returning when well and/or released by a physician. Students should be fever-free without fever-reducing medication for 24 hours before returning.

## INSTRUCTIONAL MATERIALS REVIEW & OBJECTION (F.S. 1006.28)

Parents and legal guardians have the right to review classroom instructional materials, library media, and reading lists used by their child, and to object to any material they believe is not suitable. BNS/BHS follow this process:

1. Review: request to review textbooks, supplemental materials, and library holdings by contacting the school office. A list of adopted instructional materials is available on request and, where applicable, on the school website.
2. Informal resolution: concerns are first discussed with the classroom teacher or media specialist, who explains the material's instructional purpose.
3. Formal objection: if unresolved, file a written objection with the Principal using the Instructional Materials Objection Form (available in the office), identifying the specific material and the basis for the objection.
4. Review & decision: a school review committee evaluates the objection and provides a written decision within CCPS timelines; an alternative assignment may be provided during review.
5. Appeal: if the parent disagrees, the objection may be elevated to CCPS per F.S. 1006.28 procedures.

## MEDIA RELEASE

BNS reserves the right to make, reproduce, exhibit, distribute, publish, and transmit a student's name, grade, voice, picture, likeness, and actions in connection with school activities. For individual student interviews with outside organizations, parent/guardian permission is obtained prior to publication. Parents/guardians who prefer that their child not be photographed or recorded for publication must indicate their preference annually in the FOCUS platform during registration.

## MESSAGES & DELIVERIES

Telephone messages are delivered to students only in cases of extreme emergency. Gift deliveries (flowers) are held in the Main Office until the end of the day. Delivery of balloons, outside food and beverages to students is not permitted.

## NON-DISCRIMINATION & TITLE IX

BNS/BHS do not discriminate based on sex, race, color, national origin, ethnicity, religion, disability, age, marital status, sexual orientation, gender identity, or any other characteristic protected by law, in any

education program or activity, consistent with Title IX of the Education Amendments of 1972, Title VI, Section 504 of the Rehabilitation Act, Title II of the ADA, and IDEA.

BNS also maintains an educational setting free from sexual harassment. Prohibited conduct includes unwelcome sexual advances, requests for sexual favors, and electronic, verbal, visual, or physical conduct of a sexual nature, whether on campus, at school events, or online. This applies to all students, employees, contractors, volunteers, and third parties.

Inquiries or complaints regarding discrimination, harassment, or Title IX may be directed to the school's designated Title IX Coordinator:

|                                                  |                                                |
|--------------------------------------------------|------------------------------------------------|
| <b>Title IX / Non-Discrimination Coordinator</b> | Shannon Treece                                 |
| <b>Phone</b>                                     | (239) 567-3043                                 |
| <b>Email</b>                                     | streece@                                       |
| <b>Address</b>                                   | 43301 Cypress Parkway, Babcock Ranch, FL 33982 |

Reports may also be filed through the [CCPS Official Reporting Portal](#). Retaliation against anyone who reports or participates in an investigation is strictly prohibited.

## ONLINE RESOURCES DIRECTORY

The following resources are available on the Babcock Schools website and provide details referenced throughout this handbook:

| Resource                          | What You'll Find                                                      |
|-----------------------------------|-----------------------------------------------------------------------|
| Code of Student Conduct           | The full CCPS Code of Student Conduct, which overrides this manual.   |
| Family Resources                  | Policies, forms, calendars, after-school care, and the handbook.      |
| Health & Wellness / Mental Health | Detailed health supports, contacts, and mental-health resources.      |
| Privacy Policy                    | How student and family data are used across OTUS and other platforms. |
| Focus Parent Portal               | Login help, student ID/PIN, and the Data Technician support contact.  |
| Admissions                        | Application windows, lottery, and enrollment procedures.              |

Website: <https://babcockneighborhoodschools.org/>

## PARENTAL RIGHTS (F.S. 1014.06)

Consistent with the Florida Parents' Bill of Rights (F.S. 1014) and the CCPS procedures to reinforce parental rights, BNS/BHS recognizes that the parent or legal guardian has the fundamental right to direct the upbringing, education, health care, and mental health of their minor child.

## EDUCATION & RECORDS

- The right to review and access their child's education and health records maintained by the school.
- The right to be notified promptly if the school reasonably believes a criminal offense has been committed against their child, unless notification would impede a law-enforcement or DCF investigation.
- The right to review instructional materials and object to any material (see Instructional Materials Review & Objection).

## HEALTH CARE & MENTAL HEALTH — CONSENT AND OPT-OUT

- The right to consent in writing before any health-care service (other than services required by law or emergencies) is provided at school.
- The right to be notified of, and consent to or opt out of, any well-being questionnaire or health screening given to students in grades K–3.
- The right to be notified before any mental-health service is initiated and to consent to or decline such services, except in cases involving reasonable belief of abuse, abandonment, or neglect, or an emergency threat to safety.
- The right to opt the child out of instruction on reproductive health or any disease, including HIV/AIDS, by notifying the school in writing.

## HOW TO EXERCISE THESE RIGHTS

To exercise any of these rights, including consent, opt-out, or a request to review records, submit a written request to the school's front office or the Principal.

## PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

By law, the Pledge of Allegiance is recited in all schools every day. Upon written request by a parent/guardian/caregiver, a student may be excused from reciting the Pledge and may remain quietly seated. State law also requires one to two minutes of silence each day during the first period; students determine how to use this time, and teachers may not suggest how (F.S. 1003.44; 1003.45).

## RESOLUTION OF CONCERNS

BNS encourages families, community members, faculty, staff, and administration to work cooperatively to resolve issues. Concerns are addressed at the lowest appropriate level:

1. Contact the teacher or staff member directly to discuss the concern at a mutually agreeable time (not during instructional time).
2. If unresolved, bring the concern to the Principal/Administration, who may meet to discuss and address it.
3. Concerns about the Executive Director are handled through the Governing Board Chair, who may address the matter directly or via a Board committee.
4. The decision of the Board Chair or Board committee is final.

For questions or assistance, contact us at (239) 567-3043.

## RETURNING STUDENTS

BNS retains the option, at its sole discretion, to re-enroll students who have previously left, consistent with BNS enrollment procedures and the Student Placement Policy. Contact your School Principal/Administration for additional information.

## SEARCH OF STUDENT POSSESSIONS

BNS reserves the right to examine and/or search all student possessions when, in the judgment of administrators, 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, disruptive, or in violation of school policy, rule, or law. School lockers, desks, and storage remain school property and are subject to inspection.

## STUDENT ID BADGES

Student ID badges are provided on a breakaway lanyard and must be worn and easily visible each day on campus. Lanyards must remain in their original breakaway condition. Students show their ID when entering the building and cafeteria (may remove during physical activity). Per the 2019 Marjory Stoneman Douglas Commission Report, all students are required to wear school-issued ID badges. Students without an ID receive a temporary badge; repeated failures may result in disciplinary action. Replacement ID, sleeve, or lanyard costs \$5, invoiced through MySchoolBucks.

## STUDENT DRIVERS & PARKING

Driving on campus is a privilege that can be revoked for academic or behavioral misconduct. Any student who parks on campus without a current permit is subject to disciplinary action and loss of driving privileges for the remainder of the year.

- Students must sign and agree to the Babcock High School Parking / Traffic Rules and Regulations and drive safely and responsibly.
- A parking permit (\$10.00) requires a driver's license, car registration, and proof of insurance brought to the front office.
- Golf-cart drivers under 18 must be at least 15 with a learner's permit or 16 with a license, and carts require a \$10 permit.
- Students park in their assigned spot with decal displayed; spots are assigned on a first-come, first-served basis.
- Students may never leave campus with a third-party vendor (Uber, Lyft), which is not permitted on campus.

## STUDENT & PARENT RIGHTS DISCLOSURES (F.S. 1002.20)

In addition to the parental rights above, Florida Statute 1002.20 provides the following disclosures, which BNS/BHS implement as noted:

- Student records & privacy (FERPA): parents and eligible students may inspect, request amendment of, and control disclosure of education records (see Student Records).
- Search of property & possessions: lockers, desks, and storage remain school property and may be searched upon reasonable suspicion of a policy or law violation; families are hereby notified.
- Educational choice: families have access to public-school choice, scholarship, and open-enrollment options under Florida law; contact the Counseling Office or the Admissions page.
- Attendance, discipline & health: parents have the right to be informed about attendance requirements, disciplinary actions, and health services affecting their child.

## STUDENT RECORDS (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and eligible students (18+) rights with respect to education records, including:

- The right to inspect and review records within 45 days of a written request to the Principal/Administration.

- The right to request amendment of records believed to be inaccurate or misleading, with a right to a hearing.
- The right to consent to disclosures of personally identifiable information, except where FERPA authorizes disclosure without consent (e.g., to school officials with legitimate educational interests, or to a school where the student seeks to enroll).
- The right to file a complaint with the U.S. Department of Education, Family Policy Compliance Office, 400 Maryland Avenue SW, Washington, DC 20202-4605.

BNS may disclose designated “directory information” (e.g., name, address, telephone, email, photograph, dates of attendance, grade level, awards) without consent unless a parent/guardian opts out in writing at the time of enrollment or re-enrollment. The full FERPA notice is available on the school and CCPS websites.

## STUDENTS IN TRANSITION

A staff member is designated as the School Liaison for homeless students as defined by applicable law. Homeless status is determined in cooperation with the parent or guardian (or, for unaccompanied youth, by the School Liaison). Contact your school office for the Liaison’s name and contact information and for supports available. See the [CCPS homeless services page](#).

## TECHNOLOGY & ACCEPTABLE USE

All students must read the BNS/BHS Device Program Expectations (see Appendix A) and sign an Acceptable Use Policy form. The school issues each student a school-owned device for instructional use; while on school property, students may use only school-issued devices. Personal devices for school activities are prohibited.

- Proper use and care of school technology is expected; students participate in regular technology checks.
- Misuse, mishandling, or attempts to bypass, alter, or “hack” systems result in disciplinary consequences and possible loss of device access.
- Families are invoiced through MySchoolBucks for assessed device damage; damage invoices are final.

### USE OF PERSONAL ELECTRONIC DEVICES (K-12)

- Cell phones, smart watches, headphones, Meta glasses, and similar devices must be turned off, stored away, and out of sight during school hours.
- Wireless/Bluetooth headphones and AirPods are prohibited; wired headphones may be used only under direct faculty supervision.
- Gaming on campus during school hours is prohibited unless authorized and supervised by a teacher for educational purposes.

Testing: during statewide standardized assessments, access to any electronic device (cell phones, smart watches, Meta glasses) is strictly prohibited during tests and breaks and will result in test invalidation.

### PRIVACY & SUPERVISION

There is no expectation of privacy when using BNS/BHS devices, network, email, files stored on school accounts, or Internet services. The school retains control and may monitor all computer and internet activity. Although BNS uses internet filters, families are reminded that BNS does not control the content of the internet.

For how student and family data are handled across OTUS and other platforms, see the [Privacy Policy](#) on our website.

## VOLUNTEER POLICIES

Volunteers are an important part of a successful school. Individuals interested in volunteering should email the teacher to begin the process. All applications are reviewed and checked against the Florida Sexual Offenders and Predators database before an individual is assigned to a volunteer position.

## **APPENDIX A — DEVICE PROGRAM EXPECTATIONS**

Babcock Neighborhood School (BNS) and Babcock High School (BHS) are 1:1 institutions, providing a device for each enrolled student. Student use of devices, network, and internet services is provided for the educational mission of the institutions and is a privilege that may be limited, suspended, or revoked for violations of the Student Use Policies in the BNS, BHS, and CCPS Codes of Student Conduct.

### **DEVICES BY GRADE LEVEL**

- K-8: an assigned device (iPad or Chromebook by grade), stored in the student's homeroom; students are responsible for any damage. Students must ensure it is fully charged daily.
- 9-12: an assigned Windows laptop taken home; students must arrive with the device fully charged.

### **PRIVACY EXPECTATION**

There is no expectation of privacy when using BNS/BHS devices, network, email, files, or Internet services. The school retains control, custody, and supervision of all computers, networks, and internet services and reserves the right to monitor all activity.

## APPENDIX B — PARENT & STUDENT ACKNOWLEDGMENT PAGE

Please read and sign this form via FOCUS. Your signature confirms that you have received and reviewed the documents listed below.

By signing below, the student and parent/guardian acknowledge that they have received, read, and agree to abide by:

- The 2026–2027 BNS/BHS Student & Parent Handbook,
- The Charlotte County Public Schools (CCPS) Code of Student Conduct, which overrides this manual; and
- The BNS/BHS Device Program Expectations and Technology Acceptable Use Policy.

We further acknowledge that we have been informed of our parental rights under Florida Statutes 1014.06 and 1002.20, including the right to review instructional materials and to consent to or opt out of certain health and instructional services.

### Student Information

|                        |             |
|------------------------|-------------|
| Student Name (printed) | Grade Level |
|                        |             |
| Student Signature      | Date        |
|                        |             |

### Parent / Guardian Information

|                                |       |
|--------------------------------|-------|
| Parent/Guardian Name (printed) | Phone |
|                                |       |
| Parent/Guardian Signature      | Date  |
|                                |       |