

SWIFT CREEK MIDDLE SCHOOL EXTENDED DAY ENRICHMENT PROGRAM



2025 – 2026

PARENT HANDBOOK

"Home of the Wolves"

School Address

Swift Creek Middle School

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Leon County Schools Extended Day Program Parent Handbook 2025-2026

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Our Vision

Our Extended Day programs will provide an engaging, safe and respectful environment for staff, students, and families. The goal of the Extended Day Enrichment Program is to provide participating children with quality, well-supervised activities that stimulate new interests, encourage creativity, and build self-confidence. We strive to empower young minds to thrive beyond the classroom, and to cultivate a community where curiosity, creativity, and character development pave the way for a brighter future.

Our Mission

The mission of our Extended Day Program is to cultivate a vibrant extended family for students. Our goal is to create an environment that seamlessly blends excitement and fun with crucial developmental milestones. We strive to nurture individuality, instill a sense of self, and emphasize the values of teamwork and sportsmanship.

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Please note* - LCSB Extended Day Enrichment Programs may have specific procedural expectations in addition to the following guidelines:

General Information

*Please see LCS Policy Numbers for further information.

Registration:

To register for one of our programs, please contact your school's EDEP Manager. Registration dates vary by site, and most programs fill to capacity quickly.

Program Expectations (PO2450):

The EDEP program provides enrichment activities at a moderate cost, with quality supervision; however, childcare is not the primary goal of the program. The EDEP provides opportunities for children to use their time in positive ways. EDEP offers a wide range of enrichment activities, developmental play, homework center, and much more! Where it is appropriate, participants are grouped according to age and ability.

Eligibility and Enrollment (PO2260.01):

Extended Day Enrichment Program participants must be of school age and be enrolled in a public school in the county. All participants (parent) must complete the Extended Day Enrichment Program Registration Form prior to program participation.

Non-Discrimination Notice (PO2266):

No person shall on the basis of sex, gender identity, marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law."

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2025-2026 Program Holidays & Cycle Dates:

EDEP will be closed on all holidays, including winter and spring breaks, and on Teacher Planning Days. Please make alternate arrangements for your child on these dates. The dates we will be closed are as follows:

- September 1 (Labor Day Holiday)
- October 2 (Fall Holiday)
- October 13 (Teacher Planning Day)
- November 11 (Veterans Day Holiday)
- November 24-28 (Thanksgiving Holiday)
- December 22 - January 2 (Winter Break)
- January 5-6 (Teacher Planning Days)
- January 19 (Martin Luther King, Jr. Day)
- February 16 (President's Day Holiday)
- March 16-20 (Spring Break)
- March 23 (Teacher Planning Day)
- April 3 (Spring Holiday)
- May 25 (Memorial Day Holiday)

****PLEASE NOTE:** EDEP will follow the same emergency/weather closings as declared for Leon County Schools.

| Cycle # | Dates Covered (10 Cycles – 18 days per cycle) |
|------------|---|
| 1 | August 11 – September 4 |
| 2 | September 5 – September 30 |
| 3 | October 1 – October 28 |
| 4 | October 29 – December 1 |
| 5 | December 2 – January 12 |
| 6 | January 13 – February 6 |
| 7 | February 9 – March 5 |
| 8 | March 6 – April 9 |
| 9 | April 10 – May 5 |
| 10* | May 6 – May 22 (13 days - prorated) |

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Attendance/Absences (PO8600) (PO5780) (PO6152)

Attendance is taken daily. Parents are to communicate an absence to the program prior to dismissal. All efforts will be used to locate unaccounted children, including calls to the teacher, front office and parent. If parents are unreachable, messages will be left. Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent searching for the child may occur. Program fees will be prorated for new students starting EDEP in the middle of a cycle. Program credits will NOT be permitted for days missed due to student absences lasting less than 2 weeks.

Sign-In/Sign-Out Procedures: (PO8600)(PO5780)(PO8405)(PO6152)

The safety of children is the most important aspect of our care. Knowing who picks up your child every day is paramount to their safety. Children must be signed in upon arrival and signed out upon departure. Children are released ONLY to authorized contacts. Contacts must be listed on the child's registration information. Be sure to update your contact list if changes are made. A valid photo ID is required to be available at sign-in and sign-out every day. Photo ID will ALWAYS be reviewed by a staff member who does not know the identity of the person picking up children. Those authorized for pick up are asked to provide a full, legible signature at both sign-in and sign-out times if an electronic signature process is unavailable. We request the sign-in/out areas of the programs be respected as cell phone free zones. Phone calls may be made or completed outside of the program area.

Beginning at 6:01pm, a late pick-up fee is assessed to each account. A fee of \$1.00 per minute will be charged based on the program's clock/computer time setting. Under no circumstances will a child be allowed to walk home without supervision of any sort. If there are extenuating circumstances that require your child to be released to an individual that is not sixteen years of age or older, please see the EDEP Manager.

If a parent/guardian has not made contact with our offices by 6:30 p.m., and/or picked their child up by 7:00 p.m., LCS Safety and Security office or the school's resource officer will be contacted for assistance. Parents may be asked to find alternative Afterschool care for excessive late pick-ups.

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Program Registration & Fees

The EDEP programs are paid programs. Before & After-School fees are based upon the school calendar and divided equally into 10 payments of 18 school days (Cycle 10 will be pro-rated for the remaining school days). Fees are collected 10 times throughout the school year. Program fees are due in advance of service. To ensure that we have all the resources required to serve your child, fees are due prior to the start of each cycle. If this is not financially feasible, parents must pay the daily drop-in rate for each day of participation. Otherwise, children may not attend the program until fees have been paid.

We understand that in split household situations, determining financial responsibilities can be challenging. However, please note that childcare fees must be paid in full prior to your child attending the program, regardless of personal arrangements between guardians. It is the responsibility of both parties to come to an agreement on payment to ensure uninterrupted care. Unfortunately, we are unable to intervene in domestic financial matters, and enrollment cannot proceed until the full payment is received.

Parents using ELC school readiness are required to pay the difference between the approved reimbursement rate and the private pay rate.

Payment Method: (PO6152)

All monies received for payments must be made via the **e-Funds payment portal (Leon County School District, FL - EDEP & VPK)**. Both checking (ACH) and credit/debit card transactions are accepted. Focus pin # is required to access the payment portal and may be requested through your school registrar.

Cash, personal checks or money orders will NOT be accepted. Parents with questions about fees should always contact the Program Manager at your school prior to making a payment.

Payment Due Date/Late Payment: (PO6152)

Cycle due dates and fee amounts vary by site. Refer to your monthly EDEP schedule for actual payment due dates and fee amounts. Some schools may also require a registration fee.

A \$10.00 late fee will be charged for payments received after the program's due date. Late fees cannot and will not be waived due to student illness, student related absences on the payment due date, or technical issues with the EDEP payment portal. Parents may always pay ahead to avoid late fees. The late fee along with your balance due must be paid prior to your child attending. Failure to pay on time, or your child's absence for more than two weeks without communication, will result in your service being discontinued.

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Late Pick Up Fees: (PO6152)(PO8405)(PO5780)

Your child must be picked up by 6:00 pm at the LATEST. Otherwise, a late fee of \$1 per minute will be assessed. All fees assessed for late pick up must be paid prior to the start of the next cycle. If a child has not been picked up by 7:00pm, LCS Safety and Security office or the school's resource officer will be contacted for assistance.

Excessive Late Pick-Up (PO6152):

EDEP has found that it is necessary to have an excessive late pick-up policy, for parents who frequently pick up children beyond the 6:00 pm program closing. Being in violation of this policy more than three times in any cycle may result in dismissal from the program.

Program Refunds/Credit:(PO6152)

No refunds are permitted after the first week of participation, except for documented cases of prolonged illness (two weeks or longer), or for family relocation. Exceptions may be made in extreme circumstances at the discretion of the EDEP Coordinator and site Manager. No refunds will be allowed for any reason on money received for summer camp, activity fees or registration fees. Refunds must be requested in writing by the payee to the school's EDEP Manager. Refund checks will be mailed to the address provided on the EDEP registration form. Refund checks are issued through the district Finance department (not the school) and can take up to 4-6 weeks to process.

Program credit will be provided for days missed due to unexpected school closures lasting 3 or more days. Otherwise, prorated amounts will only be given to new students starting the program in the middle of a cycle. Few operating costs are eliminated when a child is absent because we prepare for each child every day. Therefore, we do not refund or pro-rate fees for absences. All fees are approved by the Leon County School Board and cannot be adjusted or waived by the EDEP Manager.

Cancellation Policy/Leaving the Program (PO6152)

The last day to submit a cancellation is at least 1 day prior to the due date for each cycle. Cancellations must be submitted in writing directly to the EDEP Manager. Failure to cancel in writing within the appropriate timeframe will result in no credit/refunds being issued. Registration fees are non-refundable and nontransferable. We are unable to transfer fees from one EDEP site to another.

NSF/Uncollectible Payments: (PO6152 & Internal Accounts Manual)

Returned checks paid through the payment portal are processed through e-Funds. If your check is returned unpaid, e-Funds will automatically attempt to redeposit, and will send direct notification to the payee. **DO NOT ATTEMPT TO MAKE ANOTHER PAYMENT UNTIL YOUR CHECK HAS BEEN RETURNED THE SECOND TIME.** In that event, the district EDEP office will notify the school's EDEP manager requesting collection. You will be notified and a return check fee of \$20.00 will be assessed, and services will be suspended until payment is made. If two checks are returned unpaid in a single school year, parents will be required to pay by money order or via credit card through the online payment portal for the remainder of the year.

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Program Discounts: (PO6152)

Discounts are available in different capacities.

- Siblings may receive a discount off fees; however, there will be no discounts given for registration, drop-in, or daily fees. Sibling discounts are only applied to children attending the same school, in the same program.
- Children who qualify for free or reduced lunch may qualify for program discounts on a first come, first serve basis at each EDEP site, subject to availability (see below).
- Some EDEP sites offer financial assistance through the Early Learning Coalition. Contact your school's Extended Day Program and visit elcbigbend.org for more details.

*All discounts are provided on an annual basis. Caregivers must reapply each year for consideration. Only 1 discount per family is permitted. For questions on site-based discounts, see Program Managers for details.

Project Care Scholarships/Students in Foster Care (PO5136):

Children who qualify for free or reduced lunch may receive a subsidy to the extent funds are available. Space is limited, and scholarships are provided on a first come, first served basis, based on each individual program's annual budget. An online application through nutrition services is required for verification. See your school's EDEP manager for details.

Student Health & Safety

Safety is paramount. With vigilant supervision, secure facilities, and a nurturing atmosphere, we ensure parents have peace of mind while their children explore, learn, and grow in a protected environment during those crucial extended day hours.

Food Safety/Allergies (PO5335.01)(PO8450.01) (PO5780)

The health and safety of our children is of utmost importance. It is imperative that the EDEP staff are aware of any known allergies upon enrollment. It is the parent's responsibility to list all allergies in the child's registration packet. Should any changes need to be made, contact your child's EDEP Manager in writing. When necessary, you will need to provide additional information on signs, symptoms, and treatment for allergies.

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Sick Child (PO8450, AP8450 and AP8450A):

The health and safety of your child is a matter of major importance to all of us. To protect the children in the program who are well, we have very stringent rules about sick children. If your child becomes ill in our program, we will call you and you must make arrangements to pick up your child within 30 minutes. No child may be dismissed from the school's clinic to attend the After School Program. ***Children must be fever free for 24 hours prior to returning to EDEP.*** Return to EDEP will be allowed with a doctor's note or when a child has been without symptoms for 24 hours. Please keep your child home if your child has:

- **Fever:** Keep a child at home if they have a temperature of 100 degrees Fahrenheit or higher.
- **Sore throat:** Be mindful of sore throats, especially those with a fever or swollen glands in the neck. If your child has strep throat, they can return to school 24 hours after appropriate treatment.
- **Diarrhea:** Three or more loose stools in a 24-hour period.
- **Vomiting:** Keep a child at home if they've thrown up two or more times in a 24-hour period.
- **Rash:** Watch for rashes, especially those that cause a fever, itching, or swelling.
- **Chronic cough and/or green nose discharge:** These conditions may be contagious and require treatment. Please visit your healthcare provider.
- **Ear:** Any ear pain with a fever should be evaluated by a physician. Untreated ear infections can cause permanent hearing loss.
- **Eye Redness:** Eyes that have matted or crust on the eyelids after sleep, mucus or pus drainage, redness, and pain should be evaluated by a health care professional for possible "pink eye" or conjunctivitis.
- **Chicken Pox:** Children with Chicken Pox must remain home for five days after the beginning of blisters, or until all pox are scabbed over and dry.
- **Head Lice:** Children must be free from head lice and nits after examination by school personnel.
- **Other Symptoms:** Unusually tired, pale, has a lack of appetite, is difficult to wake, confused or irritable. If symptoms persist, check with your doctor or the school nurse.

Medication Administration (PO5330 and PO5330.01):

For students with a known medical condition, parents are **REQUIRED** to complete and provide EDEP with a medication/treatment permission form for the EDEP staff to administer medication/treatment. Before any prescribed medication, OTC medication, or medical treatment may be administered to any student by School District personnel or before a student is permitted to self-administer a medication or treatment, as approved by statute, during school hours or at school-sponsored events, the Board requires the written authorization of the parent on the Authorization for Medication or Treatment Form, which must be valid for the school year in which it is signed by the parent. You must also provide additional medication to be kept in the EDEP office, as we do not have access to the clinic in the afternoons. For prescription medication, only medication, in its original container, labeled with the student's name, name of the medication, exact dosage to be given, route of medication (mouth, eyes, ears, injection, etc.), time to be administered, and date prescribed, if a prescription will be administered. Parents/Guardians must pick up unused medication within one (1) week after the course of medication is over. All medication to be administered to a student on a regular basis (by mouth, inhaler, injection, patch, etc.) either daily or as needed must be listed on the student's Emergency and Medical Information (EMI) Care.

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Child Injury (PO5340):

In the unfortunate event that your child incurs a major injury at EDEP, staff will contact a parent or guardian. A parent needs to always be available by phone in case of emergency. Doctors and hospitals will not treat a child (except in life threatening cases) without the parent's presence or permission. In case of an emergency ***requiring immediate medical attention***, EDEP staff are required to:

- Administer appropriate first aid by trained staff
- Call for an ambulance
- Notify the parent/guardian
- Notify the Principal/Administration
- Complete a LCSB incident/accident report form

In case of an injury NOT requiring emergency care, staff members will:

- Administer appropriate first aid
- Notify the parent/guardian
- Observe and monitor the child's activity
- Complete a LCSB incident/accident report form

In the event that your child gets a minor injury which is determined to only require basic first aid, staff will administer the appropriate first aid. Parents will be notified of any injuries at the time the child is picked up. An Incident Report will be written in reference to the injury. An individual who is authorized to pick up the child will be required to sign off that they received the communication with regards to the incident when they pick the child up.

Please make every effort to keep EDEP up to date on phone numbers, emergency numbers, and other pertinent information.

Threats of Self Harm or Harm to Others (PO5350):

If a student makes a comment of self-harm or harm to others, the following steps and procedures will occur:

- The EDEP Manager will contact the Principal and Guidance Counselor.
- The student will remain under adult supervision.
- Parents will be notified/events documented.
- Parents will need to pick up the student within 30 minutes.
- A threat assessment will be conducted by the following school day.
- Please note: Students may be questioned without a parent present **

Insurance:

Leon County Schools EDEP does not carry accident insurance on its participants. It is the parent's responsibility to carry adequate accident insurance. Such a policy is available through Leon County Schools. Go to the Florida Kid Care website for further information. <https://floridakidcare.org/>

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Caregiver/Student Expectations

Caregiver's Expectations of the Program: (PO5780) (PO550) (PO8405) (PO9210) (PO2261) (PO2340) (PO8600)

- Their children are cared for in a safe and supportive environment.
- They may visit with the EDEP Manager about concerns related to their child or the program.
- They will be told about any misbehavior on the part of their child and may meet with the EDEP Manager in order to bring about improvement in the situation.
- They will be informed promptly if their child does not arrive at the program according to his/her enrollment information.
- The EDEP Manager will regularly inform them about program activities.
- EDEP will provide a caring staff, who show genuine respect for the children and have confidence in each child's potential and promote each child's self-esteem.
- EDEP will provide children with a variety of developmentally appropriate activities, which may include homework help, active play, sports, games, science, cooking, crafts, and reading.

Program Expectations of the Caregiver: (PO9210)(PO5780)(PO6152)((PO8330)

- Pay fees on time.
- Keep the child's records up to date, including contact/pick up information.
- Disclose any pertinent child information including allergies, special needs, court documentation, etc.
- Pick up the child on time. Pick up the child promptly when he/she is ill.
- Contact the EDEP Manager if their child will not be attending on a scheduled day.
- Pay attention to any communications from the EDEP Manager regarding their child's behavior and cooperate in efforts to bring about improvement in the situation.
- Provide communication between themselves and the EDEP staff; to ensure that the parents are always well informed about the program and their individual children's experiences here; and to ensure that staff is well informed about the children's home experiences and family values so that parents and staff can work as partners in meeting the needs of the children.

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Student Behavior Expectations (PO5500):

The Board believes that the best discipline is self-imposed, and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

Students will...

- Be kind to others.
- Stay within sight of EDEP staff at all times.
- Share equipment and take turns properly.
- Use appropriate language only – no name calling or use of racial slurs.
- Be courteous when others are talking.
- Listen and follow instructions from EDEP staff.
- Use inside voices while inside.
- Observe safety guidelines and school rules while on school property.
- Clean up after themselves.
- Respect other's property.
- Not exhibit any bullying or physical violence toward another person.
- Not bring inappropriate items to the program (such as weapons, drugs, etc.).
- Respect program and school property.

How Parents Can Be Helpful:

Please impress upon your child that EDEP is a program designed to meet his/her needs and interests and is a privilege to attend. Cooperation and teamwork are vital for safety and fun. Our staff appreciates parents who keep us informed of their child's special needs or any transitions in their home life. This helps the staff remain sensitive to your child's needs. Feedback is essential to our program; please share your thoughts with us. EDEP is required to maintain up-to-date records of attendance and emergency information on each participant in the program. Please notify us immediately of any changes in residence, telephone numbers, medication, health, etc.

Clothing and Personal Belongings (PO7542):

Please label all of your child's belongings. Personal items such as toys, money, stuffed animals, games, electronic devices, phones, watches, etc. should be kept at home or in your child's backpack during EDEP (unless otherwise arranged for scheduled activities). We are not responsible or liable for the theft, loss or breakage of any item of this type. If any personal items are taken out during EDEP, the student will be asked to return the item to their backpack once. If the item is removed from the backpack again, it will be placed at the check-out desk, for parents to collect at pick-up.

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Behavior and Discipline Procedures

To achieve the goal of providing quality enrichment activities for children in an environment of cooperation and respect, positive discipline practices are utilized by all members of the Extended Day staff. All EDEP personnel shall be responsible for following all school board administrative rules concerning discipline. A good faith effort shall be made by the EDEP Manager and Principal to employ parental/legal guardian assistance when addressing chronic discipline issues.

Student Code of Conduct: (PO5500)

The Extended Day Enrichment Programs follow the guidelines of the Elementary and Secondary Student Code of Conduct and Leon County School's Discipline Plan. It is the individual student's responsibility to become knowledgeable of these conduct policies and to abide by them while enrolled in the Extended Day Enrichment Program. Additionally, the discipline plan at each program is consistent with the school wide discipline plan at the school in which they are located. If normal discipline practices such as non-punitive interaction, redirection and time-out do not facilitate the appropriate behavior, parents of students requiring special attention will be asked to join us in a conference to discuss and assist in implementing measures to assure appropriate behavior and allow continued program participation. If a student chooses not to, or cannot, demonstrate appropriate behavior within the program, the behavior will be interpreted to mean that the student does not have either the capability or desire to participate in the program. At such time, the student will leave the program at the discretion of the EDEP Manager and Principal. Should it be deemed that the participant is capable, but chooses not to behave in an appropriate manner, no refund will be given.

Parent Questions/Concerns: (PO5780)

Parents are always welcome to contact the EDEP Manager to further discuss behavior concerns for their child(ren). Telephone or face-to-face meetings may be scheduled to collaborate, develop strategies, and aid in resolving behaviors/situations.

Participant Behavior: (PO5500)

In order to maintain a friendly, fun, and safe environment in EDEP, we have adopted the following policies regarding behavior management of participants. These policies ensure that each participant will achieve the fullest positive experience possible from our program. We are here to help them make good behavioral decisions and create a positive environment in which to learn and flourish. As in any group activity, the inappropriate behavior of a few children can spoil the experience of the entire group.

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Consequences for Inappropriate Behavior (PO5500):

1. Verbal Warning: The participant will be reminded of the appropriate behavior and expectations from the staff. They will be given the chance to correct their behavior and return to the activity. A written note will be made in the behavior log for the program.

2. First Offense: If the behavior is repeated, the participant will be removed from the activity, receive a verbal warning that the exhibited behavior is inappropriate, and receive reinforcement of appropriate behavior from staff. Participant may or may not return to the activity, depending on the severity of the incident. Parents will be notified at pickup.

3. Second Offense: If a second offense occurs, the participant will be removed from the activity, receive a verbal and written warning that the exhibited behavior is inappropriate, and receive reinforcement of appropriate behavior. Participant may not return to the activity and must sit out for an appropriate period of time, dependent upon the severity of the offense. When the child is picked up, the program staff and the EDEP Manager will meet with the parent, discuss the incident and its consequences, and revisit the ramifications of a 3rd offense.

4. Third Offense: If a third offense occurs, the participant's parent will be called for immediate pickup, and, depending on the severity of the incident, the child will be suspended from the program for up to 5 days, without refund. When the child is picked up, the program staff and/or EDEP Manager will meet with the parent, discuss the incident and its consequences, and revisit the ramifications of a 4th offense. The parent must also sign a behavioral report.

5. Fourth Offense: A fourth offense may occur for persistent inappropriate behaviors that have been previously reported, or any severe offense determined by the EDEP Manager to warrant expulsion. The child's caregiver will be called for immediate pick up, and the child will be expelled from the program without refund. When the child is picked up, the EDEP Manager and/or District Coordinator will meet with the parent and discuss the incident and expulsion details. The parent must also sign a behavioral report.

Please note: *In cases of inappropriate behavior deemed extreme or repetitive by the staff, participants may be suspended or expelled from the program immediately, regardless of the number of previous offenses.*

Parent Code of Conduct: (PO 5780.01 and PO 2111)

Parents/guardians not displaying proper conduct to their children, our staff or others could be asked to leave the premises, which may also result in their child being dismissed from the program.

Examples of Prohibited Parental Behavior:

- Inappropriate or offensive language/profanity
- Written or verbal threats
- Fighting
- Aggressive behavior
- Addressing other children with concerns of conflict
- Photographing/recording students without permission
- Playing loud/inappropriate music
- Bringing unauthorized weapons onto campus

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Bullying and Harassment Policy

The School Board is committed to providing an educational setting that is safe, secure, and free from bullying and harassment of any kind for all students, employees, and volunteers. The Board will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited:

See LCS 5517.01 - BULLYING AND HARASSMENT

<https://www.leonschools.net/cms/lib/FL01903265/Centricity/Domain/10/LCS%20Policy%20Anti-Bullying.pdf>

What is Bullying?

Bullying is physical or psychological intimidation that occurs repeatedly over time. Researchers and practitioners generally agree that bullying has three defining characteristics:

- Behavior is intended to harm or disturb;
- Behavior occurs repeatedly over time; and
- There is a real or perceived imbalance of power.

It is also important to consider what bullying IS NOT. Bullying is not a form of conflict, which implies that the two parties are on more or less equal footing.

Examples of Bullying

- **Physical Bullying** is the most obvious form of intimidation and can consist of kicking, hitting, biting, pinching, hair pulling, and making threats. A bully may threaten to punch you if you do not give up your money, your lunch, etc.
- **Verbal Bullying** often accompanies physical behavior. This can include name calling, spreading rumors, and persistent teasing.
- **Emotional Intimidation** is closely related to these two types of bullying. A bully may deliberately exclude you from a group activity such as a party or school outing.
- **Racist Bullying** can take many forms: making racial slurs, spray painting graffiti, mocking the victim's cultural customs, and making offensive gestures.
- **Sexual Bullying** is unwanted physical contact or abusive comments.
- **Cyberbullying** is one or a group of kids or teens using electronic means via computers and mobile phones (emails, Web sites, chat rooms, instant messaging, and texting) to torment, threaten, harass, humiliate, embarrass, or target another kid or teen.

Source: www.stompoutbullying.org

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Privacy

Rights Under FERPA Parental Rights: (PO8330)

The School Board of Leon County, Florida, is obligated to protect the confidential records of its students. A number of laws, regulations, rules, statutes, and policies guide our actions related to student records. The district closely follows these policies to protect the privacy of educational records. The Family Educational Rights and Privacy Act (FERPA) protects the accuracy and privacy of the education records of students. FERPA, Section 1002.22, Florida Statutes, and Leon County School Board Policy 8330 afford parents and 34. [Family Educational Rights and Privacy Act \(FERPA\) / FERPA \(leonschools.net\)](#)

Nondiscrimination Notification & Contact Information

“No person shall on the basis of sex (including transgender, gender nonconforming, and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status, or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law.” No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

An employee, student, parent, or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:

Wallace Knight, Director
Equity Compliance Officer
Leon County School District
(850) 487-7193
knightwa@leonschools.net

Tonja Fitzgerald, Director
Equity Compliance Officer (Students)
Leon County School District
(850) 487-7309
fitzgeraldt@leonschools.net

A student or parent alleging discrimination as it relates to Section 504 of the Rehabilitation Act may contact:

Jennifer Benton, 504 Specialist
(850) 487-7317
bentonj@leonschools.net