



BAKER COUNTY SCHOOL DISTRICT

EMPLOYEE HANDBOOK

2025 - 26 SCHOOL YEAR

The Baker County School District prohibits any policy or procedure which results in discrimination on the basis of race, color, religion, national origin, sex, marital status, disability, sexual orientation, gender identity, age or legally-protected characteristic in its programs and activities including employment opportunities.

The Associate Superintendent of Human Resources, Thomas Hill, is designated as Baker County School District's Equity Plan Coordinator. Employees, students, applicants for employment, parents, and citizens having questions concerning the act or its implementation, may contact the Coordinator at the School Board Office, 270 South Boulevard East, Macclenny, Florida or call (904) 259-0404. Title IX Coordinator – Thomas Hill (904) 259-0404; Title II Coordinator – Carrie Dopson (904) 259-0404; Section 504 Coordinator – Alice Schmitges (904) 259-7825.

Prepared By :

Office of Human Resources

bakerk12org/departments/human-resources

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**BAKER COUNTY
SCHOOL DISTRICT**
Committed to Excellence

Office of the Superintendent

270 South Boulevard East
Macclenny, FL 32063
(904) 259-6251
www.bakerk12.org

Wyatt Milton, Superintendent

Dear Employee,

It is a pleasure to officially welcome you as an employee to the Baker County School District! We are so excited to have you on our team. We are *committed to excellence* in education and providing the very best for our students. I want to take the opportunity to say thank you for all your hard work, and I look forward to seeing the amazing things you accomplish.

This Employee Handbook has been developed as a resource for you. It outlines our employment procedures, personnel practices, benefits, entitlements, and our mutual duties and responsibilities. There are many important items in this handbook, so I ask that you review it carefully and contact your supervisor if you have any questions or need clarification.

Never underestimate your influence and the example you set for our students. Your influence has a powerful effect on our students' learning success and character development. You are making a positive difference in the lives of the children of Baker County.

If I can ever be of any assistance, please do not hesitate to call me at 259-0401.

May God bless you,

Wyatt Milton
Superintendent of Schools

WM/fdr

"Preparing individuals to be lifelong learners, self-sufficient, and responsible citizens of good character"

DISTRICT SCHOOL BOARD MEMBERS

Tiffany McInarnay
District 1

Jack Baker, Jr.
District 2

Clayton Lyons, Jr.
District 3

Mandi Canaday
District 4

Amanda Hodges
District 5

AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

BAKER COUNTY SCHOOL DISTRICT BELL SCHEDULES

The **2025-26 school year** will officially begin for students enrolled in the Baker County School District on **Monday, August 11, 2025**. Students are to report directly to their assigned teacher. Please call the school directly if you need additional assistance.

The following are the daily bell schedules of each school:

BAKER COUNTY HIGH SCHOOL (259-6286)

7:00 A.M. Cafeteria Opens for Breakfast
7:25 A.M. First Bell
7:30 A.M. Tardy Bell
2:30 P.M. Dismissal Bell

BAKER COUNTY MIDDLE SCHOOL (259-2226)

7:00 A.M. Cafeteria Opens for Breakfast
7:25 A.M. First Bell
7:29 A.M. Tardy Bell
2:10 P.M. Dismissal Bell

LEGACY ELEMENTARY SCHOOL (259-0300)

8:35 A.M. Cafeteria Opens for Breakfast
8:35 A.M. First Bell
8:55 A.M. Warning Bell
9:00 A.M. Tardy Bell
3:10 P.M. Car Riders Dismissal
3:18 P.M. Bus Students Dismissal

MACCLENNY ELEMENTARY SCHOOL (259-2551)

8:35 A.M. Cafeteria Opens for Breakfast
8:35 A.M. First Bell
8:55 A.M. Warning Bell
9:00 A.M. Tardy Bell
3:10 P.M. Car Riders Dismissal
3:18 P.M. First Load Bus Students Dismissal

WESTSIDE ELEMENTARY SCHOOL (259-2216)

8:35 A.M. Cafeteria Opens for Breakfast
8:35 A.M. First Bell
8:55 A.M. Warning Bell
9:00 A.M. Tardy Bell
3:10 P.M. Car Riders Dismissal
3:18 P.M. Bus Students Dismissal

PRE-K/KINDERGARTEN CENTER (259-0405)

8:30 A.M. First Bell/Student Drop-offs Begin
8:30 A.M. Breakfast
8:55 A.M. Warning Bell
9:05 A.M. Tardy Bell
2:50 P.M. Car Riders
3:10 P.M. Bus Dismissal

BAKER COUNTY SCHOOL DISTRICT BELL SCHEDULES (CONTINUED)

BAKER COUNTY ALTERNATIVE SETTING (259-0486)

7:15 A.M. Cafeteria Opens for Breakfast
7:30 A.M. Tardy Bell
2:00 P.M. Bus Dismissal
2:00 P.M. Dismissal Bell

EACH SCHOOL WILL PROVIDE SUPERVISION TO ITS STUDENTS:

- During the time the student is attending school
- During the time the student is on premises participating with authorization in a school sponsored activity
- During a reasonable time (30 minutes) before and after a student is on the premises for attendance at school or for authorized participation in a school sponsored activity (Florida Statutes 1003.31)

EARLY DISMISSAL BELL SCHEDULES:

12:45 P.M. Baker County Pre-K / Kindergarten Center
1:05 P.M. Legacy Elementary School
1:05 P.M. Macclenny Elementary School
1:05 P.M. Westside Elementary School
12:05 P.M. Baker County Middle School
12:25 P.M. Baker County High School
12:20 P.M. Baker County Alternative School

EMPLOYEE PAYROLL SCHEDULE

BAKER COUNTY DISTRICT SCHOOL BOARD

2025-2026 Payroll Calendar		186 Day Personnel	187 Day Personnel	191 Day Personnel	193 Day Personnel	197 Day Personnel	216 Day Personnel	240 Day Personnel	261 Day Personnel	Payroll Cut Off/Due By Close of Business	Payday	For Personnel Groups
Total Checks		25	25	25	25	26	26	26	26			
JUL 1	JUL 9							6	6	JUL 09	JUL 17	261, 240
JUL 10	JUL 23					3	10	10	10	JUL 23	AUG 01	261, 240, 216
JUL 24	AUG 06	3	3	3	4	5	10	10	10	AUG 07	AUG 15	ALL
AUG 07	AUG 20	8	8	9	10	10	10	10	10	AUG 21	AUG 29	ALL
AUG 21	SEP 03	9	9	9	9	9	9	9	9	SEPT 4	SEP 12	ALL
SEP 04	SEP 17	10	10	10	10	10	10	10	10	SEPT 18	SEP 26	ALL
SEP 18	OCT 01	9	10	10	10	10	10	10	10	OCT 2	OCT 10	ALL
OCT 02	OCT 15	9	9	9	9	10	10	10	10	OCT 16	OCT 24	ALL
OCT 16	OCT 29	10	10	10	10	10	10	10	10	OCT 30	NOV 07	ALL
OCT 30	NOV 12	9	9	9	9	9	9	9	10	NOV 13	NOV 21	ALL
NOV 13	NOV 26	7	7	7	7	7	7	7	10	NOV 21	DEC 05	ALL
NOV 27	DEC 10	8	8	8	8	8	8	8	8	DEC 11	DEC 19	ALL
DEC 11	DEC 24	7	7	7	7	7	7	7	10	DEC 19	JAN 02	ALL
DEC 25	JAN 07	2	2	3	3	3	3	3	4	JAN 8	JAN 16	ALL
JAN 08	JAN 21	9	9	9	9	9	9	9	10	JAN 22	JAN 30	ALL
JAN 22	FEB 04	10	10	10	10	10	10	10	10	FEB 5	FEB 13	ALL
FEB 05	FEB 18	9	9	9	9	9	9	9	10	FEB 19	FEB 27	ALL
FEB 19	MAR 04	10	10	10	10	10	10	10	10	MAR 5	MAR 13	ALL
MAR 05	MAR 18	9	9	9	9	10	10	10	10	MAR 19	MAR 27	ALL
MAR 19	APR 01	10	10	10	10	10	10	10	10	APR 2	APR 10	ALL
APR 02	APR 15	5	5	5	5	5	5	5	8	APR 16	APR 24	ALL
APR 16	APR 29	10	10	10	10	10	10	10	10	APR 30	MAY 08	ALL
APR 30	MAY 13	10	10	10	10	10	10	10	10	MAY 14	MAY 22	ALL
MAY 14	MAY 27	7	7	9	9	9	9	9	9	MAY 28	JUN 04	ALL **
MAY 28	JUN 10					1	10	10	10	JUN 10	JUN 18	261, 240, 216, 197
JUN 11	JUN 30						2	13	14	JUN 18	JUN 29	261, 240, 216
Work Days		180	181	185	187	191	210	234	248	** Jun 4 additional checks		
Holidays		6	6	6	6	6	6	6	13	1 additional check: 216		
Total Days		186	187	191	193	197	216	240	261	3 additional checks: 186, 187, 191, 193, 197		

Paid Holidays (6)					
Labor Day	1-Sep	Christmas Day	25-Dec	M.L. King Jr Day	19-Jan
Thanksgiving Day	27-Nov	New Year's Day	1-Jan	Memorial Day	25-May

SCHOOL CALENDAR

July	October	December	February	April
28	29	1	2 FTE Week	6 Spring Break
29	30	2	3 FTE Week	7 Spring Break
30	1	3	4 FTE Week	8 Spring Break
31 Teachers Begin	2	4	5 FTE Week	9 Spring Break
1 PD Day #1	3	5	6 Progress Reports	10 Spring Break
August	October	December	February	April
4	6 FTE Week	8	9	13
5	7 FTE Week	9	10	14
6	8 FTE Week	10	11	15
7	9 FTE Week	11	12	16
8 Health Fair	10 End of 1 st 9-Weeks	12	13	17
August	October	December	February	April
11 Students Begin	13 Planning Day	15	16 Presidents' Day/Hurricane	20
12	14	16	17	21
13	15	17	18	22
14	16	18	19	23
15	17 Report Cards	19 End of 2 nd 9-Weeks	20	24 Progress Reports
August	October	December	February	May
18	20	22 Christmas	23	27
19	21	23 Christmas	24	28
20	22	24 Christmas	25	29
21	23	25 Christmas Day	26	30
22	24	26 Christmas	27	1
August	October	January	March	May
25	27	29 Christmas	2	4
26	28	30 Christmas	3	5
27	29	31 Christmas	4	6
28	30	1 New Year's	5	7
29	31	2 Christmas	6	8
September	November	January	March	May
1 Labor Day	3	5 Planning Day	9	11
2	4	6 Students Return	10	12
3	5	7	11	13
4	6	8	12 End of 3 rd 9-Weeks	14
5 Progress Reports	7	9 Report Cards	13 Planning Day	15
September	November	January	March	May
8	10	12	16	18
9	11 Veterans Day	13	17	19
10	12	14	18	20
11	13	15	19	21
12	14 Progress Reports	16	20 Report Cards	22 Last Day
September	November	January	March	May
15	17	19 Martin L. King	23	25 Memorial Day
16	18	20	24	26 Planning Day
17	19	21	25	27 Planning Day
18	20	22	26	28 Planning Day
19 PD Day #2	21	23	27	29
September	November	January	April	June
22	24 Thanksgiving/Hurricane	26	30	1
23	25 Thanksgiving	27	31	2
24	26 Thanksgiving	28	1	3
25	27 Thanksgiving Day	29	2	4
26	28 Thanksgiving	30 PD Day #3	3 Early Dismissal	5

SCHOOL BOARD MEETINGS

Regular School Board meetings are held in the District School Board Room, located at 270 South Boulevard East, Macclenny, Florida. Advertised Community School Board Meetings are held in designated public facilities throughout the county. School Board Meetings are held year-round, open to the public, and advertised in the local newspaper. A copy of the School Board Meeting schedule is posted at each cost center and is located on the district website at www.bakerk12.org.

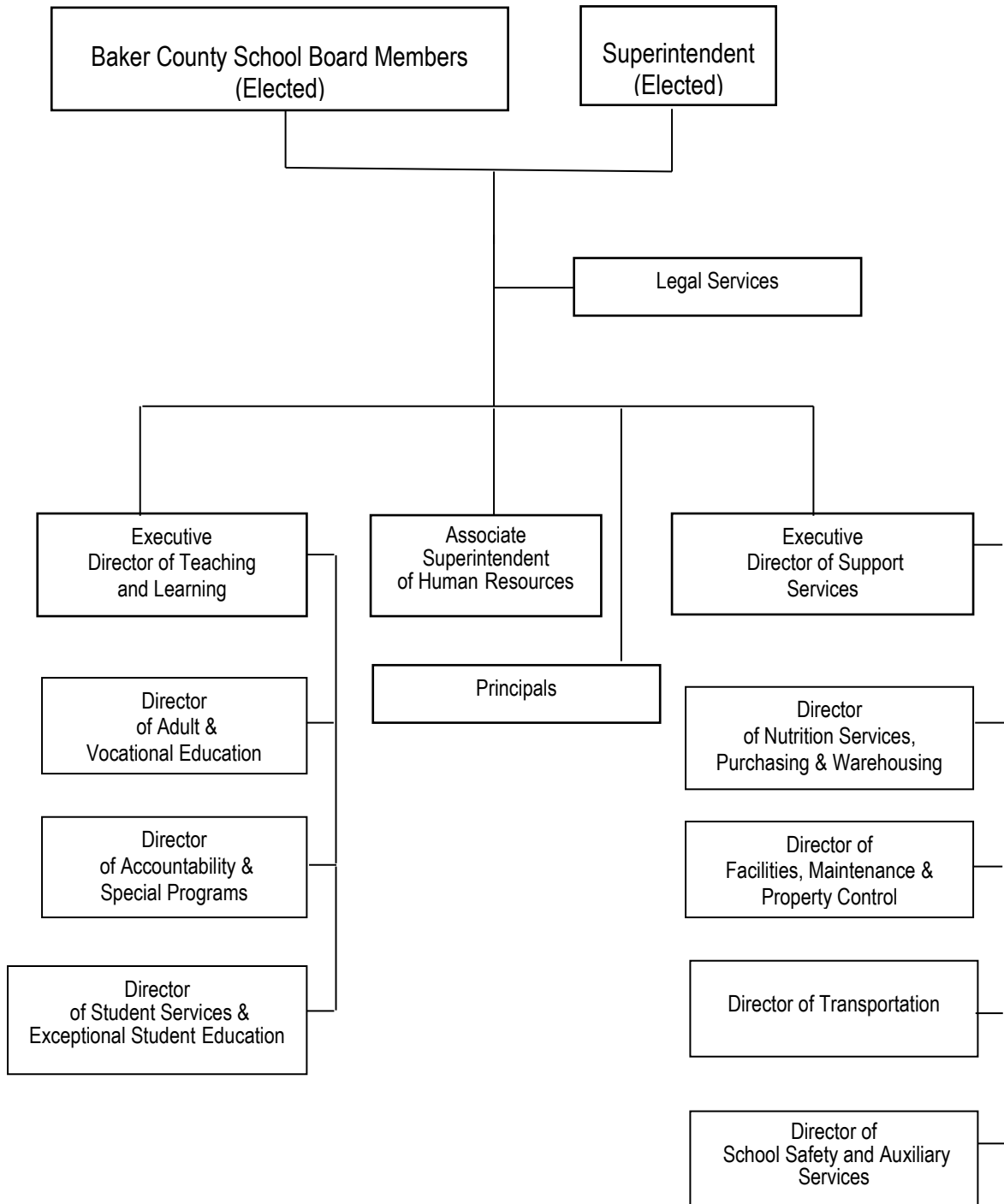
SCHOOL BOARD MEMBERS

School Board Member	District	Contact Number
Tiffany McInarnay, Chairperson	District I	(904) 275-3023
Jack Baker Jr., Vice-Chairperson	District II	(904) 616-9432
Emil Clayton Lyons, Jr.	District III	(904) 302-3667
Mandi Canaday	District IV	(904) 259-1242
Amanda Hodges	District V	(904) 259-1822

CITIZEN INPUT

Staff, students, and other citizens may request a hearing before the School Board after all other steps at the appropriate school and/or district level have been exhausted. If concerns remain following conferencing with appropriate personnel, contact the District School Board Office at (904) 259-0401 for information on addressing the School Board. Florida's Sunshine Law dictates the School Board can act only on those items legally noticed and listed for Board action on the meeting agenda.

ORGANIZATIONAL ALIGNMENT



DIRECTORY OF SERVICES

ADMINISTRATIVE -----	259-0401
Fax-----	259-1387
270 South Boulevard East, Macclenny	

SUPERINTENDENT OF SCHOOLS

Wyatt Milton, Superintendent (wyatt.milton@bakerk12.org) ----- 259-0401
 Felicia Raulerson, Executive Secretary (felicia.raulerson@bakerk12.org) ----- 259-0401

PERSONNEL/ CERTIFICATION/ EDUCATION FOUNDATION

Thomas Hill, Human Resources (thomas.hill@bakerk12.org) ----- 259-0427

CURRICULUM (Pre-K-12) / TEACHER INSERVICE / TESTING/ SCHOOL IMPROVEMENT

Carrie Dopson, Exec. Director of Teaching and Learning (carrie.dopson@bakerk12.org) 259-0408
 Joy Sirk, Executive Secretary (joy.sirk@bakerk12.org) ----- 259-0404

SUPPORT SERVICES -----	259-6251
Fax-----	259-2825
392 South Boulevard East, Macclenny	

FINANCE / SUPPORT SERVICES / TECHNOLOGY

Teri Ambrose, Executive Director (teri.ambrose@bakerk12.org) ----- 259-0418
 Amy Sapp, Finance Aide (amy.sapp@bakerk12.org) ----- 259-0422

FINANCE ACCOUNTANT

Stacy Hill, Finance Aide (stacy.hill@bakerk12.org) ----- 259-0416

ACCOUNTS PAYABLE / PURCHASE ORDERS / REQUISITIONS

Melanie Watson, Finance Aide (melanie.watson@bakerk12.org) ----- 259-2254

ACCOUNTS RECEIVABLE

Jessica Wilchar, Finance Aide (jessica.wilchar@bakerk12.org) ----- 259-0415

TRAVEL REIMBURSEMENT / PURCHASE ORDERS / REQUISITIONS

Melanie Watson, Finance Aide (melanie.watson@bakerk12.org) ----- 259-0417

PAYROLL & RETIREMENT

Susan Wagstaff, Finance Aide (susan.wagstaff@bakerk12.org) ----- 259-0414

PERSONNEL / FINGERPRINTING / DRUG SCREENING /CERTIFICATION/SUBSTITUTES

Ashley McGlew, Certification Specialist (ashley.mcglew@bakerk12.org) ----- 259-0426
 Amy Stalvey, Finance Aide (amy.stalvey@bakerk12.org)----- 259-0449

PERSONNEL RECORDS (Current Employees)

Beth Banner, Finance Aide (elizabeth.banner@bakerk12.org) ----- 259-0413

INSURANCE / EMPLOYEE BENEFITS

Dana Wood, Finance Aide (dana.wood@bakerk12.org) ----- 259-3813

DIRECTORY OF SERVICES (continued)

NUTRITION SERVICES / PURCHASING & WAREHOUSING

Tonya Tarte, Director (tonya.tarte@bakerk12.org) ----- 259-4330
Kristie Shook, Secretary (Free and Reduced Meals) (kristie.shook@bakerk12.org) ----- 259-4330
Noah Howell (Warehouse) ----- 259-0425
Cindy Scott, SFS Coordinator (cynthia.scott@bakerk12.org) ----- 259-0425

MIS / DATA PROCESSING - STAFF & FINANCE

Marybeth Windham, Specialist/ Manager, Data Proc. (mary.windham@bakerk12.org) --- 259-0421

NETWORK / TECHNOLOGY

Wayne Howell, Network Specialist (lloyd.howell@bakerk12.org) ----- 397-9019
Tyler Brim, System Support Specialist (tyler.brim@bakerk12.org)
Tom Ashchenbrenner, Tech Support (tommy.aschenbrenner@bakerk12.org)
Tom Elledge, Instructional Tech Support (thomasm.elledge@bakerk12.org)
Jeremy Hite, Tech Support (jeremy.hite@bakerk12.org)

TITLE I / ESOL

Fax----- 259-6847
312 South Boulevard East, Macclenny

Traci Wheeler, Program Specialist (traci.wheeler@bakerk12.org) ----- 259-3367 / 259-6776
Susan Knabb, Secretary (susan.knabb@bakerk12.org) ----- 259-3367 / 259-6776
Dianna Hinson, McKinney-Vento Program (dianna.hinson@bakerk12.org) ----- 259-6704

CAREER/ADULT EDUCATION----- 259-0403

Fax----- 259-0378
418 South Eighth Street, Macclenny

Carrie Dopson, Director of Career & Adult Education (carrie.dopson@bakerk12.org) ----- 259-0408
Brandy Davis, Career & Adult Education Secretary (brandy.davis@bakerk12.org) ----- 259-0406
TBD, Data Entry Operator (TBD@bakerk12.org) ----- 259-0403

EDUCATIONAL SERVICES ----- 259-7825

Fax ----- 259-9099
420 South Eight Street, Macclenny

EXCEPTIONAL STUDENT EDUCATION / STUDENT SERVICES

Alice Schmitges, Director (alice.schmitges@bakerk12.org) ----- 259-7825
Deanne Myer, Staffing Specialist (deanne.myer@bakerk12.org) ----- 259-2784
Ellen Deel, Staffing Specialist (ellen.deel@bakerk12.org) ----- 259-0480
Cheryl McCreary, Secretary (cheryl.mccreary@bakerk12.org) ----- 259-0435
Angie Crews, Secretary (angela.crews@bakerk12.org) ----- 259-0437

SCHOOL PSYCHOLOGY

Lara Manalo, Psychologist (lara.manalo@bakerk12.org) ----- 259-0439
Gina Walters, Psychologist (gina.walters@bakerk12.org) ----- 259-0441

MENTAL HEALTH SPECIALIST

Lily Griffis (lily.griffis@bakerk12.org) ----- 259-2551
Brynne Volner (brynne.volner@bakerk12.org) ----- 259-0442

DIRECTORY OF SERVICES (continued)

CASE MANAGER

Beverly McCray, (beverly.mccray@bakerk12.org) -----259-2711
TBD, (TBD@bakerk12.org) -----259-0300

FACILITIES AND MAINTENANCE -----259-5420
FAX-----259-1122
270 Jonathan Street East, Macclenny

FACILITIES / MAINTENANCE / PROPERTY CONTROL

Chadd Scarborough, Director (chadd.scarborough@bakerk12.org) -----259-5420
Jessalyn Thrift, Secretary (jessalyn.thrift@bakerk12.org) -----259-5420
FAX -----259-1122

MAINTENANCE/AUXILIARY SERVICES

Julie Woolery, Secretary (julie.woolery@bakerk12.org) -----259-3931
Fax -----259-8930

AUXILIARY SERVICES / SCHOOL SAFETY

Steve Cannon, Director (steve.cannon@bakerk12.org) -----259-0432
Mary Hodges (mary.hodges@bakerk12.org)

FAMILY SERVICE CENTER -----259-7871
FAX-----259-9169
418 South Eighth Street, Macclenny

SCHOOL HEALTH SERVICES

Tina Bradley, Health Specialist (tina.bradley@bakerk12.org) -----259-6551
Andrea Griffis, Secretary (andrea.griffis@bakerk12.org) -----259-6551

FAMILY SERVICE CENTER-ON-SITE AGENCIES

Child Care Resources & Referral/Episcopal
Eryss Meguia -----259-4225
Domestic Violence
Kacey Keister -----259-2009
Head Start Family Service Worker / Episcopal Children's Services
Jamie Rich -----259-8162
The Women's Center
Hope Timoney -----718-5242

TRANSPORTATION DEPARTMENT -----259-2444
FAX-----259-9173
544 Baker Bus Drive, Macclenny

Franklin Griffis, Director (keith.griffis@bakerk12.org) -----259-2444
Nikkie Lancaster, Secretary (nikkie.lancaster@bakerk12.org) -----259-2444

BAKER COUNTY EDUCATION ASSOCIATION

Debbie Crews, President (debra.crews@bakerk12.org) -----259-2216 (wk.)
-----333-3733 (cell)

BAKER COUNTY EDUCATION SUPPORT PROFESSIONALS

Amanda Nowlen, President (amanda.nowlen@bakerk12.org) -----259-2216 (wk.) 525-6625 (cell)

SCHOOL CONTACT INFORMATION

BAKER COUNTY HIGH SCHOOL -----259-6286
One Wildcat Drive, Glen St. Mary, FL 32040 ----- Fax 259-5617

Andy Giddens, Principal (andy.giddens@bakerc12.org)
Guidance Office -----259-6280
Fax-----259-4668

BAKER COUNTY MIDDLE SCHOOL -----259-2226
211 Jonathan Street, Macclenny, FL 32063 ----- Fax 259-7955

Johnnie Jacobs, Principal (johnnie.jacobs@bakerc12.org)
Guidance Office -----259-7938
Fax-----259-0459

LEGACY ELEMENTARY SCHOOL -----259-0300
1 Lion's Den Drive, Macclenny, FL 32063 ----- Fax 259-0306

Naomi Anderson, Principal (naomi.anderson@bakerc12.org)
Guidance Office -----259-4325
Fax-----259-0306

MACCLENNY ELEMENTARY SCHOOL-----259-2551
1 Wildkitten Drive, Macclenny, FL 32063 ----- Fax 259-5171

Kelly Horne, Principal (kelly.horne@bakerc12.org)
Guidance Office -----259-4817
Fax-----259-1103

WESTSIDE ELEMENTARY SCHOOL -----259-2216
1 Panther Circle, Glen St. Mary, FL 32040 ----- Fax 259-5172

Lynn Green, Principal (lynn.green@bakerc12.org)
Guidance Office -----259-0321
Fax-----259-5172

PREKINDERGARTEN/ KINDERGARTEN CENTER
362 South Boulevard East, Macclenny, FL -----259-0405

Bonnie Jones, Principal (bonnie.jones@bakerc12.org)
Guidance Office -----259-0385
Fax-----259-0379

BAKER COUNTY ALTERNATIVE SCHOOL
418 South Eighth Street, Macclenny, FL 32063 -----259-0486
Fax-----259-0490

VISION AND MISSION STATEMENTS

VISION STATEMENT

The vision of the Baker County School District is to prepare individuals to be lifelong learners, self-sufficient, and responsible citizens of good character.

MISSION STATEMENT

The Baker County School District is committed to meeting the needs of all students in a safe, nurturing, and encouraging environment. The Baker County School District involves parents, students, teachers, and community members in the process of determining goals that meet student needs.

2025-26 DISTRICT GOALS

- Implement high expectations for academic achievement through a rigorous program of **Quality Instruction**
- Effectively prepare all students who graduate to successfully enter college, military service, or the workforce
- Foster **Professional Integrity** through coordinated measures of accountability for the District
- Establish a plan of **Communication** that promotes the timely dissemination of vital information to all stakeholders
- Maintain and improve the **Culture of Care** provided through the relationships with teachers, educational leaders, support staff, parents, students, and the community which acknowledge the dignity and respect of our profession
- Implement district technology goals
- Determine spending priorities that reflect our district's goals

EMPLOYMENT PRACTICES

The Baker County School Board selects employees on the basis of merit, training, and experience. Equal opportunities for employment, training, compensation, promotion, and other conditions of employment are provided without regard to race, color, religion, national origin, age, sex, handicap, perceived disability or record of disability as defined by the Americans with Disabilities Act, or marital status. Veterans are provided employment rights in accordance with Public Law 93-508 (Federal), Chapter 295, Florida Statutes and Section 504 of the Vocational Rehabilitation Act of 1973. The District complies with all federal and state laws prohibiting discrimination in employment.

The Baker County School District does not discriminate on the basis of disability in admission to its programs, services, or activities, access to them, treatment of individuals with disabilities, or in any aspect of their operations. The Baker County School District also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title I of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Questions, complaints or requests for additional information regarding ADA and Section 504 may be forwarded to:

Alice Schmitges

Director of Exceptional Student Education and Student Services
420 South Eighth Street
Macclenny, Florida 32063
(904) 259-7825 (Office)
(904) 259-9099 (Fax)

If you believe that you have been discriminated against in any manner, please contact:

Thomas Hill

District Equity Coordinator and Associate Superintendent of Human Resources
270 South Boulevard East
Macclenny, Florida 32063-2799
904-259-0404 (Office)
904-259-1387 (Fax)

EMPLOYEE EXPECTATIONS

1. Practice the Golden Rule (“Do Unto Others As You Would Have Them Do Unto YOU!”).
2. Place “Children First” in the decision-making process.
3. Implement the District expectations associated with the four ways of work: Quality Instruction, Professional Integrity, Culture of Care, and Communication.
4. Operate in accordance with the Code of Ethics and the Principles of Professional Conduct.
5. Be competent, demonstrate a strong work ethic and accept the responsibility of educational accountability.
6. Maintain open and honest communication, loyalty, commitment and confidentiality.
7. Facilitate and support the implementation of high expectations for academic achievement.
8. Utilize resources that enhance professional development.
9. Display a positive attitude in the promotion of education.
10. Be fair, consistent and supportive in working with others.

PERSONNEL FILES OF STAFF

Permanent personnel files of teachers will be kept in locked, fire-resistant cabinets under the direct control of the Superintendent and will be open only to the teacher, his/her designee, or on the authority of the Superintendent. All files kept by Educational Leaders on each teacher shall be open to the inspection only by the School Board, Superintendent, the teacher, and such other persons as the teacher or the Superintendent may authorize in writing or as otherwise mandated by Chapter 119 and Section 1012.31, Florida Statutes.

The Finance Department should be notified in writing of any changes in name, address, marital status, or changes in number of dependents. Please notify Dana Wood, Benefits Clerk, regarding any changes in beneficiaries for life insurance purposes.

CONFIDENTIAL STUDENT RECORDS ACCESS

Access to records of students by school staff must be severely restricted. Every student shall have a right of privacy with respect to the educational records kept on him/her. No school shall permit the release of such record, reports or information without the written consent of the student's parents/guardian, or of the student if he/she is qualified. However, personally identifiable records/reports of a student may be released to the following persons/organization without the consent of the student or student's parents:

1. Officials of schools, school systems, community colleges or institutions of higher learning in which the student seeks or intends to enroll; and a copy of such records or reports shall be furnished to the parent, guardian, or student upon request.
2. Other school officials, including teachers within the school system, who have legitimate educational interests in the information contained in the records.
3. School readiness coalitions and the Florida Partnership for School Readiness in order to carry out their assigned duties.
4. A court of competent jurisdiction in compliance with an order of that court or that attorney of record pursuant to a lawfully issued subpoena, upon the condition that the student and the student's parent are notified of the order or subpoena in advance of compliance therewith by the educational institution or agency.
5. Parties to an interagency agreement among the Department of Juvenile Justice, school and law enforcement authorities, and other signatory agencies for the purpose of reducing juvenile crime. Access to student records requires the principal's authorization.

To assist with compliance with the Federal Privacy Act, each school employee who comes in contact with students or student records will be requested to sign a confidentiality statement, which reads:

I understand that in the course of my work in this building, I will be exposed to information that is confidential in nature. I will not discuss any of this information with anyone, including members of my own family, outside this building. Additionally, I will not discuss this information in open environments during the regular school day and/or during school activities where the confidentiality of a situation may be jeopardized (teachers' lounge, field trips, school programs, classroom parties, etc.). I understand that for reasons of privacy and safety, any information which belongs to the school district or information about staff or students (including personal contact information) may not be copied onto a portable storage device of any type which includes but is not limited to:

USB attached drives (Zip, thumb, SD memory cards, etc...)
Recordable Compact Disk or DVD
Any mp3 Device configured for file storage
Portable hard disk drives

REPORTING CHILD ABUSE

Pursuant to Chapter 39, Florida Statutes, all employees and agents of the Baker County School District have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Employees and agents of the district have immunity from liability if they report such cases in good faith. Employees and agents have a duty to comply with protective investigations and all other provisions of law relating to child abuse, abandonment, or neglect.

Abuse Hotline: 1-800-96ABUSE (1-800-962-2873)
TTY: 1-800-955-8771
FAX: 1-800-914-0004
Online at <https://reportabuse.dcf.state.fl.us/>

According to Florida Statute 1012.98(12), all teachers are required to complete a one-hour course on Identifying and Reporting Child Abuse and Neglect. Please go to www3.fl-dcf.org/RCAAN.

DAILY LESSON PLANS

All classroom teachers are required to maintain daily lesson plans. The lesson plans are to reflect the contents of the curriculum frameworks according to FDOE. Lesson plans are expected from every instructional faculty member. Lesson plans **must be prepared two-weeks in advance at all times** and follow the format provided by the administration. Lesson plans will be checked by your evaluator and is a critical piece of your final evaluation.

PARAPROFESSIONAL REQUIREMENTS

In addition to holding a secondary school diploma or its recognized equivalent, paraprofessionals with instructional support duties must meet one of the following provisions:

- Completed at least two years of study (or 48 semester hours) at an institution of higher education;
- Obtained an associate's or higher degree, or
- Met a rigorous standard of quality, and can demonstrate through formal state or local academic assessment knowledge of, and the ability to assist in instructing, as appropriate – reading/language arts, writing, and mathematics or reading readiness, writing readiness, and mathematics readiness.

SELF-REPORTING RULES

As required by the provisions of State Board of Education, the Principles of Professional Conduct of the Education Profession in Florida, and Florida Statutes all employees are required to comply with "Self-Reporting Rule" for arrests and convictions. Under the rule employees are required to report to the district within **48 hours** any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance or any disqualifying offense. In addition, self-reporting is required for any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or nolo contendere for any criminal offense other than a minor traffic violation within 48 hours after the final judgment.

MANDATORY REPORTING OF OFFENSES AFFECTING THE HEALTH, SAFETY AND WELFARE OF FLORIDA STUDENTS

In order to comply with Rule 6A-10.082, FA.C., the District must provide the Department with information which will form the basis of a complaint to recommend revocation, suspension or other penalty of a educator's certificate and in order to provide the Commissioner information so that he can exercise his authority to request the reassignment of personnel from direct student contact, within twenty-four (24) hours of the matter coming to the attention of a school district, a school district superintendent must report to the Department of Education an arrest or conviction of any administrative or instructional personnel for any of the offenses listed below. The same reporting requirements apply where there are substantiated allegations of misconduct by any administrative or instructional personnel that would constitute any of the offenses listed below, regardless of whether there has been an arrest or conviction.

Please see the list below for which notification must be provided to the Florida Department of Education within twenty-four (24) hours of the district learning of the matter:

(a) Felony offenses:

1. Section 782.04, F.S., relating to murder.
2. Section 782.07, F.S., relating to manslaughter, aggravated manslaughter of an elderly person or disabled adult, aggravated manslaughter of a child, or aggravated manslaughter of an officer, a firefighter, an emergency medical technician, or a paramedic.
3. Section 787.01, F.S., relating to kidnapping.
4. Section 787.025, F.S., relating to luring or enticing a child.
5. Section 787.04(2), F.S., relating to leading, taking, enticing, or removing a minor beyond the state limits, or concealing the location of a minor, with criminal intent pending custody proceedings.
6. Section 787.04(3), F.S., relating to leading, taking, enticing, or removing a minor beyond the state limits, or concealing the location of a minor, with criminal intent pending dependency proceedings or proceedings concerning alleged abuse or neglect of a minor.
7. Section 794.011, F.S., relating to sexual battery.
8. Section 794.05, F.S., relating to unlawful sexual activity with certain minors.
9. Section 796.04, F.S., Forcing, compelling, or coercing another to become a prostitute;
10. Section 796.05 F.S., Deriving support from the proceeds of prostitution;
11. Section 800.101 F.S., Offenses against students by authority figures;
12. Section 796.06 F.S., Renting space to be used for lewdness, assignation, or prostitution; and
13. Section 796.07 F.S., Prohibiting prostitution and related acts.
14. Section 825.1025, F.S., relating to lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled person.
15. Section 827.071, F.S., relating to sexual performance by a child.

(b) Misdemeanor offenses:

1. Section 787.025, F.S., relating to luring or enticing a child.

REPORTING FRAUD

Any perceived fraud that is detected or suspected by any staff member or other person shall be reported immediately to the Associate Superintendent of Human Resources at (904) 259-0427, Executive Director of Teaching and Learning at (904) 259-0408 or to the Executive Director of Support Services at (904) 259-0418 for guidance as to whether pursuit of an investigation is warranted. Fraud can also be reported by email to fraud@bakerk12.org. The obligation to report fraud includes instances where an employee knew or should have known that an incident of fraud occurred. Any investigation required shall be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship. Investigations shall be conducted in a confidential manner. Fraud includes, but is not limited to, knowingly misrepresenting the truth or concealment of a material fact in order to personally benefit or to induce another to act to his/her detriment. Actions constituting fraud include but are not limited to:

- Falsifying or unauthorized altering of District documents.
- Accepting or offering a bribe, gifts or other favors under circumstances that indicate that the gift or favor was intended to influence an employee's decision-making.
- Disclosing to other persons the purchasing/bidding activities engaged in, or contemplated by the District in order to give any entity, person or business an unfair advantage in the bid process.
- Causing the District to pay excessive prices or fees where justification is not documented.
- Unauthorized destruction, theft, tampering or removal of records, furniture, fixtures, or equipment.

FLORIDA'S RECORDING LAW

No one, including parents, students, and staff have permission to record conversations that take place in an office or while on the school campus in meetings which are not open to the public.

Florida's recording law is a two-party consent law. Under Florida Statute 934.03, secretly audio recording another individual is a third-degree felony offense. Use of recordings to extort is a separate felony offence. It is also a third-degree felony every time an individual share the secretly recorded audio content.

2 MILLION DOLLAR LIABILITY COVERAGE

The Florida Legislature appropriates funds for the Florida Department of Education (FDOE) to provide liability insurance for full-time instructional personnel in Florida [as defined in section 1012.01(2), Florida Statutes, (F.S.)]. This insurance is to protect full-time instructional personnel from liability for monetary damages and costs of defense against claims made against educators acting within their professional capacity. Additional information regarding the educator's professional liability insurance program, including a list of frequently asked questions and a copy of the current policy can be found at FDOE's website, <http://www.fldoe.org/about-us/liability-insurance.stml>.

DRUG FREE WORKPLACE

No employee of the Baker County School Board shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any controlled substance which includes all tobacco products and vapes. "Workplace" is defined to mean the site for the performance of work done in connection with employment up to, and including, any school building or any school premise; any vehicle used to transport students to and from school and school activities off school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event where students are under the jurisdiction of the School District.

Violation of this policy shall lead to disciplinary action up to and including termination of employment and referral for prosecution. Any employee found to be in violation of this policy shall, within thirty (30) days of conviction, have his/her employment with the School District terminated. The employee shall notify the appropriate school district supervisor of any criminal drug statute conviction for violation occurring in the workplace no later than five (5) days after each such conviction. For information or assistance on drug/alcohol abuse, please contact the Associate Superintendent of Human Resources at (259-0427) or Director of Student Services (259-0444) if you have questions or concerns regarding drug free policies. For tobacco users seeking assistance in becoming tobacco-free, a variety of free cessation services are available from the state at the following websites: www.floridahealth.gov; www.quitnow.net/florida; and <http://www.ahectobacco.com>.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

An Employee Assistance Program is a work-based program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems. For further information, contact the Associate Superintendent of Human Resources at (259-0427) or the Director of Student Service at (259-0444).

ZERO TOLERANCE FOR SCHOOL RELATED VIOLENT CRIME

It is essential that schools be safe and orderly to provide environments that foster learning and high academic achievement. District Policy 5.13 and the Student Code of Conduct implements the State Board of Education's Zero Tolerance Policy as outlined in State Board Rule 6A-1.0404. Possession, use, or sale of any firearm or explosive device; arson; homicide; sexual battery; armed robbery; aggravated battery; kidnapping or abduction; and verbal and written threats will not be tolerated in the Baker County School system, which includes: on school property, bus stops, on school sponsored transportation, or during a school sponsored activity.

USE OF BATHROOMS AND CHANGING FACILITIES

Restrooms and changing facilities are designated for exclusive use by males or females, as determined at birth by biological sex, or as unisex changing facilities. Any employee who willfully enters, for a purpose other than those listed in s. 553.865(6), F.S., a restroom or changing facility designated for the opposite sex and refuses to depart when asked to do so by any other employee of the Baker County School Board shall be subject to disciplinary action, up to and including termination. Employees may also refer to BCSB Policy 5.60, Use of Bathrooms and Changing Facilities.

TITLE IX POLICY - PROHIBITING SEXUAL HARASSMENT AND SEXUAL DISCRIMINATION

Sexual harassment and sexual discrimination are prohibited in the District, on all District property, and at all District sponsored activities or events. Students and employees who feel that they have been subject to sexual harassment or sexual discrimination are encouraged to file a complaint in accordance with the procedure outlined in the Title IX Policy 2.161. Employees who become aware of sexual harassment or sexual discrimination must report to the appropriate personnel so the District can conduct a thorough investigation.

BULLYING AND HARASSMENT

Bullying and harassment of any type will not be tolerated in the Baker County School District. These characteristics distinguish bullying from mere disagreement or fighting.

- Harm or hurt is intended rather than the result of a mistake or negligence.
- A power imbalance exists between the target and the perpetrator.
- The perpetrator enjoys carrying out the action.
- The perpetrator repeats the behavior, often in a systematic way.
- The victim is hurt physically or psychologically and has a sense of being persecuted or oppressed.

We define bullying as repeated and systematic abuse and harassment of another or others. Bullying and ridiculing-type conduct includes name-calling, mimicking, indifference and exclusion, invasions of personal space, inappropriate touching, physical violence (hitting, kicking, pushing, shoving), gender and sex-based bullying, and extortion.

There are three types of bullying:

- Physical Bullying: Harm to another's person or property.
- Emotional Bullying: Harm to another's self-concept,
- Relational Bullying: Harm to another through damage (or the threat of damage) to relationships or to feelings of acceptance, friendship or group inclusion

Included in these types of bullying are nonverbal, verbal and physical behaviors. These behaviors may be perpetrated by an individual or by a group, and there may be multiple victims. Please refer to the following pages for the Bullying and Harassment School Board Policy.

School Board Policy 5.101 - Bullying and Harassment

I. Statement Prohibiting Bullying and Harassment:

- A. It is the policy of the Baker County Public School District that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type against any students, employees, visitors, volunteers or agents who work on school related activities, subject to the control of school officials. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.
- B. The District upholds that bullying or harassment of any student or school employee, visitor, volunteer or agent is prohibited:
 - 1. During any education program or activity conducted by a public K-12 educational institution;
 - 2. During any school-related or school-sponsored program or activity;
 - 3. On a school bus of a public K-12 educational institution;
 - 4. Through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public K-12 education institution within the scope of the School District, meaning regardless of ownership, any computer, computer system, computer network that is physically located on school property or at a school-related or school-sponsored program or activity; or
 - 5. Through the use of data or computer software that is accessed at a non-school-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by the School District or a school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of a school. School staff is not required to monitor any non-school-related activity, function, or program.

II. Definitions:

- A. Accused is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by the District who is reported to have committed an act of bullying, whether formally or informally, verbally or in writing, of bullying.
- B. Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and is often characterized by an imbalance of power. Bullying may involve but is not limited to:
 - 1. Unwanted Teasing;
 - 2. Social Exclusion;
 - 3. Threat;

4. Intimidation;
5. Stalking;
6. Cyberstalking; or Cyberbullying
7. Physical violence;
8. Theft;
9. Sexual, religious, anti-semitic, cultural, or racial harassment;
10. Public or private humiliation; or
11. Destruction of property

The term *bullying* shall include cyberbullying whether or not specifically stated.

- C. Complainant is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person who formally or informally makes a report of bullying, orally or in writing.
- D. Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo electronic system, or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.
- E. Cyberstalking as defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.
- F. Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:
 1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
 2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
 3. Has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being; or
 4. Has the effect of substantially disrupting the orderly operation of a school.
- G. Bullying, Cyberbullying/Cyberstalking and harassment also encompasses:
 1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment.

Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.

2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - a. Incitement or coercion
 - b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system
 - c. Acting in a manner that has an effect of bullying or harassment.

III. Behavior Standards:

- A. The Baker County Public School District expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. Baker County School District employees are responsible for adhering to the Principles of Professional Conduct of the Education Profession in Florida and district policies governing conduct and behavior.
- B. The District believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff, and community members. Because students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate bullying or harassment.
- C. Refer to the Code of Conduct for specific behavior expectations.

IV. Consequences:

- A. Committing an act of bullying or harassment:
 1. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances followed by the determination of disciplinary sanctions appropriate to the perpetrators position within the district. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.
 2. Consequences and appropriate remedial interventions for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct.
 3. Consequences and appropriate remedial interventions for a school employee found to have committed an act of bullying or harassment may be disciplined in accordance with district policies, procedures, and agreements. Additionally, egregious acts of harassment by certified educators may result in a sanction against an educator's state issued certificate.
 4. Consequences and appropriate remedial action for a visitor or volunteer, found to have committed an act of bullying or harassment shall be

determined by the school or district administrator after consideration of the nature and circumstances of the act, including reports to Professional Standards and/or appropriate law enforcement officials.

B. Wrongful and intentional accusation of an act of bullying or harassment:

1. Consequences and appropriate remedial interventions for a student found to have wrongfully and intentionally accused another as a means of bullying or harassment range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the *Code of Student Conduct*.
2. Consequences and appropriate remedial interventions for a school employee found to have wrongfully and intentionally accused another as a means of bullying or harassment, shall be determined in accordance with District policies, procedures, and agreements.
3. Consequences and appropriate remedial action for a visitor or volunteer, found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to Professional Standards and/or appropriate law enforcement officials.

V. Reporting an Act of Bullying or Harassment:

- A. At each school, the principal or the principal's designee shall be responsible for receiving oral or written complaints alleging violations of this policy and will determine the appropriate action.
- B. All school employees are required to report alleged violations of this policy to the principal or the principal's designee.
- C. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in-person to the principal or principal's designee.
- D. The principal of each school in the district shall establish and prominently publicize to students, staff, volunteers, parents/legal guardians, visitors and other agents, how a report of bullying or harassment may be filed either in-person or anonymously and how this report will be acted upon.
- E. The alleged victim of bullying or harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report of bullying or harassment.
- F. A school employee, school volunteer, student, parent/legal guardian or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in the district policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.
- G. Submission of a good faith complaint or report of bullying or harassment will

not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.

- H. Any written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such act(s).
- I. Reporting may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. The principal/designee or District Administrator shall document all complaints in writing and/or through the appropriate data system to ensure that problems are addressed in a timely manner.

VI. Investigation of a Report of Bullying or Harassment:

- A. The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and shall begin with a report of such an act.
- B. While the District does not assume any liability for incidents that occur at a bus stop or en route to and from school, a student or witness may file a complaint following the same procedures for bullying or harassment against a student and the school will investigate and/or provide assistance and intervention as the principal/designee deems appropriate.
- C. Incidents that require a reasonable investigation when reported to appropriate school authorities shall include alleged incidents of bullying or harassment allegedly committed against a child while the child is en route to school aboard a school bus or at school bus stop.
- D. The principal or designee shall select an individual(s), employed by the school and trained in investigative procedures, to initiate the investigation. The person may not be the accused perpetrator (harasser or bully) or victim.
- E. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately, separately, and shall be confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.
- F. The investigator shall collect and evaluate the facts including, but not limited to:
 - 1. Description of incident(s) including nature of the behavior;
 - 2. Context in which the alleged incident(s) occurred;
 - 3. How often the conduct occurred;
 - 4. Whether there were past incidents or past continuing patterns of behavior;
 - 5. The relationship between the parties involved;
 - 6. The characteristics of parties involved i.e., grade, age;
 - 7. The identity and number of individuals who participated in bullying or harassing behavior;
 - 8. Where the alleged incident(s) occurred;
 - 9. Whether the conduct adversely affected the student's education or educational environment or the employees work or workplace environment;

10. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident;
 11. The date, time, and method in which the parents/legal guardians of all parties involved were contacted: and
 12. The date, time and method in which all parties involved, in the case of employees were contacted.
- G. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all the facts and surrounding circumstances and shall include:
1. Any recommended remedial steps necessary to stop the bullying and/or harassing behavior; and
 2. A written final report to the principal or the appropriate administrator.
- H. The maximum of ten (10) school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
- I. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying and/or harassment, and the investigative procedures that follow.

VII. Investigation to Determine Whether a Reported Act of Bullying or Harassment is Within the Scope of the District.

- A. The principal or designee will assign an individual(s) who is trained in investigative procedures to initiate an investigation of whether an act of bullying or harassment is within the scope of the School District.
- B. The trained investigator(s) will provide a report on results of investigation with recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of the District:
1. If it is within scope of the District, a thorough investigation shall be conducted.
 2. If it is outside the scope of the District, and determined a criminal act, the principal shall refer the incident(s) to appropriate law enforcement.
 3. If it is outside the scope of the District, and determined not a criminal act, the principal or designee shall inform parents/legal guardians of all students involved.
- C. Computers without web-filtering software or computers with web-filtering software that is disabled shall be used when complaints of cyberbullying are investigated.

VIII. Notification to Parents/Guardians of Incidents of Bullying or Harassment

- A. Immediate notification to the parents/legal guardians of a victim of bullying or harassment and the parents/legal guardians of the perpetrator of an act of bullying or harassment as well as notification to all agencies when criminal charges may be pursued against the perpetrator.
1. The principal, or designee, shall promptly report via telephone, personal

conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated, or reasonable thereafter. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

2. If the bullying or harassment incident results in the perpetrator being charged with a crime, the principal, or designee, shall by telephone or in writing by first class mail, inform parents/legal guardian of the victim(s) involved in the bullying or harassment incident about the Unsafe School Choice Option (Every Student Succeeds Act, Title VIII, Part F, Subpart 2, Section 8532) that states "...a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school."

- B. Immediate notification to the parents/legal guardians of the perpetrator of an act bullying or harassment.

The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

- C. Notification to local agencies where criminal charges may be pursued.

Once the investigation has been completed and it has been determined that criminal charges may be pursued against the perpetrator, all appropriate local law enforcement agencies will be notified by telephone and/or in writing.

IX. Referral of Victims and Perpetrators of Bullying or Harassment for Counseling:

When bullying or harassment is suspected or when a bullying or harassment incident is reported, counseling services shall be made available to the victim(s), perpetrator(s), and parents/guardians.

- A. The teacher or parent/legal guardian may request informal consultation with school staff (specialty staff, e.g., school counselor, school psychologist,) to determine the severity of the concern and appropriate steps to address the concern. The involved students' parents or legal guardian may be included.
- B. School personnel or parent/legal guardian may refer a student to the school intervention team or equivalent school- based team with a problem-solving focus for consideration of appropriate services. Parent or legal guardian involvement shall be required when the student is referred to the intervention team.

- C. If a formal discipline report or formal complaint is made, the principal or designee must refer the student(s) to the school intervention team for determination of counseling support and interventions. Parent or legal guardian involvement shall be required.
- D. If a formal discipline report or formal complaint is made against an employee, the principal/designee or district administrator must refer the employee to the Employee Assistance Program for determination of appropriate counseling support and/or interventions.
- E. A student may be required to obtain counseling and/or attend a recognized treatment program at parental expense and show proof of completion of such counseling or program. Such offenses may include, but are not limited to, substance abuse, threats, intimidation, bullying, harassment, or acts motivated by hate or bias.
- F. An employee component to address intervention and assistance as determined appropriate by the Employee Assistance Program that includes, but are not limited to:
 - 1. Counseling and support to address the needs of the victims of bullying; and
 - 2. Research-based counseling/interventions to address the behavior of the employees who bully others (e.g., empathy training, anger management).
- G. A school-based component to address intervention and assistance shall be utilized by the intervention team. The intervention team may recommend:
 - 1. Counseling and support to address the needs of the victims of bullying or harassment;
 - 2. Research-based counseling/interventions to address the behavior of the students who bully and harass others (e.g., empathy training, anger management); and/or
 - 3. Research-based counseling/interventions which includes assistance and support provided to parents/legal guardians, if deemed necessary or appropriate.

X. Reporting Incidents of Bullying and Harassment:

- A. Incidents of bullying or harassment shall be reported in the school's report of data concerning school safety and discipline data required under s. 1006.09(6), F.S. The report shall include each incident of bullying or harassment and the resulting consequences, including discipline and referrals. Cyberbullying incidents shall be included within the bullying incidents category. The report shall also include, in a separate section, each reported incident of bullying or harassment that did not meet the criteria of a prohibited act under this section with recommendations regarding such incidents.
- B. The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data, which includes bullying and harassment as incident codes as well as bullying-related as a related element code.
 - 1. SESIR definitions:

- a. Bullying - Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation.
 - b. Harassment - Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.
2. Bullying and/or harassment incidents shall be reported in SESIR with the bullying (BUL) or harassment (HAR) code. Unsubstantiated incidents of bullying or harassment shall be coded UBL or UHR.
 3. If the bullying or harassment results in any of the following SESIR incidents, the incident will be coded appropriately using the relevant incident code and the bullying-related code. Such incidents are:
 - a. Alcohol
 - b. Arson
 - c. Battery
 - d. Breaking and Entering
 - e. Disruption on Campus
 - f. Drug Sale/Distribution Excluding Alcohol
 - g. Drug Use/Possession Excluding Alcohol
 - h. Fighting
 - i. Homicide
 - j. Kidnapping
 - k. Larceny/Theft
 - l. Robbery
 - m. Sexual Battery
 - n. Sexual Harassment
 - o. Sexual Offenses
 - p. Threat/Intimidation
 - q. Trespassing
 - r. Tobacco
 - s. Vandalism
 - t. Weapons Possession
 - u. Other Major (Other major incidents that do not fit within the other definitions)

C. Discipline and referral data will be recorded in Student Discipline/Referral Action Report and Automated Student Information Management System.

D. The District shall provide bullying and harassment incident, discipline, and referral data to the Florida Department of Education in the format requested, through Surveys 2, 3 and 5 from Education Information and Accountability Services, and at designated dates provided by the Department.

- E. Data reporting on bullying, harassment, unsubstantiated bullying unsubstantiated harassment, sexual harassment and threat/intimidation incidents as well as any bullying-related incidents that have as a basis sex, race or disability should include the incident basis. Victims of these offenses should also have the incident basis (sex, race or disability) noted in their student records.

XI. Instruction on Identifying, Preventing, and Responding to Bullying or Harassment:

- A. The District shall ensure that schools sustain healthy, positive, and safe learning environments for all students. It is committed to maintain a social climate and social norms in all schools that prohibit bullying and harassment. This requires the efforts of everyone in the school environment – teachers, administrators, counselors, school nurses, other non-teaching staff such as bus drivers, custodians, cafeteria workers, school librarians; parents/legal guardians; and students.
- B. Students, parents/legal guardians, teachers, school administrators, counseling staff, and school volunteers shall be given instruction at a minimum on an annual basis on the district's Policy and Regulations against bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment, as well as how to effectively identify and respond to bullying or harassment in schools.
- C. The District shall establish a list of programs that provide instruction to students, parents, teachers, school administrators, counseling staff, and school volunteers on identifying, preventing, and responding to bullying and harassment including instruction on recognizing behaviors that lead to bullying and harassment and taking appropriate preventive action based on those observations. The list of authorized programs shall be available at each school, District offices, and on the District website.

XII. Reporting to a Victim's Parents/Legal Guardians the Legal Actions Taken to Protect the Victim:

The principal or designee shall by telephone and/or in writing report the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident has been initiated. According to the level of infraction, parents/legal guardians will be notified by telephone and/or writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

XIII. Publicizing the Policy:

- A. At the beginning of each school year, the Superintendent or designee shall, in writing, inform school staff, parents/legal guardians, or other persons responsible for the welfare of a student of the district's student safety and violence prevention policy.

- B. Each district school shall provide notice to students and staff of this policy through appropriate references in the Code of Student Conduct and employee handbooks, and through other reasonable means.
- C. The Superintendent shall also make all contractors contracting with the district aware of this policy.
- D. Each school principal shall develop an annual process for discussing the school district policy on bullying and harassment with students in a student assembly or other reasonable format.
- E. Reminders of the policy and bullying prevention messages such as posters and signs will be displayed around each school and on the District school buses.

XIV. Review of Policy

The Superintendent and appropriate staff shall review this policy at a minimum every three (3) years. The review shall include input from parents, law enforcement, and other community members. The Superintendent shall present the policy and any recommended changes to the School Board for consideration.

Employees or students may report bullying anonymously by calling 904-259-0432.

USE OF PHONES, FACSIMILE/DATA TRANSMISSION BY EMPLOYEES

Policy 6.440 and Policy 8.330 of the Baker County School District Policies read:

- No long-distance calls or transmissions may be made by an employee at School Board expense when the call is of a personal nature.
- All long-distance telephone calls or facsimile/data transmissions made that relate to extra-curricular activities of the school, including athletics, shall be paid from the school's internal funds collected for the specific activity.
- The principal or department head is hereby required to give prior authorization for any long-distance call or facsimile/data transmission made at board expense.
- The principal or department head shall review the telephone bills and shall refer excessive or questionable bills to the Superintendent for consideration.
- Sexting shall be prohibited. All acts of alleged sexting shall be reported to the appropriate legal authority.

NETWORK/INTERNET ACCEPTABLE USE PROCEDURE

Baker County School District provides a telecommunications network accessible to all of its staff and eligible students as part of its overall goal of improving education. Responsible use of the network will enhance both educational and leadership activities.

NETWORK WARNING

With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material, individual contacts or communications, which are not suitable for school-aged children. The Baker County School District views information retrieval from the network in the same capacity as information retrieval from reference material identified by schools. Specifically, the district supports those activities, which will enhance the research and inquiry of the learner with directed guidance from faculty and staff.

The Baker County School District has established Internet filtering software designed to block access to inappropriate sites. Even with this filter, on a global network it is impossible to control all materials and an industrious user may discover inappropriate information. At school, each student's access to and use of the network/internet will be monitored as a regular instructional activity. The district performs frequent spot checks of computers accessing the Internet to ensure only appropriate web sites are accessed. The district, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals, and policies of the Baker County School District. **Anyone found accessing inappropriate web sites may lose privileges to the network and possibly disciplinary action.**

GENERAL POLICY AND GUIDELINES

It is a general policy that the network/internet will be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Baker County School District. Users must acknowledge their understanding of the general policy and guidelines as a condition of receiving access. Failure to adhere to the policy and guidelines may result in suspending or revoking the offender's privilege of access.

Guideline 1

Acceptable uses of the network are activities, which support learning and teaching. Network users are encouraged to develop uses which meet their needs and which take advantage of the network's functions: electronic mail, conferences; access to databases, bulletin boards, and access to the internet.

Guideline 2

Unacceptable uses of the network include:

1. Violating the conditions of the Education Code dealing with student's rights to privacy;
2. Using profanity, obscenity, or other language, which may be offensive to another user;
3. Reposting personal communications without the author's prior consent;
4. Copying commercial software in violation of copyright law;
5. Using the network for financial gain or for any commercial or illegal activity;
6. Use of the network to access materials that are considered pornographic or inappropriate for educational purposes;
7. Use of the network for advertising, soliciting, or harassment of any kind;
8. Use of the network to try to access data that is protected and not intended for use;

9. Using someone else's account or password at any time;
10. Violating any federal or state laws regarding network access and;
11. Trying in any way to interfere with the computer systems in the Baker County School District or anywhere, in an effort to obtain private information, having the computer malfunction, or destroying data.
12. Copying any information which belongs to the school district or information about staff or students (including personal contact information) onto a portable storage device of any type which includes but is not limited to:
 - USB attached drives (Zip, thumb, SD memory cards, etc...)
 - Recordable Compact Disk or DVD
 - Mp3 Device configured for file storage
 - Portable hard disk

Guideline 3

Users should practice Email etiquette by:

1. Making subject heading as descriptive as possible;
2. Beginning messages with a salutation;
3. Choosing words carefully to avoid misunderstandings, keeping in mind that electronic text is devoid of any context clues which convey shades of irony, sarcasm, or harmless humor, and;
4. Ending messages with a signature.

Guideline 4

Classroom teachers are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate sections of the network and for assuring that students understand that if they misuse the network, they will lose their privilege to use the network. Particular concerns include issues of privacy, copyright infringement, email etiquette, and approved and intended use of the network resources.

Guideline 5

The person, in whose name a logon identification is issued, is responsible at all times for its proper use. Users should be extremely careful with their passwords. Each employee will receive a unique user ID and password for each system to which the user is to be granted access. The employee's supervisor will be responsible for requesting the appropriate access based on the employee's job responsibilities. Employees are not to share their user ID and password with anyone. **Employees must take every precaution to secure access IDs and passwords from unauthorized use.**

Guideline 6

Users must avoid knowingly or inadvertently spreading computer viruses. Do not upload files from unknown sources. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.

Guideline 7

The network management accepts no responsibility for harm caused directly or indirectly by its use. Never consider electronic communications to be completely private. The network managers take every possible precaution to safeguard the privacy of email, but instances of misdirected mail, mail inadvertently forwarded to others, and public posting of private correspondence by users may occur. In addition, credit card numbers or any other confidential data cannot be considered secure on the network.

Guideline 8

Signed teacher, parent, student, and employee contracts are required for network/internet access through the Baker County School District.

USER ID AND PASSWORD POLICIES

Each employee will receive a unique user ID and password for each system to which the user is to be granted access. The employee's supervisor will be responsible for requesting the appropriate access based on the employee's job responsibilities.

Employees are not to share their user ID and password with anyone. Employees must take every precaution to secure access IDs and passwords from unauthorized use.

COMPUTER RELATED CRIMES

F.S 815.02 Legislative Intent. The Legislature finds and declares that:

- (1) Computer-related crime is a growing problem in government as well as in the private sector.
- (2) Computer-related crime occurs at great cost to the public since losses for each incident of computer crime tend to be far greater than the losses associated with each incident of other white-collar crime.
- (3) The opportunities for computer-related crimes in financial institutions, government programs, government records, and other business enterprises through the introduction of fraudulent records into a computer system, the unauthorized use of computer facilities, the alteration or destruction of computerized information or files, and the stealing of financial instruments, data, and other assets are great.
- (4) The proliferation of new technology has led to the integration of computer systems in most sectors of the marketplace through the creation of computer networks, greatly extending the reach of computer crime.
- (5) While various forms of computer crime might possibly be the subject of criminal charges based on other provisions of law, it is appropriate and desirable that a supplemental and additional statute be provided which proscribes various forms of computer abuse.

F.S. 815.04 - Offenses against intellectual property, public records exemption.

- (1) A person who willfully, knowingly, and without authorization introduces a computer contaminant or modifies or renders unavailable data, programs, or supporting documentation residing or existing internal or external to a computer, computer system, computer network, or electronic device commits an offense against intellectual property.
- (2) A person who willfully, knowingly, and without authorization destroys data, programs, or supporting documentation residing or existing internal or external to a computer, computer system, computer network, or electronic device commits an offense against intellectual property.
- (3) A person who willfully, knowingly, and without authorization discloses or takes data, programs, or supporting documentation that is a trade secret as defined in s. 812.081 or is confidential as provided by law residing or existing internal or external to a computer, computer system, computer network, or electronic device commits an offense against intellectual property.
- (4) (a) Except as otherwise provided in this subsection, an offense against intellectual property is a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.
(b) If the offense is committed for the purpose of devising or executing any scheme or artifice to defraud or to obtain any property, the person commits a felony of

the second degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

F.S. 815.045 Trade Secret Information

The Legislature finds that it is a public necessity that trade secret information as defined in s. 812.081 be expressly made confidential and exempt from the public records law because it is a felony to disclose such records. Due to the legal uncertainty as to whether a public employee would be protected from a felony conviction if otherwise complying with chapter 119, and with s. 24(a), Art. I of the State Constitution, it is imperative that a public records exemption be created. The Legislature in making disclosure of trade secrets a crime has clearly established the importance attached to trade secret protection. Disclosing trade secrets in an agency's possession would negatively impact the business interests of those providing an agency such trade secrets by damaging them in the marketplace, and those entities and individuals disclosing such trade secrets would hesitate to cooperate with that agency, which would impair the effective and efficient administration of governmental functions. Thus, the public and private harm in disclosing trade secrets significantly outweighs any public benefit derived from disclosure, and the public's ability to scrutinize and monitor agency action is not diminished by nondisclosure of trade secrets.

F.S. 815.06 – Offenses against users of computers, computer systems, computer networks, and electronic devices.

- (1) As used in this section, the term "user" means a person with the authority to operate or maintain a computer, computer system, computer network, or electronic device.
- (2) A person commits an offense against users of computers, computer systems, computer networks, or electronic devices if he or she willfully, knowingly, and without authorization or exceeding authorization:
 - (a) Accesses or causes to be accessed any computer, computer system, computer network, or electronic device with knowledge that such access is unauthorized or the manner of use exceeds authorization;
 - (b) Disrupts or denies or causes the denial of the ability to transmit data to or from an authorized user of a computer, computer system, computer network, or electronic device, which, in whole or in part, is owned by, under contract to, or operated for, on behalf of, or in conjunction with another;
 - (c) Destroys, takes, injures, or damages equipment or supplies used or intended to be used in a computer, computer system, computer network, or electronic device;
 - (d) Destroys, injures, or damages any computer, computer system, computer network, or electronic device;
 - (e) Introduces any computer contaminant into any computer, computer system, computer network, or electronic device; or
 - (f) Engages in audio or video surveillance of an individual by accessing any inherent feature or component of a computer, computer system, computer network, or electronic device, including accessing the data or information of a computer, computer system, computer network, or electronic device that is stored by a third party.
- (3)
 - (a) Except as provided in paragraphs (b) and (c), a person who violates subsection (2) commits a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.
 - (b) A person commits a felony of the second degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084, if he or she violates subsection (2) and:

1. Damages a computer, computer equipment or supplies, a computer system, or a computer network and the damage or loss is at least \$5,000;
 2. Commits the offense for the purpose of devising or executing any scheme or artifice to defraud or obtain property;
 3. Interrupts or impairs a governmental operation or public communication, transportation, or supply of water, gas, or other public service; or
 4. Intentionally interrupts the transmittal of data to or from, or gains unauthorized access to, a computer, computer system, computer network, or electronic device belonging to any mode of public or private transit, as defined in s. 341.031.
- (c) A person who violates subsection (2) commits a felony of the first degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084, if the violation:
1. Endangers human life; or
 2. Disrupts a computer, computer system, computer network, or electronic device that affects medical equipment used in the direct administration of medical care or treatment to a person.
- (4) A person who willfully, knowingly, and without authorization modifies equipment or supplies used or intended to be used in a computer, computer system, computer network, or electronic device commits a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.
- (5) (a) In addition to any other civil remedy available, the owner or lessee of the computer, computer system, computer network, computer program, computer equipment or supplies, electronic device, or computer data may bring a civil action against a person convicted under this section for compensatory damages.
- (b) In an action brought under this subsection, the court may award reasonable attorney fees to the prevailing party.
- (6) A computer, computer system, computer network, computer software, computer data, or electronic device owned by a defendant that is used during the commission of a violation of this section or a computer or electronic device owned by the defendant that is used as a repository for the storage of software or data obtained in violation of this section is subject to forfeiture as provided under ss. 932.701-932.704.
- (7) This section does not apply to a person who:
- (a) Acts pursuant to a search warrant or to an exception to a search warrant authorized by law;
 - (b) Acts within the scope of his or her lawful employment; or
 - (c) Performs authorized security operations of a government or business.
- (8) For purposes of bringing a civil or criminal action under this section, a person who causes, by any means, the access to a computer, computer system, computer network, or electronic device in one jurisdiction from another jurisdiction is deemed to have personally accessed the computer, computer system, computer network, or electronic device in both jurisdictions.
- (9) This chapter does not impose liability on a provider of an interactive computer service as defined in 47 U.S.C. s. 230(f), information service as defined in 47 U.S.C. s. 153, or communications service as defined in s. 202.11 that provides the transmission, storage, or caching of electronic communications or messages of others; other related telecommunications or commercial mobile radio service; or content provided by another person.

815.07 This chapter not exclusive. The provisions of this chapter shall not be construed to preclude the applicability of any other provision of the criminal law of this state which presently applies or may in the future apply to any transaction which violates this chapter, unless such provision is inconsistent with the terms of this chapter.

Respect and Civility Statement

The Baker County School District believes that a safe, secure, nurturing and civil environment is essential in accomplishing its mission to create a community which works together so all Baker County students will reach their highest potential. This policy promotes mutual respect, civility and orderly conduct among all district employees, students, parents and the general public. The policy is not intended to deprive any person of his/her right to freedom of expression. Rather, it is intended to maintain, to the extent that is possible and reasonable, a safe, harassment-free workplace for students, families, and staff that is free of disruptive, demeaning, intimidating, threatening, or aggressive behaviors.

1. District staff will treat students, parents, fellow staff members, and members of the public with respect and will expect the same in return.
2. District staff will not conduct business with those who use obscenities or otherwise speak in a demanding, loud, insulting, or threatening manner.
3. Volatile, hostile, or aggressive actions and words will not be tolerated, and individuals who engage in these activities may face penalties up to, and including, criminal prosecution.
4. These expectations are for all school activities, including athletic events, extra-curricular activities, school programs, etc. If civility is not followed, the person/persons causing incivility will be asked to leave the premises, and could be banned from further visits to school property.

District students' rights and responsibilities are further defined within the Student Code of Conduct.

BCSD Policy 5.101 (III A.B.C.)

Authority: F.S. 1001.41 (1)

Baker County School District BYOD (Bring Your Own Device) Agreement

Any device that can connect in any way to the Baker County School District wireless network is considered an electronic mobile device under this policy.

Anyone who brings their privately owned electronic mobile device to school is personally responsible for the equipment. Responsibility for the maintenance and repair of the equipment rests solely with the owner. Any damage to the equipment is the responsibility of the individual. No privately-owned computers or other electronic mobile device may be attached to the wireless network except by the process described herein.

Software residing on privately owned electronic mobile devices must be personally owned and will not be supported or maintained by the District. The user is solely responsible for the security of their equipment. The Baker County School District does not guarantee the privacy or security of any item stored on or transmitted by any electronic mobile device. The privately owned electronic mobile device should have up to date antivirus software installed to protect the operating system, programs, and applications on that device.

The District technology team will not service or repair any device not belonging to the District. No internal components belonging to the District shall be placed in any personal equipment; whether as enhancements, upgrades or replacements. Software and applications installed on personal devices will not be supported under any circumstances.

A privately owned electronic mobile device can be connected to the District's wireless network, including access to the internet, under the following conditions:

1. Use of the electronic mobile device must adhere to the Baker County School District Acceptable Use Policy.
2. Mobile computing device users must login to the wireless network using their assigned username and password provided by the District.
3. The BYOD Agreement must be signed and submitted to your school's technology contact. For non-school facilities, submit forms to the district technology department.

As it relates to privately owned electronic mobile devices being used in District facilities or on the Baker County wireless network, the Baker County School District reserves the right to:

1. Filter any network traffic.
2. Make determinations on whether specific uses of the electronic mobile device are consistent with the District's Acceptable Use Policy.
3. Remove the user's access to the network and suspend the right to use the privately owned electronic mobile device in the District facilities at any time it is determined that the user is engaged in unauthorized activity or is violating the Acceptable Use Policy. Violation of Acceptable Use Policy on an electronic mobile device may result in disciplinary action in coordination with policies set forth by the Baker County School Board.

**Baker County School District
BYOD (Bring Your Own Device) Agreement**

I have read and consent to the Personal Electronic Mobile Device Agreement. I am requesting that my privately owned electronic mobile device be attached to the Baker County School District's wireless network. This contract will be reviewed and submitted by the technology contact and access will be granted by the district's technology department. Network access rights may be revoked at any time it is determined that the user is engaged in unauthorized activity or is violating the Acceptable Use Policy.

By signing below, I agree that I am personally responsible for my equipment and its security. Responsibility for the maintenance, damage, and repair of my equipment is solely my own. I am also aware that software residing on my device must be personally owned and will not be supported or maintained by the Baker County School District and that the Baker County School District does not guarantee the privacy or security of any item stored on or transmitted by my electronic mobile device.

Please sign below and return this form to the school's technology coordinator who will submit the request to the district's technology department. Access is typically granted within 24 hours.

Name (printed)

Date

Signature

Network Login (printed)

NETWORK/INTERNET ACCEPTABLE USE EMPLOYEE RESPONSIBILITY CONTRACT

Please read the following carefully before signing this document. This is a legally binding contract and must be signed before you will be given access to the network and/or the Internet.

In an effort to promote the proper use of the network and the Internet, the Baker County School District has developed a Network/Internet Acceptable Use Policy. I have read and understand the Network/Internet Acceptable Use Policy of the Baker County School District. I also understand that this access is designed for educational work-related purposes only and agree to the terms and conditions of the policy.

If any user violates any of these provisions, his or her access to the network/internet may be terminated and disciplinary action could also result. The signature below indicates the party has read the terms and conditions carefully and fully understands their significance.

THE INTERNET, EMAIL, LIABILITY, AND YOU THE DANGERS AND PITFALLS OF EDUCATORS USING THE INTERNET, LOCAL NETWORK, AND EMAIL

The following information is not being presented as case law, and is not intended to provide the reader with any legal opinion. However, it is presented in an effort to prevent any liability from the use of email, intra/internet.

The employee's or employer's liability from using email and the misuse of intra/internet is a fairly recent problem that is now facing almost every person who uses a computer for two-way communication. The responsibility for eliminating this liability lies with the employer and the employee. All employees have a legal duty to *professionally* deliver information to others.

A *harmless joke* may be the basis of a lawsuit, when it is written, sent, received or read at the job site, or on any computers or system that the employer owns or maintains. Email found on employer-owned or maintained computers or systems are considered *business documents*. When these *business documents* are part of an educational setting, they also become *public records*.

Thus, any communication using email should be written with the same degree of scrutiny used when writing a letter to be sent through the postal system. Due to the unprotected nature of the email infrastructure, a possibility exists that emails may be intercepted and read by unintended parties. The chance that your email will be read by the wrong person is high and there is no guarantee that the emails you send will not be forwarded to another party, purposely or accidentally. While the person forwarding the email will be responsible for the content of the forwarded email, the originating author will be responsible for the content of original email sent out.

Regardless of whether you are using the Local Network or the Internet through the district network, the guidelines are the same.

FACTS ABOUT EMAIL ON THE INTERNET AND DISTRICT NETWORK

Employees are reminded of the following related to email:

- Email is considered a *public record* when it involves students and school-related business, or is generated or read from a computer or server owned by the school district.
- Email is considered a *business document* when it is generated or read on the employer's computer or server(s).
- Email is a very *unprotected* means of communication.
- Email is not suitable for every communication.
- Email is a weak infrastructure.
- Email has a high chance of being intercepted and being read by the wrong person(s).
- Email must meet the same standards as a letter, which will be mailed.

THINGS TO CONSIDER WHEN USING EMAIL . . .

- Is there a guarantee that the email being sent will not be forwarded to other people?
- Is the information in the email appropriate for the educational setting?
- Is there a better, more secure way to send the information?
- You don't have to send information by email. Using the email system is voluntary.
- Not every communication should be sent via email and the inter/intranet.
- Always consider the possibility that the email being forwarded can be read by another party.
- You are responsible for the content of any email sent to you, that's forwarded to another party.
- Is the server being used the property of the Baker County School District?
- Who is the owner of the server used to receive the email that you send?
- Even if you write and send a message from home, consider where the email will be received and read.
- Is there an alternative method of communicating the information being sent?
- Make an effort to use professional ethics when utilizing any intra/internet system.

THE FOUR W'S OF SENDING AN EMAIL

When crafting a professional email, it is helpful to consider the "four W's": Who, What, When, and Why. These guiding questions ensure your message is clear, relevant, and effective. Start by identifying **who** your audience is. Understanding the recipient allows you to tailor your message and tone appropriately. Next, clarify **what** you are trying to communicate. Your main message should be clear, concise, and directly address the recipient's needs. Timing also matters—**when** you send your email can impact its effectiveness. Consider the recipient's schedule, availability, and the urgency of the message to determine the best time to send it. Finally, be clear on **why** you are sending the email. Knowing your purpose and desired outcome helps you stay focused and write a message that prompts the recipient to understand or take action.

PLEASE REMEMBER: When emails are written, sent, received and/or read at a place of business or on a computer or server provided by an employer, the email will be considered a "**business document.**" When emails are written, sent, received and/or read in an educational setting, or on a computer or server provided by the educational employer, the email would be considered a "**public document.**"

INSTRUCTIONS FOR NEW EMPLOYEES

INSTRUCTIONAL APPOINTMENTS

1. Promptly complete and return all forms requested in your employee packet to the Personnel Office. Pre-employment requires drug screening and fingerprinting.
2. A teacher must have a physical examination (paid for by the employee) and completed district personnel forms on file with the personnel office before the first paycheck will be issued. Physicals can be scheduled at the Baker County Health Department, 259-6291.
3. The pay process can begin only when a nomination for appointment and all required forms, with the exception of the insurance form, are completed and returned to the Personnel Office.
4. Degree credit is awarded only after the employee provides an official transcript, showing degree awarded.
5. The employee is responsible for verification of previous service:
 - a. Only contracted services will be accepted. (Credit for substitute teaching on daily or permanent basis that is not contracted will not be accepted.)
 - b. Year of Service shall be defined as one-half year plus one day (99.5 days) of a contractual year; or, a major portion of the hours (greater than 3.625) per day for 99.5 days; or, a combination of full time and fraction of hours to equal a total of 715 hours during a contractual year. (Must be returned by mail from previous employer.)
 - c. When a previous employer mandates that verification of experience be processed through a third-party vendor or charges fees to complete the experience verification, the employee shall be responsible for all related fees. These costs must be remitted to the district prior to the completion of the verification.
 - d. Verification of prior employment and experience must be initiated within an employee's first year of employment with the Baker County School District. Requests submitted after the first year will not be considered, and no additional years of experience will be awarded.
6. Instructional personnel, entering the Baker County School District with the following qualifications, will be credited year-for-year experience (both in state and out-of-state) on a year-for-year basis.
 - a. Must hold a valid teaching certificate for the time to be credited;
 - b. Must have held a full-time, salaried position for the time to be credited (including job-sharing) in a public school, accredited private school or college/university;
 - c. Must have received a satisfactory evaluation for the time to be credited;
 - d. Retroactive experience pay will be for the current year, pending completed certification.
7. Military experience shall be credited on a year-for-year basis for up to four years. Service shall be established from the date of full-time active duty to the date of discharge or release from duty and must be verified. The discharge or release from active duty must have been under honorable conditions.

NEW EMPLOYEE FORMS

- Employment Application, Employee Verification (I-9), Proof of high school graduation and/or college transcript
- Loyalty Oath, Emergency Notification, and Physical Form
- W-4 Form, 2 copies of Social Security Card, 2 copies of Drivers License
- Enrollment form for retirement—with a copy of your social security card
- Insurance Enrollment Form, Medical History Form, and Tuberculin Questionnaire
- Florida Educator's Certificate or Application for (if instructional personnel)
- Employment Board Approval Form and other required forms

- Verification of Experience - When a previous employer mandates that verification of experience be processed through a third-party vendor or charges fees to complete the experience verification, the employee shall be responsible for all related fees. These costs must be remitted to the district prior to the completion of the verification.
 - Verification of prior employment and experience must be initiated within an employee's first year of employment with the Baker County School District. Requests submitted after the first year will not be considered, and no additional years of experience will be awarded.

Fingerprinting

Prior to School Board approval, all applicants (both instructional and non-instructional) are required to be fingerprinted at the District Office. The cost is \$75.00 and must be paid by credit or debit card. No other form of payment will be accepted.

Drug Testing

Forms for mandatory pre-employment drug screening for full-time employees and substitutes must be picked up at the District Office with screening conducted at Ed Fraser Memorial Hospital lab between the hours of 8:00 a.m. to 3:00 p.m. on Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday. The cost of the drug screening is \$30, payable by the employee to Ed Fraser Memorial Hospital by cash, check, or credit card. Screening must be completed within one hour of receiving the form from the District Office.

SAFETY OF STUDENTS AND STAFF

The safety and health of students and staff in the Baker County Public School District is the first and most important commitment of the Baker County School Board. The District provides comprehensive safety and security training at every work site. If you should have any questions about these matters, or you need additional assistance with these areas, it is your responsibility to contact your site supervisor for assistance.

LEAVES OF ABSENCE

PROCEDURES FOR COMPLETION OF LEAVE REQUEST FORM

1. Complete and submit a leave form on-line in Skyward. Fill in the appropriate type of leave and the days and hours to be taken.
2. Secure the approval of your supervisor **before** leave is taken, unless your absence is unforeseen.

SICK LEAVE

Pursuant to Florida Statute 1012.61, each instructional employee shall be credited with sick leave hours equivalent to four (4) days of sick leave as of the first day of employment, and one (1) day of sick leave a month to be credited at the end of each month, not to exceed ten (10) days per year. Full-time support employees shall be credited with sick leave hours equivalent to four (4) days of sick leave at the end of the first month of employment and one (1) day of sick leave a month to be credited at the end of each month thereafter. The rate at which sick leave is accrued does not increase with years of service. No employee will earn more than the equivalent of one day per month for the total months contracted in a fiscal year. Each teacher employed during summer school shall be credited at the end of the first month of summer school with one additional sick leave day.

PERSONAL LEAVE

Employees will be granted six (6) days for personal leave for any reason, with compensation, provided that such leave is charged against accrued sick leave and will be counted in determining a year of service. The total accrued personal leave shall not exceed six (6) days in any one school year.

BEREAVEMENT LEAVE

For the death of a father, mother, brother, sister, husband, wife, child, or member of immediate house hold, grandparents, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, step-father, step-mother, step-brother, step-sister, or step-child of an employee, bereavement leave of three days (per year) shall be granted. Leave shall be granted upon request and may require the submission of a death certificate, written documentation from the funeral director, or other documentation that enables the Superintendent or designee to make a determination that the leave is appropriate. Bereavement leave is not accruable from year-to-year and must be used within 45 calendar days, excluding holiday breaks, of the death. Additionally, it is not transferable or redeemable.

MILITARY LEAVE

Regular employees who are members of the reserve in the United States Armed Forces or members of the National Guard of the United States Military or Naval Services shall receive up to a maximum of 240 hours paid military leave during any work year if they are ordered by the Armed Services or National Guard to report to temporary duty.

UNPAID LEAVE

Upon the recommendation and approval of the supervisor and the Superintendent, the Board may allow unpaid leave for various non-work related reasons. Unpaid leave may be granted for reasons such as parental leave, educational leave, leave to care for ill parent or child, or personal health reasons. Unpaid leave must have prior approval. When on approved unpaid leave, benefits with the Baker County School Board may be continued if the employee pays the entire premium.

OTHER LEAVE INFORMATON

There are provisions for leave with regard to maternity, illness-in-line-of-duty, personal and emergency leave, long-term leave without pay, and domestic violence leave. Please see the Personnel Office for information or questions.

Administrative leave may be authorized to cover absences caused by jury duty or court attendance (not involving your personal litigation). Attendance at meetings and conferences beneficial to the District and approved by your supervisor will be covered as a temporary duty assignment.

Baker County Schools comply with the Family and Medical Leave Act of 1993. If you are ill, if you have a family member who is ill and you need to care for that family member, or if you need to care for a newborn or newly adopted child, contact your supervisor for information regarding your rights and responsibilities. (See Family and Medical Leave Act Fact Sheet on page 75.)

TERMINAL PAY FOR SICK LEAVE

Any full-time employee shall be entitled to terminal pay for accumulated sick leave at the time that employee elects to receive normal or early retirement benefits or is approved for disability retirement benefits. Payment will be made to his/her beneficiary, if service is terminated by death. Determination of such terminal pay may not exceed an amount determined by Baker County School District Policy 6.320 as follows:

- During the first three years of service, the daily rate of pay multiplied by 35% times the number of days accumulated sick leave;
- During the next three years of service, the daily rate of pay multiplied by 40% times the number of days accumulated sick leave;
- During the next three years of service, the daily rate of pay multiplied by 45% times the number of days accumulated sick leave;
- During the next three years of service, the daily rate of pay multiplied by 50% times the number of days accumulated sick leave; and
- During and after the thirteen year of service, the daily rate of pay multiplied by 100% times the number of accumulated sick leave.

ATTENDANCE INCENTIVE

INSTRUCTIONAL PERSONNEL

Teachers who do not use sick or personal leave during any instructional quarter shall receive an incentive of \$225.00 (before deductions) within thirty *working* days of the end of the instructional quarter. To initiate the receipt of the incentive, teachers who qualify must notify their building principals, in writing or via email, within ten *working* days of the end of the instructional quarter.

NON-INSTRUCTIONAL PERSONNEL

School Related Employees, who do not use sick or personal leave during any instructional quarter, shall receive an incentive of \$200.00 (before deductions) within thirty working days of the end of the instructional quarter. To initiate the receipt of this incentive, school related employees, who qualify, must notify their building principals/supervisors in writing or via email, within ten working days of the end of the instructional quarter. Approved Temporary Duty Leave, approved Illness-in-Line-of-Duty, and approved Association Leave shall not affect a school-related employee's perfect attendance. Permanent part-time employees shall receive \$100 per instructional quarter for perfect attendance. Employees who earn annual leave are not eligible for this incentive.

VOLUNTEERS

All employees have completed criminal background checks and are therefore not required to complete a Volunteer Application to participate/volunteer in school activities.

REASSIGNMENTS

In the event the leadership team determines that an involuntary transfer to another cost center must occur, the employee shall be notified of the decision in writing. For more detailed information, please refer to your respective Bargaining Agreement.

RESIGNATIONS

Prior to leaving a position, an employee should give a minimum of two weeks notice. A resignation form should be signed and submitted to employee's supervisor.

TRAVEL REIMBURSEMENT PROCEDURES

Travel reimbursement forms are available at respective work sites. An employee, with prior authorization to use his/her vehicle for assigned duties, shall be reimbursed 44.5 cents per mile for State employees per Florida Statutes 112.061. (See back of travel form for details.)

FLORIDA RETIREMENT SYSTEM (FRS)

For the most up to date information regarding the Florida Retirement System (FRS), please visit <https://myfrs.com/>.

For the Pension Plan Member Handbook, please visit https://frs.fl.gov/forms/member_handbook.pdf

For the Pension Plan Deferred Retirement Option Program (DROP), please visit <https://frs.fl.gov/forms/DROP-Guide.pdf>

For the Investment Plan Summary Plan Description, please visit https://myfrs.com/pdf/forms/frs_ip_spd.pdf

WORKERS' COMPENSATION

Florida Statutes Chapter 440 requires the Baker County School District to provide workers' compensation to all employees who suffer work-related injuries or illness. Employees shall follow the Procedures for Workplace Injuries (School Board Policy 6.241).

REPORTING OF WORKPLACE INJURIES

1. All employees (or approved volunteers) are required to report any workplace injuries to their supervisor and/or designee immediately.
2. If the injured employee (or approved volunteer) does not require outside medical treatment or refuses medical treatment, the supervisor and/or designee will document the injury on the "Employee First Aid Log."

TREATMENT OF WORKPLACE INJURIES

1. Any injured employee (or approved volunteer) with a life-threatening injury, should call 911, report to the nearest emergency facility or other medical facility. Injured employees (or approved volunteers) requiring medical treatment will be directed by their supervisor and/or designee to the appropriate medical facility.
2. The supervisor and/or designee will fill out the required Notice of Injury form and request for medical treatment in accordance with the "North East Florida Educational Consortium Claims Manual."
3. Any unauthorized treatment may be at the expense of the injured worker or volunteer.

FOLLOW-UP MEDICAL TREATMENT

1. The injured employee (or approved volunteer) shall attend all medical appointments related to the workplace injury. It is the responsibility of the injured employee (or approved volunteer) to notify the Risk Manager's office/Cost Center Supervisor and

- the medical provider if he/she cannot attend the appointment and/or to reschedule.
2. Whenever possible, follow-up medical appointments should take place before or after normal working hours. If an employee (or approved volunteer) must attend a scheduled medical appointment during normal working hours, only actual time for travel and the appointment will be approved. The employee must return to work if the workday has not ended.
 3. Following any appointment or treatment for a workplace injury, the employee (or approved volunteer) shall immediately contact his/her supervisor or designee and provide current work status documentation. The supervisor or designee will notify the Risk Management Office of the employee's (or approved volunteers) current work status.

LIGHT DUTY-RETURN TO WORK

1. When an employee who has experienced a workplace injury and cannot return to his/her regular job/duties due to restrictions placed on them by the authorized workers' compensation physician, the employee will be placed, when possible, in a modified work position.
2. The modified work position will meet all restrictions placed on him/her by the authorized workers' compensation physician.
3. Modified work positions are only for those employees who have medical restrictions due to workplace injuries as determined by the authorized workers' compensation physician.
4. All modified work positions are temporary and not to be considered permanent placement or employment.
5. An employee may participate in the "Light Duty-Return to Work" Program for up to 90 calendar days. At least ten (10) days prior to the end of the 90-day period, the employee must return to see the authorized workers' compensation physician for a reassessment of his/her condition and medical restrictions.
6. Upon receipt of the updated medical assessment, a determination will be made whether to continue the employee in the "Light Duty-Return to Work" Program. This decision will be made by the employee's supervisor and the Risk Manager. The employee's supervisor and Risk Manager will evaluate the restrictions placed on the employee by the authorized workers' compensation physician and determine what jobs/duties the employee can safely perform. If it is felt that the employee's restrictions cannot be reasonably accommodated, the employee will be sent home until his/her restrictions change or accommodation can be made.
7. All employees who have been released by the authorized workers' compensation physician must participate in the return to work program. Failure to participate in this program may jeopardize the employee's workers' compensation benefits. Failure to participate in this return to work program may also result in the employee becoming subject to progressive discipline that may include termination of employment.
8. While participating in the "Light Duty-Return to Work" Program, the employee may receive his/her regular hourly rate of pay and benefits.
9. The employee's scheduled hours of work may be reduced in order to meet the restrictions imposed by the worker's compensation physician.
10. The "Light Duty-Return to Work" Program may require that the injured employee be assigned to another cost center while participating in the program.

MAXIMUM MEDICAL IMPROVEMENT

When an injured employee has reached Maximum Medical Improvement, as determined by the authorized workers' compensation physician, and the injured employee cannot return to regular duties, the employee's supervisor and the Risk Manager will review the employee's status and determine what further action is required.

EMPLOYEES ON “LOST TIME” STATUS

1. “Lost Time” status is defined as any employee who misses work due to a job related illness or injury which has been reported to the employer.
2. An employee who is on “Lost Time” status shall contact his/her supervisor/designee a minimum of once per week, excluding weekends and holidays, and update the supervisor on his/her condition.
3. Once an employee has been released to return to regular duty, he/she must notify his/her supervisor/designee by the next working day.
4. Employee’s who are on “Lost Time” status will be required to return all district property upon the request of his/her supervisor/designee.
5. An employee who fails to report a medical release by the authorized workers’ compensation physician to his/her supervisor/designee by the next working day or does not return district property at the request of the supervisor/designee may be subject to progressive discipline which may include termination.

UNEMPLOYMENT COMPENSATION

An employee who is laid off or terminated through no personal fault may be entitled to Unemployment Compensation benefits under Florida Law. If you are laid off or terminated, contact the nearest Office of Unemployment Compensation to determine your eligibility.

SOCIAL SECURITY

In addition to membership in the Florida Retirement System, the Social Security Administration also covers you. The School Board matches deductions for Social Security. Be sure the Personnel Office has a copy of your social security card. An agency may not collect an individual’s Social Security Number unless the agency has stated in writing the purpose for its collections and unless it is specifically authorized by law to do so or it is imperative for the performance of that agency’s duties and responsibilities as prescribed by law. The Social Security Numbers collected by an agency may not be used by that agency for any purpose other than the purpose provided in the written statement. Social Security Numbers shall be collected only when allowed by law or when necessary for the performance of the school system’s duties. The District shall collect the Social Security Number of individuals for the following reasons: Identification and verification; benefit processing; data collection; tax reporting; criminal background checks, etc. The District may also use the Social Security Number for search purposes. F.S. 119.071(5).

SCHOOL HOLIDAYS

Holidays will be those designated by the Baker County School Board. They may change from year to year. Days when students are not in school are not necessarily holidays. Consult the annual school calendar and your supervisor for holiday schedule. You must be at work or on paid leave status the day before a holiday in order to receive pay for that holiday.

EMERGENCY CLOSING OF SCHOOLS

There may be circumstances where the Superintendent may close schools or dismiss schools early due to emergency situations. Usually these circumstances are related to severe weather

or natural disasters. All schools and departments have emergency closing plans. Be sure to speak to your Principal/designee regarding your site's plan and your responsibilities in these types of situations.

WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR

Fact Sheet #28: The Family and Medical Leave Act Revised February 2023

The Family and Medical Leave Act (FMLA) provides job-protected leave from work for family and medical reasons. This fact sheet explains FMLA benefits and protections.

ABOUT THE FMLA

The FMLA provides eligible employees of covered employers with job-protected leave for qualifying family and medical reasons and requires continuation of their group health benefits under the same conditions as if they had not taken leave. FMLA leave may be unpaid or used at the same time as employer-provided paid leave. Employees must be restored to the same or virtually identical position when they return to work after FMLA leave.

Eligible employees: Employees are eligible if they work for a covered employer for at least 12 months, have at least 1,250 hours of service with the employer during the 12 months before their FMLA leave starts, and work at a location where the employer has at least 50 employees within 75 miles.

Covered employers: Covered employers under the FMLA include:

- Private-sector employers who employ 50 or more employees in 20 or more workweeks in either the current calendar year or previous calendar year,
- Public agencies (including Federal, State, and local government employers, regardless of the number of employees), and
- Local educational agencies (including public school boards, public elementary and secondary schools, and private elementary and secondary schools, regardless of the number of employees).

The FMLA protects leave for:

- The birth of a child or placement of a child with the employee for adoption or foster care,
- The care for a child, spouse, or parent who has a serious health condition,
- A serious health condition that makes the employee unable to work, and
- Reasons related to a family member's service in the military, including
 - Qualifying exigency leave - Leave for certain reasons related to a family member's foreign deployment, and
 - Military caregiver leave – leave when a family member is a current service member or recent veteran with a serious injury or illness.

Download [“The Employee Guide to the Family and Medical Leave Act”](#) for more information about the FMLA, including how to request FMLA leave.

USING FMLA LEAVE

Eligible employees may take:

- Up to 12 workweeks of leave in a 12-month period for any FMLA leave reason except military caregiver leave, and
- Up to 26 workweeks of military caregiver leave during a single 12-month period.

Examples:

- Sheila works 32 hours a week at a shoe store. When Sheila needs to take FMLA leave for 12 weeks, she may use up to 32 hours of FMLA leave a week for 12 weeks.
- Chester works 40 hours a week as an administrative assistant. When Chester needs to take FMLA leave for 12 weeks, he may use up to 40 hours of FMLA leave a week for 12 weeks.
- Kayden works 50 hours a week as a cook at a restaurant. When Kayden needs to take FMLA leave for 12 weeks, he may use up to 50 hours of FMLA leave a week for 12 weeks.

Intermittent or reduced schedule leave. Employees have the right to take FMLA leave all at once, or, when medically necessary, in separate blocks of time or by reducing the time they work each day or week. Intermittent or reduced schedule leave is also available for military family leave reasons. However, employees may use FMLA leave intermittently or on a reduced leave schedule for bonding with a newborn or newly placed child only if they and their employer agree.

Examples:

- Sheila has a daughter who serves in the Armed Forces and was seriously injured during deployment overseas. Sheila needs FMLA leave for one-half of her usual workweek (16 hours) over the next six months to assist with her daughter's care.
- Chester has a serious mental health condition that sometimes affects his ability to work. Occasionally, when Chester is unable to work because of his mental health, he takes FMLA leave, usually for one to three weeks at a time. Chester also takes FMLA leave every now and then for an hour or two when he has an appointment to see his doctor or attend therapy to treat his condition.
- Kayden, a cook, works Tuesday through Saturday. His father, Emile, has a serious health condition. Kayden and his wife, Maeve, take turns bringing Emile to dialysis during the week. Every other Friday evening Kayden uses five hours of FMLA leave to help his father. Even though his wife helps, Kayden also occasionally uses five hours of FMLA leave on other evenings to help his father.

Paid leave. FMLA is job-protected, unpaid leave. Employees may use employer provided paid leave at the same time that they take FMLA leave if the reason they are using FMLA leave is covered by the employer's paid leave policy. An employer may also require an employee to use their paid leave during FMLA leave.

Examples:

- Sheila works for a shoe store that provides her with one week of paid vacation time every year. The store always requires employees to use their paid vacation time when they take time off from work for any reason, even if they are not taking a vacation. When Sheila takes 16 hours of FMLA leave because of her daughter's deployment with the Armed Forces to a foreign country, her employer pays her for her FMLA time off and deducts 16 hours from her one week of vacation time.

- When Chester needs FMLA leave for his own serious health condition, he uses paid sick leave that is part of his job benefits.
- The restaurant where Kayden works provides him paid sick leave that he can use for his own health needs but not for family care. Kayden also has other paid time off (PTO) that he uses when he takes leave to care for his father who has a serious health condition.

Requesting FMLA leave. Employees do not have to specifically ask for FMLA leave but do need to provide enough information so the employer is aware the leave may be covered by the FMLA. Employees must provide notice to their employer as soon as possible and practical that they will need to use FMLA leave. For example, if an employee knows that they have a procedure for a serious medical condition scheduled in three weeks, the employee needs to provide notice to the employer as soon as the procedure is scheduled. Employers may ask for information from the health care provider before approving FMLA leave and must allow 15 calendar days to provide the information. In some circumstances, such as when the employee's health care provider is not able to complete the certification information timely, employees must be allowed additional time.

FMLA LEAVE BENEFITS AND PROTECTIONS

Job protection. Employees who use FMLA leave have the right to go back to work at their same job or to an equivalent job that has the same pay, benefits, and other terms and conditions of employment at the end of their FMLA leave. Violations of an employee's FMLA rights may include changing the number of shifts assigned to the employee, moving the employee to a location outside of their normal commuting area, or denying the employee a bonus for which they qualified before their FMLA leave.

An employer cannot threaten, discriminate against, punish, suspend, or fire an employee because they requested or used FMLA leave. Violations of an employee's FMLA rights may include actions such as writing up the employee for missing work when using FMLA leave, denying a promotion because the employee has used FMLA leave, or assessing negative attendance points for FMLA leave use.

Group health plan benefits. Employers are required to continue group health insurance coverage for an employee on FMLA leave under the same terms and conditions as if the employee had not taken leave. For example, if family member coverage is provided to an employee, family member coverage must be maintained during the employee's FMLA leave.

SPECIAL FMLA RULES FOR SOME WORKERS

FMLA Leave and Teachers. Special rules apply to employees of elementary schools, secondary schools, and school boards. Generally, these rules apply when an employee needs intermittent leave or leave near the end of a school term.

FMLA Eligibility for Flight Crews. Airline flight crew employees have special hours of service eligibility requirements. For more information about the special rules for flight crew employees, see [Fact Sheet #28J](#).

FMLA Eligibility for Servicemembers under the Uniformed Services Employment and Reemployment Rights Act (USERRA)

Returning servicemembers are entitled to receive all rights and benefits of employment that they would have obtained if they had been continuously employed. Any period of absence from work

due to USERRA-covered service counts toward an employee's months and hours of service requirements for FMLA leave eligibility.

ADDITIONAL PROTECTIONS

State Laws

Some States have their own family and medical leave laws. Nothing in the FMLA prevents employees from receiving protections under other laws. Workers have the right to benefit from all the laws that apply.

Protection from Retaliation

FMLA is a federal worker protection law. Employers are prohibited from interfering with, restraining, or denying the exercise of, or the attempt to exercise, any FMLA right. Any violations of the FMLA or the FMLA regulations constitute interfering with, restraining, or denying the exercise of rights provided by the FMLA. For more information about prohibited employer retaliation under the FMLA, see [Fact Sheet #77B](#) and [Field Assistance Bulletin 2022-2](#).

Enforcement

The Wage and Hour Division is responsible for administering and enforcing the FMLA for most employees. If you believe that your rights under the FMLA have been violated, you may file a complaint with the Wage and Hour Division or file a private lawsuit against your employer in court. State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most Federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

Where to Obtain Additional Information

For additional information, visit our Wage and Hour Division

Website: <http://www.dol.gov/agencies/whd> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243)

TEACHER RIGHTS

In Florida, all students have a right to learn in a student-centered learning environment where Florida's state academic standards are the foundation for learning. The 2023 Legislature passed, and Governor DeSantis signed into law, House Bill 1035, effective July 1, 2023, which established the Teachers' Bill of Rights in Chapter 1015, Florida Statutes (F.S.). This law provides Florida teachers with a clear set of rights in their profession and classroom.

Section (s.) 1015.05, F.S., Right to control the classroom, allows teachers to:

- Establish classroom rules of conduct.
- Establish and implement consequences, which are designed to change behavior, for infractions of classroom rules of conduct.
- Have disobedient, disrespectful, violent, abusive, uncontrollable or disruptive students removed from the classroom for behavior management intervention.
- Have violent, abusive, uncontrollable or disruptive students directed to appropriate school or district school board personnel for information and assistance.
- Assist in enforcing school rules on school property, during school-sponsored transportation and during school-sponsored activities.
- Request and receive information relating to the disposition of any referrals to administration for a violation of classroom rules of conduct or school rules.
- Request and receive immediate assistance in classroom management if a student becomes
 - uncontrollable or in the case of an emergency.
- Request and receive training and other assistance to improve his or her skills in classroom
 - management, violence prevention, conflict resolution and related areas.
- Press charges if there is a reason to believe that a crime has been committed on school property, during school-sponsored transportation or during school-sponsored activities.

In cases in which a teacher faces litigation or professional practices sanctions for an action taken pursuant to this law, there is a rebuttable presumption that a teacher was taking necessary action to restore or maintain the safety or educational atmosphere of his or her classroom.

For students with disabilities whose behavior impedes their learning or the learning of others, the individual educational plan (IEP) team must identify, review and document supports to address those behaviors as part of the IEP. School personnel may consider any unique circumstances on a case-by-case basis when determining whether a change in placement, consistent with the requirements and procedures, is appropriate for a student with a disability who violates the student code of conduct, as established in Rule 6A-6.03312, Florida Administrative Code (F.A.C.).

It is important to note that school principals play an essential role in upholding the teachers' rights and have their own responsibility to safeguard the learning environment. To support and protect teachers' rights, it is imperative that school principals adhere to the following legal obligations established in s. 1003.32, F.S., without exception:

- When a teacher refers a student to the principal's office for behavioral issues, the principal must determine whether the student violated the student code of conduct.
 - If the principal finds that no violation occurred, no disciplinary action may be taken against the student.
 - If the principal determines that the student's behavior warrants more serious

disciplinary action than recommended by the teacher, the principal may impose a more serious consequence.

- The principal shall notify the teacher of any decision regarding discipline, or lack thereof, and interventions provided to a student to address the behavior. If the principal deviates in any way from the teacher's recommendation, the principal must provide the reasons for any such deviation in writing to the teacher.

As school leaders, principals are responsible for upholding the ethical and safety standards required by state

law and the Florida Educational Leadership Standards outlined in Rule 6A-5.080, F.A.C.

- Act ethically and hold themselves and staff accountable to the Florida Code of Ethics and Principles of Professional Conduct as established in Rule 6A-10.081, F.A.C., by protecting student well-being and fostering a safe, respectful school environment.
- Ensure compliance with all school safety requirements, as outlined in s. 1001.54, F.S., s. 1006.09, F.S., and Rule 6A-1.0017, F.A.C.

These mandates are required by law and designed to uphold the authority of teachers in the classroom and to ensure a respectful, orderly learning environment for student academic achievement. Principals are expected to uphold teachers' rights.

As a reminder, when a concern pertaining to teacher empowerment is not resolved at the school or district level, teachers may request a Special Magistrate. The Special Magistrate will determine the facts, consider information provided by the school district, and submit a recommended decision to the State Board of Education (SBE) within 30 days after receipt of the request by the teacher. The SBE must approve or reject the recommended decision at its next regularly scheduled meeting occurring more than seven calendar days and no more than 30 days after transmittal. For more information, please visit <https://www.fl DOE.org/schools/k-12-public-schools/special-magistrate/>.

THE CODE OF ETHICS AND THE PRINCIPLES OF PROFESSIONAL CONDUCT OF THE EDUCATION PROFESSION IN FLORIDA

“PROFESSIONALISM THROUGH INTEGRITY”

All employees are required to maintain and promote personnel integrity, high ideals, and human understanding. The Board shall also expect all administrative, instructional, and support staff members to adhere to the Code of Ethics of the Education Profession in Florida and the Principles of Professional Conduct for the Education Profession in Florida. All employees are responsible for reporting misconduct by School District employees. Misconduct should be reported to the Human Resources Department, and can be reported directly to the Florida Department of Education.

The Baker County School District has adopted these standards for **ALL** employees.

Principles of Professional Conduct for the Education Profession in Florida

Rule 6A-10.081, Florida Administrative Code, Principles of Professional Conduct for the Education Profession in Florida.

(1) Florida educators shall be guided by the following ethical principles:

- (a) The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
- (b) The educator’s primary professional concern will always be for the student and for the development of the student’s potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
- (c) Aware of the importance of maintaining the respect and confidence of one’s colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

(2) Florida educators shall comply with the following disciplinary principles. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator’s certificate, or the other penalties as provided by law.

(a) Obligation to the student requires that the individual:

1. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student’s mental and/or physical health and/or safety.
2. Shall not unreasonably restrain a student from independent action in pursuit of learning.
3. Shall not unreasonably deny a student access to diverse points of view.
4. Shall not intentionally suppress or distort subject matter relevant to a student’s academic program.
5. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
6. Shall not intentionally provide classroom instruction to students in prekindergarten through grade 8 on sexual orientation or gender identity, except when required by Sections 1003.42(2)(n)3. and 1003.46, F.S.
7. Shall not intentionally provide classroom instruction to students in grades 9 through 12 on sexual orientation or gender identity unless such instruction is required by state academic standards as adopted in Rule 6A-1.09401, F.A.C., or is

part of a reproductive health course or health lesson for which a student's parent has the option to have his or her student not attend.

8. Shall not intentionally violate or deny a student's legal rights.
 9. Shall not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being unless the individual reasonably believes that disclosure would result in abuse, abandonment, or neglect as defined in Section 39.01, F.S.
 10. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination. Discrimination on the basis of race, color, national origin, or sex includes subjecting any student to training or instruction that espouses, promotes, advances, inculcates, or compels such student to believe any of the concepts listed in Section 1000.05(4)(a), F.S.
 11. Shall not exploit a relationship with a student for personal gain or advantage.
 12. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
 13. Shall not violate s. 553.865(9)(b), F.S., which relates to entering restrooms and changing facilities designated for the opposite sex on the premises of an educational institution.
 14. Shall not violate s. 1000.071, F.S., which relates to the use of personal titles and pronouns in educational institutions.
- (b) Obligation to the public requires that the individual:
1. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
 2. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
 3. Shall not use institutional privileges for personal gain or advantage.
 4. Shall accept no gratuity, gift, or favor that might influence professional judgment.
 5. Shall offer no gratuity, gift, or favor to obtain special advantages.
- (c) Obligation to the profession of education requires that the individual:
1. Shall maintain honesty in all professional dealings.
 2. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
 3. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
 4. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
 5. Shall not make malicious or intentionally false statements about a colleague.

6. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
 7. Shall not misrepresent one's own professional qualifications.
 8. Shall not submit fraudulent information on any document in connection with professional activities.
 9. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
 10. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
 11. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
 12. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
 13. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), F.S.
 14. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.
 15. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.
 16. Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.
 17. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.
- (d) A certificate holder serving as a school principal shall not prevent, direct school personnel to prevent, or allow school personnel to prevent students from accessing any material used in a classroom, made available in a school or classroom library, or included on a reading list unless the certificate holder or his or her designee has reviewed the material and determines it violates the prohibitions in Section 1006.28(2)(a)2., F.S., the material is unavailable to students based upon school board policies adopted to implement Section 1006.28(2)(d), F.S., or it was determined under the district's objection process adopted to implement Section 1006.28(2)(a)2., F.S., that the material violated one of the prohibitions in that section.

Rulemaking Authority 1001.02, 1012.795(1)(j) FS. Law Implemented 1012.795 FS. History—New 7-6-82, Amended 12-20-83, Formerly 6B-1.06, Amended 8-10-92, 12-29-98, Formerly 6B-1.006, Amended 3-23-16, 11-22-22, 2-21-23, 5-23-23, 8-22-23, 5-30-24.

Work Location

Print First and Last Name

I have been informed that the Employee Handbook is viewable at: www.bakerk12.org (under Departments, Human Resources) and contains information relative to the documents listed below. Said documents have also been presented in a faculty meeting held at the beginning of the school year. As a member of the Instructional staff,

I have reviewed **The Code of Ethics and The Principles of Professional Conduct of the Education Profession in Florida** located within the Employee Handbook in a beginning of the year faculty meeting. My signature signifies that I have been informed and I acknowledge my professional obligations thereto, including the requirement to self-report arrests and convictions.

Signature

Date

I have reviewed the **Network/Internet Acceptable User Procedure** located within the **Employee Handbook** in a beginning of the year faculty meeting. My signature signifies that I have been informed and I acknowledge my professional obligation thereto as an employee of the Baker County School District.

Signature

Date

I have reviewed the **Confidential Student Records Access** located within the **Employee Handbook** in a beginning of the year faculty meeting. My signature signifies that I have been informed and I acknowledge my professional obligation thereto as an employee of the Baker County School District.

Signature

Date

I have reviewed the **Employment Practices** and the **Equity Coordinator** has been identified in a beginning of the year faculty meeting. Both are located within the **Employee Handbook**. Additionally, the **“Professionalism through Integrity for all Employees”** brochure was distributed. My signature signifies that I have been informed and I acknowledge my professional obligation thereto as an employee of the Baker County School District.

Signature

Date

I have participated in the District **Safety Training** and have received the **OODA LOOP Training Package**.

Signature

Date

I have completed training on my **responsibilities regarding financial internal accounts**, proper handling of funds, and the approved procedures for making purchases.

Signature

Date