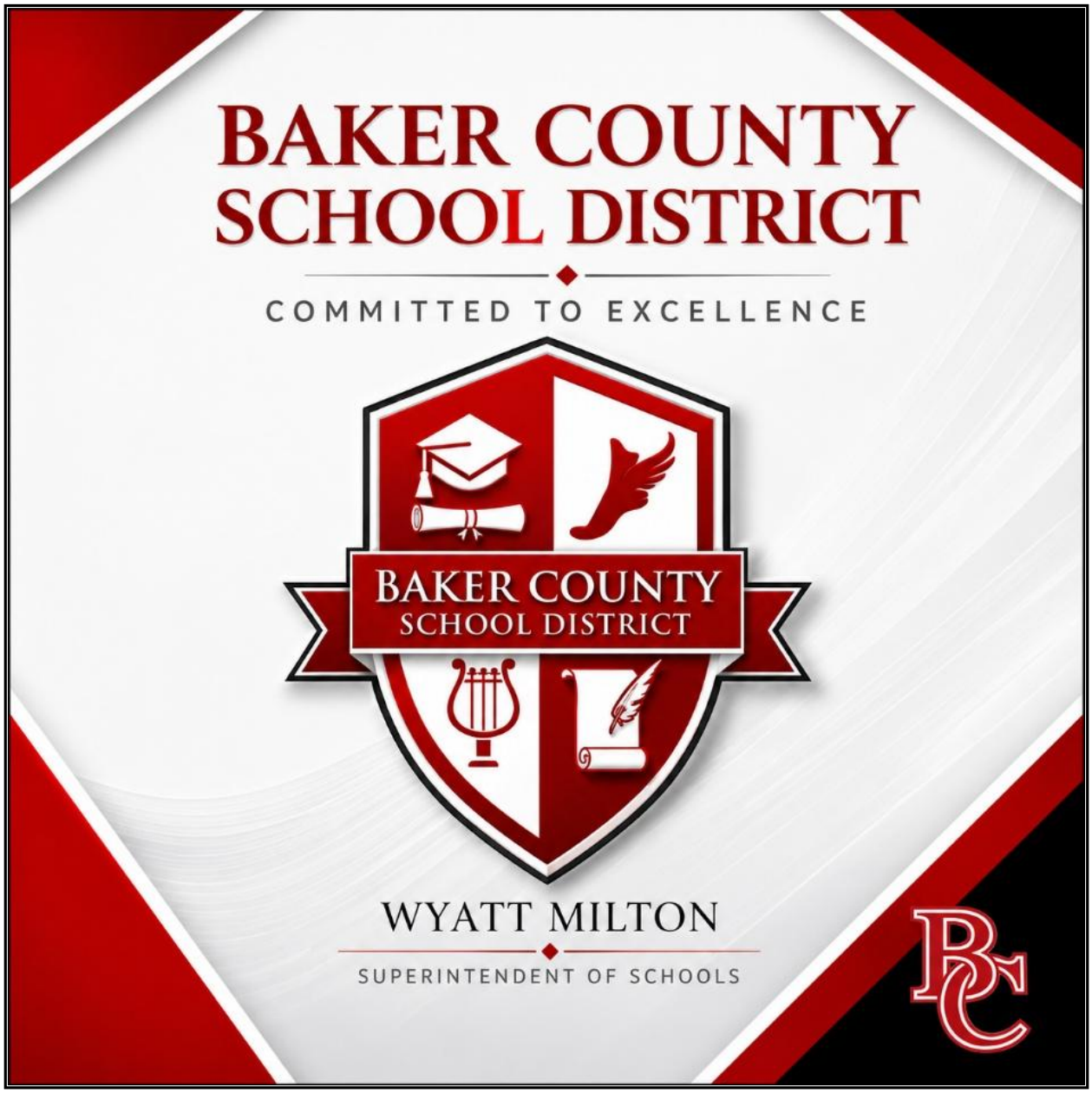
EMPLOYEE HANDBOOK

2026 – 2027 SCHOOL YEAR



Last revised: 09/29/2026

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I. Welcome to the Baker County School District

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	Jack Baker, Jr.	Clayton Lyons, Jr.	Mandi Canaday	Amanda Hodges
District 1	District 2	District 3	District 4	District 5

AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

HANDBOOK DISCLAIMER

This handbook is intended to provide employees with general information regarding District employment practices and expectations. It does not create a contract of employment or alter the terms of any employment agreement or collective bargaining agreement.

Where conflicts exist, applicable federal law, Florida law, BCSB Policy, administrative procedures, and collective bargaining agreements shall control.

The District reserves the right to revise this handbook as necessary.

EQUAL EMPLOYMENT OPPORTUNITY / NONDISCRIMINATION STATEMENT

The Baker County School District does not discriminate on the basis of race, color, national origin, sex, age, disability, marital status or genetic information in its educational programs, services or activities or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups as required by the Boy Scouts of America Equal Access Act.

The district prohibits discrimination in the terms and conditions of employment, and in access to educational programs and activities, and prohibits harassment of any individual or group on the basis of race, color, national origin, religion, sex, age, disability, marital status, sexual orientation or genetic information (and other protected classes included in the district's nondiscrimination policies).

Lack of English language skills will not be a barrier to admission and participation. The district may assess each student's ability to benefit from specific programs through placement tests and counseling, and if necessary, will provide services or referrals to better prepare students for successful participation.

If you have concerns regarding denial of admission to or participation in any of the above programs, please contact Thomas Hill, Equity Coordinator, at the Baker County School District Office, 392 South Boulevard East, Macclenny, Florida; Phone – (904) 259-0427; E-Mail address is equity-coordinator@bakerk12.org. Title IX Coordinator – Thomas Hill (904) 259-0427; Title II Coordinator – Carrie Dopson (904) 259-0406; Section 504 Coordinator – Alice Schmitges (904) 259-7825.

ADA / SECTION 504 / EQUITY COORDINATOR NOTICE

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

TITLE IX INFORMATION

The U.S. Department of Education's Office for Civil Rights (OCR) enforces Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance.

Title IX states:

> No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Sexual harassment and sexual discrimination are defined as unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity.

The Baker County School District will not discriminate nor tolerate harassment of any kind in its educational programs or activities. In any case of sexual discrimination or harassment allegation, the school board designated Thomas Hill as the Title IX coordinator. He can be contacted at:

> Address: Superintendent Office, 392 South Blvd. E., Macclenny, Florida 32063
> Telephone Number: 904-259-0427
> Email: equity-coordinator@bakerk12.org

You can also make a report to a district or school contact that is provided through the **Notices** section on the district website.

TITLE IX CONTACTS

District Coordinator

Title	Contact Name	Email	Phone
Title IX Coordinator	Thomas Hill	equity-coordinator@bakerk12.org	904-259-0427

District Contacts

Department	Contact Name	Email	Phone
Accountability & Special Programs	Traci Wheeler	traci.wheeler@bakerk12.org	904-259-3367
Adult & Vocational Education	Carrie Dopson	carrie.dopson@bakerk12.org	904-259-0408
Facilities & Maintenance	Chadd Scarborough	chadd.scarborough@bakerk12.org	904-259-5420
Nutrition Services	Tonya Tarte	tonya.tarte@bakerk12.org	904-259-4330
School Safety & Auxiliary Services	Steve Cannon	steve.cannon@bakerk12.org	904-259-0432
Student Services & Exceptional Student Services	Alice Schmitges	alice.schmitges@bakerk12.org	904-259-0444
Support Services	Teri Ambrose	mary.ambrose@bakerk12.org	904-259-0418
Teaching & Learning	Carrie Dopson	carrie.dopson@bakerk12.org	904-259-0408
Transportation	Franklin Griffis	keith.griffis@bakerk12.org	904-259-0330

School Contacts

School	Contact Name	Email	Phone
Baker County High School	Andy Giddens	andy.giddens@bakerk12.org	904-259-6995
Baker County Middle School	Angela Rhoden	angela.rhoden@bakerk12.org	904-259-0453
Baker Learning Center	Johnnie Jacobs	johnnie.jacobs@bakerk12.org	904-259-0383
Legacy Elementary School	Naomi Anderson	naomi.anderson@bakerk12.org	904-259-3418
Macclenny Elementary School	Wendy Smith	wendy.smith@bakerk12.org	904-259-4309
Westside Elementary School	Lynn Green	lynn.green@bakerk12.org	904-259-0325

Additional Title IX resources are located on the district website under the Notices section.

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

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.

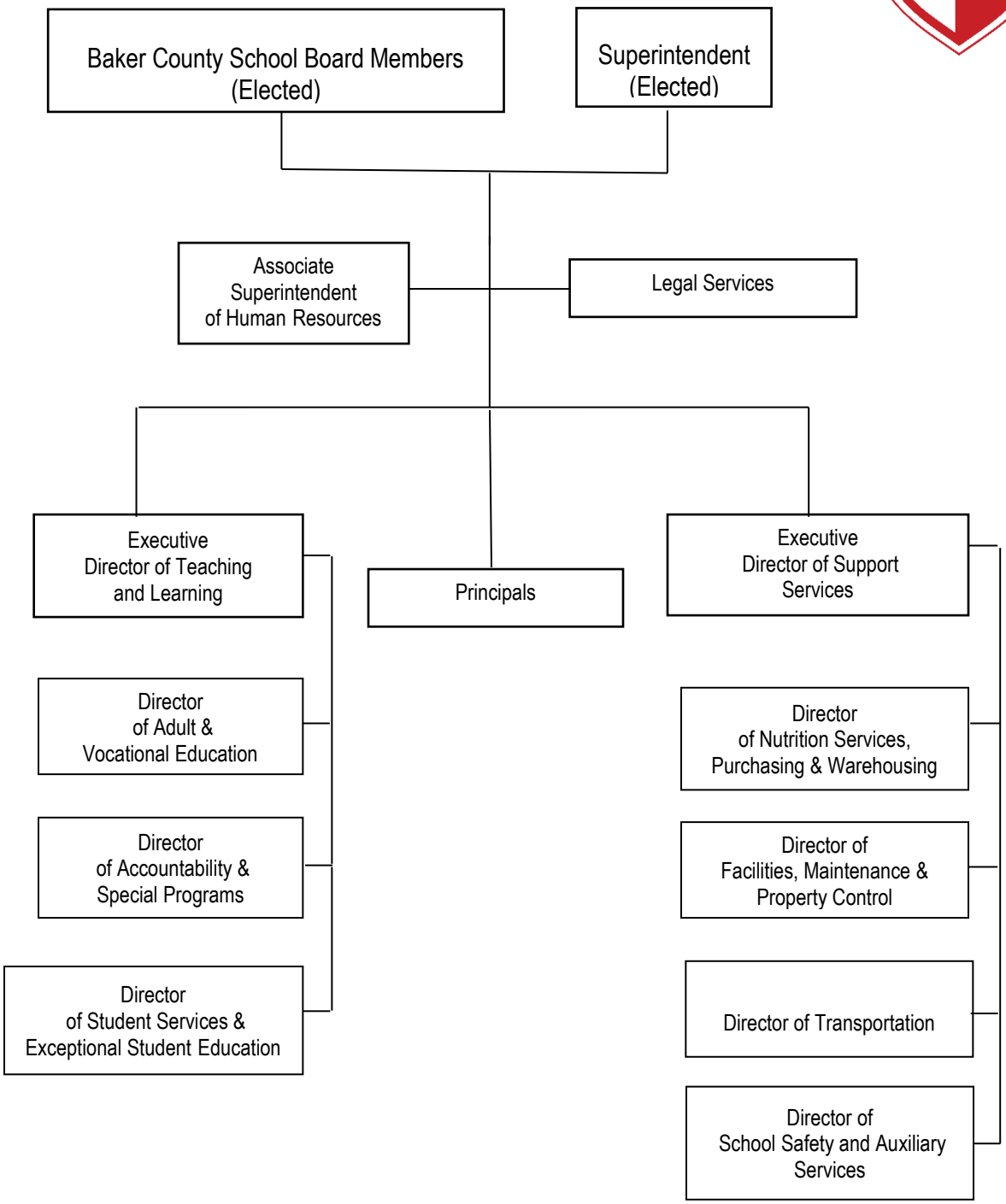
MISSION STATEMENT

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.

2026-27 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** though 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

ORGANIZATIONAL ALIGNMENT



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

More information about the Baker County School Board is located on the District website on the Board of Education page.

II. District Directory and Important Information

ADMINISTRATIVE ---------- 259-0401
Fax---------- 259-1387
392 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
Jesicca Wilchar, Finance Aide (jesicca.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

PERSONNEL RECORDS (Current Employees)
Beth Hagan, Finance Aide (elizabeth.hagan@bakerk12.org) ---------- 259-0413

INSURANCE / EMPLOYEE BENEFITS
Amy Stalvey, Finance Aide (amy.stalvey@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
Greg Williams (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
523 W. Minnesota Ave., Macclenny

Traci Wheeler, Program Specialist (traci.wheeler@bakerk12.org) ---------- 259-3367 / 259-6776
Laura Cline, Secretary (laura.cline@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
Megan Waltman, Reports Coordinator (megan.waltman@bakerk12.org) ---------- 259-0403

EDUCATIONAL SERVICES ---------- 259-7825
Fax259-9099 ----------
420 South Eight Street, Macclenny

EXCEPTIONAL STUDENT EDUCATION / STUDENT SERVICES
Alice Schmitges, Director (alice.schmitges@bakerk12.org) ---------- 259-7825
Heather Branch, Staffing Specialist (heather.branch@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

MENTAL HEALTH SPECIALIST
Lily Griffis (lily.griffis@bakerk12.org) ---------- 259-2551
Madison Kennedy (madison.kennedy@bakerk12.org)---------- 259-0442

DIRECTORY OF SERVICES (continued)

CASE MANAGER
Beverly McCray, (beverly.mccray@bakerk12.org) ---------- 259-2711

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
Melissa Goodwin, Secretary (melissa.goodwin@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
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
Fax (for all on-site agencies)---------- 259-9169
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@bakerk12.org)
Guidance Office ---------- 259-6280
Fax ---------- 259-4668

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

Angela Rhoden, Principal (angela.rhoden@bakerk12.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@bakerk12.org)
Guidance Office ---------- 259-4325
Fax ---------- 259-0306

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

Wendy Smith, Principal (wendy.smith@bakerk12.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@bakerk12.org)
Guidance Office ---------- 259-0321
Fax ---------- 259-5172

BAKER LEARNING CENTER
362 South Boulevard East, Macclenny, FL ---------- 259-0405

Johnnie Jacobs, Principal (johnnie.jacobs@bakerk12.org)
Guidance Office ---------- 259-0385
Fax ---------- 259-0379

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

Ashton Norman-Griffin, Alternative Education Coordinator (ashton.norman@bakerk12.org)
Main Office ---------- 259-0486
Fax ---------- 259-0490

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.

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.

DISTRICT WEBSITE

The Baker County School District website (www.bakerk12.org) serves as the District's primary source for employee information, forms, announcements, and resources. Employees are encouraged to visit the website regularly to stay informed about District news, School Board meetings, calendars, employment opportunities, and important operational updates. The website also provides convenient access to school and department directories, Human Resources information, current job postings, employee handbooks, collective bargaining agreements, volunteer resources, and District notices and publications.

The website also serves as a central location for many required employee resources and compliance information. Employees can access Title IX information and training materials, nondiscrimination notices, public records information, verification of employment procedures, required state and federal notices, calendars, policy documents, forms, and other employment-related resources. Because many forms and procedures are updated throughout the year, employees should consult the District website for the most current information. Employees are encouraged to bookmark www.bakerk12.org and this handbook for quick access.

HUMAN RESOURCES CONTACT

The Baker County School District Human Resources Department is committed to supporting employees throughout their employment with the District. If you have questions regarding the information contained in this Employee Handbook, employment policies or procedures, benefits, certification, leave, licensure, or any other human resources matter, please contact the Human Resources Office. Staff are available to provide guidance, answer questions, and connect you with the appropriate District resources.

Thomas Hill
Associate Superintendent of Human Resources
Baker County School District
392 South Boulevard East
Macclenny, FL 32063
Email: thomas.hill@bakerk12.org

EMPLOYEE BENEFITS CONTACT

The Baker County School District offers a comprehensive benefits program designed to support the health, financial well-being, and future security of its employees. Information regarding medical, dental, vision, life insurance, retirement, supplemental insurance, flexible spending accounts, and other employee benefit programs is available through the District Office.

Employees are encouraged to contact the District Office with questions regarding eligibility, enrollment, qualifying life events, insurance coverage, retirement, or any other benefit-related matter. The District Office is committed to providing timely assistance and helping employees make informed decisions about their benefit options.

Amy Stalvey
Benefits Specialist
Baker County School District
392 South Boulevard East
Macclenny, FL 32063
Phone: (904) 259-3813
Email: amy.stalvey@bakerk12.org

III. 2026 – 2027 Calendars and Work Schedules

July	September	December	February	April
27	28	30	1 PD Day	5
28	29	1	2	6
29	30*	2*	3	7
30	1	3	4	8
31 Teachers Begin	2	4	5 Progress Reports	9
August	**October**	**December**	**February**	**April**
3 Pre-Planning	5	7	8	12 Spring Break
4 Pre-Planning	6	8	9	13 Spring Break
5 Pre-Planning	7	9	10	14 Spring Break
6 Pre-Planning	8	10	11	15 Spring Break
7 Pre-Planning	9 End of 1st 9 Weeks	11	12	16 Spring Break
August	**October**	**December**	**February**	**April**
10 Students Begin	12 Planning Day	14	15 President's Day	19 Planning Day
11	13	15	16	20
12	14	16	17	21
13	15	17	18	22
14	16 Report Cards	18* End of 2nd 9 Weeks	19	23 Progress Reports
August	**October**	**December**	**February**	**April**
17	19	21 Christmas	22	26
18	20	22 Christmas	23	27
19*	21	23 Christmas	24*	28
20	22 Fall Break	24 Christmas	25	29
21	23 Fall Break	25 Christmas	26	30
August	**October**	**December**	**March**	**May**
24	26	28 Christmas	1	3
25	27	29 Christmas	2	4
26	28	30 Christmas	3	5
27	29	31 Christmas	4	6
28	30	1 New Year's Day	5	7
September	**November**	**January**	**March**	**May**
31	2	4 Planning Day	8	10
1	3	5 Students Return	9	11
2*	4*	6	10	12
3	5	7	11 End of 3rd 9 Weeks	13
4 Progress Reports	6	8 Report Cards	12 Planning Day	14
September	**November**	**January**	**March**	**May**
7 Labor Day	9	11	15	17
8	10	12	16	18
9	11 PD/Conference Day	13	17	19
10	12	14	18	20
11	13 Progress Reports	15	19 Report Cards	21 Graduation
September	**November**	**January**	**March**	**May**
14	16	18 MLK Day	22	24
15	17	19	23	25
16	18	20	24	26
17	19	21	25	27
18	20	22	26 Good Friday	28* Last Day of School
September	**November**	**January**	**March**	**June**
21 PD Day	23 Thanksgiving	25	29 Easter Holiday	31 Memorial Day
22	24 Thanksgiving	26	30	1 Planning Day
23	25 Thanksgiving	27*	31	2 Planning Day
24	26 Thanksgiving	28	1	3
25	27 Thanksgiving	29	2	4

Student Half Day (2 hours early)		**Student Days**	176
Student Early Dismissal for PLCs (1 hour early)		**Planning Days**	15

2026–2027 SCHOOL YEAR IMPORTANT DATES AT A GLANCE

Event	Date
Teachers Report / First Day of Employment	**July 31, 2026**
Pre-Planning	**August 3–7, 2026**
First Day for Students	**August 10, 2026**
Labor Day (Schools & Offices Closed)	**September 7, 2026**
Professional Development Day (No Students)	**September 21, 2026**
End of First Nine Weeks	**October 9, 2026**
Teacher Planning Day (No Students)	**October 12, 2026**
Fall Break (Schools & Offices Closed)	**October 22–23, 2026**
Professional Development / Parent Conference Day	**November 11, 2026**
Thanksgiving Holidays	**November 23–27, 2026**
End of Second Nine Weeks / First Semester	**December 18, 2026**
Winter Break	**December 21, 2026 – January 1, 2027**
Teacher Planning Day	**January 4, 2027**
Students Return	**January 5, 2027**
Martin Luther King Jr. Day	**January 18, 2027**
Professional Development Day (No Students)	**February 1, 2027**
Presidents' Day	**February 15, 2027**
End of Third Nine Weeks	**March 11, 2027**
Teacher Planning Day (No Students)	**March 12, 2027**
Good Friday	**March 26, 2027**
Easter Holiday	**March 29, 2027**
Spring Break	**April 12–16, 2027**
Teacher Planning Day (No Students)	**April 19, 2027**
Graduation	**May 21, 2027**
Last Day for Students	**May 28, 2027**
Memorial Day (District Holiday)	**May 31, 2027**
Teacher Planning Days / Last Days for Teachers	**June 1–2, 2027**

Student Holidays (No School)

- Labor Day — September 7, 2026
- Fall Break — October 22–23, 2026
- Thanksgiving Break — November 23–27, 2026
- Winter Break — December 21, 2026 – January 1, 2027
- Martin Luther King Jr. Day — January 18, 2027
- Presidents' Day — February 15, 2027
- Good Friday — March 26, 2027
- Easter Holiday — March 29, 2027
- Spring Break — April 12–16, 2027
- Memorial Day — May 31, 2027 (after the school year)

Employee Holidays (Schools Closed - not necessarily paid holidays)

- Labor Day
- Fall Break
- Thanksgiving Holidays
- Winter Break
- Martin Luther King Jr. Day
- Presidents' Day
- Good Friday
- Easter Holiday
- Spring Break
- Memorial Day

School Year Summary

- **Teachers Begin:** July 31, 2026
- **Students Begin:** August 10, 2026
- **Students' Last Day:** May 28, 2027
- **Teachers' Last Day:** June 2, 2027
- **Student Instructional Days:** 176
- **Teacher Planning/Professional Development Days:** 15

EMPLOYEE PAYROLL SCHEDULE

2026-2027 PAYROLL SCHEDULE		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 Due In Office By Close of Bus.	Payday	For Personnel Groups
Total Checks		25	25	25	25	26	26	26	26			
JUL 1	JUL 8							5	5	JUL 8 ←	JUL 16	261, 240
JUL 9	JUL 22						3	10	10	JUL 22 ←	JUL 30	261, 240, 216
JUL 23	AUG 05	3	3	3	4	4	10	10	10	AUG 06	AUG 14	ALL
AUG 06	AUG 19	9	9	10	10	10	10	10	10	AUG 20	AUG 28	ALL
AUG 20	SEP 02	10	10	10	10	10	10	10	10	SEPT 3	SEP 11	ALL
SEP 03	SEP 16	9	9	9	9	9	9	9	9	SEPT 17	SEP 25	ALL
SEP 17	SEP 30	9	10	10	10	10	10	10	10	OCT 01	OCT 09	ALL
OCT 01	OCT 14	9	9	9	9	10	10	10	10	OCT 15	OCT 23	ALL
OCT 15	OCT 28	8	8	8	8	8	8	10	10	OCT 29	NOV 06	ALL
OCT 29	NOV 11	9	9	9	9	10	10	10	10	NOV 12	NOV 20	ALL
NOV 12	NOV 25	7	7	7	7	7	7	7	10	NOV 30 ←	DEC 04	ALL
NOV 26	DEC 09	8	8	8	8	8	8	8	8	DEC 10	DEC 18	ALL
DEC 10	DEC 23	7	7	7	7	7	7	7	10	DEC 18 ←	DEC 30	ALL
DEC 24	JAN 06	2	2	3	3	3	3	3	4	JAN 7	JAN 15	ALL
JAN 07	JAN 20	9	9	9	9	9	9	9	10	JAN 21	JAN 29	ALL
JAN 21	FEB 03	9	9	9	10	10	10	10	10	FEB 4	FEB 12	ALL
FEB 04	FEB 17	9	9	9	9	9	9	9	10	FEB 18	FEB 26	ALL
FEB 18	MAR 03	10	10	10	10	10	10	10	10	MAR 4	MAR 12	ALL
MAR 04	MAR 17	9	9	9	9	10	10	10	10	MAR 18	MAR 26	ALL
MAR 18	MAR 31	8	8	8	8	8	8	8	10	APR 1	APR 09	ALL
APR 01	APR 14	7	7	7	7	7	7	7	8	APR 15	APR 23	ALL
APR 15	APR 28	7	7	7	7	8	8	8	10	APR 29	MAY 07	ALL
APR 29	MAY 12	10	10	10	10	10	10	10	10	MAY 13	MAY 21	ALL
MAY 13	MAY 26	10	10	10	10	10	10	10	10	MAY 27	JUN 04	ALL
MAY 27	JUN 09	2	2	4	4	4	9	9	9	JUN 09 ←	JUN 17	ALL **
JUN 10	JUN 30						5	15	15	JUN 17 ←	JUN 29	261, 240, 216
Work Days		180	181	185	187	191	210	234	248	← : Early Payroll		
Holidays		6	6	6	6	6	6	6	13			
Total Days		186	187	191	193	197	216	240	261			

Paid Holidays (6)		
Labor Day	Sep	4
Thanksgiving	Nov	23
Christmas	Dec	25
New Year's Day	Jan	1
M.L. King Day	Jan	15
Memorial Day	May	31

** Jun 17 additional checks
1 additional check: 216
2 additional checks: 186, 187, 191, 193
3 additional checks: 197

BAKER COUNTY SCHOOL DISTRICT BELL SCHEDULES

The **2026-27 school year** will officially begin for students enrolled in the Baker County School District on **Monday, August 10, 2026**. Students are to report directly to their assigned teacher. Please call the school directly if you need additional assistance.

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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
3:15 P M ..... Student 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
3:15 P.M. .....,,,,,,,,,,,,,,,,,,,,,,,,,,,,Student 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
3:15 P.M. .....Student Dismissal

BAKER LEARNING CENTER – Voluntary Pre-K (1/2 Day) (259-0405)
8:10 A.M. ..... Morning Session Begins
11:14 A.M. ..... Morning Session Ends
12:10 P.M. .....Afternoon Session Begins
3:14 P.M. .....Afternoon Session Ends

BAKER LEARNING CENTER – Pre-Kindergarten through Fifth Grades (259-0405)
8:55 A.M. ..... First Bell/Student Drop-offs Begin
9:00 A.M. ..... Tardy Bell
3:15 P.M. .....Student Dismissal

BAKER COUNTY SCHOOL DISTRICT BELL SCHEDULES (CONTINUED)

BAKER LEARNING CENTER – Grades six through Twelve (259-0405)
7:25 A.M. ..... First Bell/Student Drop-offs Begin
7:30 A.M. ..... Tardy Bell
2:15 P.M. ..... Dismissal
BAKER LEARNING CENTER – Post Graduate Students (259-0405)
7:20 A.M. ..... First Bell/Student Drop-offs Begin
11:00 A.M. ..... Dismissal
BAKER COUNTY ALTERNATIVE SETTING (259-0486)
7:00 A.M. ..... Cafeteria Opens for Breakfast
7:30 A.M. ..... Tardy Bell
1:50 P.M. ..... Bus Dismissal
1:50 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:

1:05 P.M. ..... Legacy Elementary School
1:00 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
11:50 A.M. ..... Baker County Alternative School
11:00 A.M. (Post-Grads)..... Baker Learning Center
12:10 P.M. (Grades 6 - 12)..... Baker Learning Center
1:05 P.M. (PK - 5)..... Baker Learning Center
11:14 A.M. (VPK ½ Day)..... Baker Learning Center

PLC EARLY DISMISSAL BELL SCHEDULES:

2:05 P.M. ..... Legacy Elementary School
2:00 P.M. ..... Macclenny Elementary School
2:05 P.M. .....Westside Elementary School
1:05 P.M. ……Baker County Middle School
1:25 P.M. ……Baker County High School
12:50 P.M…… Baker County Alternative School
11:00 A.M. (Post-Grads)..... Baker Learning Center
11:14 A.M. (VPK ½ Day)..... Baker Learning Center
1:10 P.M. (Grades 6 - 12)..... Baker Learning Center
2:05 P.M. (PK - 5) ……Baker Learning Center

IV. Employment and Professional Expectations

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 Amy Stalvey, 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

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 are 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.

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)

ETHICS, GIFTS, AND CONFLICTS OF INTEREST

Employees are expected to avoid situations that create actual or perceived conflicts of interest. Employees shall not:

- Accept gifts or favors that could improperly influence official decisions.
- Use District resources for personal gain.
- Participate in decisions in which they have a personal financial interest.

Employees are expected to comply with the Florida Code of Ethics for Public Officers and Employees.

TEACHER BILL OF RIGHTS

The Baker County School District recognizes the important role teachers play in providing high-quality educational opportunities for all students. Consistent with Chapter 1015, Florida Statutes, the District supports and respects the rights afforded to instructional personnel through Florida's Teachers' Bill of Rights. These statutory rights are intended to promote a safe, orderly, and effective learning environment while supporting teachers in the performance of their professional responsibilities.

Employment Rights
Teachers employed by the District are entitled to the protections provided under Florida law, including the following:

- The right to work regardless of membership or nonmembership in a labor organization.
- Access to educator liability insurance coverage as authorized by law and subject to legislative funding.
- Eligibility, when permitted by law, for reimbursement of reasonable legal expenses incurred as a result of civil or criminal actions arising from the performance of assigned job duties.
- The right to work in an educational environment free from unlawful discrimination.
- Multiple statutory pathways to obtain and maintain Florida educator certification.

Professional Learning and Continuing Education
The District is committed to supporting continuous professional growth by participating in Florida's coordinated professional development system. Teachers are provided opportunities to strengthen instructional practice, improve student achievement, and prepare students for postsecondary education and workforce success. Eligible instructional personnel may also qualify for tuition and fee waivers at Florida public colleges and universities as provided in Florida law.

Classroom Management and Student Discipline
Teachers have the authority and responsibility to maintain safe, orderly, and productive learning environments in accordance with Florida law, State Board of Education rules, BCSB Policy, and District procedures. These rights include, but are not limited to, the ability to:

- Establish reasonable classroom rules and expectations for student conduct.
- Implement appropriate classroom consequences designed to improve student behavior.
- Request the removal of students whose behavior is disobedient, disrespectful, violent, abusive, uncontrollable, or substantially disruptive to the learning environment.
- Refer students to appropriate school or District personnel for intervention and assistance.
- Assist in enforcing school rules on school property, during school-sponsored transportation, and at school-sponsored activities.
- Receive information regarding the disposition of disciplinary referrals submitted to school administration.
- Request immediate assistance during classroom emergencies or when a student's behavior becomes uncontrollable.
- Receive training and support related to classroom management, conflict resolution, violence prevention, and related professional practices.
- Report criminal conduct occurring on school property or during school-sponsored events to appropriate law enforcement authorities.
- Use reasonable force, when authorized by law and State Board of Education standards, to protect themselves or others from injury.

Florida law also provides certain legal protections for teachers who take authorized actions to restore or maintain a safe and orderly classroom environment.

Instructional Rights
Teachers have the professional right to direct classroom instruction in accordance with Florida Statutes, State Board of Education rules, approved instructional materials, and District curriculum requirements. Teachers who believe they have been directed to act contrary to Florida law or State Board rule may seek the remedies provided under Chapter 1015, Florida Statutes.

Teachers are also entitled to receive student assessment data in a timely manner to support instructional planning and improve student achievement.

Additional Information
The District administers these rights in accordance with Chapter 1015, Florida Statutes, BCSB Policy, collective bargaining agreements where applicable, and all other applicable federal and state laws. Employees are encouraged to consult the complete statutory language or contact the Human Resources Department if they have questions regarding the rights and protections afforded under Florida's Teachers' Bill of Rights.

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.fldoe.org/schools/k-12-public-schools/special-magistrate/.

EMPLOYEE-STUDENT PROFESSIONAL BOUNDARIES

Employees occupy positions of trust and must maintain appropriate professional boundaries with students at all times.

Employees shall not:
- Engage in inappropriate electronic communications with students.
- Meet privately with students in locations that are not observable by others unless educationally necessary.
- Transport students in personal vehicles unless authorized by the District.
- Exchange inappropriate gifts or personal favors.
- Develop relationships that could reasonably be interpreted as grooming or exploitation.

Employees who become aware of conduct that may violate professional boundaries are required to report the concern immediately to administration.

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

Employees are encouraged to use sound professional judgment when using social media and electronic communications.

Employees should:

- Maintain professional boundaries with students.
- Protect confidential student information.
- Avoid using personal social media accounts to communicate with students unless specifically authorized by District procedures.
- Understand that electronic communications related to District business may constitute public records under Florida law.

Employees are personally responsible for content they publish online.

STANDARDS OF PROFESSIONAL CONDUCT

Employees of the Baker County School District are expected to conduct themselves in a manner that reflects positively on the District and promotes public confidence in public education. Employees shall comply with all applicable federal and state laws, School Board policies, collective bargaining agreements, and administrative procedures while performing their assigned duties.

Employees are expected to:

- Demonstrate honesty, integrity, and professionalism.
- Treat students, parents, coworkers, volunteers, and members of the public with dignity and respect.
- Maintain confidentiality of student and employee information.
- Report to work prepared to perform assigned duties.
- Follow lawful directives of supervisors.
- Promote a safe and positive learning and working environment.
- Exercise sound professional judgment.
- Conduct themselves in a manner consistent with the Florida Code of Ethics and Principles of Professional Conduct for the Education Profession in Florida.

Failure to meet these expectations may result in disciplinary action up to and including dismissal.

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 polices 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.

V. Student Safety and Legal Responsibilities

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.

REPORTING EDUCATOR MISCONDUCT

Florida law requires employees to report misconduct by instructional personnel or school administrators that affects the health, safety, or welfare of students.

Employees who have knowledge of suspected misconduct shall promptly notify their supervisor or the Associate Superintendent of Human Resources.

Failure to report known misconduct may itself constitute a violation of Florida law and the Principles of Professional Conduct for the Education Profession.

Employees who report violations of law, gross waste of public funds, gross neglect of duty, or other misconduct in good faith are protected by the Florida Whistleblower Act.
The District prohibits retaliation against employees who make protected disclosures in accordance with applicable law.

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.

SELF-REPORTING RULE

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.

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 shares the secretly recorded audio content. See BCSB Policy 3.22 for more information.

STUDENT PRIVACY - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Baker County School District is committed to protecting the privacy and confidentiality of student education records in accordance with the **Family Educational Rights and Privacy Act (FERPA)** and applicable Florida law. Because employees routinely work with confidential student information, every employee shares responsibility for safeguarding student records and ensuring that personally identifiable information is protected from unauthorized access or disclosure.

Employees may access student information only when there is a legitimate educational interest directly related to the performance of their assigned job duties. Student information, whether maintained in paper or electronic form, shall be treated as confidential and may not be shared with individuals who do not have a legal or educational need to know.

Employee Responsibilities

Employees are expected to:

- Protect the confidentiality of all student education records and personal identifiable information.
- Access student records only when necessary to perform assigned job responsibilities.
- Secure paper and electronic records to prevent unauthorized access.
- Log out of computer systems and secure confidential documents when leaving a workstation.
- Verify the identity and authorization of individuals requesting student information.
- Follow District procedures regarding the release of student records.
- Report any suspected unauthorized disclosure or breach of confidential student information immediately to their supervisor or school administrator.

Employees Should Not
Employees shall not:

- Discuss confidential student information in public areas or with individuals who do not have a legitimate educational interest.
- Share student records through personal email accounts, text messages, or unauthorized electronic applications.
- Leave confidential records unattended in classrooms, offices, vehicles, or public locations.
- Access student records out of personal curiosity or for reasons unrelated to assigned job duties.
- Post student information, photographs, grades, disciplinary information, or personal identifiable information on social media or other public platforms unless specifically authorized by law and District policy.

Directory Information
Certain student information may be designated by the District as **directory information** and may be released in accordance with District procedures unless a parent or eligible student has exercised the right to prohibit such disclosure. Employees should not release directory information independently and should refer requests to the appropriate school administrator when questions arise.

Questions Regarding Student Records
Employees who have questions regarding the disclosure of student information or FERPA requirements should consult their immediate supervisor, school administrator, or the Human Resources Office before releasing any student records or confidential information.

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.

WORKERS' COMPENSATION REPORTING

Workers' Compensation and the reporting of workplace injuries are established by Florida Statutes Chapter 440 and District policy:

I. Mandatory Reporting Procedures

- Immediate Notification: All employees and approved volunteers must report any workplace injury or illness to their immediate supervisor or designee immediately after the occurrence.
- Documentation for Minor Injuries: If an injury is minor and the employee does not require or refuses medical treatment, the supervisor will document the incident on the "Employee First Aid Log".

II. Treatment Protocols

- Life-Threatening Emergencies: In a life-threatening situation, the employee should call 911 or go to the nearest emergency facility.
- Non-Emergency Treatment: For injuries requiring medical care that are not life-threatening, the supervisor or designee will direct the employee to an appropriate medical facility.

- Notice of Injury: The supervisor is responsible for completing a Notice of Injury form and a request for medical treatment in accordance with the North East Florida Educational Consortium (NEFEC) Claims Manual.
- Unauthorized Treatment: Employees are cautioned that any medical treatment sought without prior authorization may be at the employee's own expense.

III. Follow-Up and Work Status

- Medical Appointments: The employee is required to attend all scheduled medical appointments. If an appointment occurs during work hours, only the actual time for travel and the appointment is approved, and the employee must return to work if the workday has not ended.
- Documentation: Following every appointment, the employee must immediately provide current work status documentation to their supervisor.
- "Lost Time" Communication: Employees unable to work must contact their supervisor at least once per week to provide updates. Once released to return to duty, the employee must notify their supervisor by the next working day.

IV. Light Duty and Return to Work

- Program Participation: The District provides a "Light Duty-Return to Work" program for up to 90 calendar days for employees with medical restrictions.
- Compliance: Participation in this program is mandatory for those released by a physician for modified duty. Failure to participate may jeopardize workers' compensation benefits and subject the employee to progressive discipline, including termination.

V. Financial and Benefit Notes

- Health Insurance: The School Board will continue to pay its portion of the employee's health insurance premium while they are on non-pay leave status involving a workers' compensation claim until they are released to work or a settlement is reached.

More information about Workers' Compensation is found in **Section X. Leave, Benefits, and Compensation.**

CRISIS RESPONSE EXPECTATIONS

Every employee shares responsibility for maintaining a safe school environment.
Employees are expected to:

- Participate in required emergency preparedness training.
- Follow emergency response procedures.
- Cooperate during drills and actual emergencies.
- Immediately report unsafe conditions.

DISTRICT PROPERTY

District property shall be used primarily for educational and business purposes. Employees are responsible for safeguarding District-issued equipment, keys, identification badges, technology devices, and instructional materials. All District property shall be returned upon separation from employment.

VI. Workplace Conduct and Employee Safety

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 implement 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.

WEAPONS

The Baker County School District maintains a zero-tolerance policy regarding the possession of weapons to ensure a safe and secure learning environment. No person, except for law enforcement officers, security officers, or school guardians certified by the Baker County Sheriff, is permitted to bring onto any School Board premises—or have in their possession within a vehicle located on School Board property—any firearm, weapon, or destructive device. This prohibition extends to all District buildings, parking lots, bus stops, school-sponsored transportation, and school-sponsored activities (BCSB Policy 8.010). Any employee who knowingly violates these school safety requirements is subject to progressive discipline, which may include immediate suspension and termination of employment, as well as referral to law enforcement for criminal prosecution.

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 Statues, (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.

VII. Harassment, Discrimination, and Employee Rights

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. More information about Title IX protocols is included in the first section of this handbook.

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 bulling, and extortion.

There are three types of bullying:

- Physical Bullying: Harm to another 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 summary of the Bullying and Harassment BCSB Policy 5.101.

SUMMARY OF BCSB POLICY 5.101 – BULLYING AND HARASSMENT

The Baker County School District is committed to providing a safe, secure, and respectful educational and work environment free from bullying, harassment, intimidation, and retaliation. Bullying or harassment directed toward students, employees, volunteers, visitors, or others participating in District activities will not be tolerated.

Bullying includes repeated unwanted verbal, written, physical, or electronic conduct that is intended to intimidate, threaten, humiliate, or cause physical or emotional harm. Harassment includes threatening, insulting, or demeaning conduct that substantially interferes with an

individual's educational or work environment. These behaviors may occur in person, electronically (including cyberbullying), on school property, during school-sponsored activities, on school transportation, or through electronic communications when the conduct substantially disrupts the educational environment.

Employees are expected to:

- Model respectful and professional behavior.
- Take all reports of bullying and harassment seriously.
- Immediately report suspected bullying or harassment to the school principal or designated administrator.
- Cooperate fully in District investigations.
- Maintain confidentiality throughout the investigative process.
- Refrain from retaliation against any individual who makes a good-faith report or participates in an investigation.

The District will promptly investigate all reported incidents and take appropriate corrective action when policy violations are substantiated. Employees who violate this policy or knowingly make false accusations may be subject to disciplinary action in accordance with District policy, applicable collective bargaining agreements, and Florida law.

Anonymous reports may be made; however, disciplinary action will not be based solely upon an anonymous allegation. Individuals who report concerns in good faith are protected from retaliation.

For complete definitions, investigative procedures, and reporting requirements, employees should refer to **BCSB Policy 5.101 – Bullying and Harassment**.

REASONABLE ACCOMMODATIONS

The Baker County School District provides reasonable accommodation to qualified applicants and employees with disabilities and to qualified employees with pregnancy-related limitations as required by applicable federal and state law.

Employees requesting accommodation should contact Human Resources. The District will engage in an interactive process to determine appropriate accommodation.

RELIGIOUS ACCOMMODATIONS

The District will reasonably accommodate an employee's sincerely held religious beliefs and practices unless doing so would create an undue hardship on District operations. Employees requesting religious accommodation should contact Human Resources.

LACTATION ACCOMMODATIONS

The District provides reasonable break time and an appropriate private location, other than a restroom, for nursing employees to express breast milk in accordance with applicable law. Employees needing lactation accommodation should notify their immediate supervisor.

VETERANS' RIGHTS

The Baker County School District supports employees who serve in the United States Armed Forces, National Guard, Reserve components, and other uniformed services. Veterans employed by the Baker County School District are provided with specific employment rights and benefits in accordance with Public Law 93-508 (Federal), Chapter 295, Florida Statutes, and Section 504 of the Vocational Rehabilitation Act of 1973.

Below is a summary of the key rights and benefits afforded to veterans and military service members:

Service Credit for Salary Placement
The district awards experience credit for prior military service to both instructional and non-instructional personnel:

- Credit Amount: Military experience is credited on a year-for-year basis for up to four (4) years.
- Verification: Service must be established from the date of full-time active duty to the date of discharge or release.
- Honorable Conditions: The discharge or release from active duty must have been under honorable conditions to qualify for credit.
- Extended Credit (Instructional): For instructional personnel, if service exceeds four years, the credit is calculated as four years plus one-half (1/2) of the remaining established years of experience.

Paid Military Leave
Employees who are members of the United States Armed Forces Reserve or the National Guard are entitled to paid leave for temporary duty:

- **Maximum Hours**: Regular employees may receive up to 240 hours of paid military leave per work year when ordered to report for temporary duty.
- **Approval**: Requests must be made in writing, countersigned by a supervisor, and include a copy of the military orders.
- **Scheduling**: For 10- or 11-month personnel, evidence must be provided that an effort was made to serve the duty when school was not in session.

Uniformed Services Employment and Reemployment Rights (USERRA)
In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), eligible employees who leave employment to perform military service are provided important employment protections.

USERRA provides eligible employees with the following rights:

- **Reemployment Rights**: Employees who meet the requirements of USERRA are entitled to be reinstated to the position and benefits they would have attained had they remained continuously employed, or to a comparable position when required by law.
- **Protection from Discrimination**: The District will not deny employment, reemployment, retention, promotion, or any employment benefit because of an individual's past, present, or future military service or obligation.
- **Protection from Retaliation**: Employees are protected from retaliation for exercising their USERRA rights or assisting another individual in asserting those rights.
- **Health Insurance Continuation**: Eligible employees may elect to continue employer-sponsored health insurance coverage during qualifying military service, subject to the provisions of federal law. Upon reemployment, health insurance benefits will be reinstated in accordance with USERRA.

Employees who anticipate military service should provide advance notice to their supervisor whenever practicable and should contact the Human Resources Department regarding military leave, benefit continuation, and reemployment rights.

Additional information regarding USERRA may be obtained from the U.S. Department of Labor Veterans' Employment and Training Service (VETS) or by visiting www.dol.gov/agencies/vets or calling 1-866-4-USA-DOL.

VIII. Technology and Communications

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 students' rights to privacy;
2. Using profanity, obscenity, or other language, which may be offensive to another user;
3. Reposting personal communication 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 to 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
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 to 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 is 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.

NETWORK/INTERNET RESPONSIBILITY AGREEMENT

Please read the following carefully before signing the Network/Internet Acceptable Use agreement. This is a legally binding acknowledgement 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 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.

MAIL GUIDELINES

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."***

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 devices 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)

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

Employees are encouraged to use sound professional judgment when using social media and electronic communications.
Employees should:

- Maintain professional boundaries with students.
- Protect confidential student information.
- Avoid using personal social media accounts to communicate with students unless specifically authorized by District procedures.
- Understand that electronic communications related to District business may constitute public records under Florida law.

Employees are personally responsible for content they publish online.

ARTIFICIAL INTELLIGENCE (AI) USE AND GUIDELINES

Employees may utilize artificial intelligence tools to improve productivity and instructional planning when consistent with District expectations.

Employees shall not:

- Enter confidential student information.
- Enter personally identifiable employee information.
- Upload protected educational records.
- Submit copyrighted instructional materials unless authorized.

Employees remain responsible for verifying the accuracy of AI-generated information and ensuring all work complies with District policy, copyright law, and professional standards. For additional information, employees should refer to **BCSB Policy 4.265 – Artificial Intelligence Acceptable Use**.

IX. Human Resources and Employment Processes

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 REQUIRED 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

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 with 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.

EMPLOYMENT VERIFICATION

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.

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 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. Any District-employed bus driver who completes all scheduled transportation routes assigned during a pay period without requiring route coverage by another employee will receive a $50 bonus, which will be included in that pay period's payroll check.

EMPLOYEES AS VOLUNTEERS

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

TRANSFERS

The Baker County School District provides specific guidelines and procedures for both voluntary and involuntary employee transfers. If the leadership team at a school or work site determines that an involuntary transfer to another cost center is necessary, the affected employee must be notified of the decision in writing.

More detailed procedures are established within the respective collective bargaining agreements and Board Policies:

Instructional Personnel
Transfers for instructional staff are categorized into voluntary and involuntary status:

- Voluntary Transfers: A teacher desiring a change in grade, subject assignment, or school center must file a written notice with the building principal and the Baker County Education Association (BCEA). These requests are reviewed at least once per year. In making selections, the principal considers district-wide seniority, certification, and qualifications. If a request is denied, the teacher has ten workdays to meet with the Superintendent to discuss the reasons.
- Involuntary Transfers: When an involuntary transfer is required, the district first seeks properly certified volunteers. Selection factors remain based on seniority and qualifications. The administration must notify the teacher in writing, stating the reason for the transfer, no later than seven workdays after the action is taken.

Non-Instructional Personnel
Non-instructional transfers follow specific protocols:

- Voluntary Transfers: Employees must file written notice with their Supervisor/Principal and the Association. Determining factors include length of service (seniority) in the District and the financial status of the school. Mutual agreement between the employee and administration is required.
- Involuntary Transfers: Qualified employees are moved first under voluntary provisions. If further moves are needed, the district considers educational and personal qualifications, with seniority as a factor. Employees must receive written notification of the reason prior to School Board action.
- Experience Credit: Employees who transfer or are reassigned retain all experience credit for the purpose of their hourly wage rates and benefits.

Transportation
For transportation staff, vacancies in routes are filled first from the list of regular route drivers. If multiple drivers request a transfer to the same route, the decision is based on non-instructional contract guidelines and the driver's proximity to the route. All permanent changes to routes must be approved by the Transportation Office.

BCSD Policy 6.580
Board policy mandates that any voluntary transfer must be recommended by the Superintendent and approved by the School Board. In the event of an emergency, the Superintendent is authorized to transfer personnel subject to subsequent Board approval. For involuntary transfers, while length of service is considered, it is not necessarily the sole determining factor.

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.)

X. Leave, Benefits, and Compensation

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 of 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 household, grandparents, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepfather, stepmother, stepbrother, stepsister, or stepchild 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 14 calendar days, excluding holiday breaks, of the death. Additionally, it is not transferable or redeemable.

MILITARY LEAVE

Paid Military Leave
Employees who are members of the United States Armed Forces Reserve or the National Guard are entitled to paid leave for temporary duty:

- **Maximum Hours**: Regular employees may receive up to 240 hours of paid military leave per work year when ordered to report for temporary duty.
- **Approval**: Requests must be made in writing, countersigned by a supervisor, and include a copy of the military orders.
- **Scheduling**: For 10- or 11-month personnel, evidence must be provided that an effort was made to serve the duty when school was not in session.

Uniformed Services Employment and Reemployment Rights (USERRA)
In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), eligible employees who leave employment to perform military service are provided important employment protections.

USERRA provides eligible employees with the following rights:

- **Reemployment Rights**: Employees who meet the requirements of USERRA are entitled to be reinstated to the position and benefits they would have attained had they remained continuously employed, or to a comparable position when required by law.
- **Protection from Discrimination**: The District will not deny employment, reemployment, retention, promotion, or any employment benefit because of an individual's past, present, or future military service or obligation.
- **Protection from Retaliation**: Employees are protected from retaliation for exercising their USERRA rights or assisting another individual in asserting those rights.
- **Health Insurance Continuation**: Eligible employees may elect to continue employer-sponsored health insurance coverage during qualifying military service, subject to the provisions of federal law. Upon reemployment, health insurance benefits will be reinstated in accordance with USERRA.

Employees who anticipate military service should provide advance notice to their supervisor whenever practicable and should contact the Human Resources Department regarding military leave, benefit continuation, and reemployment rights. Additional information regarding USERRA may be obtained from the U.S. Department of Labor Veterans' Employment and Training Service (VETS) or by visiting www.dol.gov/agencies/vets or calling 1-866-4-USA-DOL.

JURY DUTY

Employees summoned for jury duty or subpoenaed as witnesses in court actions where they are not a party will be assigned leave and will receive their regular pay upon verification of such service. Employees summoned for jury duty should select “jury duty” as the leave category while employees subpoenaed for cases in which they are not a party should select “temporary duty elsewhere.” While staff members may retain any jury or witness fees awarded by the court, the District will not reimburse the employee for meals, lodging, or travel expenses incurred while serving. To follow proper protocol, the employee must submit an application for leave and, upon returning to their regular duties, furnish a written statement from the court verifying the location, days, and hours of service.

If an employee is released from jury duty before the end of their contractual workday, they are required to return to work and complete their scheduled shift, though they are entitled to a lunch break before returning. Please note that paid administrative leave is not authorized for personal litigation; in such cases, the employee must use their own personal leave.

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.

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” in this section for more information.)

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 parents or children, 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.

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.

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 years of service, the daily rate of pay multiplied by 100% times the number of accumulated sick leave.

THE FAMILY AND MEDICAL LEAVE ACT (FMLA)
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 with 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 heath 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 service members 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)

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 (BCSB 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. Employees 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.

RETIREMENT (FRS)

Employees planning to retire from the Baker County School District must concurrently submit their resignation to the School Board and their application for benefits to the retirement system, preferably at least 90 days in advance. All staff members are required to be members of the Florida Retirement System (FRS), with the District making monthly contributions to the system on their behalf. For the period of July 1, 2024, through June 30, 2027, eligible employees who retire at the end of the school year in which they first become eligible for "normal retirement" (e.g., age 62 or 30 years of service for those enrolled before July 2011) can receive an additional retirement benefit. This one-time incentive is equal to 50% of the employee’s gross annual salary, provided they have completed at least ten years of continuous service to the District immediately prior to retirement.

Upon retirement, full-time employees are also entitled to terminal pay for accumulated sick leave. This payment is calculated based on a sliding scale of years of service, beginning at 35% of the daily rate of pay and reaching 100% of the daily rate for employees with thirteen or more years of service. Furthermore, retirees with at least ten years of continuous service in Baker County may continue their group health insurance coverage until age 65, provided they pay the full required monthly premiums. For detailed information regarding the Pension Plan, the Investment Plan, or the Deferred Retirement Option Program (DROP), employees should utilize the following online resources provided by the Florida Retirement System:

- MyFRS Official Website: https://myfrs.com/
- FRS Pension Plan Member Handbook: https://frs.fl.gov/forms/member_handbook.pdf
- DROP Guide: https://frs.fl.gov/forms/DROP-Guide.pdf
- Investment Plan Summary Plan Description: https://myfrs.com/pdf/forms/frs_ip_spd.pdf

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).

FLORIDA RETIREMENT SYSTEM (FRS) RETIREE VOLUNTEER PROGRAM

The Baker County School District supports the participation of eligible Florida Retirement System (FRS) retirees as volunteers in accordance with Section 121.091(15), Florida Statutes. During the first twelve (12) calendar months following retirement, an FRS retiree may volunteer for the District only if all statutory requirements are satisfied.

To participate in the Retiree Volunteer Program, the following conditions must be met:

- The retiree must have fully terminated employment before beginning volunteer service.
- Prior to retirement, there must not have been any agreement, understanding, or expectation that the retiree would return to provide volunteer services for the District.
- Volunteer service must be civic, charitable, or humanitarian in nature and may not replace the duties of a paid employee.
- The retiree may not receive compensation of any kind for volunteer service, including salary, stipends, bonuses, gift cards, cash equivalents, or any other form of remuneration.
- Volunteers are not eligible to receive employee benefits. However, the District may provide items necessary to perform volunteer duties, such as identification badges, safety equipment, uniforms, or other required materials.
- During the first twelve (12) months following retirement, volunteer service may not exceed twenty percent (20%) of the number of hours the retiree was expected to work each week immediately prior to retirement.
- The volunteer controls his or her own schedule, including the number of hours volunteered and the assignments accepted.
- Volunteer duties must remain clearly distinguishable from the responsibilities of District employees and may not be used to circumvent reemployment restrictions.
- The District and the retiree shall maintain documentation demonstrating compliance with all applicable statutory requirements. Such records shall be made available upon request by the Florida Retirement System or other authorized governmental agency.

Participation in the Retiree Volunteer Program does not exempt an individual from any Baker County School District volunteer requirements. FRS retirees must complete the applicable Florida Department of Revenue/BCSD Retiree Volunteer Application Addendum (https://drive.google.com/file/d/1WfHOYfxDhXnryq6JLqUkZ0q02b0vohM7/view?usp=sharing), District volunteer application process, satisfy all required background screening requirements for the level of volunteer service they will perform, comply with all School Board policies and administrative procedures, and sign in and out through the District's visitor management system each time they volunteer.

The responsibility for ensuring compliance with Florida Retirement System reemployment and volunteer restrictions rests with the individual retiree. Any retiree with questions regarding eligibility should consult the Florida Retirement System or the District's Office of Human Resources before beginning volunteer service.

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.

EMPLOYEE BENEFITS OVERVIEW

More information about employee leaves, benefits, and compensation may be found on the District website and referring to the Finance, Insurance and Benefits, and Board Policies Departments/Sections.

XI. Required Employee Acknowledgements

Employee Handbook Acknowledgement and Declarations

Employee Name: _____

Position: _____

Work Location: _____

Employee Initials
Please place your initials in the box beside each statement to acknowledge that you have read, received, or completed the information or training identified below.

Initials	Employee Acknowledgement
☐	**Employee Handbook:** I acknowledge that I have received information regarding the Baker County School District Employee Handbook, understand that it is available on the District website, and understand that I am responsible for complying with the policies, procedures, and expectations described therein.
☐	**Code of Ethics and Principles of Professional Conduct:** I acknowledge that I have reviewed the Florida Code of Ethics and the Principles of Professional Conduct for the Education Profession in Florida and understand my professional responsibilities, including my obligation to self-report arrests and convictions as required by law.
☐	**Technology Acceptable Use:** I acknowledge that I have reviewed the District's Network/Internet Acceptable Use procedures and understand my responsibilities regarding the appropriate use of District technology resources.
☐	**Confidential Student Information (FERPA):** I acknowledge that I have reviewed the District's requirements regarding confidential student records and understand my responsibility to protect the privacy of student information in accordance with applicable law and District policy.
☐	**Employment Practices and Professional Standards:** I acknowledge that I have reviewed the District's Employment Practices, Standards of Professional Conduct, and nondiscrimination information, including the identification of the District Equity Coordinator, and understand my responsibilities as an employee of the Baker County School District.
☐	**District Safety Training:** I acknowledge that I have completed the District's required safety training, including OODA Loop, CENTEGIX, and other emergency preparedness procedures applicable to my position.

Continued on back

Initials Employee Acknowledgement

☐ **Financial/Internal Accounts Training (if applicable):** I acknowledge that I have completed training regarding financial internal accounts, the proper handling of District funds, and approved purchasing procedures applicable to my job responsibilities.

☐ **Human Trafficking Awareness:** I acknowledge that I have completed the District's Human Trafficking Awareness training and understand my responsibilities for recognizing and reporting suspected human trafficking as required by law.

☐ **Employee Evaluation:** I acknowledge that I have received training regarding the evaluation instrument applicable to my position and understand the evaluation process. If I am an instructional employee, I further acknowledge that I have been informed of the student performance data that will be used to measure student growth as part of my evaluation.

Employee Certification

I certify that I have reviewed the acknowledgements above, understand the information and responsibilities described, and agree to comply with applicable federal and state laws, School Board policies, administrative procedures, and District expectations governing my employment.

I understand that the Employee Handbook is intended to provide general information regarding District policies and practices and does not constitute a contract of employment. I further understand that the District may revise the handbook as necessary and that I am responsible for remaining informed of current policies and procedures.

Employee Signature: _____

Printed Name: _____

Date: _____