BAKER COUNTY SCHOOL DISTRICT

Committed to Excellence

AGENDA
SCHOOL BOARD MEETING (OPEN TO THE PUBLIC)
Monday, August 4, 2025 - 5:00 PM
District Board Room (270 South Boulevard East, Macclenny, Florida 32063)
(Revised Agenda) Minute Book #40 / Supplemental Book #53 / Page #24

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

1. INVOCATION AND PLEDGE OF ALLEGIANCE

2. CALL TO ORDER

3. ROLL CALL OF MEMBERS

4. PUBLIC HEARINGS

4.1 Public Hearing on the Revised 2025-2026 Student Progression Plan and Revised 2025-2026 Code of Student Conduct.
Carrie Dopson - (259-0408)

5. RECOGNITIONS / PRESENTATIONS

5.1 Recognize Retiree Tina Benefield (Hire Date: 8/1/01; Retire Date: 5/30/25)
Wyatt Milton - (259-0401)

5.2 Recognize Retiree Christopher Chisholm (Hire Date: 5/1/89; Retire Date: 7/31/25)
Wyatt Milton - (259-0401)

5.3 Recognize Retiree Shirley Crawford (Hire Date: 9/16/96; Retire Date: 7/17/25)
Wyatt Milton - (259-0401)

5.4 Recognize Retiree Kimberly Crews (Hire Date: 8/16/91; Retire Date: 6/18/25)
Wyatt Milton - (259-0401)

5.5 Recognize Retiree Bonnie Hayden (Hire Date: 8/17/12; Retire Date: 6/18/25)
Wyatt Milton - (259-0401)

5.6 Recognize Retiree Kathryn Hunt (Hire Date: 8/16/93; Retire Date: 5/30/25)
Wyatt Milton - (259-0401)

5.7 Recognize Retiree Glen Ruise (Hire Date: 11/11/88; Retire Date: 2/28/25)
Wyatt Milton - (259-0401)

5.8 Recognize Retiree Tenia Ruise (Hire Date: 12/16/10; Retire Date: 5/30/25)
Wyatt Milton - (259-0401)

5.9 Recognize Retiree Ivelise Viera (Hire Date: 10/1/18; Retire Date: 5/30/25)
Wyatt Milton - (259-0401)

6. APPROVAL TO CORRECT AND / OR ADD ITEMS TO THE FINAL AGENDA

6.1 8.1.: Personnel Items, Employment List: Approval of the Correction of the Effective Date for Rex

Harrison from August 11, 2025, to July 31, 2025.
Wyatt Milton - (259-0401)

6.2 8.1.: Personnel Items, Stipend List: Approval of the Addition to Stipend for Lucie Bingham and Daphne Hand for NEFEC - Grow Grant; $125.00 Flat Rate Per Day / Maximum 10.5 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant); July 11, 2025 - August 29, 2025. Approval of the Addition to Stipend for Savannah Dunbar, Tara Kosakowski, Emily McDonald, Mekenzi Nelson, Lisa Nettles, Tanyia Rowan, Kimberly Salazar for NEFEC - Grow Grant; $125.00 Flat Rate Per Day / Maximum 7 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant); July 11, 2025 - August 29, 2025. Approval of the Addition to Stipend for Moran Craven for NEFEC - Grow Grant; $125.00 Flat Rate Per Day / Maximum 3.5 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant); July 11, 2025 - August 29, 2025.
Wyatt Milton - (259-0401)

6.3 8.1.: Personnel Items, Extra Duty List: Approval of the Addition to Extra Duty for Alicia Chauncey for Curriculum Mapping; $31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General (To Be Reimbursed by NEFEC GROW Grant); July 11, 2025 - August 29, 2025. Approval of the Addition to Extra Duty for Allison Allen for Second Grade Summer Mapping; $31.54 Per Hour / Maximum 3 Hours / Funding Source: General (To Be Reimbursed by NEFEC GROW Grant); July 21, 2025. Approval of the Addition to Extra Duty for Autumn Couture for First Grade Summer Mapping; $31.54 Per Hour / Maximum 2 Hours / Funding Source: General (To Be Reimbursed by NEFEC GROW Grant); July 21, 2025. Approval of the Addition to Extra Duty for Lesley Minshew for Fourth Grade Summer Mapping; $31.54 Per Hour / Maximum 6 Hours / Funding Source: General (To Be Reimbursed by NEFEC GROW Grant); July 21, 2025. Approval of the Addition to Extra Duty for Elisa Reagan for Fifth Grade Summer Mapping; $31.54 Per Hour / Maximum 5 Hours / Funding Source: General (To Be Reimbursed by NEFEC GROW Grant); July 21, 2025. Approval of the Addition to Extra Duty for Kathleen Sheridan for First Grade Summer Mapping; $31.54 Per Hour / Maximum 4 Hours / Funding Source: General (To Be Reimbursed by NEFEC GROW Grant); July 21, 2025. Approval of the Addition to Extra Duty for Amanda Shivers for Third Grade Summer Mapping; $31.54 Per Hour / Maximum 14 Hours / Funding Source: General (To Be Reimbursed by NEFEC GROW Grant); July 21, 2025. Approval of the Addition to Extra Duty for Susie South for First Grade Summer Mapping; $31.54 Per Hour / Maximum 4 Hours / Funding Source: General (To Be Reimbursed by NEFEC GROW Grant); July 21, 2025. Approval of the Addition to Extra Duty for Kristyn Stewart for Second Grade Summer Mapping; $31.54 Per Hour / Maximum 6 Hours / Funding Source: General (To Be Reimbursed by NEFEC GROW Grant); July 21, 2025.
Wyatt Milton - (259-0401)

6.4 Approval to Add Item 8.10.: Approval of the Agreement with the Baker County Sheriff's Office for School Resource Officers at All Seven School Sites Effective July 1, 2025 - June 30, 2026.
Wyatt Milton - (259-0401)

6.5 9.4.: Addition of the Approval to Incorporate Form 8B for Board Member Clayton Lyons Regarding the Approval to Renew Agreement with Baker County Health Department to Provide Dental Services Effective July 1, 2025 - June 30, 2028. (Term Change from Previous Year.), into the Minutes of the August 4, 2025, School Board Meeting.
Wyatt Milton - (259-0401)

7. REMOVAL OF ROUTINE ITEMS

8. APPROVAL OF ROUTINE ITEMS

8.1 Approval of the Personnel Items List for Approval on August 4, 2025.
Wyatt Milton - (259-0401)

8.2 Approval of the Minutes of the July 21, 2025, Work Session.
Wyatt Milton - (259-0401)

8.3 Approval of the Minutes of the July 21, 2025, School Board Meeting.

Wyatt Milton - (259-0401)

8.4 Approval of the Minutes of the July 21, 2025, School Board Executive Session.
Wyatt Milton - (259-0401)

8.5 Approval to Incorporate Form 8B into the July 21, 2025, School Board Meeting Minutes.
Wyatt Milton - (259-0401)

8.6 Approval of Post-Secondary Adult Career Training Programs Tuition and Fees for the 2025-26 School Year.
Carrie Dopson - (259-0408)

8.7 Approval of the Adult General Education Tuition for the 2025-2026 School Year.
Carrie Dopson - (259-0408)

8.8 Approval to Renew Agreement with Baker County Health Department to Provide Dental Services Effective July 1, 2025 - June 30, 2028. (Term Change from Previous Year.)
Tina Bradley - (259-0476)

8.9 Approval of the Agreement with Gaetz Aerospace Career Academy, Embry-Riddle Aeronautical University for Academic Years 2025-2028. (Name Change from Previous Year Formerly Gaetz Aerospace Institute Academy.)
Carrie Dopson - (259-0408)

8.10 Approval of the Agreement with the Baker County Sheriff's Office for School Resource Officers at All Seven School Sites Effective July 1, 2025 - June 30, 2026.
Wyatt Milton - (259-0401)

9. APPROVAL OF ITEMS FOR ACTION

9.1 Approval of Removed Routine Items.
N/A

9.2 Approval of a School Board Member Representative and Alternate School Board Member Representative for the Value Adjustment Board as Per Florida Statute 194.015. (2024-2025 Board Representative was Mrs. Hodges and Alternate was Mrs. Canaday)
Wyatt Milton - (259-0401)

9.3 Approval of Brittnee Forbes as Commercial Business Owner Representative for the Value Adjustment Board as Per F.S. 194.015. (Qualification is that the representative must own a business occupying commercial property in the school district boundaries)
Wyatt Milton - (259-0401)

9.4 Approval to Incorporate Form 8B for Board Member Clayton Lyons Regarding the Approval to Renew Agreement with Baker County Health Department to Provide Dental Services Effective July 1, 2025 - June 30, 2028. (Term Change from Previous Year.), into the Minutes of the August 4, 2025, School Board Meeting.
Wyatt Milton - (259-0401)

10. CITIZEN INPUT

A Citizen Input form must be completed and submitted to the Board Secretary PRIOR to the beginning of the meeting if you wish to address the Board. You will be called on by the Chairman at the appropriate time. Presentations/comments are limited to three (3) minutes.

11. INFORMATION AND ANNOUNCEMENTS

12. ADJOURNMENT

NOTICE: Any person who desires to appeal any decision made by the School Board with respect to any matter

considered at the above mentioned meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which an appeal may be based.

AGENDA ITEM NO. 4.1

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 4, 2025
SUBMITTED BY:	Carrie Dopson - (259-0408)
ITEM TYPE:	Public Hearing
AGENDA SECTION:	**PUBLIC HEARINGS**
SUBJECT:	Public Hearing on the Revised 2025-2026 Student Progression Plan and Revised 2025-2026 Code of Student Conduct.

ATTACHMENTS:
08.04.2025 Public Hearing of the 25-26 Student Progression Plan & 25-26 Code of Student Conduct_C.Dopson.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Office of Teaching and Learning
270 South Boulevard East
Macclenny, FL 32063
(904) 259-6251
www.bakerk12.org

Wyatt Milton, Superintendent

July 23, 2025

Wyatt Milton, Superintendent
Baker County School District
270 South Boulevard East
Macclenny, FL 32063

Dear Superintendent Milton,

I am requesting that a public hearing be held on Monday, August 4, 2025, regarding the 2025-2026 Student Progression Plan and the 2025-2026 Code of Student Conduct.

If you have any questions, please call me at 259-0408.

Sincerely,

Carrie Dopson
Executive Director of Teaching and Learning

BAKER COUNTY SCHOOL DISTRICT

~~2024-2025~~ 2025-2026
STUDENT PROGRESSION PLAN



In accordance with Florida Statutes 1008.25, the School Board shall adopt a Student Progression Plan.

The Baker County Student Progression Plan will be reviewed annually by a reviewing committee made up of the building principals, guidance counselors, classroom teachers, district instructional staff and the Superintendent.

WYATT MILTON, SUPERINTENDENT

SCHOOL BOARD MEMBERS

Tiffany McInarnay, Chairperson	District 1
Jack Baker Jr., Vice-Chairperson	District 2
Clayton Lyons Jr.	District 3
Amanda Canaday	District 4
Amanda Hodges	District 5

BAKER COUNTY SCHOOLS DIRECTORY

District Office	**259-6251**
Baker County High School	**259-6286**
Baker County Middle School	**259-2226**
Legacy Elementary School	**259-0300**
Macclenny Elementary School	**259-2551**
Westside Elementary School	**259-2216**
Pre-Kindergarten/Kindergarten Center	**259-0405**
Educational Services	**259-7825**
Family Service Center	**259-6551**
Transportation Department	**259-2444**
Vocational, GED & Adult Ed. Dept.	**259-0403**

"WHERE CHILDREN ARE FIRST!"

TABLE OF CONTENTS

COMPREHENSIVE PROGRAM 2
GRADING SYSTEM 2
ASSESSMENTS 3
PROGRESS REPORTING AND ANNUAL REPORT 3
ALLOCATION OF RESOURCES 3
ELIMINATION OF SOCIAL PROMOTION AND GOOD CAUSE EXEMPTIONS 3
REQUIREMENTS FOR ENGLISH LANGUAGE LEARNER (ELL) STUDENTS 4
REQUIREMENTS FOR HOME EDUCATION STUDENTS RE-ENTERING PUBLIC SCHOOLS 4
CONTROLLED OPEN ENROLLMENT 5
PATRIOTIC PROGRAM 5
IMMUNIZATION POLICY 5
SUMMER SCHOOL 5
GENERAL EDUCATION DEVELOPMENT 6
FLORIDA STATUTES AND DEPARTMENT OF EDUCATION RULES 6
PLACEMENT OF TRANSFER STUDENTS 6
MINIMUM INSTRUCTIONAL HOURS IN HEALTH EDUCATION, ALCOHOL AND SUBSTANCE ABUSE PREVENTION, AND HIV/AIDS EDUCATION 7
FLORIDA STANDARDS 7
ELIGIBILITY TO PARTICIPATE IN INTERSCHOLASTIC EXTRACURRICULAR STUDENT ACTIVITIES 7
EXTRA-CURRICULAR ACTIVITIES 7
ASSIGNMENT OF GRADES 7
APPEAL PROCESS 7
STATEMENT OF NONDISCRIMINATION 7
MULTI-TIERED SYSTEMS OF SUPPORTS (MTSS) 8
VIRTUAL INSTRUCTION PROGRAM 9
GRADES K-5 STUDENT PROGRESSION PLAN 13
- Retention K-5
- Remediation K-5
- Requirements for Kindergarten Admission
- Requirements for 1st Grade Admission
- Assessment and Remediation
- Reading Deficiencies
- Parental Notification
- Physical Education Requirements

GRADES 6-8 STUDENT PROGRESSION PLAN 21
- Grade Placement
- Notification
- High School Courses Taken in Grade 8 or below
- Student Participation
- Personalized Academic and Career Plan
- Allocation of Resources
- Physical Education Requirement
- Make-up Work Due to Attendance
- Grade Requirement for Course Credit (Algebra I Students)

GRADES 9-12 STUDENT PROGRESSION PLAN 24
Graduation Requirements as Determined by the State of Florida 24
- Number of Hours Required to Earn Course Credit 24
- Make-up Work Due to Attendance 25
- Grade Requirement for Course Credit 25

Definition of "Credit" 25
Grade Placement and Promotion 26
Student Enrollment Criteria 26
Participation in Interscholastic Extracurricular Activities 26
Elective Credit for Military Training 26
Career and Technical Student Organization (CTSO) 27
Assistance with Cumulative Grade Point Average (CGPA) required for Graduation 27
Grade Forgiveness Policy 27
Honor Course Placement 28
Class Rank for Graduation 28
Requirements for Participation in Graduation Ceremonies 29
Certificate of Completion Requirements 29
Assessment and Remediation 29
Allocation of Resources 29
Florida Bright Futures Scholarship Information 29
Community Service/Work Hours 30
Appeals Process for Community Service Hours 32
Dual Enrollment Program 32
Credit from Non-Accredited Schools 34
Enrollment Termination 34
Credit Recovery Program 34
Alternative Placement Credit 35
Course Offerings/Expectations 35
EXCEPTIONAL STUDENTS PK-12 STUDENT PROGRESSION PLAN 35
Admission and Promotion 35
Requirements for Standard Promotion 36
Requirements for Diploma 37
Diploma Requirements for Each Exceptionality 37
ENNOBLES Provision for Students with Disabilities 38
Guidelines, Modification and Accommodations for State and District Assessment of Students with Disabilities 39
ACCELERATION PROCEDURES 40
ADDITIONAL EDUCATIONAL CHOICE OPTIONS 41
SCHOOL FINANCIAL REPORTS 42
Non-Discrimination Statement 42

BAKER COUNTY SCHOOL DISTRICT STUDENT PROGRESSION PLAN
(Applicable to All Students)

COMPREHENSIVE PROGRAM

Section 1008.25(2) (a-c) mandates that the district shall establish a comprehensive student progression plan that includes standards for evaluating each student's performance on the Florida Standards. The progression plan must include specific levels of performance in ELA, science, mathematics, and social studies for each grade level, including the levels of performance on statewide assessments as defined by the commissioner, below which a student must receive remediation or be retained within an intensive program that is different from the previous year's program and that considers the student's learning style. The progression plan must include an appropriate alternative placement for a student who has been retained for two or more years.

Each student failing to meet minimum performance expectations in the above areas, must continue to be provided remedial or supplemental instruction until the expectations are met or the student graduates from high school or is not subject to compulsory school attendance.

GRADING SYSTEM

The following district-wide grading system has been adopted by the Baker County District School Board. Its numerical equivalents are:

Letter Grade	Score	Grade Point Value	Description
A	90-100	4.0	"Outstanding Progress"
B	80-89	3.0	"Above Average Progress"
C	70-79	2.0	"Average Progress"
D	60-69	1.0	"Lowest Acceptable Progress"
F	0-59	0.0	"Failure"
I	0	0.0	"Incomplete"

All averaging will be done by numerical value and not by letter value. For some classes and programs, the following letter grade will be used:

E = "Excellent" (90-100%)
S = "Satisfactory" (70-89%)
N = "Needs Improvement" (60-69%)
U = "Unsatisfactory" (0-59%)

Affixing plus or minus to the letter grade is optional in the elementary schools. Kindergarten will be evaluated by its own grading scale. Conduct grades shall be awarded in the form of:

GRADES K-5	GRADES 6-12
E = "Excellent"	
S = "Satisfactory"	S = "Satisfactory"
U = "Unsatisfactory"	U = "Unsatisfactory"

Middle School final semester exams are optional. If given, the worth of each exam will be determined by the classroom teacher. The value will not exceed 20% of the semester grade. A Civics end-of-course exam is required in middle school and is worth 30% of the final grade. End-of-course (EOC) exams are mandated by Florida statutes. Algebra 1 EOC is worth 30% of the final grade.

High School~~, final~~ end of course (EOC) and semester exams are required. EOC exams given in Algebra I, Geometry, Biology I, and US History are worth 30% of the final grade. End of course (EOC) exams are tests mandated by Florida

statutes. Semester exams and End of Year (EOY) assessments are school administered tests used to determine student mastery of the curriculum. Semester exams are given at the end of the first semester of year-long courses and are worth 20% of the semester grade. EOY's are cumulative exams given at the end of each course and are worth 20% of the semester grade during which they are administered. Parents/guardians will be notified of their child's progress during the school year by means of formal report cards at each nine-week interval and by progress reports during the fifth week of each quarter. Other means of keeping parents/guardians informed may consist of the following: conferences, samples of student's work, test results, letters, informal notes, Skyward Parent Portal, etc.

ASSESSMENTS

Each student must participate in the statewide assessment tests. Section 1008.22, Florida Statutes, states "participation in the assessment program is mandatory for all school districts and all students attending public schools." Additionally, Section 1008.34, Florida Statutes, states; "each school must assess at least 95% of its eligible students". Section 1008.32, Florida Statutes, states that the Commissioner of Education may investigate allegations of non-compliance with law by school districts. **A student's course enrollment may be influenced by statewide assessment and diagnostic test performance.** This includes enrollment in honors courses and ELA and math intervention classes.

PROGRESS REPORTING AND ANNUAL REPORT

Each district school board must annually report to the parent of each student the progress of the student toward achieving state and district expectations for proficiency in ELA, science, mathematics, and social studies. The district school board must report to the parent the student's results on each statewide assessment test. The evaluation of each student's progress must be based upon the student's classroom work, observations, tests, district and state assessments, and other relevant information.

The district will annually publish in the local newspaper, and report in writing to the State Board of Education by September 1* of each year, the following on the prior school year: the provisions of F.S. 1008.25(8) relating to public school student progression and the district policies and procedures on student retention and promotion; by grade, the number and percentage of all students in grades 3 through 10 performing at Levels 1 and 2 on the Florida Assessment of Student Thinking ELA (FAST ELA); the number and percentage, by grade, of all students retained in grades 3 through 10; the total number of students promoted for good cause, by each category; and any revisions to the district school board's policy on retention and promotion from the prior year.
*This information will be published once it has been released by the Florida Department of Education.

ALLOCATION OF RESOURCES

Remedial and supplemental instruction resources will be allocated as follows: First, to students who are deficient in ELA by the end of grade 3, and second to students who fail to meet performance levels required for promotion.

ELIMINATION OF SOCIAL PROMOTION AND GOOD CAUSE EXEMPTIONS

a) No student may be assigned to a grade level based solely on age or other factors that constitute social promotion.

b) The school board may only exempt students from mandatory retention for good cause. Good cause exemptions for students in grade 3 shall be limited to the following:

   1. Limited English proficient students who have had less than 2 years of instruction in an English for Speakers of Other Languages (ESOL) program.

   2. Students with disabilities whose individual education plan (I.E.P.) indicates that participation in the statewide assessment program is not appropriate, consistent with the requirements of State Board of Education rule.

3. Students who demonstrate an acceptable level of performance on an alternative, standardized reading assessment approved by the State Board of Education.

4. Students, who demonstrate through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the Florida Standards in reading equal to at least a Level 2 performance on the FAST.

5. Students with disabilities who participate in the FAST and who have an individual education plan or a Section 504 plan that reflects that the student has received the intensive remediation in reading, for more than 2 years but still demonstrates a deficiency in reading and was previously retained in kindergarten, grade 1 or grade 2.

6. Students who have received two or more years of intensive reading intervention and were previously retained in kindergarten, grade 1, grade 2, or grade 3 for a total of two years meet the criteria for good cause exemption. Students may not be retained in grade 3 more than once. Intensive reading instruction for students so promoted must include an altered instructional day based upon an academic improvement plan that includes specialized diagnostic information and specific reading strategies for each student. The district school board shall assist schools and teachers to implement reading strategies that research has shown to be successful in improving reading among low performing readers.

c) Requests for good cause exemptions for students from the mandatory retention shall be made consistent with the following:

1. Documentation shall be submitted from the student's teacher to the school principal that indicates that the promotion of the student is appropriate and is based upon the student's academic record. In order to minimize paperwork requirements, such documentation shall consist only of the existing Progress Monitoring Plan, individual educational plan, if applicable, report card, or student portfolio.

2. The school principal shall review and discuss such recommendation with the teacher and make the determination as to whether the student should be promoted or retained. If the school principal determines that the student should be promoted, the school principal shall make such recommendation in writing to the district school superintendent. The district school superintendent shall accept or reject the school principal's recommendation in writing.

REQUIREMENTS FOR ENGLISH LANGUAGE LEARNER (ELL) STUDENTS

During the adjustment period after first entering the United States, the English Language Learner (ELL) student's English skills progress and content area efforts will be evaluated on a "satisfactory" or "needs improvement" basis until it is determined that the assignment of letter grades is appropriate. The student will be evaluated accordingly once he/she has demonstrated an understanding of learning activities and assignments. Comments will be made on progress reports/report cards concerning the student's level of performance. Instruction must be understandable, equal, and comparable in scope, sequence, and quality to that which non-ELL students receive. The ELL student is expected to participate in all learning activities appropriate for that individual's level.

Promotion and retention of ELL students is based on measurements of the student's ability to read, write, and perform mathematical functions, not whether the ability is shown in English or in the student's home language. Further description is provided in the District's approved ELL Plan.

REQUIREMENTS FOR HOME EDUCATION STUDENTS RE-ENTERING A PUBLIC SCHOOL

Grades K-8

Upon re-entry into public school from a Home Education program, the home education student will be given a norm referenced achievement evaluation (Kindergarten Readiness Checklist, STAR Early Literacy Assessment, STAR, and/or SAT-10) as part of the re-enrollment process. The appropriate school for the student's previous grade will make the promotion decision.

Grades 9-12

6A-1.09941 State Uniform Transfer of High School Credit (see page 6, Placement of Transfer Students)

CONTROLLED OPEN ENROLLMENT (COE)

It is the responsibility of the parent/guardian to submit a Controlled Open Enrollment application within the application window to request attendance at a school other than the student's zoned school. If the student resides in another county, it is also the responsibility of the parent/guardian to initiate an out-of-county school attendance waiver. The superintendent or designee has the authority to grant or deny the attendance waiver request. For more information and application visit www.bakerk12.org

PATRIOTIC PROGRAM

Florida Statute 1003.44 recognizes the last full week of classes in September, in the state's public schools, as "Celebrate Freedom Week." The students in each social studies class shall be presented at least 3 hours of appropriate instruction, as determined by the school district, on the intent, meaning, and importance of the Declaration of Independence. On each school day during this week, school principals and teachers are required to conduct an oral recitation by students of the following excerpt of the Declaration of Independence:

"We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable rights that among these are life, liberty, and the pursuit of happiness. That to secure these rights, governments are instituted among men, deriving their just powers from the consent of the governed."

Students will be excused from participating in the recitation of the Declaration of Independence, upon written request by a student's parent submitted to the principal.

The American Flag will be displayed daily in each classroom and flag education, including proper flag display and flag salute will be taught. The pledge of allegiance to the flag, "I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all," shall be rendered by students standing with the right hand over the heart. The pledge of allegiance to the flag shall be recited at the beginning of the day in each elementary, middle and high school. Upon written request by his or her parent, a student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart. When the pledge is given, unexcused students must show full respect to the flag by standing at attention, men removing the headdress, except when such headdress is worn for religious purposes.

IMMUNIZATION POLICY

Prior to admittance to or attendance in a Baker County school, grades kindergarten through 12 or any other initial entrance into a Florida school, each child must present or have on file with the school a certification of immunization for the prevention of those communicable diseases, for which immunization is required by the Department of Children and Families (F.S. 1003.22).

SUMMER SCHOOL

A pupil attending summer school shall have a preliminary registration form approved by the principal of the school, which he/she attends. Pupils in Grades 6, 7, and 8 will be limited to two courses, consisting of new, make-up, or remedial work. Pupils in Grades 9-12 will be limited to two credits or the equivalent thereof per summer. In order to participate in

summer school, a student must have spent no less than a total of one hundred and thirty-five clock hours participating in instruction or directed study per subject in the regular program. Due to limited space and numbers, the principal will consider grades/GPA, behavior, school attendance, and other individual student circumstances when assigning students to summer school. The principal reserves the right to accept or deny entrance to a summer school program.

A student may earn up to two credits in summer school at any accredited high school, including but not limited to Florida Virtual School (FLVS). Mastery of specific skills in the summer school course will be necessary in order to pass.

Admission into the summer school program shall be for the purpose of promotion and/or credit. All other requests for admission may be approved by the principal/designee, e.g. enrollment in order to repeat a course for the purpose of improving one's GPA.

GENERAL EDUCATION DEVELOPMENT

A candidate for a high school equivalency diploma shall be at least sixteen (16) years of age on the date of examination and have filed a formal declaration of intent to terminate school enrollment. Underage students can take the GED test at any time after withdrawing from high school as long as their parents/guardians have completed the new underage waiver form and it has been approved by the Florida Department of Education (FDOE). The student must register with GED.com prior to submitting the Underage Waiver Form to the FDOE. The underage student must submit the signed and notarized form and proof of withdrawal to the FDOE for the age alert to be cleared @ GEDagewaiver@fldoe.org. Once cleared, the student will be notified by GED. **The school of Adult Education no longer submits any forms for, or on behalf of, the underage student/parents for underage testing**. Underage students in the program are no longer required to pass all four practice tests prior to taking the official GED test. Students may enroll in adult general education at our local Family Service Center, 418 S. 8th Street, Macclenny, FL 32063.

FLORIDA STATUTES AND DEPARTMENT OF EDUCATION RULES

Any Florida Statute or Florida Department of Education rule shall take precedence over the provisions of this progression plan provided that the statute or rule contradicts or limits the requirements of this plan.

PLACEMENT OF TRANSFER STUDENTS

1) Credits and grades earned and offered for acceptance shall be based on official transcripts and shall be accepted at face value subject to validation if required by the receiving school's accreditation. If validation of the official transcript is deemed necessary, or if the student does not possess an official transcript or is a home education student, credit shall be validated through performance during the first grading period as outlined in subsection (2).

2) Validation of credits shall be based on performance in classes at the receiving school. A student transferring into a school shall be placed at the appropriate sequential course level and should have a minimum grade point average of 2.0 at the end of the first grading period. Students who do not meet this requirement shall have credits validated using the Alternative Validation Procedure, as outlined in subsection (3).

3) Alternative Validation Procedure. If validation based on performance as described above is not satisfactory, then any one of the following alternatives shall be used for validation purposes as determined by the teacher, principal, and parent:

    a) Portfolio evaluation by the superintendent or designee;
    b) Written recommendation by a Florida certified teacher selected by the parent and approved by the principal
    c) Demonstrated performance in courses taken through dual enrollment or at other public or private accredited schools;

d) Demonstrated proficiencies on nationally normed standardized subject area assessments;
e) Demonstrated proficiencies on the FAST; or
f) Written review of the criteria utilized for a given subject provided by the former school. Students must be provided at least ninety days from date of transfer to prepare for assessments outlined in paragraphs (3) (d) and (e) of this rule if required.

MINIMUM INSTRUCTIONAL HOURS IN HEALTH EDUCATION, ALCOHOL AND SUBSTANCE ABUSE PREVENTION, AND HIV/AIDS EDUCATION

Students enrolled in the Baker County School District will receive the following minimum number of hours of instruction in health education, alcohol and substance abuse prevention, and/or HIV/AIDS education:

Grades K-3	35 hours per year
Grades 4-5	55 hours per year
Grades 6-7	35 hours per year
Grade 8	30 hours per year

FLORIDA STANDARDS

The schools of Baker County will incorporate the Florida State Standards into their programs of instruction at the appropriate grade levels and in the applicable courses.

ELIGIBILITY TO PARTICIPATE IN INTERSCHOLASTIC EXTRACURRICULAR STUDENT ACTIVITIES – SECTION 1006.15, F.S.

A 2.0 cumulative GPA on a 4.0 scale must be maintained for participation in interscholastic extracurricular student activities.

EXTRA-CURRICULAR ACTIVITIES

All students will comply with the requirements of the State of Florida as well as the Florida High School Athletic Association in regards to eligibility requirements for participation in extracurricular activities. For Grades 9-12, students must maintain at least a 2.0 cumulative GPA on a 4.0 scale in order to participate in any extracurricular or co-curricular activities, including but not limited to any club, band, JROTC, FFA, sideline cheer, majorettes, dance or flag corps.

ASSIGNMENT OF GRADES

The initial and primary authority for the assessment of student performance and the awarding of student grades is assigned to the teacher responsible for the ~~particular~~ course or class.

APPEAL PROCESS

Any request regarding a review, a modification, and/or an appeal of the Baker County School District's Student Progression Plan, and/or the consequences thereof, shall be initiated at the first level of responsibility and may progress to other levels if deemed necessary.

STATEMENT OF NONDISCRIMINATION

Nondiscrimination in Student Activities - No student enrolled in the Baker County Schools shall, on the basis of race, gender, national origin, marital status, disability, age, or religion, be excluded from participation in or be subjected to discrimination under any curricular, extracurricular, or any other school sponsored activity. This rule shall apply to all present and future course offerings and to all other school sponsored activities in which students are eligible to participate.

Equity Coordinator – Thomas Hill **is designated as Baker County School District's Equity Coordinator**. Employees, employment applicants, students, parents, and citizens having questions concerning the Florida Educational Equity Act, or its implementation, may contact the Equity Coordinator at the Baker County School District Superintendent's Office, 270 South Boulevard East, Macclenny, FL 32063, or by phone (904) 259-6251, or via e-mail, equity-coordinator@bakerk12.org

MULTI-TIERED SYSTEM OF SUPPORT (MTSS)

All Students who take the statewide assessment test are required to score Level 3 or higher as required by F.S. 1008.22. A student who is not meeting the state requirement for proficiency in ELA and math shall be covered by one of the following plans to target instruction and identify ways to improve his or her academic achievement: a federally required student plan, such as, an individual education plan, a school-wide system of progress monitoring for all students, or an individualized progress monitoring plan.

Baker County uses the problem solving/response to intervention, MTSS, method of developing and implementing instruction and interventions based on a three-tiered model. Our MTSS model integrates core instruction (Tier 1), supplemental instruction/interventions (Tier 2), and intensive interventions (Tier 3). The procedures for conducting required general education interventions are specified in our MTSS district guide. Procedures below are documented on district-developed forms to monitor student progress and make data-driven decisions.

Tier 1 – The general education staff use core instruction and schoolwide assessments to observe, gather, and analyze student data to adjust instructional techniques and provide differentiated instruction. The focus of Tier 1 is on core instruction and universal screening data which is used to formulate interventions. The teacher may establish baseline data, complete a record review, use existing databases, and conduct curriculum-based assessments and/or behavior assessments. Parents are contacted to discuss data, possible interventions, any need for vision, and hearing or speech/language screenings. Progress monitoring data are collected to determine the effectiveness of core instruction.

Tier 2 – Supplemental instruction/interventions are managed by the MTSS team. A team meeting is held to review the intervention referral, plan interventions, obtain consent for screening as necessary, and obtain social/developmental history data when appropriate. Intervention plans are formalized in writing, and screenings are conducted subsequent to consent, as appropriate. Designated personnel implement interventions which include progress monitoring. Post intervention measures are recorded on appropriate forms. Parents are notified of a future meeting which is held to discuss observations, review results of interventions, and rate of progress to determine if the student is making adequate gains.

Tier 3 – Intensive interventions are managed by the MTSS team and may include the ESE district or student services district level staff. Parents are invited to a meeting where the team reviews all documentation from Tiers 2 and 3, and develops targeted intensive individual interventions for academic concerns. A formal behavior intervention plan is developed for behavioral concerns. Designated personnel implement interventions which include weekly progress monitoring. Post intervention measures are recorded on appropriate forms. Parents are notified of an additional meeting which is held to determine one of three actions: (1) continue and/or modify Tier 2 or Tier 3 interventions, (2) request further information for Tiers 1, 2 or 3, before finalizing decisions, or (3) make a formal referral for evaluation to determine if the student needs exceptional education services.

VIRTUAL INSTRUCTION PROGRAM

Virtual Education 1002.45 F.S.

Baker County Virtual School (BCVS) is the provider of first choice for virtual instruction; however, in situations in which BCVS cannot fulfill the need, students may qualify to access the services of Florida Virtual School (FLVS). As stipulated by the Florida K-20 Education Code (1002.20 F.S.) parents/legal guardians have the right to choose educational options such as BCVS and Florida Virtual School (FLVS), for their children. A student's full-time school may not deny access to courses offered by BCVS or FLVS assuming that the desired online course(s) is an appropriate course placement based on the student's academic history, grade level, and age. All students, including home education and private school students, are eligible to participate in any of Baker County's virtual instruction classes. A student may enroll in a virtual instruction program provided by the school district in which he or she resides. Each student enrolled in BCVS must take statewide assessments. Students enrolled in a BCVS/FLVS course which requires a state end-of-course (EOC) assessment are required to take the EOC in their district school of enrollment and the EOC is 30% of the grade in the class. Full time BCVS students are public school students and are required to take all the state assessments with BCVS additional information is available at: **bakerk12.org/bcvs**

Baker County Virtual School offers:

- Full time virtual instruction for students in grades K-12 (1002.31 F.S.).
- Individual online courses for students (attending a Baker County public school, private schools, and home education) in grades K-12.
- Curriculum for grades 6-12 provided by FLVS.

Placement in Baker County Virtual School or Florida Virtual School (FLVS)

1001.42 F.S., 1003.498 F.S., establishes virtual school as an educational choice and an acceleration option for students.

BCVS/FLVS may be appropriate for students with medical or behavior issues that may limit success in the traditional classroom, students who need single subject acceleration, or for students needing a more flexible schedule due to training or other extracurricular endeavors. Parents/legal guardians should confer with the counselor to determine whether the course selected is appropriate for the student based on the student's academic history.

Principals will determine if placement in a BCVS/FLVS course is appropriate academically for the student based on course prerequisites, the student's academic history, age, and appropriateness of the course for the student's Graduation plan. For students with disabilities, an IEP or 504 meeting will be held prior to determining whether placement in a BCVS/FLVS course is appropriate based on their individual needs. Enrollment in virtual school must be approved by the student's school counselor prior to the start of a new semester. The School Board shall provide students with access to enroll in courses available through the BCVS/FLVS and shall award credit for successful completion of such courses. Access shall be available to students during or after the normal school day. Students wishing to take courses from BCVS/FLVS must work closely with their school counselors to ensure that courses fit in their graduation plan. Requests for virtual courses made after the start of school will fall under the normal school drop/add policies for any course. Schools shall make every effort for a student to access BCVS/FLVS coursework on site for a student whose graduation plan indicates that placement in a BCVS/FLVS course during the school day is appropriate. Consistent with school board rules and in accordance with state statute 1012.28 (5) F.S.), the Superintendent has designated the principal of the school as the final authority in the placement of students in programs or classes.

Additional information is available at the FLDOE Virtual Education webpage https://www.fldoe.org/schools/school-choice/virtual-edu/parent-resources.

Students registered in the BCVS full-time program may participate in any interscholastic extracurricular activity at the public school within the district they reside (FHSAA Bylaw 9.2.2.3) according to district school board attendance area policies or which the student could choose to attend pursuant to 1002.31 F.S. if the student meets other eligibility requirements and registers his or her intent to participate in interscholastic extracurricular activities with the school before the beginning date of the season for the activity in which he or she wishes to participate. A BCVS/FLVS student must be able to participate in the curricular activities if that is a requirement for an extracurricular activity (1006.15 F.S.).

BCVS/FLVS Participation Requirements

- Students enrolled at Baker County High School will have learning labs that have been established to assist in student access to virtual courses. Students enrolled in these labs will be held to daily class attendance requirements even if the course is completed prior to the end of the enrolled semester.
- It is recommended that students have a 2.0 or higher GPA OR score a level 3 or higher on the FAST in reading unless the student has medical or behavior issues that may limit success in the traditional classroom. It is recommended for students in 1st-3rd to score in the 50th percentile or above on the STAR reading.
- Students must meet with school counselors to determine if placement in a BCVS/FLVS is academically appropriate for the student based on course prerequisites, the student's academic history and age and appropriateness of the course for the student's Graduation plan. All courses must be approved by the counselor.
- For students with disabilities, an IEP or 504 meeting will be held prior to determining whether placement in a BCVS/FLVS course is appropriate based on their individual needs.
- Once a semester has begun, a student may not withdraw from a school course to enroll in the same course online without administrative approval.
- Students may not simultaneously be placed in the same course concurrently at a district high school and at BCVS/FLVS.

In order to be a successful full-time virtual instruction student, Baker County School District Students should:
1) Have consistent parent/guardian supervision of student
2) Maintain pace in all courses (1 hour per day per course) and submit required work
3) Be daily engaged in course activities/enrolled in 6 courses
4) Establish regular communication with all teachers via email, phone, and/or text
5) Earn and maintain passing grades of C or higher
6) Earn appropriate credits/standards for end of year grade promotion
7) Participate in all district standardized testing
8) Honor all rules and procedures established by Baker County School District for student conduct, academic integrity, and etiquette.

Exceptional Student Education
Baker County Virtual Instruction Program will accept any student who meets the requirements in Section 1002.45, Florida Statutes. Since the school district VIP is a public K-12 school (Section 1000.04(1), Florida Statutes), the district cannot restrict participation to only those students who do not have specialized educational plans [i.e., individual educational plan (IEP) or Section 504 plan for students with disabilities; or an educational plan (EP) for gifted students].

Section 1003.57, Florida Statutes, Exceptional Student Instruction, requires full-time virtual instruction programs authorized by Section 1002.37 or Section 1002.45 Florida Statutes, to fulfill “the obligation of a school district for public school exceptional students who are enrolled in full-time virtual programs.”

Ultimately, the district is responsible for the development and implementation of IEPs and EPs and responsibilities related to Child Find and identification of ESE students. However, the contractual agreement between the school district and the virtual provider may establish specific requirements with regard to the role and responsibilities of the virtual provider for some or all of these activities.

Special Note to applicants currently enrolled and receiving services in an Exceptional Student Education program (ESE): Baker County School Board ESE Special Programs and Procedures state, “The district assures provision of full educational opportunity to all children with disabilities, aged three through twenty-one, using the kind and number

of facilities, personnel, and services necessary to meet this goal. A free appropriate public education (FAPE) is available to all students with disabilities upon determination of need." **Therefore, all ESE students must have an IEP review prior to enrollment. The ESE Director or designee will attend this review. This means that the special education or related services which were provided to your child at his or her previous school of enrollment may not be provided to him/her at Baker County Virtual School.**

Enrollment Periods

Parents and students may apply to this program during the open enrollment periods. Parents can access the Baker County School District website to review the enrollment process and pertinent information throughout the year.

Enrollment Windows for Full Time Virtual

1st Enrollment Period: April 1, 2025 to August 1, 2025

- For a start date of August 11, 2025

2nd Enrollment Period: December 1, 2025 to December 19, 2025

- For a start date of January 6, 2026

Students can join full time enrollment up to one month after the semester begins.

- Students may not drop a course after the drop/add deadline in order to enroll in an online course with FLVS or MDVS. Students may move between a virtual or brick-and mortar classroom in a yearlong course after the end of the first semester, provided that the student continues to meet the requirements for full-time enrollment.
- Students who have been previously unsuccessful in a virtual school course (Withdraw/Failing or Complete Failing) will need to meet with their guidance counselor before the course request is approved. Students will not be allowed to re-enroll in a virtual school course in which they have previously been unsuccessful or dropped.
- Students who do not complete at least 20% of the course and do not have an average of "C" or higher throughout the Grace Period of 28 days for MDVS may be withdrawn from the course (WNG). Students will not be allowed to re-enroll in a course in which they have previously been unsuccessful or dropped.
- Students have until the end date of Survey 4 to complete a virtual course. Students may remain enrolled beyond this date if: the course is needed for credit recovery, on-time graduation, or for course completion until the amendment of the final enrollment survey (4).

Drop-Add Procedures (continuing students)

- Florida Virtual School (FLVS) Courses
  While FLVS may have institutional drop/add procedures and timelines, all district students must carry a course load of at least six (6) active courses. While students await acceptance to FLVS courses, they must remain enrolled full-time.
- Dropping a FLVS course and adding a Physical School Course
  - A student may drop a FLVS course up to the 14th day of the semester and add a course on their school campus. FLVS drop/withdraw grade and credit guidelines still apply.
  - If a student is dropped from a FLVS course, the student may enter a course with My District Virtual School or on their school campus at the beginning of the following semester. Florida Virtual School "W/F" (Withdraw/Failing) and "CF" (Complete Failing) codes will be treated as a grade of "F" on the student transcript. Students who have been withdrawn from a course will not be allowed to enroll in the same course.
- My District Virtual School Courses

    - While My District Virtual School may have drop/add procedures and timelines, all full-time district students must carry a course load of at least six (6) active courses and must comply with the school district's drop/add time requirements.
    - While students await acceptance to My District Virtual School courses, they must maintain an enrollment that meets full-time status.
- Exiting Online Courses
    - Students who are exited from an online course during the drop/add dates may add the same course at their school site only if the drop/add date falls within the first 14 days of the semester. Students will not be allowed to enroll in the same course in My District, or be transferred to FLVS, for the same course.

Parent Responsibilities

Parents must monitor their student's assignments and assessments. In lieu of the daily presence of a face-to-face teacher, parents should take the lead in guiding the students through the curriculum, submission of work samples, assignments, practicing FAST assimilations, online class sessions, producing projects, reviewing for quizzes and tests, as well as making sure they participate in the state assessments. Students who do not participate in required testing will not be allowed to enroll in My District Virtual School for the following year.

Academic Integrity

A full commitment to academic integrity is expected and required from Baker County School District Virtual Instruction students. Students must commit to the following requirements associated with academic integrity:

• Your work on each assignment will be completely your own

• Your collaboration with another classmate on any assignment will be pre-approved by your instructor

• You will not practice plagiarism in any form

• You will not allow others to copy your work

• You will not misuse content from the internet, including the use of Artificial Intelligence software such as ChatGPT, CoPilot, Azure or others.

• You will not aid anyone scheduled to take the same course semester/final exams in the future. In addition, parents must attest to the fact that student work is completely the effort of their child.

Enrollment in Advanced Placement Courses 1007.27(6) F.S.

Advanced Placement (AP) is the enrollment of an eligible secondary student (virtual or brick and mortar) in an Advanced Placement course administered by the College Board. Students are expected to take an AP exam at the end of each AP course. The student will receive the AP weighted credit regardless of the AP test score.

Awarding of Advanced Placement Credit

Students who score a minimum of 3 on a 5-point scale may receive college credit. Students who score a 4 or 5 on certain examinations also benefit from course equivalency credit. A course equivalency chart may be found at https://www.floridashines.org/.

Credit Recovery Courses

Credit Recovery Courses may be used for Grade Forgiveness / Credit Recovery as well as remediation, and they may be taken in a traditional classroom, a credit recovery lab or through virtual school. Courses offered through a private school may not be used for credit recovery.

Students enrolled in a Credit Recovery Course must have previously attempted the corresponding course and end-of-course (EOC) assessment, since the course requirements for the Credit Recovery course are exactly the same as the previously attempted corresponding course. For example, Geometry (1206310) and Geometry for Credit Recovery (1206315) have identical content requirements; however, Credit Recovery courses are not bound by

section 1003.436 F.S., which requires a minimum of 135 hours of instruction. Students who are college-bound athletes and are registering with the NCAA Clearinghouse cannot do credit recovery, per NCAA Guidelines. To recover failed courses, college-bound athletes may only do grade recovery through brick-and-mortar classes, FLVS, or BCVS courses.
Florida Statute 1002.31 F.S. provides student rights relative to the eligibility of full-time Florida Virtual School/ BCVS students to participate in interscholastic extracurricular activities at their home-zoned public school.
National Collegiate Athletics Association (NCAA) division I and II prospective student athletes should consult NCAA initial eligibility requirements regarding virtual courses. For more information:
https://www.ncaa.org/sports/2014/10/24/nontraditional-courses.aspx.

BAKER COUNTY GRADES K - 5 STUDENT PROGRESSION PLAN

Pupil promotion in the Baker County Elementary Schools is based on an evaluation of each pupil's achievement in terms of appropriate instructional goals. The primary responsibility for determining each pupil's level of performance and ability to function academically, socially and emotionally at the next grade level is that of the classroom teacher, subject to review by and approval of the principal. However, students must also meet established requirements at each grade level. Each student who does not meet the minimum performance expectations defined by the Commissioner of Education for the statewide assessment tests in ELA, science, mathematics, and social studies must continue to be provided with remedial or supplemental instruction until the expectations are met or the student graduates from high school or is not subject to compulsory school attendance.

Students who do not satisfactorily achieve established objectives for the grade to which they are assigned, will be reassigned to the same grade for the next school year or placed in a specialized class within the regular school program. The students are to be provided instruction designed to continue their progress toward mastery of the required standards.

For uniformity, all in-coming students from other schools shall be issued grades if enrolled 20 or more school days during the grading period. No grades will be given from Baker County School District for enrollment of less than 20 school days. This is the only instance in which students would receive no grades.

Letter grades will be assigned to all major subject areas. These include ELA (English Language Arts - formerly known as reading, language arts, and writing), mathematics (grades 1- 5), science (grades 3-5), and social studies (grades 4-5). A letter designation will be given for science (grades 1-2) and social studies (grades 1-3) as follows:

"S" = Satisfactory "U" = Unsatisfactory

RETENTION K--5

Mastering early literacy and communication skills in kindergarten through second grade is crucial for students to read at or above grade level by the end of third grade.

Students in grades K-2 who score at Level 1 or 2 on the Florida Assessment of Student Thinking (FAST), or who fall at or below the 20th percentile on other assessments like Star Early Literacy, Star Reading, or Star Math, will be closely monitored to identify necessary support.

Any student being considered for retention will be referred to the MTSS (Multi-Tiered System of Supports) team. The MTSS team will review the student's data and decide whether retention is appropriate, then make a recommendation to the school principal.

Parents will be informed if their child is at risk of retention. Included with this notification will be information about the importance of students mastering early literacy and communication skills in order to be reading at or above grade

level by the end of grade 3. Mailed letters and other means of communication addressing math and/or reading deficiencies of the student will meet the notification requirements related to retention risk, parental input, and importance of early literacy and communication skills. While parents must be involved in the retention decision process, the final decision on retention will be made by the principal or their designee.

The previously mentioned factors along with the following criteria are utilized to determine retention for students in each specific grade.

Retention in kindergarten will be based on an "N" or a "U" on the fourth nine weeks ELA grade. Retention recommendations are possible, even though the student may have passing grades.

Retention in Grade 1 will be based on a failing final grade in either ELA or mathematics. Retention recommendations are possible, even though the student may have passing grades.

Retention in Grade 2 will be based on a failing final grade in either ELA or mathematics. Retention recommendations are possible, even though the student may have passing grades.

Retention in grade 3 will be based on failing final grades in two subject areas with one of those subject areas being ELA or math. Also, if a student receives a level 1 score on the Florida Assessment of Student Thinking (FAST) ELA, he/she will be retained. Retention recommendations are possible, even though the student may have passing grades.

Promotion or retention in Grades 4 and 5 will be consistent with Florida Statutes and the Florida Standards. The appropriate teachers will certify mastery of these standards. In grades 4 and 5, the principal will review and consider the student's previous performance record, including ESE status and previous retentions, before determining retention or promotion. The principal may, based on review of individual circumstances, consider mid-year promotion for students who have been retained in grade 4.

REMEDIATION K--5

Each student who does not meet specific levels of performance as determined by the district school board in ELA, science, mathematics and social studies for each grade level, or who does not meet specific levels of performance as determined by the commissioner on statewide assessments at selected grade levels, must be provided with additional diagnostic assessments to determine the nature of the student's difficulty and areas of academic need. Upon subsequent evaluation, if the documented deficiency has not been remediated in accordance with MTSS, the student may be retained. Parent notification will be sent each nine weeks for students who are identified as "at risk" of failing.

The final decision regarding promotion, retention, or recommendations for special instruction will be made during the last two weeks of the school term, when second semester grades can be evaluated along with other test and performance data including the Florida Assessment of Student Thinking (FAST). Each "at risk" student will be evaluated prior to making a final determination on promotion or retention. Promotion or retention will be noted on the child's report card and cumulative record at the end of the year. Parents of students being retained will be notified by the principal or their designee.

REQUIREMENTS FOR KINDERGARTEN ADMISSION

Any child five (5) years old on or before September 1st of the school year may be admitted any time during the school year. Any out-of-state transfer must meet the age requirement for his/her state. At the beginning of each school year, students entering kindergarten will be assessed using **Star Early Literacy.**

REQUIREMENTS FOR FIRST GRADE ADMISSION

Any child who has attained the age of six (6) on or before September 1st of the school year and who has satisfactorily

completed the requirements for kindergarten in a public school in accordance with the District's Student Progression Plan or in a non-public school from which the District School Board accepts transfer of academic credit, or who otherwise meets the criteria for admission or transfer in a manner similar to that applicable to other grades, shall be admitted or promoted to the first grade. (F.S. 1003.21)

ASSESSMENT AND REMEDIATION

The school in which the student in need of remediation is enrolled will develop and implement, in consultation with the student's parent, a Multi-Tiered System of Supports Plan designed to assist the student in meeting state and district expectations for proficiency.

For a student with a deficiency in ELA, a MTSS plan shall identify the student's specific areas of deficiency in phonemic awareness, phonics, fluency, comprehension, vocabulary, the desired levels of performance, and the instructional and support services to be provided during the regular school in addition to the regular ELA instruction. Schools shall also provide for the frequent monitoring of the student's progress in meeting the desired levels of performance. The district school board will assist schools and teachers to implement research-based ELA activities that have been shown to be successful in teaching ELA to low-performing students.

The district will provide a state-identified ELA curriculum that has been reviewed by the Florida Center for Reading Research at the Florida State University and meets, at a minimum the following specifications: assists students assessed as exhibiting a reading deficiency in developing the ability to read at grade level; provides skill development in phonemic awareness, phonics, fluency, vocabulary, and comprehension, provides scientifically-based and reliable assessment, provides initial and on-going analysis of each student's reading progress, is implemented during regular school hours, provides a curriculum in core academic subjects to assist the student in maintaining or meeting proficiency levels for the appropriate grade in all academic subjects.

An MTSS plan will be developed in consultation with the parents for all students identified as struggling readers. The district will conduct a review of the MTSS plan for all students who score Level 1 on the ELA portion of the FAST and do not meet one of the good cause exemptions. The review shall address additional supports and services needed to remediate the identified areas of reading deficiency, including a minimum of 90 minutes of daily, uninterrupted, scientifically research-based reading instruction and other strategies prescribed by the school district, which may include, but are not limited to: small group instruction, class size reduction, differentiated instruction, more frequent progress monitoring, tutoring or mentoring, extended school day, and summer reading camps. The district will provide in writing the criteria and policies for a portfolio and the evidence for a student to demonstrate mastery of Florida's grade 3 ELA standards. The district may require a student portfolio to be completed for each student. A parent of a student that is identified at risk for retention at any time during the school year may request the school to begin collecting evidence for a portfolio.

Students with substantial reading deficiency in VPK or Grades K-5 will receive intensive reading instruction. The intensive reading instruction will include an educational program different from the previous year and consider the student's learning style. Students who score below 40% PR on the initial STAR Reading Assessment may receive the services described above. Those services will be detailed in an MTSS plan developed in consultation with the student's parent to assist the student in meeting state and district expectations for proficiency. Frequent monitoring of the student's progress in meeting the desired levels of performance shall be provided.

At any time during the school year, retained students in Grade 3, demonstrating an independent reading level at or above grade level, may be promoted to Grade 4. Tools used to demonstrate independent reading include: subsequent assessments, alternative assessments, and portfolio reviews, in accordance with the rules of the State Board of Education.

The district will provide these students with a high-performing teacher as determined by student performance data and above-satisfactory performance appraisals. Supplemental tutoring in scientifically researched-based ELA instruction will be offered to qualifying students. The district will also provide at-home activities and strategies for parents to help remediate reading deficiencies with their child.

READING DEFICIENCY

Any student, who exhibits a substantial deficiency in reading, based upon Florida Standards and locally determined or statewide assessments conducted in VPK through fifth grade, or through teacher observations, must be given intensive reading instruction immediately following the identification of the reading deficiency. At the beginning of grades K through 5, students will be assessed in ELA. Based upon the results of the assessments and/or based on teacher recommendations, students who are substantially deficient in reading will be given intensive remediation. The student's reading proficiency must be reassessed at the beginning of the next year, and intensive reading instruction must continue until the reading deficiency is remedied.

If the student's reading deficiency is not remediated by the end of grade 3, as demonstrated by scoring Level 2 or higher on the Florida Assessment of Student Thinking (FAST) in ELA for Grade 3, and does not meet good cause, the student must be retained. Students who have received two or more years of intensive reading intervention and were previously retained in kindergarten, grade 1, grade 2, or grade 3 for a total of two years meet the criteria for good cause exemption. Students may not be retained in grade 3 more than once. Students retained under this provision must be provided intensive interventions in ELA to address the student's specific reading deficiencies as identified by a valid and reliable diagnostic assessment to determine the nature of the student's difficulty and areas of academic need. This intensive intervention must include but not be limited to: effective instructional strategies, participation in the school's district summer reading camp, and appropriate teaching methodologies necessary to assist those students in becoming successful readers, able to read at or above grade level, and ready for promotion to the next grade.

The district will implement the following to meet the needs of 3rd grade students identified with a reading deficiency who have not been previously retained in 3rd grade:

Teacher Student Ratio	Same as other students
Reading Instructional Time	90-minute reading block in a smaller group size setting or one-on-one Rule 6A-6.054, F.A.C.
Materials	**Core/State Identified** Reading program that is research based and has proven success teaching the components of reading. Rule 6A-6.053 F.A.C. **Differentiated Materials** Research-based materials that reinforce the initial instruction. **Intervention Materials** Research-based materials that teach areas of deficits as determined by an assessment measure. This instruction must take place in addition to the 90-minute reading block. Rule 6A-6.054 & 6A-6.053 F.A.C.

Screening	Options may include, but are not limited to, program-based materials, teacher observation or a screening/progress monitoring tool. Rule 6A-6.053 F.A.C.

Progress Monitoring	Students identified with a reading deficiency must be progress monitored. Schools must progress monitor students with a reading deficiency a minimum of three times per year. This includes a baseline, mid-year and an end-of-year assessment. Rule 6A-6.054 F.A.C.
Diagnostic	A student who does not meet specific levels of performance on the required assessment as determined by the district school board or who scores below Level 3 on the statewide standardized assessment as applicable under section 1008.22, F.S., must be provided with additional diagnostic assessments to determine the nature of the student's difficulty, the area of academic need and strategies for appropriate intervention and instruction. Section 1008.25(4)(a), F.S.
Progress Monitoring Plan (PMP)	A PMP may be developed and implemented for any student who is not meeting the school district or state requirements for proficiency in reading. Section 1008.25(4) (b), F.S.
Data Reporting	Progress monitoring is required at the district level.

The district will implement the following to meet the needs of 3rd grade students identified with a reading deficiency who have been retained in 3rd grade and do not meet good cause:

Teacher Student Ratio	Reduced Student-Teacher Ratio. Section 1008.25(7)(b)1.c., F.S.
Reading Instructional Time	Minimum of 90 minutes of daily uninterrupted reading instruction which includes small group instruction. Section 1008.25(7) (b) 1. F.S. Intervention in addition to 90-minute reading block. Rule 6A-6.054 F.A.C.

Teacher Quality	Provide students with a highly effective teacher as determined by the teacher's performance evaluation under section 1012.34, F.S. Section 1008.25(7)(b)4., F.S.
Materials	**Core/State Identified** Reading program that is research based and has proven success teaching the components of reading. Rule 6A-6.053 F.A.C. **Differentiated Materials** Research-based materials that reinforce the initial instruction. **Intervention Materials** Research-based materials that teach areas of deficits as determined by an assessment measure. This instruction must take place in addition to the 90-minute reading block. Rule 6A-6.054 and Rule 6A-6.053 F.A.C. **Differentiated Instruction** Should be treated as immediate intensive intervention with prescribed materials for the students' deficits. **Immediate Intensive Intervention (iii)** Materials should continue to be used during iii after the 90-minute reading block. Rule 6A-6.054 and Rule 6A-6.053 F.A.C.
Screening	Options may include, but are not limited to, program-based materials, teacher observation or screening/progress monitoring tool. Rule 6A-6.053 F.A.C.
Progress Monitoring	Progress monitoring should be more frequent for these students than for non-retained students and should be ongoing. This can be as simple as a Comprehensive Core Reading Program (CCRP) or Supplemental Reading Program (SRP) weekly test, timed readings or teacher observations. Schools must progress monitor students with a reading deficiency a minimum of three times per year. This includes a baseline, mid-year and an end-of-year assessment. Rule 6A-6.054 F.A.C.
Diagnostic	A student who does not meet specific levels of performance on the required assessment as determined by the district school board or who scores below Level 3 on the statewide standardized assessment as applicable under section 1008.22, F.S., must be provided with

	additional diagnostic assessments to determine the nature of the student's difficulty, the area of academic need and strategies for appropriate intervention and instruction. Section 1008.25(4)(a), F. S
Progress Monitoring Plan (PMP)	A PMP must be developed and implemented for any student who is not meeting the school district or state requirements for proficiency in reading. Section 1008.25(4)(b), F.S.
Summer Reading Camps	Districts will provide access to Summer Reading Camps for students scoring Level 1 on the FAST ELA. Districts may extend summer reading camp services to other students. Section 1008.25(7) (b) 1. F.S. School districts will provide written notification to the parent of any student who has not met the proficiency level required for promotion and therefore, is retained. Section 1008.25(7)(b)2., F.S.
Data Reporting	Progress monitoring is required at the district level.
Strategies prescribed by school district which may include, but are not limited to:	
Tutoring and Mentoring	A trained volunteer or mentor may be assigned to each student and/or someone may be assigned to tutor each student on deficit areas. Section 1008.25(7)(b)1. e., F.S.
Transition Classes	The school district has the option of placing students who have been retained in grade 3 and have received intensive instructional services but are still not ready for promotion, as determined by the school district, in a transitional instructional setting. Section 1008.25(7)(b)1. f., F.S.
Extended School Day	Provide an after-school program with research-based materials and certified teachers to tutor and remediate students. Saturday school with research-based materials and certified teachers to tutor and remediate students. Extended year with research-based materials and certified teachers to tutor and remediate students. Section 1008.25(7)(b)1. g., F.S.

PARENTAL NOTIFICATION

The parent of any student who exhibits a substantial deficiency in reading and/or mathematics based upon locally determined or statewide assessments or through teacher observations, must be notified in writing of the following:

1) The child has been identified as having a substantial deficiency in reading and/or mathematics

2) A description of the current services that are provided to the child.

3) A description of the proposed supplemental instructional services and supports that will be provided to the child that are designed to remediate the identified area of reading and/or mathematics deficiency.

4) That if the child's reading deficiency is not remediated by the end of grade 3, the child must be retained unless he or she is exempt from mandatory retention for good cause.

5) Strategies for parents to use in helping their child succeed in reading and/or mathematics proficiency.

6) That the Florida Assessment of Student Thinking (FAST) is not the sole determiner of promotion and that additional evaluations, portfolio reviews, and assessments are available to the child to assist parents and the school district in knowing when a child is reading at or above grade level and ready for grade promotion.

7) The district's specific criteria and policies for midyear promotion. Midyear promotion means promotion of a retained student at any time during the year of retention once the student has demonstrated ability to read at grade level.

The school in which the student is enrolled must develop and implement an MTSS plan in consultation with the student's parents. This plan will be designed to assist each student who has been identified as not meeting state or district expectations for proficiency in ELA, science, social studies, or mathematics.

Parents/guardians will be notified of their child's progress during the school year by means of formal report cards at each nine weeks interval and by progress reports during the fifth week of each quarter. Other means of keeping the parent/guardian informed may consist of the following: conferences, phone/email contact, samples of student's work, test results, letters, and informal notes.

PHYSICAL EDUCATION REQUIREMENT

Pursuant to Florida Statutes 1003.455, all students, including students with disabilities, in grades K-5 will receive 150 minutes of physical education each week. Physical education is defined as the development of knowledge and skills regarding teamwork and fairplay; the development of knowledge and skills regarding nutrition and physical fitness as part of a healthy lifestyle.

This requirement will be waived if: a student is enrolled in a remedial course; the parent requests that the student enroll in another course; or the student is participating in physical activities outside the school day which are equal to, or in excess of, the requirements of the mandate. Counseling pertaining to the benefits of physical education is also available.

A new request in writing from the student's parent is required for each year that a student is eligible and requests to waive physical education.

BAKER COUNTY GRADES 6-8 STUDENT PROGRESSION PLAN

The required program of study for the Baker County Middle School reflects federal, state, and district requirements. Each student must participate in statewide assessment tests. The following requirements are pursuant to Florida Statutes. **If you need further assistance please contact Baker County Middle School Guidance Office at (904) 259-2226.** Middle grades students enrolled in high school Algebra I must pass the course and must take and pass the statewide standardized EOC assessment to earn high school credit towards a standard diploma. The results of the EOC assessment will constitute 30 percent of the student's final course grade. Grade 8 students who do not pass the Algebra I EOC may retake the EOC. If the EOC retake passing score changes the final course grade by at least a letter grade, the Algebra I course grade will be recalculated to reflect the EOC retake score. Students may have their 8th grade Algebra I course grade recalculated, upon passing the EOC, through their junior year.

Middle grades students enrolled in high school Algebra I must pass the statewide standardized EOC assessment to qualify for a standard high school diploma. However, if the middle grades student does not pass the EOC assessment in middle school, the student will have multiple opportunities in high school to retake the course and/or the assessment.

Middle grades students enrolled in high school Geometry or Biology I (offered via Virtual School) must take the statewide, standardized EOC assessment, and the results of the EOC assessment must constitute 30 percent of the student's final course grade. Students must pass the course but are not required to pass the EOC assessment to earn high school credit. However, in order to qualify for a standard high school diploma scholar designation, students must pass the statewide standardized EOC assessment.

Students who score Level 1 on the statewide, standardized assessments for ELA must be enrolled in and complete a remedial course or a content area course in which remediation strategies are incorporated into course content delivery.

One of the middle grades' courses must be at least a one-semester civics education course. Each student's performance on the statewide, standardized EOC assessment in civics education must constitute 30 percent of the student's final course grade. A student does not have to pass the statewide, standardized civics EOC assessment to be promoted to high school; however, a student must receive a passing grade in Civics to be promoted. A middle grades student who transfers into the state's public-school system from out of country, out-of-state, a private school or a home education program after the beginning of the second term of eighth grade is not required to meet the civics education requirement for promotion if the student's transcript documents passage of three courses in social studies or two year-long courses in social studies that include coverage of civics education. If this is not the case, the student must be immediately enrolled in Civics, participate in the Civics EOC and the results of the EOC must constitute 30 percent of the course grade.

Students taking courses at Baker County Middle School must demonstrate mastery of the Florida Standards and intended outcomes by earning a final score of 60 percent or better for that course as prescribed by the school district's grading system. For those courses with an EOC, the average of the student's four nine weeks grades are given a weight of 70% and the state mandated EOC (End of Couse Exam) is given a weight of 30% to determine the student's final grade for the course. Students enrolled in English language arts, mathematics and 8th grade science who are taking State Assessments will have the PM3 and 8th grade Science assessment scores count as 20% of the overall final grade.

Students taking industry certification courses at Baker County Middle School must demonstrate mastery with a final grade of 60% or higher in the course in order to receive high school credit. The industry certification assessment or EOY assessment will count as 20% of the student's second semester grade.

Promotion from middle school requires that a student must successfully complete 3 middle school or higher courses in English, 3 middle school or higher courses in mathematics, 3 middle school or higher courses in social studies (including at least one semester of civics instruction), 3 middle school or higher courses in science.

The following areas of study are offered and/or required for each grade:

- Intensive Reading (Grades 6-8 for identified students who scored a level 1 on the Florida Assessment of Student Thinking (FAST)
- ELA (Required, Reading, Spelling, Writing, English)
- Mathematics (Required)
- Science (Required)
- Social Studies (Required)
- Civics (At least one semester required.) Student must receive passing grade in Civics to be promoted to ninth grade.
- Career and Technical Education courses (Offered Grade 7 & 8 Only)
- Physical Education (Offered)
- Band (Offered)
- Units of Drug Education, Consumer Education, Health Education, Computer Literacy, Character Education and other mandated state programs will be integrated throughout the curriculum.

Students are involved in a variety of electives. These include: Agriculture, Health, Computer Science, Digital Information Technology, Art, Physical Education, and Band. Each student will take the required program, plus an elective(s), unless assigned to a special program. If the individual schedules allow, students in grades 6, 7, & 8 are encouraged to enroll in physical education classes that stress physical fitness as a significant healthy benefit and encourages healthy, active lifestyles. Students may be pulled from Vocational, Band, and/or Physical Education classes to fulfill remediation requirements. (See item G, under "Physical Education Requirement" for additional information.)

A. Grade Placement:

1) Students failing no more than two subjects in the areas of ELA, math, science, and/or social studies will be retained unless they attend and successfully complete summer school (if offered) and/or successfully complete a credit recovery course. For students in sixth grade, Reading is also categorized as a core subject, and unsuccessful completion of this course may contribute to a student's retention or inclusion in either summer school or credit recovery. Any student that fails three or more of the previously mentioned subjects will be required to repeat their present grade. Summer school students must meet strict attendance and academic requirements in order to pass and advance to the next grade level. Only one absence is allowed during summer school session. Due to limited space and numbers, the principal will consider age, grades, behavior, standardized test scores, attendance, previous retentions, and other individual student circumstances and reserves the right to accept or deny entrance to a summer school program. The curriculum in all classes will reflect the Florida Standards and grade level expectations. Students are expected to have passing scores of 60% or higher, which is in accordance with the state grading scale.

2) Students who score a level 1 on the ELA and/or math sections on the state Florida Assessment of Student Thinking (FAST) may be required to attend and successfully complete an after-school remediation program, in-school remediation program or summer school (if available). These identified students will be referred to the MTSS Team for progress monitoring and strategy development to best meet the students' needs. Diagnostic assessments and progress monitoring will be utilized to determine the nature of the student's learning difficulty, academic needs, and progress. Each student who does not meet the minimum performance expectations defined by the Commissioner of Education for the statewide assessment test in ELA and/or mathematics must continue to be provided with remedial or supplemental instruction.

3) All students scoring a level 1 in the area of ELA may be placed in a remedial class for supplemental instruction the following year.

4) A student in danger of being retained may be considered for promotion under the following "good cause" conditions: Limited English Proficient (LEP) students having less than 2 years of English for Speakers of Other

languages (ESOL) instruction; students with disabilities whose Individual Education Plans (IEP) indicate that participation in the statewide assessments is not appropriate, consistent with State Board of Education rule; students who demonstrate an acceptable level of performance on an alternate standardized reading assessment approved by the State Board of Education rule; students who demonstrate through a student portfolio that the student is reading on grade level.

5) Students who score a Level 1 or Level 2 on FAST ELA may be placed in an intensive reading course the following year. This intensive reading course provides a core reading program as well as supplemental reading programs, diagnostic testing, and regular monitoring of progress for each individual student.

6) A student who has been retained for two or more years will have a Multi-Tiered System of Supports (MTSS) Plan which may include placement in an alternative educational setting for academic remediation and intervention, or other academic/behavioral interventions.

B. Notification:

Parents/Guardians will receive a progress report during the fifth week of each grading period. At the end of each nine weeks grading period, the parent/guardian will receive a report card of their child's level of achievement. After the 2nd and 3rd nine weeks, notification will be mailed to the parents/guardian of those students who are in danger of failing. After the completion of the fourth grading period and all assessment scores are received from the state, the final grading report will be ready for pickup. This official reporting document will give notification if a student is retained in present grade, must attend summer school (if available) for promotion, must complete credit recovery course(s), or if the student is promoted to the next grade level. Parents will receive the results of the Florida Assessment of Student Thinking (FAST) as soon as the individual student scores are made available to BCMS from the Florida Department of Education. Parents with a student who is in danger of failing any subject for the year will receive a letter informing them of such at the completion of the 1st semester and after the third nine weeks.

C. High School Courses Taken in Grade 8 or Below:

With the approval of administration and school staff, a student below the 9th grade may enroll in a course designated as a 9-12th grade course. Any such student shall be classified as a high school student during the period that he/she is enrolled in a 9-12th grade course. Credits earned while enrolled in high school courses taken below grade 9 level may simultaneously be used to meet high school graduation requirements as well as for promotion to the next grade level. Beginning with the 2012-2013 school year, a middle school student must pass the Algebra 1 course and the end-of-course (EOC) assessment to earn the high school credit. According to Florida Statute 1003.4282, the score of this end-of-course exam (EOC) will count 30% of the student's final grade. Grade 8 students who do not pass the Algebra I EOC may retake the EOC. If the EOC retake passing score changes the final course grade by at least a letter grade, the Algebra I course grade will be recalculated to reflect the EOC retake score. Students may have their 8th grade Algebra I course grade recalculated, upon passing the EOC, through their junior year.

(a) Attendance Requirements for High School Course Credit (Algebra I, Digital Information Technology and Agriscience Foundations Courses): Middle grade students enrolled in high school courses must meet the requirements of the Baker County High School Attendance Policy regarding course credits.

D. Student Participation:

Students failing any class may be ineligible to participate in activities during and/or after the school day. These include, but are not limited to extra-curricular activities, field trips, assemblies, and dances. Students with excessive absences and/or disciplinary referrals may be denied participation in said events.

E. Personalized Academic and Career Plan

A personalized academic and career plan will be developed for all middle school students. This plan will assist the student in meeting district, state, and federal educational expectations, including career planning and academic course requirements. The plan will include high school graduation requirements, high school assessments, college

entrance test requirements, Florida Bright Futures Scholarship Program requirements, state university and Florida college admission requirements, and opportunities through which a high school student can earn college credit.

F. Allocation of Resources:

District school boards shall allocate remedial and supplemental instruction resources to students who fail to meet performance levels required for promotion consistent with the district school board's plan for student progression.

G. Physical Education Requirement:

Students must have the equivalent of one class period per day of physical education for one semester of each year. This requirement will be waived if: a student is enrolled in a remedial course, such as reading and/or math; the parent requests that the student enroll in another course (such as student aide requests); or the student is participating in physical activities outside the school day which are equal to, or in excess of, the requirements of the mandate. Counseling pertaining to the benefits of physical education is also available.

H. Make-Up Work Due to Attendance

A student who has been absent from school will be given the opportunity to make up class work that has been missed, provided that such work is made up within the same number of days as the student was absent. The first day upon returning to school will not count as one of those days except for **pre-announced exams**. The student who has been absent will arrange to make up work at times when it will not interfere with normal class activities. IT IS THE RESPONSIBILITY OF THE STUDENT TO REQUEST MAKE-UP ASSIGNMENTS FROM THE TEACHERS AND RETURN THE COMPLETED WORK. (This is the procedure on excused as well as unexcused absences.) Tardies and check-outs are considered an absence for missed classes.

I. Age-Appropriate Placement for Middle School Students

To ensure the safety, well-being, and developmentally appropriate learning environment for all students, the district maintains age-appropriate grade-level placement guidelines.

Effective July 1, 2025, students who turn 16 years of age during the academic year will be subject to administrative review with the parent/guardian to determine the best educational option for the student.

Any student enrolled in middle school who reaches the age of 17 or older at any time during the academic year will be administratively transferred to an alternative educational setting. This policy is designed to support the unique academic and social-emotional needs of older students in an environment better equipped to serve them.

BAKER COUNTY GRADES 9-12 STUDENT PROGRESSION PLAN

GRADUATION REQUIREMENTS AS DETERMINED BY THE STATE OF FLORIDA

The document below was created by the Florida Department of Education and outlines all high school graduation requirements and opportunities. To access this document online, please use the following link:

https://www.fldoe.org/core/fileparse.php/7764/urlt/standarddiplomarequirements.pdf

If you have any questions or need additional information, please contact the high school guidance office at 904-259-6280.

NUMBER OF HOURS REQUIRED TO EARN COURSE CREDIT

A credit for high school graduation is defined as a minimum of 135 hours of instruction in a 50 - minute class in a designated course which contains student performance standards as adopted by the Baker County School District (1/2 credit is defined as 1/2 of these requirements).

A student's credit **will be withheld** if their attendance does not meet the 135-hour requirement. This rule means that for a student to earn credit, the student may have no more than nine unexcused absences per 18-week term. A student will be considered absent if he/she misses more than half of a class period (more than 25 minutes). This requirement is for each individual class period throughout the day. If a student is absent from a class immediately before or immediately after a period of OJT/WBL (On the job training/Work based learning), the student will be considered absent from the OJT/WBL periods.

No schedule changes will be made that prevent students from complying with statutory requirements for time in class, except when authorized by the Principal or designee.

The statutory requirement also applies to students who enroll, without any transfer grades, too late in the semester to earn credit. These students may be placed in an additional course(s) to make up for the time that they were not enrolled in school. In an effort to allow credit to be earned for the semester.

The high school principal, at his/her discretion, may use for non-instructional extra-curricular activities, the difference between the 135-hour minimum requirement and the 150-hour full credit definition in a 50-minute class.

MAKE-UP WORK DUE TO ATTENDANCE

A student who has been absent from school, whether the absence is excused or unexcused, will be given the opportunity to make up class work that has been missed; provided that such work is made up within the same number of days as the student was absent. The first day upon returning to school will not count as one of those days except for pre-announced projects and/or exams. However, **this is not to be done at the educational expense of other students**. The student who has been absent will arrange to make up work at times when it will not interfere with normal class activities. It is the student's responsibility to request make-up work from the teacher following a student absence.

GRADE REQUIREMENT FOR COURSE CREDIT

In order for a student to receive credit for a course taken at Baker County High School, he/she must demonstrate mastery of the Florida Standards and intended outcomes by earning a final score of 60 or better for that course as prescribed by the school district's grading system. For those courses with an EOC, the final average will consist of semester grade (35% each) and an end of course (EOC) assessment (30%). All other courses will be assessed using semester exams and End of Year (EOY) assessment which are worth 20% of the semester grade during which they are given (see Grading System on Page 2), with each nine-weeks being worth 40% to earn a semester grade equivalent to one-half credit. Students enrolled in English 1 and/or English 2, who are taking the Grade 9 and 10 FAST ELA State Assessment will not take a semester exam for that course. The State Assessment scores will count as 20% of the final course grade in a similar manner as with the EOC assessments. The final course grade will consist of each semester average (40% each) and the ELA State Assessment (20%). This assessment process will include state mandated end of course assessments, teacher exams, unit tests, teacher observations and evaluations of student work, classroom assignments, and other requirements or evaluative criteria as established for that course. The student will also meet the requirements of the Baker County Attendance Policy. Florida State Standards for all courses taught at Baker County High School have been adopted by the School Board. Copies of these standards are available at http://www.fldoe.org/bii/curriculum/sss/.

DEFINITION OF "CREDIT"

Florida Statutes, Section 1003.436(2), provides the definition of "credit" – In awarding credit for high school graduation, each district school board shall maintain a one-half credit earned system that shall include courses provided on a full-year basis. A student enrolled in a full-year course shall receive one-half credit if the student successfully completes either the first half or the second half of a full-year course but fails to successfully complete the other half of the course and the averaging of the grade obtained in each half would not result in a passing grade. A student enrolled in a full-year course shall receive a full credit if the student successfully completes either the first half or the second half of a full-year course but fails to successfully complete the other half of the course and the averaging of the grade obtained in each half would result in a passing grade, provided that such additional requirements specified in district school board policies, such as class attendance, homework, participation, and other indicators of performance, shall be successfully completed by the student.

GRADE PLACEMENT AND PROMOTION

Beginning with the 2023-2024 9th grade cohort and thereafter, students will be promoted to the subsequent grade based on their cohort group, until the end of grade 11. In order to be promoted to grade 12, a student must have earned at least seventeen credits. Three (3) of those credits must be in English, three (3) credits must be in math, and two (2) credits must be in science.

Consistent with school board rules and in accordance with state statute (1012.28(5) F.S.), the Superintendent has designated the principal of the school as the final authority in the placement of students in programs or classes.

12th grade students who are not on track to meet all graduation requirements, including earning all required credits and meeting a minimum standard of 2.0 GPA, will not be allowed to participate in Senior activities until those requirements are met, which includes participation in Grad Bash, senior breakfasts, and senior privileges.

STUDENT ENROLLMENT CRITERIA

If a currently enrolled student is seeking a standard diploma and is twenty (20) years of age or older by September 1 of the current school year, enrollment of the student at Baker County High School will be at the discretion of the principal. If a student is eighteen (18) years of age or older and seeking enrollment at Baker County High School, his/her enrollment will be at the discretion of the principal or designee.

PARTICIPATION IN INTERSCHOLASTIC EXTRACURRICULAR ACTIVITIES

A cumulative GPA of 2.0 or above is required for participation in interscholastic extracurricular activities. Students in the 9th through 12th grade must maintain a GPA of 2.0 or above. If the student's GPA falls below the cumulative 2.0, the student will not be allowed to participate in any extracurricular or sports activities until the next semester when his or her GPA meets or exceeds the 2.0 minimum standard. Students and parents should note that Florida Senate Bill 228 (2011) requires suspension of students from extracurricular activities for multiple dress code offenses.

Home education students may participate in courses with related competitive extracurricular activities at Baker County High School (i.e. Agriculture, JROTC, Band, PE).

Participation in student government, homecoming court, and other school-wide representative roles or honors shall be limited to students who are enrolled as full-time students in the Baker County School District. Full-time enrollment is defined as being registered in a full academic course load as prescribed by the district for the student's grade level. Part-

time, virtual only, or off-campus students who do not meet full-time enrollment status within the district are not eligible to serve in or be nominated for such roles. Dual enrolled students may participate if they meet the full-time enrollment requirements.

Students are allowed to satisfy the one required physical education credit by taking the personal fitness course (1501300) **and** any other 0.5 credit physical education course **or** by participating in two full seasons of JV or varsity sports, JROTC, or Marching Band. However, they cannot be awarded a credit on their transcripts. All students who choose to satisfy their physical education requirements by waiver must complete additional credits in elective courses to meet the 24 credits required by the state for graduation.

ELECTIVE CREDIT FOR MILITARY TRAINING

One elective credit toward graduation will be awarded to any student who successfully completes military basic training during the summer between the 11th and 12th grades. A grade of "A" will be assigned to the credit. The course will be identified by course code number 1800990 or its replacement. Prior to participating in this military training, the student has the responsibility to notify the school in writing of his/her intentions to seek credit for the activity. At the conclusion of the military summer training, the student will present adequate documentation of his/her successful completion of the program.

Career and Technical Student Organization (CTSO) Engagement and Participation for Elective Credit

Per FLDOE rule 6A-1.09442, students in grades 6-12 are now able to earn one (1) high school elective credit upon successful participation and completion of 135 hours in one or more CTSO's. Students are not able to earn more than one (1) credit.

All hours must take place after school and must be documented by instructional personnel/chapter advisor responsible for management of the CTSO chapter. Documentation of attendance and participation must be included with submitted form(s).

Activities that are allowed for use:

- CTSO events
- CTSO projects
- CTSO competitions
- CTSO workshop
- Practice time or preparation time for CTSO activity

The CTSO activity participant must NOT be compensated financially in any way and cannot be used for Bright Future hours.

Upon completion, student will be awarded credit using the following course number: 9799999 CTSO EXTACURRIC ACT

ASSISTANCE WITH CUMULATIVE GRADE POINT AVERAGE(CGPA) REQUIRED FOR GRADUATION

Students, who have a 2.0 or less Cumulative Grade Point Average (CGPA) in Grades 9-12, will be identified through the academic progress reporting system. These students will be afforded assistance by such means as counseling, tutoring and/or summer school. Tutorial assistance may be provided after school and/or on Saturdays as a means of assisting students in meeting the requirements of Florida Statute 1003.43.

In the computation of the CGPA for graduation, when considering those students who are below the 2.0 CGPA requirement of Florida Statute 1003.43, only 24 credits will be utilized. These 24 credits must include all courses specifically required by the State and the District, and the number of elective courses necessary to total 24 credits. Lower

grades in electives or non-required courses beyond the 24 credits may be excluded from the computation. However, the grades earned for all courses taken in Grades 9-12 and Grade 8 (if a high school course) will be used when computing overall CGPA's for class rankings.

GRADE FORGIVENESS POLICY

In the computation of the CGPA for graduation, when considering those students who are below the 2.0 CGPA the District Grade Forgiveness Policy will be applied as follows:

FL Statute 1003.4282(5) DISTRICT GRADE FORGIVENESS POLICY—Each district school board shall adopt policies designed to assist students in meeting graduation requirements including grade forgiveness policies. Forgiveness policies for required courses shall be limited to replacing a grade of "D" or "F" with a grade of "C" or higher earned subsequently in the same or comparable course. Forgiveness policies for elective courses shall be limited to replacing a grade of "D" or "F" with a grade of "C" or higher earned subsequently in another course. The only exception to these forgiveness policies shall be made for a student in the middle grades who takes any high school course for high school credit and earns a grade of "C," "D," or "F". In such case, the district forgiveness policy must allow the replacement of the grade with a grade of "C" or higher earned subsequently in the same or comparable course. In all cases of grade forgiveness, only the new grade shall be used in the calculation of the student's grade point average. Any course grade not replaced according to a district school board forgiveness policy shall be included in the calculation of the cumulative grade point average required for graduation.

All courses taken will be a part of the student's permanent record.

Students who originally took the Algebra 1 EOC in 8th grade, can request that their Algebra 1 final grade be recalculated if their subsequent EOC retake score would improve their Algebra 1 final grade. This recalculation requires a formal request to be made by the parent or student by the end of their 11th grade school year.

HONORS COURSE PLACEMENT

Students' state assessment scores will be used to assign core academic classes. Students must earn a passing score on the Algebra 1 EOC during the 8th grade in order to be eligible for placement in honors level math at the high school for the following school year. Students must score a level 4 or 5 on the 8th grade state assessment in ELA, Science, or Civics in order to be placed in corresponding honors courses at the high school in the 9th grade. In order to be eligible to enroll in Spanish 1 in their 9th grade year, students must have earned a passing score on the Algebra 1 EOC and a level 4 or 5 on the 8th grade ELA state assessment. Students must continue to maintain a score level of 3, 4, or 5 on math and ELA state assessments to remain in honors courses beyond the 9th grade.

CLASS RANK FOR GRADUATION

Student's Cumulative Grade Point Average (CGPA) used for the purpose of determining class rank, valedictorian and salutatorian will be calculated at the end of the seventh semester, for all students in programs earning a standard high school diploma. This GPA will include weighted Advanced Placement and dual-enrollment courses.

HONORS DESIGNATION

Students who receive a standard diploma may be considered for the following designation: Highest Honor Graduate, High Honor Graduate, or Honors Graduate. The following scale will be used at the end of the first semester of the Senior year to designate honor graduates:

Highest Honor Graduate: 3.76 and up
High Honor Graduate: 3.50 – 3.759
Honor Graduate: 3.0 – 3.50

Beginning with students who enter ninth grade in the 2025-2026 school year, students must also have a minimum of eight (8) credits that are considered upper-level coursework (honors, dual enrollment, or AP) and six (6) of those credits must come from core subject classes to be considered for the honors designation.

VALEDICTORIIAN/ SALUTATORIAN DESIGNATION

Valedictorian and Salutatorian designation is only applicable for students who have been enrolled at BCHS for at least three (3) semesters and meet the qualifications of an Honor Graduate.

GPA Calculation

Grades earned in Advanced Placement and Dual Enrollment courses will add 1 quality point resulting in a weighted GPA. For the purpose of class rank, letter grades will be converted to quality points as defined below:

Standard Course		Advanced Course*	
A	4	A	5
B	3	B	4
C	2	C	3
D	1	D	2
F	0	F	0

* Advanced Placement, and Dual Enrollment Semester classes are calculated at half the point value.

REQUIREMENTS FOR PARTICIPATION IN GRADUATION CEREMONIES

Students who meet the requirements for a diploma or a certificate of completion may participate in graduation exercises (i.e., Baccalaureate and Commencement ceremonies) as set forth in the Baker County School District's Student Progression Plan if they have met the following criteria:

1. Earn the 24 or 18 credits required by the state based upon the original diploma designation.
2. Participate in school provided remediation courses that are offered through 12th grade, such as Research, Intensive Reading, or ACT/SAT bootcamp, etc.
3. Complete state retake test opportunities when offered during the school day, as well as participate in at least one concordant score testing opportunity (ACT/SAT/CLT) offered on any national test date.
4. Complete an entire semester of full-time coursework through Baker County High School during the student's senior year. If a student has a medical condition or other special circumstance and has not met this requirement; then the student or guardian may make a written appeal to the principal, no later than May 1st of the student's senior year for this requirement to be waived.

Home education and full-time virtual school students (with the exception of Baker County Virtual School students) are not permitted to participate in graduation ceremonies. A student with a disability who elected to defer receipt of the diploma in order to continue to receive transition and/or educational services, may participate in graduation ceremonies.

CERTIFICATE OF COMPLETION REQUIREMENTS

The school district will award a Certificate of Completion to those students who have not fulfilled the requirements set by the State Board of Education and meet the criteria listed below. Students who receive a Certificate of Completion are not

eligible to sit on the stage at graduation.

Students must complete the following in order to receive a certificate of completion:
Earn the 24 or 18 credits required by the state based upon the original diploma designation.

ASSESSMENT AND REMEDIATION

Students enrolled in the English for Speakers of Other Languages (ESOL) program for less than two school years who meet all graduation requirements except for passing the Grade 10 Florida Assessment of Student Thinking (FAST) may receive immersion English language instruction during the summer following their senior year. These students will earn a standard diploma upon successfully passing the Grade 10 FAST.

Remedial instruction provided may not be in lieu of English and Mathematics credits required by graduation.

Students scoring a Level 1 or Level 2 on FAST ELA may be placed in an intensive reading class for remediation.

ALLOCATION OF RESOURCES

District school boards shall allocate remedial and supplemental instruction resources to students who fail to meet performance levels required for promotion consistent with the district school board's plan for student progression.

FLORIDA BRIGHT FUTURES SCHOLARSHIP INFORMATION

Due to the continually changing requirements and disbursement of the Florida Bright Futures Scholarships, it is recommended that students and parents contact or visit the following for the most up to date information.
Information for Florida Bright Futures is available at:
TOLL-FREE: 1-888-827-2004 E-MAIL: OSFA@fldoe.org
Office of Student Financial Assistance WEB SITE: www.FloridaStudentFinancialAid.org
Bright Futures WEB SITE: www.FloridaStudentFinancialAid.org/SSFAD/bf/

Public high school students should visit
http://www.floridastudentfinancialaid.org/ssfad/PDF/BFEligibilityAwardChart.pdf to review their academic progress toward meeting Florida Bright Futures Scholarship Program eligibility requirements and State University System course requirements for college admission. Evaluations will be based on current program requirements and the most recent transcript received from a student's school district.

COMMUNITY SERVICE/WORK HOURS

Community Service is defined as identifying *and* addressing a social issue in the community. These hours will meet the requirement for the Florida Academic Scholars, Florida Medallion Scholars or Gold Seal Vocational scholarships. The completed hours will be recorded on the student's transcript.

To be eligible to receive one of the Florida Bright Futures Scholarship Awards a student must complete the minimum number of Community Service hours or Work hours as indicated below:

Community Service Hours Needed:
Florida Academic Scholarship – 100 hours
Florida Medallion Scholarship – 75 hours
Gold Seal Vocational Scholarship – 30 hours
Gold Seal CAPE Scholarship – 30 hours

Paid Work Hours Needed:

Florida Academic Scholarship—100 hours
Florida Medallion Scholarship—100 hours
Gold Seal Vocational Scholarship—100 hours
Gold Seal CAPE Scholarship—100 hours

Beginning with the class of 2023, students may use work hours in lieu of service hours. Service and work hours can ~~cannot~~ be combined. If students are enrolled in OJT and are turning in work hours, the hours submitted MUST be in excess of the minimum required OJT course hours needed. For example: If a student is scheduled for 3 periods of OJT each week, he or she needs to work a minimum of 15 hours to receive course credit. The allowable work hours that the student turns in must be hours above and beyond these 15 hours.

Baker County High School presents an honorary silver cord to students who have served 150 hours of community service which symbolizes their commitment to their community. This cord will be worn during graduation ceremonies. Work hours do not count toward earning the silver cord recognition.

Community service hours and work hours must be documented on the Community Service/Work Hours Personal Plan form. These forms must be submitted to the Guidance Office. Students should turn in any hours earned during the school year in which the service occurred (July 1st to June 30th) and should keep a duplicate copy of all forms for their records.

General guidelines for the student community service program are as follows:

1. All services must comply with the policies of the School Board of Baker County, Florida.

2. Student community service hours may be earned in both the school and/or the community.

3. Participation in and travel to theatrical musical performances, festivals or community events will count as service hours if both (A) and (B) below are met:

   A. The performance meets an identified community service need.

   B. The performance is not a fundraiser for the organization, the student is not paid, the performance is outside of school hours. For example, students participating in a BCHS drama or school band may receive hours for performing at a retirement home, charitable, and civic events or for a non-profit agency.

4. Rehearsal and practice time outside of school hours will count for community service projects to be performed or conducted specifically to meet a community service need.

5. Fundraising activities for non-profit charities or school clubs/organizations will only count as community service hours as long as the activity complies with Baker County School Board Policies providing the student is not volunteering for an organization that benefits the individual directly (i.e. raising money to go on a field trip or pay for personal equipment). For example, if a high school club has a booth at the county fair and uses those funds to pay for things that benefit the entire school or community, then the hours earned would count as community service.

6. Serving at events or programs sponsored by governmental agencies will count.

7. Time out of class may not be used for community service hours; however, a maximum of five (5) community service hours per week can be earned by participation in an organized, supervised and approved peer tutoring program in which the tutoring takes place when school is in session. However, the tutoring sessions cannot take place during any of the tutor's academic classes.

8. Community service hours will be awarded for students volunteering on political and issue campaigns. To receive community service hours, a student cannot be paid for working on the political campaign. A student is not eligible to receive community service hours for volunteering on the political campaign of a school board employee or in school board elections. Students are not eligible to receive community service hours for campaigning or being engaged in political activities during the school day and on school campuses.

9. Students may receive community service hours for helping at religious institutions as long as those hours do not include participation in a religious service, teaching religion or proselytizing. For example, a student is not eligible for service hours for teaching Sunday school, singing in the choir, playing an instrument, facilitating media production, or serving as an altar server. However, a student may receive service hours for volunteering outside of church service hours. For example, assisting in landscaping, clean up days or volunteering in the day care center.

10. Community service hours completed at a hospital or nursing home will count if the service benefits the patients of the facilities.

11. Community service hours shall not be granted to students who volunteer at for profit summer camps. Students who volunteer at governmental sponsored or not for profit summer camps shall be eligible to receive community service hours for their work. Please note that the collection of a fee does not determine the "Not for Profit" status. The State of Florida issues a 501(c) (3) certificate to "Non-Profit" organizations.

12. Service for a student's family or family business will not count.

13. Service performed as the result of disciplinary action taken by the school or the courts will not count.

14. Participation in campus or competitive activities such as athletics, plays, debate meets, etc. will not count.

15. Babysitting, or similar services, performed for an individual family, will not count.

16. Community service hours may not be certified by a family member or fellow student.

17. The donation of canned foods, toy collections, toys, or monetary donations will not count as community service hours. The time spent collecting the donated items (as long as it does not occur during the school day) can count.

19. The number of service hours that are earned cannot be doubled or in any way increased by any agency or school for student participation in a specific project. Agencies found to be practicing the doubling of hours will be removed from the list of those agencies approved by the programs.

20. Participation in self-improvement workshops, clinics, conferences or conventions will not count for community service hours. If workshops, clinics, etc. have a specific service component, the hours spent on that activity can count.

21. Hours spent helping others (not family members) in disaster preparations or clean up may count. A letter from the parent or guardian indicating that the volunteer service was performed with their permission must be submitted with the log sheet. For example, students volunteering their time to assist neighbors in putting up and taking down hurricane shutters will count towards community service.

22. A student may receive community service hours credit for the time donating blood at an off-campus facility or after school. Donation of blood during the student's school day does not qualify for community service hours credit.

However, a student who donates blood at a church blood drive is eligible for community service hours credit.

APPEALS PROCESS FOR COMMUNITY SERVICE HOURS

If a student's hours have been denied by the school-based student volunteer service designee the student may appeal that decision to the BCHS Principal or designee. The appeal must be in writing and a copy of the Log Sheet referencing the hours in question must be attached. The letter must contain a telephone number and address at which the party initiating the appeal can be reached.

BAKER COUNTY HIGH SCHOOL AND FLORIDA GATEWAY COLLEGE
DUAL ENROLLMENT PROGRAM

Academic Dual Enrollment – Part Time

In order to be eligible for participation in the Academic Dual Enrollment program, a student must:

1. Have a minimum of 3.0 unweighted High School GPA based on a 4.0 scale.
2. Have a minimum ACT/SAT/PERT test score as established by the College. In order to begin Academic Dual Enrollment, students must have eligible test scores for Reading, English, and Mathematics.
    1. Students may not take ENC 1101 or ENC 1102 prior to their Junior year.
    2. If a student is registering for a Dual Enrollment Course and it is offered at BCHS the student must take the course offered at the BCHS campus.
    3. A senior student's schedule must combine for at least 6 FTE courses. This can be a combination of High School courses and College Courses.
    4. A junior student's schedule must combine for at least 6 courses per semester. This can be a combination of high school courses and college courses.

Academic Dual Enrollment – Full Time

In order to qualify for the program, a student must comply with these requirements:

1. Complete the following number of courses:

English 3 credits	Math 3 credits
Science 3 credits	Social Studies 3 credits
Physical Education 1 credit	Performing Arts 1 credit

2. Maintain a 3.0 or better cumulative grade point average.
3. Obtain the written approval of a legal guardian.
4. Obtain the written approval of the principal or a designee of the high school.
5. Must have been a full-time student during the previous school year.
6. Have a passing score on the Grade 10 FAST and the Algebra I EOC or a concordant score on an approved assessment.
7. Complete six semesters in grades 9-11.
8. Have minimum ACT/SAT/PERT test score as required by the college.
9. The student must have successfully completed at least one previous academic dual enrollment course. In this instance, success is defined as earning a grade of B or higher.

Career and Technical Education (CTE) Dual Enrollment

In order to be eligible for participation in CTE Dual Enrollment, a student must:

1. Have a minimum 2.0 unweighted GPA based on a 4.0 scale.
2. Meet all specific program entrance requirements as stated in the college catalog.

Guidelines for Dual Enrollment Participation:

1. Credit for dual enrollment CTE and academic courses will be determined by the articulation agreement with Florida Gateway College.
2. Any student earning a D or F in a course will:
   - Repeat the failed course and only the failed course the next term
     OR
   - Need to sit out the next term and be required to repeat the course the following eligible term along with any other program related course work
3. Any student withdrawing, therefore receiving a W in a course will:
   - Only take one course the next term
     OR
   - Need to sit out the next term and then return the following eligible term and resume with any program related course work
4. All grades, including 'W' for withdrawal, count as course attempts and become part of the student's high school and college transcripts; they may affect subsequent postsecondary admission. If the student receives a second 'D', 'F', or 'W' in any course, Dual Enrollment eligibility will end. If a student makes the two in one term, eligibility for Dual Enrollment will end. No late withdrawals will be accepted if they were not received in the Dual Enrollment office by the deadline stated in the Approved Dual Enrollment Academic Calendar, posted by the college.
5. All grades are calculated in a student's GPA and will appear on the student's high school and college transcript.
6. Must follow the Dual Enrollment Code of Academic Ethics and Code of Conduct.

CREDIT FROM NON-ACCREDITED SCHOOLS

Work or credits earned in a non-accredited school shall be validated through the use of standardized tests or other tests as determined by the principal of the individual school program. **No credit shall be allowed for work done under a private tutor.**

ENROLLMENT TERMINATION

Public school students who have attained the age of 16 years and who have not graduated are subject to compulsory school attendance until the formal declaration of intent to terminate enrollment is filed with the district school board. The student is informed that terminating school enrollment is likely to reduce the student's earning potential and is signed by the student and the student's parent or guardian. The student's guidance counselor or other school personnel will conduct an exit interview with the student to determine the reasons for the student's decision to terminate school enrollment and actions that could be taken to keep the student in school. The student will be informed of opportunities to continue his or her education in a different program.

CREDIT RECOVERY PROGRAM

This program is designed to provide students an opportunity to successfully complete the courses required for high school graduation. The participating student is eligible to recover credits that were not obtained during their original participation in the course. In a few cases with special administrator permission, the program may accelerate the student through a particular course on their first attempt. In such cases, the principal or their designee may waive the 135-hour rule. Parent permission is required in order to enroll a student in the program.

Example criteria used to place a student in the Credit Recovery Program include:

a. A lack of accumulated credits to permit graduation within 4 years of entering high school.
b. A lack of success during the most recent or current academic year

Once enrolled in the program, a student may be removed for any of the following reasons:

1. Unsatisfactory Attendance:

Students will sign an Attendance Agreement at the beginning of the school year, verifying their understanding of the Credit Recovery Attendance Policy. The policy states that the student is allowed **no more than nine unexcused absences per semester**. If their credit is withheld students may be removed from the Credit Recovery Program at the end of the semester.

2. Academic Difficulty:

If a student receives a grade of less than a 70 in their credit recovery class at the end of a nine-week grading period, they will be placed on academic probation for the following grading period. If the student's grades do not improve to a 70 or higher during that time, they will be removed from the Credit Recovery Program.

3. Unsatisfactory Discipline:

Students who receive a referral resulting in five or more days of out of school suspension or they receive more than five referrals of any kind will be removed from Credit Recovery at the end of the subsequent semester.

Note: The principal or designee reserves the right to remove any student from the Credit Recovery-Program at any time if it is deemed that their participation has a negative impact on the program or other participating students. Conscious efforts must be made to assure that the educational integrity of this program is maintained. Students should never consider this program a shortcut to graduation.

ALTERNATIVE PLACEMENT CREDIT

Students (in all areas) may earn credit(s) toward graduation when enrolled in the computer-assisted program of instruction while participating in the alternative placement program at Baker County Alternative School ~~CATS Academy~~. In order to earn such credits, students shall demonstrate mastery of the course standards as established by the state. The individualized programs of instruction shall be supervised and coordinated by a teacher as assigned by the principal. Students who have successfully completed their placement at Baker County Alternative School ~~CATS Academy~~ and are returning to the traditional BCHS campus may be assigned to return at the start of the nearest grading period to allow for a smooth academic transition as determined by the Principal or designee.

COURSE OFFERINGS/EXPECTATIONS

All course offerings are in accordance with the Florida Course Code Directory. Beginning with the Class of 2027, all students will be required to take coursework in financial literacy as determined by the state prior to graduation. All students are expected to complete a CTE program (3 courses within the same CTE program) and will be given the opportunity to take an Industry Certification. Successful completion of Dual Enrollment/Advanced Placement coursework may substitute for the CTE program completion expectation.

BAKER COUNTY PK-12 EXCEPTIONAL STUDENTS PROGRESSION PLAN

A. ADMISSION

Students requiring special adaptations to the regular school program and qualifying for Exceptional Student Education (ESE) programs through the Multi-Tiered Systems of Support (MTSS) process (see general section) shall be admitted through an appropriately executed eligibility staffing and shall maintain a current Individual Education Plan (IEP) or Education Plan (EP) for gifted.

An eligible exceptional student may be enrolled in one (1) or more of the following programs:

Autism Spectrum Disorders
Deaf or Hard of Hearing
Developmentally Delayed (0-5)
Dual-Sensory Impaired
Emotional/Behavioral Disability
Gifted
Hospital/Homebound
Intellectual Disability
Language Impaired
Orthopedically Impaired
Other Health Impairments
Traumatic Brain Injured
Specific Learning Disability
Speech Impaired
Visually Impaired

Students who become three (3) years of age may be eligible for pre-kindergarten exceptional student programs if eligibility requirements are met in any of the above programs.

A student with a disability may also receive speech/language, physical and/or occupational therapy as a related service if eligibility requirements are met.

B. PROMOTION

Students participating in ESE programs must meet the grade level promotion requirements for general education unless otherwise stated on the IEP.

As provided in 1008.25, F.S., an exceptional student may be retained in grade three, when ELA scores, after remediation, are below level two. Refer to Elimination of Social Promotion and Good Cause Exemptions section. Good cause exemption may be used at grades 3-12.

General education standards apply, but factors to consider are:
1. Successful completion of IEP goals and objectives,
2. Chronological age,
3. Grades earned in all courses, and
4. Attendance.

Students with disabilities must meet the school district proficiency levels, unless the student's IEP indicates that the disabling conditions impact the student's progress in the general curriculum.

C. REQUIREMENTS FOR STANDARD DIPLOMA FOR EXCEPTIONAL STUDENTS

All students who enter ninth grade in 2015-16 and beyond will work toward a standard diploma through one of the standard diploma pathway options or any applicable diploma designation. For a detailed explanation of requirements for graduation with a standard diploma, refer to the section on Graduation Requirements for Non-Exceptional Students.

Exceptional students should be awarded credit toward a standard diploma under the following conditions:

The exceptional student has taken a course (regular course code directory number) and passed the course taught by a highly qualified teacher under No Child Left Behind (NCLB).

For regular credit to be earned, exceptional students are to master the content to the same extent required of non-exceptional students. Accommodations to regular courses may include:

1. Flexible setting: changes to the physical setting, grouping arrangements, classroom behavioral expectations, and/or classroom management procedures.
2. Flexible scheduling: changes to the daily/weekly schedule, increase or decrease in instructional

time, changes to assignment timelines, chunking material, etc.

3. Flexible presentation: variations in instructional techniques or strategies, changes to the instructional format or materials, flexibility in how information is presented (e.g. visual/tactile/auditory, sign language), assistive technology (e.g. FM system, computer-based learning.), etc.
4. Flexible responding: use of alternate response modes, alterations to test or assignment formats, and assistive technology for responding (e.g. communication system, computer output).

On Statewide Assessments, ESE students are allowed appropriate accommodations as determined by the IEP team which will demonstrate the student's abilities rather than reflect the student's impaired sensory, manual, speaking or psychological process skills.

ESE students may enroll in Level 1 English and Math courses to prepare them for the General Education course requirements; however, Level 1 courses do not count as credit toward a standard diploma.

Based on Enhanced New Needed Opportunity for Better Life and Education for Students with Disabilities (ENNOBLES), our district assures that it provides instruction to prepare students with disabilities to demonstrate proficiency in the core content knowledge and skills necessary for successful grade-to-grade progression and high school graduation. A student with a disability for whom the Individual Education Plan (IEP) Team determines that the FAST cannot accurately measure the students' abilities, taken into consideration all allowable accommodations, shall have the FAST requirement of paragraph (4)(6) waived for the purpose of receiving a standard high school diploma, if the student:

1) Completes the minimum number of credits and other requirements in s. 1003.428 (1), (2) and (3) F.S.
2) Does not earn passing scores on one or both parts of the FAST or on a standardized test that are concordant with passing scores on the FAST after one opportunity in 10th grade and one opportunity in 11th grade.

Under s. 1003.433(1), F.S., a student who transfers from another state in the 12th grade must pass the grade 10 FAST or an alternate assessment that is concordant with the FAST; earn a 2.0 GPA; and meet all requirements of the school, district, or state from which he or she is transferring or meet Florida's course requirements in order to earn a standard diploma. A transfer student may be considered for the waiver.

Through a formal IEP meeting (not reevaluation review), the IEP team is required to determine and document on the DOE prescribed form, "Waiver of FAST Graduation Requirement for Students with Disabilities," that the FAST cannot accurately measure the student's abilities, considering all allowable allocations.

In addition, the Superintendent/Designee shall review the IEP team decision and sign-off on all cases where the FAST is waived (Principal's and Superintendent's signatures required).

Factors the IEP team would consider may include, but not be limited to:

- Has the student been enrolled in courses leading to a standard diploma and has had multiple opportunities to demonstrate proficiency of the Florida Standards that are assessed by the Grade 10 FAST?
- Has the student taken the Grade 10 FAST with appropriate allowable accommodations at least twice, once in grade 10 and once in grade 11, or if not continuously enrolled in a public school in Florida, at least once during each year of enrollment in grades 10 and 11?
- Has the student earned a passing score on the ELA portion of the Grade 10 FAST and the Algebra 1 EOC?
- Has the student demonstrated proficiency of the Grade 10 Florida Standards as assessed on the Grade 10 FAST?

Additionally, to ensure that each student has had every opportunity to pass the FAST, participation in the spring

administration of the FAST during the senior year is recommended.

A student with a disability, for whom the IEP team determines that an End of Course exam (EOC) cannot accurately measure the student's abilities taking into consideration all allowable accommodations, shall have the EOC assessment requirement waived for the purpose of determining the student's course grade required.

The awarding of a special diploma or special certificate of completion does not prevent a student with disabilities from pursuing a standard diploma or from receiving a free appropriate public education until the student reaches age 22. The IEP Committee will determine whether continued specially designed instruction and/or additional instruction in transition is required beyond the senior year of high school. In accordance with the IEP process and district and state laws, a student must agree to defer the receipt of his/her diploma in order to continue to receive specially designed instruction until the age of 22.

Only during the 2014-2015 school year, students had the opportunity to switch from a Special Diploma option to a Standard Diploma option and receive elective credit toward a Standard Diploma for passing exceptional student education courses.

D. REQUIREMENTS FOR A DIPLOMA

If a student's IEP plan was written prior to June 20, 2014 and contains a statement that the student is pursuing a special diploma, the student may continue on that plan until he/she reaches graduation.

The Florida Standards for special diploma describe what certain students with a disability should be able to do at various levels of access to the standard curriculum. These standards are herein incorporated into this Student Progression Plan.

Mastery of the Florida Standards through access points for students with significant cognitive disabilities shall include demonstration of proficiency by completing the minimum number of course credits.

Students with disabilities may choose from two additional standard diploma options: The Standard Access Pathway option (open to students with significant cognitive disabilities) and the Standard Academic/Employment option. Both options require the same 24 credits listed for other standard diploma plans. Both options allow students to substitute a career and technical (CTE) course with related content for one credit in ELA IV, mathematics, science, and social studies (excluding Algebra 1, Geometry, Biology 1, and US History).

- Students with significant cognitive disabilities may earn credits via Access courses and be assessed via an alternate assessment.
- Students who choose the academic and employment option must earn at least .5 credit via paid employment.

A student with a disability is not restricted or limited to any particular diploma option, and in accordance with the IEP process, shall be afforded the opportunity to work toward any diploma pathway that is appropriate to his/her ability.

The Individual Education Plan (IEP) Committee shall document the individual student's course of study leading toward a standard diploma on the IEP developed during the year or the year prior to the student's 14th birthday. This decision shall be reviewed annually.

A student with a disability who earns all the required credits for graduation, but does not have a 2.0 cumulative GPA,

and/or does not pass the required state assessments for graduation, will receive a certificate of completion. A student with a disability may continue working toward graduation requirements until the age of 22. **In order to do so, the procedures for deferring receipt of the high school diploma must be followed.**

ENHANCED NEW NEEDED OPPORTUNITY FOR BETTER LIFE AND EDUCATION FOR STUDENTS WITH DISABILITIES (ENNOBLES) PROVISION

ENNOBLES provisions for transition to post-secondary education allow for the following to take place for students with disabilities:

A student who has been awarded a special diploma or a certificate of completion is eligible to enroll in certificate career education programs, and a student with a documented disability may be eligible for reasonable substitutions as prescribed in § 1007.264 and 1007.265.

Additionally, any student with a disability shall be eligible for reasonable substitutions for any admissions requirements, when documentation is provided that the person's failure to meet the admissions criteria is due to the disability.
Any student with a disability shall be eligible for reasonable substitutions for graduation, for admission into a program of study, or for entry into the under division, where documentation is provided that the person's failure to meet the admissions criteria is related to the disability, and where failure to meet the graduation requirements or program admission requirements does not constitute a fundamental alteration in the nature of the program. *

*The requirements of § 1003.49, Accelerated high school graduation options, are applicable to students with disabilities working towards a standard diploma.

GUIDELINES FOR PARTICIPATION IN STATE AND DISTRICT ASSESSMENT OF STUDENTS WITH DISABILITIES

This section is related to procedures for student participation in statewide assessments, as required by Rule 6A-6.03411, FAC. (Students who are identified solely as gifted are not eligible for state assessment accommodations.)

The school district shall ensure that:

1. Each student with a disability has the opportunity to participate in any state or district assessment of student achievement with appropriate accommodations if determined appropriate by the individual educational plan (IEP) team and recorded on the student's IEP: As prescribed by Rule 6A-1.0943, statewide assessments for Students with Disabilities makes the provisions for test accommodations which will demonstrate the students abilities rather than reflect the student's impaired sensory, manual, speaking, or psychological process skills.

   Accommodations are authorized for any student who has been determined eligible as a student with disability pursuant to s.1003.01(3)(a), F.S., and Rule 6A-6.0331, F.A.C., and has a current IEP, or who has been determined to be a student with disability pursuant to Rule 6A-19.001(6), F.A.C., and has a plan developed under Section 504 of the Rehabilitation Act.

   The accommodations must be identified on the student's IEP or 504 plan and must align with current instructional accommodations and accessible instructional materials used regularly by the student in the

classroom.

PLEASE NOTE:

The Baker County School District will follow state guidelines for allowable testing accommodations.

2. The IEP team should answer each of the following questions in order to facilitate informed and equitable decision-making to determine whether a student takes the FAST or an alternate assessment.

    i. Does the student have a significant cognitive disability?
    ii. Even with appropriate and allowable instructional accommodations, assistive technology, or accessible instructional materials, does the student require modifications, as defined in paragraph 6A-6.03411(1) (z), F.A.C., to attain the grade-level general state content standards pursuant to Rule 6A-1.09401, F.A.C.?
    iii. Does the student require direct instruction in academic areas of ELA, math, social studies and science based on access points, pursuant to Rule 6A-1.09401, F.A.C., in order to acquire, generalize, and transfer skills across settings?

    If the IEP team determines that **all three questions** accurately characterize a student's current educational situation, then an **alternate assessment** should be used to provide a meaningful evaluation of the student's current academic achievement. If the answer to all three questions is not "yes," the student should participate in FAST with accommodations, as appropriate.

b. Each student's IEP indicates a statement of any individual accommodations in the administration of any state assessment or student to participate in such assessments.

c. If the IEP team determines that the student will not participate in a particular state or district assessment (or part of that assessment) of student achievement, a statement of why that assessment is not appropriate for the child and how the child will be assessed will be indicated on the IEP. Additionally, if a student does not participate in the statewide assessment, our district will notify the student's parent and provide the parent with information regarding the implications of such nonparticipation.

    If modifications or accommodations are made in the student's instruction that would not be permitted on the statewide assessment tests, our district will notify the student's parent of the implication of such instructional modifications or accommodations. A parent must provide signed consent for a student to receive instructional modifications or accommodations that would not be permitted on the statewide assessments and must acknowledge in writing that he/she understands the implications of such.

d. An alternate assessment procedure will be provided for each student who is excluded from state or district assessment of student achievement at each grade level where a state or district assessment is required for other students in the district.

e. Alternate assessment procedures provide documentation of specific student performance and the scoring criteria used to assess the student's progress.

f. Alternate assessment procedures match the instructional goals (standards and benchmarks) as determined appropriate for the student.

g. Alternate assessment procedures address, at a minimum, areas that correspond to areas assessed through the state and district assessment of student achievement.

Class ranking for the purposes of calculating valedictorian, salutatorian, college admissions, scholarships, financial aid, and Beta Club membership will be based on Grade Point Averages (GPA) of all students in programs earning a standard high school diploma.

Acceleration Procedures

Subject Matter/Whole Grade Acceleration

Consideration for acceleration will be limited to one referral, per student, per 12-month period.
Students who are referred for possible accelerated placement 60 or more days prior to the beginning of school year shall be evaluated prior to the students' first day of school.
Students who are referred for possible accelerated placement 60 or more days prior to the beginning of the second semester shall be evaluated prior to the start of the second semester.
Acceleration shall commence at natural transition points within the school calendar, in accordance with school board policy.

Step 1: Complete and submit Academic Acceleration Referral. Forty-five school days are allowed for completion of the evaluation process, including written notification to the parent.

Step 2: Guidance Counselor conducts an initial review which includes:
Attendance
Performance on local, state or standardized assessments
GPA
Discipline records
Recommendations from teachers of the core content area being considered for acceleration
Recommendation from school counselor, if one is assigned to the school of attendance

Step 3: If the initial review does not warrant an evaluation by the Acceleration Evaluation Committee, the parent will be informed in writing of the decision.
If initial review warrants, the Principal will obtain parent permission to proceed with the Acceleration Evaluation.
If whole grade promotion is to be evaluated, the Iowa Acceleration Scale will be administered.
If subject area acceleration is to be evaluated, a subject-specific assessment (to be determined by the district) will be administered. Minimum requirements for acceleration will be 95 % proficiency on this assessment.

Step 4: Principal schedules a meeting of the Acceleration Evaluation Committee. Committee members shall include:
Principal or designee
Current teacher
Potential receiving teacher
Guidance Counselor from school of attendance
Parent

Step 5: Acceleration Evaluation Committee convenes to conduct a Programmatic Assessment. This assessment shall contain, at a minimum, a review of the data collected in the initial review (Step 2). If the committee is considering whole-grade promotion, data from the Iowa Acceleration Scale will also be included in the decision-making process.

If the committee is considering subject area acceleration, the data obtained from selected assessment instruments will be considered.
Committee reaches a decision on acceleration placement.
Principal notifies parent of committee decision (Written notification to parent is required within 45 school days from submission of referral).

Step 6: If acceleration is recommended, parent accepts or declines Permission for Academic Acceleration.
If acceleration is not recommended, the parent has the right to appeal the decision to the superintendent's designee within 30 days. The superintendent's designee has 30 days to render a decision on the appeal, and notify the parent in writing.

Step 7: If acceleration is recommended, an Acceleration Education Plan will be developed. The trial plan will be in effect for one full grading period, and monitored by a designated staff member to ensure successful implementation. Acceleration trial shall commence at natural transition points within the school calendar.

Step 8: At the conclusion of the trial period, the Acceleration Evaluation Committee will reconvene to determine the permanency of the accelerated placement.

Additional Educational Choice Options

As provided by Florida Statutes 1003.3101 and 1012.42, a parent may request his/her child be transferred to another classroom teacher. According to the statutes, a classroom transfer request does not provide a parent the right to choose a specific teacher.

Completion and submission of the Classroom Transfer Request Form is required for a parent to make such a request. Forms are available at the principal's office and must be submitted to the principal's secretary.

Classroom transfer requests will be granted or denied based on schedule availability, state mandates pertaining to class size, team teaching assignments, and principal discretion. The student's school principal shall grant the request or provide an explanation in writing of the denial within two weeks of submission of this form.

School Financial Reports

The following chart provides the per full-time expenditures at each school site. Additional school financial information is available on the district website at~~: www.bakerk12.org/domain/168~~
https://www.bakerk12.org/departments/finance

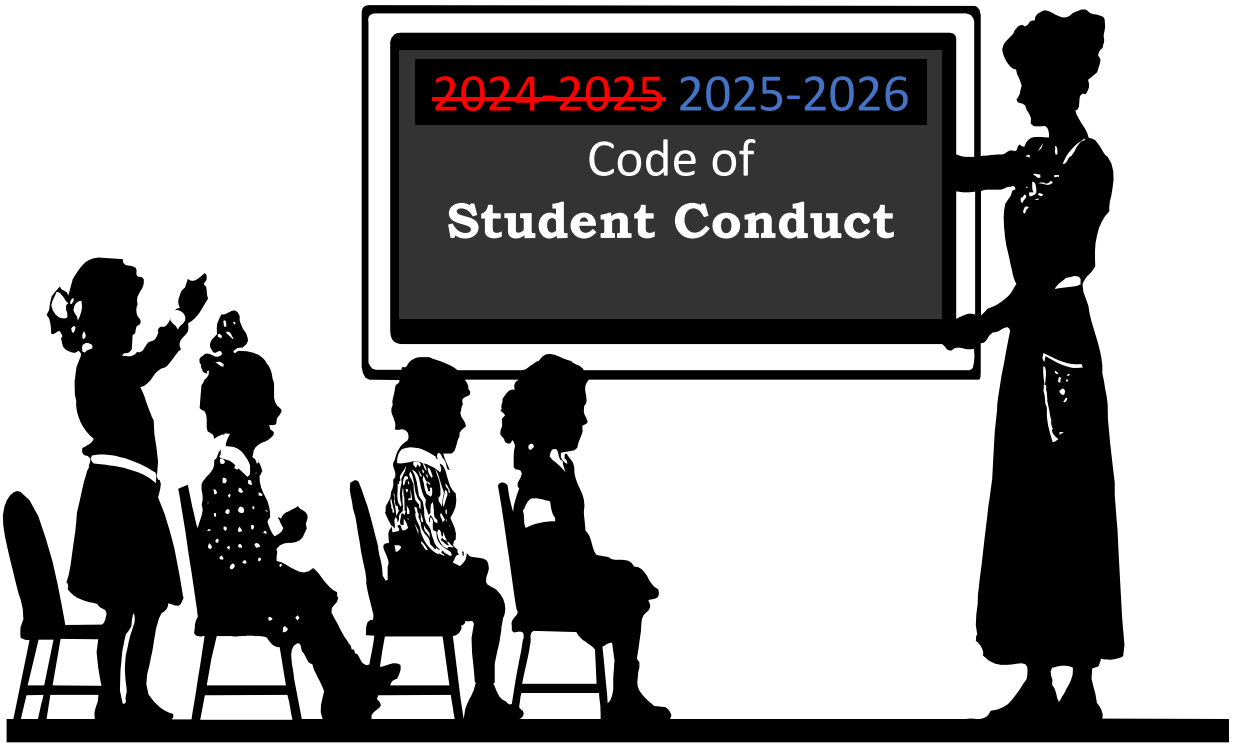
School Site	Average Amount of Money Expended per Student
Baker County Pre-Kindergarten/Kindergarten Center	~~$9,192.00~~ $10,777.00
Macclenny Elementary School	~~$8,506.00~~ $9,606.00
Westside Elementary School	~~$9,788.00~~ $9,315.00
~~J. Franklyn Keller Intermediate School~~ Legacy Elementary School	~~$6,529.00~~ $7,924.00
Baker County Middle School	~~$8,566.00~~ $8,925.00
Baker County High School	~~$7,967.00~~ $9,019.00

~~Legacy Elementary School will not have numbers until the 2023-2024 report is completed~~. Class size requirements, teacher experience, program cost factors, and other expenses associated with operating the school will cause the per student expenditure amount to fluctuate annually.

Nondiscrimination in Student Activities

No student enrolled in the Baker County Schools shall, on the basis of race, gender, national origin, marital status, disability, age, or religion, be excluded from participation in or be subjected to discrimination under any curricular, extracurricular, or any other school sponsored activity. This rule shall apply to all present and future course offerings and to all other school sponsored activities in which students are eligible to participate. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to Thomas Hill, Equity Coordinator, at the Superintendent's Office, 270 South Boulevard East, Macclenny, Florida; Phone – 904-259-6251; E-Mail Address is equity-coordinator@bakerk12.org

BAKER COUNTY SCHOOL DISTRICT



It is the policy of the Baker County School District that admissions or access to or treatment or employment in its programs and activities are done so without discrimination on the basis of race, color, sex, national origin, marital status, disability, age or religion.

TABLE OF CONTENTS

Introduction 1
The Home, The School, and The Student 1
Application of the Code 1
Positive Behavior Interventions and Supports 1
Student Rights & Responsibilities 1
Dress Code 3
Student Record Privacy 4
School Property Searches 5
Searching of Students 5
Examples of Improper Student Behavior 5
Student Discipline Consequences 6
Student Privileges 7
Use of Bathrooms and Changing Facilities 7
Teachers' Authority to Remove Students from Classroom 8
School Bus Students 8
Rules of Conduct for School Bus Students 8
Discipline Categories for Bus Students 9
Discipline Guidelines for Bus Students 9
General Guidelines for Discipline of Students with Disabilities 10
Definitions of Serious Breach of Conduct 11
Bullying, Threats, Abuse, Intimidation, and Hazing 11
Verbal/Written Threat 12
Network/Internet Acceptable Use Procedure 12
Network Warning 12
Student Arrest for a Felony Act/Crime of Violence 14
Due Process Procedures 15
Use and Possession of Tobacco/Vaping Devices 15
Drug-Free Schools 17
Controlled Substances 17
School Safety Zone 17
Drug Law 17
Review Committee Procedures for Expelled Students 17
Attendance Policy for Baker County Schools 18
Attendance Policy for Excessive Absences 19
Student Absence for Religious Holidays 20
Responsibilities of Parents/Guardian 20
Controlled Open Enrollment 20
Pre-Kindergarten Students 20
Attendance Policy for Excused Absences 20
Attendance Policy for Students in Grades K-5 21
Attendance Policy for Students in Grades 6-8 22
Attendance Policy for Students in Grades 9-12 23
Driver's License Law 24
Procedures and Guidelines for Hardship Waiver Hearing and Appeal 25
Destruction of School Property 25
School Debt 25
District Grading System 25
The Right to Inspect and Review Student Records 26
Student Grievance Procedures 26
Statement of Nondiscrimination 27
Section 504 of the Rehabilitation Act of 1973 27
English Language Learner 27
School Health Services 27
Medication Administration 27
School Entry Requirements 29
Confidentiality of Records 29
School's Code of Conduct 30
Respect and Civility Statement 30

Concluding Statement……31

INTRODUCTION

~~The purpose of this Code of Student Conduct is to make available to students and the public a handbook containing information relative to policies, rules, rights, responsibilities, and disciplinary actions that may affect students as they experience the educational process in the Baker County Public Schools. It is not intended for this booklet to be totally comprehensive, but that it will reflect the basic policies and procedures that are in effect.~~

~~These statements will be broadly established and the individual schools of the district may find it advisable to further refine them in order to consider each school's particular situations and conditions.~~

~~It is the desire of the school board and all educational personnel to provide a safe, quality education for all students. In order to accomplish this task, definition must be made as to student conduct. It is, therefore, the purpose of this handbook to make these definitions.~~

The purpose of the Code of Student Conduct is to provide students, families, and the public with a clear understanding of the policies, rules, rights, responsibilities, and disciplinary procedures that guide the educational experience within the Baker County School District. While not exhaustive, this document outlines the foundational policies and procedures in effect across the district.

Although these guidelines are broadly established, individual schools may further refine them to reflect the unique needs and circumstances of their campuses.

The Baker County School Board and all educational personnel are committed to ensuring a safe, respectful, and high-quality learning environment for every student. To achieve this, it is essential to define expectations for student behavior, which this handbook seeks to do.

THE HOME, THE SCHOOL, AND THE STUDENT

~~The respective roles of the home, the school, and the student are meshed together. Neither can be totally successful without the others. A cooperative, mutually appreciative effort must be made if our community and society are to be best served. The Baker County School District recognizes the need for a team effort in the educational process. Positive efforts are required of all parties involved in the educational process if maximum success is to be attained.~~

~~The guidelines of this code are an effort to identify certain needs, concerns, and responsibilities of students. An organized effort is required in order to maintain a proper educational atmosphere. There must be rules and regulations in order to be as efficient and effective as possible in the deployment of the public trust endowed in the public schools of Baker County.~~

A successful educational experience relies on a strong partnership between the home, the school, and the student. No one part of this team can be fully effective without the support and cooperation of the others. The Baker County School District values the importance of this partnership and encourages collaborative efforts among educators, families, and students to promote student success and strengthen our community.

This Code of Student Conduct is designed to address shared expectations, responsibilities, and behaviors essential to maintaining an environment conducive to learning. Clear rules and consistent enforcement help us fulfill our mission and earn the continued trust of the public we serve.

The School District is charged in FSS 1003.31 (1) as acting en loco parentis during the time that students are in supervision of the school. District personnel are entitled to make decisions in the best interest of children including, but not limited to questioning, investigating, searching, correcting and teaching.

APPLICATION OF THE CODE

~~This Code of Student Conduct and a school's particular rules are in force:~~

~~1. During regular school hours on school premises.~~
~~2. While students are being transported on the school bus and at their designated bus stops.~~
~~3. At such times and places, including, but not necessarily limited to, school-sponsored events, field trips, athletic functions, and other activities where appropriate school administrators have jurisdiction over students.~~

~~Additionally, school officials are authorized to take administrative action when a student's misconduct away from school has a detrimental effect on the other students or on the orderly educational process.~~

The Code of Student Conduct, along with individual school rules, applies in the following situations:

1. During regular school hours on school property.
2. While students are being transported on school buses and at designated bus stops.
3. At school-sponsored events, field trips, athletic activities, and any other settings where school administrators have jurisdiction.

Additionally, disciplinary action may be taken for student behavior that occurs off-campus if such behavior has a direct and negative impact on the school environment or interferes with the safety and well-being of students or staff.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

~~Positive Behavior Interventions and Supports (PBIS) is a district-wide commitment to address problem behavior. PBIS is a collaborative, assessment-based approach to developing effective interventions for problem behavior. It emphasizes the use of proactive, educative, and reinforcement-based strategies to achieve meaningful and durable behavior and lifestyle changes for all students. The aim is to build effective environments in which positive behavior is more effective than problem behavior so that academic success can be achieved.~~

Positive Behavior Interventions and Supports (PBIS) is a district-wide initiative focused on fostering a positive school climate and proactively addressing student behavior. PBIS is a collaborative, data-driven approach that emphasizes education, positive reinforcement, and evidence-based strategies to support meaningful behavior change. Its goal is to create environments where positive behavior is more effective and desirable than disruptive behavior—allowing all students to thrive academically and socially.

STUDENT RIGHTS AND RESPONSIBILITIES

Foreword

~~This statement sets forth the rights of all students in the public schools of Baker County, Florida and the responsibilities, which are inseparable from these rights. This statement should not be interpreted as being all-inclusive, for the student has rights guaranteed by the Constitution and the law.~~

~~The rights of an individual are preserved only by the protection and preservation of the rights of others. Students are responsible for the way they exercise their rights, and they must accept the consequences of their actions and recognize the boundaries of their rights. Each exercise of an individual's rights must demonstrate respect for the rights of others. To achieve the goal of a democratic society, the staff, students, and parents must work cooperatively to avoid the extremes of regimentation on the one hand and anarchy on the other.~~

~~A primary task of the school is to create a stimulating learning climate for all students. Such a climate includes a broad exposure to the rights and responsibilities of citizens in a democratic society. That the school community is educating the young for citizenship is reason enough for scrupulous protection of the constitutional freedoms of the individuals involved. This statement presents opportunities for students to exercise their rights and assume their responsibilities for citizenship. Equity and balance should always be present in our school, and this can be accomplished only when the rights of students are equitable and balanced by the responsibilities on which the rights are based.~~

This section outlines the rights of students in the Baker County School District, along with the responsibilities that accompany those rights. While not all-inclusive, it reflects both constitutional protections and legal expectations.

Individual rights must always be exercised with respect for the rights of others. With freedom comes responsibility, and students must accept accountability for their actions and understand the limits of their rights within the school setting. A well-functioning school community requires a balance—avoiding both excessive control and lack of order.

A key goal of public education is to prepare students for active citizenship in a democratic society. To that end, schools must protect students' constitutional freedoms while fostering a respectful and productive learning environment. By understanding and fulfilling their responsibilities, students help create an equitable and supportive school community for all.

Education

Each student has a right to an education, and they also have the responsibility not to interfere with or threaten the education of others by their action.

Each student has the responsibility to attend school regularly and to abide by the policies and regulations of the school.

Students have the right to seek changes in school policies and regulations in an orderly manner by utilizing those channels provided for this purpose.

Though a student has a right to an education, the amount, quality and type of education they receive is commensurate with their ability and their efforts expended. No person can guarantee a student an education if they do not apply themselves to the task.

Expression
The primary liberties in a student's life have to do with the processes of inquiry and learning, acquiring and imparting knowledge, and exchanging ideas. These processes require that students have the right to express opinions, to take stands, and to support causes either publicly or privately which do not conflict with the policies of the school nor the rules as set down by the principal.

Speech
Every student has the right to express their opinion, either verbally or symbolically, as long as they do not infringe upon the rights of others.

As an intellectual being, every student has a right to search vigorously for truth by examining opposing ideas and to espouse and express in any orderly manner whatever views command the assent of their mind. Where soundness of their position can neither be proved nor disproved with documentation, they shall in no way be penalized academically for holding those views.

A student's responsibility must include personal concerns for the effect of the spoken word or symbolic expression on the personal reputation of others, and a student has the right to have their own personal reputation protected accordingly. Consequently, personal attacks and obscenities are prohibited.

Petition
Students have the right to present petitions. However, the collecting of signatures on petitions shall not disrupt classroom procedures nor interfere with the educational process.

Students shall not be subjected to disciplinary measure for initiating or signing a petition provided that the petition is free from obscenities, libelous statements, and personal attacks.

Press
Journalism provides many learning experiences. In a school community, students involved in student publications, whether in a printed or electronic format, shall convey information with accuracy and insight in such a manner that truth shall remain predominant. Such publications shall operate under the concept of the First Amendment, which guarantees freedom of the press. In order to achieve the full learning experience, only materials alleged to contain the following should be withheld from the press.

a. Libelous materials by current legal definition.
b. Obscenity by current legal definition or local obscenity standards.
c. Materials, which incite others to damage property, physically harm others, or seriously disrupt school activities or the educational process.

The responsibility and authority for decisions, based on the standards mentioned above, are vested with the principals or to whomever they delegate this authority.

The distribution of non-school sponsored publications will be prohibited on school property. Exceptions will be limited to simple announcements of community concern at the discretion of the principal or their appointed delegate.

Additional guidelines for publications can be found in School Board Policy 4.070.

Assembly
Students have the right to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting and/or participating in demonstrations, which interfere with the operation of the school or classroom, is inappropriate and prohibited.

Religion
Students have the right to practice their own religious beliefs, as long as they violate neither the constitutional rights of others nor the Supreme Court's prohibition on a school's extending the mantle of public sanction or support to any particular religion. Students have the right to study, examine, discuss, and analyze religious ideas and institutions just as they may explore any other subject. Students have the right to participate in school-sponsored activities regardless of race, religion, ethnic origin, or economic status.

Satisfactory Conduct
In order for a student to be eligible to participate in interscholastic extracurricular student activities, they must maintain satisfactory conduct and, if the student is convicted of, or is found to have committed a felony, or a delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, the student's participation in interscholastic extracurricular activities are terminated until final disposition of charges. **Any student who has been suspended out-of-school may not participate in or attend any extracurricular activities through the duration of the suspension.**

Definition of Interscholastic Extracurricular Student Activities
Interscholastic extracurricular student activities are those organized student activities between or among schools, which are carried on outside the curriculum or regular course of study in school. These activities may involve displays of talent, which include, but are not limited to, sports, music festivals, speech, debate, art, and drama competitions.

Government
Students have a right to air grievances, problems, and concerns through legitimate channels provided by the school.

DRESS CODE

The dress code of the Baker County School District is an attempt to work in concert with the goals and philosophy of our schools and to create a wholesome environment for the education of our youth. Each student is expected to come to school in a neat and clean fashion and to wear shoes at all times. Individual schools may have additional dress code requirements published in their student planners. In addition to those requirements students are not allowed to wear the following to school:

1. Unacceptable Dress
   a. Slacks, jeans, shorts, or dresses that reveal body imprints due to excessive tightness, including spandex-type clothing;
   b. Shorts or dresses that are deemed too short by individual school administration, shorts or dresses having splits, or shorts worn for physical education;
   c. Bare midriff, see-through clothing without appropriate under garments, sun dresses without straps, halters, backless dresses**/shirts**, tube tops, half shirts, open-sided shirts, T-Back tops, and tank tops/camis (unless covered by an appropriate outer garment);
   d. Clothing with words, phrases, symbols, pictures, patches, or insignias, which are obscene, profane, offensive, or drug, alcohol, or gang related; *
   e. Hats, caps, visors, bandannas, **hoodies,** or headbands in school buildings (except for special occasions as approved by the administration);
   f. Hair rollers and/or curlers in hair during school hours;
   g. Any clothing improperly fastened;
   h. Pants, jeans, or shorts worn below beltline.
2. Clothing and styles considered hazardous to health and/or safety and which are **not allowed**:
   a. Bare feet; bedroom slippers; shoes with wheels (heelies);
   b. Blankets or robes

c. Hoods worn over the head
d. Sunglasses inside the buildings, unless a medical permit is on file;
e. Choke collars, chains, jewelry, clothing or adornment that may be considered dangerous or disruptive to the learning environment.

Regarding F.S. 1002.23(7), students are expected to dress appropriately, exhibit respect for themselves and others, and maintain orderly conduct which is conducive to an orderly environment. No student can wear clothing that exposes underwear or body parts in an indecent or vulgar manner or which disrupts the orderly learning environment. Any student who violates the dress policy is subject to disciplinary action.

FL Statute 1006.07 (2) (d) states that students who violate the dress code policy is subject to the following disciplinary actions:

1st offense: A student shall be given a verbal warning, and the school principal (or designee) shall call the student's parent or guardian.

2nd offense: The student is ineligible to participate in any extracurricular activity for a period of time not to exceed 5 days and the school principal shall meet with the student's parent/guardian.

3rd offense or subsequent offense: A student shall receive an In-School Suspension pursuant to s. 1003.01 (13) for a period not to exceed 3 days, the student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days, and the principal shall call the student's parent or guardian and send the parent or guardian a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities.

*Chapter 2014-219, Laws of Florida amends section 1006.07, Florida Statutes (F.S.) related to the code of student conduct. This section states that students should not be disciplined or referred to law enforcement for simulating a firearm or weapon while playing or wearing clothing or accessories which depict a firearm or weapon or an opinion regarding Second Amendment rights. Disciplinary action resulting from inappropriate student clothing or accessories will be consistent with state statutes. If the wearing of clothing or accessory causes a substantial disruption to student learning the infraction may be addressed in a manner that is consistent with school board policies for similar infractions.

Baker County School District maintains school board authority to discipline students for simulating a firearm or weapon when it substantially disrupts student learning, causes bodily harm to another person, or places another person in reasonable fear of bodily harm. Consequences for such offenses will be comparable to the severity of the offense and consistent with school board policies for similar infractions.

STUDENT RECORD PRIVACY

Student education records are official and confidential documents protected by one of the nation's strongest privacy protection laws, the Family Educational Rights and Privacy Act (FERPA). FERPA, also known as the Buckley Amendment, is a federal law that affords students and the parents and legal guardians of minor students' certain rights, primarily access and confidentiality, with respect to the students' educational records (20 U.S. Code {U.S.C.} 1232g). FERPA defines education records as all records that schools or education agencies maintain about students.

This and other United States "privacy" laws ensure that information about citizens collected by schools and government agencies can be released by consent or only for specific and legally defined purposes which may include:

- School officials with a legitimate educational interest can access students' educational records without their knowledge or consent
- Officials of schools to which student intends to apply or enroll
- Federal, state, or local educational authorities under certain conditions
- School readiness coalitions
- Parties to an interagency agreement between DJJ, school and law enforcement authorities for the purpose of reducing juvenile crime. S 1002.22(3) (d) (13), F.S.

Baker County schools transfer disciplinary records to any private or public elementary or secondary school to which a student transfers. Any Threat Assessment documentation will also be sent in student records.

Florida has a very broad Public Records Law. Virtually all written communications to or from School District Personnel are public records available to the public and media upon request. E-mail sent or received on the School District System will be considered public and will only be withheld from disclosure if deemed confidential pursuant to State Law.

SCHOOL PROPERTY SEARCHES

The following rules shall apply to the search of school property assigned to a specific student and the seizure of items in his/her possession:

1. Reasonable suspicion for school authorities to believe that the student possesses an item or items which constitute a crime or rule violation.
2. Specific items, which constitute unlawful possession, or other items which would be used to interfere with the orderly operation of the school, may be the objectives of searches.
3. General housekeeping inspections may be made during each school term.

SEARCHING OF STUDENTS

Students may be searched in the school, if authorities believe that they may carry destructive weapons, obscene materials, items of theft, alcohol, drugs, tobacco/vape devices, paraphernalia, or any other items, which would constitute a school rule violation. School officials will make reasonable efforts to avoid unnecessary embarrassment of the student involved in a search. Such searches will be conducted only by school administrators or under the directions of a school administrator/designee.

EXAMPLES OF IMPROPER STUDENT BEHAVIOR

The school is a community and the rules, regulations, and code of conduct of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. In all the schools of Baker County, the following modes of action will be considered offenses against the schools' societies and will be punishable as prescribed in this document:

1. Alcohol
2. Arson
3. Battery
4. Breaking and Entering/Burglary
5. Disorderly Conduct
6. Drugs/THC
7. Fighting/Bullying
8. Homicide
9. Kidnapping
10. Larceny/Theft
11. Malicious Harassment/Hate/ Bullying
12. Motor Vehicle Theft
13. Robbery
14. Sexual Battery
15. Sexual Harassment
16. Leaving Class Without Permission
17. Missing Detention
18. Not in Assigned Area
19. Sex Offenses
20. Threat
21. Intimidation
22. Tobacco/Nicotine Possession
23. Trespassing
24. Vandalism
25. Weapon(s) Possession
(including guns, knives, chemical agents, brass knuckles)
26. Bomb Threat .
30. Copying/Cheating/Lying
31. Improper Dress
32. Disruptive Behavior/ bullying/Cyberbullying
33. Abuse Behavior to Other Student(s)
34. Disrespect Toward Staff/Insubordination
35. School Rule Violation
36. Any conduct resulting in unsafe conditions for others
37. Sexting*
38. Use of racial epithet(s) to denigrate another individual or group
39. Inappropriate Use of computer/internet including social media
40. Other major Crime/Violence includes: forgery, extortion, gambling, gang-related activities, secret societies, spreading rumors to cause harm or disrupt schools/district setting, etc.
41. Any unfavorable conduct which brings negative reflection on the school while on school-sponsored trips
42. Any other unfavorable act, which is considered offensive to the school community by the administration
43. Violations of established rules of conduct for school bus students
44. Unauthorized buying or selling of personal property or other items
45. Deliberate tampering of computers, software, technology equipment
46. Capturing still or video images of another student or staff member (including physical attack, sexual assault, hazing)
47. Use of a cell phone, in any manner, during school hours without permission from proper authority is prohibited. Cell phones must be turned off and kept out of sight until the school day has ended. **Cell phones and other electronic devices may be**

27. Excessive Tardiness
28. Skipping
29. Abuse of Property

taken and parent may be required to come to school for retrieval if policy is not followed. Students are responsible for safeguarding their personal belongings, including cell phones. Neither the school, nor the district will be responsible for restricted items if they are brought to school, Additional discipline procedures may occur from misuse of cellphones during school hours.

49. Knowingly uses or copies the academic work of another and presents it as his own without proper Attributions.
50. Hazing**
51. Incident, Hazing Related***
52. False Report on FortifyFL or other social media platforms.

*Sexting is defined as knowingly using a computer, or similar device, to transmit or distribute to another person any photograph or video of any person which depicts nudity and is harmful to others or possesses a photograph or video of any person that was transmitted or distributed by another person which depicts nudity.

**Hazing
Any action or situation that endangers the mental or physical health or safety of a student at a school with any grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. "Hazing" includes but is not limited to: (a) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or (b) any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.

***Incident, Hazing-Related
The incident is hazing-related when the incident includes any action or situation that endangers the mental or physical health or safety of a student for purposes of initiation or admission into or affiliation with any school-sanctioned organization. "Hazing" includes but is not limited to: (a) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or (b) any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.

Important Notice: Florida Statute 943.082 states that if, following an investigation, it is determined that a person knowingly submitted a false tip through FortifyFL, the Internet protocol (IP) address of the device on which the tip was submitted will be provided to law enforcement agencies for further investigation, and the reporting party may be subject to criminal penalties under s. 837.05. In all other circumstances, unless the reporting party has chosen to disclose his or her identity, the report will remain anonymous.

STUDENT DISCIPLINE CONSEQUENCES

Discipline will be administered by teachers and/or administrators and/or parents after the student is determined guilty of one or more of the aforesaid offenses. School administration reserves the right to assign appropriate student discipline. Consequences and/or penalties may involve one or more of the following forms:

1. Conferences with student
2. Warnings and probations
3. Behavior ~~Contract~~ Notice
4. Suspension from school and from buses (length of time based on number of offenses and state and local regulations). Suspension from buses and from school will be done only by the principals or their designee in their absence and/or by the Superintendent or designee.
5. Failure (in cases where students refuse to do assigned work by teachers).
6. Expulsion from school and from buses (This will be done only by the school board after the principal's recommendation.)
7. Written assignments
8. School yard work/cafeteria cleanup
9. Counseling by teachers, counselors, principals, parents, or psychologist
10. Monetary payment in case of destruction of property
11. Parental discipline

12. Being judged ineligible to participate in school-sponsored activities
13. After-school detention
14. In-school detention or in-school suspension
15. Lunch Detention
16. Tardy Tank
17. Counseling by school personnel
18. Corporal Punishment: *Corporal Punishment is defined as "the moderate use of physical force or physical contact by a parent as may be necessary to maintain discipline or to enforce school rules." In accordance with the provisions of s. 1003.32 and School Board policy 5.270, corporal punishment of a Baker County Public School student may only be administered **once per nine weeks** by a parent or legal guardian within guidelines of the district policy articulated in this student code of conduct. A school administrator must be present and inform the parent or guardian in the student's presence of the reason for the punishment. Upon request, the administrator must provide the parent with a written explanation of the reason for the punishment. A parent may administer no more than three swats only on the posterior part of the body. Under no circumstances shall the parent's hand be used as the means of administering corporal punishment. (HB 1255)
19. Others as deemed appropriate by the administration

STUDENT PRIVILEGES

For students in Grades 9-12, criteria must be met in order to earn/participate in the following special privileges at the high school:

1. Compete with athletic teams
2. Participate in clubs or other school-related extracurricular activities
3. Attend fieldtrips, which includes Prom and Grad Bash
4. Park on campus

The criteria supports the school's PBIS Triple A plan to reinforce the following student expectations: Attendance, Attitude and Achievement, and is as follows:

1. Students must attend school regularly and must not exceed 9 unexcused absences per semester.
2. Students must display appropriate behavior while at school or at any school sponsored events. Students must not have excessive or serious breaches of conduct, including but not limited to multiple referrals for tardies, disruptive behavior or disrespect towards staff. Class II or Class III offences may lead to loss of privileges for the remainder of the school year.
3. Students are expected to maintain academic focus while at school in order to make strides towards the goal of graduation. This will be demonstrated by students maintaining a cumulative GPA of 2.0 or higher on a 4.0 scale.

Students falling to meet these criteria may not be allowed to participate in the privileges above until each requirement is met.

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 student 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 instructional personnel, administrative personnel, or a safe-school officer shall be subject to disciplinary action, up to and including expulsion. Parents and students may also refer to BCSB Policy 5.60, Use of Bathrooms and Changing Facilities.

TEACHERS' AUTHORITY TO REMOVE STUDENTS FROM THE CLASSROOM PURSUANT TO 1003.32 (4), F.S.

The Baker County School Board adopts procedures contained in each school's discipline plan that pertains to the teacher's authority to remove students from the classroom. A teacher may remove from class a student whose behavior the teacher determines interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn. If the teacher and the principal disagree with the request for student removal, the teacher must refer the student in question to a committee, consisting of three teachers, for review of their request. Each district school board, each district school superintendent, and each school

principal shall support the authority of teachers to remove disobedient, violent, abusive, uncontrollable, or disruptive students from the classroom.

Manual physical restraint may be used on any student to protect the student or others from serious injury. When possible, this will be administered by a Crisis Prevention Intervention trained and certified employee. If a student poses a threat to himself/herself or to others, physical restraint may be used in accordance with Florida Statutes. Appropriate school staff and administrators will utilize district approved crisis management training strategies.

SCHOOL BUS STUDENTS

The Baker County School District is committed to providing the students of Baker County with the safest and most courteous transportation to and from school. The primary job of the bus driver is to drive/transport the district's children to and from school in the safest manner possible. All student misconduct on a school bus is considered serious. Students must be prepared to: 1) take responsibility for their actions and conduct; and 2) to accept the consequences of their actions and conduct.

RULES OF CONDUCT FOR SCHOOL BUS STUDENTS

1. The driver is in full charge of the bus and students. Students will obey the driver.
2. Outside of ordinary conversation, the same basic rules of behavior observed in a classroom will be observed while riding a school bus.
3. Students will stand off the roadway while awaiting the bus.
4. Students will be on time.
5. Students will board and leave the bus at their regular stop locations. Any changes will require written permission of the parent and the principal. Drivers will notify the principal and the Director of Transportation, if the changes in regular stop locations result in overcrowding of the buses.
6. Students will walk 10 feet in front of the bus, when loading and unloading.
7. The driver has the right to assign seats. Students will sit three to a seat from window to aisle.
8. Students will keep their seats at all times, when the bus is moving.
9. Students will keep their arms and head inside windows.
10. When seated, students will face the front of the bus and will keep their feet out of the aisle.
11. Students will refrain from throwing objects.
12. Students will refrain from fighting, pushing, or tripping others while boarding, riding, or leaving the bus.
13. Absolute silence is required at all railroad crossings.
14. No eating, drinking, or use of tobacco will be allowed on the bus.
15. The sale of any fund-raising items will not be allowed on the bus.
16. No animals (dead or alive), glass containers, sharp objects, ball bats, cutting instruments, batons, or drumsticks will be allowed on the bus without prior permission of the bus driver.
17. Prior permission of the driver will be obtained, when large objects, including band instruments, need to be carried on the bus. The objects must not interfere with seating and safety of students.
18. Serious or repeated misconduct will result in disciplinary action.
19. All school and bus rules and discipline procedures apply to all designated bus stops.

DISCIPLINE CATEGORIES FOR BUS STUDENTS

Category I

1. Loud talking and yelling on bus or out windows, including at railroad tracks
2. Not staying in seat or not sitting in seat properly.
3. Profanity directed at another student
4. Getting off bus at wrong stop without proper permission
5. Aggravating or disrespect to fellow students and/or remarks about students that cause a disturbance
6. Other infractions (including horseplay, hitting games, pushing)

Category II

1. Disrespect to driver
5. Insubordination

2. Dipping, smoking, lighting matches on bus
3. Spitting on bus
4. Abuse to other students
6. Throwing objects out of windows of moving bus
7. Cutting bus seats or defacing bus in any manner
8. Repeated Category I infractions

Category III

1. Fighting on bus/Bullying
2. Any acts of violence
3. Weapons of any kind
4. Profanity directed at driver
5. Drugs and/or alcohol
6. Physical abuse or threats to driver
7. Repeated category II Infractions
8. Sexual harassment and/or sexual misconduct

DISCIPLINE GUIDELINES FOR BUS STUDENTS

CATEGORY I OFFENSES		
1st Offense	Letter from driver to parents	Copy to parent, school, and driver's file
2nd Offense	Referral to school	Conference or school discipline*
3rd Offense	Referral to school	School discipline* or bus suspension for up to 10 days
4th Offense & up	Referral to school	Bus suspension for up to 10 days or school discipline* or expulsion from bus with School Board approval
CATEGORY II OFFENSES		
1st Offense	Referral to school	School discipline* or bus suspension for up to 10 days
2nd Offense	Referral to school	School discipline* or bus suspension for up to 10 days or expulsion from the bus with School Board approval
CATEGORY III OFFENSES – WITH THE EXCEPTION OF FIGHTING		
Any offense	Referral to school	Bus suspension for up to 10 days or school discipline* or expulsion from bus with School Board approval
FIGHTING		
1st Offense	Referral to school	Bus suspension for up to 10 days or school discipline* or a combination of the above
2nd Offense	Referral to school	Bus suspension from 11 to 25 days with School Board approval or school discipline or a combination of the above
3rd Offense	Referral to school	Expulsion from the bus with School Board approval or bus suspension until possible place in the Alternative Education School or school discipline as deemed necessary
* In-school detention, suspension from school, specialized counseling, alternative bus, expulsion from school		

GENERAL GUIDELINES FOR DISCIPLINE OF STUDENTS WITH DISABILITIES

Except as otherwise provided in this document, procedures for the discipline of a student with disabilities shall be the same as those provided in the case of a non-disabled student when the District's Student Code of Conduct is violated.

The guidelines below are written to facilitate IDEA 2004 regulations and court orders by providing consistent guidelines for discipline of students with disabilities.

Suspension of Students with Disabilities

A good faith effort shall be made by the principal to employ parental assistance or other alternative measures prior to suspension of a student with disabilities, except in the case of emergency or disruptive conditions, which require immediate suspension. An emergency situation is one in which the student:

1. Poses a danger to himself/herself, other persons or property;
2. Bringing a firearm or weapon, as defined in chapter 790, to school, to any school function, or onto any school sponsored transportation or possessing a firearm at school;
3. Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance at school or a school function.
4. Engages in act(s) that result in serious bodily harm.

5. Making a threat or false report, as defined by SS. 790.162 and 790.163, respectively, involving school or school personnel's property, school transportation or a school-sponsored activity

After a student with disabilities has been suspended out of school for more than five school days, the office of the Director of Exceptional Student Education will be notified, and a conference will be scheduled with the IEP committee for a review of the IEP/placement and related services.

At this meeting, if a Functional Behavior Assessment (FBA) has not already been conducted, then permission to conduct an assessment will be obtained and appropriate goals and objectives dealing with acceptable behavior will be reviewed. Using the data received from this assessment, a Behavior Intervention Plan (BIP) will be written or revised for the student if needed.

After a student with disabilities has been suspended out of school for ten school days, the office of the Director of Exceptional Student Education must be notified so that the IEP Committee can meet to determine whether the behavior of the student is or is not a manifestation of the student's disability. During that meeting, the IEP Committee will discuss the following issues:
1. Was the behavior event a direct result of a failure to implement the IEP?
2. Was the behavior event caused by, or had a direct and substantial relationship to the student's disability?

Based on the IEP Committee's determination, appropriate revisions to the student's program will be implemented.

Expulsions of Students with Disabilities
For behavior that warrants consideration for expulsion, the office of the Director of Exceptional Student Education must be immediately notified. The IEP Committee must meet to determine whether the behavior is or is not a manifestation of the student's disability.

If the IEP Committee determines that the behavior is not a manifestation of the student's disability, expulsion procedures for non-disabled students are applicable.

For any long-term removal of students with disabilities, the IEP committee will determine services requirements. Services provided must enable the student to appropriately progress in the general curriculum and advance toward achieving his/her IEP goals.

DEFINITIONS OF A SERIOUS BREACH OF CONDUCT

In addition, and according to the State Board of Education (9/13/94) Emergency Rule on **Zero Tolerance for School-Related Violent Crime**, the following list of serious offenses will not be tolerated in the Baker County Schools, on school property, bus stops, on school-sponsored transportation, or during a school-sponsored activity:

1. Intentionally causes, or attempts to cause, substantial damage to school property, or steals, or attempts to steal school property of substantial value;
2. Intentionally causes or attempts to cause substantial damage to private property or steals, or attempts to steal valuable private property;
3. Intentionally causes, or attempts to cause, physical injury to another person except in self-defense;
4. Knowingly uses or transmits with a cell phone or electronic device with the intent to cause harm to another person or disrupt school/district setting
5. Uses a cell phone or other electronic devices to capture the still or video images of another student or staff member
6. Uses a wireless communication device to commit a criminal act
7. Knowingly possesses, sells or attempts to sell, uses, transmits, or is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or alcoholic beverage, or intoxicant of any kind, or any controlled substance as defined in Chapter 893, Florida Statutes while on school property or at any school-sponsored activity
8. Formally is charged with a felony for an incident which allegedly occurred on property other than public school which is shown to have an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled
9. Repeatedly and intentionally defies the valid authority of supervisors, teachers, or administrators;

10. Bomb threats or any threats to do harm;
11. Homicide (murder, manslaughter);
12. Sexual battery and/or sexual act;
13. A verbal and/or written threat to take or jeopardize the life/safety of student, teacher, and/or other personnel;
14. Armed robbery;
15. Assault, battery, or aggravated battery on a teacher, student, or other school personnel;
16. Kidnapping or abduction;
17. Arson;
18. Possession, use or sale of any explosive device;
19. A student, who knowingly transmits, transports or possesses (on student or in student's automobile or otherwise) on campus any firearm, razor blade, box cutter, knife, or other dangerous object or weapon
20. Bullying, Threats, Intimidation
21. Hazing or Hazing Related Incident
22. Spreading rumors to cause harm or disrupt school/district setting
23. Making a false report on FortifyFL and/or other platforms (FS 1006.07)

A student shall be considered to have committed a serious breach of conduct, which would warrant suspension or expulsion, if he/she does any of the above.

Violent or disruptive students, as determined by school and/or district administration, may be referred to an alternative educational program. Such students may also be referred to mental health services identified by the school district.

BULLYING, THREATS, ABUSE, INTIMIDATION, AND HAZING

It is the policy of the Baker County School District that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying. This behavior may be considered a serious breach of conduct. The district will not tolerate bullying, acts of intimidation, or harassment of any type.

It is the policy of the Baker County School District that all of its students have an educational setting that is safe, secure, and free from dating violence or abuse of any kind. The district will not tolerate any form of teen dating violence or abuse. This behavior may be considered a serious breach of conduct. Teen dating violence or abuse is defined as:

> *a pattern of emotional, verbal, sexual, or physical abuse used by one person in a current or past dating relationship to exert power and control over another when one or both of the partners is a teenager. Abuse may include insults, coercion, social sabotage, sexual harassment, stalking, threats and/or acts of physical or sexual abuse. The abusive partner uses this pattern of violent and coercive behavior to gain power and maintain control over the dating partner. This may also include abuse, harassment, and stalking via electronic devices such as cell phones and computers, and harassment through a third party, and may be physical, mental, or both.*

Consistent with the intent and requirements of Section 1006.148, Florida Statutes, the school district upholds that dating violence by any student is prohibited:

On school property;
During any school-related or school-sponsored program or activity; or
During school-sponsored transportation.

Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student. Hazing includes any forced activity that could adversely affect the mental health or dignity of the student. (FS 1006.135(1)) Club members or any other students cannot be hazed. (Also, see page 6)

A VERBAL AND/OR WRITTEN THREAT

A student, who commits a verbal and/or written threat to jeopardize the life and/or safety of another student, teacher, or school personnel will have a threat assessment conducted by the Threat Management Team. This includes making a false report on FortifyFL or social media platforms. After the Threat Management Team makes its findings,

the information will be shared with the student's parent/guardian and the student may be subject to the following actions:

- Behavioral Contract initiated;
- Alternative placement;
- Community/volunteer services;
- Counseling by appropriate school personnel;
- Expulsion;
- In/out of school suspension;
- Law enforcement intervention;
- Mental/health intervention;
- Mental health evaluation;
- Student Support Management Plan;
- Other action deemed appropriate by the school administration.

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 communications without the author's prior consent.
4. Copying commercial software in violation of copyright law.
5. Using the network for financial gain or for any commercial or illegal activity.
6. Use of the network to access materials that are considered pornographic or inappropriate for educational purposes.
7. Use of the network for advertising, soliciting, or harassment of any kind.
8. Use of the network to try to access data that is protected and not intended for use.
9. Using someone else's account or password at any time.
10. Violating any federal or state laws regarding network access and.
11. Trying in any way to interfere with the computer systems in the Baker County School District or anywhere, in an effort to obtain private information, having the computer malfunction, or destroying data.

Guideline 3

Users should practice E-mail 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, e-mail etiquette, and approved and intended use of the network resources.

Guideline 5

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

Guideline 6

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

Guideline 7

The network management accepts no responsibility for harm caused directly or indirectly by its use. Never consider electronic communications to be completely private. The network managers take every possible precaution to safeguard the privacy of e-mail, 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.

Artificial Intelligence (AI) Use Guidelines:

The Baker County School District supports the responsible and ethical use of Artificial Intelligence (AI) in education. While the District does not prohibit the use of AI by teachers or students, its use must align with established guidelines and limitations.

Educational Purpose:
Teachers may permit AI use for instructional purposes. Students may use AI tools to clarify information, explore ideas, or generate writing prompts. However, AI should never replace original thinking, creativity, or personal judgment.

Privacy and Data Protection:
Students are not permitted to enter any District documents, student or staff names, passwords, or other confidential or identifiable information into AI tools, especially when using District-owned devices, software, or internet access.

Accuracy and Bias:
AI tools may contain errors or reflect biases. Students must verify the accuracy of AI-generated content using credible, primary sources. AI should not be treated as a definitive or credible authority.

Responsible Use:
Students must critically evaluate AI-generated work for accuracy, appropriateness, and potential bias.
Supervisors (teachers or staff) must be notified when AI is used to complete assignments or tasks.
Students must not use AI to complete work that is meant to be done independently or as a substitute for personal effort.
AI use may involve legal considerations, such as intellectual property or privacy rights, and should always comply with all District policies.

Prohibited Use:
Students and staff shall not input confidential, proprietary, or sensitive District data into any AI system.
AI use is strictly prohibited when a teacher has clearly stated it is not allowed for a particular assignment or activity.
For more detailed guidance and permissions, refer to the District's full Artificial Intelligence Policy (Policy 4.265).

STUDENT ARREST FOR A FELONY ACT/CRIME OF VIOLENCE

When a child of any age is taken into custody by a law enforcement officer for an offense that would have been a felony, if committed by an adult, or a crime of violence, the law enforcement agency must notify the Superintendent of Schools that the child is alleged to have committed the delinquent act. As per adopted Interagency Agreement for Sharing Information about Juvenile Offenders, upon notification, the principal is authorized to begin disciplinary actions pursuant to F.S. 1006.09 and School Board policy 5.350. The information obtained by the Superintendent of Schools, pursuant to this section, must be released within 24 hours (actual working days) after receipt to appropriate school personnel, including the principal of the child's school. The principal must immediately notify the child's immediate classroom teachers. A Threat Management Team meeting will convene to review the allegations and make a request about student discipline.

Pursuant to School Board Policy 5.350, students who have active felony charges will be referred to the alternative educational program until the determination of guilt or innocence is made. The student must provide documentation to the school principal or designee showing that the felony charge was reduced to a misdemeanor and/or that all court requirements have been satisfied, prior to returning to the traditional school setting. If a student is still on Felony Probation they will remain at the BC Alternative School until the probation is completely satisfied.

Any student who is determined to have brought a firearm, as defined in 18 U.S.C. s. 921 and F.S. 790.115(2) (a), to school, any school function, or on any school-sponsored transportation, will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one full year and referred for criminal prosecution. The Superintendent or designee is responsible for overseeing the notification procedure to its conclusion and that all rules of confidentiality are observed.

DUE PROCESS PROCEDURES

Prior to imposing a suspension for a serious breach of conduct, the principal or designee, in an informal conference with the student must:

1. Provide the student with oral or written notice of the charge;
2. Explain the evidence the authorities have to support the charges, if the student denies them; and
3. Allow the student to tell his/her version of the events leading up to the conference.

If the student is suspended, the parent will be notified by an administrator.

Use and Possession of Tobacco/THC Vaping Devices

A student that possesses, smokes, or otherwise uses tobacco products or THC vaping devices during school hours, on school property, or school sponsored activities will be subject to disciplinary action by the school which may include notification of law enforcement.

It is unlawful for any person under 21 years of age to knowingly possess any tobacco products/THC vape device. Any person under 21 years of age who violated the provisions of this subsection commits a noncriminal violation. Law enforcement officers are authorized to issue citations to anyone violating the provisions of this act. Violations will constitute a civil infraction, punishable by a fine, and/or community services and student must successfully complete an anti-tobacco program, where available.

Smoking and Tobacco-Free Environment

The Baker County School District recognizes that the use of tobacco products, including electronic smoking devices, is a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The district is committed to providing students, staff, and visitors with a smoking and tobacco-free environment on school property and at off-campus, school-sponsored events. The district also recognizes that adult staff and visitors serve as role models for students which embraces its obligation to promote positive role models in schools and to provide an environment for learning and working that is safe, healthy, and free from unwanted smoke or aerosol and other tobacco use for the students, staff, and visitors.

Definition

For the purpose of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove, cigarette, cigarillo, hookah, any other smoking product, and any smokeless or spit less tobacco also known as dip, chew, snuff, snus, orbs, and strips, sticks, or electronic cigarette in any form, or any product containing nicotine derived from tobacco that is intended for human consumption whether smoked, breathed, chewed, absorbed, dissolved, inhaled, vaporized, snorted, sniffed, or ingested by any other means.

General Statement of Policy

- Students are prohibited from possessing, using, consuming, displaying, or selling any tobacco products, tobacco-related devices, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any off-campus, school-sponsored event.

- Administrators, staff, or visitors are prohibited from using, consuming, displaying, activating, or selling any tobacco products, tobacco-related devices, imitation tobacco products, or lighters at any time on school property or at any off-campus, school sponsored events. This includes products or paraphernalia displaying tobacco industry brands.

- It is a violation of this policy for any person to promote tobacco products on the school property or at off-campus, school-sponsored events via the display of images of tobacco products on gear, technology accessories, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other material.

Enforcement

- The first violation will result in confiscation of tobacco products, tobacco-related devices, imitation tobacco products, or lighters; notification to parent(s); and at least one of the following:
    - A student meeting with designated staff to discuss tobacco use and the school policy.
    - Student participation in a tobacco education program.
    - Provision of information to the student about available cessation programs and resources.
- Subsequent violations are subject to the actions above and additionally will result in at least one of the following:
    - Student and parent participation in a community tobacco education program.
    - Civil citation written by School Resource Deputy (which may result in a court appearance and other cessation requirements).
    - a student meeting and individual student assessment with a health educator or designated staff with parents and/or guardians to discuss tobacco use and cessation options.

Opportunities for Cessation Programs

Administrators shall consult with the local public health department or other appropriate health and allied community-based organizations to provide students, staff, and administrators with information and access to support systems, programs, and services to encourage them to abstain from the use of tobacco products. Administrators shall identify and offer evidence-based programs and services for staff members who use tobacco products to support them in complying with this policy.

Exceptions

It is not a violation of this policy:

- For a staff member or approved visitor to include tobacco products, tobacco-related devices, imitation tobacco products, or lighters in an instructional or work-related activity in District school buildings, if the activity does not include smoking, chewing, or otherwise ingesting the product; or
- For a person to use or possess a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and if the product is being marketed

Dissemination of Policy Notice of this policy will be provided through:

- Appropriate "No Tobacco" signage posted in the District on school buildings, building entrances, vehicles, vehicular entrances to school grounds, and indoor and outdoor athletic facilities;
- Written notice to students and parents/guardians in student handbooks and orientations;
- Written notice in staff handbooks, in orientations and employee or staff trainings, and when offering employment;
- Reminder announcements of this policy at school and District events, as appropriate.

Program Evaluation

This smoking and tobacco-free policy shall be assessed by the District or its designated evaluator at regular intervals, but at least once a year, to determine whether policies, policy enforcement, communication, education, staff training, and cessation programs are effective. Policies and programs shall be updated and revised accordingly. and sold solely for such an approved purpose.

DRUG-FREE SCHOOLS

All students are to be aware that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students, who violate the standards of conduct listed in this document, as well as, those in the Code of Student Conduct of each school.

First Time Offenders

- **Up to ten (10) days of out of school suspension and 45 days in the Alternative School setting**

Second and Subsequent Offenses

- **Up to ten (10) days suspension and 90 days in the Alternative School setting or recommendation for expulsion.**

Use of Alcohol or Drugs

A student who is under the influence of drugs or alcohol on the school campus, on a school bus or school-approved transportation, or at any school-related function shall be deemed to have used and possessed alcohol or drugs. Evidence of such use of alcohol or drugs includes but is not limited to: a student's admission of use of alcohol or drugs on or off campus, witness statements, a positive Portable Breath Test result indicating use of alcohol, red and/or glassy eyes, drooping eyelids, odor of alcohol or drugs, difficulty communicating, difficulty walking or standing, difficulty with other with other motor skills, or other impaired faculties.

Distribution/Sale/Solicitation of Alcohol or Drugs

If a student distributes/sells/solicits any item listed below (or that you represent to be any item listed below), you will be suspended from school for ten (10) days for the first offense and the principal may recommend that you be expelled.

- **Any alcoholic or THC beverage,**
- **Any controlled substance,**
- **Hallucinogens, or**
- **Similar substances on school property, including buses, and at school-sponsored activities, except medications specifically prescribed by a licensed physician.**

Portable Breath Test

When there is a reasonable suspicion that a student may be under the influence of alcohol, the school's administration may request law enforcement to administer a portable breathalyzer (PBT) at school and school related activities.

An interagency guide, which provides information regarding drug and alcohol counseling and rehabilitative and re-entry programs, is available to all students in the principal's and guidance offices of each school, as well as in the Student Services Director's office;

PARENTS AND STUDENTS: Please be advised that compliance with these standards of conduct is mandatory.

CHAPTER 893, FLORIDA STATUTES, AND CONTROLLED SUBSTANCES

When a student is formally charged with a felony for the unlawful possession or sale of any substance, controlled under Chapter 893, Florida Statutes, the principal shall conduct an administrative hearing to determine whether suspension of the student is warranted. The procedures for this hearing shall be in accordance with those outlined in 6A-1.956 of the Administrative Rules of the Florida Board of Education.

SCHOOL SAFETY ZONE

Florida Statute, 790.115(2)(a) creates a "school safety zone," defining it as being in, on, or within 500 feet of any real property owned by or leased to any public school or school board and used for elementary, middle, or high school education. Each principal or designee is to notify the appropriate law enforcement agency to prohibit any person, who does not have legitimate business, from loitering in the school safety zone. Additionally, during the period beginning one hour prior to the start of a school session until one hour after the conclusion of a school session, it is unlawful for any person, who does not have legitimate business in the school safety zone, to enter or trespass within a school safety zone. Violators of these provisions commit a misdemeanor of the second degree.

DRUG LAW – PURSUANT TO F.S. 1006.09 (8)

Principals are required to report to law enforcement and notify parents or legal guardians of any verified incident of use, possession, or distribution of controlled substance.

REVIEW COMMITTEE PROCEDURES FOR EXPELLED STUDENTS THAT HAVE BEEN GRANTED THE POSSIBILITY OF EARLY RE-ENTRY BY THE SCHOOL BOARD

The Review Committee, appointed by the Superintendent, after the dismissal of a student by the School Board, may consist of the following:

1. The principal of the student's school; or designee;
2. A guidance counselor

The purpose of this committee is to meet at the request of the student and/or their parents/guardians. At this meeting, items of information may be presented by the student and/or their parents/guardians in regards to activities that demonstrate the student's behaviors, attitudes, initiatives, etc. relative to their own self-improvement endeavors.

The committee may feel, after considering the presentations, conditions exist that may influence the opinions of the School Board regarding the eligibility of the student to re-enter the public education system. On such occasions, the committee will request that the student's status be reviewed by the School Board.

Since all dismissals are unique, no specific criteria are established for re-entry. However, several areas of behaviors and activities would logically impact in a positive manner the student's situation. These include, but are not limited to:

1. Length of time since the dismissal;
2. Participation in community activities;
3. Participation in personal counseling;
4. Pursuit of educational opportunities other than public schools, i.e. tutoring, correspondence courses, etc.;
5. Participation in community service projects;
6. Personal deportment;
7. Recognition of family and civil authority;
8. Personal remorse;
9. Restitution for anything damaged or destroyed related to the dismissal;
10. Specific goals that demonstrate a greater sense of personal values;
11. Letters that document positive behaviors; and
12. Any other points that demonstrate a commitment to proper behaviors that foster feelings of trust and forgiveness.

In the event that the School Board should decide to allow a student to re-enter the public-school system of Baker County prior to the conclusion of the initial expulsion period, a contract will be prepared by the principal of the particular school and will be signed by the student, as well as his/her parent/guardian. This contract will contain provisions regarding student performance and behaviors. At least the following three conditions must be included in this contract:

1. The student will be required to re-enter the school system through the alternative school for an agreed upon number of days not to exceed 45 school days.
2. Successful academic performance, i.e., passing all subjects for at least one grading period; and
3. Not becoming involved in any disciplinary action that normally would result in an out-of-school or in-school suspension.

The violation of any of the conditions of the contract will result in the student being returned to "expelled" status for the original duration, plus an additional semester.

ATTENDANCE POLICY FOR BAKER COUNTY SCHOOLS

Philosophy
The Baker County School District is dedicated to providing the best educational environment for all students in our county. Regular attendance is essential for students to be successful in school. The school system realizes the primary responsibility for school attendance rests with parents, but is dedicated to assisting parents in their efforts by providing them with timely attendance information.

It is mandated by Florida Statutes 1003.23 and 1003.26, that the school system continually monitor student attendance and take the necessary actions to ensure that all students are given the opportunity to receive the best education possible. The policies outlined in this document are designed to maximize student attendance both at the elementary and secondary school levels. Baker County School District follows State Statutes concerning school attendance.

Procedures to be Followed for Students Within the Age of Compulsory Attendance (Ages 5-16) and Their Parents

Notification to Parents of Unexcused or Unexplained Absences
Parents or guardians will be notified by digital communication through the Final Site platform ~~letter~~ when a student has accumulated five unexcused absences during a 90-calendar day period. This letter will inform the parents/guardians that if the student accumulates eight unexcused or unexplained absences within a 90-calendar day period, and/or school semester the student will be referred to a Multi-Tiered System of Student Supports (MTSS) Study Team according to Florida Law. This letter will also inform the parent/guardian that if their child continues to miss school, they will be referred to the School Attendance Review Board (SARB). The SARB's purpose is to assist in the enforcement of the compulsory educational laws and to provide important information concerning available community resources.

If a student is absent from school three additional unexcused days, totaling eight days, the school Guidance Department will send the parent/guardian notification requesting a meeting or telephone conference to discuss the MTSS process, provide a list of services available, and also explain the School Attendance Review Board (SARB) process.

An additional letter will be sent from the Superintendent or designee when a student accumulates 10 unexcused or unexplained absences, repeating the above information and notifying the parents/guardians that the student is exhibiting a pattern of non-attendance and that the student's attendance will be monitored daily for the remainder of the year. The student will also be referred to the School Attendance Review Board. The student and parent will be required to appear before the board at a scheduled date and time.

Should the child accumulate a total of 15 unexcused days within a 90-calendar day period, the Superintendent or designee, will notify the parents/guardians in person or by certified letter that a Truancy Petition regarding school non-attendance is being filed through the court system pursuant to Florida Law. A parent meeting/conference will be scheduled at the courthouse with school/district representatives as well as a court appearance. Failure to attend meeting/conference and/or court session will result in truancy matter being turned over to the court system.

Fifteen Unexcused Absences Within Ninety (90) Calendar Days Constitutes Habitual Truancy, Pursuant to F.S.1003.01 (8)

ATTENDANCE POLICY FOR EXCESSIVE ABSENCES

Parents/guardians of students, whose academic progress is in jeopardy, due to excused and/or unexcused absences, shall be required to attend a parent conference. A parent conference will be held during each of the affected grading periods. Parent attendance will be documented. These activities are pursuant to Florida Statute 1003.26.

The Superintendent or designee will determine if the parent/guardian and/or child has violated the compulsory attendance statutes. Official dropouts over the age of 16 are not subject to compulsory school attendance. If it is determined that the child's parent/guardian has violated the law, then procedures under Florida Statutes 1003.27 and 414.1251, and cooperative agreements shall be followed. If the child has been truant without the parent's knowledge or consent, Florida Statutes 1003.27 shall be followed. Parents/guardians shall be notified, if applicable, that court proceedings may carry penalties regarding either parent or child, or both.

Attendance Conference

An Attendance Committee (MTSS Team) will be established at the high school, middle school, and elementary schools to review reason(s) for excessive absence(s). The Attendance Committee will include an Educational Leader or designee, Guidance Counselor, and the student's teacher. If the Attendance Committee finds that a pattern of non-attendance is developing, whether the absences are excused or not, a meeting with the parent and student must be scheduled to identify potential remedies for the student's truancy. Written documentation from a doctor or recognized agency may be accepted in lieu of an attendance conference provided all absences are included and it's within 10 days of the absence. Blanket doctor's notes to cover multiple days of an illness will not be accepted unless the parent/guardian signs a Release of Medical Records, so that the school nurse can communicate with the doctor concerning the student's illness and days absent. If the initial meeting does not resolve the problem, the Attendance Committee shall implement interventions that best address the problem. The interventions may include, but need not be limited to:

Interventions

1. Frequent communication between the teacher and the family
2. Changes in the learning environment
3. Mentoring
4. Student counseling
5. Tutoring, including peer tutoring
6. Placement into different classes
7. Evaluation for alternative education programs
8. Attendance contracts
9. Referral to other agencies for family services
10. Recommendation for filing a truancy petition pursuant to s.984.151
11. Other interventions.

Notification

In cases in which a student is not residing with his/her parents, the parent of the pupil shall designate in writing the adult person with whom the pupil resides. This designated adult will stand in loco parentis for the student in order for him/her to be admitted or continue in school. The statement must be notarized and presented to the principal for acceptance.

AGRICULTURE SCHOOL ACTIVITIES

Students will be excused from school when participating in activities or programs sponsored by 4-H or FFA when documentation is provided to the school principal by a 4-H or FFA representative (FS 1003.24 (5)(a)(b).

STUDENT ABSENCE FOR RELIGIOUS HOLIDAYS

The school principal is authorized to grant an excused absence for a student, who presents information documenting a religious holiday that occurs during the time that school is in session or religious beliefs that preclude secular activity on a school day. The request for an excused absence must be presented to the principal at least five school days prior to the expected absence. All schoolwork missed, because of such an absence, may be made up as provided in this section.

RESPONSIBILITIES OF PARENTS/GUARDIAN

Attendance

Parents are legally responsible for compliance with the law requiring school attendance. They have an obligation, not only to keep their children in school, but also to promptly report and explain any absence to school officials. Failure to do so carries a penalty that is assessed by the court regarding either parent, child, or both.

CONTROLLED OPEN ENROLLMENT (COE)

It is the responsibility of the parent/guardian to submit a Controlled Open Enrollment application within the application window to request attendance at a school other than the student's zoned school. If the student resides in another county, it is also the responsibility of the parent/guardian to initiate an out-of-county school attendance waiver. The superintendent or designee has the authority to grant or deny the attendance waiver request. For more information and application visit www.bakerk12.org

PRE-KINDERGARTEN AND KINDERGARTEN STUDENTS

It is the parent/guardian's responsibility to ensure that a responsible individual wait with their child at the assigned bus stop for the morning bus and has a responsible individual meeting the bus in the afternoon. This individual must be within speaking distance of the bus driver.

ATTENDANCE POLICY FOR EXCUSED ABSENCES – PURSUANT TO F.S. 1003.24(4)

In order to receive a satisfactory grade for their course work, the State of Florida requires students must be present for a given number of hours per course. The following requirements are placed on students' attendance by grade level:

Kindergarten	135 hours per semester
Grade 1-3	180 hours per semester
Grades 4-5	225 hours per semester
Grades 6-8	67.5 hours per class, per semester
Grades 9-12	67.5 hours per class, per semester

ATTENDANCE POLICY FOR STUDENTS IN GRADES K-5

Each parent/guardian shall be responsible for the attendance of a child within the age of compulsory attendance (FS 1003.21, requires that children 6 years of age by February 1 of any school year through 16 years of age) as required by Florida Law and Baker County School Board Policy. An absence from school may be considered as excused or unexcused, based on legal and policy guidelines.

The student will be given ten (10) days in which to provide all written documentation concerning their absence(s). Without appropriate documentation, absences will be considered unexcused. Students will be held accountable for their absences.

1. A written statement signed by a physician, mental health professional, or health department employee attesting to the illness, infection with a communicable disease, or injury of a child;

2. A copy of a funeral notice or obituary, accompanied by a note from the parent/guardian indicating a death in the family resulting in the absence of the child from school;

3. **A written statement from a lawyer or representative of the court system indicating the child was absent due to a legal or judicial proceeding;**

4. A written statement from the parent explaining the reason for the absence(s). This parent right may only be used to cover 3 days per semester;

5. A child, sent home for having head lice, will be granted one day of excused absence for corrective measures to be taken;

    a. A student, who is found to have head lice, shall be excluded from school until cleared by the School Health Nurse or any approved school board personnel. A determination will be made that the student is no longer contagious.

    b. When contact with a parent cannot be made before the close of the school day for a bus student, the student will be transported home by bus that day. Parents will be required to accompany the student to school for clearance. Once cleared, bus transportation will be resumed.

4. The principal/designee has the discretion to excuse any absences not covered by the above (1-4).

Any absence for which the above information **has not been provided** will be considered **unexcused**. All written documentation concerning absences should be presented to the school on the day following the absence or at least by five work days.

Students Being Tardy to School

Students who arrive at school after the official school beginning time, shall be considered tardy. The parents of students, accumulating eight tardies per nine weeks, will be referred for follow-up. A record of days tardy will be included should a court case develop over truancy.

Half-Day Absences

Students in Grades K-5 will be counted absent one-half day if they arrive at school later than 10:00 AM or leave before 2:00 PM. A record of half-day absences will be included should a court case develop over truancy.

Perfect Attendance

In order to earn a Perfect Attendance Award for a school year, the student must not only be in attendance every school day (excused absences are counted as an absence from school for purposes of perfect attendance), but must also meet three other criteria:

1. He/she must have no more than two excused tardies in arriving at school. Student must have proper documentation for tardy to be excused.
2. Have no half-day absences on his/her attendance record for the school year. (Arrive later than 10:00 AM or leave before 2:00 PM)
3. He/she can have no more than two excused checkouts before 3:00 PM or before 12:00 PM on early out days. Student must have proper documentation for checkout to be excused.

~~**On Early Out days parents are encouraged not to check out students before 12:00 PM.**~~

Any unexcused tardies or check-outs will negate the perfect attendance award.

~~**ATTENDANCE POLICY FOR STUDENTS IN GRADES 6-8**~~

~~This policy is designed to meet all state attendance requirements and effectively monitor student absences. Students, within the age of compulsory attendance (ages 6 years of age by February 1 of any school year through 16), see Procedures to be followed for Students within the Age of Compulsory Attendance (Ages 6 years of age by February 1 of any school year through 16) and their parents located on page 19 of this document.~~

~~Attendance is monitored each class period daily. Parents will receive an attendance letter when a student has five unexcused absences in any one class period. Parents will be contacted for a meeting or telephone conference when a student has accumulated eight unexcused absences **in any one class period**. Parents will be referred to the School Attendance Review Board (SARB) when a student has ten unexcused absences **in any one class period**. Each parent/guardian shall be responsible for the attendance of a child within the age of compulsory attendance (6 years of age by February 1 of any school year through 16 years of age) as required by Florida Law and the Baker County School Board Policy. An absence from school may be considered as excused or unexcused, based on legal~~

and policy guidelines. Based on current legislature and new accountability laws tied to attendance, all Baker County schools will **strictly** adhere to attendance policies.

Parents will receive an automated communication from the Principal each day the student is absent.

The student will be given ten (10) days in which to provide all written documentation concerning their absence(s). Without appropriate documentation, absences will be considered unexcused. (Parent notes are not considered acceptable documentation.) Excused absences are those for which the following documentation has been provided:

1. A written statement, signed by a physician, mental health professional, or health department employee, attesting to the illness, infection with a communicable disease, or injury of the child;

2. A copy of a funeral notice or obituary accompanied by a note from the parent/guardian indicating a death in the family resulting in the absence of the child from school;

3. A written statement from a lawyer or representative of the court system indicating the child was absent due to a legal or judicial proceeding;

4. A child sent home for having head lice will be granted one day of excused absence for corrective measures to be taken;

    a. A student, who is found to have head lice, shall be excluded from school until cleared by the School Health Nurse or any approved school board personnel. A determination will be made that the student is no longer contagious.

    b. When contact with a parent cannot be made before the close of the school day for a bus student, the student will be transported home by bus that day. Parents will be required to accompany the student to school for clearance. Once cleared, bus transportation will be resumed.

5. The principal has the discretion to excuse any absences not covered by the above (1-4).

Students Being Tardy to School

Students in Grades 6-8 who arrive to school after the tardy bell (7:29 AM) will be considered tardy. Disciplinary actions can be implemented due to excessive tardiness. If a student is tardy to school for a total of four unexcused times during the nine weeks, the student will be placed in lunch detention for one day. If a student is tardy an eighth time during the nine weeks, the student will be placed in lunch detention for one additional day. Upon the twelfth tardy and every subsequent fourth tardy thereafter, the student will be placed in detention during an elective period. Please note that a mandatory parent meeting will be scheduled with the attendance officer and administrator after a student has five unexcused tardies during a nine-week period. A student's tardy record will be included should a court case develop over truancy. (Please see school planner for additional information pertaining to the tardy policy at BCMS).

Perfect Attendance Awards

In order to earn a Perfect Attendance Award for a school year, a student must be in attendance every school day (Excused absences are counted as an absence from school for purposes of perfect attendance.) A student must have no more than two excused tardies. (Student must arrive before 8:00 a.m. and have proper documentation for tardy to be excused.) Student must not have more than two excused check-outs from school. These check-outs can be no earlier than 1:30 p.m. Proper documentation must be submitted the following day. Any unexcused tardies or check-outs will negate the perfect attendance award.

ATTENDANCE POLICY FOR STUDENTS IN GRADES ~~9-12~~ 6-12

This policy is designed to meet all state attendance requirements and effectively monitor student absences. Students, within the age of compulsory attendance (ages 6 years of age by February 1 of any school year through 16), see **Procedures to be Followed for Students within the Age of Compulsory Attendance (Ages 6 years of age by February 1 of any school year through 16) and Their Parents.**

Attendance is monitored each class period daily. Parents will receive digital notification through the Final Site platform ~~an attendance letter~~ whenever a student is absent five times in any class period. Parents will receive a second letter and will be contacted for a meeting when a student is absent eight unexcused times in any class period. Absences are assessed and ~~letters are distributed~~ parent notifications are documented each grading period. Parents of minors will be referred to the School Attendance Review Board (SARB) when student has ten unexcused absences **in any one class period**. Each parent/guardian shall be responsible for the attendance of a child within the age of compulsory attendance (6 years of age by February 1 of any school year through 16 years of age) as required by Florida Law and the Baker County School Board Policy. An absence from school may be considered as excused or unexcused, based on legal and policy guidelines. Based on current legislature and new accountability laws tied to attendance, all Baker County schools will **strictly** adhere to attendance policies.

Student Absence from School

1. For each grading period, a student will be allowed to make up any class work missed due to absences, whether excused or not, and receive the earned grade at the end of the grading period.

2. A student, involved in school-related and school-sponsored activities, will be counted present in class and will be expected to make up all work missed.

3. The student will be given one day per day(s) absence in which to turn in all class assignments missed. The first day upon returning to school will not count as one of these days.

4. The student will be allowed to make up any class work missed due to out-of-school suspension. The same time frame as in #3 (one day/each day absent) for make-up work will apply to suspension days. Days absent from school due to out-of-school suspension will be considered excused.

5. The exceptions to this will be when a student refuses other forms of punishment or disrupts in-school suspension, which will result in an out-of-school suspension. These days will be recorded as unexcused absences and the student has forfeited their opportunity to make up work during this time.

6. A child, sent home for having head lice, will be granted one day of excused absence for corrective measures to be taken:

   a. A student, who is found to have head lice, shall be excluded from school until cleared by the School Health Nurse or any approved school board personnel. A determination will be made that the student is no longer contagious.

   b. When contact with a parent cannot be made before the close of the school day for a bus student, the student will be transported home by bus that day. Parents will be required to accompany the student to school for clearance. Once cleared, bus transportation will be resumed.

7. Documentation must be provided within ten (10) days of the absence to be considered for excusal. The following are acceptable written notices for consideration:
   a. ~~Written statements from a doctor, lawyer, judge, etc., that attendance was inadvisable;~~ A written statement, signed by a physician, mental health professional, or health department employee, attesting to the illness, infection with a communicable disease, or injury of the child;
   b. Funeral notices accompanied by a note from the parent/guardian indicating a death in the family.
   c. School-related activities.
   d. Parent written notes (maximum of 3 days per semester)

NOTE~~: Parent notes will not be accepted to excuse days of school. Students must utilize the 9 unexcused days allotted each semester for absences that are not excusable as stated above~~. Excuse notes will be verified by school personnel. Notes found to be fraudulent in nature will be denied and all parties to the note will be notified of the fraudulent findings. Additionally, if a student turns in a fraudulent excuse note, he or she will be given a referral and assigned a minimum of 2 days ISD. This is an illegal activity and will not be tolerated.

8. ~~Students over the compulsory age of 16 who have accumulated 15 consecutive unexcused absences within a semester, may be withdrawn from enrollment if the school has made documentation good faith efforts to satisfy state attendance requirements. The students may not be readmitted until the following semester.~~

9. Students whose unexcused absences exceed (9 days) in a 50-minute class per semester will not receive credit for that class and will be credit withheld, receiving a *59 as the semester grade, unless the earned semester grade is below 59%.

10. Students who have exceeded the attendance limit and their credit will be withheld, may request a review by Principal or designee at the end of each semester. The Principal or designee will review the information presented by the parent and student and make a final decision regarding the student's credit for the course(s) in jeopardy. Middle School students may be retained due to excessive absences.

Students Being Tardy to School

Students in Grades 6-8 who arrive to school after the tardy bell (7:29 AM) will be considered tardy. Disciplinary actions can be implemented due to excessive tardiness. If a student is tardy to school for a total of four unexcused times during the nine weeks, the student will be placed in lunch detention for one day. If a student is tardy an eighth time during the nine weeks, the student will be placed in lunch detention for one additional day. Upon the twelfth tardy and every subsequent fourth tardy thereafter, the student will be placed in detention during an elective period. Please note that a mandatory parent meeting will be scheduled with the attendance officer and administrator after a student has five unexcused tardies during a nine-week period. A student's tardy record will be included should a court case develop over truancy. (Please see the school planner for additional information pertaining to the tardy policy at BCMS).

Perfect Attendance Awards

To earn a Perfect Attendance Award for a school year, a student must be in attendance every school day (Excused absences are counted as an absence from school for purposes of perfect attendance.) A student must have no more than two excused tardies. (Student must arrive before 8:00 a.m. and have proper documentation for tardy to be excused.) Students must not have more than two excused check-outs from school. These check-outs can be no earlier than 1:30 p.m. Proper documentation must be submitted the following day. Any unexcused tardies or check-outs will negate the perfect attendance award.

Procedures and Guidelines for Granting an Appeal

1. If the days missed were due to reasons, which were unavoidable to the student, the student or parents may appeal the grade "F" before the principal and/or designee.

2. It is the sole responsibility of the student/parent to apply for a waiver before the Principal or designee and to obtain all written documentation.

3. Parent/student will have the opportunity to bring additional supporting documentation to the Principal or designee.

4. Appeals will be heard no later than one month following the end of the grading period.

5. A waiver from the attendance policy will be considered with the following documentation:
   a. Other third parties of competence outside the family (example: doctor, lawyer, judge, etc.);
   b. Special situations that parent/guardian can validate that meet the attendance laws of the State of Florida and the policies of the Baker County School Board;
   c. Prior approval for an extended absence from school, which was approved by the principal or designee.

DRIVER'S LICENSE LAW

The Driver's license law, F.S. 1003.27(2) (b), requires that:

1. Principals are required to notify the School Board of each minor who accumulates 15 unexcused absences in a 90-day calendar period.

2. The District is to notify the Department of Highway Safety and Motor Vehicles (DHSMV) with appropriate demographic data for each minor.

NOTE: The court may penalize both parent and child for attendance problems including: fines, community service, and parenting classes.

PROCEDURES AND GUIDELINES FOR A HARDSHIP WAIVER HEARING AND APPEAL

1. A student, who already has a license, but has been notified by the DHSMV that his/her driver license will be suspended, will have 15 days to request a hardship waiver hearing from the date they receive a Notice of Intent to Suspend from the DHSMV.

2. A student, who has been denied his/her driving privilege and/or driver license, because of failure to meet attendance requirements, must then be monitored by the school until that student has attended school for thirty consecutive school days. If the minor fails to meet this requirement, he/she has 15 days to request a hardship waiver hearing.

3. The School District notifies DHSMV within 24 hours of request for hardship waiver hearing.

4. The School District notifies the School Board of the request for hardship waiver hearing.

5. The principal or designee will conduct a hardship waiver hearing thirty days from the student's request.

6. The hardship waiver committee will consist of the principal and two designees, who will make the decision as to whether the student may be granted a hardship waiver.

7. The principal or designee will notify DHSMV within 24 hours of hearing results.

8. If the waiver is denied, the student may appeal the decision to the School Board, who will make the final decision on the waiver request.

Destruction of and Damage to School Property

Florida Law makes parents responsible for any damage to school property as a result of the student's actions. State statutes also authorize recovery of civil damages from the parent of any student, who willfully destroys any property, real or personal, belonging to the school district or any other school or school district. These laws specifically make the parent responsible for the loss, destruction, or unnecessary damage to textbooks and/or Chromebooks issued to his/her child.

School Debt

Parents are legally responsible for all school debts incurred by their child, including but not limited to: cafeteria debts, lost or damaged books, Extended Day Enrichment Program fees, School Readiness fees, Chromebooks, Dual Enrollment debts, and extracurricular activities. Any student who has a debt will not be allowed to participate in field trips, purchase a parking pass, and/or may not be able to participate in other activities until the debt is paid in full. Any debt remaining at the end of a school year will be carried into the next school year. Student debt must be cleared prior to participation in Commencement ceremony.

DISTRICT GRADING SYSTEM

The following district-wide grading system has been adopted by the Baker County District School Board. Its numerical equivalents are:

Letter Grade	Score	Grade Point Value	Description
A	90-100	4.0	"Outstanding Progress"
B	80-89	3.0	"Above Average Progress"
C	70-79	2.0	"Average Progress"
D	60-69	1.0	"Lowest Acceptable Progress"
F	0-59	0.0	"Failure"
I	0	0.0	"Incomplete"

All averaging will be done by numerical value and not by letter value. For some classes and programs, the following letter grade will be used:

E = "Excellent" (90-100%)
S = "Satisfactory" (70-89%)
N = "Needs Improvement" (60-69%)
U = "Unsatisfactory" (0-59%)

Affixing plus or minus to the letter grade is optional in the elementary schools. Kindergarten will be evaluated by its own grading scale

In grades 6-8, End of Course (EOC) exams that are required by the Florida Department of Education (FLDOE), such as, Algebra I and Civics, will be worth 30% of his/her final grade unless otherwise mandated by Florida Statutes.

~~In~~ ~~H~~igh school, end of course (EOC) exams will be worth 30% and semester exams will be worth 20%.

THE RIGHT TO INSPECT AND REVIEW STUDENT RECORDS

Florida Statute 1002.22 provides the right of the parent, guardian of any pupil, or student (if eighteen or older) to review, challenge, or keep private any records or reports created, maintained, and used by any public-school system. The rights of access include:

1. A list of the types of records and reports maintained on the individual student;
2. The right to be shown any record or report relating to the individual student;
3. A copy of the records and reports relating to the individual student at a cost determined by the individual school.

The parent, guardian, or student (if eighteen or older) has the right to challenge the content of any record or report.

The school system may not release individual records without the written consent of the parent, guardian, or student (if eighteen or older).

Parents or guardians may exercise these rights by first contacting the school principal or the guidance counselor of the respective school.

STUDENT GRIEVANCE PROCEDURES

A student may feel that they have been treated unfairly under the code and other rules and regulations. The following steps provide a fair resolution of a student grievance:

1. Student/teacher conference
2. Student/assistant principal conference
3. Student/principal conference

The first step taken by the student is with the member of the staff involved in the unfair action. If the grievance is not resolved after the initial contact, the student may involve the parent(s).

If the grievance goes beyond an informal basis, the student must submit a written statement signed by the parent(s) to the next level of the grievance procedure. The statement must be filed with the district equity coordinator and must contain the following:

1. Name(s) of any person(s) involved;
2. Date(s) on which the student feels there was unfair treatment;
3. A brief statement as to why the student feels there was unfair treatment;
4. What corrective action the student would like to see taken.

STATEMENT OF NONDISCRIMINATION

The provisions of the Code of Conduct of the Baker County School District shall be applied to all students in a sense of equity without regard to race, color, sex, national origin, marital status, disability, age, or religion, unless modified through an Individual Education Plan for that specific student.

No student enrolled in the Baker County Schools shall, on the basis of race, gender, national origin, marital status, disability, age, or religion, be excluded from participation in or be subjected to discrimination under any curricular, extracurricular, or any other school sponsored activity. This rule shall apply to all present and future course offerings and to all other school sponsored activities in which students are eligible to participate.

Equity Coordinator – Thomas Hill is designated as Baker County School District's Equity Coordinator. Employees, employment applicants, students, parents, and citizens having questions concerning the Florida Educational Equity Act or its implementation, may contact the Equity Coordinator at the Baker County School District Superintendent's Office, 270 South Boulevard East, Macclenny, FL 32063, or by phone (904) 259-6251, or via e-mail equity-coordinator@bakerk12.org

SECTION 504 OF THE REHABILITATION ACT OF 1973

For Section 504 purposes, parents, adults, students, and guardians have certain procedural safeguards. This Code also serves to comply with Section 504 of the Rehabilitation Act of 1973. For purposes of Section 504, the district's grievance coordinator (compliance officer) is ~~Mr. Michael Green~~ Mrs. Alice Schmitges, Director of Student Services, ~~290 Johnathan Street East~~ 420 S. 8th Street, Macclenny, Florida, 32063, and telephone (904) 259-7825.

ENGLISH LANGUAGE LEARNER

No national origin minority or limited English proficient student shall be subjected to any disciplinary action because of their use of a language other than English.

SCHOOL HEALTH SERVICES

The Baker County School District has a School Health Program, which provides for a Registered Nurse to be staffed at each school on a daily basis. The following areas of health services are provided, once a parent/guardian consent is obtained:

1. First aid, evaluation and referral of injuries and illnesses;
2. State and locally mandated health screenings, unless a parent/guardian requests exemption in writing;
3. Classroom instruction on current health issues;
4. Identification of student health problems, follow-up, referral and home visits, when necessary;
5. Administration of medication(s) with written parental permission;
6. Provision of medical procedures as ordered by a physician (catheterizations, breathing treatments, etc.);
7. Health counseling.

Please contact the nurse regarding any questions or health concerns about your child. If you have any objections, comments, questions, or do not wish your child to participate in any of the above services, notify the principal in writing.

Florida Statute 1002.23 (2) (a5) (h) (7) (e) information will be provided to parents on the importance of student health and available immunizations and vaccinations.

Medication Administration

All medication, prescription and non-prescription, must be given to and administered only by the school nurse or designee.

Parents are encouraged to talk with their doctor about arranging medication schedules outside school hours. However, medication may be given at school if it is ordered by a doctor and with written permission from the parent (this includes over-the-counter medication). First dosage of any new medication shall not be administered during school hours because of the possibility of an adverse reaction.

Parents will be responsible for delivery and retrieval of medications to and from the school nurse/health designee.

All medications to be administered by school personnel shall be received and stored in the original containers and must have the current Rx date on the bottle along with the name of the student, current dosage, frequency of administration, physician's name and expiration date.

No student will be allowed to carry prescription ~~or non-prescription~~ medications on their person with the exception of Epi-pens, asthma inhalants, insulin and pancreatic enzymes.

Parental authorization for administration of medication with doctor's orders and/or medical management plans for self-administration must be completed and returned to school before the student is allowed to carry their medications.

Any child caught with unidentified medication or caught sharing medication with other students will be subject to school board policy regarding discipline for having drugs on his or her person.

School Entry Immunizations

Students entering school for the first time will be required to have a **fully completed** Florida Certificate of Immunization (Form DH 680) on file with the Baker County School District prior to admittance or attendance in public school. The following are the minimum requirements by grade:

~~2024-2025~~ 2025-2026 School Entry Requirements

Before attending school in Florida (kindergarten through 12th grade), each child must provide a Florida Certification of Immunization (DH 680 form), documenting the following vaccinations:

Public/Non-Public Schools Kindergarten through 12th Grade:

- Five doses of diphtheria-tetanus-pertussis (DTaP) vaccine±
- Three doses of hepatitis B (Hep B) vaccine
- Four or five doses of polio vaccine* (IPV)
- Two doses of measles-mumps-rubella (MMR) vaccine
- Two doses of varicella (chicken pox)

Additional Immunization Requirements for 7th Grade Entry:

In addition to Kindergarten through twelfth grade vaccines, students entering or attending seventh grade need the following vaccinations:

- One dose of tetanus-diphtheria-pertussis (Tdap) vaccine in grades seven through twelve
- An updated DH 680 form to include Tdap, must be obtained for submission to school

Need health insurance for your child? Apply online at www.floridakidcare.org or call 1-888-540-5437 for an application.

FOR MORE INFORMATION, CALL 1-877-888-7468 OR VISIT WWW.IMMUNIZEFLORIDA.ORG.

Florida Department of Health
School Health Services Program

School Physical

All students entering school for the first time will be required to have a current (in the last calendar year) physical form (DH3040 or similar) completed by a healthcare provider licensed in the state of Florida to provide physical examinations, on file with the Baker County School District prior to admittance or attendance in school.

In addition, all students transferring from another state or country must provide a current physical examination and current Florida Certificate of Immunization (DH680) prior to admittance or attendance in school. Students transferring from within the state of Florida will be given 30 days to provide documentation of a physical exam and current immunization status.

NO SHOTS, NO PHYSICAL = NO SCHOOL

ANNUAL NOTICE: CONFIDENTIALITY OF RECORDS

The intent of the Family Rights and Privacy Act (a Federal Law) is to protect the accuracy and privacy of student educational records. These records include files, documents, and other materials containing information directly related to your child. Without your prior consent, only you and authorized individuals having legitimate educational interests, will have access to your child's educational records.

You may have an appointment to inspect and review your child's records. The appointment may be made in person or by telephoning the school center. Upon review of the records, if you have reason to believe that any information contained therein is inaccurate, misleading, or inappropriate, you have the right to request that the records be amended. If there is agreement, the necessary steps to expunge or correct the information contained in the record will be taken. If agreement is not reached, an informal hearing will be scheduled. The hearing will provide you with the opportunity to present your views and reasons for the challenge. Following the hearing, should there be a failure to reach an agreement, you have the right to appeal the decision to the District Superintendent.

The parents' rights described herein are transferred to the child/student upon their eighteenth birthday.

Copies of educational records are available to parent or eligible student and are reproduced at a cost of 15 cents per page, or 20 cents per two-sided copy. Three copies of transcripts sent to a post-secondary institution or scholarship granting agencies shall be provided for the student without charge.

Certain information, that is individually identifiable, may become public information, such as athletic team membership, height, and weight, club membership, names and addresses of graduating seniors, etc. You have the right to restrict this information from the public records, but this right must be a formal written request made within 10 days of your examination of records. This information will be released only in accordance with the guidelines established by the Baker County School District.

The District School Board of Baker County has adopted full and complete policies covering the above areas. These policies are open to the public and are on file at the District School Board Office and in each of the district schools. For information on the complete policies, please contact the principal.

A copy of the District's Code of Student Conduct and the Student Progression Plan is available for download at https://www.bakerk12.org/Page/1549. Individuals interested in obtaining a hard-copy of these documents should contact the front desk receptionist at any of the district's schools.

SCHOOLS' CODE OF CONDUCT

Each school has specific guidelines for student conduct. They are available at each school site.

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)

CONCLUDING STATEMENT

Should any item in this Code of Student Conduct be deemed contrary to Baker County School Board Policies, State Department of Education rules and regulations, state statutes, or federal laws, the particular item shall be null and void, and the aforesaid regulation shall prevail.

AGENDA ITEM NO. 5.1

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 4, 2025
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Recognition / Presentation
AGENDA SECTION:	**RECOGNITIONS / PRESENTATIONS**
SUBJECT:	Recognize Retiree Tina Benefield (Hire Date: 8/1/01; Retire Date: 5/30/25)

AGENDA ITEM NO. 5.2

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 4, 2025
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Recognition / Presentation
AGENDA SECTION:	**RECOGNITIONS / PRESENTATIONS**
SUBJECT:	Recognize Retiree Christopher Chisholm (Hire Date: 5/1/89; Retire Date: 7/31/25)

AGENDA ITEM NO. 5.3

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 4, 2025
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Recognition / Presentation
AGENDA SECTION:	**RECOGNITIONS / PRESENTATIONS**
SUBJECT:	Recognize Retiree Shirley Crawford (Hire Date: 9/16/96; Retire Date: 7/17/25)

AGENDA ITEM NO. 5.4

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 4, 2025
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Recognition / Presentation
AGENDA SECTION:	**RECOGNITIONS / PRESENTATIONS**
SUBJECT:	Recognize Retiree Kimberly Crews (Hire Date: 8/16/91; Retire Date: 6/18/25)

AGENDA ITEM NO. 5.5

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 4, 2025
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Recognition / Presentation
AGENDA SECTION:	**RECOGNITIONS / PRESENTATIONS**
SUBJECT:	Recognize Retiree Bonnie Hayden (Hire Date: 8/17/12; Retire Date: 6/18/25)

AGENDA ITEM NO. 5.6

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 4, 2025
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Recognition / Presentation
AGENDA SECTION:	**RECOGNITIONS / PRESENTATIONS**
SUBJECT:	Recognize Retiree Kathryn Hunt (Hire Date: 8/16/93; Retire Date: 5/30/25)

AGENDA ITEM NO. 5.7

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 4, 2025
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Recognition / Presentation
AGENDA SECTION:	**RECOGNITIONS / PRESENTATIONS**
SUBJECT:	Recognize Retiree Glen Ruise (Hire Date: 11/11/88; Retire Date: 2/28/25)

AGENDA ITEM NO. 5.8

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 4, 2025
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Recognition / Presentation
AGENDA SECTION:	**RECOGNITIONS / PRESENTATIONS**
SUBJECT:	Recognize Retiree Tenia Ruise (Hire Date: 12/16/10; Retire Date: 5/30/25)

AGENDA ITEM NO. 5.9

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 4, 2025
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Recognition / Presentation
AGENDA SECTION:	**RECOGNITIONS / PRESENTATIONS**
SUBJECT:	Recognize Retiree Ivelise Viera (Hire Date: 10/1/18; Retire Date: 5/30/25)

AGENDA ITEM NO. 6.1

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 4, 2025
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Agenda Revision/Addition
AGENDA SECTION:	**APPROVAL TO CORRECT AND / OR ADD ITEMS TO THE FINAL AGENDA**
SUBJECT:	8.1.: Personnel Items, Employment List: Approval of the Correction of the Effective Date for Rex Harrison from August 11, 2025, to July 31, 2025.

ATTACHMENTS:
08.04.2025 Approval of the Personnel Items List_W.Milton_REV 08.02.2025.pdf

PERSONNEL ITEMS LIST FOR APPROVAL ON AUGUST 4, 2025

RESIGNATIONS FOR APPROVAL ON AUGUST 4, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Brown	Mallory			Paraprofessional ESE, Ages 6-21 (187 Days)	Macclenny Elementary School	May 28, 2025
Bryant	Makena			Teacher, Mathematics M/J (197 Days)	Baker County Middle School	May 30, 2025
Gadsby	Savanah			Nutrition Services Assistant (191 Days, 7 Hours)	Baker County Middle School	May 30, 2025
Paige	Carolyn		Retirement	Nutrition Services Assistant (186 Days, 3 Hours)	Macclenny Elementary School	May 28, 2025

EMPLOYMENT FOR APPROVAL ON AUGUST 4, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Blackshear	Clayton		Transfer from Teacher Fifth Grade (197 Days) at Legacy Elementary School / New Unit	Teacher, Technology Education (197 Days)	Baker County Middle School	July 31, 2025
Christopher	Lindsey		Initial Employment / Replacing Megan Waltman	Data Entry Operator Guidance (216 Days)	Legacy Elementary School	July 22, 2025
Harrison	Rex		Initial Employment / Replacing Emma Dietz	Paraprofessional, Elementary (187 Days)	Westside Elementary School	~~August 11, 2025~~ July 31, 2025
Mayorquin-Olivera	Ana		Initial Employment / Replacing Lucie Bingham	Teacher, Varying Exceptionalities (197 Days)	Baker County Pre-K / Kindergarten Center	July 31, 2025
Payne	Jennifer		Transfer Within Same Site from Interim Principal (261 Days) / Replacing Amy Britt	Guidance Counselor (197 Days)	Baker County High School	July 31, 2025
Phillips	Marlee		Initial Employment / Replacing Hunter Burnsed	Teacher, Agribusiness (197 Days)	Baker County High School	July 31, 2025
Porch	Cameron		Initial Employment / Replacing Shane Staples	Teacher, Physical Education (197 Days)	Baker County High School	July 31, 2025

EMPLOYMENT FOR APPROVAL ON AUGUST 4, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Roberts	Tyler		Transfer from Paraprofessional Elementary (187 Days) at Macclenny Elementary School / Replacing Greg Harrison, Unit Reassigned	Paraprofessional Middle/Junior (187 Days)	Baker County Middle School	July 31, 2025
Taylor	Hagan		Transfer / Promotion Within Same Site from Paraprofessional Pre-Kindergarten (187 Days) / Replacing Bethany Smith	Teacher, Self Contained Pre-K CDA (197 Days)	Baker County Pre-K / Kindergarten Center	July 31, 2025

EXTRA DUTY FOR APPROVAL ON AUGUST 4, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Baker	Jana			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Ballerino	Charna			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 14 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Burnsed	Amanda			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 14 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Carter	Meara-Lynn			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025

EXTRA DUTY FOR APPROVAL ON AUGUST 4, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Chisholm	Chris			Food Service Extra Duty	$28.02 Per Hour / Maximum 8 Hours / Funding Source: Federal	July 18, 2025
Christopher	Heather			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 21 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Crawford	Staci			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Crews	Rebecca			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Crockett	Katherine			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 21 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Eiserman	Melissa			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 15 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Hodges	Karlie			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 14 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Jones	Craig			Food Service Extra Duty	Regular Hourly Rate / As Needed / Funding Source: Federal	July 1, 2025 - June 30, 2026

EXTRA DUTY FOR APPROVAL ON AUGUST 4, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Lauramore	Jessica			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 21 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Lee	Toree			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Miller	Brie			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Moore	Jessica			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Phillips	Marlee			New Teacher Training	$24.53 Per Hour / Maximum 6 Hours / Funding Source: Federal	July 30, 2025
Porch	Cameron			New Teacher Training	$24.53 Per Hour / Maximum 6 Hours / Funding Source: Federal	July 30, 2025
Rafuse	Shelby			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 14 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Register	Tracy			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025

EXTRA DUTY FOR APPROVAL ON AUGUST 4, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Shields	Jennifer			Athletic Director - Summer Hours	Regular Hourly Rate / Maximum 15 Hours / Funding Source: General	July 28, 2025 - July 29, 2025
Taylor	Angela			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Taylor	Bridget			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 14 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Tenaglio	Morgan			New Teacher Training	$24.53 Per Hour / Maximum 6 Hours / Funding Source: Federal	July 30, 2025
Waddell	Ashley			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025

SUPPLEMENTAL PAY FOR AUGUST 4, 2025						
LAST NAME	**FIRST NAME**	**SPECIAL NOTE**	**LOCATION**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Barton	Pamela		Baker County Middle School	Custodian Coordinator	Board Approved Rate	2025 - 2026 (Effective July 1, 2025)
Brookins	Lisa		Legacy Elementary School	ESE Teacher	Board Approved Rate	2025 - 2026
Butcher	Kristy		Baker County High School	Custodian Coordinator	Board Approved Rate	2025 - 2026 (Effective July 1, 2025)
Fisher	Terri		Legacy Elementary School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Godbold	Arlene		Legacy Elementary School	ESE Paraprofessional	Board Approved Rate	2025 - 2026

SUPPLEMENTAL PAY FOR AUGUST 4, 2025						
LAST NAME	**FIRST NAME**	**SPECIAL NOTE**	**LOCATION**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Godwin	Patricia		Legacy Elementary School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Heath	Patricia		Legacy Elementary School	Resource Instructor - Computer Lab	Board Approved Rate	2025 - 2026
Hodges	Jennifer		Legacy Elementary School	ESE Teacher	Board Approved Rate	2025 - 2026
Holloway	Rachel		Legacy Elementary School	Resource Instructor - Character Ed	Board Approved Rate	2025 - 2026
Horta	Lindaann		Legacy Elementary School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Karpf	Gracie		Legacy Elementary School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Padgett	Carylon		Legacy Elementary School	ESE Teacher	Board Approved Rate	2025 - 2026
Perez	Christina		Legacy Elementary School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Ploucher	Melissa		Legacy Elementary School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Raulerson	Tracey		Macclenny Elementary School	Custodian Coordinator	Board Approved Rate	2025 - 2026 (Effective July 1, 2025)
Remsen	Amanda		Legacy Elementary School	Resource Instructor - STEAM	Board Approved Rate	2025 - 2026
Roberson	Wanda		Westside Elementary School	Custodian Coordinator	Board Approved Rate	2025 - 2026 (Effective July 1, 2025)
Sweat	Harlie		Legacy Elementary School	Director of Guidance	Board Approved Rate	2025 - 2026
Waite	Angela		Legacy Elementary School	ESE Teacher	Board Approved Rate	2025 - 2026

STIPEND LIST FOR APPROVAL ON AUGUST 4, 2025					
LAST NAME	FIRST NAME	MI	ASSIGNMENT	AMOUNT	EFFECTIVE
Bingham	Lucie		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 10.5 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025
Craven	Morgan		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 3.5 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025
Dunbar	Savannah		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 7 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025
Hand	Daphne		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 10.5 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025
Kosakowski	Tara		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 7 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025
McDonald	Emily		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 7 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025
Nelson	Mekenzi		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 7 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025
Nettles	Lisa		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 7 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025
Rowan	Tanyia		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 7 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025
Salazar	Kimberly		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 7 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025

OCCASIONAL PERSONNEL STAFFING FOR AUGUST 4, 2025				
LAST NAME	FIRST NAME	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Snyder	Heather	High School Percussion Director	$775.00 Flat Rate / Funding Source: General	July 31, 2025 - June 30, 2026

SUBSTITUTE LIST FOR APPROVAL ON AUGUST 4, 2025					
LAST NAME	**FIRST NAME**	**MI**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Arnold	Paula		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025
Crews	Tina		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025
Farmer	Joyce		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025
Ishmael	Jewel		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025
Maxwell	Natalie		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025
Moody	Diana		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025

AGENDA ITEM NO. 6.2

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 4, 2025
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Agenda Revision/Addition
AGENDA SECTION:	**APPROVAL TO CORRECT AND / OR ADD ITEMS TO THE FINAL AGENDA**
SUBJECT:	8.1.: Personnel Items, Stipend List: Approval of the Addition to Stipend for Lucie Bingham and Daphne Hand for NEFEC - Grow Grant; $125.00 Flat Rate Per Day / Maximum 10.5 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant); July 11, 2025 - August 29, 2025. Approval of the Addition to Stipend for Savannah Dunbar, Tara Kosakowski, Emily McDonald, Mekenzi Nelson, Lisa Nettles, Tanyia Rowan, Kimberly Salazar for NEFEC - Grow Grant; $125.00 Flat Rate Per Day / Maximum 7 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant); July 11, 2025 - August 29, 2025. Approval of the Addition to Stipend for Moran Craven for NEFEC - Grow Grant; $125.00 Flat Rate Per Day / Maximum 3.5 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant); July 11, 2025 - August 29, 2025.

ATTACHMENTS:
08.04.2025 Approval of the Personnel Items List_W.Milton_REV 08.02.2025.pdf

PERSONNEL ITEMS LIST FOR APPROVAL ON AUGUST 4, 2025

RESIGNATIONS FOR APPROVAL ON AUGUST 4, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Brown	Mallory			Paraprofessional ESE, Ages 6-21 (187 Days)	Macclenny Elementary School	May 28, 2025
Bryant	Makena			Teacher, Mathematics M/J (197 Days)	Baker County Middle School	May 30, 2025
Gadsby	Savanah			Nutrition Services Assistant (191 Days, 7 Hours)	Baker County Middle School	May 30, 2025
Paige	Carolyn		Retirement	Nutrition Services Assistant (186 Days, 3 Hours)	Macclenny Elementary School	May 28, 2025

EMPLOYMENT FOR APPROVAL ON AUGUST 4, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Blackshear	Clayton		Transfer from Teacher Fifth Grade (197 Days) at Legacy Elementary School / New Unit	Teacher, Technology Education (197 Days)	Baker County Middle School	July 31, 2025
Christopher	Lindsey		Initial Employment / Replacing Megan Waltman	Data Entry Operator Guidance (216 Days)	Legacy Elementary School	July 22, 2025
Harrison	Rex		Initial Employment / Replacing Emma Dietz	Paraprofessional, Elementary (187 Days)	Westside Elementary School	~~August 11, 2025~~ July 31, 2025
Mayorquin-Olivera	Ana		Initial Employment / Replacing Lucie Bingham	Teacher, Varying Exceptionalities (197 Days)	Baker County Pre-K / Kindergarten Center	July 31, 2025
Payne	Jennifer		Transfer Within Same Site from Interim Principal (261 Days) / Replacing Amy Britt	Guidance Counselor (197 Days)	Baker County High School	July 31, 2025
Phillips	Marlee		Initial Employment / Replacing Hunter Burnsed	Teacher, Agribusiness (197 Days)	Baker County High School	July 31, 2025
Porch	Cameron		Initial Employment / Replacing Shane Staples	Teacher, Physical Education (197 Days)	Baker County High School	July 31, 2025

EMPLOYMENT FOR APPROVAL ON AUGUST 4, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Roberts	Tyler		Transfer from Paraprofessional Elementary (187 Days) at Macclenny Elementary School / Replacing Greg Harrison, Unit Reassigned	Paraprofessional Middle/Junior (187 Days)	Baker County Middle School	July 31, 2025
Taylor	Hagan		Transfer / Promotion Within Same Site from Paraprofessional Pre-Kindergarten (187 Days) / Replacing Bethany Smith	Teacher, Self Contained Pre-K CDA (197 Days)	Baker County Pre-K / Kindergarten Center	July 31, 2025

EXTRA DUTY FOR APPROVAL ON AUGUST 4, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Baker	Jana			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Ballerino	Charna			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 14 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Burnsed	Amanda			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 14 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Carter	Meara-Lynn			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025

EXTRA DUTY FOR APPROVAL ON AUGUST 4, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Chisholm	Chris			Food Service Extra Duty	$28.02 Per Hour / Maximum 8 Hours / Funding Source: Federal	July 18, 2025
Christopher	Heather			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 21 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Crawford	Staci			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Crews	Rebecca			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Crockett	Katherine			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 21 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Eiserman	Melissa			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 15 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Hodges	Karlie			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 14 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Jones	Craig			Food Service Extra Duty	Regular Hourly Rate / As Needed / Funding Source: Federal	July 1, 2025 - June 30, 2026

EXTRA DUTY FOR APPROVAL ON AUGUST 4, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Lauramore	Jessica			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 21 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Lee	Toree			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Miller	Brie			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Moore	Jessica			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Phillips	Marlee			New Teacher Training	$24.53 Per Hour / Maximum 6 Hours / Funding Source: Federal	July 30, 2025
Porch	Cameron			New Teacher Training	$24.53 Per Hour / Maximum 6 Hours / Funding Source: Federal	July 30, 2025
Rafuse	Shelby			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 14 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Register	Tracy			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025

EXTRA DUTY FOR APPROVAL ON AUGUST 4, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Shields	Jennifer			Athletic Director - Summer Hours	Regular Hourly Rate / Maximum 15 Hours / Funding Source: General	July 28, 2025 - July 29, 2025
Taylor	Angela			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Taylor	Bridget			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 14 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Tenaglio	Morgan			New Teacher Training	$24.53 Per Hour / Maximum 6 Hours / Funding Source: Federal	July 30, 2025
Waddell	Ashley			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025

SUPPLEMENTAL PAY FOR AUGUST 4, 2025						
LAST NAME	**FIRST NAME**	**SPECIAL NOTE**	**LOCATION**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Barton	Pamela		Baker County Middle School	Custodian Coordinator	Board Approved Rate	2025 - 2026 (Effective July 1, 2025)
Brookins	Lisa		Legacy Elementary School	ESE Teacher	Board Approved Rate	2025 - 2026
Butcher	Kristy		Baker County High School	Custodian Coordinator	Board Approved Rate	2025 - 2026 (Effective July 1, 2025)
Fisher	Terri		Legacy Elementary School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Godbold	Arlene		Legacy Elementary School	ESE Paraprofessional	Board Approved Rate	2025 - 2026

SUPPLEMENTAL PAY FOR AUGUST 4, 2025						
LAST NAME	**FIRST NAME**	**SPECIAL NOTE**	**LOCATION**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Godwin	Patricia		Legacy Elementary School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Heath	Patricia		Legacy Elementary School	Resource Instructor - Computer Lab	Board Approved Rate	2025 - 2026
Hodges	Jennifer		Legacy Elementary School	ESE Teacher	Board Approved Rate	2025 - 2026
Holloway	Rachel		Legacy Elementary School	Resource Instructor - Character Ed	Board Approved Rate	2025 - 2026
Horta	Lindaann		Legacy Elementary School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Karpf	Gracie		Legacy Elementary School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Padgett	Carylon		Legacy Elementary School	ESE Teacher	Board Approved Rate	2025 - 2026
Perez	Christina		Legacy Elementary School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Ploucher	Melissa		Legacy Elementary School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Raulerson	Tracey		Macclenny Elementary School	Custodian Coordinator	Board Approved Rate	2025 - 2026 (Effective July 1, 2025)
Remsen	Amanda		Legacy Elementary School	Resource Instructor - STEAM	Board Approved Rate	2025 - 2026
Roberson	Wanda		Westside Elementary School	Custodian Coordinator	Board Approved Rate	2025 - 2026 (Effective July 1, 2025)
Sweat	Harlie		Legacy Elementary School	Director of Guidance	Board Approved Rate	2025 - 2026
Waite	Angela		Legacy Elementary School	ESE Teacher	Board Approved Rate	2025 - 2026

STIPEND LIST FOR APPROVAL ON AUGUST 4, 2025					
LAST NAME	FIRST NAME	MI	ASSIGNMENT	AMOUNT	EFFECTIVE
Bingham	Lucie		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 10.5 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025
Craven	Morgan		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 3.5 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025
Dunbar	Savannah		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 7 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025
Hand	Daphne		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 10.5 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025
Kosakowski	Tara		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 7 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025
McDonald	Emily		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 7 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025
Nelson	Mekenzi		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 7 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025
Nettles	Lisa		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 7 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025
Rowan	Tanyia		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 7 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025
Salazar	Kimberly		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 7 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025

OCCASIONAL PERSONNEL STAFFING FOR AUGUST 4, 2025				
LAST NAME	FIRST NAME	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Snyder	Heather	High School Percussion Director	$775.00 Flat Rate / Funding Source: General	July 31, 2025 - June 30, 2026

SUBSTITUTE LIST FOR APPROVAL ON AUGUST 4, 2025					
LAST NAME	**FIRST NAME**	**MI**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Arnold	Paula		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025
Crews	Tina		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025
Farmer	Joyce		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025
Ishmael	Jewel		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025
Maxwell	Natalie		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025
Moody	Diana		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025

AGENDA ITEM NO. 6.3

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: August 4, 2025

SUBMITTED BY: Wyatt Milton - (259-0401)

ITEM TYPE: Agenda Revision/Addition

AGENDA SECTION: **APPROVAL TO CORRECT AND / OR ADD ITEMS TO THE FINAL AGENDA**

SUBJECT: 8.1.: Personnel Items, Extra Duty List: Approval of the Addition to Extra Duty for Alicia Chauncey for Curriculum Mapping; $31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General (To Be Reimbursed by NEFEC GROW Grant); July 11, 2025 - August 29, 2025. Approval of the Addition to Extra Duty for Allison Allen for Second Grade Summer Mapping; $31.54 Per Hour / Maximum 3 Hours / Funding Source: General (To Be Reimbursed by NEFEC GROW Grant); July 21, 2025. Approval of the Addition to Extra Duty for Autumn Couture for First Grade Summer Mapping; $31.54 Per Hour / Maximum 2 Hours / Funding Source: General (To Be Reimbursed by NEFEC GROW Grant); July 21, 2025. Approval of the Addition to Extra Duty for Lesley Minshew for Fourth Grade Summer Mapping; $31.54 Per Hour / Maximum 6 Hours / Funding Source: General (To Be Reimbursed by NEFEC GROW Grant); July 21, 2025. Approval of the Addition to Extra Duty for Elisa Reagan for Fifth Grade Summer Mapping; $31.54 Per Hour / Maximum 5 Hours / Funding Source: General (To Be Reimbursed by NEFEC GROW Grant); July 21, 2025. Approval of the Addition to Extra Duty for Kathleen Sheridan for First Grade Summer Mapping; $31.54 Per Hour / Maximum 4 Hours / Funding Source: General (To Be Reimbursed by NEFEC GROW Grant); July 21, 2025. Approval of the Addition to Extra Duty for Amanda Shivers for Third Grade Summer Mapping; $31.54 Per Hour / Maximum 14 Hours / Funding Source: General (To Be Reimbursed by NEFEC GROW Grant); July 21, 2025. Approval of the Addition to Extra Duty for Susie South for First Grade Summer Mapping; $31.54 Per Hour / Maximum 4 Hours / Funding Source: General (To Be Reimbursed by NEFEC GROW Grant); July 21, 2025. Approval of the Addition to Extra Duty for Kristyn Stewart for Second Grade Summer Mapping; $31.54 Per Hour / Maximum 6 Hours / Funding Source: General (To Be Reimbursed by NEFEC GROW Grant); July 21, 2025.

ATTACHMENTS:
08.04.2025 Approval of the Personnel Items List_W.Milton_REV 08.04.2025.pdf

PERSONNEL ITEMS LIST FOR APPROVAL ON AUGUST 4, 2025

RESIGNATIONS FOR APPROVAL ON AUGUST 4, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Brown	Mallory			Paraprofessional ESE, Ages 6-21 (187 Days)	Macclenny Elementary School	May 28, 2025
Bryant	Makena			Teacher, Mathematics M/J (197 Days)	Baker County Middle School	May 30, 2025
Gadsby	Savanah			Nutrition Services Assistant (191 Days, 7 Hours)	Baker County Middle School	May 30, 2025
Paige	Carolyn		Retirement	Nutrition Services Assistant (186 Days, 3 Hours)	Macclenny Elementary School	May 28, 2025

EMPLOYMENT FOR APPROVAL ON AUGUST 4, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Blackshear	Clayton		Transfer from Teacher Fifth Grade (197 Days) at Legacy Elementary School / New Unit	Teacher, Technology Education (197 Days)	Baker County Middle School	July 31, 2025
Christopher	Lindsey		Initial Employment / Replacing Megan Waltman	Data Entry Operator Guidance (216 Days)	Legacy Elementary School	July 22, 2025
Harrison	Rex		Initial Employment / Replacing Emma Dietz	Paraprofessional, Elementary (187 Days)	Westside Elementary School	~~August 11, 2025~~ July 31, 2025
Mayorquin-Olivera	Ana		Initial Employment / Replacing Lucie Bingham	Teacher, Varying Exceptionalities (197 Days)	Baker County Pre-K / Kindergarten Center	July 31, 2025
Payne	Jennifer		Transfer Within Same Site from Interim Principal (261 Days) / Replacing Amy Britt	Guidance Counselor (197 Days)	Baker County High School	July 31, 2025
Phillips	Marlee		Initial Employment / Replacing Hunter Burnsed	Teacher, Agribusiness (197 Days)	Baker County High School	July 31, 2025
Porch	Cameron		Initial Employment / Replacing Shane Staples	Teacher, Physical Education (197 Days)	Baker County High School	July 31, 2025

EMPLOYMENT FOR APPROVAL ON AUGUST 4, 2025						
LAST NAME	FIRST NAME	MI	SPECIAL NOTE	POSITION	LOCATION	EFFECTIVE DATES
Roberts	Tyler		Transfer from Paraprofessional Elementary (187 Days) at Macclenny Elementary School / Replacing Greg Harrison, Unit Reassigned	Paraprofessional Middle/Junior (187 Days)	Baker County Middle School	July 31, 2025
Taylor	Hagan		Transfer / Promotion Within Same Site from Paraprofessional Pre-Kindergarten (187 Days) / Replacing Bethany Smith	Teacher, Self Contained Pre-K CDA (197 Days)	Baker County Pre-K / Kindergarten Center	July 31, 2025

EXTRA DUTY FOR APPROVAL ON AUGUST 4, 2025						
LAST NAME	FIRST NAME	MI	SPECIAL NOTE	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Allen	Allison			Second Grade Summer Mapping	$31.54 Per Hour / Maximum 3 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 21, 2025
Baker	Jana			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Ballerino	Charna			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 14 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Burnsed	Amanda			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 14 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025

EXTRA DUTY FOR APPROVAL ON AUGUST 4, 2025						
LAST NAME	FIRST NAME	MI	SPECIAL NOTE	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Carter	Meara-Lynn			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Chauncey	Alicia			Curriculum Mapping	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Chisholm	Chris			Food Service Extra Duty	$28.02 Per Hour / Maximum 8 Hours / Funding Source: Federal	July 18, 2025
Christopher	Heather			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 21 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Couture	Autumn			First Grade Summer Mapping	$31.54 Per Hour / Maximum 2 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 21, 2025
Crawford	Staci			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Crews	Rebecca			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Crockett	Katherine			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 21 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025

EXTRA DUTY FOR APPROVAL ON AUGUST 4, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Eiserman	Melissa			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 15 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Hodges	Karlie			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 14 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Jones	Craig			Food Service Extra Duty	Regular Hourly Rate / As Needed / Funding Source: Federal	July 1, 2025 - June 30, 2026
Lauramore	Jessica			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 21 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Lee	Toree			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Miller	Brie			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Minshew	Lesley			Fourth Grade Summer Mapping	$31.54 Per Hour / Maximum 6 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 21, 2025
Moore	Jessica			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025

EXTRA DUTY FOR APPROVAL ON AUGUST 4, 2025						
LAST NAME	FIRST NAME	MI	SPECIAL NOTE	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Phillips	Marlee			New Teacher Training	$24.53 Per Hour / Maximum 6 Hours / Funding Source: Federal	July 30, 2025
Porch	Cameron			New Teacher Training	$24.53 Per Hour / Maximum 6 Hours / Funding Source: Federal	July 30, 2025
Rafuse	Shelby			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 14 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Reagan	Elisa			Fifth Grade Summer Mapping	$31.54 Per Hour / Maximum 5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 21, 2025
Register	Tracy			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Sheridan	Kathleen			First Grade Summer Mapping	$31.54 Per Hour / Maximum 4 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 21, 2025
Shields	Jennifer			Athletic Director - Summer Hours	Regular Hourly Rate / Maximum 15 Hours / Funding Source: General	July 28, 2025 - July 29, 2025
Shivers	Amanda			Third Grade Summer Mapping	$31.54 Per Hour / Maximum 14 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 21, 2025

EXTRA DUTY FOR APPROVAL ON AUGUST 4, 2025						
LAST NAME	FIRST NAME	MI	SPECIAL NOTE	DESCRIPTION	AMOUNT	EFFECTIVE DATES
South	Susie			First Grade Summer Mapping	$31.54 Per Hour / Maximum 4 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 21, 2025
Stewart	Kristyn			Second Grade Summer Mapping	$31.54 Per Hour / Maximum 6 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 21, 2025
Taylor	Angela			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Taylor	Bridget			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 14 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Tenaglio	Morgan			New Teacher Training	$24.53 Per Hour / Maximum 6 Hours / Funding Source: Federal	July 30, 2025
Waddell	Ashley			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025

SUPPLEMENTAL PAY FOR AUGUST 4, 2025						
LAST NAME	FIRST NAME	SPECIAL NOTE	LOCATION	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Barton	Pamela		Baker County Middle School	Custodian Coordinator	Board Approved Rate	2025 - 2026 (Effective July 1, 2025)
Brookins	Lisa		Legacy Elementary School	ESE Teacher	Board Approved Rate	2025 - 2026

SUPPLEMENTAL PAY FOR AUGUST 4, 2025						
LAST NAME	**FIRST NAME**	**SPECIAL NOTE**	**LOCATION**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Butcher	Kristy		Baker County High School	Custodian Coordinator	Board Approved Rate	2025 - 2026 (Effective July 1, 2025)
Fisher	Terri		Legacy Elementary School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Godbold	Arlene		Legacy Elementary School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Godwin	Patricia		Legacy Elementary School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Heath	Patricia		Legacy Elementary School	Resource Instructor - Computer Lab	Board Approved Rate	2025 - 2026
Hodges	Jennifer		Legacy Elementary School	ESE Teacher	Board Approved Rate	2025 - 2026
Holloway	Rachel		Legacy Elementary School	Resource Instructor - Character Ed	Board Approved Rate	2025 - 2026
Horta	Lindaann		Legacy Elementary School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Karpf	Gracie		Legacy Elementary School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Padgett	Carylon		Legacy Elementary School	ESE Teacher	Board Approved Rate	2025 - 2026
Perez	Christina		Legacy Elementary School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Ploucher	Melissa		Legacy Elementary School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Raulerson	Tracey		Macclenny Elementary School	Custodian Coordinator	Board Approved Rate	2025 - 2026 (Effective July 1, 2025)
Remsen	Amanda		Legacy Elementary School	Resource Instructor - STEAM	Board Approved Rate	2025 - 2026
Roberson	Wanda		Westside Elementary School	Custodian Coordinator	Board Approved Rate	2025 - 2026 (Effective July 1, 2025)

SUPPLEMENTAL PAY FOR AUGUST 4, 2025						
LAST NAME	FIRST NAME	SPECIAL NOTE	LOCATION	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Sweat	Harlie		Legacy Elementary School	Director of Guidance	Board Approved Rate	2025 - 2026
Waite	Angela		Legacy Elementary School	ESE Teacher	Board Approved Rate	2025 - 2026

STIPEND LIST FOR APPROVAL ON AUGUST 4, 2025					
LAST NAME	FIRST NAME	MI	ASSIGNMENT	AMOUNT	EFFECTIVE
Bingham	Lucie		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 10.5 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025
Craven	Morgan		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 3.5 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025
Dunbar	Savannah		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 7 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025
Hand	Daphne		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 10.5 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025
Kosakowski	Tara		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 7 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025
McDonald	Emily		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 7 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025
Nelson	Mekenzi		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 7 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025
Nettles	Lisa		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 7 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025
Rowan	Tanyia		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 7 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025

STIPEND LIST FOR APPROVAL ON AUGUST 4, 2025					
LAST NAME	FIRST NAME	MI	ASSIGNMENT	AMOUNT	EFFECTIVE
Salazar	Kimberly		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 7 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025

OCCASIONAL PERSONNEL STAFFING FOR AUGUST 4, 2025				
LAST NAME	FIRST NAME	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Snyder	Heather	High School Percussion Director	$775.00 Flat Rate / Funding Source: General	July 31, 2025 - June 30, 2026

SUBSTITUTE LIST FOR APPROVAL ON AUGUST 4, 2025					
LAST NAME	FIRST NAME	MI	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Arnold	Paula		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025
Crews	Tina		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025
Farmer	Joyce		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025
Ishmael	Jewel		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025
Maxwell	Natalie		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025
Moody	Diana		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025

AGENDA ITEM NO. 6.4

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 4, 2025
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Agenda Revision/Addition
AGENDA SECTION:	**APPROVAL TO CORRECT AND / OR ADD ITEMS TO THE FINAL AGENDA**
SUBJECT:	Approval to Add Item 8.10.: Approval of the Agreement with the Baker County Sheriff's Office for School Resource Officers at All Seven School Sites Effective July 1, 2025 - June 30, 2026.

ATTACHMENTS:
08.04.2025 Approval of School Resource Officer Agreement 2025-2026_W.Milton.pdf

AGREEMENT BETWEEN
THE BAKER COUNTY SCHOOL BOARD
AND
THE BAKER COUNTY SHERIFF'S OFFICE
FOR
THE SCHOOL RESOURCE OFFICER PROGRAM

This Agreement, made and entered into this 4th day of August 2025, by and between the Baker County School Board (hereinafter referred to as the "School Board"), and The Baker County Sheriff's Office (hereinafter referred to as the "Sheriff");

WITNESSETH:

A. The School Board and the Sheriff desire to provide law enforcement and related services to the public schools of Baker County for the purposes of fulfilling sections 1006.12 and 1006.13(4), Florida Statutes; and
B. The School Board and the Sheriff recognize the potential outstanding benefits of the School Resource Officer Program to the citizens of Baker County, Florida, and particularly to the students of the public school system of Baker County, Florida; and
C. It is in the best interests of the School Board, the Sheriff, and the citizens of Baker County to continue this program.

NOW THEREFORE, in consideration of the mutual promises and covenants herein contained, the School Board and the Sheriff hereby agree as follows:

ARTICLE I

Rights and Duties of the Sheriff

The Sheriff shall provide School Resource Officers (hereinafter referred to as "SROs") as follows:

A. Number of School Resource Officers
    1. The Sheriff shall assign one regularly employed deputy sheriff to the following schools: **Baker County High School, Baker County Middle School, Legacy Elementary School, Macclenny Elementary School, Westside Elementary School, Baker County Pre/K-Kindergarten Center**
    2. The Sheriff shall assign one full-time supervisor to serve to oversee the deputy sheriffs assigned above and to perform scheduled or non-scheduled visits to elementary, middle and high schools.
    3. The Sheriff may dismiss or reassign a SRO based on department rules, regulations, and/or department orders, and when it is in the best

interest of the people of Baker County. In the event of resignation, dismissal, or reassignment of a SRO, or in the case of extended illness or injury and a period exceeding thirty (30) school days arises without availability of a qualified SRO, the School District shall adjust the amount of monies paid to the Sheriff's Office accordingly.

4. The SRO's may be changed during the course of the contract, and placement of School Resource Officers shall be a Sheriff's Office decision based on a joint, cooperative effort with the Baker County District Safety Officer.

B. Regular Duty Hours of School Resource Officers

The SRO shall be assigned on a full-time basis of (8) hours per day and (40) hours per week. The SRO will earn compensatory time when there are School Board sanctioned events that require SRO presence that exceed the normal (8) hour day and (40) hours per week. The SRO will be required to use the accrued compensatory time for days they are not required to be at the school due to closures and for their personal vacation Any unused accrued compensatory time for the SRO will be paid prior to the first day of school for students so each SRO can start the school year with a zero balance; therefore, the SRO will be required to use accrued compensatory time prior to the first day of school for students.

C. Regular Duties of School Resource Officers

1. The SRO is first and foremost a law enforcement officer. The SRO shall conduct himself/herself as follows:
    a) The SRO shall take law enforcement action required. As soon as practicable, the SRO shall make the principal of the school aware of such action. At the principal's request, the SRO shall take appropriate law enforcement action against intruders and unwanted guests who may appear at the school and related school functions, to the extent that the SRO may do so under the authority of law.
    b) The SRO shall give assistance to other police officers and deputy sheriffs in matters regarding his/her school assignment, whenever necessary.
    c) Should it become necessary to conduct formal police interviews with students, the SRO shall adhere to State statutes, police policy, and legal requirements with regard to such interviews.
    d) The SRO shall not act as a school disciplinarian, as disciplining students is a school responsibility. However, if the principal believes an incident is a violation of the law, the

principal will contact the SRO, and the SRO shall then determine whether law enforcement action is appropriate.

e) The SRO shall move freely on campus during the beginning of the school day, class breaks, lunches, and the end of the school day. During times of special need, the SRO will assist the principal by working proximity control in a specified area for security purposes.
f) The SRO shall be absent from campus to book prisoners, attend court, depositions, and state attorney hearings.
g) The SRO shall wear the standard Department uniform except when approved by his or her supervisors on special occasions.
h) During their regular duty hours, SROs will meet for the purpose of providing briefings on criminal or current activities, training, administrative, or supervisory concerns and other practices commonly performed during a police roll call. The Sheriff will make every effort to conduct these meetings on the school campus and outside of student contact time.
i) The SRO shall make himself/herself available for conferences with students, parents, and faculty members in order to assist them with problems of a law enforcement or crime prevention nature. Confidential information obtained pursuant to Chapter 39, Florida Statutes (1985) (Proceedings Relating to Juveniles), shall not be disclosed except as provided by law or court order.
j) The SRO will spend his/her regular work hours on matters associated with the security of the school to which he/she is assigned.
k) The SRO will sign-in and out each day at the school site to which they are assigned.
l) The SRO will notify, in advance, the principal or their designee anytime they are going to be absent from the campus, e.g., vacation, illness, meetings off campus.
m) The Baker County School District will consult with the Baker County Sheriff's Department regarding matters concerning students when they have allegedly engaged in criminal behavior and/or potential threats. Likewise, the Baker County Sheriff's Department will communicate with the Baker County School District in similar circumstances.

n) Any other duties or responsibilities as set forth in the *"Marjory Stoneman Douglas High School Public Safety Act."*

ARTICLE II

Rights and Duties of the School Board

The Baker County School Board will work cooperatively with the Sheriff in the operation of the School Resource Officer Program, and it shall be understood that Sheriff's Office program guidelines will be followed by any agencies participating in the program.

The School Board shall provide to the SRO the following materials and facilities, which are deemed necessary to the performance of the SRO's duties:

A. Access to an air conditioned and properly lighted private office, which can be properly locked and secured. This office shall contain a telephone which may be used for general business purposes.
B. A filing cabinet which can be properly locked and secured.
C. A desk with drawers, a chair, a bookcase or work table, and office supplies.
D. District internet access which may be used for general business purposes.
E. Any other duties or responsibilities as set forth in the *"Marjory Stoneman Douglas High School Public Safety Act."*

ARTICLE III

Employment Status of School Resource Officers

School Resource Officers shall remain employees of the Baker County Sheriff's Office, and shall not be employees of the School Board of Baker County. The School Board and the Sheriff acknowledge that the School Resource Officers are deputy sheriffs who shall uphold the law under the direct supervision and control of the Baker County Sheriff's Office. School Resource Officers shall remain responsive to the chain of command of the Baker County Sheriff's Office.

ARTICLE IV

Dismissal/Replacement of School Resource Officers

A. In the event that the principal of the school to which the SRO is assigned feels that a particular SRO is not effectively performing his or her duties and responsibilities, the principal shall advise the Superintendent of Schools that he/she wishes the SRO be removed from the program at the school, and shall state the reasons therefore in writing. Within a reasonable time after receiving the recommendation from the principal, the Superintendent or his/her designee shall advise the Sheriff or his/her designee of the principal's request. If the Sheriff so desires, the Superintendent and the Sheriff, or their designees, shall meet with the

SRO to mediate or resolve any problems which may exist. At such a meeting, specified members of the staff of the school to which the SRO is assigned may be required to be present. If, within a reasonable amount of time after commencement of such mediation, the problem cannot be resolved or mediated, or in the event mediation is not sought by the Sheriff, then the SRO shall be removed from the program at the school and replacement shall be obtained.

B. At any time the Sheriff, or his designee, may dismiss or reassign any deputy sheriff appointed by him to act as a SRO based upon what the Sheriff believes is in the best interest of the people in Baker County.

ARTICLE V
Termination of Agreement

This Agreement may be terminated by either party upon ninety (90) days written notice that any other party has failed to substantially perform in accordance with the terms and conditions of this Agreement.

ARTICLE VI
Good Faith

The School Board, the Sheriff, their agents and employees agree to cooperate in good faith in fulfilling the terms of this Agreement. Unforeseen difficulties or questions will be resolved by negotiation between the Superintendent and the Sheriff, or their designees.

ARTICLE VII
Modification

This document constitutes the full understanding of the parties, and no terms, conditions, understandings or agreement purporting to modify or vary the terms of this document shall be binding unless hereafter made in writing and signed by the party to be charged.

ARTICLE VIII
Non-Assignment

This Agreement, and each and every covenant herein, shall not be capable of assignment, unless the express written consent of the School Board and the Sheriff is obtained.

ARTICLE IX

Payment

The School Board shall pay to the Sheriff's Office the amount not to exceed **$536,650.00** for the School Resource Officer Program. The Sheriff provides all capital outlay costs for the deputies. Payment shall be made upon the submission of monthly invoices by the Sheriff's Finance Officer. These invoices will average **$44,720.83** per month with a not to exceed amount of **$536,650.00** for the fiscal year.

ARTICLE X

Merger

This Agreement, dated August 4, 2025, constitutes a final written expression of all the terms between the Parties and is a complete and exclusive statement of those terms. This agreement has a beginning date of **July 1, 2025**, and will continue until **June 30, 2026**. This Agreement may be renewed upon agreement of both parties.

ARTICLE XI

Compliance with Section 1006.12, Florida Statutes

This Agreement shall necessitate documented proof of SRO certification requirements set forth in section 1006.12, Florida Statutes, including requiring confirmation by the Sheriff that each SRO has received the required psychological evaluation and completed the required mental health crisis intervention training. The Sheriff may demonstrate such proof by means of affidavit of the Sheriff confirming each SRO has completed the required background checks, testing, evaluations, and trainings as required by sections 1006.12(1)(a), (2)(a), (2)(c), (6)(a), Florida Statutes, as well as any other requirements pursuant to section 1006.12, Florida Statutes. Article XI shall be incorporated into and made a part of any subsequent Agreement between the Parties.

THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA

By: _____
Tiffany McInarnay, Chairperson
Date: August 4, 2025

By: _____
Wyatt Milton, Superintendent
Date: August 4, 2025

THE BAKER COUNTY SHERIFF'S OFFICE

By: _____
Scotty Rhoden, Sheriff
Date: _____

AGENDA ITEM NO. 6.5

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 4, 2025
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Agenda Revision/Addition
AGENDA SECTION:	**APPROVAL TO CORRECT AND / OR ADD ITEMS TO THE FINAL AGENDA**
SUBJECT:	9.4.: Addition of the Approval to Incorporate Form 8B for Board Member Clayton Lyons Regarding the Approval to Renew Agreement with Baker County Health Department to Provide Dental Services Effective July 1, 2025 - June 30, 2028. (Term Change from Previous Year.), into the Minutes of the August 4, 2025, School Board Meeting.

ATTACHMENTS:
08.04.2025 Approval of Form 8B for Clayton Lyons_W.Milton.pdf

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
Lyons, Jr., Emil Clayton	Baker County School Board
MAILING ADDRESS 270 South Blvd E, Macclenny, FL 32063	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: ☐ CITY ☐ COUNTY ☑ OTHER LOCAL AGENCY
CITY: Macclenny — COUNTY: Baker	NAME OF POLITICAL SUBDIVISION: Baker County School Board
DATE ON WHICH VOTE OCCURRED August 4, 2025	MY POSITION IS: ☐ ELECTIVE ☑ APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * * * * * * * * * * * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * * * * * * * * * * * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Emil Clayton Lyons, Jr., hereby disclose that on August 1, 20 25 :

(a) A measure came or will come before my agency which (check one or more)

___ inured to my special private gain or loss;

___ inured to the special gain or loss of my business associate, _____ ;

X inured to the special gain or loss of my relative, my mother Patricia Lyons ;

___ inured to the special gain or loss of _____, by whom I am retained; or

___ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

On July 29, 2025, it came to my attention that on the agenda for the August 4, 2025 publicily-noticed meeting of the Baker County School Board-of which I am a gubermatorially-appointed member--there is item 8.8, Approval to Renew Agreement with Baker County Health Department to Provide Dental Services Effective July 1, 2025 - June 30, 2028. (Term Change From Previous Year.) My mother, Patricial Lyons is the Dental Program Director for Baker County Health Department.

When I became aware of this prospective voting conflict, I consulted our legal counsel and was advised this did constitute a voting conflict and that I must abstain from voting on Item 8.8. I thereafter prepared this required form and filed it with Felicia Raulerson, who is responsible for recording the minutes of the Board's meetings. I also immediately provided this form to the other members of the Board, and I shall publicly read this form at the next meeting held subsequent to the filing of this written memorandum.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

8/4/25
Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.

AGENDA ITEM NO. 8.1

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: August 4, 2025

SUBMITTED BY: Wyatt Milton - (259-0401)

ITEM TYPE: Personnel

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Personnel Items List for Approval on August 4, 2025.

ATTACHMENTS:
08.04.2025 Approval of the Personnel Items List_W.Milton_REV 08.04.2025 Final.pdf

PERSONNEL ITEMS LIST FOR APPROVAL ON AUGUST 4, 2025

RESIGNATIONS FOR APPROVAL ON AUGUST 4, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Brown	Mallory			Paraprofessional ESE, Ages 6-21 (187 Days)	Macclenny Elementary School	May 28, 2025
Bryant	Makena			Teacher, Mathematics M/J (197 Days)	Baker County Middle School	May 30, 2025
Gadsby	Savanah			Nutrition Services Assistant (191 Days, 7 Hours)	Baker County Middle School	May 30, 2025
Paige	Carolyn		Retirement	Nutrition Services Assistant (186 Days, 3 Hours)	Macclenny Elementary School	May 28, 2025

EMPLOYMENT FOR APPROVAL ON AUGUST 4, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Blackshear	Clayton		Transfer from Teacher Fifth Grade (197 Days) at Legacy Elementary School / New Unit	Teacher, Technology Education (197 Days)	Baker County Middle School	July 31, 2025
Christopher	Lindsey		Initial Employment / Replacing Megan Waltman	Data Entry Operator Guidance (216 Days)	Legacy Elementary School	July 22, 2025
Harrison	Rex		Initial Employment / Replacing Emma Dietz	Paraprofessional, Elementary (187 Days)	Westside Elementary School	July 31, 2025
Mayorquin-Olivera	Ana		Initial Employment / Replacing Lucie Bingham	Teacher, Varying Exceptionalities (197 Days)	Baker County Pre-K / Kindergarten Center	July 31, 2025
Payne	Jennifer		Transfer Within Same Site from Interim Principal (261 Days) / Replacing Amy Britt	Guidance Counselor (197 Days)	Baker County High School	July 31, 2025
Phillips	Marlee		Initial Employment / Replacing Hunter Burnsed	Teacher, Agribusiness (197 Days)	Baker County High School	July 31, 2025
Porch	Cameron		Initial Employment / Replacing Shane Staples	Teacher, Physical Education (197 Days)	Baker County High School	July 31, 2025

EMPLOYMENT FOR APPROVAL ON AUGUST 4, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Roberts	Tyler		Transfer from Paraprofessional Elementary (187 Days) at Macclenny Elementary School / Replacing Greg Harrison, Unit Reassigned	Paraprofessional Middle/Junior (187 Days)	Baker County Middle School	July 31, 2025
Taylor	Hagan		Transfer / Promotion Within Same Site from Paraprofessional Pre-Kindergarten (187 Days) / Replacing Bethany Smith	Teacher, Self Contained Pre-K CDA (197 Days)	Baker County Pre-K / Kindergarten Center	July 31, 2025

EXTRA DUTY FOR APPROVAL ON AUGUST 4, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Allen	Allison			Second Grade Summer Mapping	$31.54 Per Hour / Maximum 3 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 21, 2025
Baker	Jana			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Ballerino	Charna			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 14 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Burnsed	Amanda			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 14 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025

EXTRA DUTY FOR APPROVAL ON AUGUST 4, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Carter	Meara-Lynn			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Chauncey	Alicia			Curriculum Mapping	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Chisholm	Chris			Food Service Extra Duty	$28.02 Per Hour / Maximum 8 Hours / Funding Source: Federal	July 18, 2025
Christopher	Heather			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 21 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Couture	Autumn			First Grade Summer Mapping	$31.54 Per Hour / Maximum 2 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 21, 2025
Crawford	Staci			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Crews	Rebecca			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Crockett	Katherine			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 21 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025

EXTRA DUTY FOR APPROVAL ON AUGUST 4, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Eiserman	Melissa			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 15 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Hodges	Karlie			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 14 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Jones	Craig			Food Service Extra Duty	Regular Hourly Rate / As Needed / Funding Source: Federal	July 1, 2025 - June 30, 2026
Lauramore	Jessica			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 21 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Lee	Toree			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Miller	Brie			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Minshew	Lesley			Fourth Grade Summer Mapping	$31.54 Per Hour / Maximum 6 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 21, 2025
Moore	Jessica			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025

EXTRA DUTY FOR APPROVAL ON AUGUST 4, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Phillips	Marlee			New Teacher Training	$24.53 Per Hour / Maximum 6 Hours / Funding Source: Federal	July 30, 2025
Porch	Cameron			New Teacher Training	$24.53 Per Hour / Maximum 6 Hours / Funding Source: Federal	July 30, 2025
Rafuse	Shelby			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 14 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Reagan	Elisa			Fifth Grade Summer Mapping	$31.54 Per Hour / Maximum 5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 21, 2025
Register	Tracy			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Sheridan	Kathleen			First Grade Summer Mapping	$31.54 Per Hour / Maximum 4 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 21, 2025
Shields	Jennifer			Athletic Director - Summer Hours	Regular Hourly Rate / Maximum 15 Hours / Funding Source: General	July 28, 2025 - July 29, 2025
Shivers	Amanda			Third Grade Summer Mapping	$31.54 Per Hour / Maximum 14 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 21, 2025

EXTRA DUTY FOR APPROVAL ON AUGUST 4, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
South	Susie			First Grade Summer Mapping	$31.54 Per Hour / Maximum 4 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 21, 2025
Stewart	Kristyn			Second Grade Summer Mapping	$31.54 Per Hour / Maximum 6 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 21, 2025
Taylor	Angela			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Taylor	Bridget			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 14 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025
Tenaglio	Morgan			New Teacher Training	$24.53 Per Hour / Maximum 6 Hours / Funding Source: Federal	July 30, 2025
Waddell	Ashley			Curriculum Work Session - GROW Grant	$31.54 Per Hour / Maximum 7 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 11, 2025 - August 29, 2025

SUPPLEMENTAL PAY FOR AUGUST 4, 2025						
LAST NAME	**FIRST NAME**	**SPECIAL NOTE**	**LOCATION**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Barton	Pamela		Baker County Middle School	Custodian Coordinator	Board Approved Rate	2025 - 2026 (Effective July 1, 2025)
Brookins	Lisa		Legacy Elementary School	ESE Teacher	Board Approved Rate	2025 - 2026

SUPPLEMENTAL PAY FOR AUGUST 4, 2025						
LAST NAME	**FIRST NAME**	**SPECIAL NOTE**	**LOCATION**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Butcher	Kristy		Baker County High School	Custodian Coordinator	Board Approved Rate	2025 - 2026 (Effective July 1, 2025)
Fisher	Terri		Legacy Elementary School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Godbold	Arlene		Legacy Elementary School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Godwin	Patricia		Legacy Elementary School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Heath	Patricia		Legacy Elementary School	Resource Instructor - Computer Lab	Board Approved Rate	2025 - 2026
Hodges	Jennifer		Legacy Elementary School	ESE Teacher	Board Approved Rate	2025 - 2026
Holloway	Rachel		Legacy Elementary School	Resource Instructor - Character Ed	Board Approved Rate	2025 - 2026
Horta	Lindaann		Legacy Elementary School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Karpf	Gracie		Legacy Elementary School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Padgett	Carylon		Legacy Elementary School	ESE Teacher	Board Approved Rate	2025 - 2026
Perez	Christina		Legacy Elementary School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Ploucher	Melissa		Legacy Elementary School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Raulerson	Tracey		Macclenny Elementary School	Custodian Coordinator	Board Approved Rate	2025 - 2026 (Effective July 1, 2025)
Remsen	Amanda		Legacy Elementary School	Resource Instructor - STEAM	Board Approved Rate	2025 - 2026
Roberson	Wanda		Westside Elementary School	Custodian Coordinator	Board Approved Rate	2025 - 2026 (Effective July 1, 2025)

SUPPLEMENTAL PAY FOR AUGUST 4, 2025						
LAST NAME	**FIRST NAME**	**SPECIAL NOTE**	**LOCATION**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Sweat	Harlie		Legacy Elementary School	Director of Guidance	Board Approved Rate	2025 - 2026
Waite	Angela		Legacy Elementary School	ESE Teacher	Board Approved Rate	2025 - 2026

STIPEND LIST FOR APPROVAL ON AUGUST 4, 2025					
LAST NAME	**FIRST NAME**	**MI**	**ASSIGNMENT**	**AMOUNT**	**EFFECTIVE**
Bingham	Lucie		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 10.5 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025
Craven	Morgan		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 3.5 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025
Dunbar	Savannah		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 7 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025
Hand	Daphne		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 10.5 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025
Kosakowski	Tara		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 7 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025
McDonald	Emily		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 7 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025
Nelson	Mekenzi		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 7 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025
Nettles	Lisa		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 7 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025
Rowan	Tanyia		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 7 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025

STIPEND LIST FOR APPROVAL ON AUGUST 4, 2025					
LAST NAME	**FIRST NAME**	**MI**	**ASSIGNMENT**	**AMOUNT**	**EFFECTIVE**
Salazar	Kimberly		NEFEC - Grow Grant	$125.00 Flat Rate Per Day / Maximum 7 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant)	July 11, 2025 - August 29, 2025

OCCASIONAL PERSONNEL STAFFING FOR AUGUST 4, 2025				
LAST NAME	**FIRST NAME**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Snyder	Heather	High School Percussion Director	$775.00 Flat Rate / Funding Source: General	July 31, 2025 - June 30, 2026

SUBSTITUTE LIST FOR APPROVAL ON AUGUST 4, 2025					
LAST NAME	**FIRST NAME**	**MI**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Arnold	Paula		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025
Crews	Tina		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025
Farmer	Joyce		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025
Ishmael	Jewel		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025
Maxwell	Natalie		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025
Moody	Diana		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025

AGENDA ITEM NO. 8.2

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: August 4, 2025

SUBMITTED BY: Wyatt Milton - (259-0401)

ITEM TYPE: Minutes

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Minutes of the July 21, 2025, Work Session.

ATTACHMENTS:
08.04.2025 Approval of 07.21.2025 Work Session Minutes_W.Milton.pdf

BAKER COUNTY SCHOOL DISTRICT

Committed to Excellence

MINUTES
WORK SESSION (OPEN TO THE PUBLIC)
Monday, July 21, 2025 - 8:00 AM
District Board Room (270 South Boulevard East, Macclenny, Florida 32063)
Minute Book #40 / Supplemental Book #53 / Page #22

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

SCHOOL BOARD WORK SESSION

Work Session on the Tentative 2025-2026 Budget - Facilitator Teri Ambrose

The Baker County School Board met on Monday, July 21, 2025, at 8:00 a.m. for the purpose of a work session on the "Tentative 2025-2026 Budget." The following Board Members were present: Chairperson Tiffany McInarnay, Vice-Chairperson Jack Baker Jr., Clayton Lyons, Amanda Hodges, and Mandi Canaday. Superintendent Wyatt Milton and School Board Attorney Leonard Dietzen were present at the work session. The facilitator for the work session was Teri Ambrose, Executive Director of Support Services. Mrs. Ambrose presented a PowerPoint presentation detailing the 2025-2026 tentative budget. She also fielded questions from the Superintendent and Board Members. No official action was taken during the work session.

_____ _____

Superintendent Board Chairperson

AGENDA ITEM NO. 8.3

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: August 4, 2025

SUBMITTED BY: Wyatt Milton - (259-0401)

ITEM TYPE: Minutes

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Minutes of the July 21, 2025, School Board Meeting.

ATTACHMENTS:
08.04.2025 Approval of 07.21.2025 Board Minutes_W.Milton.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

MINUTES
SCHOOL BOARD MEETING (OPEN TO THE PUBLIC)
Monday, July 21, 2025 - 9:00 AM
District Board Room (270 South Boulevard East, Macclenny, Florida 32063)
(Revised Agenda) Minute Book #40 / Supplemental Book #53 / Page #22

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

1. INVOCATION AND PLEDGE OF ALLEGIANCE

The Baker County School Board met on Monday, July 21, 2025, at 9:00 a.m. in the District School Board Room located at 270 South Boulevard East, Macclenny, Florida 32063. The purpose of this meeting was to hold the regularly scheduled board meeting. Chairperson Tiffany McInarnay announced Thomas Hill was going to give the invocation, followed by the Pledge of Allegiance led by Steve Cannon.

2. CALL TO ORDER

Chairperson McInarnay called the meeting of the Baker County School Board to order and asked for a roll call of members.

3. ROLL CALL OF MEMBERS

The following Board Members were present to wit: Chairperson Tiffany McInarnay, Vice-Chairperson Jack Baker Jr., Clayton Lyons, Amanda Hodges, and Mandi Canaday. Superintendent Wyatt Milton and School Board Attorney Leonard Dietzen were both present for the meeting.

4. PUBLIC HEARINGS

4.1 Approval of the New and Revised School Board Policies: 3.06*+, 3.07, 3.25+, 4.265+, 6.103*, 6.215, 6.43, 7.06*+, 7.07*+, 7.08, 7.14*+, 7.30*+

Chairperson McInarnay called the public hearing to order and opened the floor for public comment. No individual in the audience addressed the Board on this item. Therefore, Chairperson McInarnay closed the public hearing on this item.

4.2 Public Hearing on Newly Proposed Language Arts and Personal Finance Instructional Materials

Chairperson McInarnay called the public hearing to order and opened the floor for public comment. No individual in the audience addressed the Board on this item. Therefore, Chairperson McInarnay closed the public hearing on this item.

5. RECOGNITIONS / PRESENTATIONS

Dr. Ronald Kirkland addressed the Board to express his appreciation to the Baker County School District and Board Members for their dedicated service to the students and the community.

6. APPROVAL TO CORRECT AND / OR ADD ITEMS TO THE FINAL AGENDA

6.1 Approval to Correct Item 8.19.: Approval to Advertise 5.3250 as the Total Millage for the 2025-2026 Budget.

Chairperson McInarnay read the corrected item to the agenda and entertained a motion from the Board. As recommended:

Clayton Lyons made a motion to approve, seconded by Amanda Hodges. The motion carried 5-0.

6.2 Approval to Add Item 8.20.: Approval to Advertise 3.0770 as the Required Local Effort Millage for the 2025-26 Budget.
Chairperson McInarnay read the recommended addition to the agenda and entertained a motion from the Board. As recommended:
Mandi Canaday made a motion to approve, seconded by Jack Baker Jr.. The motion carried 5-0.

6.3 Approval to Add Item 8.21.: Approval to Advertise .7480 as the Basic Discretionary Operating Millage for the 2025-26 Budget.
Chairperson McInarnay read the recommended addition to the agenda and entertained a motion from the Board. As recommended:
Amanda Hodges made a motion to approve, seconded by Jack Baker Jr.. The motion carried 5-0.

6.4 Approval to Add Item 8.22.: Approval to Advertise 1.5000 as the Basic Discretionary Capital Outlay Millage for the 2025-26 Budget.
Chairperson McInarnay read the recommended addition to the agenda and entertained a motion from the Board. As recommended:
Clayton Lyons made a motion to approve, seconded by Mandi Canaday. The motion carried 5-0.

6.5 Approval to Add Item 8.23.: Approval to Advertise the Tentative 2025-2026 Budget Prior to the Special Board Meeting on July 28, 2025.
Chairperson McInarnay read the recommended addition to the agenda and entertained a motion from the Board. As recommended:
Jack Baker Jr. made a motion to approve, seconded by Clayton Lyons. The motion carried 5-0.

7. REMOVAL OF ROUTINE ITEMS

Chairperson McInarnay asked if any Board member wished to remove a routine item for separate consideration. Vice-Chairperson Jack Baker Jr. requested to be recused from voting on item 8.1. Approval of the Personnel Items List for July 21, 2025. As recommended:
Clayton Lyons made a motion to approve, seconded by Mandi Canaday. The motion carried 5-0.

8. APPROVAL OF ROUTINE ITEMS

Chairperson McInarnay entertained a motion from the Board to approve the routine items 8.2 through 8.23. As recommended:
Mandi Canaday made a motion to approve the routine items, seconded by Clayton Lyons. The motion carried 5-0.

8.1 Approval of the Personnel Items List for Approval on July 21, 2025.

8.2 Approval of the Minutes of the June 16, 2025, School Board Meeting.

8.3 Approval of the Data Sharing Agreement with Houghton Mifflin.

8.4 Approval of the Financial Reports for the Month Ending May 31, 2025.

8.5 Approval of the Participating Agency Agreement with the Baker County Sheriff's Office to Provide Adult Education Services to Inmates Effective July 1, 2025 - June 30, 2027.

8.6 Approval of the Grant Proposal for Title I, Part A - Improving the Academic Achievement of the Disadvantaged in the Amount of $1,328,781.00. New/ Entitlement / Federal / No Matching

8.7 Approval of the Resolution with the District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2025 - June 30, 2026.

8.8 Approval of the Main Contractual Agreement #731-26-020 with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2025 - June 30, 2026.

8.9 Approval of Attachment #26-020-A1 (Instructional Services Program) to the Main Agreement with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2025 - June 30, 2026.

8.10 Approval of the Attachment #26-020-A6 (Enterprise Resource Software) to the Main Agreement with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2025 - June 30, 2026.

8.11 Approval to Renew Agreement Attachment #26-020-A10 to the Main Agreement with North East Florida Educational Consortium to Provide Risk Management Services Effective July 1, 2025-June 30, 2026.

8.12 Approval of the Attachment #26-020-A18 (Information Technology) to the Main Agreement with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2025 - June 30, 2026.

8.13 Approval of Attachment #26-020-A27 (Building Code Administrator) to the Main Agreement with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2025 - June 30, 2026.

8.14 Approval of Attachment #26-020-A43 (Human Resource Management Network) to the Main Agreement with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2025 - June 30, 2026.

8.15 Approval of Attachment #26-020-A45 (Document Archiving Program) to the Main Agreement with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2025 - June 30, 2026.

8.16 Approval of the NEFEC Contract Attachment #26-020-A47 to Provide Virtual Instruction Program (VIP) Services, Effective July 1, 2025 - June 30, 2026.

8.17 Approval to Award Bid No. 2025-001 (Transportation Fuel and Unleaded Gasoline) to L.V. Hiers, Inc. Effective July 1, 2025 - June 30, 2026.

8.18 Approval of the Grant Proposal for Improving Student Outcomes in Mathematics Instructional Materials in the Amount of $16,864.90. New/ State / No Matching

8.19 Approval to Advertise 5.3250 as the Total Millage for the 2025-2026 Budget.

8.20 Approval to Advertise 3.0770 as the Required Local Effort Millage for the 2025-26 Budget.

8.21 Approval to Advertise .7480 as the Basic Discretionary Operating Millage for the 2025-26 Budget.

8.22 Approval to Advertise 1.5000 as the Basic Discretionary Capital Outlay Millage for the 2025-26 Budget.

8.23 Approval to Advertise the Tentative 2025-2026 Budget Prior to the Special Board Meeting on July 28, 2025.

9. APPROVAL OF ITEMS FOR ACTION

9.1 Approval of Removed Routine Items.
Chairperson McInarnay entertained a motion from the Board to approve removed routine item 8.1. Personnel Items List for approval on July 21, 2025. As recommended:
Clayton Lyons made a motion to approve, seconded by Amanda Hodges. The motion carried 4-0.

9.2 Approval for the Agreement with the University of Florida Board of Trustees for Student Internship Beginning July 21, 2025.

Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Amanda Hodges made a motion to approve, seconded by Jack Baker Jr.. The motion carried 5-0.

9.3 Approval of the 2025-2026 Baker County School District Volunteer Handbook.
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Clayton Lyons made a motion to approve, seconded by Mandi Canaday. The motion carried 5-0.

9.4 Approval of the 2024-2025 Update for Submission to the Office of Equal Educational Opportunity Mandated by the Florida Department of Education.
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Jack Baker Jr. made a motion to approve, seconded by Amanda Hodges. The motion carried 5-0.

9.5 Approval of the 2025-2026 Dual Enrollment Articulation Agreement with Florida Gateway College.
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Mandi Canaday made a motion to approve, seconded by Clayton Lyons. The motion carried 5-0.

9.6 Approval to De-authorize and Dispose of Itemized Vehicle Property on the District's Property List. (Obsolete / Broken Beyond Repair Items Will be Disposed of When Possible.)
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Jack Baker Jr. made a motion to approve, seconded by Amanda Hodges. The motion carried 5-0.

9.7 Approval to Lease 1 Copier for Title I, State of Florida Contract 44100000-24-NASPO-ACS, Beginning August 1, 2025 - August 1, 2029, for a Total Lease Cost of $10,193.05.
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Clayton Lyons made a motion to approve, seconded by Amanda Hodges. The motion carried 5-0.

9.8 Approval to Allow Transportation Department Staff and School Bus Drivers to Detour into Georgia for Emergency Purposes Only With Prior Approval from the Director of Transportation or Transportation Manager.
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Mandi Canaday made a motion to approve, seconded by Jack Baker Jr.. The motion carried 5-0.

9.9 Approval of the 2025-2026 Baker County School District Transportation Department Standard Operating Procedures and Driver's Handbook.
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Amanda Hodges made a motion to approve, seconded by Clayton Lyons. The motion carried 5-0.

9.10 Approval of the 2025-2026 Baker County School District Transportation Department Bus Routes.
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Jack Baker Jr. made a motion to approve, seconded by Mandi Canaday. The motion carried 5-0.

10. CITIZEN INPUT

A Citizen Input form must be completed and submitted to the Board Secretary PRIOR to the beginning of the meeting if you wish to address the Board. You will be called on by the Chairman at the appropriate time. Presentations/comments are limited to three (3) minutes.
No individual in the audience addressed the Board with citizen concerns at this meeting.

11. INFORMATION AND ANNOUNCEMENTS

Thank you – Special thanks to Thomas Hill for preparing the District's Volunteer Handbook and the Equal Educational Opportunity Document.

12. ADJOURNMENT

Since there was no further business to come before the Board:
Clayton Lyons made a motion to adjourn, seconded by Mandi Canaday. The motion carried via general consensus 0-0.

_____ _____

Superintendent Board Chairperson

AGENDA ITEM NO. 8.4

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 4, 2025
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Minutes
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of the Minutes of the July 21, 2025, School Board Executive Session.

ATTACHMENTS:
08.04.2025 Approval of 07.21.2025 Executive Session Minutes_W.Milton.pdf

BAKER COUNTY SCHOOL DISTRICT

Committed to Excellence

MINUTES
EXECUTIVE SESSION (CLOSED TO THE PUBLIC)
Monday, July 21, 2025 - 9:30 AM
District Board Room (270 South Boulevard East, Macclenny, Florida 32063)
Minute Book #40 / Supplemental Book #53 / Page #22

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

SCHOOL BOARD EXECUTIVE SESSION

Closed Executive Session to Discuss Negotiations

The Baker County School Board met on Monday, July 21, 2025, at 9:30 a.m. in a closed meeting at the District School Board Room. The purpose of the meeting was to have a closed Executive Session to discuss negotiations with the Baker County Education Support Professionals Association and the Baker County Education Association with the School Board. The following Board Members were present to wit: Chairperson Tiffany McInarnay, Vice-Chairperson Jack Baker Jr., Clayton Lyons, Amanda Hodges, and Mandi Canaday. Superintendent Wyatt Milton, School Board Attorney Leonard Dietzen, Associate Superintendent of Human Resources Thomas Hill, Director of School Safety and Auxiliary Services Steve Cannon, and Executive Director of Finance and Support Services Teri Ambrose were present for the executive session. No official action was taken during the session.

_____ _____

Superintendent Board Chairperson

AGENDA ITEM NO. 8.5

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 4, 2025
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Minutes
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval to Incorporate Form 8B into the July 21, 2025, School Board Meeting Minutes.

ATTACHMENTS:
08.04.2025 Approval of Form 8B for Jack Baker Jr_W.Milton.pdf

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
Baker, Jr., Jack	Baker County School Board
MAILING ADDRESS 270 South Blvd E, Macclenny, FL 32063	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: ☐ CITY ☐ COUNTY ☑ OTHER LOCAL AGENCY
CITY: Macclenny — COUNTY: Baker	NAME OF POLITICAL SUBDIVISION: Baker County School Board
DATE ON WHICH VOTE OCCURRED July 21, 2025	MY POSITION IS: ☑ ELECTIVE ☐ APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * * * * * * * * * * * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * * * * * * * * * * * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Jack Baker, Jr., hereby disclose that on July 21, 20 25 :

(a) A measure came or will come before my agency which (check one or more)

___ inured to my special private gain or loss;

___ inured to the special gain or loss of my business associate, _____ ;

X inured to the special gain or loss of my relative, my sister-in-law Cassandra Hatcher ;

___ inured to the special gain or loss of _____, by whom I am retained; or

___ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

On July 21, 2025, during the publicly-noticed meeting of the Baker County School Board--of which I am an elected member--it came to my attention that within Item 8, Approval of Routine Items, of the agenda, there was contained within item 8.1, Approval of the Personnel Items List for Approval on July 21, 2025. Amongst the list of personnel decisions to be approved as part of Item 8.1 was my sister-in-law, Cassandra Hatcher. When I became aware of this prospective voting conflict, before the Board voted on Item 8, I announced the nature of the voting conflict. I recused myself from voting on Item 8.1. The Board thereafter moved and agreed to remove Item 8.1 from Item 8, Approval of Routine Items, and instead move it to Item 9, Approval of Items for Action, specifically Item 9.1, Approval of Removed Routine Items. When Item 9.1 came before the Board for a vote, I recused myself and did not vote on this item.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

7/21/25
Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.

AGENDA ITEM NO. 8.6

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 4, 2025
SUBMITTED BY:	Carrie Dopson - (259-0408)
ITEM TYPE:	Adult Ed Fees
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of Post-Secondary Adult Career Training Programs Tuition and Fees for the 2025-26 School Year.

ATTACHMENTS:
08.04.2025 Approval of Post-Secondary Fees_C.Dopson.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Career and Adult Education
418 South 8th Street Macclenny,
FL 32063
(904) 259-0403
www.bakerk12.org

Wyatt Milton, Superintendent

July 22, 2025

J. Wyatt Milton
Baker County School District
392 South Blvd East
Macclenny, FL 32063

Dear Superintendent Milton:

Respectfully, please seek School Board approval of post-secondary fees for adult career training programs as shown in section A below for the 2025-2026 school year (see page 2 of the attachment). These fees are to be collected from students at the time of program registration.

SECTION A

Fee Type	Fee Amount	Agency/Program Requirement
Tuition Rate	$2.33 per clock hour	Florida Statute
Administrative Fee	$50.00	Tuition Refund Processing

Additionally, the Board is being advised of other costs and fees associated with the Phlebotomy and Certified Nursing Assistant post-secondary programs. These fees are to be collected from students at the time of program registration. The list reflects items required under federal and/or state regulations for heath science training programs.

SECTION B

Fee Type	CNA	Phlebotomy	Fee Amount	Agency/Program Requirement
Level II Fingerprinting/ Background	X		$84.36	Prometric Testing – Florida Statute
Clinical Identification Badge	X	X	$7.00	Clinical Site Requirement
Liability/Accident Insurance	X	X	$16.00	District Program Requirement
Application Fee	X	X	$25.00	Administrative processing
CNA License Test Fee	X		$35.00	Prometric Testing

Thank you for your favorable approval and assistance.

Sincerely,

Carrie Dopson
Director of Teaching and Learning / Career and Adult Education

CD/bd
Attachments

Attachment

Tuition and Fees for Career Certificate/Applied Technology Diploma and Adult General Education Programs 2025-26

The 2025 General Appropriations Act did not include any changes to the standard tuition and fees rate for 2025-26. **Effective July 1, 2025, the following standard rates of tuition remain in effect:**

- **For Career Certificates/Applied Technology Diplomas, $2.33 per contact hour.**
- **For Adult General Education, a block tuition rate of $45.00 per half year, or $30.00 per term.**

According to the workforce development fees statute, section (s.) 1009.22(3), Florida Statutes (F.S.), a district's tuition must be within five percent (above or below) of the standard tuition and out-of-state fee, if applicable. For career certificate and applied technology diploma programs, students who are classified as non-residents for tuition purposes under s. 1009.21, F.S., have a required out-of-state fee in addition to the tuition.

The tables found on the next pages provide a summary of the rates allowed for the program areas of Career Certificates (also known as CAR), Applied Technology Diplomas (ATD) and Adult General Education (AGE). The summary includes ranges for tuition; out-of-state fees; and the optional fees for student financial aid, capital improvement and technology. See table on page 2 for the minimum and maximum tuition ranges for career certificate programs and page 3 for the minimum and maximum block tuition ranges for adult general education.

Career Certificate/Applied Technology Diplomas, student financial aid, capital improvement and technology fees are discretionary and are, therefore, not required. However, it is important to note that if these fees are charged, the amount allowed to be charged varies. If student financial aid fees are charged, the highest amount allowed is ten percent of tuition (for residents) or ten percent of the sum of tuition and out-of-state fee (for non-residents). Thus, the amount charged for student financial aid can be any percentage **up to 10 percent**. If capital improvement or technology fees are charged, the highest amount allowed is five percent of tuition (for residents) or five percent of the sum of tuition and out-of-state fee (for non-residents). Thus, the amount allowed to be charged for a capital improvement or technology fee is any percentage **up to five percent**.

Career Certificates/Applied Technology Diplomas			
RESIDENT	**Standard Fee Rate**	**Minimum Fee Rate (1)**	**Maximum Fee Rate (1)**
Tuition	2.33	2.22	2.44
Student Financial Aid (2) (10% of Tuition)	0.23	0.22	0.24
Capital Improvement Fee (2) (5% of Tuition)	0.11	0.11	0.12
Technology Fee (2) (5% of Tuition)	0.11	0.11	0.12
NONRESIDENT	**Standard Fee Rate**	**Minimum Fee Rate (1)**	**Maximum Fee Rate (1)**
Tuition	2.33	2.22	2.44
Full Cost: Standard Tuition + Out-of-State Fee	9.32	8.86	9.78
Student Financial Aid (2) (10% of Tuition + Out-of-State Fee)	0.93	0.88	0.97
Capital Improvement Fee (2) (5% of Tuition + Out-of-State Fee)	0.46	0.44	0.48
Technology Fee (2) (5% of Tuition + Out-of-State Fee)	0.46	0.44	0.48

(1) Each district school board may adopt tuition that is within the range of five percent below to five percent above the standard tuition and out-of-state fee, if applicable pursuant to s. 1009.22(3)(d), F.S.

(2) Student Financial Aid, Capital Improvement and Technology Fees are discretionary and are not required.

Adult General Education			
	Standard Rate	**Minimum Rate [1]**	**Maximum Rate [1]**
Block Tuition (Per half year)[2]	45.00	42.75	47.25
	Standard Rate	**Minimum Rate [1]**	**Maximum Rate [1]**
Block Tuition (Per term) [2]	30.00	28.50	31.50

(1) Each district school board may adopt tuition that is within the range of five percent below to five percent above the standard tuition and out-of-state fee, if applicable pursuant to s. 1009.22(3)(d), F.S.

(2) Tuition does not vary based on instructional hours scheduled or number of Adult General Education programs in which the student is enrolled.

2025 Legislative Changes

During the special session, SB 2B was passed, amending section 1009.26(a)(12) F.S., to provide additional conditions for using the out-of-state waiver. Starting July 1, 2025, institutions will waive out-of-state fees for students who are citizens of the United States or lawfully present in the United States, provided they meet the following conditions:

1. The student attended a secondary school in Florida for three consecutive years immediately before graduating from a high school in the state.
2. The student applies for enrollment in an institution of higher education within 24 months after graduating from high school.
3. The student submits an official Florida high school transcript as evidence of attendance and graduation.

To receive this waiver, students must demonstrate legal residency in the United States. Additionally, students who currently receive a fee waiver under the prior language in section 1009.26(12) F.S., will need to be reevaluated for eligibility beginning July 1, 2025.

Statutory References for Fees

Tuition Statutes

The following are the current statutory references related to Workforce Fees.
s. 1009.21, F.S., Determination of resident status for tuition purposes
s. 1009.22, F.S., Workforce education postsecondary student fees
s. 1009.25, F.S., Fee exemptions
s. 1009.26, F.S., Fee waivers
s. 1009.27, F.S., Deferral of fees
s. 1011.80(10), F.S., Funds for operation of workforce education programs

Standard Tuition and Non-resident Fees

Standard tuition shall be $2.33 per contact hour for programs leading to a career certificate or an applied technology diploma. A block tuition of $45 per half year or $30 per term shall be assessed for students enrolled in adult general education (s. 1009.22(3)(c), F.S.). Each district school board may adopt tuition that is within the range of five percent below to five percent above the standard tuition and out-of-state fee, if applicable (s. 1009.22(3)(d), F.S.). For career certificate programs, the out-of-state fees must be charged to students classified as non-residents for tuition purposes, in addition to the tuition.

Financial Aid Fee

School districts are **permitted** to collect, for financial aid purposes, up to an additional 10 percent of the student fees collected for workforce development education programs as stated in s. 1009.22(5), F.S. This fee may not be collected for adult general education programs (s. 1009.22(5), F.S.).

Capital Improvement Fee

School districts are **permitted** to collect a separate capital improvement fee for capital improvements, technology enhancements or equipping buildings which may not exceed five percent of the tuition fee for resident students or five percent of the tuition and out-of-state fee for nonresident students. For additional information, see s. 1009.22(6), F.S. This fee may not be collected for adult general education programs (s. 1009.22(3), F.S.).

Technology Fee
School districts are **permitted** to collect a separate technology fee. Section 1009.22(7), F.S., addresses the statutory requirements. According to the statute, "Each district school board and community college board of trustees is authorized to establish a separate fee for technology, not to exceed 5 percent of tuition per credit hour or credit-hour equivalent for resident students and not to exceed 5 percent of tuition and the out-of-state fee per credit hour or credit-hour equivalent for nonresident students. Revenues generated from the technology fee shall be used to enhance instructional technology resources for students and faculty and shall not be included in any award under the Florida Bright Futures Scholarship Program." This fee may not be collected for adult general education programs (s. 1009.22(3), F.S.).

Standard Tuition for Associate in Science or Associate in Applied Science
For postsecondary vocational programs offered by career centers, the standard tuition shall be $71.98 per credit hour for residents and non-residents, and the out-of-state fee shall be $215.94 per credit hour. *Note: Only districts with approval for A.A.S. or A.S. degrees are allowed to adopt these fees.*

Other Fees
Sections 1009.22(8) and (9), F.S., state:

> (9) Each district school board and Florida College System institution board of trustees is authorized to establish specific fees for workforce development instruction not reported for state funding purposes or for workforce development instruction not reported as state funded full-time equivalent students. District school boards and Florida College System institution boards of trustees are not required to charge any other fee specified in this section for this type of instruction.
>
> (10) Florida College System institution boards of trustees and district school boards are not authorized to charge students enrolled in workforce development programs any fee that is not specifically authorized by statute. In addition to tuition, out-of-state, financial aid, capital improvement, and technology fees, as authorized in this section, Florida College System institution boards of trustees and district school boards are authorized to establish fee schedules for the following user fees and fines: laboratory fees; parking fees and fines; library fees and fines; fees and fines relating to facilities and equipment use or damage; access or identification card fees; duplicating, photocopying, binding, or microfilming fees; standardized testing fees; diploma replacement fees; transcript fees; application fees; graduation fees; and late fees related to registration and payment. Such user fees and fines shall not exceed the cost of the services provided and shall only be charged to persons receiving the service.

Fee Exemptions

Fee exemptions are defined in s. 1009.25, F.S.

Fee Exemption for Welfare Transition Participants
Section 1009.25(1)(e), F.S., allows for the exemption of payment of tuition and fees, including lab fees, for students enrolled in welfare transition programs. The exemption applies to the student for tuition and fees for career certificate, applied technology diploma and adult general education programs. The law specifies that, while the student is exempt from the payment of tuition and fees, the local workforce development board is required to pay the institution for the costs incurred for the welfare transition

program participants. Welfare transition participants are individuals who are receiving temporary cash assistance from the Department of Children and Families and are required to complete work activity. The school district must receive appropriate documentation that demonstrates the individual is an active participant in the welfare transition program in order to report the exemption to the Florida Department of Education in data reporting required in the Workforce Development Information System (WDIS).

Fee Exemption for Homeless Children and Youth
Section 1009.25, F.S., specifies that students who meet the definition of homeless children and youths in section 725 of the McKinney-Vento Homeless Assistance Act, 42 United States Code s. 11434a(2), are exempt from the payment of tuition and fees, including lab fees, at school district career centers.

Section 409.1452, F.S., also requires postsecondary institutions that grant fee exemptions under s. 1009.25, F.S., to have an on-campus liaison who is, at a minimum, a knowledgeable, accessible and responsive staff member to help with any problems related to the use of the exemption. Institutions are required to provide the liaison's contact information to each student using a tuition and fee exemption and to the Department of Children and Families (DCF) and community-based care lead agencies.

Fee Exemption for Foster Care Students
Section 1009.25, F.S., includes a tuition and fee exemption for foster care students to include a student who was the subject of a shelter proceeding, a dependency proceeding or a termination of parental rights proceeding, and who:

- Is, or was at the time of reaching 18 years of age, in out-of-home care, rather than in the custody of the DCF as is provided for in current law;
- Was adopted from DCF after May 5, 1997;
- After reaching 14 years of age, spent at least 18 months in out-of-home care and was then reunited with his or her parents who were the subject of the dependency proceeding before reaching 18 years of age, including a student who was reunited under s. 39.8155, F.S. (reinstatement of parental rights). A student is only eligible for this tuition waiver if, in addition to the above-described factors, the student is also Pell Grant-eligible; or
- Was placed in a permanent guardianship, regardless of whether the caregiver participates or participated in the Relative Caregiver Program under s. 39.5085, F.S., and remains in such guardianship until either the student reaches 18 years of age or, if before reaching 18 years of age, enrolls in an eligible institution.

Fee Waivers

Fee Waivers are defined in s. 1009.26, F.S. School districts may waive fees for any student not exempt from fees. The total value of the fee waivers granted by the school district may not exceed the amount established annually in the General Appropriations Act. Waivers for fee-nonexempt students for programs funded through Workforce Development Education appropriations may not exceed eight percent of the fee revenues that would otherwise be collected. Funds collected from standard tuition and out-of-state fees shall be used to support school district workforce education programs as defined in s. 1004.02(25), F.S., and shall not be used to support K-12 programs or district K-12 administrative indirect costs.

Each Florida College System institution board of trustees, each district school board with a career center authorized under s. 1001.44, F.S., and each board of directors for a charter technical career center authorized under s. 1002.34, F.S., shall waive out-of-state fees for honorably discharged veterans of the United States Armed and Reserve Forces (Air Force, Army, Coast Guard, Marines and Navy) and the National Guard (Army and Air) or any other student who is entitled to and uses educational assistance provided by the United States Department of Veterans Affairs who physically resides in Florida while enrolled as a degree or certificate seeking student. Tuition and fees charged to a student who qualifies for the out-of-state fee waiver under this subsection may not exceed the tuition and fees charged a resident student enrolled in the same program.

Disabled Veterans Fee Waiver
Section 295.011, F.S., establishes a fee waiver for disabled veterans who are enrolled in a postsecondary program and receive education assistance under the GI Bill, but who do not qualify for the federal 100 percent eligibility tier. Beginning in 2022-23, these students are eligible to receive a waiver in the amount that is the difference between the portion of tuition and fees authorized under federal law and the full amount of tuition and fees charged by the institution attended.

Differential Out-of-State Fee

Section 1009.22(4), F.S., provides that a district school board that has a service area that borders another state may implement a plan for a differential out-of-state fee.

Applied Academics

According to s. 1009.22(3)(a), F.S., fee-nonexempt students enrolled in applied academics for adult education instruction shall be charged fees equal to the fees charged for adult general education programs.

Graduation Alternative to Traditional Education (GATE) Program Waiver

Section 1004.933 (4), F.S., provides that an institution shall waive 100 percent of registration, tuition, laboratory and examination fees for a student participating in the GATE Program. A waiver provided under this section after a student's first term shall be provided after state aid pursuant to s. 1009.895, F.S., is applied. Instructional materials assigned for use under the GATE Program must be made available to GATE Program students free of charge. An institution may not require payment by students of instructional materials costs eligible for reimbursement under s. 1009.711, F.S.

Contacts

If you have any questions about these issues, please contact Dr. Claudia Campagnola at 850-245-9081 or via email at Claudia.Campagnola@fldoe.org.

AGENDA ITEM NO. 8.7

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 4, 2025
SUBMITTED BY:	Carrie Dopson - (259-0408)
ITEM TYPE:	Adult Ed Fees
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of the Adult General Education Tuition for the 2025-2026 School Year.

ATTACHMENTS:
08.04.2025 Approval of Adult General Ed Fees_C.Dopson.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Career and Adult Education
418 South 8th Street Macclenny,
FL 32063
(904) 259-0403
www.bakerk12.org

Wyatt Milton, Superintendent

July 22, 2025

J. Wyatt Milton
Baker County School District
392 South Blvd East
Macclenny, FL. 32063

Dear Superintendent Milton:

Respectfully, please seek School Board approval for the Adult General Education tuition shown in section A below for the 2025-2026 school year. According to the workforce development fees statue, section 1009.22 (3), Florida Statutes, a district's tuition must be within five percent (above and below) of the standard tuition and out-of-state fee, if applicable (see page 3 of the attachment). This tuition will be collected from Adult Education students at the time of enrollment.

SECTION A

Tuition Type	Tuition Amount	Agency/Program Requirement
Block Tuition (per half year) Standard Rate	$45.00	Florida Statute

Thank you for your favorable approval and assistance.

Sincerely,

Carrie Dopson
Director of Teaching and Learning / Career and Adult Education

CD/bd
Attachments

Attachment

Tuition and Fees for Career Certificate/Applied Technology Diploma and Adult General Education Programs
2025-26

The 2025 General Appropriations Act did not include any changes to the standard tuition and fees rate for 2025-26. **Effective July 1, 2025, the following standard rates of tuition remain in effect:**

- **For Career Certificates/Applied Technology Diplomas, $2.33 per contact hour.**
- **For Adult General Education, a block tuition rate of $45.00 per half year, or $30.00 per term.**

According to the workforce development fees statute, section (s.) 1009.22(3), Florida Statutes (F.S.), a district's tuition must be within five percent (above or below) of the standard tuition and out-of-state fee, if applicable. For career certificate and applied technology diploma programs, students who are classified as non-residents for tuition purposes under s. 1009.21, F.S., have a required out-of-state fee in addition to the tuition.

The tables found on the next pages provide a summary of the rates allowed for the program areas of Career Certificates (also known as CAR), Applied Technology Diplomas (ATD) and Adult General Education (AGE). The summary includes ranges for tuition; out-of-state fees; and the optional fees for student financial aid, capital improvement and technology. See table on page 2 for the minimum and maximum tuition ranges for career certificate programs and page 3 for the minimum and maximum block tuition ranges for adult general education.

Career Certificate/Applied Technology Diplomas, student financial aid, capital improvement and technology fees are discretionary and are, therefore, not required. However, it is important to note that if these fees are charged, the amount allowed to be charged varies. If student financial aid fees are charged, the highest amount allowed is ten percent of tuition (for residents) or ten percent of the sum of tuition and out-of-state fee (for non-residents). Thus, the amount charged for student financial aid can be any percentage **up to 10 percent**. If capital improvement or technology fees are charged, the highest amount allowed is five percent of tuition (for residents) or five percent of the sum of tuition and out-of-state fee (for non-residents). Thus, the amount allowed to be charged for a capital improvement or technology fee is any percentage **up to five percent**.

Career Certificates/Applied Technology Diplomas			
RESIDENT	**Standard Fee Rate**	**Minimum Fee Rate (1)**	**Maximum Fee Rate (1)**
Tuition	2.33	2.22	2.44
Student Financial Aid (2) (10% of Tuition)	0.23	0.22	0.24
Capital Improvement Fee (2) (5% of Tuition)	0.11	0.11	0.12
Technology Fee (2) (5% of Tuition)	0.11	0.11	0.12
NONRESIDENT	**Standard Fee Rate**	**Minimum Fee Rate (1)**	**Maximum Fee Rate (1)**
Tuition	2.33	2.22	2.44
Full Cost: Standard Tuition + Out-of-State Fee	9.32	8.86	9.78
Student Financial Aid (2) (10% of Tuition + Out-of-State Fee)	0.93	0.88	0.97
Capital Improvement Fee (2) (5% of Tuition + Out-of-State Fee)	0.46	0.44	0.48
Technology Fee (2) (5% of Tuition + Out-of-State Fee)	0.46	0.44	0.48

(1) Each district school board may adopt tuition that is within the range of five percent below to five percent above the standard tuition and out-of-state fee, if applicable pursuant to s. 1009.22(3)(d), F.S.

(2) Student Financial Aid, Capital Improvement and Technology Fees are discretionary and are not required.

Adult General Education			
	Standard Rate	**Minimum Rate [1]**	**Maximum Rate [1]**
Block Tuition (Per half year)[2]	45.00	42.75	47.25
	Standard Rate	**Minimum Rate [1]**	**Maximum Rate [1]**
Block Tuition (Per term) [2]	30.00	28.50	31.50

(1) Each district school board may adopt tuition that is within the range of five percent below to five percent above the standard tuition and out-of-state fee, if applicable pursuant to s. 1009.22(3)(d), F.S.

(2) Tuition does not vary based on instructional hours scheduled or number of Adult General Education programs in which the student is enrolled.

2025 Legislative Changes

During the special session, SB 2B was passed, amending section 1009.26(a)(12) F.S., to provide additional conditions for using the out-of-state waiver. Starting July 1, 2025, institutions will waive out-of-state fees for students who are citizens of the United States or lawfully present in the United States, provided they meet the following conditions:

1. The student attended a secondary school in Florida for three consecutive years immediately before graduating from a high school in the state.
2. The student applies for enrollment in an institution of higher education within 24 months after graduating from high school.
3. The student submits an official Florida high school transcript as evidence of attendance and graduation.

To receive this waiver, students must demonstrate legal residency in the United States. Additionally, students who currently receive a fee waiver under the prior language in section 1009.26(12) F.S., will need to be reevaluated for eligibility beginning July 1, 2025.

Statutory References for Fees

Tuition Statutes

The following are the current statutory references related to Workforce Fees.
s. 1009.21, F.S., Determination of resident status for tuition purposes
s. 1009.22, F.S., Workforce education postsecondary student fees
s. 1009.25, F.S., Fee exemptions
s. 1009.26, F.S., Fee waivers
s. 1009.27, F.S., Deferral of fees
s. 1011.80(10), F.S., Funds for operation of workforce education programs

Standard Tuition and Non-resident Fees

Standard tuition shall be $2.33 per contact hour for programs leading to a career certificate or an applied technology diploma. A block tuition of $45 per half year or $30 per term shall be assessed for students enrolled in adult general education (s. 1009.22(3)(c), F.S.). Each district school board may adopt tuition that is within the range of five percent below to five percent above the standard tuition and out-of-state fee, if applicable (s. 1009.22(3)(d), F.S.). For career certificate programs, the out-of-state fees must be charged to students classified as non-residents for tuition purposes, in addition to the tuition.

Financial Aid Fee

School districts are **permitted** to collect, for financial aid purposes, up to an additional 10 percent of the student fees collected for workforce development education programs as stated in s. 1009.22(5), F.S. This fee may not be collected for adult general education programs (s. 1009.22(5), F.S.).

Capital Improvement Fee

School districts are **permitted** to collect a separate capital improvement fee for capital improvements, technology enhancements or equipping buildings which may not exceed five percent of the tuition fee for resident students or five percent of the tuition and out-of-state fee for nonresident students. For additional information, see s. 1009.22(6), F.S. This fee may not be collected for adult general education programs (s. 1009.22(3), F.S.).

Technology Fee
School districts are **permitted** to collect a separate technology fee. Section 1009.22(7), F.S., addresses the statutory requirements. According to the statute, "Each district school board and community college board of trustees is authorized to establish a separate fee for technology, not to exceed 5 percent of tuition per credit hour or credit-hour equivalent for resident students and not to exceed 5 percent of tuition and the out-of-state fee per credit hour or credit-hour equivalent for nonresident students. Revenues generated from the technology fee shall be used to enhance instructional technology resources for students and faculty and shall not be included in any award under the Florida Bright Futures Scholarship Program." This fee may not be collected for adult general education programs (s. 1009.22(3), F.S.).

Standard Tuition for Associate in Science or Associate in Applied Science
For postsecondary vocational programs offered by career centers, the standard tuition shall be $71.98 per credit hour for residents and non-residents, and the out-of-state fee shall be $215.94 per credit hour. *Note: Only districts with approval for A.A.S. or A.S. degrees are allowed to adopt these fees.*

Other Fees
Sections 1009.22(8) and (9), F.S., state:

> (9) Each district school board and Florida College System institution board of trustees is authorized to establish specific fees for workforce development instruction not reported for state funding purposes or for workforce development instruction not reported as state funded full-time equivalent students. District school boards and Florida College System institution boards of trustees are not required to charge any other fee specified in this section for this type of instruction.
>
> (10) Florida College System institution boards of trustees and district school boards are not authorized to charge students enrolled in workforce development programs any fee that is not specifically authorized by statute. In addition to tuition, out-of-state, financial aid, capital improvement, and technology fees, as authorized in this section, Florida College System institution boards of trustees and district school boards are authorized to establish fee schedules for the following user fees and fines: laboratory fees; parking fees and fines; library fees and fines; fees and fines relating to facilities and equipment use or damage; access or identification card fees; duplicating, photocopying, binding, or microfilming fees; standardized testing fees; diploma replacement fees; transcript fees; application fees; graduation fees; and late fees related to registration and payment. Such user fees and fines shall not exceed the cost of the services provided and shall only be charged to persons receiving the service.

Fee Exemptions

Fee exemptions are defined in s. 1009.25, F.S.

Fee Exemption for Welfare Transition Participants
Section 1009.25(1)(e), F.S., allows for the exemption of payment of tuition and fees, including lab fees, for students enrolled in welfare transition programs. The exemption applies to the student for tuition and fees for career certificate, applied technology diploma and adult general education programs. The law specifies that, while the student is exempt from the payment of tuition and fees, the local workforce development board is required to pay the institution for the costs incurred for the welfare transition

program participants. Welfare transition participants are individuals who are receiving temporary cash assistance from the Department of Children and Families and are required to complete work activity. The school district must receive appropriate documentation that demonstrates the individual is an active participant in the welfare transition program in order to report the exemption to the Florida Department of Education in data reporting required in the Workforce Development Information System (WDIS).

Fee Exemption for Homeless Children and Youth
Section 1009.25, F.S., specifies that students who meet the definition of homeless children and youths in section 725 of the McKinney-Vento Homeless Assistance Act, 42 United States Code s. 11434a(2), are exempt from the payment of tuition and fees, including lab fees, at school district career centers.

Section 409.1452, F.S., also requires postsecondary institutions that grant fee exemptions under s. 1009.25, F.S., to have an on-campus liaison who is, at a minimum, a knowledgeable, accessible and responsive staff member to help with any problems related to the use of the exemption. Institutions are required to provide the liaison's contact information to each student using a tuition and fee exemption and to the Department of Children and Families (DCF) and community-based care lead agencies.

Fee Exemption for Foster Care Students
Section 1009.25, F.S., includes a tuition and fee exemption for foster care students to include a student who was the subject of a shelter proceeding, a dependency proceeding or a termination of parental rights proceeding, and who:

- Is, or was at the time of reaching 18 years of age, in out-of-home care, rather than in the custody of the DCF as is provided for in current law;
- Was adopted from DCF after May 5, 1997;
- After reaching 14 years of age, spent at least 18 months in out-of-home care and was then reunited with his or her parents who were the subject of the dependency proceeding before reaching 18 years of age, including a student who was reunited under s. 39.8155, F.S. (reinstatement of parental rights). A student is only eligible for this tuition waiver if, in addition to the above-described factors, the student is also Pell Grant-eligible; or
- Was placed in a permanent guardianship, regardless of whether the caregiver participates or participated in the Relative Caregiver Program under s. 39.5085, F.S., and remains in such guardianship until either the student reaches 18 years of age or, if before reaching 18 years of age, enrolls in an eligible institution.

Fee Waivers

Fee Waivers are defined in s. 1009.26, F.S. School districts may waive fees for any student not exempt from fees. The total value of the fee waivers granted by the school district may not exceed the amount established annually in the General Appropriations Act. Waivers for fee-nonexempt students for programs funded through Workforce Development Education appropriations may not exceed eight percent of the fee revenues that would otherwise be collected. Funds collected from standard tuition and out-of-state fees shall be used to support school district workforce education programs as defined in s. 1004.02(25), F.S., and shall not be used to support K-12 programs or district K-12 administrative indirect costs.

Each Florida College System institution board of trustees, each district school board with a career center authorized under s. 1001.44, F.S., and each board of directors for a charter technical career center authorized under s. 1002.34, F.S., shall waive out-of-state fees for honorably discharged veterans of the United States Armed and Reserve Forces (Air Force, Army, Coast Guard, Marines and Navy) and the National Guard (Army and Air) or any other student who is entitled to and uses educational assistance provided by the United States Department of Veterans Affairs who physically resides in Florida while enrolled as a degree or certificate seeking student. Tuition and fees charged to a student who qualifies for the out-of-state fee waiver under this subsection may not exceed the tuition and fees charged a resident student enrolled in the same program.

Disabled Veterans Fee Waiver
Section 295.011, F.S., establishes a fee waiver for disabled veterans who are enrolled in a postsecondary program and receive education assistance under the GI Bill, but who do not qualify for the federal 100 percent eligibility tier. Beginning in 2022-23, these students are eligible to receive a waiver in the amount that is the difference between the portion of tuition and fees authorized under federal law and the full amount of tuition and fees charged by the institution attended.

Differential Out-of-State Fee

Section 1009.22(4), F.S., provides that a district school board that has a service area that borders another state may implement a plan for a differential out-of-state fee.

Applied Academics

According to s. 1009.22(3)(a), F.S., fee-nonexempt students enrolled in applied academics for adult education instruction shall be charged fees equal to the fees charged for adult general education programs.

Graduation Alternative to Traditional Education (GATE) Program Waiver

Section 1004.933 (4), F.S., provides that an institution shall waive 100 percent of registration, tuition, laboratory and examination fees for a student participating in the GATE Program. A waiver provided under this section after a student's first term shall be provided after state aid pursuant to s. 1009.895, F.S., is applied. Instructional materials assigned for use under the GATE Program must be made available to GATE Program students free of charge. An institution may not require payment by students of instructional materials costs eligible for reimbursement under s. 1009.711, F.S.

Contacts

If you have any questions about these issues, please contact Dr. Claudia Campagnola at 850-245-9081 or via email at Claudia.Campagnola@fldoe.org.

AGENDA ITEM NO. 8.8

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 4, 2025
SUBMITTED BY:	Tina Bradley - (259-0476)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval to Renew Agreement with Baker County Health Department to Provide Dental Services Effective July 1, 2025 - June 30, 2028. (Term Change from Previous Year.)

ATTACHMENTS:
08.04.2025 Approval of the 25-28 Dental Services with Baker County Healt Department_T.Bradley.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Health Services
418 South 8th Street
Macclenny, FL 32063
(904) 259-6551
www.bakerk12.org

Wyatt Milton, Superintendent

August 4, 2025

Wyatt Milton, Superintendent
Baker County School District
270 South Blvd. East
Macclenny, Fl 32063

Dear Superintendent Milton:

Please submit for approval the renewal agreement between the Baker County Health Department and the Baker County School Board to provide dental services to students in Baker County public schools. The only change from the previous agreement is the length of term. The term for this agreement is from July 1, 2025 – June 30, 2028.

Thank you for your support of School Health Services.

Sincerely,

Tina L. Bradley, RN, BSN
Health Services Director
TLB/alg

Attachment

MEMORANDUM OF AGREEMENT
between the
State of Florida, Department of Health,
Baker County Health Department
and the
Baker County School Board

This Memorandum of Agreement is entered into between the State of Florida, Department of Health, Baker County Health Department, hereinafter referred to as the "DOH-Baker", and Baker County School Board, hereinafter referred to as the "School Board", to provide dental services to students attending Baker County public schools.

The purpose of the Dental Services Program is to reduce the incidence of dental disease by providing an effective preventive and treatment program. One of the most outstanding unmet needs in public health is that of dental services for the indigent school aged population. The Baker County Health Department Dental Program in conjunction with Macclenny Elementary School, Westside Elementary School, Legacy Elementary School, Baker County Middle School, Baker County Pre-K Center and Baker County High School, will provide a school based dental care program. This program effectively eliminates the barriers which exist for many families seeking the care of a dentist, including but not limited to transportation problems, lack of information on how often children should be seen for check-ups, and time away from the job. The intent of this Agreement is for services only; there is no monetary exchange between the Parties.

RIGHTS AND RESPONSIBILITIES

I. Baker CHD agrees:

A. To provide preventive, restorative, and surgical dental treatment.

B. To provide reports documenting need for further dental services within 30 days of initial service.

C. To provide dental preventive services (cleanings, dental assessments, sealants, dental examinations, silver diamine fluoride) and dental restorative/surgical treatment will be rendered at either of the following locations:

1. Baker CHD, 480 West Lowder Street, Macclenny, Florida 32063
2. On-site at designated Baker County school.

D. To bill the appropriate agency for reimbursement of services rendered, including but not limited to Medicaid or state grants.

E. To provide a school-based caries preventative fluoride varnish program will be provided at the following schools:

1. Baker County Pre-K Center,
2. Macclenny Elementary,
3. Westside Elementary, and
4. Legacy Elementary.

II. School Board agrees:

A. To refer children who qualify for Medicaid to the Baker CHD for dental services.

B. To distribute consent forms (See sample provided as Attachment 1, forms may vary prior to initiation of services) to parents for children referred for dental services.

C. To collect signed consent forms from parents who have given consent for dental services,and ensuring that the Baker CHD receives a copy of confirmed parental consent.

D. To transport children to the service location at DOH-Baker: 480 West Lowder Street, Macclenny, Florida for dental services.

III. Both parties mutually agree:

A. Term: The term for this agreement will be for three (3) years, with a beginning date of July 1, 2025, and ending date of June 30, 2028.

B. Independent Contractor. By this Agreement the Parties intend to establish between them the relationship of mutually independent contractors. Each Party and the officers, employees, agents, subcontractors, or other contractors thereof shall not be deemed by virtue of this Memorandum of Agreement to be officers, agents, or employees of the other Party

C. Confidentiality. Where applicable the Parties will comply with the Health Insurance Portability and Accountability Act ("HIPAA") as well as regulations promulgated thereunder (45 CFR Parts 160, 162, and 164).

D. Liability. Each party will be liable for any damages resulting from the negligence of its employees or agents acting within the scope of their employment or agency, in accordance with Section 768.28, Fla. Stat. Nothing herein is intended to waive sovereign immunity by any party to whom sovereign immunity is applicable. Nothing herein shall be construed as consent by any party to be sued by a third party in any matter arising out of any contract.

DOH-Baker will provide School District with a State of Florida Department of Financial Services, Division of Risk Management Trust Fund certificate or certificates of insurance evidencing General Liability Coverage pursuant to Chapter 284, Part II, Section 768.28, Florida Statutes, and any rules promulgated thereunder, with limits of not less than $200,000 for a claim or a judgment by any one person or a limit of not less than $300,000 for any claim or judgment. Compliance with the requirements of this paragraph shall not relieve DOH-Baker of its liability and obligations under this Agreement and attached hereto as **Attachment II**.

D. Amendments. No modifications or amendments to the terms and conditions contained herein shall be effective unless set forth in a written document identified as an amendment to this Agreement and executed by each Party hereto.

E. Waiver of Breach. The failure on the part of either Party to enforce any material provision of this Agreement on any single occasion shall not constitute a waiver of the right to enforce any and all material provisions of this Agreement.

F. Choice of Law; Venue. This Memorandum of Agreement is executed and entered into in the State of Florida, and shall be construed, performed, and enforced in all respects in accordance with the laws, rules, and regulations of the State of Florida. Venue shall be in Baker County.

G. Independent Contractor. By this Agreement the Parties intend to establish between them the relationship of mutually independent contractors. Each Party and the officers, employees, agents, subcontractors, or other contractors thereof shall not be deemed by virtue of this Memorandum of Agreement to be officers, agents, or employees of the other Party.

H. Termination. Either Party may terminate this Agreement, with or without cause, with a minimum of thirty (30) days' written notice to the other Party, or in the event funds to finance this project become unavailable, DOH-Baker may terminate this agreement upon no less than twenty-four (24) hours' notice in writing to School Board. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. The provider shall be the final authority as to the availability of funds.

I. Cooperation with Inspector General. The Parties acknowledge and understand that they have a duty to and will cooperate with the Inspector General in any investigation, audit, inspection, review, or hearing pursuant to Section 20.055(5), Florida Statutes.

J. Notices. Except as otherwise provided herein, any notice, acceptance, request, or approval from either Party to the other Party shall be in writing and sent to the designated representative by certified mail, return receipt requested, and shall be deemed to have been received when either deposited in a United States Postal Service mailbox, or personally delivered with signed proof of delivery.

. The contact persons for each party are as follows:

Baker County School Board
Tina Bradley, Health Services Specialist
418 8th Street South
Macclenny, FL 32063
(904) 259-6551

Baker County Health Department
Patty Lyons, Program Manager
480 West Lowder Street
Macclenny, FL 32063
(904) 653-5284

This Agreement shall become effective upon the date of its execution by both Parties.

IN WITNESS THEREOF, the parties hereto have caused this contract to be executed by their undersigned officials as duly authorized.

Baker County School Board

Tiffany McInarnay, Chairperson

Date

Florida Department of Health
Baker County Health Department

Jordan Duncan, Administrator

Date

EXHIBIT "A"

This Addendum and the following modifications ("Addendum") are hereby incorporated into the attached Agreement, and shall be binding on the signatory Parties. To the extent any terms and conditions between the Agreement and this Addendum conflict, the Addendum's terms and conditions shall supersede any conflicting terms and conditions of the Agreement, and the terms and conditions of the Addendum shall be binding and shall be controlling on the Parties.

Section I.

A. All references to "Contractor" herein shall be deemed to refer to the party(ies) who have entered into the agreement with the Baker County School Board ("Board") to which this attachment is affixed.

B. The terms contained herein shall prevail over any contrary or incompatible term within the attached agreement.

Section II.

A. **Level II Background Check** – Any individual providing services under this agreement who will (1) be at a school when students are present; (2) have direct contact with students; or (3) have access to or control of school funds shall have a Level II background check submitted through the Board. The Contractor shall be required to pay for all costs of the background reports. If it is discovered during the period of the agreement that Contractor substituted an unapproved individual for an approved individual for purposes of this agreement, then the agreement may be cancelled immediately by Board.

Section III.

A. **Indemnification -** The Board shall indemnify and hold harmless Contractor from and against any and all claims, suits, actions, damages, or causes of action arising out of the negligent acts of the Board or its employees arising out of or in connection with the provisions of this agreement, up to the limits on liability prescribed in Section 768.28, Florida Statutes, including $200,000.00 per claimant and $300,000.00 per occurrence. Contractor agrees to indemnify and hold harmless the Board and its employees from and against any and all liability or claims for damages of any kind whatsoever resulting from negligent acts, intentional acts, or failure to act on the part of Contractor arising out of or in connection with the provisions of this agreement.

B. **Sovereign Immunity** – Except for as expressly provided in this agreement and Section 768.28, Florida Statutes, the Board does not waive its sovereign immunity.

Section IV.

A. **Governing Law and Venue -** This agreement shall be governed by and construed in accordance with the laws of the State of Florida. The parties agree that the county and circuit courts in the Eighth Judicial Circuit, Baker County, Florida and the United States District Court for the Middle District of Florida – Jacksonville Division shall have exclusive jurisdiction to enforce the terms of this agreement. Venue for any disputes shall exclusively lie in the state and federal courts for Baker County, Florida**.**

Section V.

A. Public Records – To the extent applicable to Contractor, Contractor shall comply with the requirements of Florida's Public Records law. In accordance with Section 119.0701, Florida Statutes, Contractor shall:

1. Keep and maintain public records required by the Board to perform the service.

2. Upon request from the Board's custodian of public records, provide the Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided under Florida's Public Records law or as otherwise provided by law.

3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the Board.

4. Upon completion of the agreement, transfer, at no cost, to the Board all public records in possession of the Contractor or keep and maintain public records required by the Board to perform the service. If the Contractor transfers all public records to the Board upon completion of the agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of this agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Board, upon request from the Board's custodian of public records, in a format that is compatible with the information technology systems of the Board.

5. **If Contractor has questions regarding the application of Chapter 119, Florida Statutes, to Contractor's duty to provide public records relating to this Contract, Contractor shall contact the Custodian of Public Records at:**

   Felicia D. Raulerson
   Executive Secretary
   Baker County School Board
   270 South Boulevard East
   Macclenny, FL 32063
   (904) 259-0401
   felicia.raulerson@bakerk12.org

6. In the event the Board must initiate litigation against Contractor in order to enforce compliance with Chapter 119, Florida Statutes, or in the event of litigation filed against the Board because Contractor failed to provide access to public records responsive to a public record request, the public agency shall be entitled to recover all costs, including but not limited to reasonable attorneys' fees, costs of suit, witness fees, and expert witness fees expended as part of said litigation and any subsequent appeals.

Section VI.

A. **E-Verify** – To the extent Section 448.095, Florida Statutes, applies to Contractor, Contractor shall use the U.S. Department of Homeland Security's E-Verify system, https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees **hired on or after January 1, 2021** during the term of this agreement.

1. Subcontractors

(i) Contractor shall also require all subcontractors performing work under this agreement to use the E-Verify system for any employees they may hire during the term of this Agreement.

(ii) Subcontractors shall provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as defined by Section 448.095, Florida Statutes.

(iii) Contractor shall provide a copy of such affidavit to the Board upon receipt and shall maintain a copy for the duration of the agreement.

B. Contractor must provide evidence of compliance with Section 448.095, Florida Statutes, by the date of execution of this agreement. Evidence may consist of, but is not limited to, providing notice of Contractor's E-Verify number.

C. Failure to comply with this provision is a material breach of the agreement, and Board may choose to terminate the agreement at its sole discretion. Contractor may be liable for all costs associated with Board securing the same services, inclusive, but not limited to, higher costs for the same services and rebidding costs, if necessary.

Section VII.

A. **Affidavit Regarding the Use of Coercion for Labor and Services** – If Contractor is not a governmental entity, then Contractor shall execute the Board's "**Affidavit Regarding the Use of Coercion for Labor and Services"** and provide a copy to the Board no later than the time of execution of the agreement by the Contractor.

Section VIII.

A. **Force Majeure** - Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this agreement if and to the extent that such party's performance under this agreement is render impossible, impractical, or prevented by reason of force majeure. For purposes of this agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the agreement's term.

Section IX.

A. **Student Data** - If Contractor meets the definition of "Operator" in Section 1006.1494, Florida Statutes, then the parties shall enter into a Data Privacy Agreement prior to any "Covered Information," as defined in Section 1006.1494, Florida Statutes, being provided to Contractor.

Section X.

A. **Federally Funded Agreement** – If this agreement is paid by the Board using federal funds, then the terms contained in the attached "Baker County School Board Federal Contract Addendum," based off of the requirements of 2 Code of Federal Regulations 200, Title 2, shall govern this agreement.

_____

Signature of Authorized Contractor Representative

_____

Date

AGENDA ITEM NO. 8.9

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: August 4, 2025

SUBMITTED BY: Carrie Dopson - (259-0408)

ITEM TYPE: Agreement

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Agreement with Gaetz Aerospace Career Academy, Embry-Riddle Aeronautical University for Academic Years 2025-2028. (Name Change from Previous Year Formerly Gaetz Aerospace Institute Academy.)

ATTACHMENTS:
08.04.2025 Approval of 25-28 Embry-Riddle Agreement_C.Dopson.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Career and Adult Education
418 South 8th Street
Macclenny, FL 32063
(904) 259-0403
www.bakerk12.org

Wyatt Milton, Superintendent

July 23, 2025

Wyatt Milton, Superintendent
Baker County School District
392 South Boulevard East
Macclenny, FL 32063

Dear Superintendent Milton,

Please seek School Board approval for the renewal of the attached agreement between the Baker County School Board and Gaetz Aerospace Career Academy, Embry-Riddle Aeronautical University. The term for this agreement is from July 1, 2025 – June 30, 2028.

Sincerely,

Carrie Dopson
Executive Director of Teaching and Learning;
CTE and Adult Education

CD/bd
Attachment

Agreement between Gaetz Aerospace Career Academy,
Embry-Riddle Aeronautical University and
Baker County School District
Academic Year 2025-2028

THIS AGREEMENT made and entered into and effective on the date of final execution (herein the "Effective Date") and between The Baker County School DISTRICT, a school DISTRICT within the State of Florida (hereinafter referred to as the **DISTRICT**), and Embry-Riddle Aeronautical University, a not-for-profit corporation organized and existing under the laws of the State of Florida (hereinafter referred to as **ERAU**), to conduct work of mutual interest, which will be identified in a Statement of Work and Budget and Additional Terms and Conditions attached hereto and identified as Attachments A and B, respectively.

ERAU and the DISTRICT shall be referred to individually as "Party" and collectively as "Parties".

WHEREAS, the Parties desire to contract with one another to provide for the addition or continuation of Embry-Riddle – Gaetz Aerospace Career Academy (hereinafter referred to as **ACA**).

NOW THEREFORE, in consideration of the mutual promises herein made, it is agreed between the Parties hereto as follows:

ARTICLE 1.0 SCOPE OF SERVICES

1.1 The Parties agree to identify, define, develop, and implement activities, as described in the Statement of Work and Budget, Additional Terms and Conditions and Programmatic Information for School Based Administrators as described in Attachments A, B and C respectively as incorporated herein by reference. Appendix A outlines the schools participating in the program along with the courses being offered, and future appendices will be supplied with an invoice for that academic year.

1.2 The Parties' designated representatives shall have the right, by written instruction, to request changes in or additions to the Statement of Work and Budget through a written instrument authorized and executed with the same formality as this Agreement.

1.3 The following schools have been identified as locations providing concurrent/dual enrollment, course work to support career pathways and aerospace STEM outreach.

SCHOOL:	**BAKER COUNTY HIGH SCHOOL**
PRINCIPAL CONTACT:	
GUIDANCE COUNSELOR (NAME AND EMAIL) IN CHARGE OF SCHEDULING STUDENTS:	
CTE CONTACT:	
POINT OF CONTACT FOR CONTRACT:	

ARTICLE 2.0 TOTAL AMOUNT ALLOTTED

The Parties will negotiate the total amount allotted to ERAU for work under this Agreement and affix the amount to this Agreement as a Budget, attached hereto as Attachment A and incorporated herein by this reference.

ARTICLE 3.0 INVOICING

ERAU shall submit invoices to the DISTRICT, and the DISTRICT shall pay ERAU for its performance of the services in accordance with the terms set forth in Attachments A and B.

Invoices shall be submitted to:

Name & Title: Carrie Dopson, Director
DISTRICT: Baker County Schools
Add 1: 418 S. 8th Street
Add 2: Macclenny, FL 32063
Phone: 904-259-0403
Email: carrie.dopson@bakerk12.org

Payment shall be remitted to:

Daytona Grants & Contracts Requests
Embry-Riddle Aeronautical University
1 Aerospace Blvd
Daytona Beach, FL 32114-3900
386-226-6212
dbgcars@erau.edu

ARTICLE 4.0 PAYMENT

4.1 The DISTRICT will make payment for the academic year in accordance with Attachment A and any addenda to this Agreement entered into by both Parties.

4.2 Payments for verified invoices for the academic year (AY) will be due as follows:

Date of Final Execution	100% of total amount due for AY
Upon Receipt of Certification of CAPE Dollars AY24-25 Applicable	5% CAPE Certification due for AY

ARTICLE 5.0 TERM AND TERMINATION

5.1 This Agreement shall commence on the date of final execution and shall remain in effect until June 30, 2028 unless terminated earlier as provided in this Agreement or extended by the Parties in writing.

5.2 Either party shall have the right to terminate this Agreement for its convenience, in whole, or in part, at any time with at least thirty (30) working days prior notice.

5.3 A material breach shall include, but not be limited to, the following:

5.3.1 A Party becomes bankrupt or makes an assignment for the benefit of creditors, or a receiver is appointed to its business, or voluntary or involuntary petition in bankruptcy is filed, or proceedings for the reorganization of the other Party are instituted.

5.3.2 Loss of funding.

ARTICLE 6.0 CONFIDENTIAL INFORMATION

6.1 The Parties agree that during the course of this Agreement, the Parties may disclose to each other certain Confidential Information. Confidential Information would include cost and budget information, courseware, insights into future plans by either Party, or other information that would expand the financial accountability of either Party beyond that required by the law and its internal procedures, or that would reveal that information to the public media, competitors, and/or other school DISTRICTs negotiating similar programs with ERAU. Subject to and only to the extent permitted by Chapter 119, Florida Statutes, any Party receiving Confidential Information shall hold such information in strictest confidence, shall not transfer by any means the said information to any third Parties without prior written consent of the disclosing Party, and shall not use or reproduce the said information for any purpose other than as reasonably required for the performance of the Agreement.

6.2 Subject to and only to the extent permitted by Chapter 119, Florida Statutes, each Party hereto shall at all times take all reasonable precautions which are necessary, useful, or desirable in order to prevent the disclosure or unauthorized use of Confidential Information of the other Party, and shall allow access to and disclosure of such information only to those of its employees as is specifically required for the purpose for which it is provided, and shall take responsible steps to ensure that all such employees are made aware of and comply with the receiving Party's obligations hereunder.

6.3 The foregoing obligations of confidentiality, use, and non-disclosure shall not apply to any information provided by the disclosing Party to the extent that the receiving Party can prove that:

6.3.1 Such information has been developed independently by one Party and was lawfully in its possession prior to the receipt thereof,

6.3.2 Such information lawfully is or became public knowledge through no breach of this Agreement by the receiving Party;

6.3.3 Such information is lawfully provided to the receiving Party without restriction by a third Party; or

6.3.4 Such information is required to be disclosed by law.

6.4 The parties recognize that DISTRICT is a governmental entity, subject to Florida law regarding public access to records under Florida Statute, Chapter 119. As such, the Parties agree that only such information as is exempt and confidential

under the provisions of law shall be considered confidential under the Terms of this Agreement. To the extent ERAU provides DISTRICT any information which it believes is confidential or exempt, ERAU shall notify DISTRICT of the specific information that it believes is confidential, as well as the basis for the exemption. To the extent that ERAU maintains information, which is subject to public record request, it shall provide the public access to such records in accordance with, and subject to the applicable statutory terms and fees. Pursuant to the terms of this Agreement, ERAU may receive from the DISTRICT records that may be exempt from public release, including but not limited to, personally identifiable student information, the confidentiality of which is protected under the Family Educational Rights and Privacy Act as well as under Sections 1002.22 and 1002.221, Florida Statutes. ERAU acknowledges and agrees that it may use such information only for the purposes for which the disclosure was made and may not disclose the information to any other party without the prior written consent of the DISTRICT. ERAU shall not allow anyone to obtain access to personally identifiable information from education records, or other exempt records, except in strict accordance with the requirements, if any, established by the DISTRICT in writing. Upon termination of the Agreement, ERAU shall, at the election of the DISTRICT, either destroy or return to the DISTRICT, all such information in its possession, if any, and confirm the same in writing to the DISTRICT. Notwithstanding any provision to the contrary contained in this Agreement, ERAU shall indemnify and hold the DISTRICT and its officers and employees harmless for any violation of this covenant, including but not limited to defending the DISTRICT and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon the DISTRICT, or payment of any and all cost(s), damage(s), judgment(s), or loss(es) incurred by or imposed upon the DISTRICT arising out of the breach of this covenant by ERAU. This provision shall survive the termination of or completion of all performance or obligations under this Agreement and shall be fully binding upon ERAU until such time as any proceeding brought on account of this covenant is barred by any applicable statute of limitations.

ARTICLE 7.0 LIMITATION OF LIABILITY

The Parties agree to be fully responsible for their own acts of negligence, or their respective agents' acts of negligence when acting within the scope of their employment and agree to be liable for any damages proximately caused thereby; provided, however, the Parties agree that DISTRICT's liability is subject to the monetary limitations and defenses imposed by Section 768.28, Florida Statutes. These limitations will apply for all claims, including without limitation, contract, warranty, indemnity, tort (including derelict and negligence), and strict liability howsoever caused or incurred for any reason whatsoever. Nothing in this Agreement shall waive the sovereign immunity of the DISTRICT except to the extent waived in Section 768.28, Florida Statutes.

ARTICLE 8.0 NOTICES

8.1 No notice or communication pertaining to this Agreement, except as provided in

Paragraph 3 herein, shall be deemed to have been duly given by the Parties, unless addressed as follows or to such other address, individual or telecopy number as may be designated by notice given by a Party to the other Party from time to time:

ERAU:

Nanette Guzman
Executive Director – Office of Sponsored Research Administration
1 Aerospace Boulevard
Daytona Beach, Florida 32114-3900
guzmann2@ERAU.edu
Phone: (386) 226-7695
Fax: (386) 226-4901

DISTRICT: Baker County

Name & Title: Carrie Dopson
Director of Career and Adult Education
Add. 1: 418 S. 8th Street
Add. 2: Macclenny, FL 32063
Email: carrie.dopson@bakerk12.org
Phone: 904-259-0403

8.2 Any such notice, request, requirement, approval, permission, consent or other communication in connection with this Agreement shall be given in writing and, if delivered by hand shall have been so delivered, or by registered mail shall be deemed to have been received by the addressee on the day on which it shall have been received, or if faxed, shall be deemed to have been received by the addressee upon electronic acknowledgement.

ARTICLE 9.0 RELATIONSHIP OF THE PARTIES

The Parties hereto shall act as independent contractors and nothing herein contained shall be construed as creating any other relationship between the DISTRICT and ERAU, nor shall it be construed as creating any relationship with the other Party's employees. Each Party agrees that none of its employees is an employee or agent of the other Party. No Party hereto shall, without the prior written consent of the other Party, enter into any contract or commitment in the name of or on behalf of the other Party or bind the other Party in any manner whatsoever.

ARTICLE 10.0 COMPLIANCE WITH LAWS

10.1 The Parties shall comply with any laws, rules, and regulations in force in the location where the Program is performed, as well as codes of conduct, if any, concerning security and safety of its employees or representatives.

10.2 At all times relevant hereto, ERAU shall maintain all appropriate occupational and professional licenses as necessary to fulfill its obligations under this Agreement.

ARTICLE 11.0 STANDARDS OF CONDUCT

The Parties recognize that the standards of deportment and conduct for faculty and students in the GAI must be appropriate to the requirements of a professional education program and the Federal, State, and local laws applicable to public education in the DISTRICT. The Parties further agree that the more stringent of the standards of deportment and conduct established for GAI in general and in the ERAU Student Honor Code available at https://daytonabeach.erau.edu/campus-life/dean-of-students/honor will govern behaviors in the GAI.

ARTICLE 12.0 DISPUTE RESOLUTION

12.1 The Parties agree that any disputes between them arising from, related to, or in connection with this Agreement or the facts and circumstances leading thereto shall be exclusively subject to the laws, jurisdiction and venue of the United States of America, State of Florida, without regard to otherwise applicable choice of law provisions.

12.2 In case of dispute that cannot be resolved by mutual agreement, the Parties agree to good faith efforts to resolve any disputes between them by means of mediation using a mutually agreed mediator. Each side shall bear its own costs and expenses. Nothing about this provision shall bar either Party from seeking appropriate injunctive relief in Florida courts to prevent an imminent, irreparable harm.

ARTICLE 13.0 INDEMNIFICATION

As provided for under common law, and to the extent specifically authorized by Section 768.28, Florida Statutes, each of the Parties to this Agreement hereby agrees to indemnify and hold the other Party hereto harmless from and against all damages of any nature whatsoever which are caused or materially contributed to by the negligent acts of any officer, employee, and agent or other representative of the indemnifying Party and which are not caused or materially contributed to by any officer, employee, agent or other representative of the indemnified Party. In no event shall either Party be liable to the other under any theory of tort, contract, strict liability or other legal or equitable theory for lost profits, exemplary, punitive, special, incidental, indirect, consequential, collateral or similar damages, each of which is hereby excluded by agreement of the Parties regardless of whether or not such Party has been advised of the possibility of such damages.

FAA ground courses may be offered but no actual flight activities or flight training in an aircraft are part of the ERAU Concurrent Enrollment program and any local third-party business or individual offering flight training is doing so without any connection or relationship to ERAU.

ARTICLE 14.0 FORCE MAJEURE

No Party shall be liable for any failure to perform its obligations in connection with any action described in this Agreement, if such failure results from any act of God, riot, war, civil unrest, flood, earthquake, or other cause beyond such Party's reasonable control (including any mechanical, electronic, or communications failure, but excluding failure caused by a Party's financial condition or negligence). Except as expressly provided otherwise in Agreement, dates and times by which any Party is required to perform and obligations under this Agreement and the Statement of Work shall be postponed automatically to the extent and for the period of time that such Party is prevented from meeting such obligation by reason of any cause beyond its reasonable control, provided the Party prevented from performing its obligations notifies the other Party immediately of the commencement and nature of such cause and the probable consequences thereof with appropriate details, and provides further that such Party will use reasonable efforts to comply with its obligations in a timely manner utilizing to such end all resources reasonably required in the circumstances, including obtaining supplies or services from other sources if same are available.

ARTICLE 15.0 CONFIDENTIALITY OF AGREEMENT/PUBLICITY

Subject to and only to the extent permitted by Chapter 119, Florida Statutes, the Parties shall secure each other's prior written approval before any information relating to this Agreement is released to anyone other than employees of any of the Parties requiring the information for the performance of their duties with respect to the matters contemplated in this Agreement, and which have agreed to be bound by confidentiality undertakings.

ARTICLE 16.0 ASSIGNMENT

The Parties acknowledge that this Agreement has been entered in consideration of the Parties mutual confidence in each other and the Parties are unwilling to proceed on the basis set out in this Agreement with any other person save and except as expressly provided herein. Consequently, neither this Agreement nor any of the respective rights or obligations of the Parties hereunder or benefit or advantage received, may be assigned, given, sold, bargained sublet, or otherwise disposed of, in whole or in part, by either Party without the prior written consent of the other Party, which shall not be unreasonably withheld or unduly delayed.

ARTICLE 17.0 COMPLETE AGREEMENT

17.1 This Agreement supersedes all previous agreements between the Parties related to the subject matter hereof and represents the entire understanding between the DISTRICT and ERAU in relation to the subject matter dealt with herein.

17.2 This Agreement shall not be amended or modified, and no waiver of any provision shall be effective, unless set forth in a written instrument authorized and executed with the same formality as this Agreement. Any additional funding over the current not to exceed total will be awarded as an amendment to the agreement.

ARTICLE 18.0 INSURANCE

District certifies that it is self-insured pursuant to the provisions of §768.28, Florida Statutes, for tort liability in anticipation of any claim which it might be liable to pay pursuant to that section. Worker's compensation coverage is also self-insured at levels conforming to statutory requirements. Such liability and workers' compensation self-insurance supersedes any insurance obligation imposed on the District in the Agreement. District shall insure that ERAU receives immediate notification of reduction in or cancellation of coverage.

ERAU agrees to maintain insurance coverage.

ARTICLE 19.0 FLORIDA STATUTE 1011.62 (1)(O)

An amendment to s. 1011.62(1)(o), F.S., added provisions to allow for funding of CAPE Industry Certifications and CAPE Acceleration Industry Certifications earned through dual enrollment. CAPE industry certifications earned through dual enrollment must be reported and funded pursuant to s. 1011.80, F.S. However, if a student earns a certification through a dual enrollment course and the certification is not a fundable certification on the postsecondary certification funding list, or the dual enrollment certification is earned as a result of an agreement between a school district and a nonpublic postsecondary institution, such as this, the bonus value shall be funded in the same manner as other nondual enrollment course industry certifications. In such cases, the school district may provide for an agreement between the high school and the technical center, or the school district and the postsecondary institution may enter into an agreement for equitable distribution of the bonus funds.

Several ERAU courses have Industry Certification preparation embedded in their course work.

For the purposes of this Agreement, if dual enrollment certification is earned on ERAU courses with CAPE certifications, the equitable distribution of funds is set at 5% to ERAU for this annual agreement. Each year's percentage will be dictated based on the availability of state grant dollars. Districts are encouraged to utilize Industry Certifications as a means for future sustainability.
Districts are required to register courses associated with CAPE certifications with the department of education for CAPE funding.
All costs associated with CAPE Certifications (course materials, testing fees and equipment) are covered within this agreement by ERAU and subject to available funds.

Signature page to follow

IN WITNESS WHEREOF, the Parties have caused this Agreement to be signed by their duly authorized officers or representatives.

For Embry-Riddle Aeronautical University

_____ _____
Nanette Guzman, DBA, CRA DATE
Executive Director, Office of Sponsored Research Administration

For The School Board of Baker County, Florida

_____ _____
School Board Chair (Print and Sign) DATE

_____ _____
John Milton, Superintendent (Print and Sign) DATE

Statement of Work and Budget to follow

Attachment A
Statement of Work and Budget

AY 2025-2026 Course Sections

Fall 2025 Semester/Spring 2026 Semester

1) Secondary Course Sections (@ $250) 1 Sections
2) Dual Enrollment Course Sections (@ $500) 0 Sections

TOTAL SECTIONS	**1 Sections**	
Course Monitor Fees ($100 per DE section)		$ 0.00
Faculty Costs		$ 0.00
Fringe Benefits		$ 0.00
Dual Enrollment Section Cost @ $500		$ 0.00
Secondary Course Section Cost @ $250		$ 250.00
SUBTOTAL		$ 250.00
INDIRECT COSTS		$ 65.00
TOTAL PRICE AY25-26		$ 315.00
NOT TO EXCEED TOTAL AY25 - AY28		**$ 1,000.00**

Grant funds will cover the cost of all technical training, travel for professional development, equipment, supplies, textbooks, teacher stipends, program management, student industry certification exams and programs in UAS and Private Pilot Ground school, teacher industry certification exams and training programs in UAS and Private Pilot Ground School, professional industry conferences when possible and other aviation opportunities as they may arise.

FAA student testing fees are on a reimbursement basis. Schools must submit invoice, test results and receipts by May 22nd annually for reimbursement.

Payment

The DISTRICT will make payment(s) for each academic year in accordance with this schedule. Future payments will be based on the schedule for that subsequent academic year, and an invoice supplied to the district.
Payments for the initial academic year will be due as follows:

Date of Final Execution	$315.00	(100% of total due)
Upon Receipt of Certification of CAPE Dollars Applicable		5% CAPE Certification due for AY
Total Due	**$315.00**	

Attachment B

Additional Terms and Conditions

Purpose

Concurrent/dual enrollment courses are postsecondary courses that eligible students can take to earn both secondary and college or career certificate credit, facilitating accelerated progress toward a post-secondary certificate or degree. The Gaetz Aerospace Career Academy (ACA) of Embry-Riddle Aeronautical University (ERAU), Contract Committee meets annually in the spring to go over the current year's agreements and discusses changes that are required due to changes in statute or rule and any changes desired by either the school district or the college. A draft document is prepared by University personnel and sent to all members of the Committee for additional changes or approval. Once the document is in its final draft, copies are sent to the school districts to take to their School Boards for approval and signatures. Once approved and signed, copies are sent to Embry-Riddle Aeronautical University (ERAU) to be approved and signed by ACA–ERAU. Digitally signed, electronic copies are sent to the school district personnel unless hard copies are requested.

The Agreement is expected to be completed prior to the start of the school year.

A. A ratification or modification of all existing agreements

Once the Agreement is signed by both Parties, the Agreement will be active for the upcoming academic year. This Agreement covers **concurrent/dual enrollment**, but also course work to support career pathways, outreach and teacher preparation. Legislative changes that occur after the final draft of this document which impact the upcoming academic year will take precedence.

B. A description of the process by which students and their parents are informed about opportunities for student participation in the concurrent/dual enrollment program

It is the responsibility of the high schools in the district to inform students of the availability of the dual enrollment program requirements and currently offered courses through educational planning and guidance process. Each high school will advertise dual enrollment through a variety of methods. High school personnel will direct students to meet with their high school guidance counselors if they are interested in learning more about participation in dual enrollment. High school guidance counselors will review with the student criteria for participation in the dual enrollment program. Information will also be available to students and parents on ERAU's Gaetz Aerospace Career Academy website. It is the responsibility of the high schools to notify parents about the option for their child to participate in dual enrollment courses through a variety of means.

1. References to students in this document mean any student enrolled in an ACA - ERAU course.

2. Registration in this document refers to the period of time between applying and enrolling in their dual enrollment courses each semester.

3. References to applying or applications means the process by which the student completes the online application, enters the information required, and submits the parent consent form. This process is completed upon entry to the program and is only required to be completed once.

4. ACA will provide information to the secondary schools regarding requirements for participation in, and the educational benefits to be derived from concurrent/dual enrollment.

5. The secondary schools, in turn, will utilize printed, published, electronic, or other media to notify students and their parents or guardians of the opportunity to participate in these programs. The secondary schools will additionally provide information, using these same methods, to students and their parents or guardians, of the eligibility criteria for participation in these programs.

6. ACA will post application deadlines and registration dates on its concurrent/dual enrollment website . **https://erau.edu/gaetz-aerospace-institute/apply-now/important-dates**

7. ACA Regional Directors , Faculty and staff will work with district and school officials on targeted concurrent/dual enrollment recruiting activities.

C. A delineation of courses and programs available to students eligible to participate in concurrent/dual enrollment, outreach and career pathway courses.

1. Courses to be provided by ACA under this Agreement will be mutually agreed upon by ACA and the School District and will avoid unnecessary duplication of existing courses.

2. Section 1007.271(1), Florida Statutes, establishes that "the dual enrollment program is the enrollment of an eligible secondary student … in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree". A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student. Physical education skills courses and college preparatory instruction are not eligible for dual enrollment.

3. ACA will furnish each school with a copy of the current courses with descriptions for each course in which a student may be enrolled. Specific courses to be provided on school campuses in the participating districts shall be mutually agreed upon by the School Board and ACA.

    - Dual enrollment:https://erau.edu/gaetz-aerospace-institute/programs/concurrent-dual-enrollment
    - High school credit courses: https://erau.edu/gaetz-aerospace-institute/programs/smarter-high-school

4. Courses eligible for dual enrollment must be a minimum of three college credits; courses with two or more college credits with a 1.0 or more credit lab are acceptable. If there are co-requisite courses required by ERAU, the courses must be taken simultaneously.

5. ACA courses, both dual enrollment and SMART@ER courses, **have a cap of no more than 30 students per section (class period)**. Dual enrollment courses may not be combined with other courses. All students in the dual enrollment classroom must be enrolled with ERAU.

D. A description of the process by which students and their parents exercise options to participate in the concurrent/dual enrollment program

Students and the parent/guardian of students wishing to pursue participation in the ACA program must contact their secondary school guidance counselors to discuss admissions criteria and to obtain the necessary application information.

APPLICATION PROCESS

Step 1 – Complete Online Application – New Students Only – First 10 Days of Semester All new students (students who have not taken an ERAU class previously) must complete the online application. Special care should be taken to enter information correctly as this will create the official ERAU student account. Applications are typically processed within a few business days. The online application link can be found on the GAI website at https://erau.edu/gaetz-aerospace-institute.

Once the application is processed at ERAU, the student will receive an email with their Embry-Riddle Student ID number and email address. The student must log on to ERNIE to claim their account and set up their password. To access ERNIE, go to www.erau.edu and click on ERNIE at the top of the page.

Step 2 – Once a completed application is submitted by the student, an electronic request will automatically be sent to the student's parent/guardian requesting their consent and the school counselor requesting their recommendation. Students are not prevented from enrolling while waiting for approvals but both parent consent and

school counselor recommendation are required to be on file before the registration period ends. Students missing parent/guardian consent or school counselor approval when registration ends will be dropped from enrolled courses.

Step 3 – Enrolling in Courses – ALL STUDENTS

Instructors will supply their students with the correct Course Code and Section Number for the class during the Registration period and instructions for enrolling. Students will self enroll in their courses online each semester by accessing their ERNIE accounts.

The school is responsible for providing any documents needed for eligibility. This may include secondary school transcripts or placement test scores.

All documentation must be received by ERAU by the posted deadlines. If a student does not meet eligibility criteria or does not submit paperwork by the posted deadline, they may not be eligible to enroll.

1. **Registration** - Registration information will be provided to school counselors and instructors to better help students and parents understand the requirements, admission, enrollment, procedures, and benefits of program participation. The registration process is also housed on the ACA website: https://erau.edu/gaetz-aerospace-institute/students-instructors.

   Instructors will supply their students with the correct course and section number during open registration and students will self-register online. Students should verify their enrollments by logging in to their ERNIE accounts and reviewing their student center records. Students are held to the ACA academic calendar and deadlines. Any schedule changes must be made by the published deadlines. It is the student's responsibility to notify ERAU's ACA office if they change schools or withdraw from secondary school.

2. **Withdrawal process** – dual enrollment students must notify their instructor and school counselor to withdraw from a course(s) within the withdrawal period. The student must see their counselor to request a withdrawal. The counselor will notify the ACA office of the effective date of the student's schedule change. Requests must be received by the withdrawal deadline. The student will receive a W on their transcript for the attempt in the course. Students who withdraw two times are no longer eligible to participate in the ERAU-ACA program.

   Regardless of meeting student eligibility requirements for continued enrollment, a student may lose the opportunity to participate in a course if the student is disruptive to the learning process, such that the progress of other students or the efficient administration of the course is hindered.

In addition, a student will be sanctioned accordingly if found to violate any of the ERAU student code of conduct standards as outlined in the ERAU Student Handbook. This could include a sanction ranging from a warning to permanent dismissal from ERAU. https://erau.edu/gaetz-aerospace-institute/apply-now/academic-integrity-student-handbook

Each course taken through concurrent/dual enrollment will count toward the student's total attempted hours once they graduate secondary school. If the student takes unnecessary coursework, it could impact Federal Financial Aid and university excess hour fees in the future. It is the responsibility of school counselors to share this information with parents.

3. **Grade Distribution** - All students enrolled in concurrent/dual enrollment classes will be graded on the same basis as other college students in the same courses. ACA will assign letter grades to each student/course, and the letter grade assigned shall be posted to the student's secondary school transcript by the school district. Final grades between the university course and high school course must match.

E. A list of any additional initial student eligibility requirements for participation in the concurrent/dual enrollment program

1. An overall GPA of 2.5 on an unweighted 4.0 scale is required for students to enroll in dual enrollment. Students must be in grades 10-12 to enroll in ACA dual enrollment courses. Continued eligibility for college credit dual enrollment (concurrent/dual enrollment) requires the maintenance of a 2.0 unweighted secondary school GPA and the minimum GPA required by the college. S. 1007.271(3), F.S., allows exceptions to the required GPA on an individual student basis if both parties agree. Broad exceptions are not allowed. Any exception to these requirements must be approved in advance by ERAU and the secondary school Administration.

2. The secondary schools shall identify those students qualified and interested in participation of concurrent/dual enrollment classes. The secondary school administrators will approve student eligibility for participation in these classes. The student must be enrolled in their County Public School System or Private School Organization and must be working towards a secondary school diploma to participate in concurrent/dual enrollment.

3. Parent/Guardian signature is required on the electronic consent form.

4. Concurrent/dual enrollment courses are weighted at least at the honors level on the secondary school transcripts. Any course taken becomes a permanent part of the student's academic record. Students will earn secondary school and college credit for the course dual enrollment

(concurrent enrollment). If a student does not successfully complete their course(s) it could affect future financial aid eligibility.

5. The district and participating school are held to the ACA academic calendar and deadlines. Any schedule changes must be made by the published deadlines. Efforts are made to align the ACA academic calendar as closely as possible with the high school's but discrepancies may occur with course dates, testing and grading deadlines. It is the student and school's responsibility to notify the ACA office if they change schools or withdraw from a secondary school.

6. Students who earn an "F" grade in a course are no longer eligible to enroll in ACA courses.

7. Students who earn a "D" grade may retake that one class. Courses may only be repeated once.

8. Dual enrollment courses meet the curricular expectations and are at the same depth and rigor of non-dual enrollment postsecondary instruction, including dual enrollment courses offered on the high school campus. Students should understand that dual enrollment courses are college courses and the amount of work necessary to succeed may be much greater than in high school courses. In addition, dual enrollment courses become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA. It is the responsibility of the high schools in the district to inform the students and parents about the college-level expectations.

9. Students must be labeled as at least a sophomore in secondary school for consideration for concurrent/dual enrollment courses. Students are no longer eligible for concurrent/dual enrollment once they successfully complete 4 years of enrollment in secondary school or graduation, whichever comes first. Any exceptions to the requirements must be approved by both the secondary school and ACA.

10. Students who will graduate from secondary school prior to completion of the post-secondary course may not register for the course through concurrent/dual enrollment. This means that secondary school seniors may NOT take a Summer A course as concurrent/dual enrollment or as a regular college student since they have not officially graduated from secondary school prior to the start of that term.

F. A delineation of the secondary school credit earned for the passage of each concurrent/dual enrollment course

The school district will ensure that appropriate secondary school credit will

be awarded upon successful completion of concurrent/dual enrollment classes. The district and school administration are responsible for registering their career themed courses with the Department of Education if the dual enrollment course is tied to an Industry Certification approved under CAPE.

G. A recommended procedure for informing students and their parents of college-level course expectations

1. Information will be provided to school counselors and instructors to better help students and parents understand the requirements, admission, enrollment, procedures, and benefits of program participation. Program information is also available on the ACA website: https://erau.edu/gaetz-aerospace-institute

2. Instructors will remind students that concurrent/dual enrollment courses meet the curricular expectations and are at the same depth and rigor of non-concurrent/dual enrollment postsecondary instruction. Instructors will provide students with a course syllabus outlining course requirements.

3. Students are informed that they should plan to study at least two to three hours outside of class for every hour they are in the class to be successful in college level courses. In addition, guidance counselors should inform parents that concurrent/dual enrollment courses become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA.

H. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis

There will be no exception made to the required grade point averages for academic or career concurrent/dual enrollment without prior approval by both ACA and the HS administration.

1. The registration policies for concurrent/dual enrollment courses as determined by the postsecondary institution.

2. Concurrent/dual enrollment students will follow the college's procedures for drop, withdrawal and petition policies.

3. The beginning and ending dates of courses offered during the regular day in the secondary school facilities will follow the secondary school schedule and calendar. However, course registration, withdrawal and final grade submission dates will be held to the ERAU-ACA academic calendar.

I. Exceptions, if any, to the professional rules, guidelines, and expectations stated in the faculty or adjunct faculty handbook for the postsecondary institution

ERAU employees serving as concurrent/dual enrollment faculty in the ACA approved to teach college courses under this Agreement will annually attend a new faculty or adjunct orientation conducted by ACA where they will receive a copy of the Gaetz Faculty Guidebook, which includes the Web address of the Student Handbook, add/drop, withdrawal, and grading policies, as well as the ERAU Student Code of Conduct and critical dates. These instructors are expected to adhere to the professional guidelines, rules, and expectations presented in each handbook.

J. Exceptions, if any, to the rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members

1. The School Board shall annually assess the demand for concurrent/dual enrollment and provide that information to ACA for assistance in planning classes in the ERAU scheduling system.

2. ACA shall be responsible for ensuring that the quality of instruction provided to concurrent/dual enrollment students is comparable to that afforded other ERAU students. To this end, the following will apply to concurrent/dual enrollment courses taught on secondary school campuses:
   a. Concurrent/dual enrollment faculty shall be provided with a full-time ERAU faculty contact or liaison in the discipline they are teaching.

   b. Concurrent/dual enrollment faculty shall be provided a copy of course plans, objectives and relevant ERAU Institutional Master Course Outline (MCO's). These objectives and outcomes must be included in the course syllabus.

   c. The course syllabus must be provided to students and filed with the ACA discipline chairperson prior to the start of each term. Content of the syllabus must meet the same criteria as required for all college courses offered at ERAU.

   d. Textbooks and instructional materials used in concurrent/dual enrollment courses must be the same or comparable with those used in courses taught on the ERAU Daytona Beach campus. If not identical, they must be approved by the discipline chairperson at the college.

   e. For academic disciplines where a departmental exam is used, the final exam will be provided to the concurrent/dual enrollment faculty by ERAU prior to the scheduled administration dates.

3. The secondary school administration will recommend qualified secondary school teachers as instructors for concurrent/dual enrollment courses. To be qualified, faculty selected to teach concurrent/dual enrollment classes must submit an adjunct application to their administrative contact at ACA ERAU,

along with their postsecondary transcripts. The instructors must meet ERAU faculty credentialing requirements set by Southern Association of Colleges and Schools (SACS) Commission on Colleges' Principles of Accreditation: Foundations for Quality Enhancement, 2012 Edition (section 3.7.1).

4. In the absence of qualified secondary school instructors, ERAU may provide adjunct instructors to teach concurrent/dual enrollment courses on secondary school campuses.

5. ACA secondary school instructors who teach concurrent/dual enrollment courses will be evaluated by the secondary school administration using the district-wide evaluation instrument. These instructors shall also be observed for evaluative purposes by an ACA Regional Director, or faculty liaison in accordance with ACA faculty evaluation processes. Secondary school faculty that instruct an ERAU course will follow the school board's guidelines for the performance of employees when evaluating these concurrent/dual enrollment instructors. Copies of Instructor performance evaluations will be maintained by the district and ERAU. This will include following the procedures for sharing and discussing the performance assessment tool/process with those being evaluated at least 20 days prior to the classroom observation;

    a. scheduling the observation in advance;

    b. providing a copy of the performance assessment to the instructor within ten (10) working days after the observation;

    c. allowing the instructor to submit a written rebuttal to be placed with the assessment document in his/her personnel file housed in the Human Resource Office at ERAU;

    d. and allowing the instructor the right to inspect, review, and copy the contents of his/her personnel file. Results of ACA's observation will be shared with the district administrator.

6. Concurrent/dual enrollment courses taught on a secondary school campus may not be combined with any non-college credit secondary school course.

7. As is appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses that some parents may object to for "minors." Courses are not to be modified to accommodate variations in student age and/or maturity.

8. Any course-, discipline-, college-, or system-wide learning assessments required by the college in non-concurrent/dual enrollment sections of a course shall also be administered in all concurrent/dual enrollment sections

of the course.

9. ACA shall analyze student performance in concurrent/dual enrollment course offerings on secondary school and college campuses to ensure that the level of preparation for future success is comparable with non-concurrent/dual enrollment college students. Analyses and recommendations shall be shared and reviewed with principals and school district administrators.

10. IMPORTANT: If a secondary school wants to offer 30 credits or more on their campus, they must submit a request to ERAU's Senior Vice President for Academic Affairs at least 9 months in advance. If approved by ERAU officials, the secondary school and school district administrators will work with college officials to create and submit a "substantive change" to SACS. Approval must be received from SACS before the additional courses on the secondary school campus may be advertised or offered.

K. The responsibilities of the school district regarding the determination of student eligibility before participating in the concurrent/dual enrollment program and the monitoring of student performance while participating in the concurrent/dual enrollment program

1. Student screening for eligibility and participation is the responsibility of the secondary school principals according to district and state requirements.

2. The secondary school counselor shall identify those students qualified to participate in concurrent/dual enrollment classes on a semester basis and will verify their continued eligibility throughout their participation. This verification will be conducted after grades are posted each semester. The counselor will notify ACA's concurrent/dual enrollment officer when a student's eligibility status changes.

3. The secondary school counselor will work with students to include concurrent/dual enrollment course plans to minimize enrollment in a random selection of ERAU-ACA courses.

4. ACA instructors will provide academic advising services to concurrent/dual enrollment students, monitor their progress and attendance in concurrent/dual enrollment classes, and provide progress and attendance reports to their secondary school at the college mid-term and upon completion of the college term.

5. Students and their parents will be informed of college-level course expectations.

6. Students attending concurrent/dual enrollment classes held in secondary

school facilities during regular school hours will be subject to the school district and FAA attendance policies when applicable. Required documentation of enrollment will be reported to the school district's MIS offices and ERAU Records office.

7. Students may enroll in courses conducted during school hours or extended school hours. However, if the student is projected to graduate from secondary school before the scheduled completion date of a post-secondary course, the students may not register for that course through concurrent/dual enrollment. The student may apply to ERAU and upon admission and special permission by the Office of Admissions, may register and pay the required tuition and fees.

8. CODE OF STUDENT CONDUCT: Students taking concurrent/dual enrollment classes on their secondary school campus will be subject to their school district's code of conduct. If a student in secondary school class is found to have plagiarized any portion of his/her course work or assignments, the instructor will notify ERAU's Dean of Students and the student will be subject to the same disciplinary actions as other students taking courses on the ERAU campus, regardless of disciplinary action is taken by their school district. If a student is disruptive to the learning process through their classroom behavior so that the progress of other students or the efficient administration of the course is hindered, a student may lose the opportunity to participate in the concurrent/dual enrollment course, regardless of eligibility requirements for continued enrollment.

9. STUDENT RECORDS: The parties may provide personally identifiable student records to each other in the performance of this Agreement. Such records are provided pursuant to Section 1002.22(3)(d), Florida Statutes, and 20 U.S.C.A. 1232g Each party further agrees to comply with Section 1002.22, Florida Statutes, and 20 U.S.C.A. 1232 f, including but not limited to provisions related to confidentiality, access, consent, length of retention, and security of student records.

L. The responsibilities of ACA regarding the transmission of student grades in concurrent/dual enrollment courses to the school district.

1. Students with unsatisfactory progress reports should be counseled by the secondary school guidance counselor immediately upon receipt of grades from the instructor.

2. All students enrolled in concurrent/dual enrollment classes will be graded on the same basis as other college students in the same courses. ACA will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's secondary school transcript by the school district. Instructors will submit grades to the student's secondary school and to

ERAU.

3. If a concurrent/dual enrollment student earns an F grade in any course(s) during one semester he/she will no longer be eligible to participate in concurrent/dual enrollment. A student who earns a D grade will be permitted to retake that one course if offered, course may only be repeated once.

M. Accountability

This Agreement and the policies and allocation of responsibility shall be effective upon being signed by the representative authorized to commit the school districts and ACA of Embry-Riddle Aeronautical University, but shall be executed before registration for the fall term of the following school year. Courses of study and programs are to be incorporated into the Agreement before instruction begins. This Agreement shall be valid for the 2022-2025 school year.

It is the responsibility of the high school dual enrollment specialist to notify ERAU's ACA Regional Directors or Education Director of all courses that the high school is requesting to offer. Each high school must complete the appropriate form for each course that the high school plans to offer. Based on need and faculty availability, ERAU will decide what courses can be offered on the high school campus.

It is the responsibility of the school administrative contact and instructor to verify their attendance rosters. ERAU instructors must check their online class rosters every day to ensure that the appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify the high school dual enrollment contact person. The high school dual enrollment contact person should notify ERAU's ACA office. Students not properly enrolled in ERAU dual enrollment courses will NOT receive college credit. Roster verification is the responsibility of the school administration. **E-Verify System**

Pursuant to Fla. Stat. §448.095, Contractor agrees that it shall register with and use the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees during the term of this contract or solicitation.

a) Pursuant to Fla. Stat. §448.095, if Contractor enters into a contract with a subcontractor(s) for the labor, supplies or services provided under this contract or solicitation, Contractor must require that the subcontractor(s) provide it with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Contractor understands that it must maintain a copy of such affidavit for the duration of the contract or solicitation.

b) If School Board has a good faith belief that the Contractor has knowingly violated Fla. Stat.§448.09, School Board shall terminate the contract with the Contractor. The Contractor is liable for any additional costs incurred by

the School Board as a result of a termination of this contract or solicitation pursuant to §448.095(2)(f).

c) If School Board has a good faith belief that a subcontractor(s) has knowingly violated §448.095, but contractor has otherwise complied with this subsection, School Board shall promptly notify Contractor and order Contractor to immediately terminate the contract with the subcontractor(s).

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Attachment C
Programmatic Information for School Based Administrators

As a Gaetz Aerospace Career Academy (ACA) Dual Enrollment (DE) and SMART@ER course member school, the MOU with YOUR school district includes the following requirements:

1. **ACADEMIC CALENDAR:** Instructors and Students are held to the ACA academic calendar and deadlines, not those of the school district where grades and enrollment are concerned.

2. **AUDITING ACA dual enrollment COURSES:** Students are not allowed to audit ACA dual enrollment courses.

3. **CONCURRENT CLASSES:** ACA member schools are not permitted to co-mingle concurrent enrollment students this includes:
   a. Dual Enrollment (DE) and SMART@ER or regular FLDOE high school classes cannot be taught by a single teacher at the same time with students who share the same classroom.
   b. Where one of the classes concerned is a GAI SMART@ER class, multiple high school classes cannot be taught at the same time, by the same teacher, in the same classroom. This includes CTE classes.

4. **ENROLLMENT:**
   a. New dual enrollment students must complete the 1) Online Application, and 2) the Consent Form before published deadlines. **A failure to complete these processes by the deadline means removal from the class roster.**
   b. All DE students must enroll in their courses online each semester prior to the published deadlines. **A failure to complete these processes by the deadline means removal from the class roster.**

5. **ENROLLMENT MAXIMUM:** The maximum number of students in any ACA affiliated class is 30. Any class that numbers more than 30 students must either:
   a. Create an additional section to accommodate less than 30 students, or
   b. Decrease the number of students to 30 or less.

6. **ENROLLMENT MINIMUM:** The minimum number of students in any ACA affiliated class is:
   a. For schools that have 1,800 or more students, the minimum number of students is 15. If a school wishes to enroll fewer than 15 students, then it must send a waiver request to the ACA Director via the Regional Director and the ACA Scheduler.

b. For schools that have less than 1,800 students, the minimum number of students is 10. If a school wishes to enroll less than 10 students, then they must send a waiver request to the ACA Director via the Regional Director and the ACA Scheduler.

7. **ACA EQUIPMENT:** Within the MOU, "ACA Equipment" and "Equipment" does not include computers, computer hardware, and software.
   a. ERAU issues equipment to instructors/schools to be used in ERAU sponsored courses. Equipment includes UASs (drones), 3D printers, iPads, flight simulators, virtual reality, etc.
   b. Equipment issued to instructor/school remains the property of ERAU unless otherwise noted in writing. All equipment must be kept in a secure area at the school and safeguarded against theft, damage or unauthorized use.
   c. Failure to maintain, secure and prevent unauthorized use of equipment will result in the return of equipment to ERAU and disqualify the instructor/school from future equipment distribution.
   d. Equipment audits will be conducted annually by ERAU representatives. Equipment may not be transferred to another school location without explicit consent from ERAU.
   e. Damaged, Loss or Theft of Equipment – contact the ACA office to report damaged or missing equipment. ERAU will require a police report for missing equipment due to theft. If the equipment has been lost, ERAU will require an incident report from the school.

8. **ORDER OF COURSES:** AS 120 (Principles of Aeronautics) and AS 121 (Private Pilot Ground school) must be taken in order.
   a. Member schools can enroll students to take AS 121 AFTER AS 120 has been completed if the student so wishes.
   b. Member schools CANNOT enroll students to take AS 120 after AS 121.

9. **SCHEDULE CHANGES:** Changes in course, adding/deleting course sections must have administrative approval and provided in writing to ERAU prior to course commencing.

10. **STUDENT CONDUCT AND BEHAVIOR:** A student will lose the opportunity to participate in a course if the student is disruptive to the learning process such that the progress of other students or the efficient administration of the course is hindered. In addition, a student will be sanctioned accordingly if found to violate any of the ERAU student code of conduct standards.

11. **STUDENT ENTRY REQUIREMENTS:** Students must be in grades 10-12 for DE courses and have a minimum 2.5 unweighted GPA. Any exceptions must be requested in writing from the school administration stating just cause.

12. STUDENT ACADEMIC PERFORMANCE:

a. Students who earn a "D" grade may retake that one class. Courses may only be repeated once.
b. Students who earn an "F" grade in a course are no longer eligible to enroll in ACA courses.
c. ACA students who withdraw two times are no longer eligible to participate in the program.

13. TESTING FEES:

a. For ACA courses that include a certification test as part of the prescribed syllabus, ACA will pay the initial testing fees for the ACA student only.

    i. Either ACA will prepay the testing fee to the vendor or they will reimburse the member school when invoiced (in one group invoice) for the testing fees that were outlaid by the school.
    ii. Individual/personal student expenses for testing will not be reimbursed by ACA.
    iii. To be reimbursed, test receipts and testing scores from the testing entity must be submitted.

b. For ACA courses that <u>do not include</u> a certification test for which the school and Instructor wish to test an ACA student:

    i. A written request must be sent to ACA ahead of the testing date and a written agreement to reimburse the test must be received from ACA in order for ACA to reimburse the school for any testing monies outlaid.
    ii. Individual/personal student expenses for testing will not be reimbursed by ACA.
    iii. To be reimbursed, test receipts and passing test scores from the testing entity must be submitted. Failing scores will not be reimbursed.

Remainder of page left blank intentionally

Appendix A AY 25-26

List of courses being taught in the Baker County School District, Florida:

Fall 2025

Location	Level	Title
Baker County HS	HS	RPO - Remote Pilot Operations

Spring 2026

Location	Level	Title
Baker County HS	HS	RPO - Remote Pilot Operations - continued

**** Future schedules to be supplied with invoice****

EXHIBIT "A"

This Addendum and the following modifications ("Addendum") are hereby incorporated into the attached Agreement, and shall be binding on the signatory Parties. To the extent any terms and conditions between the Agreement and this Addendum conflict, the Addendum's terms and conditions shall supersede any conflicting terms and conditions of the Agreement, and the terms and conditions of the Addendum shall be binding and shall be controlling on the Parties.

Section I.

A. All references to "Contractor" herein shall be deemed to refer to the party(ies) who have entered into the agreement with the Baker County School Board ("Board") to which this attachment is affixed.

B. The terms contained herein shall prevail over any contrary or incompatible term within the attached agreement.

Section II.

A. **Level II Background Check** – Any individual providing services under this agreement who will (1) be at a school when students are present; (2) have direct contact with students; or (3) have access to or control of school funds shall have a Level II background check submitted through the Board. The Contractor shall be required to pay for all costs of the background reports. If it is discovered during the period of the agreement that Contractor substituted an unapproved individual for an approved individual for purposes of this agreement, then the agreement may be cancelled immediately by Board.

Section III.

A. **Indemnification** - The Board shall indemnify and hold harmless Contractor from and against any and all claims, suits, actions, damages, or causes of action arising out of the negligent acts of the Board or its employees arising out of or in connection with the provisions of this agreement, up to the limits on liability prescribed in Section 768.28, Florida Statutes, including $200,000.00 per claimant and $300,000.00 per occurrence. Contractor agrees to indemnify and hold harmless the Board and its employees from and against any and all liability or claims for damages of any kind whatsoever resulting from negligent acts, intentional acts, or failure to act on the part of Contractor arising out of or in connection with the provisions of this agreement.

B. **Sovereign Immunity** – Except for as expressly provided in this agreement and Section 768.28, Florida Statutes, the Board does not waive its sovereign immunity.

Section IV.

A. **Governing Law and Venue** - This agreement shall be governed by and construed in accordance with the laws of the State of Florida. The parties agree that the county and circuit courts in the Eighth Judicial Circuit, Baker County, Florida and the United States District Court for the Middle District of Florida – Jacksonville Division shall have exclusive jurisdiction to enforce the terms of this agreement. Venue for any disputes shall exclusively lie in the state and federal courts for Baker County, Florida.

Section V.

A. Public Records – To the extent applicable to Contractor, Contractor shall comply with the requirements of Florida's Public Records law. In accordance with Section 119.0701, Florida Statutes, Contractor shall:

1. Keep and maintain public records required by the Board to perform the service.

2. Upon request from the Board's custodian of public records, provide the Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided under Florida's Public Records law or as otherwise provided by law.

3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the Board.

4. Upon completion of the agreement, transfer, at no cost, to the Board all public records in possession of the Contractor or keep and maintain public records required by the Board to perform the service. If the Contractor transfers all public records to the Board upon completion of the agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of this agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Board, upon request from the Board's custodian of public records, in a format that is compatible with the information technology systems of the Board.

5. **If Contractor has questions regarding the application of Chapter 119, Florida Statutes, to Contractor's duty to provide public records relating to this Contract, Contractor shall contact the Custodian of Public Records at:**

   Felicia D. Raulerson
   Executive Secretary
   Baker County School Board
   270 South Boulevard East
   Macclenny, FL 32063
   (904) 259-0401
   felicia.raulerson@bakerk12.org

6. In the event the Board must initiate litigation against Contractor in order to enforce compliance with Chapter 119, Florida Statutes, or in the event of litigation filed against the Board because Contractor failed to provide access to public records responsive to a public record request, the public agency shall be entitled to recover all costs, including but not limited to reasonable attorneys' fees, costs of suit, witness fees, and expert witness fees expended as part of said litigation and any subsequent appeals.

Section VI.

A. **E-Verify** – To the extent Section 448.095, Florida Statutes, applies to Contractor, Contractor shall use the U.S. Department of Homeland Security's E-Verify system, https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees **hired on or after January 1, 2021** during the term of this agreement.

1. Subcontractors

(i) Contractor shall also require all subcontractors performing work under this agreement to use the E-Verify system for any employees they may hire during the term of this Agreement.

(ii) Subcontractors shall provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as defined by Section 448.095, Florida Statutes.

(iii) Contractor shall provide a copy of such affidavit to the Board upon receipt and shall maintain a copy for the duration of the agreement.

B. Contractor must provide evidence of compliance with Section 448.095, Florida Statutes, by the date of execution of this agreement. Evidence may consist of, but is not limited to, providing notice of Contractor's E-Verify number.

C. Failure to comply with this provision is a material breach of the agreement, and Board may choose to terminate the agreement at its sole discretion. Contractor may be liable for all costs associated with Board securing the same services, inclusive, but not limited to, higher costs for the same services and rebidding costs, if necessary.

Section VII.

A. **Affidavit Regarding the Use of Coercion for Labor and Services** – If Contractor is not a governmental entity, then Contractor shall execute the Board's "**Affidavit Regarding the Use of Coercion for Labor and Services"** and provide a copy to the Board no later than the time of execution of the agreement by the Contractor.

Section VIII.

A. **Force Majeure** - Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this agreement if and to the extent that such party's performance under this agreement is render impossible, impractical, or prevented by reason of force majeure. For purposes of this agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the agreement's term.

Section IX.

A. **Student Data** - If Contractor meets the definition of "Operator" in Section 1006.1494, Florida Statutes, then the parties shall enter into a Data Privacy Agreement prior to any "Covered Information," as defined in Section 1006.1494, Florida Statutes, being provided to Contractor.

Section X.

A. **Federally Funded Agreement** – If this agreement is paid by the Board using federal funds, then the terms contained in the attached "Baker County School Board Federal Contract Addendum," based off of the requirements of 2 Code of Federal Regulations 200, Title 2, shall govern this agreement.

Nanette Guzman
Nanette Guzman (Jul 23, 2025 17:21:56 EDT)

Signature of Authorized Contractor Representative

Jul 23, 2025

Jul 23, 2025

Date

State of Florida

Affidavit Regarding the Use of Coercion for Labor and Services

Nongovernmental Entity's Name: Embry-Riddle Aeronautical University

Nongovernmental Entity's FEIN: 59-0936101

Authorized Representative Name and Title: Nanette Guzman, Executive Director Office of Sponsored Research Administration

Address: 1 Aerospace Blvd

City: Daytona Beach State: FL ZIP: 32114

Phone Number: 386-226-6100

Email Address: Guzmann2@erau.edu

Section 787.06(13), Florida Statutes, requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute. The Baker County School Board is a governmental entity for purposes of this statute.

As the person authorized to sign on behalf of the company above, I certify that the company identified does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

By: Nanette Guzman (Jul 23, 2025 17:21:35 EDT)

AUTHORIZED SIGNATURE

Print Name and Title: Nanette Guzman Executive Director, OSRA

Date: Jul 23, 2025

AGENDA ITEM NO. 8.10

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: August 4, 2025

SUBMITTED BY: Wyatt Milton - (259-0401)

ITEM TYPE: Agreement

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Agreement with the Baker County Sheriff's Office for School Resource Officers at All Seven School Sites Effective July 1, 2025 - June 30, 2026.

ATTACHMENTS:
08.04.2025 Approval of School Resource Officer Agreement 2025-2026_W.Milton.pdf

AGREEMENT BETWEEN
THE BAKER COUNTY SCHOOL BOARD
AND
THE BAKER COUNTY SHERIFF'S OFFICE
FOR
THE SCHOOL RESOURCE OFFICER PROGRAM

This Agreement, made and entered into this 4th day of August 2025, by and between the Baker County School Board (hereinafter referred to as the "School Board"), and The Baker County Sheriff's Office (hereinafter referred to as the "Sheriff");

WITNESSETH:

A. The School Board and the Sheriff desire to provide law enforcement and related services to the public schools of Baker County for the purposes of fulfilling sections 1006.12 and 1006.13(4), Florida Statutes; and
B. The School Board and the Sheriff recognize the potential outstanding benefits of the School Resource Officer Program to the citizens of Baker County, Florida, and particularly to the students of the public school system of Baker County, Florida; and
C. It is in the best interests of the School Board, the Sheriff, and the citizens of Baker County to continue this program.

NOW THEREFORE, in consideration of the mutual promises and covenants herein contained, the School Board and the Sheriff hereby agree as follows:

ARTICLE I

Rights and Duties of the Sheriff

The Sheriff shall provide School Resource Officers (hereinafter referred to as "SROs") as follows:

A. Number of School Resource Officers
    1. The Sheriff shall assign one regularly employed deputy sheriff to the following schools: **Baker County High School, Baker County Middle School, Legacy Elementary School, Macclenny Elementary School, Westside Elementary School, Baker County Pre/K-Kindergarten Center**
    2. The Sheriff shall assign one full-time supervisor to serve to oversee the deputy sheriffs assigned above and to perform scheduled or non-scheduled visits to elementary, middle and high schools.
    3. The Sheriff may dismiss or reassign a SRO based on department rules, regulations, and/or department orders, and when it is in the best

interest of the people of Baker County. In the event of resignation, dismissal, or reassignment of a SRO, or in the case of extended illness or injury and a period exceeding thirty (30) school days arises without availability of a qualified SRO, the School District shall adjust the amount of monies paid to the Sheriff's Office accordingly.

4. The SRO's may be changed during the course of the contract, and placement of School Resource Officers shall be a Sheriff's Office decision based on a joint, cooperative effort with the Baker County District Safety Officer.

B. Regular Duty Hours of School Resource Officers

The SRO shall be assigned on a full-time basis of (8) hours per day and (40) hours per week. The SRO will earn compensatory time when there are School Board sanctioned events that require SRO presence that exceed the normal (8) hour day and (40) hours per week. The SRO will be required to use the accrued compensatory time for days they are not required to be at the school due to closures and for their personal vacation Any unused accrued compensatory time for the SRO will be paid prior to the first day of school for students so each SRO can start the school year with a zero balance; therefore, the SRO will be required to use accrued compensatory time prior to the first day of school for students.

C. Regular Duties of School Resource Officers

1. The SRO is first and foremost a law enforcement officer. The SRO shall conduct himself/herself as follows:
    a) The SRO shall take law enforcement action required. As soon as practicable, the SRO shall make the principal of the school aware of such action. At the principal's request, the SRO shall take appropriate law enforcement action against intruders and unwanted guests who may appear at the school and related school functions, to the extent that the SRO may do so under the authority of law.
    b) The SRO shall give assistance to other police officers and deputy sheriffs in matters regarding his/her school assignment, whenever necessary.
    c) Should it become necessary to conduct formal police interviews with students, the SRO shall adhere to State statutes, police policy, and legal requirements with regard to such interviews.
    d) The SRO shall not act as a school disciplinarian, as disciplining students is a school responsibility. However, if the principal believes an incident is a violation of the law, the

principal will contact the SRO, and the SRO shall then determine whether law enforcement action is appropriate.

e) The SRO shall move freely on campus during the beginning of the school day, class breaks, lunches, and the end of the school day. During times of special need, the SRO will assist the principal by working proximity control in a specified area for security purposes.
f) The SRO shall be absent from campus to book prisoners, attend court, depositions, and state attorney hearings.
g) The SRO shall wear the standard Department uniform except when approved by his or her supervisors on special occasions.
h) During their regular duty hours, SROs will meet for the purpose of providing briefings on criminal or current activities, training, administrative, or supervisory concerns and other practices commonly performed during a police roll call. The Sheriff will make every effort to conduct these meetings on the school campus and outside of student contact time.
i) The SRO shall make himself/herself available for conferences with students, parents, and faculty members in order to assist them with problems of a law enforcement or crime prevention nature. Confidential information obtained pursuant to Chapter 39, Florida Statutes (1985) (Proceedings Relating to Juveniles), shall not be disclosed except as provided by law or court order.
j) The SRO will spend his/her regular work hours on matters associated with the security of the school to which he/she is assigned.
k) The SRO will sign-in and out each day at the school site to which they are assigned.
l) The SRO will notify, in advance, the principal or their designee anytime they are going to be absent from the campus, e.g., vacation, illness, meetings off campus.
m) The Baker County School District will consult with the Baker County Sheriff's Department regarding matters concerning students when they have allegedly engaged in criminal behavior and/or potential threats. Likewise, the Baker County Sheriff's Department will communicate with the Baker County School District in similar circumstances.

n) Any other duties or responsibilities as set forth in the *"Marjory Stoneman Douglas High School Public Safety Act."*

ARTICLE II

Rights and Duties of the School Board

The Baker County School Board will work cooperatively with the Sheriff in the operation of the School Resource Officer Program, and it shall be understood that Sheriff's Office program guidelines will be followed by any agencies participating in the program.

The School Board shall provide to the SRO the following materials and facilities, which are deemed necessary to the performance of the SRO's duties:

A. Access to an air conditioned and properly lighted private office, which can be properly locked and secured. This office shall contain a telephone which may be used for general business purposes.
B. A filing cabinet which can be properly locked and secured.
C. A desk with drawers, a chair, a bookcase or work table, and office supplies.
D. District internet access which may be used for general business purposes.
E. Any other duties or responsibilities as set forth in the *"Marjory Stoneman Douglas High School Public Safety Act."*

ARTICLE III

Employment Status of School Resource Officers

School Resource Officers shall remain employees of the Baker County Sheriff's Office, and shall not be employees of the School Board of Baker County. The School Board and the Sheriff acknowledge that the School Resource Officers are deputy sheriffs who shall uphold the law under the direct supervision and control of the Baker County Sheriff's Office. School Resource Officers shall remain responsive to the chain of command of the Baker County Sheriff's Office.

ARTICLE IV

Dismissal/Replacement of School Resource Officers

A. In the event that the principal of the school to which the SRO is assigned feels that a particular SRO is not effectively performing his or her duties and responsibilities, the principal shall advise the Superintendent of Schools that he/she wishes the SRO be removed from the program at the school, and shall state the reasons therefore in writing. Within a reasonable time after receiving the recommendation from the principal, the Superintendent or his/her designee shall advise the Sheriff or his/her designee of the principal's request. If the Sheriff so desires, the Superintendent and the Sheriff, or their designees, shall meet with the

SRO to mediate or resolve any problems which may exist. At such a meeting, specified members of the staff of the school to which the SRO is assigned may be required to be present. If, within a reasonable amount of time after commencement of such mediation, the problem cannot be resolved or mediated, or in the event mediation is not sought by the Sheriff, then the SRO shall be removed from the program at the school and replacement shall be obtained.

B. At any time the Sheriff, or his designee, may dismiss or reassign any deputy sheriff appointed by him to act as a SRO based upon what the Sheriff believes is in the best interest of the people in Baker County.

ARTICLE V
Termination of Agreement

This Agreement may be terminated by either party upon ninety (90) days written notice that any other party has failed to substantially perform in accordance with the terms and conditions of this Agreement.

ARTICLE VI
Good Faith

The School Board, the Sheriff, their agents and employees agree to cooperate in good faith in fulfilling the terms of this Agreement. Unforeseen difficulties or questions will be resolved by negotiation between the Superintendent and the Sheriff, or their designees.

ARTICLE VII
Modification

This document constitutes the full understanding of the parties, and no terms, conditions, understandings or agreement purporting to modify or vary the terms of this document shall be binding unless hereafter made in writing and signed by the party to be charged.

ARTICLE VIII
Non-Assignment

This Agreement, and each and every covenant herein, shall not be capable of assignment, unless the express written consent of the School Board and the Sheriff is obtained.

ARTICLE IX

Payment

The School Board shall pay to the Sheriff's Office the amount not to exceed **$536,650.00** for the School Resource Officer Program. The Sheriff provides all capital outlay costs for the deputies. Payment shall be made upon the submission of monthly invoices by the Sheriff's Finance Officer. These invoices will average **$44,720.83** per month with a not to exceed amount of **$536,650.00** for the fiscal year.

ARTICLE X

Merger

This Agreement, dated August 4, 2025, constitutes a final written expression of all the terms between the Parties and is a complete and exclusive statement of those terms. This agreement has a beginning date of **July 1, 2025**, and will continue until **June 30, 2026**. This Agreement may be renewed upon agreement of both parties.

ARTICLE XI

Compliance with Section 1006.12, Florida Statutes

This Agreement shall necessitate documented proof of SRO certification requirements set forth in section 1006.12, Florida Statutes, including requiring confirmation by the Sheriff that each SRO has received the required psychological evaluation and completed the required mental health crisis intervention training. The Sheriff may demonstrate such proof by means of affidavit of the Sheriff confirming each SRO has completed the required background checks, testing, evaluations, and trainings as required by sections 1006.12(1)(a), (2)(a), (2)(c), (6)(a), Florida Statutes, as well as any other requirements pursuant to section 1006.12, Florida Statutes. Article XI shall be incorporated into and made a part of any subsequent Agreement between the Parties.

THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA

By: _____
Tiffany McInarnay, Chairperson
Date: August 4, 2025

By: _____
Wyatt Milton, Superintendent
Date: August 4, 2025

THE BAKER COUNTY SHERIFF'S OFFICE

By: _____
Scotty Rhoden, Sheriff
Date: _____

AGENDA ITEM NO. 9.1

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 4, 2025
SUBMITTED BY:	N/A
ITEM TYPE:	Removed Routine
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval of Removed Routine Items.

AGENDA ITEM NO. 9.2

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: August 4, 2025

SUBMITTED BY: Wyatt Milton - (259-0401)

ITEM TYPE: Value Adjustment Board

AGENDA SECTION: **APPROVAL OF ITEMS FOR ACTION**

SUBJECT: Approval of a School Board Member Representative and Alternate School Board Member Representative for the Value Adjustment Board as Per Florida Statute 194.015. (2024-2025 Board Representative was Mrs. Hodges and Alternate was Mrs. Canaday)

ATTACHMENTS:
08.04.2025 Approval of 2025 Value Adjustment Board-Board Members_W.Milton.pdf

Approval of a School Board Member Representative and Alternate School Board Member Representative for the 2025-2026 Value Adjustment Board as Per Florida Statute 194.015.

2024-2025 Representatives

Value Adjustment Board Representative
Amanda Hodges, School Board Member

Value Adjustment Board Alternate Representative
Mandi Canaday, School Board Member

AGENDA ITEM NO. 9.3

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: August 4, 2025

SUBMITTED BY: Wyatt Milton - (259-0401)

ITEM TYPE: Value Adjustment Board

AGENDA SECTION: **APPROVAL OF ITEMS FOR ACTION**

SUBJECT: Approval of Brittnee Forbes as Commercial Business Owner Representative for the Value Adjustment Board as Per F.S. 194.015. (Qualification is that the representative must own a business occupying commercial property in the school district boundaries)

ATTACHMENTS:
08.04.2025 Approval of Brittnee Forbes as Commercial Business Owner Representative for the Value Adjustment Board -2025_W.Milton.pdf

Approval of Brittnee Forbes as Commercial Business Owner Representative for the 2025-2026 Value Adjustment Board as Per Florida Statute 194.015. (Qualification is that the representative must own a business occupying commercial property in the School District boundaries)

AGENDA ITEM NO. 9.4

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 4, 2025
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Minutes
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval to Incorporate Form 8B for Board Member Clayton Lyons Regarding the Approval to Renew Agreement with Baker County Health Department to Provide Dental Services Effective July 1, 2025 - June 30, 2028. (Term Change from Previous Year.), into the Minutes of the August 4, 2025, School Board Meeting.

ATTACHMENTS:
08.04.2025 Approval of Form 8B for Clayton Lyons_W.Milton.pdf

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
Lyons, Jr., Emil Clayton	Baker County School Board
MAILING ADDRESS 270 South Blvd E, Macclenny, FL 32063	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: ☐ CITY ☐ COUNTY ☑ OTHER LOCAL AGENCY
CITY: Macclenny — COUNTY: Baker	NAME OF POLITICAL SUBDIVISION: Baker County School Board
DATE ON WHICH VOTE OCCURRED August 4, 2025	MY POSITION IS: ☐ ELECTIVE ☑ APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

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ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

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APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Emil Clayton Lyons, Jr., hereby disclose that on August 1, 20 25 :

(a) A measure came or will come before my agency which (check one or more)

___ inured to my special private gain or loss;

___ inured to the special gain or loss of my business associate, _____ ;

X inured to the special gain or loss of my relative, my mother Patricia Lyons ;

___ inured to the special gain or loss of _____, by whom I am retained; or

___ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

On July 29, 2025, it came to my attention that on the agenda for the August 4, 2025 publicily-noticed meeting of the Baker County School Board-of which I am a gubermatorially-appointed member--there is item 8.8, Approval to Renew Agreement with Baker County Health Department to Provide Dental Services Effective July 1, 2025 - June 30, 2028. (Term Change From Previous Year.) My mother, Patricial Lyons is the Dental Program Director for Baker County Health Department.

When I became aware of this prospective voting conflict, I consulted our legal counsel and was advised this did constitute a voting conflict and that I must abstain from voting on Item 8.8. I thereafter prepared this required form and filed it with Felicia Raulerson, who is responsible for recording the minutes of the Board's meetings. I also immediately provided this form to the other members of the Board, and I shall publicly read this form at the next meeting held subsequent to the filing of this written memorandum.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

8/4/25
Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.