Baker County Public Schools

AGENDA
SCHOOL BOARD MEETING (OPEN TO THE PUBLIC)
Tuesday, January 21, 2025 - 5:00 PM
District Board Room (270 South Boulevard East, Macclenny, Florida 32063)
(Revised Agenda) Minute Book #40 / Supplemental Book #53 / Page #12

"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 Approval of the Revised 2024-2025 Student Progression Plan and Revised 2024-2025 Code of Student Conduct
Thomas Hill - (259-0429)

4.2 Approval of the New and Revised School Board Policies: 2.08, 3.06*+, 4.04, 4.13*+, 4.265+, 4.27, 5.10*+, 5.121*+, 5.34*, 6.38*, 7.020, 7.141 Opt. 2*, 8.01*+ Opt. 2, 9.04*+
Thomas Hill - (259-0429)

5. RECOGNITIONS / PRESENTATIONS

5.1 Quarterly Update Presentation by Director of School Safety
Steve Cannon - (259-0432)

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

6.1 Approval to Correct the Ending Year Date on the Lease of 3 Copiers for Baker County Pre-K / Kindergarten Center, State of Florida Contract 44000000-NASPO-19-ACS, Beginning January 1, 2025 - January 1, 2029, for a Total Lease Cost of $31,227.623
Tonya Tarte - (259-4330)

7. REMOVAL OF ROUTINE ITEMS

8. APPROVAL OF ROUTINE ITEMS

8.1 Approval of the Personnel Items List for Approval on January 21, 2025.
Wyatt Milton - (259-0401)

8.2 Approval of the Minutes of the December 2, 2024, School Board Expulsion Hearing.
Wyatt Milton - (259-0401)

8.3 Approval of the Minutes of the December 2, 2024, Swearing In Ceremony.
Wyatt Milton - (259-0401)

8.4 Approval of the Minutes of the December 2, 2024, School Board Meeting.
Wyatt Milton - (259-0401)

8.5 Approval of the Grant Proposal for 2024-2027 Title IX, Part A - Education of Homeless Children and

Youth Grant in the Amount of $44,550.00. New / Competitive / Federal / No Matching
Traci Wheeler - (259-6776)

8.6 Approval of the Financial Reports for the Month Ending November 30, 2024.
Teri Ambrose - (259-0418)

8.7 Approval of the November 2024 District Property Inventory.
Denny Wells - (259-5420)

8.8 Approval of the 2024-2025 Agreement with Leonard's Photography for Baker County Pre-K / Kindergarten Center Student and Class Photographs and Yearbook Services.
Bonnie Jones - (259-0405)

8.9 Approval of the Grant Proposal for 07/01/2024 - 06/30/2025 Criminal Justice Cap Grant in the Amount of $196,125.00. New / Federal / No Matching
Carrie Dopson - (259-0408)

8.10 Approval of the Data Sharing Agreement with Bookmarked.
Thomas Hill - (259-0429)

9. APPROVAL OF ITEMS FOR ACTION

9.1 Approval of Removed Routine Items.
N/A

9.2 Approval of the Baker County Education Foundation Audit for the Period Ending June 30, 2024.
Teri Ambrose - (259-0418)

9.3 Approval of the Out of State Travel for Baker County High School Baseball Team and Staff to Tifton, GA. To Compete in the Border War on February 28, 2025 through March 1, 2025, by Charter Bus.
Johnnie Jacobs - (259-6286)

9.4 Approval of Out of State Field Trip on June 16, 2025 through June 20, 2025, to Summer Waves Theme Park in Jekyll Island, Georgia, for Camp S.T.Y.L.E. Students and Chaperones. (Traveling by Baker County School Bus)
Michael Green - (259-0444)

9.5 Approval to Piggyback off the St. Johns County Contract (ITB2024-002) to Use JSC Systems to Provide and Install a New CareHawk Intercom System at Macclenny Elementary School. Paid Using Local Capital Improvement Funding, $61,123.55.
Teri Ambrose - (259-0418)

9.6 Approval of the Out of State Travel for Baker County High School History Club Students and Employee Chaperones to Warm Springs, GA on February 7, 2025 through February 8, 2025. Funding Source: History Club
Johnnie Jacobs - (259-6286)

9.7 Approval to Lease 3 Copiers for Baker County Pre-K / Kindergarten Center, State of Florida Contract 44000000-NASPO-19-ACS, Beginning January 1, 2025 - January 1, 2029, for a Total Lease Cost of $31,227.623.
Tonya Tarte - (259-4330)

9.8 Approval of the Settlement Agreement between Baker County School District, Jason Walker, and Associated Student.
Thomas Hill - (259-0429)

9.9 Approval of Various District Projects to 8 Koi, Inc. in the Amount of $293,707.00. (Itemized Project List and Totals Attached)
Denny Wells - (259-5420)

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:	January 21, 2025
SUBMITTED BY:	Thomas Hill - (259-0429)
ITEM TYPE:	Public Hearing
AGENDA SECTION:	**PUBLIC HEARINGS**
SUBJECT:	Approval of the Revised 2024-2025 Student Progression Plan and Revised 2024-2025 Code of Student Conduct

ATTACHMENTS:
01.21.2025 Approval of the Revised 2024-2025 Student Progression Plan and Revised 2024-2025 Code of Student Conduct_T.Hill.pdf

Baker County Public Schools

Wyatt Milton, Superintendent of Schools

270 South Boulevard East, Macclenny, Florida 32063

Telephone: (904) 259-6251 www.bakerk12.org Fax: (904) 259-1387

December 4, 2024

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 Tuesday, January 21, 2025, for the REVISED 2024-2025 Student Progression Plan and the REVISED 2024-2025 Code of Student Conduct.

If you have any questions, please call me at 259-0429.

Sincerely,

Thomas Hill
Executive Director of Teaching and Learning

BAKER COUNTY SCHOOL DISTRICT

2024-2025
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
~~Paula Barton~~ 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!"

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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 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.

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 ~~her~~ 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

~~Any~~ A candidate for a high school equivalency diploma shall be at least ~~eighteen (18)~~ sixteen (16)years of age on the date of examination and have filed a formal declaration of intent to terminate school enrollment. ~~except that in extraordinary circumstances as determined by the Superintendent of Schools or his/her designee in the district in which the candidate resides or attends school, said candidate may take the examination after reaching the age of sixteen (16) years.~~ 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.

~~Pursuant to Section 1001.41 (3), Florida Statutes, school districts are responsible for prescribing and adopting standards and policies to provide each student the opportunity to receive a complete education. Education methods to implement such standards and policies may include the delivery of learning courses through traditional school settings, blended courses consisting of both traditional classroom and online instructional techniques, participation in a virtual instruction program (VIP), or other methods. A course offered on BCHS campus will not be allowed to be taken through virtual online during the same semester.~~

~~"Virtual Instruction Program" means a program of instruction provided in an interactive learning environment created through technology in which students are separated from their teachers by time or space, or both. The purpose of the program is to make quality virtual instruction available to students using online and distance learning technologies in the nontraditional classroom. (F.S. 1002.45)~~

~~Virtual courses are offered online to all eligible students in affiliated school districts throughout the State of Florida. Eligible students can enroll in part-time classes or a full-time program. The goal is to make instruction available and convenient for the student. Full-time virtual instruction programs, My District Virtual School and Florida Virtual School, are available for students who qualify and enroll during the open enrollment period. Credit for successful completion of courses will be awarded. Students may contact a guidance counselor for more information. Students graduating from My District Virtual School will receive a Baker County Virtual diploma, not a Baker County High School diploma, and will not participate in Baker County High School's graduation ceremony. Refer to the following link for enrollment: https://www.nefec.org/virtual/student-registration/2/ (F.S. 1002.45).~~

~~**Student Eligibility** (F.S.1002.45) for K-12 virtual instruction.~~

~~1. School district operated part-time or full-time kindergarten through grade 12 virtual instruction programs under s. 1002.45(1) (b)~~
~~2. Full-time virtual charter school instruction authorized under s. 1002.33 to students within the school District or to students in other school districts throughout the state pursuant to s.1002.31~~
~~3. Virtual courses offered in the course code directory to students within the school district or to students in other school districts throughout the state pursuant to s. 1003.498.~~
~~4. Florida Virtual School instructional services authorized under s. 1002.37.~~

~~**Student Participation Requirements**~~

Student attendance will be monitored and verified by the school district. Each student enrolled in a virtual instruction program will take state assessment tests within the school district. The district will provide student access to testing facilities.

In order to be eligible as a full-time virtual instruction student, Baker County School District students must:

1) Have been successfully promoted to the next grade level at the end of the previous school year. For mid-year entrance, students must have demonstrated success in the first semester courses (grades of C or better) and have recommendation from their previous school guidance or administrations.
2) Attain one of the following minimum scores on previous year standardized tests:
   a) FAST ELA or equivalent Level 3 or higher
   b) STAR Reading or equivalent at 50th percentile or above (1st through 3rd grades)
   c) Grade level proficiency on an official standardized test administered by another public school system
3) Must meet all of Baker County criteria as specified in the Baker County School District Student Progression Plan in order to participate in our full-time program.
4) Such criteria include meeting minimum FAST scores, course requirements, immunization, Code of Conduct acknowledgement, etc. Students who meet these requirements must submit the online prospective full-time student application.

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.

Enrollment Periods

Parents and students may apply to this program during the open enrollment periods. The specific dates of the enrollment periods may be found on the district website at: http://www.bakerk12.org/Page/480. Parents can access the Baker County School District website to review the enrollment process throughout the year. Students applying during the application period are notified by email regarding the applicant status during the school's open enrollment period.

Applicant Status:

1. Parents and students should review this document to determine if they are eligible and understand the commitment necessary to successfully implement this program.
2. The parents and students are required to submit the online application at https://www.nefec.org/virtual/student-registration/2/ indicating their reasons for choosing My District Virtual School as their school of choice. Upon completion, the account specialist from North East Florida Educational Consortium will inform Baker County School District that your application is ready to move to Candidate Status.

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
- 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.

Availability of Virtual Options

- FLVS and MDVS courses shall be available to students during or after the normal school day and through summer school enrollment [F.S. 1001.42(23)]. A student may not enroll in the same course (face-to-face classroom course and/or online course) more than once in the same semester. 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. Any virtual course activated prior to July 1 cannot be counted in the course schedule for the school year beginning on July 1 – even if the course remains active.

- 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.

- Part-time virtual school students requesting to take a course offered by FLVS must have counselor and caregiver approval [F.S. 1002.20(6)]. Students taking a course outside of the school day must maintain a "C" average throughout the Grace Period of 14 days for FLVS in order to remain enrolled in the course. Students who do not complete at least 10% of the course and do not have an average of "C" or higher will be withdrawn from the course (WNG).

- Part-time virtual school students requesting to take a course offered by MDVS must have counselor and primary caregiver approval. 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 course in the Physical School of Record and Adding a FLVS Course*

    A student may not drop a physical school course and add an FLVS course after the 5th day of the semester.

  - *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.

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 Virtual School.

Personnel Responsibilities

Program and Statute Compliance – Executive Director of Teaching and Learning
My District VIP – Exceptional Student Services Director
Part-time Virtual Instruction – Principal/Guidance Counselor
Financial Reporting – Director of Finance

District Expectations and Evaluation of Virtual Instruction Program

The Baker County School District will use the following criteria to assist in evaluating the Virtual Instruction Program and to make necessary adjustments in an effort to continuously improve.

- The amount of courses completed compared to the amount attempted.
- The course grades for those courses completed.
- Student feedback

District expectations will be met when at least eighty percent (80%) of students complete courses compared to the amount attempted. Although 80% completion is used as an evaluation measure, Baker County School District will continuously strive for a higher percentage. This expectation will be monitored each semester. If the 80% threshold is not met, the district will study possible variables affecting completion rate, including input from student feedback forms. Each student that attempts a virtual course will complete a student feedback form at time of completion or course withdrawal.

District expectations will be met when at least eighty percent (80%) of students completing courses receive a final course grade of "C" (2.0) or higher. If threshold of 80% is not met, district will consult with virtual instruction provider as well as study other possible variables including student feedback.

District's expectations of key personnel are to adhere to Virtual Instruction Program Guide and Procedures Manual. Baker County School District is committed to an effective virtual instruction program and the support necessary to ensure program success.

Process to Ensure Compliance

The Executive Director of Teaching and Learning will meet with ESE Student Services Director, Director of Finance, school principals, and Guidance Counselors as necessary to monitor and evaluate program effectiveness, key employee expectations, ensure proper training of staff including personnel changes, and to ensure statutory compliance.

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 ~~kindergarten~~ 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.

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 ~~his/her~~ 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 ~~his~~ 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).

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.

Valedictorian and Salutatorian designation is only applicable for students who have been enrolled at BCHS for at least three (3) semesters.

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 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 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 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 ~~his/her~~ 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.
3. Students may not take ENC 1101 or ENC 1102 prior to their Junior year.
4. 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.
5. 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.
6. 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 ~~his/her~~ 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 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 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 ~~his/her~~ 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

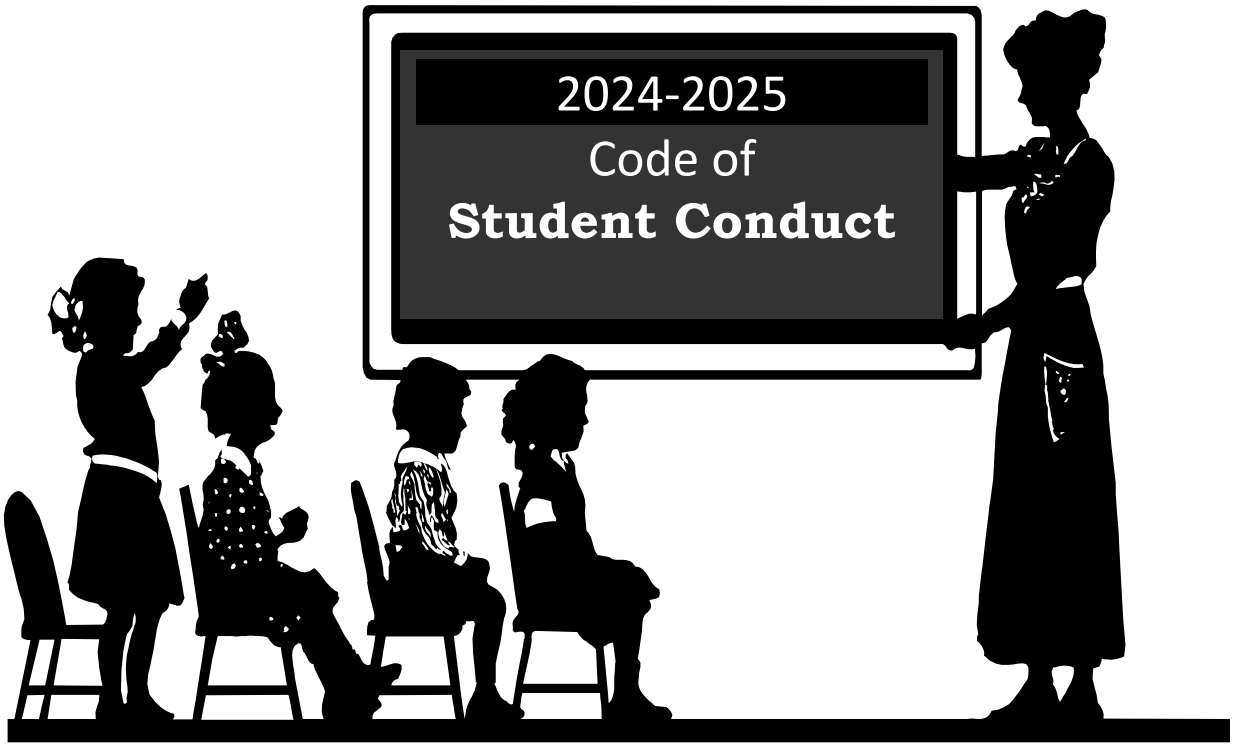
School Site	Average Amount of Money Expended per Student
Baker County Pre-Kindergarten/Kindergarten Center	$9,192.00
Macclenny Elementary School	$8,506.00
Westside Elementary School	$9,788.00
J. Franklyn Keller Intermediate School	$6,529.00
Baker County Middle School	$8,566.00
Baker County High School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

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.

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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 those definitions.

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.

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.

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.

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.

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.

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 educating 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, 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. Sunglasses inside the buildings, unless a medical permit is on file;
   c. 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.

*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 the 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 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 & Entering/Burglary
5. Disorderly Conduct
6. Drugs/THC Oil
7. Fighting/Bullying
8. Homicide
9. Kidnapping
10. Larceny/Theft
11. Malicious Harassment/Hate Crime/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
24. Trespassing
25. Vandalism
26. Weapon(s) Possession(including guns, knives, chemical agents, brass knuckles)
27. Bomb Threat
28. Tardiness Excess
29. Skipping
30. Abuse of Property
31. Copying/Cheating/Lying
32. Improper Dress
33. Disruptive Behavior/Bullying/Cyberbullying
34. Abusive Behavior to Other Student(s)/Bullying
35. Disrespect Toward Staff/Insubordination
36. School Rules Violation
37. Any conduct resulting in unsafe condition for others
38. Sexting*

39. Use of racial epithet(s) to denigrate another individual or group
40. Inappropriate Use of Computer/Internet including social media
41. Other Major Crime/Violence Includes: forgery, extortion, gambling, gang-related activities, secret societies, spreading rumors to cause harm or disrupt schools/district setting, etc.
42. Any unfavorable conduct which brings negative reflection on the school while on school-sponsored trips
43. Any other unfavorable act, which is considered offensive to the school community by the administration
44. Violations of established rules of conduct for school bus students
45. Unauthorized buying or selling of personal property or other items
46. Deliberate tampering of computers, software, technology equipment or materials
47. Capturing still or video images of another student or staff member (Including Physical Attack, Sexual Assault, Hazing)
48. 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 after the school day has ended**. Cell phones and other electronic devices may be taken and parents 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 cell phones 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***

*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 of 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.

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
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 ~~his/her~~ 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 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.
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
2. Dipping, smoking, lighting matches on bus
3. Spitting on bus
4. Abuse to other students
5. Insubordination
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

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

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.

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 ~~his/her~~ 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.

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 ~~his/her~~ 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 ~~his/her~~ 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/Vaping Devices

A student that possesses, smokes, or otherwise uses tobacco products or 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/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.

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 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 ~~his/her~~ 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 ~~his/her~~ 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.

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 school work 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 ~~her~~ 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 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/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

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 an attendance letter whenever a student is absent five times in any class period. Parents will receive a second letter when a student is absent eight unexcused times in any class period. Absences are assessed and letters are distributed each grading period.

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;
    b. Funeral notices; or
    c. School-related activities.

NOTE: Parent notes will <u>not</u> 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 ~~his/her~~ designee at the end of each semester. The Principal or ~~his/her~~ 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.

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 ~~his/her~~ designee.

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

3. Parent/student will have the opportunity to bring additional supporting documentation to the Principal or ~~his/her~~ 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 ~~his/her~~ 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 damages 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 the high 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, Director of Student Services, 290 Johnathan Street East, 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 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. 4.2

Item Cover Page

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

DATE: January 21, 2025

SUBMITTED BY: Thomas Hill - (259-0429)

ITEM TYPE: Public Hearing

AGENDA SECTION: **PUBLIC HEARINGS**

SUBJECT: Approval of the New and Revised School Board Policies: 2.08, 3.06*+, 4.04, 4.13*+, 4.265+, 4.27, 5.10*+, 5.121*+, 5.34*, 6.38*, 7.020, 7.141 Opt. 2*, 8.01*+ Opt. 2, 9.04*+

ATTACHMENTS:
01.21.2025 Approval of Board Policies Hearing_T.Hill.pdf

Baker County Public Schools

Wyatt Milton, Superintendent of Schools

270 South Boulevard East, Macclenny, Florida 32063

Telephone: (904) 259-6251 www.bakerk12.org Fax: (904) 259-1387

December 10, 2024

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

Dear Superintendent Milton:

We are requesting that you call for a public hearing and seek School Board approval for the following Board Policies at the January 21st District School Board Meeting.

- 2.08 Collective Bargaining Agreements
- 3.06*+ Safe and Secure Schools
- 4.04 Dropout Prevention Program
- 4.13*+ Educational Media Materials Selection
- 4.265+ Artificial Intelligence Acceptable Use
- 4.27 Operation of Unmanned Aerial Vehicles (Drones)
- 5.10*+ Student Control
- 5.121*+ Use of Time Out, Seclusion and Physical Restraint for Students with Disabilities
- 5.34* High School Equivalency Program and Examination
- 6.38* Employee Discipline Policy
- 7.020 Procedures for Administering the District Budget
- 7.141 Opt. 2* Selecting Professional Services
- 8.01*+Opt. 2 Safety
- 9.04*+ Use of Facilities

Thank you for your assistance.

Sincerely,

Thomas Hill
Executive Director of Teaching and Learning

NOTICE OF PROPOSED RULE

THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA

A HEARING REGARDING THE BELOW RULE WILL BE HELD AT THE FOLLOWING DATE, TIME, AND PLACE:

DATE AND TIME: January 21, 2025, at 5 p.m.
LOCATION: School Board Meeting Room, 270 South Boulevard East, Macclenny, Florida 32063

POLICY NUMBER: 2.080

POLICY TITLE: Collective Bargaining Agreements

PURPOSE AND EFFECT: The purpose of the proposed revisions is to establish areas exempt from collective bargaining.

SUMMARY: This policy revisions are to reflect changes in the collective bargaining and any provision of a collective bargaining agreement may not preclude the school board from carrying out its constitutional and statutory duties.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:
The School Board has determined that this policy will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of $200,000 in the aggregate within one year after the implementation of the policy. A statement of estimated regulatory costs ("SERC") has not been prepared by the School Board.

The School Board has determined that the proposed policy is not expected to require legislative ratification based on no SERC being required at this time by F.S. 120.54 or F.S. 120.541. In the event a SERC becomes required, the School Board will promptly prepare one.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

RULEMAKING AUTHORITY: 1001.41; 1001.42, 1012.22, F.S.

LAWS IMPLEMENTED: 447.309(3); 1001.43, F.S.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS: For information regarding the proposed rule, how to present evidence and argument as to the proposed rule, and how to obtain a copy (at no charge) of the proposed rule, please contact Shirley Crawford

at shirley.crawford@bakerk12.org, or 904-259-0428. Any request to present evidence and argument must be received within twenty-one (21) days after the date of this notice.

DATE AND PLACE OF THE NOTICE OF RULE DEVELOPMENT: Noticed on December 19th through January 16th, 2025, in the Baker County Press and on the web at www.bakerk12.org.

THE FULL TEXT OF THE PROPOSED POLICY IS: For a full text of policy, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428.

COLLECTIVE BARGAINING AGREEMENTS 2.080

Collective bargaining and any provision of a collective bargaining agreement may not preclude the school board from carrying out its constitutional and statutory duties related to the following:

1. Providing incentives to effective and highly effective teachers;
2. Implementing interventions and strategies to address student performance and attendance;
3. Implementing required student discipline;
4. Implementing school safety plans and requirements;
5. Implementing staff and student recognition programs;
6. Distributing correspondence related to daily operations of schools and/or the district to parents, teachers, and community members;
7. Providing required notice of information readily available on the district's website related to the school board or district operations; or
8. The school district's calendar.

Any provision of a collective bargaining agreement which is ratified by the School Board and affects collective bargaining members shall prevail over any School Board rule conflicting with the agreement. The School Board rule shall be deemed to be amended during the term of the agreement. If such agreement expires prior to ratification of a subsequent agreement, the provisions of the expired agreement shall be in effect until ratification of a subsequent agreement or approval by the legislative body by a Resolution of Impasse.

STATUTORY AUTHORITY: **1001.41; 1001.42, 1012.22, F.S.**

LAWS IMPLEMENTED: **447.309(3); 1001.43, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY:

NOTICE OF PROPOSED RULE

THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA

A HEARING REGARDING THE BELOW RULE WILL BE HELD AT THE FOLLOWING DATE, TIME, AND PLACE:

DATE AND TIME: January 21, 2025, at 5 p.m.
LOCATION: School Board Meeting Room, 270 South Boulevard East, Macclenny, Florida 32063

POLICY NUMBER: 3.060

POLICY TITLE: Safe and Secure Schools

PURPOSE AND EFFECT: The purpose of the proposed revisions is to establish safe school specialist reporting.

SUMMARY: This policy revisions are to reflect the Baker County District School Board's obligation to provide a safe, secure and orderly learning environment in all schools and at all sponsored activities for students, school personnel, and other persons.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:
The School Board has determined that this policy will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of $200,000 in the aggregate within one year after the implementation of the policy. A statement of estimated regulatory costs ("SERC") has not been prepared by the School Board.

The School Board has determined that the proposed policy is not expected to require legislative ratification based on no SERC being required at this time by F.S. 120.54 or F.S. 120.541. In the event a SERC becomes required, the School Board will promptly prepare one.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

RULEMAKING AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 316.614, 1001.43, 1001.51, 1006.062, 1006.07, 1006.145, 1006.1493 1006.21, 1013.13, F.S.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS: For information regarding the proposed rule, how to present evidence and argument as to the proposed

rule, and how to obtain a copy (at no charge) of the proposed rule, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428. Any request to present evidence and argument must be received within twenty-one (21) days after the date of this notice.

DATE AND PLACE OF THE NOTICE OF RULE DEVELOPMENT: Noticed on December 19th through January 16th, 2025, in the Baker County Press and on the web at www.bakerk12.org.

THE FULL TEXT OF THE PROPOSED POLICY IS: For a full text of policy, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428.

SAFE AND SECURE SCHOOLS 3.060*+

I. Introduction

The Baker County District School Board has as its first obligation to provide a safe, secure and orderly learning environment in all schools and at all sponsored activities for students, school personnel, and other persons.

II. Orderly Environment

An orderly environment can only be achieved by developing procedures to control students, personnel, and other persons on school property and while attending School Board or school sponsored events or activities. All procedures shall reflect the following policy provisions:

A. No person other than a student and employee of a school site shall be on a school campus during school hours unless they are in compliance with Policy 9.07 (Visitors).

B. A student who is suspended or expelled is not in good standing and is not permitted on the school campus, school grounds, or at a school sponsored activity.

C. Any person on a school campus or school grounds not in accordance with this policy is hereby declared to be a trespasser and shall be asked to leave immediately by any staff member. Each principal shall keep a log of such incidents, which shall provide the name of the person asked to leave and other pertinent information. If said person shall again be seen upon the school campus or school grounds, any staff member shall immediately notify the principal or appropriate local law enforcement officials without further warning.

D. Individuals who enter School Board property, activity, or School Board meeting without a legitimate reason and create a disturbance or refuse to leave the property or activity when asked by the board chairperson, Superintendent/designee, principal or person in charge are subject to criminal penalty as provided in Florida Statutes. The person in charge shall contact appropriate law enforcement officials in cases of disruptive activity or refusal to leave the school property or activity and take appropriate actions to have the offender punished as prescribed by law. The Superintendent shall be notified immediately of any such action at schools or school activities.

E. No person except law enforcement, security officers, and school guardians certified by the Baker County Sherriff may have in his/her possession any weapon, illegal substance, or dangerous substance while on school property or at school events.

III. The following emergency response agency(ies) will notify the District in the event of an emergency:

Emergency Response Agency	Type of Emergency
Baker County Sheriff's Department	Community Wide Threats
National Weather Service (NOAA)	School Site Threats
Emergency Operations Center (EOC)	Weather Events

IV. Safety, Security and – Emergency Plans

A. The Superintendent shall develop a *DISTRICT CRISIS MANAGEMENT PLAN* with input from representatives of the local law enforcement agencies, the local Fire Marshall(s), representative(s) from emergency medical services; building administrators, representative(s) from the local emergency management agency, School Resource Officer(s) and/or representative(s) of the Baker County Health Department.

B. The School Board shall approve the *DISTRICT CRISIS MANAGEMENT PLAN* annually and copies shall be maintained in the District office and at each school. The plan shall be pursuant to Florida Statutes and shall be comprehensive for all schools, school district facilities and all extracurricular activities. The plan shall include procedures that are State and Federally required, nationally recognized best practice, and researched-based interventions. After School Board approval, the *DISTRICT CRISIS MANAGEMENT PLAN* shall be made a part of this rule.

C. As required by state law, the Superintendent shall require the use of the Safe School Assessment Survey based on the School Safety and Security Best Practices Indicators created by FL DOE Safe School Assessment Tool (FSSAT) to conduct a self-assessment of the District's current safety and security practices.

D. Upon completion of these self-assessments, the Superintendent shall convene a safety and security review meeting for the purpose of (a)reviewing the current *DISTRICT CRISIS MANAGEMENT PLAN* and the results of the self-assessment; (b) identifying necessary modifications to the plan; (c) identifying additional necessary training for staff and students; and
(d) discussing any other related matters deemed necessary by the meeting participants.

E. The Superintendent shall present the findings of the safety and security review meeting to the Board for review and approval appropriate school safety, emergency management and preparedness plans. The Superintendent shall make any necessary recommendations to the Board that identify strategies and activities that the Board should incorporate into the *DISTRICT CRISIS MANAGEMENT PLAN* and/or implement in order to improve school safety and security. The *DISTRICT CRISIS MANAGEMENT PLAN* is, however, confidential and is not subject to review or release as a public record.

F. The Superintendent shall report the self-assessment results and any action taken by the Board to review the *DISTRICT CRISIS MANAGEMENT PLAN* to the Commissioner of Education within thirty (30) days after the Board meeting.

G. Emergency management and preparedness plans shall include notification procedures for weapon use and active assailant/hostage situations, hazardous materials and toxic chemical spills, weather emergencies, and exposure resulting from a manmade emergency.

H. Emergency management and preparedness procedures for active assailant situations shall engage the participation of the district school safety specialist, threat assessment team members, faculty, staff and students for each school and be conducted by the law enforcement agency or agencies designated as first responders to the school's campus.

1. Accommodations for drills conducted at exceptional student education centers may be provided.

I. Each school shall develop and maintain an up-to-date plan based upon the uniform guidelines and including the provisions of Florida law, State Board of Education rules, and other applicable regulations.

J. Copies of school plans shall be provided to county and city law enforcement agencies, fire departments, and emergency preparedness officials.

V. Threat Management

A. The primary purpose of a threat management is to identify individuals exhibiting threatening or other concerning behavior, assess the risk of harm, and coordinate appropriate interventions and services for such individuals. The Board's threat management process is a systematic, fact-based method designed to identify, using threat assessment protocols, whether behaviors or communications constitute a concern for violence or harm to another person. Florida Harm Prevention and Threat Management Model is designed to identify, assess, manage, and monitor threats to schools, school staff and students. The goal of the threat management process is to prevent violence or harm to members of the school community. The threat management process uses a methodology that identifies students exhibiting threatening or other concerning behavior, gathers information to assess the risk of harm to themselves or others, and identifies appropriate interventions to prevent violence and promote successful outcomes.

B. The Board authorizes the Superintendent to designate a Threat Management Coordinator; a District Threat Management Team and school-based management teams. Each team shall be headed by the principal and shall include a person with expertise in counseling (school/psychological), instructional personnel, and law enforcement (school resource officer) and provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school, or self. All members of the threat management team must be involved in the threat management process and final decision making.

1. The District Threat Management Coordinator (DTMC) must complete all trainings specific to the Coordinator role and will oversee threat management at all public k-12 schools, including charter schools sponsored by the District. The DTMC must:

    a. Ensure all district-level and school-level threat management team personnel are trained in threat management and on the Florida Model.

    b. Serve as Chair of the District Threat Management Team and as the liaison to the Department of Education's Office of Safe Schools.

    c. Ensure procedures are outlined for making referrals to mental health services for students exhibiting threatening or concerning behavior of self-harm or harm to others.

    d. Assist School Based Threat Management Teams in the District.

2. District Threat Management Team (DTMT) will receive referrals from the School Based Threat Management Teams, assess serious situations, and provide support to school-based teams, including charter schools in their district. The DTMT must include the DTMC, persons from school district administration and persons with expertise.

3. School Based Threat Management Team (SBTMT) will be headed by a Chair and Vice-Chair who are appointed by the principal or designee.

    a. The Chair serves as the point person for threat management at the school-level and is responsible for triaging reported threats or concerning behavior and communications to determine whether the matter should be summarily closed, or whether it should be reviewed by the full SBTMT.

    b. The team shall be comprised of a minimum of four (4) members, including a person with expertise in counseling (school/psychological), instructional personnel, school administration, and law enforcement (school resource officer).

    c. If none of the SBTMT members are familiar with the student of concern, the SBTMT Chair will assign a member of the school's staff who is familiar with the student to consult with and provide background information to the threat management team. Consulting personnel do not have to complete

Florida Model training and may not participate in the decision-making process.

d. All members of the threat management team must be involved in the threat management process and final decision making.

e. Parental Notification

i. If the SBTMT Chair determines the concerning threat or behavior reported is a low level of concern and summarily closes the case, the Chair/designee must use reasonable efforts to notify the parent or guardian of the student threat or behavior.

ii. If the Chair does not summarily close the case and refers the matter to the SBTMT, reasonable efforts must be made to notify the student of concern's parent or guardian on the same day the SBTMT assigns the preliminary level of concern. The SBTMT must document all attempts to make contact with the parent or guardian using the contact information shared by the parent or guardian with the District.

iii. If the preliminary level of concern is high, the SBTMT chair or designee must notify the Superintendent or designee to ensure the requirements of F.S. Stat. 1006.07 are met.

iv. The SBTMT Chair must notify the student of concern's parent or guardian if the threat management process reveals information about their student's mental, emotional, or physical health or well-being or results in a change in related services or monitoring, including but not limited to implementation of a Student Support Management Plan (SSMP).

v. The SBTMT Chair or designee must provide a copy of the SSMP to the student of concern's parent or guardian upon the plan's finalization and anytime the SSMP is substantially revised.

vi. The SBTMT Chair must make a reasonable effort to notify the parent or guardian of the targeted student before the end of the school day that the report was received unless the Chair has determined the concern is unfounded.

4. The threat management team will be responsible for the assessment of individuals whose behavior may pose a threat to the safety of school staff and/or students and coordinating resources and interventions for the individual.

5. If a student with a disability is reported to have made a threat to harm others and the student's intent is not clear, a referral will be made to the threat management team for evaluation.

6. Upon a preliminary determination that a student poses a threat of violence or physical harm to him/herself or others, the threat management team may obtain criminal history record information. The team must immediately report its determination to the Superintendent who must immediately attempt to notify the student's parent or legal guardian. A parent or guardian has the right to inspect and review the threat management. The team will coordinate resources and interventions to engage behavioral and or mental health crisis resources when mental health or substance abuse crisis is suspected.

7. The threat management team must plan for the implementation and monitoring of appropriate interventions to manage or mitigate the student's risk for engaging in violence and increasing the likelihood of positive outcomes.

8. Upon the student's transfer to a different school, the threat management team must verify that any intervention service provided to the student remain in place until the threat management team of the receiving school independently determines the need for intervention services. Threat management teams must meet as often as needed to fulfill their duties of assessing and intervening with persons whose behavior may pose a threat to school staff or students, but no less than monthly. The teams must maintain documentation of all meetings, including meeting dates and times, team members in attendance, cases discussed and actions taken.

9. Through the DTMC, the District must ensure that all threat management teams in the District report to the DOE office on the team's activities during the previous year. The District School Safety Specialist must ensure all schools in the District timely report all required information. The report will contain all data or information required by Florida law.

10. The ~~threat management team (SBTMT)~~ School Based Threat Management Team (SBTMT) at each school, on a case by case basis, will determine the need to seek mental health intervention in the following areas:
    - School-based counseling
    - Community-based counseling
    - Area Mobile Response Team (MRT) intervention
    - Crisis Stabilization Unit (CSU)

    The team will use the ~~Comprehensive School Threat Assessment Guidelines (CSTAG)~~ Florida Harm Prevention and Threat Management Model (Florida Model) ~~model~~ and support from the ~~TMT~~ therapist when assessing mental health intervention needs.
    Documentation will be maintained in the ~~CSTAG~~ Florida Model forms associated with the student being served.

11. Each threat management team will maintain the copy of the ~~CSTAG~~ Florida Model forms used for each ~~TMT~~ SBTMT case. The documentation will also be housed in the student data system. The following items will be

recorded for each monthly ~~TMT~~ SBTMT meeting and documentation maintained by the principal or their designee:

- Meeting dates and times
- ~~TMT~~ SBTMT members in attendance
- Cases discussed
- Action taken

VI. Safety – Procedures

A. School alarms shall be monitored on a weekly basis and malfunctions shall be reported for immediate repair.

B. A safety program shall be established consistent with the provisions of Policy 8.01. The emergency preparedness procedures will identify the individuals responsible for contacting the primary emergency response agency and the emergency response agency that is responsible for notifying the school district for each type of emergency.

C. Emergency evacuation drills (fire, hurricane, tornado, active assailant/hostage situation, other natural disaster, and school bus) shall be held in compliance with state requirements and formulated in consultation with the appropriate public safety agencies. Each principal, site administrator or transportation official is responsible for:

1. Developing and posting emergency evacuation routes and procedures;

2. Assigning and training all staff members in specified responsibilities to ensure prompt, safe and orderly evacuation;

3. Identifying and reporting hazardous areas requiring corrective measures; and

4. Preparing and submitting within fifteen (15) calendar days an after-action report of each emergency drill and fire drill to the District school safety specialist for review.

D. In the event of an emergency, the Superintendent is authorized to dismiss early or close any or all schools. Except that the principal may dismiss the school when the Superintendent or designee cannot be contacted and an extreme emergency exists endangering the health, safety, or welfare of students. Any such actions shall be reported immediately to the Superintendent or designee along with a statement describing the reasons for the action. Such report shall be submitted to the School Board at the next regular meeting unless a special meeting is held relating to the emergency.

E. Parents, as defined by law, have a right to timely notification of threats, unlawful acts, and significant emergencies that occur on school grounds, during school

transportation or during school-sponsored activities pursuant to sections 1006.07(4) and (7), F.S.

1. Parents have a right to access school safety and discipline incidents as reported pursuant to section 1006.07(9), F.S.

VII. Safety – Violence Prevention

A. The Superintendent shall develop a violence prevention plan for use by each school.

B. Training in identification of potentially violent behaviors and the procedures to be implemented shall be provided to personnel and students of the schools.

C. Each school will notify students, faculty, and staff of who to report concerning behaviors.

VIII. Security

A. The Superintendent shall establish and implement a Domestic Security Plan consistent with the requirements of the National Incident Management System (NIMS).

B. The Superintendent shall develop and implement guidelines and procedures for reviewing each school's security provisions. The security provisions shall include procedures restricting the ingress to or egress from a school campus when students are on the campus. Unless the gate or access point is attended or actively staffed, the security procedures shall state how all gates or other access points will remain closed and locked. If the school safety specialist determines there are other safety measures in place to allow a gate or access point to not be locked, the determination must be documented in the FSSAT.

C. Within the first ten (10) days of school students must be notified of the safest areas to shelter in a classroom. The safety areas for students to shelter within the classrooms and/or instructional spaces must be clearly marked. All classrooms and other instructional spaces must be locked or actively staffed when occupied by students except between class periods.

D. The Superintendent shall designate an administrator or a law enforcement officer employed by the Baker County Sheriff's Office as the school safety specialist for the District. The School Safety Specialist is responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the District. The School Safety Specialist's responsibilities include, but are not limited to the following:

1. On an annual basis the school safety specialist will review district and charter school policies and procedures for

compliance with state law and rules and ensure the timely and accurate submission of the school environmental safety incident report (FSSAT) to the Department.

2. The School Safety Specialist must provide recommendations to the superintendent and school board at a publicly noticed board meeting identifying strategies and activities that the Board should implement in order to address the findings to improve school safety and security.

3. No later than November 1, the School Safety Specialist shall submit a district best-practice assessment in the FSSAT that includes the school board's action(s) to the school security risk assessment findings and recommendations provided to them.

4. Provide training and resources to students and staff in matters relating to mental health awareness and assistance; emergency procedures (including active assailant training), and school safety and security.

5. The school safety specialist will identify and correct instances of non-compliance of state mandates regarding security procedures and policies at each school. This will be done annually through state and local assessments administered by the district school safety specialist. Monthly documentation will be sent by the school to the district safety specialist certifying the monthly pre/post planning for the implementation of the options-based active assailant drills held at each school.

   a) On a quarterly basis, the school safety specialist will report to the superintendent and school board any non-compliance by the district or school(s) with school safety laws or rules.

   b) Deficiencies relating to safe-school officer coverage must be resolved by the next school day.

   c) Within 24 hours, the School Safety Specialist must notify the Office of Safe Schools of the deficiencies related to safe-school officer coverage and any instance of noncompliance that is determined to be an imminent threat to the health, safety and welfare of students or staff. The Office of Safe Schools shall be notified within three (3) days of any instance of noncompliance that is not corrected within 60 days.

6. The School Safety Specialist must make unannounced visits while school is in session to all public schools in the district, including charter schools and perform inspections for safe school compliance. The school safety specialist must notify and report to ~~shall notify~~ the district's superintendent or charter

school principal, if there are any violations discovered or if non-compliance of the safe school requirements is ~~a~~ suspected ~~deficiency of the district's and/or a school's noncompliance.~~ by a district school or charter school.

E. A review of each school's security provisions shall be conducted annually by the principal with a written report submitted to the Superintendent or designee for submission to the Board for review.

F. Each school's emergency plan shall include security provisions including emergency "lock down" procedures.

G. Establishing policies and procedures for the prevention of violence on school grounds; including assessment of and intervention with individuals whose behavior poses a threat to the safety of the school community.

H. Adhering to background screening procedures for all staff, volunteers and mentors.

I. Security trailers may be located on school property.

IX. Mental Health

A. The School Board shall identify a mental health coordinator for the District. The mental health coordinator shall serve as the primary contact for the district's coordination, communication, and implementation of student mental health policies, procedures, responsibilities, and reporting.

B. The mental health coordinator shall be responsible for:

1. working with the Office of Safe Schools;

2. maintaining records and reports regarding student mental health as it relates to school safety and the mental health assistance allocation;

3. facilitating the implementation of school district mental health policies relating to the respective duties and responsibilities of the school district, the superintendent, and school principals;

4. coordinating the staffing and training of threat assessment teams with the school safety specialist, and facilitating referrals, to mental health services, as appropriate for students and their families;

5. coordinating with the school safety specialist, the training and resources for students and school district staff relating to youth mental health awareness and assistance; and

6. annually review of the district's policies and procedures related to

student mental health for compliance with state law and alignment with current best practices and making recommendations, as needed,

for amending said policies and procedures to the superintendent and the district school board.

STATUTORY AUTHORITY: **1001.41, 1001.42, F.S.**

LAWS IMPLEMENTED: **316.614, 1001.43, 1001.51, 1006.062, 1006.07, 1006.145, 1006.1493 1006.21, 1013.13, F.S.**

STATE BOARD OF EDUCATION RULE: **6A-1.0403, 6A-3.0171, 6A-1.0018**

HISTORY: **ADOPTED:**
REVISION DATE(S): **04/05/04, 10/04, 01/02/07, 01/05/08, 04/01/19, 12/02/19, 11/17/20, 04/05/21, 02/22/22, 04/03/23, 02/20/24**
FORMERLY: 2.22; 9.06

NOTICE OF PROPOSED RULE

THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA

A HEARING REGARDING THE BELOW RULE WILL BE HELD AT THE FOLLOWING DATE, TIME, AND PLACE:

DATE AND TIME: January 21, 2025, at 5 p.m.
LOCATION: School Board Meeting Room, 270 South Boulevard East, Macclenny, Florida 32063

POLICY NUMBER: 4.040

POLICY TITLE: Dropout Prevention Program

PURPOSE AND EFFECT: The purpose of the proposed revisions is to notice the parent or guardian of alternative form.

SUMMARY: This policy revisions are to reflect changes in the notice to the student's parent or guardian that they have the right to receive written notice by certified mail or other method agreed to by the parent before placement of the student in a dropout prevention and academic intervention program and shall be notified in writing and entitled to an administrative review of any action by school personnel relating to the student's placement in the intervention program.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:
The School Board has determined that this policy will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of $200,000 in the aggregate within one year after the implementation of the policy. A statement of estimated regulatory costs ("SERC") has not been prepared by the School Board.

The School Board has determined that the proposed policy is not expected to require legislative ratification based on no SERC being required at this time by F.S. 120.54 or F.S. 120.541. In the event a SERC becomes required, the School Board will promptly prepare one.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

RULEMAKING AUTHORITY: 1001.41; 1001.42

LAWS IMPLEMENTED: 1001.43, 1003.53, F.S.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS: For information regarding the proposed rule, how to present evidence and argument as to the proposed

rule, and how to obtain a copy (at no charge) of the proposed rule, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428. Any request to present evidence and argument must be received within twenty-one (21) days after the date of this notice.

DATE AND PLACE OF THE NOTICE OF RULE DEVELOPMENT: Noticed on December 19th through January 16th, 2025, in the Baker County Press and on the web at www.bakerk12.org.

THE FULL TEXT OF THE PROPOSED POLICY IS: For a full text of policy, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428.

DROPOUT PREVENTION PROGRAM 4.040

The Superintendent or designee shall develop, for the School Board's approval, a Dropout Prevention Program pursuant to Florida Statutes. The Dropout Prevention Program shall be incorporated through the Student Progression Plan.

The student's parent or guardian has the right to receive written notice by certified mail or other method agreed to by the parent before placement of the student in a dropout prevention and academic intervention program and shall be notified in writing and entitled to an administrative review of any action by school personnel relating to the student's placement in the intervention program.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1003.53; F.S.

STATE BOARD OF EDUCATION RULE: 6A-6.0523

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04, 11/07/05
FORMERLY: 5.25

NOTICE OF PROPOSED RULE

THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA

A HEARING REGARDING THE BELOW RULE WILL BE HELD AT THE FOLLOWING DATE, TIME, AND PLACE:

DATE AND TIME: January 21, 2025, at 5 p.m.
LOCATION: School Board Meeting Room, 270 South Boulevard East, Macclenny, Florida 32063

POLICY NUMBER: 4.13*+

POLICY TITLE: Educational Media Materials Selection

PURPOSE AND EFFECT: The purpose of the proposed revisions is to establish limitation on community fillings of book challenges.

SUMMARY: The primary objective of the school's educational media center is to implement, enrich, and support the educational program of the school. The center shall provide a wide range of materials on all levels of difficulty, with diversity of appeal, and the representation of different points of view.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:
The School Board has determined that this policy will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of $200,000 in the aggregate within one year after the implementation of the policy. A statement of estimated regulatory costs ("SERC") has not been prepared by the School Board.

The School Board has determined that the proposed policy is not expected to require legislative ratification based on no SERC being required at this time by F.S. 120.54 or F.S. 120.541. In the event a SERC becomes required, the School Board will promptly prepare one.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

RULEMAKING AUTHORITY: 1001.41; 1001.42 F.S.

LAWS IMPLEMENTED: 847.001(19), 847.012,1000.21, 1001.43, 1003.42, 1003.46, 1006.28, 1006.34(2)(b), 1006.40 F.S.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS: For information regarding the proposed rule, how to present evidence and argument as to the proposed

rule, and how to obtain a copy (at no charge) of the proposed rule, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428. Any request to present evidence and argument must be received within twenty-one (21) days after the date of this notice.

DATE AND PLACE OF THE NOTICE OF RULE DEVELOPMENT: Noticed on December 19th through January 16th, 2025, in the Baker County Press and on the web at www.bakerk12.org.

THE FULL TEXT OF THE PROPOSED POLICY IS: For a full text of policy, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428.

EDUCATIONAL MEDIA MATERIALS SELECTION 4.13*+

I. Objectives of Selection - The primary objective of the school's educational media center is to implement, enrich, and support the educational program of the school. The center shall provide a wide range of materials on all levels of difficulty, with diversity of appeal, and the representation of different points of view. The School Board asserts that the responsibility of the media center is to provide:

A. Instructional and supplemental materials that will enrich and support the curriculum, taking into consideration the varied interest, abilities, and maturity levels of the students being served.

B. Materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.

C. A background of information enabling students to make intelligent judgments in their daily life.

D. Materials on opposing sides of controversial issues in order that students may develop, under guidance, the practice of critical analysis of all media.

E. Materials representative of the many religious, ethnic, and cultural groups and their contributions to the heritage and culture of America and the world.

F. A comprehensive collection appropriate for the users of the media center placing principle above personal opinion and reason above prejudice in the selection of materials of the highest quality.

II. Legal Responsibility for Selection. The School Board is legally responsible for all matters relating to the operation of the Baker County Schools. The responsibility for the selection of educational materials, regardless of whether the book is purchased, donated, or otherwise made available to students is delegated to a school district employee who holds a valid educational media specialist certificate. School principals are responsible for overseeing compliance with school district procedures for selecting school library media center materials. The School Board shall adopt and publish on its website the process for a parent to limit his or her student's access to materials in the school or classroom library.

III. Parental Responsibility. Parents shall have the right to review materials in the media center and request that it be noted in the Student's library record that the student not be allowed to check out certain material.

IV. Criteria for Selection of Media Materials

A. The standards to determine the propriety of the educational materials shall

be pursuant to Florida Statutes.

B. First consideration shall be given to the needs of the individual school based on knowledge of the curriculum, of the existing collection, and of the needs of children and youth. Requests from users of the collection, (*i.e.*, administrators, faculty, parents, and students) shall be given high priority.

C. Materials shall be considered on the basis of accuracy of content, overall purpose, timeliness, importance of the subject matter, quality of the writing/production, readability and popular appeal, authoritativeness, comprehensiveness of material, reputation of the publisher/producer, reputation and significance of the author/artist/composer/producer, format and price.

D. In determining the suitability and value of the material included in the collection, consideration of the following elements must be given:

1. Religion. Factual, unbiased material which represents all major religions

2. Ideologies. Factual information on any ideology or philosophy that exerts a strong force in society

3. Sex Education. Factual information, appropriate for the age group or related to the school curriculum

4. Sex. Pornographic (as defined or prohibited under F.S. section 847.012), sensational, or titillating materials shall not be included

5. Profanity. The fact that limited profanity appears in material shall not automatically disqualify a selection. However, care shall be taken to exclude materials using profanity in a lewd or detrimental manner and not in context with the material

6. Science. Factual information about medical and scientific knowledge, without any biased selection of facts.

E. Gifts of media or money shall be accepted with the understanding that their use or disposition shall be determined by those persons having the responsibility for acquisitions, according to the same selection criteria and procedures as purchased materials.

V. Procedures for Selection

A. In selecting materials made available to students through the district library

media center, the school media specialist shall:

1. Consult with reputable, unbiased, professionally recognized reviewing periodicals and school community stakeholders (including, media staff, curriculum consultants, faculty, parents and community members).

2. Require that book selections meet the criteria set forth in s. 1006.40(3)(d). F.S.

3. Library media center collections will:

   a. be based on reader interest,
   b. support state academic standards and aligned curriculum
   c. support the academic needs of students and faculty

4. When considering materials to be purchased, the media specialist shall follow these procedures:

   a. Purchase materials which are outstanding and frequently used;
   b. Periodically replace periodically worn or missing basic items;
   c. Withdraw out-of-date or unnecessary items from the collection or items required to be removed pursuant to subparagraph 2; and replaced by new and age appropriate materials,
   d. Purchase materials in many types of format: digital, e-books, electronically, soft or hard bound.
   e. Examine sets of materials and materials acquired by subscription and purchase only material to fill a definite need.

B. District elementary schools must publish on their school website, a list of all materials maintained in the school library media center or required as a part of a school or grade-level reading list.

VI. Challenged Materials. Library materials deemed by some persons to be objectionable may be considered by others to have sound educational value. Any concerned parent, Baker County resident or employee of the district may request reconsideration of school library media; however, the challenged material shall not be removed from circulation during the reconsideration process. A county resident who is not the parent or guardian of a student with access to school district materials may not object to more than one material per month. When a complaint is made, the following procedure shall be followed:

A. The library media specialist shall discuss the matter informally with the complainant explaining the selection procedures for library media materials.

If the complainant accepts the explanation given by the media specialist, the reconsideration process concludes.

B. If the explanation fails to resolve the objection, the principal will ask the complainant initiating the challenge to file, within two weeks, a formal written objection by completing a “Request for Reconsideration of Library Media” form which must reflect that the complainant has read the material in full. Failure to do so results in the conclusion of the reconsideration process.

C. Upon receipt of the completed form "Request for Reconsideration of Library Media," the principal shall forward copies to the appropriate personnel on the School-level Review Committee (a committee of teachers, educational media specialists and parents of the school).

D. The challenged material shall remain available for circulation during the reconsideration process. Any material that is not a course material required by section 1003.46 or 1003.42 challenged based on being pornographic or prohibited by F.S. section 847.012 or depicting or describing sexual conduct as defined in F.S. section 847.001(19), must be removed within 5 school days after receiving the objection and remain unavailable to students of that school until the objection is resolved.

E. The challenged materials shall be read and re-evaluated by the committee, considering the specific objections raised. The committee shall report its decision within fifteen (15) working days.

F. The Complainant shall be informed in writing concerning the school-level committee’s decision.

G. District Review Committee. If the Complainant disagrees with the decision rendered by the school-level committee, an Appeal may be filed with the District.

H. The Superintendent shall appoint a District Review Committee with the following composition:

1. One representative of the Public Library Board;
2. One representative of the general public at large; and
3. One representative of a school parent organization.
4. One principal from the level at which the complaint originated (K-5, 6-8, or 9-12).
5. Three school-level instructional staff members including the following:
   a. One media specialist from the level at which the complaint

originated;
b. One media specialist from another level; and
c. One classroom teacher from the level at which the complaint originated.

6. Two district-level instructional staff members including the following:
   a. One district-level instructional staff member from the level where the material is in question; and
   b. The Supervisor of Technology and Instructional Media Services.

I. The Review Committee, in carrying out its assigned function, shall:

1. Read, view or listen to the material in its entirety;
2. Check general acceptance of the material by reading reviews and consulting recommended lists;
3. Determine the extent to which the material supports the curriculum;
4. Complete the "Checklist for Reconsideration of Library Media," judging the material for its strength and value as a whole and not in part; and
5. Forward, within fifteen (15) working days, a written recommendation to the Superintendent.

J. The Superintendent's designee will inform the complainant and the school's media specialist of the committee's decision to retain or withdraw the challenged material as recommended by the District Review Committee.

K. If the complainant or the media specialist is dissatisfied with the District Review Committee's decision, a written appeal may be filed with the Superintendent. Failure of the complainant to file a written appeal within 30 days of the District Review Committee's decision will result in a conclusion of the reconsideration process and the decision of the District Review Committee shall be final.

L. The Superintendent shall, within 30 days of receipt of the appeal, send the complainant and the school media specialist a written decision. An appeal to the School Board of the Superintendent's decision must be filed within 10 days after the Superintendent's decision.

M. The School Board shall consider the decision of the District Review Committee and the Superintendent and any other appropriate documentation (i.e. meeting summaries, material reviews, etc.). The decision of the School Board regarding appropriateness of a particular

Library Media material item will be considered final.

N. Library Media materials in question, can only be removed from circulation and/or used in the school district through the procedures of this policy.

STATUTORY AUTHORITY: **1001.41, 1001.42, F.S.**

LAW(S) IMPLEMENTED: **847.001(19), 847.012, 1000.21, 1001.43, 1003.42, 1003.46, 1006.28, 1006.34(2)(b), 1006.40 F.S.**

HISTORY:

ADOPTED:

REVISION DATE(S): 04/05/04, 11/08/06, 12/05/22
FORMERLY: 5.21

NOTICE OF PROPOSED RULE

THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA

A HEARING REGARDING THE BELOW RULE WILL BE HELD AT THE FOLLOWING DATE, TIME, AND PLACE:

DATE AND TIME: January 21, 2025, at 5 p.m.
LOCATION: School Board Meeting Room, 270 South Boulevard East, Macclenny, Florida 32063

POLICY NUMBER: 4.265+

POLICY TITLE: Artificial Intelligence Acceptable Use

PURPOSE AND EFFECT: The purpose of the proposed policy is recommended based on emerging technologies and proactive based on HB 379.

SUMMARY: It is the policy of Baker County School District to support the use of technology to improve teaching and learning, and to support innovations throughout the educational system.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:
The School Board has determined that this policy will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of $200,000 in the aggregate within one year after the implementation of the policy. A statement of estimated regulatory costs ("SERC") has not been prepared by the School Board.

The School Board has determined that the proposed policy is not expected to require legislative ratification based on no SERC being required at this time by F.S. 120.54 or F.S. 120.541. In the event a SERC becomes required, the School Board will promptly prepare one.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

RULEMAKING AUTHORITY: 1001.41; 1001.42 F.S.

LAWS IMPLEMENTED: 1001.02, 1003.02, F.S.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS: For information regarding the proposed rule, how to present evidence and argument as to the proposed rule, and how to obtain a copy (at no charge) of the proposed rule, please contact Shirley Crawford

at shirley.crawford@bakerk12.org, or 904-259-0428. Any request to present evidence and argument must be received within twenty-one (21) days after the date of this notice.

DATE AND PLACE OF THE NOTICE OF RULE DEVELOPMENT: Noticed on December 19th through January 16th, 2025, in the Baker County Press and on the web at www.bakerk12.org.

THE FULL TEXT OF THE PROPOSED POLICY IS: For a full text of policy, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428.

CHAPTER 4.00 – CURRICULUM AND INSTRUCTION

Artificial Intelligence Acceptable Use 4.265+

I. Introduction

It is the policy of Baker County School District to:

A. Support the use of technology to improve teaching and learning, and to support innovations throughout the educational system.

B. With artificial intelligence ("AI") technology shifting from providing access to instructional resources and capturing data to automating decisions about teaching and learning processes and detecting patterns in data it is necessary for there to be an increase in the level of responsibilities a person may delegate to a computer system.

C. Since AI systems could lead to bias in how patterns are detected and unfairness in how decisions are automated, it is essential for the District to develop this policy in how AI is developed for and used in education.

D. This policy outlines the acceptable use of AI tools and applications within Baker County Schools to ensure their safe, ethical, and responsible use.

E. It is the District's responsibility to educate and train students to utilize AI in an ethical and educational way. The District is not banning teacher or student use of AI, but each teacher and student needs to be aware of the limitations and guidelines of its usage.

1. Teachers may allow the use of AI for curriculum purposes. For example, AI programs may assist students with providing clarifications of information or explanations of ideas and concepts. AI may also be helpful for students with generating ideas, topics and writing prompts.
2. If the District uses grant funds for subscription fees and/or professional learning for students in grades 6-12 during the school day, the AI platform selected must:

i. Use large language models based on GPT-4 or its equivalent;

ii. Be on a closed system;

iii. Provide professional learning to teachers;

iv. Provide one-on-one tutoring aligned to the B.E.S.T standards for reading and math;

v. Provide standards-aligned lesson plans and insights on student progress; and

vi. Provide District and school-level reporting and parental access to AI interactions.

F. Teachers and staff need to be aware and understand:

1. Generative AI is not a substitute for human creativity, judgment, and creation.
2. Supervisors must be notified when AI is being used to complete a task.
3. The use of AI may implicate Intellectual Property rights, Privacy rights, and other District policies.
4. Any work product prepared by AI should be peer reviewed for accuracy, appropriateness, and bias (depending on the nature of the work)
5. Students and staff shall not enter passwords, confidential, proprietary, or sensitive District data into AI.
6. Students and staff shall not enter employee or student records, names, addresses, etc., into AI.
7. Students and staff shall not integrate AI tools with District software.
8. Students and staff shall not use AI for employment decisions about applicants or employees.
9. Students and staff shall not use AI tools specifically prohibited by the District, the Florida Department of Education, the State of Florida, or the United States Department of Education.

G. Students Responsible Use –

1. When using AI, students need to be aware that anything entered into AI may be retained or reused by the AI, without the ability of the student or the District to retract or further control such information. Students are prohibited from entering any District information and documents or personally identifiable information of students or District

staff into AI on District-owned or operated computers, devices, software, and hardware, including through Internet-access provided by the District.

2. AI can have implicit bias, and even present incorrect information. Students must understand that AI is not always factually accurate, nor seen as a credible source, and should be able to provide evidence to support its claims. All users must also be aware of the potential for bias and discrimination in AI.
3. If a student is using AI, they need to think critically and be sure to fact-check using primary sources.
4. AP, IB, and Dual Enrollment college and university classes may have additional restrictions and limitations regarding the use of AI.
5. The use of AI, including tools like ChatGPT, necessarily implicates academic integrity and therefore it is the policy of the School Board that Chat GPT—and any other AI the Superintendent or his/her designee determines implicates academic integrity—cannot be used for essays or other papers submitted on behalf of the student. Should AI be used in any capacity, the student must indicate the use of AI related to his or her school work: attributing AI text, image, multimedia, etc. when using them in his or her school work and to what extent AI-generated information was prepared, e.g., attributing AI text, image, or multimedia use, etc. The use of AI could be subject to the District's Academic Dishonesty Policy.
6. Students are not permitted to use AI to avoid doing his or her own work.
7. Students may not use AI when his or her teacher has expressly forbidden its use.
8. Student access to certain websites using AI may be granted; however, privacy guidelines and age restrictions must be considered prior to allowing the usage.

H. Any misuse of AI or AI-related tools and applications, such as hacking or altering data, on District-owned or operated computers, devices, software, and hardware, including District-provided Internet-access, is strictly prohibited. The use or misuse of AI or AI-related tools and applications, such as hacking or altering data, with the intent to substantially disrupt District-owned or operated computers, devices, software, or hardware, or with the intent to impermissibly alter data on District-owned or operated computers, devices, software, or hardware shall be grounds for discipline.

New: **BCSD 4.265+**
Board Approved:

I. Students using AI software with a personal device and/or personal credentials should be aware that the platforms they are uploading information to is collecting various forms of data and his or her privacy may not be protected.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.02, 1003.02, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.0957, 6A-1.0955

HISTORY: ADOPTED:
REVISION DATE(S):

New: **BCSD 4.265+**
Board Approved:

NOTICE OF PROPOSED RULE

THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA

A HEARING REGARDING THE BELOW RULE WILL BE HELD AT THE FOLLOWING DATE, TIME, AND PLACE:

DATE AND TIME: January 21, 2025, at 5 p.m.
LOCATION: School Board Meeting Room, 270 South Boulevard East, Macclenny, Florida 32063

POLICY NUMBER: 4.27

POLICY TITLE: Operation of Unmanned Aerial Vehicles (Drones)

PURPOSE AND EFFECT: The purpose of the proposed policy is to address drones not permitted on campus unless permission from principal or the superintendent.

SUMMARY: The School Board is committed to providing all students and staff with technology-based learning opportunities. Unmanned remotely controlled aerial systems ("drone(s)") have value in an instructional setting. Use of drones is a privilege which comes with responsibilities to which students, staff, and any other drone operators must adhere to.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:
The School Board has determined that this policy will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of $200,000 in the aggregate within one year after the implementation of the policy. A statement of estimated regulatory costs ("SERC") has not been prepared by the School Board.

The School Board has determined that the proposed policy is not expected to require legislative ratification based on no SERC being required at this time by F.S. 120.54 or F.S. 120.541. In the event a SERC becomes required, the School Board will promptly prepare one.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

RULEMAKING AUTHORITY: 1001.41; 1001.42 F.S.

LAWS IMPLEMENTED: 330.41, 934.50 F.S.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS: For information regarding the proposed rule, how to present evidence and argument as to the proposed rule, and how to obtain a copy (at no charge) of the proposed rule, please contact Shirley Crawford

at shirley.crawford@bakerk12.org, or 904-259-0428. Any request to present evidence and argument must be received within twenty-one (21) days after the date of this notice.

DATE AND PLACE OF THE NOTICE OF RULE DEVELOPMENT: Noticed on December 19th through January 16th, 2025, in the Baker County Press and on the web at www.bakerk12.org.

THE FULL TEXT OF THE PROPOSED POLICY IS: For a full text of policy, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428.

Operation of Unmanned Aerial Vehicles (Drones) 4.27

I. The School Board is committed to providing all students and staff with technology-based learning opportunities. Unmanned remotely controlled aerial systems ("drone(s)") have value in an instructional setting. Use of drones is a privilege which comes with responsibilities to which students, staff, and any other drone operators must adhere to.

II. Drones are defined as any powered, aerial vehicle that do not carry a human operator, use aerodynamic forces to provide vehicle lift, can fly autonomously or be piloted remotely, can be expendable or recoverable, and can carry a lethal or nonlethal payload. Drones are subject to Federal and/or State regulations when operated outdoors.

III. Students, staff and all other persons are prohibited from operating a drone over a public school serving students unless prior written consent from either the school principal, district school board, or superintendent is given authorizing the use of drones.

IV. For purposes of this policy, "Drone operators" shall mean any student or staff member of the School Board operating a drone with the permission of the School Board, as well as any authorized vendor, contractor, or approved third party who is operating a drone with the permission of the School Board, pursuant to the requirements in section IV of this policy.

V. The Superintendent shall develop procedures by which approved vendors, contractors, or other authorized third parties may obtain permission from the School Board to operate drones on Board property or school grounds, and by which these vendors, contractors, or third parties shall be informed of this policy and its requirements and limitations. These procedures shall include, at a minimum, development of a form that all vendors, contractors, or third parties operating drones with the permission of the School Board shall execute. No vendor, contractor, or third party shall be permitted to operate drones on the property of the School Board or on school grounds prior to the execution of this permission form.

VI. Drone operators who have received written consent to use drones on school property shall only operate drones in accordance with this policy and applicable Federal guidelines. Any inappropriate use must be reported to the Superintendent or his/her designee.

VII. A teacher wishing to use/demonstrate any drone(s) in an instructional related setting must adhere to the guidelines of this policy and applicable Federal guidelines. A clear connection between drone technology and the approved course curriculum must exist.

VIII. Drone Use Pre-Qualification Guidelines

A. Any staff member who requests to use drones in their curriculum program must provide educational objective supporting documentation and obtain permission from their administrator.
B. Any staff member who requests to use drones in an athletic program must meet the Florida High School Athletic Association (FHSAA) guidelines and seek permission from their administrator.
C. Any staff member who has been granted permission to use drones in their curriculum or athletic program must obtain a Remote Pilot Certificate (FAA Part 107 Guidelines) to operate the drone.
D. Any vendor, contractor, or third party seeking to use drones with the permission of the School Board shall demonstrate that he or she possesses a Remote Pilot Certificate (FAA Part 107 Guidelines) to operate the drone, prior to permission being given by the School Board to operate the drone on School Board property or on school grounds.
E. All drones owned and operated by the District are to be registered with the Federal Aviation Administration (FAA).
F. Only drones produced by approved drone manufacturers can be used for educational purposes and by the District for operations and maintenance of District property.

IX. Operation Guidelines

A. Drone operators shall follow the operating requirements as outlined in FAA Part 107 Guidelines for Small Unmanned Aircraft Systems when operating drones.

B. When operating a drone, drone operators shall:
    i. Always avoid manned aircraft;
    ii. Never operate in a careless or reckless manner;
    iii. Keep the drone within sight. There must be a visual observer always keeping the drone within unaided sight (for example, no binoculars);
    iv. Not fly a drone over people;
    v. Not have a pilot or visual observer for more than one drone operation at a time;
    vi. Not operate the drone from a moving aircraft; and
    vii. Not operate the drone from a moving vehicle.

C. Drone operators shall not operate drones within five (5) miles of any airport without prior notification and acknowledgment from airport authorities. Written documentation for notification should be logged and kept on file by the notifying staff member or, if the drone operator who receives notification is not a staff member, this notification must in turn be given by the drone operator to a staff member for filing.

D. Students operating drones on school grounds must: be enrolled in a program that includes the use of drones in its curriculum and have been trained in the use of drones by the teacher.

E. Students shall not operate drones without the direct supervision and presence of a staff member who holds a Remote Pilot Certificate.

F. All proper safety equipment must be used by any drone operator(s) and observer(s) to include eye and ear protection.

G. The use of any drone on school grounds must be approved in advance by the principal or a District administrator.

H. Drone operators must maintain safe control and line-of- sight at all times during operation and are prohibited from flying drones over playing fields, seating and spectator areas where and when people are present, as well as parking areas where and when people and/or vehicles are present. Broadcast from a remote location does not constitute line of sight.

I. Drone operators shall not operate drones above an altitude of 400 feet above ground level or within 400 feet of a structure as outlined in FAA Part 107 guidelines.

J. The maximum speed any drone may be operated at is 100 MPH (87 knots).

K. Any District- or teacher-provided drone operated on school grounds must be of relatively low power, be equipped with blade guards, weigh less than 0.55 lbs., and not be subject to FAA registration requirements. Staff and students shall not operate a drone with a weight of more than 0.55 lbs. If any approved vendor, contractor, or third party wishes to operate a drone with a weight of greater than 0.55 lbs, the vendor, contractor, or third party shall demonstrate compliance with FAA registration requirements prior to permission being given to operate the drone.

L. Drone operators shall not operate drones before sunrise or after sunset or in adverse weather conditions.

M. Drone operators shall not operate drones within proximity to or above individuals, crowds, or vehicles, to include parking lots, bleachers, sporting events, school-based activities or functions.

N. Students are not permitted to bring drones to school.

O. The drone can carry an external load if it is securely attached and does not adversely affect the flight characteristics or controllability of the drone.

P. If used outside, and if the drone were to be flown/blown onto a building roof, off-campus location, or another restricted area, a staff member must report it immediately to school administration and appropriate support staff, i.e., custodial staff, or technical services if the drone is located on the roof. Students shall not be used to retrieve the drone under any such circumstances.

Q. Any variance from this policy requires the prior written authorization from both the Director of Safety and Security and the Supervisor of Risk Management.

X. Inappropriate Use

A. Staff and students shall not operate drones under circumstances where profit would be generated.

B. Drone operators shall not operate drones broadcasting or recording images of people or property where the reasonable expectation of privacy exists or over areas that are normally deemed private by social norms, such as restrooms, locker rooms, or residential areas.

C. Drone operators shall not operate drones indoors, i.e. no flying in classrooms.

XI. Drone Injuries or Incidents

A. Any injuries or property damage resulting from District drone use shall immediately be reported to the drone operator's Direct supervisor and to the Risk Management Department. Further use of the drone in question will be suspended until an investigation of the events takes place and clearance for use is provided.

B. Any scenarios not addressed within this policy shall be governed by the appropriate Federal Aviation Administration regulations.

C. Any operation that results in serious injury, loss of consciousness, or property damage (to property other than the drone) of at least $500 must be reported

to the FAA no later than ten (10) days after any operation thereof.

D. Violations of this policy may result in disciplinary action for staff and/or students and/or revocation of drone use privileges.

STATUTORY AUTHORITY: **1001.41, 1001.42, F.S.**

LAW(S) IMPLEMENTED: **330.41, 934.50 F.S.**

Title 49 U.S.C §§40101, 40102 and 40103
14 C.F.R § 1.1
Federal Aviation Administration Advisory Circular AC 91-57A
Public Law 112-95
Code of Federal Regulation Part 107 – Small Unmanned Aircraft Systems
Florida High School Athletic Association Guideline Handbook

HISTORY: **ADOPTED:**

REVISION DATE(S): 02/20/24

FORMERLY:

NOTICE OF PROPOSED RULE

THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA

A HEARING REGARDING THE BELOW RULE WILL BE HELD AT THE FOLLOWING DATE, TIME, AND PLACE:

DATE AND TIME: January 21, 2025, at 5 p.m.
LOCATION: School Board Meeting Room, 270 South Boulevard East, Macclenny, Florida 32063

POLICY NUMBER: 5.100*+

POLICY TITLE: Student Control

PURPOSE AND EFFECT: The purpose of the proposed revisions is to establish notification on suspension.

SUMMARY: All students enrolled in school shall be subject to the laws, regulations of the State Board of Education, the rules and policies of the School Board and the *Code of Student Conduct* and shall be under the control and direction of the principal or designee during the time they are transported to or from school at public expense, during the time they are attending school or a school-sponsored activity, and during a reasonable time they are on School Board premises for school attendance or authorized activities.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:
The School Board has determined that this policy will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of $200,000 in the aggregate within one year after the implementation of the policy. A statement of estimated regulatory costs ("SERC") has not been prepared by the School Board.

The School Board has determined that the proposed policy is not expected to require legislative ratification based on no SERC being required at this time by F.S. 120.54 or F.S. 120.541. In the event a SERC becomes required, the School Board will promptly prepare one.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

RULEMAKING AUTHORITY: 1001.41; 1001.42 F.S.

LAWS IMPLEMENTED: 120.57(1), 1000.21, 1001.43, 1002.20, 1003.04,1003.21, 1003.31, 1003.32, 1006.08,1006.09, 1006.10, 1006.13, F.S.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS: For information regarding the proposed rule, how to present evidence and argument as to the proposed rule, and how to obtain a copy (at no charge) of the proposed rule, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428. Any request to present evidence and argument must be received within twenty-one (21) days after the date of this notice.

DATE AND PLACE OF THE NOTICE OF RULE DEVELOPMENT: Noticed on December 19th through January 16th, 2025, in the Baker County Press and on the web at www.bakerk12.org.

THE FULL TEXT OF THE PROPOSED POLICY IS: For a full text of policy, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428.

STUDENT CONTROL 5.100*+

All students enrolled in school shall be subject to the laws, regulations of the State Board of Education, the rules and policies of the School Board and the *Code of Student Conduct* and shall be under the control and direction of the principal or designee during the time they are transported to or from school at public expense, during the time they are attending school or a school-sponsored activity, and during a reasonable time they are on School Board premises for school attendance or authorized activities.

I. The principal or the principal's designated representative shall see that students are properly supervised while at school and during any school-sponsored activity.

II. The teacher, other members of the instructional staff or bus driver shall assume such authority for the control and supervision of students as may be assigned by the principal or the principal's designated representative and shall keep good order in the classroom or other places where in charge of students.

A. No student may be suspended from school, from school bus transportation or from class, nor may corporal punishment be administered except as provided by law and the policies of the Board.

i A good faith effort must be made to immediately inform the parent by telephone of the student's suspension for any reason.

ii A good faith effort must be made to use parental assistance before suspension unless the situation requires immediate suspension.

iii Each suspension and the reason must be reported in writing within 24 hours to the parent by United states mail or other method agreed to by the parent.

B. No student shall be suspended for unexcused absence, tardiness, or truancy unless otherwise provided in the *Code of Student Conduct.*

C. The student's parent or guardian have the right to receive written notice by certified mail or other method agreed to by the parent before placement of the student in a dropout prevention and/or academic intervention program and shall be notified in writing and entitled to an administrative review of any action by school personnel relating to the student's placement in the intervention program.

III. The School Board shall review the provisions for corporal punishment at a School Board meeting every three (3) years and shall take public testimony at the meeting.

IV. This policy shall not apply to students while they are being transported to or from school by private citizens.

V. The *Code of Student Conduct* for elementary, middle, high school and post-secondary schools is hereby incorporated by reference and made a part of this rule.

The *Code of Student Conduct* and any revisions shall be approved and adopted by the School Board. The *Code of Student Conduct* shall

A. Be developed by School Board members, appropriate grade level teachers, school personnel, school administrators, students, and parent organizations.

B. State grounds for disciplinary action procedures and the rights of students.

C. Be distributed to all teachers, school personnel, students, and students' parent(s), as defined by Florida Statutes, or legal guardian(s) at the beginning of each school year.

D. Be filed in the Superintendent's office.

VI. The *Code of Student Conduct* shall be discussed with students, school advisory committees, and parent/teacher associations at the beginning of each year.

VII. Any School Board decision which conflicts with provisions in the *Code of Student Conduct* shall prevail until revisions are adopted.

VIII. The principal shall use the *Code of Student Conduct* to familiarize students with School Board rules relating to students' rights, responsibilities, and conduct at the beginning of each school year and whenever he/she deems it necessary.

STATUTORY AUTHORITY: **1001.41, 1001.42, F.S.**

LAWS IMPLEMENTED: **120.57(1), 1000.21, 1001.43, 1002.20, 1003.04, 1003.21, 1003.31, 1003.32, 1006.08, 1006.09, 1006.10, 1006.13, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S): 04/05/04, 11/07/05, 01/02/07, 12/07/09, 05/21/12
FORMERLY: 4.12

NOTICE OF PROPOSED RULE

THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA

A HEARING REGARDING THE BELOW RULE WILL BE HELD AT THE FOLLOWING DATE, TIME, AND PLACE:

DATE AND TIME: January 21, 2025, at 5 p.m.
LOCATION: School Board Meeting Room, 270 South Boulevard East, Macclenny, Florida 32063

POLICY NUMBER: 5.121*+

POLICY TITLE: Use of Time Out, Seclusion and Physical Restraint for Students with Disabilities

PURPOSE AND EFFECT: The purpose of the proposed revisions is to better clarify prohibitions regarding seclusion.

SUMMARY: The District shall implement behavioral management interventions for disruptive students to prevent and reduce significant disruptive behavior and to provide for the physical safety and security of students and staff when students pose a threat to themselves and/or others. The focus shall be on the use of the least restrictive but effective intervention(s) for each student. The use of seclusion in the District's schools is prohibited.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:
The School Board has determined that this policy will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of $200,000 in the aggregate within one year after the implementation of the policy. A statement of estimated regulatory costs ("SERC") has not been prepared by the School Board.

The School Board has determined that the proposed policy is not expected to require legislative ratification based on no SERC being required at this time by F.S. 120.54 or F.S. 120.541. In the event a SERC becomes required, the School Board will promptly prepare one.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

RULEMAKING AUTHORITY: 1001.41; 1001.42 F.S.

LAWS IMPLEMENTED: 1001.43, 1003.32, 1003.573, 1006.07, 1006.11, 1012.75, F.S.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS: For information regarding the proposed rule, how to present evidence and argument as to the proposed

rule, and how to obtain a copy (at no charge) of the proposed rule, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428. Any request to present evidence and argument must be received within twenty-one (21) days after the date of this notice.

DATE AND PLACE OF THE NOTICE OF RULE DEVELOPMENT: Noticed on December 19th through January 16th, 2025, in the Baker County Press and on the web at www.bakerk12.org.

THE FULL TEXT OF THE PROPOSED POLICY IS: For a full text of policy, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428.

USE OF TIME OUT~~, SECLUSION~~ AND PHYSICAL RESTRAINT FOR STUDENTS WITH DISABILITIES 5.121*+

I. The District shall implement behavioral management interventions for disruptive students to prevent and reduce significant disruptive behavior and to provide for the physical safety and security of students and staff when students pose a threat to themselves and/or others. The focus shall be on the use of the least restrictive but effective intervention(s) for each student. The use of seclusion in the District's schools is prohibited.

II. Time Out

Time out is a procedure in which access to reinforcement is removed or reduced for a designated time.

A. *Non-exclusion time out* is the least restrictive form of time out. The student is allowed to observe the classroom activity but not participate.

B. *Exclusion time out* excludes the student from participation in and observation of classroom activities. The student remains in the classroom but cannot observe or participate in ongoing activities.

III. ~~Seclusion~~ Time Out Used As A Behavior Management Technique

~~*Seclusion means the involuntary confinement of a student in a room or area alone and preventing the student from leaving the room or area. The term does not include time-out used as a behavior management technique intended to calm a student.* Seclusion is strictly prohibited.~~ Seclusion or isolation in a room or area where the student is alone and prevented from leaving is strictly prohibited. A student may be placed in a non-stimulating room away from the classroom for a predetermined period of time, where the student is able to leave. The student must be observed continuously by trained personnel.

IV. Physical Restraint

A. School personnel may not use mechanical restraint. School resource officers, school safety officers, school guardians or school security guards may use mechanical restraints in the exercise of their powers and duties to restrict students in grades 6 through 12.

B. *Manual physical restraint* is the use of physical restraint techniques that involve physical force to restrict free movement of all or part of a student's

body. It is a method to prevent a student from harming himself/herself or others.

C. Physical restraint should only be used in an emergency situation when an immediate and significant threat to the student or others exists and must be discontinued as soon as the threat posed by the dangerous behavior has dissipated.

D. Trained, qualified school personnel may use physical restraint only when all positive behavior interventions and supports have been exhausted.

E. Physical restraint techniques may not be used to inflict pain to induce compliance.

V. Documentation and Reporting

All instances of time out, seclusion and restraint shall be documented and/or reported as required.

Upon the second restraint per semester of a student, the school shall develop or revise a crisis intervention plan (CIP), functional behavior assessment (FBA), or behavior intervention plan (BIP) in collaboration with the individual education plan (IEP) team and must include the parent.

VI. Notice, Monitoring and Analysis

A. At the beginning of each school year, the district shall post its policies and procedures on positive behavior interventions and supports as adopted by the school district.

B. The use of manual physical restraint or seclusion shall be monitored at the classroom, school and District levels.

C. The use of the behavior interventions, the appropriateness of use and the effectiveness of the interventions shall be analyzed.

VII. Prohibitions

School personnel shall not

A. Use a mechanical restraint or a manual physical restraint that restricts a student's breathing or

B. Close, lock or physically block a student in a room ~~that is unlit or that does not meet the rules of the State Fire Marshall for a seclusion time out room~~.

C. Seclusion is strictly prohibited.

VIII. Training

A. The District shall provide ~~initial~~ annual training for designated personnel in the use of time out~~, seclusion~~ and physical restraint.

B. Refresher training shall be conducted annually.

C. Personnel who have been trained in manual restraint techniques in positions outside of the School District shall receive training in District methods.

IX. Procedures

The Superintendent shall develop procedures to implement this policy and related statutes. Procedures shall include but not be limited to the following:

A. Incident reporting;

B. Data collection;

C. Monitoring and analysis;

D. Plan for reducing the use of restraint and seclusion;

E. Identification of staff to be trained; and

F. Training components.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1003.32, 1003.573, 1006.07, 1006.11, 1012.75, F.S.

STATE BOARD OF EDUCATION RULE(S) 6A-6.03312

HISTORY: ADOPTED: 1/90_____
REVISION DATE(S):04/05/04, 05/07/12, 11/06/23
FORMERLY: 5.31, 4.26

NOTICE OF PROPOSED RULE

THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA

A HEARING REGARDING THE BELOW RULE WILL BE HELD AT THE FOLLOWING DATE, TIME, AND PLACE:

DATE AND TIME: January 21, 2025, at 5 p.m.
LOCATION: School Board Meeting Room, 270 South Boulevard East, Macclenny, Florida 32063

POLICY NUMBER: 5.34*

POLICY TITLE: High School Equivalency Program and Examination

PURPOSE AND EFFECT: The purpose of the proposed policy is to address the eligibility of the high school equivalency program and examination.

SUMMARY: A student who is sixteen (16) or seventeen (17) years of age may take the High School Equivalency Examination (also known as the General Education Development (GED) test) if approved by the School District. To be eligible a student must: file a formal declaration of intent to terminate school enrollment, after reaching the age of 16; the student must not have a high school diploma; and the student is legally withdrawn from secondary school.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:
The School Board has determined that this policy will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of $200,000 in the aggregate within one year after the implementation of the policy. A statement of estimated regulatory costs ("SERC") has not been prepared by the School Board.

The School Board has determined that the proposed policy is not expected to require legislative ratification based on no SERC being required at this time by F.S. 120.54 or F.S. 120.541. In the event a SERC becomes required, the School Board will promptly prepare one.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

RULEMAKING AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43, 1003.21, 1003.435, F.S.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS: For information regarding the proposed rule, how to present evidence and argument as to the proposed rule, and how to obtain a copy (at no charge) of the proposed rule, please contact Shirley Crawford

at shirley.crawford@bakerk12.org, or 904-259-0428. Any request to present evidence and argument must be received within twenty-one (21) days after the date of this notice.

DATE AND PLACE OF THE NOTICE OF RULE DEVELOPMENT: Noticed on December 19th through January 16th, 2025, in the Baker County Press and on the web at www.bakerk12.org.

THE FULL TEXT OF THE PROPOSED POLICY IS: For a full text of policy, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428.

High School Equivalency Program and Examination 5.34*

A student who is sixteen (16) or seventeen (17) years of age may take the High School Equivalency Examination (also known as the General Education Development (GED) test) if approved by the School District. To be eligible a student must:

a. file a formal declaration of intent to terminate school enrollment, after reaching the age of 16;
b. The student must not have a high school diploma; and
c. The student is legally withdrawn from secondary school.

A student who has reached the age of sixteen (16) is not required to take any course before taking the GED examination unless the student fails to achieve a passing score on the GED practice test as established by the State Board of Education.

In order to obtain a GED waiver from the Baker County School District, a student must schedule and pay the cost to take all four (4) GED Ready Subject Area Practice Tests in the Baker County Adult Education Testing Center.

STATUTORY AUTHORITY: **1001.41, 1001.42, F.S.**

LAW(S) IMPLEMENTED: **1001.43, 1003.21, 1003.435, F.S.**

HISTORY:

ADOPTED: _____
REVISION DATE(S): _____
FORMERLY:

NOTICE OF PROPOSED RULE

THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA

A HEARING REGARDING THE BELOW RULE WILL BE HELD AT THE FOLLOWING DATE, TIME, AND PLACE:

DATE AND TIME: January 21, 2025, at 5 p.m.
LOCATION: School Board Meeting Room, 270 South Boulevard East, Macclenny, Florida 32063

POLICY NUMBER: 6.38*

POLICY TITLE: Employee Discipline Policy

PURPOSE AND EFFECT: The purpose of the proposed policy is to establish the employee discipline policy which includes safety violation requirement and progressive discipline.

SUMMARY: This policy is to achieve the effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly. All employees shall be treated on a fair and equitable basis in the administration of disciplinary measures.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:
The School Board has determined that this policy will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of $200,000 in the aggregate within one year after the implementation of the policy. A statement of estimated regulatory costs ("SERC") has not been prepared by the School Board.

The School Board has determined that the proposed policy is not expected to require legislative ratification based on no SERC being required at this time by F.S. 120.54 or F.S. 120.541. In the event a SERC becomes required, the School Board will promptly prepare one.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

RULEMAKING AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 1001.51(7) & (12), 1006.07, 1012.27(5), 1012.31, 1012.33, 1012.796, F.S.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS: For information regarding the proposed rule, how to present evidence and argument as to the proposed

rule, and how to obtain a copy (at no charge) of the proposed rule, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428. Any request to present evidence and argument must be received within twenty-one (21) days after the date of this notice.

DATE AND PLACE OF THE NOTICE OF RULE DEVELOPMENT: Noticed on December 19th through January 16th, 2025, in the Baker County Press and on the web at www.bakerk12.org.

THE FULL TEXT OF THE PROPOSED POLICY IS: For a full text of policy, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428.

Employee Discipline Policy 6.38*

I. Purpose

The purpose of this policy is to achieve the effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly. All employees shall be treated on a fair and equitable basis in the administration of disciplinary measures.

II. General Statement of Policy

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. In dealing with deficiencies in employee work performance or conduct, progressive discipline shall be administered except in situations where immediate steps must be taken to ensure student/staff safety. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district. Progressive discipline may include, but is not limited to, informal discussion, verbal warning, written reprimand, enrollment in professional skills enhancement programs, suspension without pay, demotion, change in contract status or termination of employment.

III. Discipline

A. Violation of School Laws and Rules: The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of the school board;
2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and
3. federal, state and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance: An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of

substandard performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for correction of the employee's deficiency.

C. Misconduct: Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;
4. personal and/or immoral misconduct;
5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;
8. failure to follow the canons of professional and personal ethics;
9. falsification of credentials and/or experience;
10. knowingly violating the school safety requirements;
11. unauthorized destruction of school district property;
12. other good and sufficient grounds relating to any other act constituting inappropriate conduct;
13. neglect of duty;
14. violation of the rights of others as provided by federal and state laws related to human rights.

IV. Forms of Discipline

A. The forms of discipline that may be imposed by the school district include, but are not limited to:

1. verbal warning;
2. written warning or reprimand;
3. probation;
4. disciplinary suspension, demotion or leave of absence with pay;
5. disciplinary suspension, demotion or leave of absence without pay; *and*
6. dismissal/termination or discharge from employment.

B. Other forms of discipline, including any combination of the forms described in paragraph A above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

C. The school district retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements where applicable.

STATUTORY AUTHORITY: **1001.41, 1001.42, F.S.**

LAW(S) IMPLEMENTED: **1001.51(7) & (12), 1006.07, 1012.27(5), 1012.31, 1012.33, 1012.796, F.S.**

HISTORY:

ADOPTED: _____
REVISION DATE(S): _____
FORMERLY:

NOTICE OF PROPOSED RULE

THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA

A HEARING REGARDING THE BELOW RULE WILL BE HELD AT THE FOLLOWING DATE, TIME, AND PLACE:

DATE AND TIME: January 21, 2025, at 5 p.m.
LOCATION: School Board Meeting Room, 270 South Boulevard East, Macclenny, Florida 32063

POLICY NUMBER: 7.020

POLICY TITLE: Procedures for Administering the District Budget

PURPOSE AND EFFECT: The purpose of this proposed policy is to ensure that all District obligations and expenditures are within the appropriation allowed in the District school budget.

SUMMARY: The Superintendent shall ensure that all District obligations and expenditures are within the appropriation allowed in the District school budget. The Superintendent is authorized to tentatively approve budget amendments for school budgets.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:
The School Board has determined that this policy will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of $200,000 in the aggregate within one year after the implementation of the policy. A statement of estimated regulatory costs ("SERC") has not been prepared by the School Board.

The School Board has determined that the proposed policy is not expected to require legislative ratification based on no SERC being required at this time by F.S. 120.54 or F.S. 120.541. In the event a SERC becomes required, the School Board will promptly prepare one.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

RULEMAKING AUTHORITY: 1011.06, 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 1001.42, 1001.43, 1001.51, 1010.01, 1010.04, 1011.05, 1011.06, 1011.07, 1011.60, F.S.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS: For information regarding the proposed rule, how to present evidence and argument as to the proposed rule, and how to obtain a copy (at no charge) of the proposed rule, please contact Shirley Crawford

at shirley.crawford@bakerk12.org, or 904-259-0428. Any request to present evidence and argument must be received within twenty-one (21) days after the date of this notice.

DATE AND PLACE OF THE NOTICE OF RULE DEVELOPMENT: Noticed on December 19th through January 16th, 2025, in the Baker County Press and on the web at www.bakerk12.org.

THE FULL TEXT OF THE PROPOSED POLICY IS: For a full text of policy, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428.

PROCEDURES FOR ADMINISTERING THE DISTRICT BUDGET 7.020

The Superintendent shall ensure that all District obligations and expenditures are within the appropriation allowed in the District school budget.

1) The Superintendent shall propose a budget amendment for the School Board's consideration if a budgetary appropriation is insufficient to meet District needs. ~~No obligation in excess of the original appropriation shall be made until the School Board has officially adopted a budget amendment.~~

2) The Superintendent is authorized to tentatively approve budget amendments for school budgets. The Superintendent or designee will provide notice to the school board. ~~Such amendments shall be consolidated each month and presented for School Board approval.~~

3) The ~~School Board~~ Superintendent may authorize~~s~~ an expenditure which exceeds the amount budgeted by function ~~and object~~, provided the amount is within the budgeted amount of the function's cost center and provided the School Board subsequently approves the expenditure and amends the budget within seventy days of the close of the month.

STATUTORY AUTHORITY: **1011.06, 1001.41, 1001.42, F.S.**

LAWS IMPLEMENTED: **1001.42, 1001.43, 1001.51, 1010.01, 1010.04, 1011.05, 1011.06, 1011.07, 1011.60, F.S.**

STATE BOARD OF EDUCATION RULES: **6A-1.006, 6A-1.007**

HISTORY:
ADOPTED:
REVISION DATE(S): 6/98; 04/05/04, 01/02/07; 01/22/08
FORMERLY:

NOTICE OF PROPOSED RULE

THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA

A HEARING REGARDING THE BELOW RULE WILL BE HELD AT THE FOLLOWING DATE, TIME, AND PLACE:

DATE AND TIME: January 21, 2025, at 5 p.m.
LOCATION: School Board Meeting Room, 270 South Boulevard East, Macclenny, Florida 32063

POLICY NUMBER: 7.141 Option 2*

POLICY TITLE: Selecting Professional Services

PURPOSE AND EFFECT: The purpose of the proposed policy is to address the continuing contracts for professional services where construction project costs do not exceed $7.5 million.

SUMMARY: When it is determined that the School board may need to contract for the professional services of an architect, professional engineer, land surveying, landscape architects, construction management, or registered land surveyor, the procedures prescribed shall be followed.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:
The School Board has determined that this policy will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of $200,000 in the aggregate within one year after the implementation of the policy. A statement of estimated regulatory costs ("SERC") has not been prepared by the School Board.

The School Board has determined that the proposed policy is not expected to require legislative ratification based on no SERC being required at this time by F.S. 120.54 or F.S. 120.541. In the event a SERC becomes required, the School Board will promptly prepare one.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

RULEMAKING AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 287.055, 1001.43, 1001.51, 1011.06, F.S.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS: For information regarding the proposed rule, how to present evidence and argument as to the proposed rule, and how to obtain a copy (at no charge) of the proposed rule, please contact Shirley Crawford

at shirley.crawford@bakerk12.org, or 904-259-0428. Any request to present evidence and argument must be received within twenty-one (21) days after the date of this notice.

DATE AND PLACE OF THE NOTICE OF RULE DEVELOPMENT: Noticed on December 19th through January 16th, 2025, in the Baker County Press and on the web at www.bakerk12.org.

THE FULL TEXT OF THE PROPOSED POLICY IS: For a full text of policy, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428.

SELECTING PROFESSIONAL SERVICES 7.141 OPTION 2*

When it is determined that the School board may need to contract for the professional services of an architect, professional engineer, land surveying, landscape architects, construction management, or registered land surveyor, the procedures prescribed herein shall be followed:

I. Definition - The term *firm* means any firm, partnership, corporation, association, individual, or other legal entity entitled to practice architecture, engineering, or land surveying in the state of Florida.

II. Prequalification - The Superintendent shall, by letter, inform not less than five (5) firms of the type of service desired by the School Board and shall determine whether or not such firms have an interest in qualifying to render such services when needed. The Superintendent shall continue his/her efforts until at least three (3) firms have indicated an interest. There shall be a list of prequalified firms for each of the specialized areas of professional services enumerated in Florida Statutes.

A. Upon receipt of notice of interest, the Superintendent shall request the firm to furnish the following information:

1. A full and complete statement of qualifications and capabilities;

2. Number of years in business;

3. Location of firm's office nearest the county seat;

4. The membership of the firm's staff and the special qualifications of the person or persons who would render the type of service desired; and,

5. The names and addresses of at least three (3) school boards or other agencies for which similar services have been performed within the last five (5) years and the date and the specific service rendered in each case.

B. Within thirty (30) days following indication of interest, the superintendent shall complete the file on each firm. In addition to the information filed by the agency or firm, the Superintendent shall obtain a written evaluation from at least three (3) agencies for which such service has been rendered. Any firm which prequalifies under this rule shall file an annual statement of qualifications and performance data and thereby keep its file current.

C. Any firm which has furnished the information prescribed in this subsection shall be sent a copy of the legal notice when service in the firm's area of specialty is to be contracted.

III. Public Notice and Applications - where the board by official action determines that it will enter into a contract for such professional services, the Superintendent shall cause to be published once each week for three (3) successive weeks in the local newspaper a public notice stating the type of professional services desired, giving a general description of the project, and stating how an interested firm may apply and the deadline for applications.

A. Each firm which prequalifies, as provided in section II. of this rule, shall be sent a copy of the public notice together with a request that an application be filed if the firm desires to be considered.

B. Each firm which files an application and which has not prequalified shall be required to complete the information required in section II. of this rule within ten (10) days following the deadline for making applications.

IV. Rating of Applications - Based on the data filed by each applicant firm and the follow up data obtained by the Superintendent, the School Board will determine the order in which the applicants will be arranged for negotiation purposes.

A. To facilitate the selection process, the Superintendent shall prepare a full and complete summary report on each applicant firm.

B. Based on data available and its best judgment, the School Board will select the three (3) firms most qualified to perform the desired professional services and will rate them as first, second, and third most qualified for negotiation purposes.

V. Negotiations - Subsequent to the above determination, the School Board will notify the firm rated as first most qualified and establish a date for the firm to make its presentation and to enter into negotiations with the Board for the professional services.

A. If the Board cannot obtain a fair, reasonable and competitive price for which the professional services will be rendered by such firm, negotiations shall be formally terminated by the Board. The Board will then undertake negotiations with the firm rated second most qualified. If an accord cannot be reached with this firm, negotiations will be formally terminated, and the Board will then undertake negotiations with the firm rated third most qualified.

B. If the Board is unable to negotiate an acceptable contract with any one (1) of the first three (3) firms, it will select from among the remaining applicants in the order of competence and qualifications and continue its negotiations, provided, that such firms are considered competent to perform the services desired.

VI. Special Assistance - Where the professional service contract will require a fee in excess of twenty-five thousand dollars ($25,000), the Department of Transportation or the Department of General Services will be requested to provide assistance in selecting a consultant for professional services; provided that the School Board after three (3) attempts has not obtained a reasonable fair, and competitive price.

VII. Contracts - Any contract entered into by the School Board for professional services, as provided herein, shall include a prohibition against contingent fees.

VIII. Single Source Contractual Services – A contractual service that is available from a single source may be exempted from requirements for competitive solicitation provided that the District posts notice of its intent to purchase a specific service and subsequently posts notice of its intent to enter a single source contract.

IX. Continuing Contracts for construction projects – The District may enter into continuing contracts for professional services where construction project costs do not exceed $7.5 million. The maximum amount allowed for construction project costs shall be adjusted annually by the Department of Management Services pursuant to the statutory requirements.

X. The Superintendent or designee may authorize outside consultants to provide professional reviews, assistance, or training.

XI. Full or part-time employees of the Board shall not contract for additional service to the Board as consultants.

STATUTORY AUTHORITY: **1001.42, F.S.**

LAWS IMPLEMENTED: **287.055, 1001.43, 1001.51, 1011.06, F.S.**

STATE BOARD OF EDUCATION RULE(S) **6A-1. 012, 6A-2.0010**

HISTORY:

ADOPTED:
REVISION DATE(S): 05/03/10
FORMERLY:

NOTICE OF PROPOSED RULE

THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA

A HEARING REGARDING THE BELOW RULE WILL BE HELD AT THE FOLLOWING DATE, TIME, AND PLACE:

DATE AND TIME: January 21, 2025, at 5 p.m.
LOCATION: School Board Meeting Room, 270 South Boulevard East, Macclenny, Florida 32063

POLICY NUMBER: 8.010*+ Option 2

POLICY TITLE: Safety

PURPOSE AND EFFECT: The purpose of the proposed policy is to address the reporting of safety violations and progressive discipline.

SUMMARY: The safety of pupils, employees and visitors shall be the responsibility of the authorized person in charge of each site owned or operated by the School Board. The supervisor of each site or facility shall cause to be established a safety committee which shall be responsible for the promotion of a safety education and accident prevention program for that site.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:
The School Board has determined that this policy will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of $200,000 in the aggregate within one year after the implementation of the policy. A statement of estimated regulatory costs ("SERC") has not been prepared by the School Board.

The School Board has determined that the proposed policy is not expected to require legislative ratification based on no SERC being required at this time by F.S. 120.54 or F.S. 120.541. In the event a SERC becomes required, the School Board will promptly prepare one.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

RULEMAKING AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 316.614, 773.06, 1001.43, 1006.062(3), 1006.07, F.S.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS: For information regarding the proposed rule, how to present evidence and argument as to the proposed rule, and how to obtain a copy (at no charge) of the proposed rule, please contact Shirley Crawford

at shirley.crawford@bakerk12.org, or 904-259-0428. Any request to present evidence and argument must be received within twenty-one (21) days after the date of this notice.

DATE AND PLACE OF THE NOTICE OF RULE DEVELOPMENT: Noticed on December 19th through January 16th, 2025, in the Baker County Press and on the web at www.bakerk12.org.

THE FULL TEXT OF THE PROPOSED POLICY IS: For a full text of policy, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428.

CHAPTER 8.00 - AUXILIARY SERVICES

SAFETY 8.010*+ OPTION 2

I. The safety of pupils, employees and visitors shall be the responsibility of the authorized person in charge of each site owned or operated by the School Board. The supervisor of each site or facility shall cause to be established a safety committee which shall be responsible for the promotion of a safety education and accident prevention program for that site.

II. Schools shall cooperate with the police, sheriff's department, fire department and other agencies promoting safety education.

III. To assist in carrying out the responsibilities for safety, each principal shall appoint a member of the staff as school safety coordinator.

IV. No person shall bring on any School Board premises or have in his/her possession or in his/her vehicle any School Board property, any firearm, weapon or destructive device unless such weapon is required as part of his/her regular job responsibilities.

V. School Environmental Safety

A. Incident Reporting. The Superintendent shall develop and implement procedures for timely and accurate reporting of incidents related to school safety and discipline and shall provide training to appropriate personnel in accordance with law and State Board of education rules.

i. The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data to report the 26 incidents of crime, violence and disruptive behaviors that occur on school grounds, on school transportation, and at off-campus, school sponsored events to the Department of Education.

ii. The Superintendent will annually report to the Department of Education the number of involuntary examinations, as defined in section 394.455, F.S., that were initiated at a

school, on school transportation, or at a school-sponsored activity.

iii. The Superintendent must certify to the Department of Education that the requirements for timely and accurate reporting of SESIR incidents has been met.

B. School principals must ensure that all persons at the school level responsible for documenting SESIR information participate in the on-line training offered by the Department and ensure that SESIR data is accurately and timely reported.

C. The school district, the administrative personnel and instructional personnel shall comply with all statutory school safety requirements. Anyone aware of any violations of the school safety requirements must report the violation to the school principal. The school principal shall report the violation to the school safety specialist no later than the next business day after receiving the report. If the school principal is in violation of the school safety requirements, the report must be made directly to the Superintendent.

i. Administrative or instructional personnel who knowingly violate the school safety requirements are subject to progressive discipline as outlined by school board policy and procedures.

VI. Nonmedical School District personnel shall not perform invasive medical services that require special medical knowledge, nursing judgment and nursing assessment including, but not limited to, sterile catheterization, nasogastric tube feedings, cleaning and maintaining a tracheotomy and deep suctioning of a tracheotomy. Nonmedical assistive personnel can perform health related services upon successful completion of child-specific training by a registered nurse, a licensed practical nurse, a physician or a physician assistant. These procedures, which include but are not limited to clean intermittent catheterization, gastrostomy tube feedings, monitoring blood glucose and administering emergency injectable medications, must be monitored by a nurse. A registered nurse, licensed practical nurse, physician or physician assistant shall determine if nonmedical School District personnel shall be allowed to perform any other invasive medical services not listed above.

VII. A child under the age of sixteen (16) shall wear appropriate headgear as required

by law for any equine activity on a public school site. Students shall wear appropriate headgear when participating in an off campus, school sponsored equine activity as required by law.

VIII. The Superintendent shall develop and present to the Board for approval appropriate emergency management and emergency preparedness plans.

IX. The District shall annually conduct a self-assessment of safety and security practices. Based upon this self-assessment and other concerns, if applicable, the Superintendent shall present appropriate recommendations to the School Board for increasing safety and security and the School Board shall take such actions as it deems necessary and appropriate to address safety and security in the District or at individual sites.

STATUTORY AUTHORITY: **1001.41, 1001.42, F.S.**

LAW(S) IMPLEMENTED: **316.614, 773.06, 1001.43, 1006.062(3), 1006.07, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S): **04/05/04, 05/01/06, 01/02/07, 12/0709, 11/17/2020, 02/22/22**
FORMERLY: 2.28; 8.07

NOTICE OF PROPOSED RULE

THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA

A HEARING REGARDING THE BELOW RULE WILL BE HELD AT THE FOLLOWING DATE, TIME, AND PLACE:

DATE AND TIME: January 21, 2025, at 5 p.m.
LOCATION: School Board Meeting Room, 270 South Boulevard East, Macclenny, Florida 32063

POLICY NUMBER: 9.040*+

POLICY TITLE: Use of Facilities

PURPOSE AND EFFECT: The purpose of the proposed policy is to address the shared use agreement language.

SUMMARY: All school facilities are intended primarily for educational purposes and for the benefit of children. No other use shall interfere with these purposes. The Principal/Cost Center Supervisor shall approve or disapprove the use of school facilities as long as the district or school enters into a shared use agreement with the governmental entity or group that defines the roles, responsibilities, terms, and conditions for community use of a school-owned facility for recreation or other purposes.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:
The School Board has determined that this policy will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of $200,000 in the aggregate within one year after the implementation of the policy. A statement of estimated regulatory costs ("SERC") has not been prepared by the School Board.

The School Board has determined that the proposed policy is not expected to require legislative ratification based on no SERC being required at this time by F.S. 120.54 or F.S. 120.541. In the event a SERC becomes required, the School Board will promptly prepare one.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

RULEMAKING AUTHORITY: 1001.41, F.S.

LAWS IMPLEMENTED: 106.15, 509.032, 509.232, 1001.33; 1001.43; 1001.51; 1013.10, F.S.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS: For information regarding the proposed rule, how to present evidence and argument as to the proposed

rule, and how to obtain a copy (at no charge) of the proposed rule, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428. Any request to present evidence and argument must be received within twenty-one (21) days after the date of this notice.

DATE AND PLACE OF THE NOTICE OF RULE DEVELOPMENT: Noticed on December 19th through January 16th, 2025, in the Baker County Press and on the web at www.bakerk12.org.

THE FULL TEXT OF THE PROPOSED POLICY IS: For a full text of policy, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428.

USE OF FACILITIES 9.040*+

All school facilities are intended primarily for educational purposes and for the benefit of children. No other use shall interfere with these purposes. The Principal/Cost Center Supervisor shall approve or disapprove the use of school facilities as long as the district or school enters into a shared use agreement with the governmental entity or group that defines the roles, responsibilities, terms, and conditions for community use of a school-owned facility for recreation or other purposes. He/she shall be responsible for safeguarding such facilities. In addition, he/she shall see that the School Board policies are observed, that proper forms are executed, and that required payments are made. The Superintendent of Schools has the right to waive the rental fee for the use of facilities. A damage fee is required for all events.

(1) Use of school facilities without charge

(a) School facilities may be made available for any district educational purpose with the approval of the principal of the school. The use of any ancillary building will require the approval of the supervisor of the specified cost center.

(b) School facilities may be made available without charge to national youth groups, e.g. scout groups and other identified patriotic groups operating under a County organization as required by 34 C.F.R. §108.9 (Boy Scouts Act); provided that such group is properly supervised and sponsored by some educational organization. District use agreements shall be executed with the County organization for all schools or for an individual school.

(c) School facilities shall be made available for civil defense use upon notification of the principal of the school affected or supervisor of the ancillary buildings.

(d) School facilities shall be made available to the Board of County Commissioners for voting places in any election with the approval of the principal who shall make arrangements so that the election will not interfere with the operation of the school.

(e) School facilities may be made available during out of school hours for any governmental function with the approval of the Principal/Cost Center Supervisor.

(2) Use of school facilities with a charge being made

(a) School facilities may be made available for specific, temporary, short-term purposes to organizations, which are civic, religious, or established community service groups upon the payment of the established fee and verification of insurance in the name of the organization using the facilities and naming the school board as the additional insured.

(b) Where school food service kitchen facilities are used, the principal shall require that such facility be operated under the supervision of the school food manager or designee for the period of use as provided in these rules.

(c) Any request for the use of school facilities shall be initiated with the Principal/Cost Center Supervisor. Upon approval of the request, the proper forms and insurance verification shall be sent to the Risk Management Coordinator. Checks for the rental of facilities shall be made payable to the designated school or cost center.

(3) Prohibited use of school facilities - School facilities may not be used for any of the following purposes:

(a) Any meeting that is closed to the public

(b) High-risk events such as circuses, mechanical riding devices, all motor races, etc.

(c) Programs involving any form of gambling or other illegal activity

(d) Programs that are in violation of any School Board policy

(e) Any organization or party which believes in or teaches, directly or indirectly, the overthrow of the government of the United States of America or of Florida by force or violence.

(4) Governmental agencies - The development of joint school and community facilities shall be through mutual agreement between the governmental agency and the School Board as prescribed by law.

(5) Loaning of equipment - The principal may loan equipment for the general welfare or benefit of the district's educational purposes. However, Temporary Loan of Equipment Form MIS-L188, Rev. 11/94, shall be completed and filed with the Director of School Plant Services prior of such loan. Approval of the Superintendent shall be obtained prior to

loaning large equipment; i.e., vehicles, etc. No equipment may be loaned from the Maintenance Department without prior approval of the Superintendent. Under extraordinary or special circumstances, exceptions to this rule may be recommended by the Superintendent to the School Board. The Superintendent has the authority to waive the use of facilities guidelines in emergency situations.

STATUTORY AUTHORITY: **1001.41, F.S.**

LAWS IMPLEMENTED: **106.15, 509.032, 509.232 1001.33; 1001.43; 1001.51; 1013.10, F.S.**

HISTORY: **ADOPTED:**

REVISION DATE(S): **1/90, 11/94, 11/95, 1/03, 04/05/04, 08/20/12 FORMERLY: 9.01**

AGENDA ITEM NO. 5.1

Item Cover Page

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

DATE: January 21, 2025

SUBMITTED BY: Steve Cannon - (259-0432)

ITEM TYPE: Recognition / Presentation

AGENDA SECTION: **RECOGNITIONS / PRESENTATIONS**

SUBJECT: Quarterly Update Presentation by Director of School Safety

ATTACHMENTS:
01.21.2025 Quarterly Update Presentation by Director of School Safety_S.Cannon.pdf

Baker County Public Schools
School Safety & Auxiliary Services
Wyatt Milton, Superintendent of Schools
392 South Boulevard East, Macclenny, Florida 32063
Telephone: (904) 259-0432 www.bakerk12.org Fax: (904) 259-0490

January 9, 2025

Superintendent Milton,

The purpose of this correspondence is to present the findings of the Office of Safe Schools compliance visit to the Board. Per Florida State Statute 1001.212, the school safety specialist must provide a quarterly update to the Superintendent and School Board of the outcome of all compliance inspections. I am requesting to present these quarterly findings to the Board at the next meeting on February 3.

Regards,

Steve Cannon

Director of School Safety and Auxiliary Service

AGENDA ITEM NO. 6.1

Item Cover Page

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

DATE:	January 21, 2025
SUBMITTED BY:	Tonya Tarte - (259-4330)
ITEM TYPE:	Agenda Revision/Addition
AGENDA SECTION:	**APPROVAL TO CORRECT AND / OR ADD ITEMS TO THE FINAL AGENDA**
SUBJECT:	Approval to Correct the Ending Year Date on the Lease of 3 Copiers for Baker County Pre-K / Kindergarten Center, State of Florida Contract 44000000-NASPO-19-ACS, Beginning January 1, 2025 - January 1, 2029, for a Total Lease Cost of $31,227.623

ATTACHMENTS:
01.21.2025 Approval of the Lease of 3 Copiers for PreK Kindergarten Center Fla Contract 44000000-NASPO-19-ACS January 1, 2025 through January 1, 2029_T.Tarte.pdf

392 South Boulevard, East • Macclenny, Florida 32063
Tonya L Tarte
Director of Nutrition Services, Purchasing and Warehousing
"Where Children Are First!"

Phone: (904) 259-4330 www.baker.k12.fl.us Fax: (904) 259-2825

TO: Wyatt Milton, Superintendent of Schools

FROM: Tonya L. Tarte, Director of Nutrition Services, Purchasing and Warehousing

RE: Approval for a 48 Month Lease on 3 Copiers, PreK/Kindergarten Center

DATE: December 10, 2024

I am requesting approval to lease 3 copiers for PreK/Kindergarten Center , State of Florida Contract 44000000-NASPO-19-ACS, beginning January 1, 2025 and ending January 1, 2029 with SHARP Electronics Corporation total lease cost is $31.227.63.

McCrimmon's Office Systems is recommended for Maintenance with Sharp Corporation holding the lease for the machine.

Thank you for your time and consideration of this copier lease, SHARP Electronics Corporation, State contract 44000000-NASPO-19-ACS.

cc Melanie Watson

AGENDA ITEM NO. 8.1

Item Cover Page

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

DATE: January 21, 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 January 21, 2025.

ATTACHMENTS:
01.21.2025 Approval of Personnel Items List_W.Milton.pdf

PERSONNEL ITEMS LIST FOR APPROVAL ON JANUARY 21, 2025

RESIGNATIONS FOR APPROVAL ON JANUARY 21, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Murphy	Kelley		Early Retirement	Principal	Westside Elementary School	December 20, 2024
Reagan	Elisa			Teacher, Adult Ed (Part-Time, As Needed)	Career and Adult Education	December 17, 2024
Roberson	Jennifer		Resignation Accepted with Prejudice	Nutrition Services Assistant (191 Days, 7 Hours)	Legacy Elementary School	December 13, 2024
Taylor	Kaleigh			Paraprofessional, Pre-K (187 Days)	Baker County Pre-K / Kindergarten Center	January 7, 2025

EMPLOYMENT LIST FOR APPROVAL ON JANUARY 21, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Anderson	Naomi		Transfer from Principal (261 Days) at Baker County Middle School / Replacing Kelly Horne	Principal (261 Days)	Legacy Elementary School	January 6, 2025
Curry	Melissa		Initial Employment / Replacing Morgan Spencer	Teacher Mathematics, M/J (197 Days)	Baker County Middle School	January 9, 2025
Dopson	Carrie		Promotion / Transfer from Director of Vocational Education (261 Days) at Career and Adult Education / Replacing Thomas Hill	Executive Director of Teaching and Learning (261 Days)	Superintendent's Office	January 6, 2025
Dyer	Lisa		Initial Employment / Unit Reassigned from BCHS / Replacing Yolanda Ellis	Paraprofessional, ESE Ages 6-21 (187 Days)	Westside Elementary School	December 13, 2024
Green	Lynn		Transfer from Principal (261 Days) at Macclenny Elementary School / Replacing Kelley Murphy	Principal (261 Days)	Westside Elementary School	January 6, 2025

EMPLOYMENT LIST FOR APPROVAL ON JANUARY 21, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Griffis	Rachel		Initial Employment / Replacing Aubrey Rich	Extended Day Supervisor (182 Days)	Westside Elementary School	January 7, 2025
Hill	Thomas		Transfer Within the Same Site from Executive Director of Teaching and Learning (261 Days) / Replacing Everett Allen Murphy	Associate Superintendent of Human Resources (261 Days)	Superintendent's Office	January 6, 2025
Horne	Kelly		Transfer from Principal (261 Days) at Legacy Elementary School / Replacing Lynn Green	Principal (261 Days)	Macclenny Elementary School	January 6, 2025
Hunt	Emma		Initial Employment / New Unit / Adjusted to 4 Hours Part-Time Position	Paraprofessional, Social / Student Svcs Worker (187 Days) / 100% Stronger Connections Grant 09/30/26	Baker County High School	January 9, 2025
Jacobs	Johnnie		Transfer from Principal (261 Days) at Baker County High School / Replacing Naomi Anderson	Principal (261 Days)	Baker County Middle School	January 6, 2025
Jefferson	Porshua		Initial Employment / New Unit	Paraprofessional, Social / Student Svcs Worker (187 Days) / 100% Stronger Connections Grant 09/30/26	Baker County Middle School	January 7, 2025
Lane	Kimbra		Initial Employment / Replacing Heather Adams	Teacher, Kindergarten (197 Days)	Baker County Pre-K / Kindergarten Center	January 10, 2025
Payne	Jennifer		Promotion Within the Same Site from Career Specialist (197 Days) / Replacing Johnnie Jacobs	Principal (261 Days)	Baker County High School	January 6, 2025

EMPLOYMENT LIST FOR APPROVAL ON JANUARY 21, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Pryde	Hannah		Transfer from Paraprofessional, Social / Student Svcs Worker (187 Days) at Baker County Pre-K / Kindergarten Center / 100% Stronger Connections Grant 09/30/26 / Replacing Kaleigh Taylor	Paraprofessional, Pre-Kindergarten (187 Days)	Baker County Pre-K / Kindergarten Center	January 8, 2025
Rhoden	Angela		Transfer / Promotion from Assistant Principal (261 Days) at Baker County High School / Replacing Naomi Anderson	Vice-Principal (261 Days)	Baker County Middle School	January 6, 2025
Roth	Betty		Promotion Within the Same Site from Nutrition Services Assistant 3 hours (186 Days) Replacing Jennifer Roberson	Nutrition Services Assistant (191 Days, 7 Hours)	Legacy Elementary School	January 6, 2025
Sotomayor	Silvio		Transfer from Paraprofessional ESE Ages 6-21 (187 Days) at Baker County High School / No Vacancy, Unit Reassigned	Paraprofessional, ESE Ages 6-21 (187 Days)	Westside Elementary School	October 14, 2024
Starling	Lindsey		Promotion / Transfer Within the Same Site from Custodian (261 Days, 5.5 Hours) / Replacing Belinda Cabiya	Custodian (197 Days, 8 Hours)	Keller Educational Center	January 6, 2025

EXTRA DUTY LIST FOR APPROVAL ON JANUARY 21, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Bowers	Rhonda			Lunch Duty	Regular Hourly Rate / Maximum 180 Hours / Funding Source: General	January 7, 2025 - May 28, 2025
Brim	Haley			EDEP Substitute	Regular Hourly Rate / Maximum 90 Hours / Funding Source: General	December 16, 2024 – May 28, 2025

EXTRA DUTY LIST FOR APPROVAL ON JANUARY 21, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Brownlee	Tammy			Family Reading Night	Regular Hourly Rate / Maximum 2 Hours / Funding Source: General	December 16, 2024
Guthrie	Karla			Lunch Duty	Regular Hourly Rate / Maximum 180 Hours / Funding Source: General	January 7, 2025 - May 28, 2025
Hand	Peggy			Adult Ed ACT Prep Instructor	Regular Hourly Rate / Maximum As Needed / Funding Source: Federal	January 7, 2025 – June 30, 2025
Haynes	Candace		Position ID #241211001 / Replacing Elisa Reagan	Adult Education Teacher, Part-Time	Regular Hourly Rate / Maximum As Needed / Funding Source: Federal	January 6, 2025 - June 30, 2025
James	Vanessa			Lunch Duty	Regular Hourly Rate / Maximum 180 Hours / Funding Source: General	January 7, 2025 - May 28, 2025
Lambing	Caile			Lunch Duty	Regular Hourly Rate / Maximum 180 Hours / Funding Source: General	January 7, 2025 - May 28, 2025
Martin	Jennifer			Lunch Duty	Regular Hourly Rate / Maximum 180 Hours / Funding Source: General	January 7, 2025 - May 28, 2025
Mixon	Norma Deneese			Hospital / Homebound Teacher	Regular Hourly Rate / As Needed / Funding Source: General	August 12, 2024 - May 28, 2025
Phillips	Cynthia			Lunch Duty	Regular Hourly Rate / Maximum 180 Hours / Funding Source: General	January 7, 2025 - May 28, 2025
Taylor	Rodney			Family Reading Night	Regular Hourly Rate / Maximum 2 Hours / Funding Source: General	December 16, 2024
Woods	Abbey			Gatekeeper for 2024-2025 BCMS Athletic Events	$15.00 Per Hour / As Needed / Funding Source: General	December 5, 2024 – May 30, 2025

SUPPLEMENT LIST FOR APPROVAL ON JANUARY 21, 2025						
LAST NAME	**FIRST NAME**	**SPECIAL NOTE**	**LOCATION**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Carrington	Dedra		Baker County Middle School	Vocational Department Head	Board Approved Rate	2024-2025
Cassidy	Faith Anne		Baker County Middle School	ESE Department Head	Board Approved Rate	2024-2025
Crews	Heather		Baker County Middle School	Department Head	Board Approved Rate	2024-2025
Davis	Beth		Baker County Middle School	Math Department Head	Board Approved Rate	2024-2025
Dennis	Jaime		Baker County Middle School	Social Studies Department Head	Board Approved Rate	2024-2025
Dyer	Lisa		Westside Elementary School	ESE Paraprofessional	Board Approved Rate - Prorated	2024-2025 (Effective December 13, 2024)
Elledge	Gretchen		Baker County Middle School	Department Head	Board Approved Rate	2024-2025
Ellis	Yolanda	Rescind Previously Approved on August 19, 2024	Baker County High School	ESE Paraprofessional	Rescind Board Approved Rate	Rescind 2024-2025 (Effective November 5, 2024)
Harrison	McKenzie	For Brandon Crews	Baker County Middle School	Peer Teacher	Board Approved Rate	2024-2025
Lambright	Rebecca	Shared with Justin MacFarlane (AM Pick Up Duty Only)	Baker County Middle School	Student Drop-Off / Pick-Up Duty	Board Approved Rate - Shared	2024-2025
Lauramore	Angela		Baker County Middle School	Physical Education Department Head	Board Approved Rate	2024-2025
Lee	Lucious		Baker County High School	Boys Track Coach	Board Approved Rate	2024-2025
Nunn	Cheryl		Baker County High School	Gate Duty	Board Approved Rate - Prorated	2024-2025 (Effective January 7, 2025)

SUPPLEMENT LIST FOR APPROVAL ON JANUARY 21, 2025						
LAST NAME	**FIRST NAME**	**SPECIAL NOTE**	**LOCATION**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Odom	Jessica		Baker County Middle School	Science Department Head	Board Approved Rate	2024-2025
Payne	Camryn		Baker County High School	Tennis Coach - Girls	Board Approved Rate	2024-2025
Payne	Camryn		Baker County High School	Tennis Coach - Boys	Board Approved Rate	2024-2025
Roberts	Vanessa		Baker County High School	Gate Duty	Board Approved Rate - Prorated	2024-2025 (Effective January 7, 2025)
Rowland	Rebekah		Baker County High School	Dual Enrollment Teacher	Board Approved Rate	2024-2025
Sotomayor	Silvio		Westside Elementary School	ESE Paraprofessional	Board Approved Rate - Prorated	2024-2025 (Effective October 14, 2024)
Sotomayor	Silvio	Rescind Previously Approved on August 19, 2024	Baker County High School	ESE Paraprofessional	Rescind Board Approved Rate	Rescind 2024-2025 (Effective October 14, 2024)
Staples	Staci		Baker County High School	Junior Class Sponsor	Board Approved Rate - Prorated	2024-2025 (Effective January 7, 2025)
Taylor	Kim		Baker County Middle School	Department Head	Board Approved Rate	2024-2025
Teague	Jana	For Spencer Oyster	Baker County Middle School	Peer Teacher	Board Approved Rate	2024-2025
Teague	Jana		Baker County Middle School	ELA Department Head	Board Approved Rate	2024-2025
Wallace	Joseph	Rescind Previously Approved on August 19, 2024	Baker County High School	Gate Duty	Rescind Board Approved Rate	Rescind 2024-2025 (Effective December 20, 2024)
West	April	For Alycia Gaskins	Baker County Middle School	Peer Teacher	Board Approved Rate	2024-2025

SUPPLEMENT LIST FOR APPROVAL ON JANUARY 21, 2025						
LAST NAME	**FIRST NAME**	**SPECIAL NOTE**	**LOCATION**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
West	April		Baker County Middle School	Intensive Reading Department Head	Board Approved Rate	2024-2025
Williams	Nikki		Baker County High School	Girls Assistant Track Coach	Board Approved Rate	2024-2025

STIPEND LIST FOR APPROVAL ON JANUARY 21, 2025					
LAST NAME	**FIRST NAME**	**MI**	**ASSIGNMENT**	**AMOUNT**	**EFFECTIVE**
Wheeler	Stephanie		Website Design	$2000.00 Flat Rate / Funding Source: General	January 1, 2025 - March 28, 2025

OCCASIONAL PERSONNEL STAFFING FOR APPROVAL ON JANUARY 21, 2025				
LAST NAME	**FIRST NAME**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Hendricks	Scott	High School Girls Soccer Coach	$1,390.00 Flat Rate / Funding Source: General	September 1, 2024 - June 30, 2025
Martin	Jay	Baker County Middle School Assistant Baseball Coach	$1,000.00 Flat Rate / Funding Source: General	December 2, 2024 - May 30, 2025
Matteson	Brandon	Middle School Head Baseball Coach	$1,500.00 Flat Rate / Funding Source: General	August 2, 2024 - May 30, 2025
Roberts	Kenneth Tucker	Middle School Assistant Football Coach	$450 Spring Season Flat Rate / Funding Source: General	Rescind August 20, 2024 - June 30, 2025 / Previously Approved on August 19, 2024

LEAVE LIST FOR APPROVAL ON JANUARY 21, 2025					
LAST NAME	**FIRST NAME**	**MI**	**# OF DAYS**	**TYPE OF LEAVE**	**EFFECTIVE DATES**
Adams	Heather		113 Days	Personal Leave Without Pay - Personal / Extended	December 4, 2024 - May 30, 2025
Johns	Pamela		21 Days	Personal Leave Without Pay - Medical	November 22, 2024 - January 8, 2025
McCullough	Harli		5 Days	Personal Leave Without Pay	November 18, 2024 - November 22, 2024

LEAVE LIST FOR APPROVAL ON JANUARY 21, 2025					
LAST NAME	**FIRST NAME**	**MI**	**# OF DAYS**	**TYPE OF LEAVE**	**EFFECTIVE DATES**
Nunn	Cheryl		8 Days	Personal Leave Without Pay - Medical	November 13, 2024 - November 22, 2024
Sharpe	Robert		11.93 Days	Personal Leave Without Pay - Medical	November 4, 2024 - November 28, 2024
Wall	Molly		197 Days	Personal Leave Without Pay - Personal / Extended	July 31, 2025 - May 28, 2026

OUT-OF-FIELD PERMIT FOR APPROVAL ON JANUARY 21, 2025						
LAST NAME	**FIRST NAME**	**MI**	**CERTIFIED IN**	**PERMIT FOR**	**SCHOOL SITE**	**EFFECTIVE DATES**
Gaskins	Alycia		Art	MG General Science 5-9, Social Science 5-9, MG Mathematics 5-9, MG English 5-9	Baker County Middle School	2024-2025
Mixon	Norma Deneese		ESE K-12, Social Science 6-12	Hospital Homebound / Home Instruction	Elementary & Secondary Hospital Homebound / Home Instruction Classes As Needed	2024-2025

SUBSTITUTE LIST FOR APPROVAL ON JANUARY 21, 2025					
LAST NAME	**FIRST NAME**	**MI**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Gay	Crystal		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	December 12, 2024
Pruitt	Valkyrie		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	December 18, 2024
Starling	Laura		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	December 5, 2024

AGENDA ITEM NO. 8.2

Item Cover Page

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

DATE:	January 21, 2025
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Minutes
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of the Minutes of the December 2, 2024, School Board Expulsion Hearing.

ATTACHMENTS:
01.21.2025 Approval of the 12.02.2024 Expulsion Hearing Minutes_W.Milton.pdf

Baker County Public Schools

MINUTES
EXPULSION HEARING (CLOSED TO THE PUBLIC)
Monday, December 2, 2024 - 2:45 PM
District Board Room (270 South Boulevard East, Macclenny, Florida 32063)
Minute Book #40 / Supplemental Book #53 / Page #11

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

Expulsion Hearing - Closed to the Public:

DATE	TIME	TYPE	CASE #	SCHOOL
December 2, 2024	2:45 p.m.	Expulsion Hearing	120220242450419	Baker County Middle School

Case #: 120220242450419 / Baker County Middle School

The Baker County School Board met on Monday, December 2, 2024, at 2:45 p.m. in the District School Board Room located at 270 South Boulevard East, Macclenny, Florida. The meeting was rescheduled for 3:15 p.m. due to the late arrival of the student and their representative. The purpose of this meeting was to hold a closed expulsion hearing on Baker County Middle School student case #120220242450419. The following Board Members were present to wit: Chairperson Tiffany McInarnay, Vice-Chairperson Jack Baker Jr., and Mandi Canaday. Board Member Amanda Hodges was not present for the meeting. The District 3 Seat is vacant pending gubernatorial appointment. Superintendent Wyatt Milton and School Board Attorney Leonard Dietzen were both present at the closed hearing. Principal Naomi Anderson was present at the closed hearing. The student, student's aunt, and the aunt's grandson were present for the closed hearing.

Chairperson McInarnay called the closed expulsion hearing to order on Baker County Middle School student case #120220242450419 and then turned the proceedings over to Superintendent Milton. After hearing the evidence and testimonies presented, Superintendent Milton made the recommendation to expel Baker County Middle School student case #120220242450419 from the Baker County Public Schools for the remainder of the 2024-2025 school year, which also includes the Adult Education Program, as well as, all school sponsored activities. The recommendation includes that Baker County Middle School student case #120220242450419 is not eligible for the early re-entry program. Upon returning to the Baker County Public Schools, Baker County Middle School student case #120220242450419 must re-enter through the Baker County CATS Academy alternative school setting for a minimum of forty-five (45) days. As recommended by Superintendent Milton, Mandi Canaday made a motion to approve, seconded by Jack Baker, Jr. The motion carried 3-0.

_____ Superintendent

_____ Board Chairperson

AGENDA ITEM NO. 8.3

Item Cover Page

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

DATE: January 21, 2025

SUBMITTED BY: Wyatt Milton - (259-0401)

ITEM TYPE: Minutes

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Minutes of the December 2, 2024, Swearing In Ceremony.

ATTACHMENTS:
01.21.2025 Approval of the 12.02.2024 Swearing In Ceremony Minutes_W.Milton.pdf

Baker County Public Schools

MINUTES
SWEARING IN CEREMONY (OPEN TO THE PUBLIC)
Monday, December 2, 2024 - 4:45 PM
District Board Room (270 South Boulevard East, Macclenny, Florida 32063
Minute Book #40 / Supplemental Book #53 / Page # 11

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

Swearing In Ceremony

4:45 p.m. - Swearing In Ceremony for Gubernatorial Appointment of District 3 School Board Member - Emil Clayton Lyons Jr. (Will be Sworn-in by School Board Attorney Jeffrey Grosholz.)
Board Member Clayton Lyons was sworn in office by School Board Attorney Leonard Dietzen for the District 3 Seat. The following School Board Members were present to wit: Chairperson Tiffany McInarnay, Vice-Chairperson Jack Baker Jr., Amanda Hodges, and Mandi Canaday. Board Member Lyons's wife and parents were present and by his side to commemorate the event. No board action was taken at this ceremony.

_____ _____
Superintendent Board Chairperson

AGENDA ITEM NO. 8.4

Item Cover Page

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

DATE: January 21, 2025

SUBMITTED BY: Wyatt Milton - (259-0401)

ITEM TYPE: Minutes

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Minutes of the December 2, 2024, School Board Meeting.

ATTACHMENTS:
01.21.2025 Approval of the 12.02.2024 Minutes_W.Milton.pdf

Baker County Public Schools

MINUTES
SCHOOL BOARD MEETING (OPEN TO THE PUBLIC)
Monday, December 2, 2024 - 5:00 PM
District Board Room (270 South Boulevard East, Macclenny, Florida 32063)
(Revised Agenda) Minute Book #40 / Supplemental Book #53 / Page #11

"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, December 2, 2024, at 5:00 p.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 Michael Green 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

There were no public hearings at this meeting.

5. RECOGNITIONS / PRESENTATIONS

There were no recognitions / presentations at this meeting.

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

6.1 Approval to Add Item 9.6.: Approval of Board Member Travel and Travel Reimbursement for the FSBA / FADSS Joint Conference in Tampa, Florida on December 3 - December 6, 2024: Clayton Lyons.
Chairperson McInarnay read the corrected items to the agenda and entertained a motion from the Board. As recommended:
Jack Baker Jr. made a motion to approve, seconded by Mandi Canaday. 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. Hearing none, she continued with the items for action.

8. APPROVAL OF ROUTINE ITEMS

Chairperson McInarnay entertained a motion from the Board to approve the routine items. As recommended: Amanda Hodges made a motion to approve the routine items, seconded by Mandi Canaday. The motion carried 5-0.

8.1 Approval of the Personnel Items List for Approval on December 2, 2024.

8.2 Approval of the Minutes of the November 19, 2024, School Board Expulsion Hearing.

8.3 Approval of the Minutes of the November 19, 2024, Swearing In Ceremony.

8.4 Approval of the Minutes of the November 19, 2024, School Board Organization Meeting.

8.5 Approval of the Minutes of the November 19, 2024, School Board Meeting.

8.6 Approval of the Financial Reports for the Month Ending October 31, 2024.

8.7 Approval of the 2024-2025 District Instructional Materials Handbook.

9. APPROVAL OF ITEMS FOR ACTION

9.1 Approval of Removed Routine Items.
There were no removed routine items. Therefore, no action was taken on this agenda item.

9.2 Approval of the 2024-2029 NEFEC Athletic Coaching Add-On Endorsement Program.
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Mandi Canaday made a motion to approve, seconded by Amanda Hodges. The motion carried 5-0.

9.3 Approval of the 2025-2026 School Calendar. (Option 1)
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.

9.4 Approval of the 2024-2025 Five Year District Facilities Work Plan.
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.

9.5 Approval of the Request to Hire a Technician for the Nutrition Services Department (Federal Fund - New Position)
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Amanda Hodges made a motion to approve, seconded by Mandi Canaday. The motion carried 5-0.

9.6 Approval of Board Member Travel and Travel Reimbursement for the FSBA / FADSS Joint Conference in Tampa, Florida on December 3 - December 6, 2024: Clayton Lyons.
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.

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

Superintendent Milton expressed gratitude to the family of the newly appointed Board Member Lyons for attending the board meeting.

12. ADJOURNMENT

Since there was no further business to come before the Board:
Mandi Canaday made a motion to adjourn via general consensus, seconded by Clayton Lyons. The motion carried via general consensus 0-0.

_____	_____
Superintendent	Board Chairperson

AGENDA ITEM NO. 8.5

Item Cover Page

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

DATE:	January 21, 2025
SUBMITTED BY:	Traci Wheeler - (259-6776)
ITEM TYPE:	Grant
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of the Grant Proposal for 2024-2027 Title IX, Part A - Education of Homeless Children and Youth Grant in the Amount of $44,550.00. New / Competitive / Federal / No Matching

ATTACHMENTS:
01.21.2025 Approval of the 2024-2027 Title IX Part A Education of Homeless Children and Youth_T.Wheeler.pdf

GRANT PROPOSAL SUMMARY
REQUEST FOR BOARD APPROVAL

Board Approval Status

(MUST BE TYPED)

NAME OF GRANT PROPOSAL	*2024-2027 Title IX, Part A - Education of Homeless Children and Youth*

TYPE OF GRANT:
☒ **New** ☐ **Continuation** ☐ **Amendment** ☐ **Entitlement** ☒ **Competitive**

CONTACT PERSON:	*Traci Wheeler*

CONTACT PHONE NUMBER:	*904-259-6776*

AMOUNT REQUESTED:	*$44,550.00*

SOURCE: ☒ **Federal** ☐ **State** ☐ **Other:** _____

LOCAL MATCHING FUNDS REQUESTED:
☒ **No**
☐ **Yes . . . If yes, please specify:** ☐ **Monetary Amount $**_____
☐ **In-Kind Amount $**_____

LIST SPECIFIC IN-KIND CONTRIBUTIONS

PROJECT DESCRIPTION ***(If additional space is needed, attachments may be used)***
The Title IX, Part A program is used to facilitate the enrollment, attendance, and success in school of homeless children and youth. The program ensures that homeless children and youth have access to the same free, appropriate public education as provided to other children and youth.

HOW WILL FUNDS BE USED ***(If additional space is needed, attachments may be used)***
These funds will be used for an educational support paraprofessional, travel expenses, supplies, computer hardware, clothing and shoes, duees and fees, laundromat vouchers, hygiene and personal care items, printed materials, registration fees, and indirect costs.

SUBMITTED BY: ***Traci Wheeler*** **DATE:** ***November 29, 2024***

INSTRUCTIONS

MUST BE TYPED

This form is designed to provide an overview of a grant proposal being presented for School Board approval for submission to the Department of Education or other authority.

This summary shall be concise and complete, clearly representing the information in the larger document.

The grant writer will complete and submit fourteen (14) copies of this form and three (3) copies of the entire grant document.

- **Submit fourteen (14) copies of this summary on or before the deadline for agenda items. The completed summary will secure placement on the agenda. NO cover letter required. Copies of this summary will be submitted to Board Members and others for review prior to the meeting.**
- **Submit three (3) copies of the full document PLUS any originals needing signatures to Gayvone Demers no later than one day prior to the Board meeting.**

NOTE: This form is not intended to replace the document. Therefore, summaries not supported by the full document at least one day prior to the Board meeting will not be recommended by the Superintendent for Board approval.

Florida Department of Education
Project Award Notification

1 PROJECT RECIPIENT Baker County School District	**2 PROJECT NUMBER** 020-1275B-5CH01
3 PROJECT/PROGRAM TITLE Title IX, Part A - Education of Homeless Children and Youth Project **TAPS 25A006**	**4 AUTHORITY** **84.196A Title IX Part A Homeless ESSA** **USDE or Appropriate Agency** **FAIN#**: S196A240010
5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:	**6 PROJECT PERIODS** Budget Period: 07/01/2024 - 08/31/2025 Program Period:07/01/2024 - 08/31/2027
7 AUTHORIZED FUNDING Current Approved Budget: $44,550.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: $44,550.00	**8 REIMBURSEMENT OPTION** Federal Cash Advance

9 TIMELINES

- Last date for incurring expenditures and issuing purchase orders: 08/31/2025
- Date that all obligations are to be liquidated and final disbursement reports submitted: 10/20/2025
- Last date for receipt of proposed budget and program amendments: 07/31/2025
- Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400:
- Date(s) for program reports:
- Federal Award Date : 07/01/2024

10 DOE CONTACTS **Program**: Lorraine Allen Phone: (850) 245-0668 Email: Lorraine.Allen@fldoe.org **Grants Management**: Unit A (850) 245-0735	**Comptroller Office** **Phone**: (850) 245-0401	**UEI#**: MJG4ULGMPKE7 **FEIN#**: F596000509001

11 TERMS AND SPECIAL CONDITIONS

- This project and any amendments are subject to the procedures outlined in the Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by reference.
- For federal cash advance projects, expenditures must be recorded in the Florida Grants System (FLAGS) as close as is administratively feasible to when actual disbursements are made for this project. Cash transaction requests must be limited to amounts needed and be timed with the actual, immediate cash requirements to carry out the purpose of the approved project.
- All provisions not in conflict with any amendment(s) are still in full force and effect and are to be performed at the level specified in the project award notification.
- The Department's approval of this contract/grant does not excuse compliance with any law.
- Other:

12 APPROVED:

Raydel Hernandez — Authorized Official on behalf of the Commissioner of Education

11/20/2024 — Date of Signing

FLORIDA DEPARTMENT OF EDUCATION fldoe.org

DOE-200
Revised 07/15

INSTRUCTIONS
PROJECT AWARD NOTIFICATION

1 Project Recipient: Agency, Institution or Non-Governmental entity to which the project is awarded.

2 Project Number: This is the agency number, grant number, and project code that must be used in all communication. (Projects with multiple project numbers will have a separate DOE-200 for each project number).

3 Project Description: Title of program and/or project. TAPS #: Departmental tracking number.

4 Authority: Federal Grants - Public Law or authority and CFDA number. State Grants - Appropriation Line Item Number and/or applicable statute and state identifier number.

5 Amendment Information: Amendment number (consecutively numbered), type (programmatic, budgeting, time extension or others) in accordance with the Project Application and Amendment Procedures for Federal and State Programs (Green Book), and effective date.

6 Project Periods: The periods for which the project budget and program are in effect.

7 Authorized Funding: Current Approved Project (total dollars available prior to any amendments); Amendment Amount (total amount of increase or decrease in project funding); Estimated Roll Forward (roll forward funds which have been estimated into this project); and Total Project Amount (total dollars awarded for this project).

8 Reimbursement Options:

Federal Cash Advance –On-Line Reporting required monthly to record expenditures.

Advance Payment – Upon receipt of the Project Award Notification, up to 25% of the total award may be advanced for the first payment period. To receive subsequent payments, 90% of previous expenditures must be documented and approved by the Department.

Quarterly Advance to Public Entity – For quarterly advances of non-federal funding to state agencies and LEAs made in accordance within the authority of the General Appropriations Act. Expenditures must be documented and reported to DOE at the end of the project period. If audited, the recipient must have expenditure detail documentation supporting the requested advances.

Reimbursement with Performance - Payment made upon submission of documented allowable expenditures, plus documentation of completion of specified performance objectives.

9 Timelines: Date requirements for financial and program reporting/requests to the Department of Education.

10 DOE Contacts: Program contact for program issues, Grants Management Unit for processing issues, and Comptroller's Office number for payment information.

11 Terms and Special Conditions: Listed items apply to this project. (Additional space provided on Page 2 of 2 if needed.)

12 Approved: Approval signature from the Florida Department of Education and the date signature was affixed.

FLORIDA DEPARTMENT OF EDUCATION
PROJECT APPLICATION

Please return to:	A) Program Name:	DOE USE ONLY
Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0735	2024-2027 Title IX, Part A – Education of Homeless Children and Youth **TAPS NUMBER:** 25A006	Date Received 06/20/2024
B) Name and Address of Eligible Applicant: **Baker County School District** **270 South Boulevard East** **Macclenny, FL 32063**		**Project Number (DOE Assigned)** **020-1275B-5CH01**

C) **Total Funds Requested:**	D) **Applicant Contact & Business Information**	
$44,550.00	Contact Name: Traci Wheeler Fiscal Contact Name: M. Teri Ambrose	Telephone Numbers: 904-259-6776 904-259-0418
DOE USE ONLY **Total Approved Project:** $ 44,550.00	Mailing Address: 372 South Boulevard East Macclenny, FL 32063	E-mail Addresses: traci.wheeler@bakerk12.org teri.ambrose@bakerk12.org
	Physical/Facility Address:	UEI number: MJG4ULGMPKE7 FEIN number: 596000509

CERTIFICATION

I, Sherrie Raulerson, as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.

E) Sherrie Raulerson
Signature of Agency Head

Baker County School District Superintendent
Title

6/20/24
Date

FLORIDA DEPARTMENT OF EDUCATION
BUDGET NARRATIVE FORM 101S

A) Name of Eligible Recipient/Fiscal Agent:	**Baker County School District**
B) DOE Assigned Project Number:	**020-1275B-5CH01**
C) TAPS Number:	**25A006**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
LINE ITEM	ASSOCIATED ACTIVITY NUMBER(S)	FUNCTION	OBJECT	Account Title and Narrative	FTE POSITION	AMOUNT	% Allocated to This Project
1	1	6110	150	Student Support Services: Educational Support Paraprofessional. Salary for one part-time paraprofessional to provide administrative support, community referrals, outreach to families, case management (attendance, behavior, and academic performance), and assistance to McKinney-Vento students.	0.50	$17,000.00	100%
2	1	6110	210	Retirement: Retirement for Educational Support Paraprofessional (13.63%).		$2,318.00	100%
3	1	6110	220	FICA: FICA for Educational Support Paraprofessional (7.65%)		$1,301.00	100%
4	1	6110	230	Group Insurance: Insurance for Educational Support Paraprofessional.		$4,200.00	100%
5	1	6110	330	Travel: Mileage reimbursement of district's approved rate for Educational Support Paraprofessional for in-county travel to work with students, parents, school staff, school-based homeless liaisons, and community partners. Approximately 173 miles per month for 10 months at $0.445 per mile = $770.00.		$770.00	100%
6	1	6110	510	Supplies: Office supplies for use by Educational Support Paraprofessional to include such items as paper, ink cartridges, pens, stapler, envelopes, and refill cards for UHY card printer.		$625.97	100%
7	1	6110	643	Capitalized Computer Hardware: Computer (desktop or laptop) for use by Educational Support Paraprofessional. The paraprofessional position is new to the district so a computer is necessary for the initial set up of the office.		$1,000.00	100%
8	2	5100	644	Non-Capitalized Computer Hardware: Chromebooks to be loaned to homeless children and youth to complete classwork, homework, and to access online educational programs for additional support and practice outside of the school day. Nine Chromebooks at approximately $240.00 each.		$2,160.00	100%
9	3	5100	510	Supplies: Summer packs with drawstring backpack, fiction and non-fiction books, flash cards, and bridge activities (from current grade level to next grade level) for elementary McKinney-Vento students. Approximately $30.00 per pack for 95 elementary students.		$2,850.00	100%
10	4	5100	590	Other Materials and Supplies: Clothing and shoes for HCY to enable them to attend school and participate fully in school activitites. This includes clothing that meets the district's dress code requirements, appropriate shoes, clothes needed for gym and other PE classes, clothing needed for specific activities or groups, and/or caps and gowns for graduation. 43 students at $50.00 each.		$2,150.00	100%

11	5	5300	730	Dues and Fees: Dues and fees related to the enrollment and full participation of HCY to include extracurricular activities, clubs, class activities, and athletics for PreK-Grade 12 students and dues and fees for Career and Technical Education (CTE) programs for middle school and high school students. 21 students at approximately $25.00 each.		$525.00	100%
12	6	6100	700	Student Support Other Fees: Laundromat vouchers to a local laundromat for students experiencing homelessness to reduce the school attendance barrier of not having access to clean clothes. 170 vouchers at $5.00 each. (Each voucher is for washing and drying one load of clothes.)		$850.00	100%
13	7	6130	590	Health Services Supplies: Hygiene and personal care items to include full-size soap, shampoo, deoderant, toothpaste, toothbrush, laundry detergent, feminine products, and additional items in a drawstring bag. 100 students at approximately $10.00 per student.		$1,000.00	100%
14	8	6150	390	Other Purchased Services: Printed materials (posters, signs, and brochures) for display at parent and family engagement events and in school guidance offices to increase awareness, provide information to familes and staff, and assist with identification of students experiencing homelessness.		$600.00	100%
15	9	6400	330	Staff Training Services and Travel: Registration fees for homeless conferences for District Liaison and Educational Support Paraprofessional (NAEHCY at $1,200.00 each and FASFEPA at $275.00 each). Travel expenses for Educational Support Paraprofessional for out-of-county conferences to include hotel expenses (seven nights at approximately $200.00 per night=$1,400.00), per diem ($36.00 per day for seven days=$252.00), and mileage reimbursement ($0.445 per mile for approximately 400 miles=$178.00). Travel expenses for District Homeless Liaison will be provided with Title I, Part A funds.		$4,780.00	100%
16	10	7200	792	Indirect Costs: Indirect costs at district rate of 6.21%.		$2,420.03	100%
					D) TOTAL	$44,550.00	

DOE ATTESTATION (Program and Grants Management)

The cost for each line item budget category has been evaluated and determined to be allowable, reasonable and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

FLORIDA DEPARTMENT OF EDUCATION
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April 2022 **DOE 101S**

Budget Narrative Form Instructions

A) Enter Name of Eligible Recipient/Fiscal Agent
B) Enter DOE Assigned Project Number
C) Enter TAPS Number
D) Enter the Total Amount for column (5)

(1) Function Code – *For School Districts Only* – Enter the Function Code, as required in the *Financial and Program Cost Accounting and Reporting for Florida Schools Manual,* which best classifies the overall purpose or objective of the goods or services budgeted.

(2) Object Code – Enter the Object Code which best classifies the goods or services budgeted. *School Districts* - Use the three-digit Object Code as required in the *Financial and Program Cost Accounting and Reporting for Florida Schools Manual* ; *Colleges and Universities* - Use the first three digits of the Object Codes listed in the *Florida Accounting Information Resource Manual* ; *Non-public entities* – Use the Object Codes that are used in the respective entity's/agency's chart of accounts.

(3) Account Title and Narrative - Provide the Account Title that applies to the Object Code listed in (2) and a detailed Narrative that includes a description of each good or service budgeted and its purpose or use. For example:
Salaries – Describe the type(s) of position(s) requested and the major responsibilities/duties of each position(s). Use a separate line to describe each type of position.
Other Personal Services – Describe the type of service(s), its purpose or use, and an estimated number of hours for each type of position. OPS is defined as compensation paid to persons, including substitute teachers not under contract, who are employed to provide temporary services to the program.
Professional/Technical Services – Describe the services rendered by personnel, other than agency personnel employees, who provide specialized skills and knowledge.
Contractual Services and/or Inter-agency agreements – Describe the services to be rendered and the type of entity or agency (name, if available).
Travel – Describe each type of travel to be supported with project funds, such as conference(s), local travel, in- or out-of-district, and out-of-state. Do not list
individual names. List individual position(s) when travel funds are being requested to perform necessary activities.
Materials and Supplies - Describe the type of item to be purchased and its purpose or use.
Capital Outlay - Describe the type of item/equipment to be purchased and its purpose or use.
Indirect Cost - Refer to the DOE *Project Application and Amendment Procedures for Federal and State Programs* (*Green Book*) for additional guidance regarding indirect cost.
- *School Districts Only* - Provide the percentage rate from the district's Approved Indirect Cost Plan.
- *Colleges and Universities Only* – Provide the percentage rate (maximum of 5%) approved by the DOE.

(4) FTE - (Only a*pplicable for items classified as Salaries and Other Personal Services (Refer to (2) Object Code.)* Enter the total number of positions (as FTEs*) that will be supported with these funds. *Full-Time Equivalent (FTE based on the standard workweek for the type of position) is the number of positions to be funded. Determine FTE by dividing the standard number of weekly hours (e.g., 35 hours) for the type of position (e.g., teacher aide) into the actual work hours to be funded by the project.

(5) Amount - Enter the total amount budgeted for each line item.

(6) Percent Allocated – For each line item, enter the appropriate percentage that is allocated or applicable to this project (see pages 3-4 for examples).

(6) PERCENT ALLOCATED If the cost entered in (5) for each service/commodity listed in (3) is not the total cost of this service/commodity, enter the appropriate percentage in (6) that is applicable to this project. If the cost entered in (5) for each service/commodity listed in (3) is the total cost for this service/commodity and is applicable to this project, enter 100% in (6).

Example A

(1)	(2)	(3)	(4)	(5)	(6)	EXPLANATION
FUNCTION	**OBJECT**	**ACCOUNT TITLE & NARRATIVE**	**FTE POSITION**	**AMOUNT**	**% ALLOCATED to this PROJECT**	
6200	110	**Salaries** - Provides for supervision of all project activities; specific areas for supervision/ coordination are listed by position below. **Supervisor**/Grant Administration/National Instructional Materials Accessibility Standards **Coordinator**/Professional Development and Training	2	$120,000	100%	The total cost for the two positions listed in (5), a **Supervisor** and a **Coordinator** (2.0 FTE), are charged to this project. Therefore, the percent of the cost for **Salaries and Benefits** allocated to this project is 100%.
6200	210	Retirement (9.85%)		$11,820	100%	
6200	220	FICA (6.20%)		$7,440	100%	
6200	223	Medicare (1.45%)		$1,740	100%	
6200	231 / 232	Health / Life (11.90%)		$14,280	100%	
6200	240	Worker's Comp. (1.26%)		$1,512	100%	
			TOTAL	$156,792		

Example B

(1)	(2)	(3)	(4)	(5)	(6)	EXPLANATION
FUNCTION	**OBJECT**	**ACCOUNT TITLE & NARRATIVE**	**FTE POSITION**	**AMOUNT**	**% ALLOCATED to this PROJECT**	
7900	430	**Utilities** - Electricity, water and sewage charges for the facility where this project is housed.		$10,000	50%	The total cost for utilities for the facility where this project is housed is $20,000 annually. However, this project only occupies 50% of the facility. Therefore, the percent of the cost for **Utilities** allocated to this project is 50%.
			TOTAL	$10,000		

(6) PERCENT ALLOCATED (continued)

Example C

(1)	(2)	(3)	(4)	(5)	(6)	EXPLANATION
FUNCTION	**OBJECT**	**ACCOUNT TITLE & NARRATIVE**	**FTE POSITION**	**AMOUNT**	**% ALLOCATED to this PROJECT**	
6300	331	**In County Travel** - Travel cost for staff to and from agency headquarters to designated program sites for the purpose of performing activities related to the administration and supervision of project.		$1,980	100%	The mileage estimated for travel for district staff to and from the county office to the program sites was estimated to be 4,500 miles annually @ $0.44/mile. Therefore, the percent of the cost for **In County Travel** allocated to this project is 100%.
			TOTAL	$1,980		

Example D

(1)	(2)	(3)	(4)	(5)	(6)	EXPLANATION
FUNCTION	**OBJECT**	**ACCOUNT TITLE & NARRATIVE**	**FTE POSITION**	**AMOUNT**	**% ALLOCATED to this PROJECT**	
NA for Private Entities	350	**Purchased Services** - Contract with ABC Company for the repair/ maintenance of the office equipment; one laser printer and copier.		$1,250	25%	The total cost for the maintenance contract for this equipment is $5,000. It has been determined that this project only uses this equipment 25% of the time. Therefore, the percent of the cost for **Purchased Services** allocated to this project is 25%.
			TOTAL	$1,250		

Florida Department of Education
General Assurances, Terms, and Conditions for Participation in Federal and State Programs

Authority for Data Collection: 20 USC 1232e (a)

Planned Use of Data: The requirements established in United States Code Annotated, Title 20, Education, Chapter 31, Subchapter III, Section 1232(e), stipulate that "[e]ach local education agency which participates in an applicable program under which federal funds are made available to such agency through a state agency shall submit, to such an agency, a general application containing the assurances set forth in subsection [1232e] (b)." The application shall cover the participation by the local education agency and all other organizations participating in state and federal programs administered by the Florida Department of Education. These assurances are set forth below in the "General Assurances" section.

Instructions: These general assurances will be in effect for the duration of the project it covers. The state agencies or boards administering the projects covered by the application shall not require the submission or amendment of such an application unless required by changes in federal or state law, or by other significant change in the circumstances affecting an assurance in such application. The superintendent, agency head, or other authorized officer must sign the certification and return it to the following address. No payment for project/grant awards will be made by this agency without a current signed General Assurances form on file. For further information, contact the Florida Department of Education, Bureau of the Comptroller, at (850) 245-0401.

Certification:

I, the undersigned official am legally authorized to bind the named agency/organization of the State of Florida, hereby apply for participation in federally funded and/or state-funded education programs on behalf of the named agency/organization below. I certify that the agency will adhere to and comply with the General Assurances, Terms, and Conditions and all requirements outlined in the "Project Application and Amendment Procedures for Federal and State Programs" (Green Book).

Baker County School District	02	Sherrie Raulerson, Superintendent
Typed Agency Name	Agency Number	Typed Name and Title of Authorized Official (Agency Head)

I certify that the agency will adhere to each of the assurances contained in this set of *General Assurances, Terms, and Conditions for Participation in Federal and State Programs* as applicable to the project(s) for which this agency is responsible.

Sherrie Raulerson	6/20/24	904-259-6251
Signature (must be original)	Date	Area Code/Telephone Number

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

Title IX, Part A – Education of Homeless Children and Youth (EHCY) Project Application

July 1, 2024 - August 31, 2027

Florida McKinney-Vento Program
Bureau of Federal Educational Programs

Local Educational Agency (LEA) Name:	**Baker County School District**
Contact Name:	**Traci Wheeler**
Contact Title:	**Director of Accountability and Special Programs**
Contact Telephone:	**904-259-6776**
LEA Contact Email:	**traci.wheeler@bakerk12.org**

For more information, please contact:
Florida McKinney-Vento Program

Phone: 850-245-0479

Email: flmvp@fldoe.org

Program Specific Assurances

The Local Educational Agency (LEA) must assure that it will:

- Ensure that each child of a homeless individual and each homeless youth shall have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youth.
- Review and undertake steps to revise any laws, regulations, practices or policies that may act as a barrier to the enrollment, attendance or success in school of homeless children and youth.
- Not separate homeless students from the mainstream school environment or segregate homeless students in a separate school, or in a separate program within a school, based on such students' status as homeless.
- Ensure homeless children and youth have access to the education and other services that they need to meet the same challenging state student academic achievement standards to which all students are held.
- Ensure its combined fiscal effort per student, or the aggregate expenditures of the LEA and the state with respect to the provisions of free public education by the LEA for the fiscal year preceding the fiscal year for which the determination is made, was not less than 90 percent of such combined fiscal effort or aggregate expenditures for the second fiscal year preceding the fiscal year for which the determination is made (unless the state receives a waiver).
- Comply with or use requested funds to comply with paragraphs (3) through (7) of section 722(g) of the McKinney-Vento Homeless Assistance Act (MVA).
- Adopt policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless.
- Designate an appropriate staff person, who may also be a coordinator for other federal programs, as the LEA Homeless Education Liaison for homeless children and youths to carry out the duties described in sections 722(g)(1) and (6)(A), MVA.
- Adopt policies and practices to ensure that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the Homeless Education Liaison), to and from the school of origin, as determined in the MVA.
- Adopt policies and practices to ensure participation by the designated Homeless Education Liaison in professional development and other technical assistance provided by, or as determined appropriate by, the State Homeless Education Coordinator.
- Provide assistance to homeless high school youth to prepare them and improve their readiness for postsecondary education.
- Arrange school of origin transportation if the homeless student's living arrangement in the area served by the LEA of origin terminates and the student, though continuing his or her education in the school of origin, begins living in an area served by another LEA. The LEA of origin and the LEA in which the homeless student is living shall agree upon a method to apportion the responsibility and costs for providing the student with transportation to and from the school of origin. If the LEAs are unable to agree upon such method, the responsibility and costs for transportation shall be shared equally.
- Meet the requirements of section 722(g)(3), MVA.
- Ensure qualified homeless high school students, while enrolled in high school, earn credit accrual or accelerated credit, such as advanced placement courses, dual enrollment and industry certifications.
- Ensure homeless high school seniors who receive a standard diploma will receive a letter or the FDOE tuition and fee exemption form verifying their status as homeless for the purpose of supporting their application for Florida's state tuition and fee exemption for individuals lacking a fixed, regular and adequate nighttime residence under section 1009.25(1)(e), Florida Statutes, and the federal Free Application for Student Financial Aid.
- Make available progress and annual reports to the Florida Department of Education's Florida McKinney-Vento Program Office as requested.
- Collect and promptly provide requested data outlined in section 722(f)(1-3), MVA.

By submitting this application, I hereby certify that the LEA agrees to all the assurances of the Title IX, Part A Program outlined above, and will abide by all federal, state and local laws.

Part 1: SUMMARY

Instructions:

- The summary should reflect all other sections of the grant and explain a brief overview of the proposed project and intended outcomes at the end of each year of the three-year project.

Project Summary

The Baker County School District is a small, rural district with approximately 4,333 students. Fifty-nine percent of the students in the district are from low-income families. In 2022-2023, the district identified 6% of the Free and Reduced Price Lunch (FRPL) students as homeless children and youth (HCY). The Baker County School District currently has a district homeless liaison funded by Title I, Part A (50%) and the district's general fund (50%). Additionally, each of the six school sites in the district has a school counselor who is the designated school-based homeless liaison for that campus. Those designated liaisons participate in an annual training provided by the district homeless liaison on the identification and immediate enrollment of HCY, monitoring and encouraging regular school attendance and full participation, providing support for academic achievement, and other requirements, policies, procedures, and services regarding the McKinney-Vento Program (MVP). Other staff members who participate in the training include guidance office staff (who are often a parent's first point of contact at the schools), the data processor from each school, Director of Transportation, Director of School Nurses, Director of Food Services, district social worker, and attendance officers. Each of these individuals assist in the homeless education program and support of homeless children and youth.

Baker County School District proposes utilizing funding from Title IX, Part A, Title I, Part A, and American Rescue Plan – Homeless Children and Youth programs to support HCY in the district and to remove or overcome barriers faced by HCY in enrolling, attending, and succeeding in school. District and school staff members work collaboratively with one another, with parents and families, with the students, and with community partners to support HCY in the school system.

Additional support for the Homeless Children and Youth Program will be provided by a part-time Educational Support Paraprofessional (ESP). The ESP will assist the district homeless liaison, provide community referrals and outreach to families, oversee case management of student attendance and academic performance, coordinate delivery of services, and work directly with students, parents, school staff, school-based homeless liaisons, and community partners.

Services to be funded by Title IX, Part A and provided to students, as needed, include clothing and shoes, dues and fees for enrollment and full participation in school and extracurricular activities, laundromat vouchers, hygiene and personal care items, Chromebooks for home educational use, and summer academic packs with a drawstring backpack, fiction and non-fiction books, flash cards, and bridge activities from the current grade level to the next grade level for elementary MVP students.

Services funded by Title I, Part A and provided to students, as needed, include backpacks and school supplies, birth certificates and other required enrollment documents, and fees for medical, dental, and vision services. Mental health counseling and coaching services are also provided to middle and high school HCY through Gaggle Therapy, which is funded by the American Rescue Plan – Homeless Children and Youth grant.

The district's Homeless Student Identification Rate was 6% for the 2022-2023 school year (the most current data available), and the Homeless Student Attendance Rate was 88%. Twenty-six percent of HCY passed the Spring 2023 FSA ELA assessment (compared to 47% of non-homeless students), and 33% of HCY passed the Spring 2023 FSA Math assessment (compared to 43% of non-homeless students). The overall goals and intended outcomes for the McKinney-Vento Program are to increase identification and enrollment of HCY, improve attendance rates for HCY, improve academic performance of HCY on state assessments in English Language Arts and Math, and increase HCY promotion rates.

Intended outcomes at the end of Year 1, 2024-2025

The district's Homeless Student Identification Rate (HSIR) was 6% for the 2022-2023 school year, which is higher than the Florida McKinney-Vento State Goal of identifying 5% of the FRPL enrollment as homeless. By the end of the 2024-2025 school year, the district's intended outcome is to increase the current HSIR rate to 6.5%.

The district's Homeless Student Attendance Rate (HSAR) was 88% for the 2022-2023 school year. By the end of the 2024-2025 school year, the district's intended outcome is to increase the HSAR to 89%.

The district's Homeless Student Promotion Rate (HSPR) was 92% for the 2022-2023 school year. This exceeds the state goal of promoting at least 90% of students identified as homeless in a school year to the next grade at the end of the year. By the end of the 2024-2025 school year, the district's intended outcome is to increase the current HSPR to 92.5%.

Twenty-six percent of HCY passed the Spring 2023 FSA ELA assessment with an Achievement Level of 3 of higher and 33% of HCY passed the Spring 2023 FSA Math assessment with an Achievement Level of 3 or higher. At the end of the 2024-2025 school year, the district's intended outcome is to increase the percentage of HCY who pass the Spring 2025 FAST ELA assessment to 28% and the Spring 2025 FAST Math assessment to 35%.

Intended outcomes at the end of Year 2, 2025-2026

At the end of Year 2 (2025-2026), the district's intended outcome is to increase the Homeless Student Identification Rate (HSIR) to 7%.

Regarding attendance, the district's intended outcome is to increase the Homeless Student Attendance Rate (HSAR) to 90% by the end of the 2025-2026 school year. This is a 1% increase from the 2024-2025 goal and will meet the Florida McKinney-Vento State Goal of at least a 90% school attendance rate for students identified as homeless.

The district's intended outcome for the Homeless Student Promotion Rate (HSPR) is 93% by the end of the 2025-2026 school year.

For end-of-year state assessments in Year 2, the district's intended outcome is to increase the percentage of HCY who pass the Spring 2026 FAST ELA assessment to 30% and the Spring 2026 FAST Math assessment to 37%. This is a 2% increase for each subject area from the 2024-2025 goal.

Intended outcomes at the end of Year 3, 2026-2027

Regarding identification of HCY, the district's intended outcome is to increase the Homeless Student Identification Rage (HSIR) to 7.5% by the end of Year 3 (2026-2027).

At the end of Year 3 (2026-2027), the district's intended outcome is to increase the Homeless Student Attendance Rate (HSAR) to 91%. This is a 1% increase from the 2025-2026 goal and a 3% increase during the three-year grant period. This HSAR of 91% will also match the current non-homeless student attendance rate in the district and will exceed the state's goal of at least a 90% school attendance rate for students identified as homeless.

For the Homeless Student Promotion Rate (HSPR), the district's intended outcome is for 93.5% of students identified as homeless to be promoted to the next grade level at the end of the 2026-2027 school year.

For end-of-year state assessments in Year 3, the district's intended outcome is to increase the percentage of HCY who pass the Spring 2027 FAST ELA assessment to 32% and the Spring 2027 FAST Math assessment to 39%. This is a 2% increase for each subject are from the 2025-2026 goal and a 6% increase for each subject area during the three-year grant period.

Part 2: GOALS and PROGRESS MONITORING

GOALS: Three Areas of Focus (AOF)

Instructions:

- Provide the baseline Homeless Student Identification Rate (HSIR), Homeless Student Attendance Rate (HSAR) and the Homeless Student Promotion Rate (HSPR) using the LEA's 2022-2023 Homeless Education Data Profile.
- Identify the LEA's projected annual goals for Years 1-3 for each Area of Focus for Years 1-3.

Area of Focus 1: Identification and Enrollment

Florida AOF 1 Goal	The LEA identifies all school-aged homeless children and youth living in poverty in the LEA.
FMVP State Standard: Homeless Student Identification Rate (HSIR)	All LEAs will identify a number of homeless children and youth in their communities that is equal to at least five percent (5%) of their Free and Reduced Priced Lunch (FRPL) enrollment.
2022-2023 Baseline HSIR	The LEA's HSIR is __6__ %.
Year 1 Goal	By June 30, **2025**, the LEA's HSIR will be __6.5__ %.
Year 2 Goal	By June 30, **2026**, the LEA's HSIR will be __7.0__ %.
Year 3 Goal	By June 30, **2027**, the LEA's HSIR will be __7.5__ %.

Area of Focus 2: Regular School Attendance and Full Participation

Florida AOF 2 Goal	All homeless students will attend school regularly.
FMVP State Standard: Homeless Student Attendance Rate (HSAR)	The overall "days present" rate for homeless students for each Florida LEA is at least 90%.
2022-2023 Baseline HSAR	The LEA's HSAR is __88__ %.
Year 1 Goal	By June 30, **2025**, the LEA's HSAR will be __89__ %.
Year 2 Goal	By June 30, **2026**, the LEA's HSAR will be __90__ %.
Year 3 Goal	By June 30, **2027**, the LEA's HSAR will be __91__ %.

Area of Focus 3: Support for Academic Achievement

Florida AOF 3 Goal	All homeless students demonstrate academic progress.
FMVP State Standard: Homeless Student Promotion Rate (HSPR)	The overall LEA grade promotion rates for homeless students in grades K through 11 in each Florida LEA will be at least 90%.
2022-2023 Baseline HSPR	The LEA's HSPR is __92__ %.
Year 1 Goal	By June 30, **2025**, the LEA's HSPR will be __92.5__ %.
Year 2 Goal	By June 30, **2026**, the LEA's HSPR will be __93__ %.
Year 3 Goal	By June 30, **2027**, the LEA's HSPR will be __93.5__ %.

Progress Monitoring

Instructions:

- Complete the associated columns for Indicator 1 of each AOF. Identify up to two more progress monitoring indicators for homeless students for each AOF that will be tracked during Years 1-3 (i.e., 2024-2025, 2025-2026 and 2026-2027 school years) to determine the monitoring progress toward the intended outcome for Years 1-3. Note: Indicator 1 has been provided for each AOF, except for justification. Please add justification for Indicator 1 for each AOF.

Indicator	Specify the indicator that will be tracked.
Justification	Describe how the indicator will show whether the project is on track to meet the Years 1-3 indicators.
Data Collection	Describe how the data are collected, who collects the data and when the data are collected.
Data Source	Identify the data source.

AOF 1: Identification and Enrollment of HCY

Progress Monitoring Indicators	Indicator	Justification	Data Collection (How, Who, When)	Data Source
Indicator 1 ☒ Year 1 ☒ Year 2 ☒ Year 3	Homeless Student Identification Rate (HSIR)	This indicator will track the number and percentage of students identified as homeless throughout the three-year grant period to ensure the district is on track each year to meet its HSIR goals.	The district homeless liaison and/or the Educational Support Paraprofessional (ESP) will run reports from Skyward (district's SIS program) and/or PowerBI (data analysis program provided by educational consortium) at least monthly to review the number and percentage of students identified as homeless.	Skyward and/or PowerBI reports
Indicator 2 ☒ Year 1 ☒ Year 2 ☒ Year 3	Florida Department of Education (FDOE) District Homeless Record Counts	This indicator will track the number and percentage of students identified as homeless throughout the three-year grant period to ensure the district is on track each year to meet its HSIR goals. This indicator also allows the district to compare local SIS data with state-reported data to	The district homeless liaison and/or the ESP will review the record counts provided by FDOE three times per year (after Survey 2, Survey 3, and Survey 5).	Surveys 2, 3, and 5 Data Reports provided by FDOE

Progress Monitoring Indicators	Indicator	Justification	Data Collection (How, Who, When)	Data Source
		ensure correct data entry and reporting.		
Indicator 3 ☒ Year 1 ☒ Year 2 ☒ Year 3	Number of submitted Student Housing Questionnaires (SHQ)	This indicator will track the number of students identified as homeless throughout each school year. Every student identified as homeless will have a SHQ on file. The district will ensure that the number of completed SHQs match the number of students in Skyward/PowerBI and on Surveys 2, 3, and 5 who are part of the McKinney-Vento Program.	A hard copy of the SHQ is sent home with all students at the beginning of the school year and again in January with mid-year report cards. The form can also be completed at any time throughout the year by parents, guardians, caregivers, unaccompanied homeless youth, and/or the McKinney-Vento liaison at each school as housing situations change and/or students are identified as homeless. The submitted forms are reviewed by the MVP liaison at the school and then the data processor enters the data in Skyward. The forms are then submitted to the district liaison and food services.	Submitted SHQ forms Skyward and/or PowerBI reports Surveys 2, 3, and 5 Data Reports

AOF 2: Regular School Attendance and Full Participation of HCY

Progress Monitoring Indicators	Indicator	Justification	Data Collection (How, Who, When)	Data Source
Indicator 1 ☒ Year 1 ☒ Year 2 ☒ Year 3	Homeless Student Attendance Rate (HSAR)	This indicator will track the overall number and percentage of "days present" of students identified as homeless throughout the three-year grant period to ensure the district is on track to meet its HSAR goals.	The district homeless liaison and/or the Educational Support Paraprofessional (ESP) will run reports from Skyward and/or PowerBI at least monthly to review the number and percentage of "days present" of students	Skyward and/or PowerBI reports

Progress Monitoring Indicators	Indicator	Justification	Data Collection (How, Who, When)	Data Source
			identified as homeless.	
Indicator 2 ☒ Year 1 ☒ Year 2 ☒ Year 3	Individual Student Attendance Records	This indicator will track the number of attendance entries (absences, tardies, checkouts, in-school suspension, and out-of-school suspension) for each student identified as homeless.	The district homeless liaison and/or the Educational Support Paraprofessional (ESP) will run attendance records from Skyward at least monthly to monitor individual student attendance and meet with the student, parent, and school attendance officer as needed.	Skyward Attendance Records
Indicator 3 ☒ Year 1 ☒ Year 2 ☒ Year 3	FDOE MVP District Data Profiles	This indicator will track the percent of days present, percent of days absent, and attendance rates of both homeless and non-homeless students for the last three school years and also reports a three-year average. This will allow the district to ensure it is on track each year to meet its annual HSAR goals.	The district homeless liaison and/or the ESP will review the data profiles provided by FDOE at the end of each school year.	MVP District Data Profiles provided by FDOE

AOF 3: Support for Academic Achievement of HCY

Progress Monitoring Indicators	Indicator	Justification	Data Collection (How, Who, When)	Data Source
Indicator 1 ☒ Year 1 ☒ Year 2 ☒ Year 3	Homeless Student Promotion Rate (HSPR)	This indicator will track the overall number and percentage of homeless students in grades K-11 promoted to the next grade level throughout the three-year grant period to ensure the district is on track each to meet its HSPR goals.	The district homeless liaison and/or the ESP will run grade reports from Skyward and/or PowerBI at the end of each school quarter to monitor grades of students identified as homeless to monitor academic performance and the extent to which the	Skyward and/or PowerBI reports

Progress Monitoring Indicators	Indicator	Justification	Data Collection (How, Who, When)	Data Source
			students are on track to be promoted to the next grade level. The district homeless liaison and the ESP will work directly with school staff (classroom teachers, paraprofessionals, interventionists), to ensure that additional supports are provided to the students as needed.	
Indicator 2 ☒ Year 1 ☒ Year 2 ☒ Year 3	State assessment (FAST ELA and FAST Math) Pass Rate	This indicator will monitor the performance of homeless students on the state's progress monitoring assessment in the fall (PM1), the winter (PM2), and the spring (PM3). The pass rate on PM3 will indicate the percentage of homeless students who passed the state assessment in ELA and math (with an Achievement Level of 3 or above). The data from PM1 and PM2 will allow the district to ensure that students are making adequate progress towards proficiency on the final state assessment (PM3) and to provide interventions as needed.	The district homeless liaison and/or the ESP will run FAST data reports from the Florida Reporting System after each progress monitoring assessment (PM1 and PM2) to monitor the performance and growth of students identified as homeless to ensure students are on track to pass the final state assessment (PM3). Additional data reports and the MVP District Data Profiles provided by FDOE will be reviewed after PM3 to monitor the pass rate of the students. The district homeless liaison and the ESP will work directly with school staff (classroom teachers, paraprofessionals, interventionists), to ensure that additional supports are provided to the students as needed.	Student Data Reports for PM1, PM2, and PM3 assessments from Florida Reporting System MVP District Data Profiles provided by FDOE

PART 3: IMPLEMENTATION PLAN

Use of Other Resources

What other federal funds is the LEA using to support the identification, enrollment, retention and educational success of children and youth experiencing homelessness specifically? Select all that apply.

☐ American Rescue Plan (ARP) ESSER III funds
☒ American Rescue Plan-Homeless Children and Youth (ARP-HCY) funds
☒ Other funds and services available to children, youth, and families experiencing homelessness. Please specify:

Title I, Part A set-aside funds for children and youth experiencing homelessness

Use of Local Resources

Instructions:

- Identify up to three priority activities correlated to Area(s) of Focus supported with the use of local funds.
- In the first column, click on "Choose an item" to identify an activity from a pre-populated drop-down menu. After choosing one activity, double click below the selection box to show the activity without the drop-down option. If an activity is not listed, you may type in the activity next to other.
- In the second column, identify the Area(s) of Focus supported by the identified activity.

Activity Name	Correlation of Activity to Area(s) of Focus
Professional learning: District or school staff (e.g, MV Overview, Trauma Informed Care, webinars)	☒ AOF 1: Identification and Enrollment ☒ AOF 2: Regular School Attendance and Full Participation ☒ AOF 3: Support for Academic Achievement
Staffing: MV staff salaries/compensation (e.g., liaison, MV social worker, MV clerical staff)	☒ AOF 1: Identification and Enrollment ☒ AOF 2: Regular School Attendance and Full Participation ☒ AOF 3: Support for Academic Achievement
Staffing: Attendance officers (e.g., monitoring attendance of HCY)	☒ AOF 1: Identification and Enrollment ☒ AOF 2: Regular School Attendance and Full Participation ☐ AOF 3: Support for Academic Achievement

Use of Title I, Part A (TIPA) Reservation for Homeless Education

1. **Provide the amount of the Title I, Part A Homeless Reservation for the 2023-2024 and 2024-2025 grant:**

2023-2024 Reservation	2024-2025 Reservation
$2,000.00	$2,000.00

2. **Indicate how the amount of the 2024-2025 Title I, Part A Reservation was determined. Include in your response, a brief explanation as to why the amount has increased or decreased from the previous year (2023-2024).**

The Title I, Part A Homeless Reservation was determined based on comprehensive needs assessments completed annually by each school, the number of homeless students in the district, and other federal funds (including the American Rescue Plan – Homeless Children and Youth) available to support students experiencing homelessness.

There was no change in the amount of the reservation from the previous year due to the availability of other federal funds during the two years indicated (2023-2024 and 2024-2025).

3. **Describe how Title I, Part A staff will collaborate with the Homeless Education Liaison to implement services and activities identified in 2024-2025 Title I, Part A Reservation.**

A district-level administrator, the Director of Accountability and Special Programs, has the responsibility of managing the Title I, Part A program and budget and is also the Homeless Education Liaison for the district. This director will work directly with the Educational Support Paraprofessional (funded by the Title IX, Part A grant) and with other district and school staff to implement the services and activities identified in the 2024-2025 Title I, Part A Reservation. District staff will include the Director of Finance for purchase orders and requisitions, Director of Transportation, Director of Nursing, Director of Food Services, district social worker, and other federal grant administrators. School staff will include school administrators, school-based homeless liaisons, attendance officers, data processors, guidance office staff, classroom teachers, paraprofessionals, and interventionists.

4. **Identify activities correlated to Area(s) of Focus supported with the use of the 2024-2025 Title I, Part A Reservation.**
   - **In the first column, click on "Choose an item" to identify an activity from a pre-populated drop-down menu. After choosing one activity, double click below the selection box to show the activity without the drop-down option. If an activity is not listed, you may type in the activity next to other.**
   - **In the second column, identify the Area(s) of Focus supported by the identified activity.**

Activity Name	Correlation of Activity to Area(s) of Focus
Parent Involvement Activities (e.g., meetings, training, teacher/parent conference)	☒ AOF 1: Identification and Enrollment ☒ AOF 2: Regular School Attendance and Full Participation ☒ AOF 3: Support for Academic Achievement
School supplies	☐ AOF 1: Identification and Enrollment ☒ AOF 2: Regular School Attendance and Full Participation ☒ AOF 3: Support for Academic Achievement
Other: Birth certificates	☒ AOF 1: Identification and Enrollment ☐ AOF 2: Regular School Attendance and Full Participation ☐ AOF 3: Support for Academic Achievement
Other: Medical and dental expenses (physicals, immunizations, medication, etc.)	☒ AOF 1: Identification and Enrollment ☒ AOF 2: Regular School Attendance and Full Participation ☐ AOF 3: Support for Academic Achievement

Proposed Use of Grant Funds for McKinney-Vento Activities

Instructions:

- Identify proposed activities correlated to Area(s) of Focus supported with the use of **the 2024-2025 McKinney-Vento funds**. Use the following chart to complete activity tables.

A. Primary Activity and Description	Identify a primary activity from a pre-populated drop-down menu. Click on "Choose an item" in Column (1) to choose one primary activity per table. After choosing one activity, double click below the selection box to show the activity without the drop-down option.
B. Secondary Activities (Optional)	Identify the secondary activities from a pre-populated drop-down menu that supports the primary activity. Click on "Choose an item" and select no more than one secondary activity per box. Four boxes have been provided. If no secondary activity is selected, select N/A.
C. Area(s) of Focus	Identify the Area(s) of Focus supported by the identified activity.
D. Cycle Year Timelines	Select the year(s) when the activity will be implemented.
E. Target Group	List the target groups and the number (e.g,100 homeless seniors) in each target group that will be served.
F. Number Served	Provide the number (e.g,100 homeless seniors) in each target group that will be served.
1. Description	Please provide a description (e.g., what, why, who, when, where) of this activity and how it will be implemented.
2. Budget Line Item(s) Supporting Activity	Refer to the completed DOE 101S, Budget Narrative Form, and indicate the line item(s) from the proposed budget that will support this activity (e.g., line items 1, 5, and 8).

Note: Five activity table templates have been provided in this application. If additional activity tables are needed, copy, cut and paste additional tables. If less than five are needed, delete the extra tables.

A. Primary Activity	B. Secondary Activities (Optional)	C. Area(s) of Focus	D. Cycle Year	Target Group and Number Served	
				E. Target Group	F. Number Served
1. Program Implementation: Liaison, program manager, program staff	☒ Enrollment: Assisting Parents, Guardians, and UHY ☒ Technical Assistance to Schools (ongoing) ☒ Collaboration: Community Organizations and Partners	☒ Identification and Enrollment ☒ Regular School Attendance and Full Participation ☒ Support for Academic Achievement	☒ **Year 1** ☒ **Year 2** ☒ **Year 3**	Approximately 200 PreK-Grade 12 homeless students will be served by the program staff	Approximately 200 PreK-Grade 12 homeless students will be served by the program staff
				Approximately 200 PreK-Grade 12 homeless students will be served by the program staff	Approximately 200 PreK-Grade 12 homeless students will be served by the program staff
				Approximately 200 PreK-Grade 12 homeless students will be served by the program staff	Approximately 200 PreK-Grade 12 homeless students will be served by the program staff

a. Please provide a description of this activity and how it will be implemented:

- What is the activity? The district's McKinney-Vento Program will greatly benefit from the addition of an Educational Support Paraprofessional (ESP). This is a new, part-time position to provide additional support for the homeless education program. The ESP will assist the district homeless liaison and school-based liaisons, provide community referrals and outreach to families, oversee case management of student attendance, behavior, and academic performance, coordinate delivery of services, and work directly with students, parents, school staff members, the transportation department, food service department, attendance officers, data processors, and community partners. The ESP will also regularly run reports and review, analyze, and monitor data related to the Homeless Student Identification Rate (HSIR), Homeless Student Attendance Rate (HSAR), Homeless Student Promotion Rate (HSPR), and state assessment data to ensure that the district is on track to meet year-end goals.

  The ESP will also participate in professional development opportunities such as conferences, seminars, workshops, and webinars that are relevant to homeless education programs and bring the information received back and assist in training other district and school staff members. The district will cover the cost of registration fees and travel expenses for the conferences attended by the ESP. Additionally, the ESP will be provided with mileage reimbursement for in-county travel to work directly with students, parents, school staff, school-based homeless liaisons, and community partners.

- Why is the activity needed? In our small, rural district, each district-level administrator, including the district homeless liaison, has multiple roles and responsibilities. This activity is needed in order to provide critical support to homeless children and youth by an ESP whose work hours are devoted to the homeless education program. The ESP will be an additional resource in the identification and enrollment of HCY, ensuring regular school attendance and full participation, and in supporting academic achievement.

A. Primary Activity	B. Secondary Activities (Optional)	C. Area(s) of Focus	D. Cycle Year	Target Group and Number Served	
				E. Target Group	F. Number Served

- Who will implement it? The ESP position will be implemented by the Baker County School District under the direct supervision of the district homeless liaison.
- When will it be implemented? The activity will be implemented during the three-year grant period (2024-2025 school year, 2025-2026 school year, and 2026-2027 school year).
- Where will it be implemented? The activity will be implemented at the district level and the ESP will work at both the district and school level.

b. **Budget Line Item(s) on the DOE 101S Form associated with this activity:** Line 1 (6110 150), Line 2 (6110 210), Line 3 (6110 220), Line 4 (6110 230), Line 5 (6110 330). Line 6 (6110 510), Line 7 (6110 643), and Line 15 (6400 330)

A. Primary Activity	B. Secondary Activities (Optional)	C. Area(s) of Focus	D. Cycle Year	Target Group and Number Served	
				E. Target Group	F. Number Served
2. Program Implementation: Liaison, program manager, program staff	☒ Enrollment: Assisting Parents, Guardians, and UHY ☒ Collaboration: Community Organizations and Partners	☒ Identification and Enrollment ☒ Regular School Attendance and Full Participation ☒ Support for Academic Achievement	☒ **Year 1** ☒ **Year 2** ☒ **Year 3**	Approximately 9 PreK-Grade 12 homeless students	Approximately 9 PreK-Grade 12 homeless students
				Approximately 9 PreK-Grade 12 homeless students	Approximately 9 PreK-Grade 12 homeless students
				Approximately 9 PreK-Grade 12 homeless students	Approximately 9 PreK-Grade 12 homeless students

a. Please provide a description of this activity and how it will be implemented:

- What is the activity? The district's homeless education program will purchase Chromebooks that can be loaned to homeless children and youth for use outside of school hours.
- Why is the activity needed? Frequent school moves and instability in housing can impact students' opportunity to learn and require changes in class schedules and transportation, leading to absenteeism, loss of learning time, and a lack of academic support. Homeless students are less likely to demonstrate proficiency in academic subjects and to have lower graduation rates than their non-homeless peers. This activity is needed to address learning loss and educational gaps, to receive additional support through online tutoring programs, and to have the opportunity to participate in extra practice on needed skills.
- Who will implement it? The district homeless liaison and/or the Educational Support Paraprofessional will implement the activity by ordering the Chromebooks, maintaining inventory, loaning the devices to students, and ensuring receipt of the Chromebooks from the students when no longer needed and/or at the end of the school year.
- When will it be implemented? The activity will be implemented during the three-year grant period (2024-2025 school year, 2025-2026 school year, and 2026-2027 school year).
- Where will it be implemented? This activity will be implemented at the district level.

b. Budget Line Item(s) on the DOE 101S Form associated with this activity: Line 8 (5100 644)

A. Primary Activity	B. Secondary Activities (Optional)	C. Area(s) of Focus	D. Cycle Year	Target Group and Number Served	
				E. Target Group	F. Number Served
3. Educational Support Services: Tutoring, Supplemental Instruction, Enriched Educational Services linked to academic achievement standards	☒ Not Applicable (N/A)	☐ Identification and Enrollment ☐ Regular School Attendance and Full Participation ☒ Support for Academic Achievement	☒ **Year 1** ☒ **Year 2** ☒ **Year 3**	Approximately 95 PreK-Grade 5 homeless students	Approximately 95 PreK-Grade 5 homeless students
				Approximately 95 PreK-Grade 5 homeless students	Approximately 95 PreK-Grade 5 homeless students
				Approximately 95 PreK-Grade 5 homeless students	Approximately 95 PreK-Grade 5 homeless students

a. Please provide a description of this activity and how it will be implemented:

- What is the activity? The district will provide summer academic packs for all homeless elementary students that include a drawstring backpack, fiction and non-fiction books, flashcards appropriate for the grade level of the student, bridge activities from the student's current grade level to the next grade level, and a user guide that will help parents implement the use of the items.
- Why is the activity needed? Reading for pleasure has lifelong academic and economic benefits, and children who have books of their own report reading more often and enjoying reading more than those who do not. Book ownership is also associated with better reading performance in school. The included bridge activities will help prevent summer learning loss and help prepare the students for the next grade level. The summer packs will help keep children busy, active, and engaged with quick, active learning adventures and help prevent the "summer slide" often seen in students when they return to school in the fall.
- Who will implement it? The district homeless liaison and the educational support paraprofessional will implement the activity with assistance from the school-based homeless liaisons for disbursement to students.
- When will it be implemented? The activity will be implemented at the end of each school year during the three-year grant period (2024-2025 school year, 2025-2026 school year, and 2026-2027 school year).
- Where will it be implemented? The activity will be provided by the district-level staff members and implemented at the school level.

b. Budget Line Item(s) on the DOE 101S Form associated with this activity: Line 9 (5100 510)

A. Primary Activity	B. Secondary Activities (Optional)	C. Area(s) of Focus	D. Cycle Year	Target Group and Number Served	
				E. Target Group	F. Number Served
4. Case Management: Full School Participation (including enrollment assistance (e.g., birth certificate, health records) and extracurricular activities participation)	☒ Not Applicable (N/A)	☐ Identification and Enrollment ☐ Regular School Attendance and Full Participation ☒ Support for Academic Achievement	☒ **Year 1** ☒ **Year 2** ☒ **Year 3**	Approximately 43 PreK-Grade 12 homeless students Approximately 43 PreK-Grade 12 homeless students Approximately 43 PreK-Grade 12 homeless students	Approximately 43 PreK-Grade 12 homeless students Approximately 43 PreK-Grade 12 homeless students Approximately 43 PreK-Grade 12 homeless students

a. **Please provide a description of this activity and how it will be implemented:**

- What is the activity? The district will provide clothing and shoes to students experiencing homelessness to enable them to attend school and participate fully in school activities. This includes clothing that meets the district's dress code requirements, appropriate shoes, clothes needed for gym and other PE classes, clothing or uniforms needed for specific activities or groups, and/or caps and gowns for graduation.
- Why is the activity needed? Students who do not have appropriate clothing and shoes are at a greater risk of not attending school and then falling behind academically and being socially isolated. They are often embarrassed about not having appropriate or sufficient clothing and may be wearing clothes that are tattered, not the correct size, and/or wearing the same clothes over and over again. Not having the required clothing or uniforms needed for specific activities or groups is a barrier to participation, and not having a cap and gown is a barrier to participating in the culminating event of their school years, the high school graduation ceremony.
- Who will implement it? The district homeless liaison and the educational support paraprofessional will work with the school-based homeless liaisons, parents, guardians, caregivers, school staff, and students to learn of needs in this area and to coordinate the purchase and delivery of the items.
- When will it be implemented? The activity will be implemented, as needed, during the three-year grant period (2024-2025 school year, 2025-2026 school year, and 2026-2027 school year).
- Where will it be implemented? This activity will be implemented at the district level.

b. **Budget Line Item(s) on the DOE 101S Form associated with this activity:** Line 10 (5100 590)

A. Primary Activity	B. Secondary Activities (Optional)	C. Area(s) of Focus	D. Cycle Year	Target Group and Number Served	
				E. Target Group	F. Number Served
5. Case Management: Full School Participation (including enrollment assistance (e.g., birth certificate, health records) and extracurricular activities participation)	☒ Fees: Extracurricular Activities Related	☐ Identification and Enrollment ☒ Regular School Attendance and Full Participation ☐ Support for Academic Achievement	☒ **Year 1** ☒ **Year 2** ☒ **Year 3**	Approximately 21 PreK-Grade 12 homeless students	Approximately 21 PreK-Grade 12 homeless students
				Approximately 21 PreK-Grade 12 homeless students	Approximately 21 PreK-Grade 12 homeless students
				Approximately 21 PreK-Grade 12 homeless students	Approximately 21 PreK-Grade 12 homeless students

a. **Please provide a description of this activity and how it will be implemented:**

- What is the activity? The district will provide dues and fees related to the enrollment and full participation of homeless children and youth to include extracurricular activities, clubs, class activities, and athletics for PreK-Grade 12 students, and dues and fees for Career and Technical Education (CTE) programs for middle school and high school students.
- Why is the activity needed? Required dues and fees can be a barrier for homeless children and youth to participate fully in extracurricular activities, clubs, class activities, athletics, and CTE programs. These extracurricular activities are important because they provide opportunities for students to learn the value of teamwork and exhibit individual and group responsibility, and they provide a sense of culture and community. They also provide students with the opportunity to apply academic skills in a real-world context and are part of a well-rounded education. These activities increase students' sense of engagement and decrease the likelihood of school failure or dropping out.
- Who will implement it? The dues and fees will be provided by the district homeless liaison and the educational support paraprofessional in collaboration with other staff (school-based homeless liaisons, parents, guardians, caregivers, school staff, students, coaches, and club sponsors).
- When will it be implemented? The activity will be implemented, as needed, during the three-year grant period (2024-2025 school year, 2025-2026 school year, and 2026-2027 school year).
- Where will it be implemented? This activity will be implemented at the district level.

b. **Budget Line Item(s) on the DOE 101S Form associated with this activity:** Line 11 (5300 730)

A. Primary Activity	B. Secondary Activities (Optional)	C. Area(s) of Focus	D. Cycle Year	Target Group and Number Served	
				E. Target Group	F. Number Served
6. Case Management: Full School Participation (including enrollment assistance (e.g., birth certificate, health records) and extracurricular activities participation)	☒ Collaboration: Community Organizations and Partners	☐ Identification and Enrollment ☒ Regular School Attendance and Full Participation ☐ Support for Academic Achievement	☒ **Year 1** ☒ **Year 2** ☒ **Year 3**	Approximately 34 PreK-Grade 12 homeless students	Approximately 34 PreK-Grade 12 homeless students
				Approximately 34 PreK-Grade 12 homeless students	Approximately 34 PreK-Grade 12 homeless students
				Approximately 34 PreK-Grade 12 homeless students	Approximately 34 PreK-Grade 12 homeless students

a. Please provide a description of this activity and how it will be implemented:

- What is the activity? The district will provide vouchers for a local laundromat to students experiencing homelessness to enable them to attend school and participate fully in school activities.
- Why is the activity needed? Students who do not have clean clothes are at a greater risk of not attending school and then falling behind academically and being socially isolated. They may be embarrassed about not having clean clothing. Not having clean clothes is a barrier to school attendance and participation. The laundromat vouchers will provide access to washing machines and dryers at no cost to the students and families and will allow students to have clean clothes in order to attend school and participate fully in school activities.
- Who will implement it? The district homeless liaison and the educational support paraprofessional will work with the school-based homeless liaisons, parents, guardians, caregivers, school staff, and students to learn of needs in this area and to coordinate the purchase and delivery of the items.
- When will it be implemented? The activity will be implemented, as needed, during the three-year grant period (2024-2025 school year, 2025-2026 school year, and 2026-2027 school year).
- Where will it be implemented? This activity will be implemented at the district level.

b. Budget Line Item(s) on the DOE 101S Form associated with this activity: Line 12 (6100 700)

A. Primary Activity	B. Secondary Activities (Optional)	C. Area(s) of Focus	D. Cycle Year	Target Group and Number Served	
				E. Target Group	F. Number Served
7. Case Management: Full School Participation (including enrollment assistance (e.g., birth certificate, health records) and extracurricular activities participation)	☒ Not Applicable (N/A)	☐ Identification and Enrollment ☒ Regular School Attendance and Full Participation ☐ Support for Academic Achievement	☒ **Year 1** ☒ **Year 2** ☒ **Year 3**	Approximately 100 PreK-Grade 12 homeless students Approximately 100 PreK-Grade 12 homeless students Approximately 100 PreK-Grade 12 homeless students	Approximately 100 PreK-Grade 12 homeless students Approximately 100 PreK-Grade 12 homeless students Approximately 100 PreK-Grade 12 homeless students

a. Please provide a description of this activity and how it will be implemented:

- What is the activity? The district will provide full-size hygiene and personal care items to students experiencing homelessness to enable them to attend school and participate fully in school activities. This may include soap, shampoo, deodorant, toothpaste, toothbrush, laundry detergent, feminine products, and additional items in a solid, dark-colored, drawstring bag (for confidentiality purposes).

- Why is the activity needed? Students in need of hygiene and personal care items are at a greater risk of not attending school and then falling behind academically and being socially isolated. Students who do not feel clean sometimes stay home from school out of embarrassment and the fear of negative interactions with the other students. Research has also shown that females are significantly more likely to be absent from school on days when they experience their menstrual period relative to other school days because they lack the needed supplies to manage their menstruation. Hygiene and personal care items will allow homeless students to attend school and participate fully in school activities without anxiety, embarrassment, or fear of isolation.

- Who will implement it? The district homeless liaison and the educational support paraprofessional will work with the school-based homeless liaisons, parents, guardians, caregivers, school staff, and students to learn of needs in this area and to coordinate the purchase and delivery of the items.

- When will it be implemented? The activity will be implemented, as needed, during the three-year grant period (2024-2025 school year, 2025-2026 school year, and 2026-2027 school year).

- Where will it be implemented? This activity will be implemented at the district and/or school level.

b. Budget Line Item(s) on the DOE 101S Form associated with this activity: Line 13 (6130 590)

A. Primary Activity	B. Secondary Activities (Optional)	C. Area(s) of Focus	D. Cycle Year	Target Group and Number Served	
				E. Target Group	F. Number Served
8. Outreach to identify HCY in community: Services, activities, and assistance to attract, engage, and retain HCY, UHY, in public school programs and services	☒ Enrollment: Assisting Parents, Guardians, and UHY	☒ Identification and Enrollment ☐ Regular School Attendance and Full Participation ☐ Support for Academic Achievement	☒ **Year 1** ☒ **Year 2** ☒ **Year 3**	Identification of 15 additional PreK-Grade 12 homeless students	Identification of 15 additional PreK-Grade 12 homeless students
				Identification of 15 additional PreK-Grade 12 homeless students	Identification of 15 additional PreK-Grade 12 homeless students
				Identification of 15 additional PreK-Grade 12 homeless students	Identification of 15 additional PreK-Grade 12 homeless students

a. Please provide a description of this activity and how it will be implemented:

- What is the activity? The district will provide printed materials (posters, signs, and brochures) for display at parent and family engagement events and in school guidance offices to increase awareness, provide information to families and staff, and assist with identification of students experiencing homelessness. This will provide an opportunity for students, parents, families, and staff to learn more about the services and activities available through the Homeless Education Program and help to attract and engage homeless children and youth in the program.

- Why is the activity needed? The district identified 233 homeless children and youth in the 2021-2022 school year, but that number decreased to 181 students in the 2022-2023 school year. We want to ensure that we are identifying all students who qualify for support through the Homeless Education Program, and this activity will enable the district to display information on the program to inform parents and students, engage them in conversation, and assist in identifying the students experiencing homelessness. The Student Housing Questionnaire is sent home with all students twice per year, but it will also be made available at the parent and family engagement events and in school guidance offices as well.

- Who will implement it? The district homeless liaison and the educational support paraprofessional will implement the activity.

- When will it be implemented? The activity will be implemented during the three-year grant period (2024-2025 school year, 2025-2026 school year, and 2026-2027 school year).

- Where will it be implemented? This activity will be implemented at the district and school level.

b. Budget Line Item(s) on the DOE 101S Form associated with this activity: Line 14 (6150 390)

A. Primary Activity	B. Secondary Activities (Optional)	C. Area(s) of Focus	D. Cycle Year	Target Group and Number Served	
				E. Target Group	F. Number Served
9. Professional Development: MV Liaison and MVP Staff (e.g., conferences, statewide meetings)	☒ Technical Assistance to Schools (ongoing) ☒ Collaboration: Community Organizations and Partners	☒ Identification and Enrollment ☒ Regular School Attendance and Full Participation ☒ Support for Academic Achievement	☒ **Year 1** ☒ **Year 2** ☒ **Year 3**	Approximately 200 homeless students will be served by the program staff	Approximately 200 homeless students will be served by the program staff
				Approximately 200 homeless students will be served by the program staff	Approximately 200 homeless students will be served by the program staff
				Approximately 200 homeless students will be served by the program staff	Approximately 200 homeless students will be served by the program staff

a. Please provide a description of this activity and how it will be implemented:

- What is the activity? The district homeless liaison (DHL) and the educational support paraprofessional (ESP) will engage in professional development such as conferences, seminars, workshops, and webinars that are relevant to homeless education programs. Those staff members will then bring the information received back and train other district and school staff members. The DHL and the ESP plan to attend the annual conference provided by the National Association for the Education of Homeless Children and Youth (NAEHCY) which will be held in Florida this year, and the biannual forum provided by the Florida Association of State Federal Educational Program Administrators (FASFEPA) in which the Florida Department of Education provides technical assistance and updates to homeless liaisons.
- Why is the activity needed? These professional development opportunities will assist the DHL and the ESP by providing technical assistance in addressing the identification and enrollment, regular school attendance and full participation, and support for academic achievement of homeless children and youth. Additionally, there will be the opportunity for collaboration among peers and best practices will be shared to build the capacity of the homeless education program staff members.
- Who will implement it? The district homeless liaison and the educational support paraprofessional will implement the activity.
- When will it be implemented? The activity will be implemented during the three-year grant period (2024-2025 school year, 2025-2026 school year, and 2026-2027 school year).
- Where will it be implemented? This activity will be implemented originally at the district level, but the information will then be shared with other district and school staff members.

b. Budget Line Item(s) on the DOE 101S Form associated with this activity: Line 15 (6400 330)

A. Primary Activity	B. Secondary Activities (Optional)	C. Area(s) of Focus	D. Cycle Year	Target Group and Number Served	
				E. Target Group	F. Number Served
10. Collaboration: Intra-district Partners (e.g., transportation, student services, food and nutrition)	☒ Technical Assistance to Schools (ongoing) ☒ Collaboration: Community Organizations and Partners ☒ Referrals: Intra-District-Comparable Services	☒ Identification and Enrollment ☒ Regular School Attendance and Full Participation ☒ Support for Academic Achievement	☒ **Year 1** ☒ **Year 2** ☒ **Year 3**	Approximately 200 PreK-Grade 12 homeless students will be served by the program staff	Approximately 200 PreK-Grade 12 homeless students will be served by the program staff
				Approximately 200 PreK-Grade 12 homeless students will be served by the program staff	Approximately 200 PreK-Grade 12 homeless students will be served by the program staff
				Approximately 200 PreK-Grade 12 homeless students will be served by the program staff	Approximately 200 PreK-Grade 12 homeless students will be served by the program staff

a. Please provide a description of this activity and how it will be implemented:

- What is the activity? The district provides general direction, management, administrative support, personnel, and materials to the Homeless Education Program and homeless students and families. The district's homeless liaison provides programmatic and fiscal guidance and oversight, provides professional development to district and school staff members, and works closely with intra-district and community partners.
- Why is the activity needed? This activity is needed to ensure compliance with all statutes and rules, federal grant regulations, and school district policies and procedures.
- Who will implement it? The district homeless liaison will implement the activity.
- When will it be implemented? The activity will be implemented during the three-year grant period (2024-2025 school year, 2025-2026 school year, and 2026-2027 school year).
- Where will it be implemented? This activity will be implemented at the district level.

b. Budget Line Item(s) on the DOE 101S Form associated with this activity: Line 16 (7200 792)

LEA Program Operations Activities

Project Management

1. Provide the information for the Homeless Education Liaison.

First Name:	Traci
Last Name:	Wheeler
Telephone Number:	904-259-6776
Email Address:	traci.wheeler@bakerk12.org
Qualifications for position	Mrs. Wheeler holds a bachelor's degree in psychology from Columbia College and a master's degree in Educational Leadership from St. Leo University. She has experience as a former elementary and secondary classroom teacher and also served as a school-based homeless liaison/school counselor. She was a school-level administrator before being promoted to the district-level administrative position of Director of Accountability and Special Programs. She has 22 years of experience in education and has been serving as the district homeless liaison since fall of 2020.
Percent of time devoted to the McKinney-Vento Program	10%

2. If the EHCY Project Manager is not the Homeless Education Liaison, list the name and title of the person who will manage the project. If the person is the Homeless Education Liaison, please put N/A in the responses to items 2 and 3.

First Name:	N/A
Last Name:	N/A
Title:	N/A
Percent of time devoted to the McKinney-Vento Program	N/A

3. Describe the tasks that will be conducted by the EHCY Project Manager.

Task 1: The EHCY Project Manager will oversee the Title IX, Part A activities, delivery of services, and budgets for homeless children and youth. This includes the administration, management, and organization of grant documentation and creating and submitting grant amendments, as needed.
Task 2: The EHCY Project Manager will directly supervise the Educational Support Paraprofessional (ESP), and in collaboration with the ESP, work directly with students, families, district and school staff members, and community partners in support of homeless children and youth in the district.
Task 3: The EHCY Project Manager will attend various professional development opportunities and will also provide professional development to district and school staff members to increase identification and enrollment, ensure regular school attendance and full participation, and provide support for academic achievement of homeless children and youth.
Task 4: The EHCY Project Manager will regularly run reports and review, analyze, and monitor data related to the Homeless Student Identification Rate (HSIR), Homeless Student Attendance Rate (HSAR), Homeless Student Promotion Rate (HSPR), and state assessment data to ensure that the district is on track to meet year-end goals.

Additional Program Staffing

1. **Provide the proposed staff that will support MVP in Year 1.**
   Do not include the Homeless Education Liaison or Project Manager's information in this table.
   - **In the first column, identify the first and last name of the staff member.**
   - **In the second column, identify the job title and major duties of the staff member.**
   - **In the third column, identify the FTE of the position.**
   - **In the fourth column, only provide the percent of time spent on MVP duties.**
   - **In the fifth column, only provide the percent of the position proposed to be funded by this grant.**

Name (First, Last)	Title/Duties	Actual Position FTE (e.g., 1.0)	% MVP Duties of Position	% MVP Funding	% Other Funding
TBD (new position to be posted and hired after receipt of grant award notification)	**Educational Support Paraprofessional** Duties: assist the district homeless liaison and school-based liaisons; provide community referrals and outreach to families; oversee case management of student attendance, behavior, and academic performance; coordinate delivery of services; work directly with students, parents, school staff members, the transportation department, food service department, attendance officers, data processors, and community partners	**0.5**	**100%**	**100%**	**0%**
Morgan Craven	**Elementary School Counselor/School-Based Homeless Liaison** Duties: assist with identification and enrollment, monitor regular school attendance and full participation, and provide support for academic achievement	**1.0**	**10%**	**0%**	**100%**
Rhonda Stafford	**Elementary School Counselor/School-Based Homeless Liaison** Duties: assist with identification and enrollment, monitor regular school attendance and full participation, and provide support for academic achievement	**1.0**	**10%**	**0%**	**100%**

Harli McCullough	**Elementary School Counselor/School-Based Homeless Liaison** Duties: collect Student Housing Questionnaires twice per year, assist with identification and enrollment, monitor regular school attendance and full participation, and provide support for academic achievement	**1.0**	**10%**	**0%**	**100%**
Suzanne Miller	**Elementary School Counselor/School-Based Homeless Liaison** Duties: collect Student Housing Questionnaires twice per year, assist with identification and enrollment, monitor regular school attendance and full participation, and provide support for academic achievement	**1.0**	**10%**	**0%**	**100%**
Kim Taylor	**Middle School Counselor/School-Based Homeless Liaison** Duties: collect Student Housing Questionnaires twice per year, assist with identification and enrollment, monitor regular school attendance and full participation, and provide support for academic achievement	**1.0**	**10%**	**0%**	**100%**
Stephanie Wheeler	**High School Counselor/School-Based Homeless Liaison** Duties: collect Student Housing Questionnaires twice per year, assist with identification and enrollment, monitor regular school attendance and full participation, and provide support for academic achievement	**1.0**	**10%**	**0%**	**100%**
Beverly McCray	**District Social Worker** Duties: assist the district homeless liaison and families in connecting with community partners for needed services	**1.0**	**5%**	**0%**	**100%**
Tonya Tarte	**Director of Food Services** Duties: ensure the correct data entry elements of homeless children and youth and poverty data for children in the district	**1.0**	**5%**	**0%**	**100%**
Wyatt Milton	**Director of Transportation** Duties: assist with transportation to school of origin, as needed	**1.0**	**5%**	**0%**	**100%**

2. Provide a rationale for the proposed staffing. Explain how the LEA ensures that the team has the capacity to achieve the intended outcomes in the Areas of Focus.

The district's McKinney-Vento Program will greatly benefit from the addition of an Educational Support Paraprofessional (ESP) as a new, part-time position to provide additional support for the homeless education program. In our small, rural district, each district-level administrator, including the district homeless liaison (DHL), has multiple roles and responsibilities. The proposed staffing of an ESP will provide critical support to homeless children and youth, district staff, and school staff since all of the ESP's work hours will be devoted to the homeless education program. This targeted support will increase the services directly provided to homeless students.

All homeless education program staff will be supported by the DHL and the ESP to ensure they have the capacity to achieve the intended outcomes in the three Areas of Focus. There are approximately 200 identified homeless students in the six schools in the district, which is an average of 33 students per school. The DHL and ESP will work alongside the school-based homeless liaisons to increase identification and enrollment, monitor school attendance and full participation, and provide support for academic achievement.

Part 4: NEEDS ASSESSMENT

A. Data

Area of Focus 1: Identification and Enrollment of HCY

Homeless Student Identification Rate (HSIR)

1. **Based on your current homeless student enrollment for 2023-2024, do you anticipate reaching your homeless student identification goal for the current year? Why or why not? Identify your data source.**

   a. **Yes or No. Yes**

   b. **Why or why not?**

The district anticipates reaching our homeless student identification goal for the current year because we identified 181 homeless students in 2022-2023, and we increased our identification to 191 students in the 2023-2024 school year. The district is working to identify homeless students at enrollment and throughout the year. All school counselors/school-based homeless liaisons and the guidance office staff at each school have been trained on identifying homeless students.

c. Identify data source(s).

According to the MVP District Data Profiles, the district identified 6% of FRPL students as homeless in 2022-2023, which exceeds the state's goal of 5%. According to 2023-2024 Survey 3 Preliminary Data, the district had identified 180 homeless students as of April 5, 2024. According to the district's SIS and internal records, 11 additional students were identified after April 5, 2024, for a total of 191 homeless students.

2. **What strategies will be implemented in 2024-2025 to increase identification and enrollment of homeless students? *Number these strategies starting with 1.***

1. The district will add a new position to the homeless education program, an Educational Support Paraprofessional (ESP), to assist with identifying and enrolling homeless students.
2. The district will continue to include the Student Housing Questionnaire in the enrollment packet for students who are new to the district. Additionally, the Student Housing Questionnaire will be sent home twice per year with every student in the district (once at the beginning of the year and again with Report Cards in January).
3. The district homeless liaison (DHL) will train all school-based homeless liaisons, guidance office staff, data processors, Director of Transportation, Director of Nursing, Director of Food Services, district social worker, and attendance officers at the beginning of the school year on the identification ad enrollment of homeless students.
4. All school staff members (teachers, paraprofessionals, etc.) are provided with a "Possible Homeless Student Referral Form" at the beginning of the school year. If staff members suspect possible homelessness, they can use the form to refer the student to the school-based homeless liaison to collect more information.
5. The DHL and/or ESP will distribute homeless materials to all schools to be posted in guidance offices to notify parents and students of the McKinney-Vento program for homeless students.
6. The DHL and/or ESP will post flyers and posters about the McKinney-Vento program for homeless students in prominent locations and businesses around the county.
7. The DHL and/or ESP will attend parent and family engagement events and have available Student Housing Questionnaires and information about the McKinney-Vento program.
8. The DHL and/or ESP will attend School Advisory Council meetings at each school campus, District Parent Advisory Council meetings, and School Health and Wellness Advisory Council meetings and share information about the McKinney-Vento program for homeless students.
9. The DHL and/or ESP will also attend the National Association for the Education of Homeless Children and Youth (NAEHCY) annual conference for the first time to receive additional training and more information on the best practices for the identification and enrollment of homeless students.

Area of Focus 2: Regular School Attendance and Full Participation of HCY

Homeless Student Attendance Rate (HSAR)

1. **Based on your current homeless student enrollment for 2023-2024, do you anticipate reaching your homeless student attendance rate for the current year? Why or why not? Identify your data source.**

   a. **Yes or No. No**

   b. **Why or why not?**

Based on data from the district's SIS, we have seen attendance rates decrease for all students in the 2023-2024 school year. Attendance rates have decreased since schools closed for the pandemic, and we have not been able to return to pre-pandemic attendance rates.

   c. **Identify data source(s).**

According to the MVP District Data Profiles, the homeless student attendance rate for 2022-2023 was 88% and the non-homeless student attendance rate was 91%. Based on data from the district's SIS, we have seen attendance rates decrease for all students in the 2023-2024 school year.

2. **What strategies will be implemented in 2024-2025 to increase attendance of homeless students? *Number these strategies starting with 1.***

1. The district will add a new position to the homeless education program, an Educational Support Paraprofessional (ESP), who will closely monitor the attendance of homeless students and provide support in that area. The ESP will work directly with students, families, and school staff to determine and help overcome barriers to attendance.
2. Each school campus has a homeless liaison on site. This homeless liaison will assist in monitoring attendance of homeless students and will work directly with the ESP, students, and families to increase attendance.
3. Once a student is identified as homeless, the school-based homeless liaison will provide a Needs Assessment Form to the parent, guardian, caregiver, or unaccompanied youth. This form allows the person completing it to check items on the list that are needed for students to attend and fully participate in school. The DHL or ESP will then contact the person who completed the form directly to discuss the needs and the delivery of services.
4. The district homeless liaison (DHL) and/or ESP will provide information to students and families on the importance of daily school attendance and its impact on long-term success for students.
5. The school district is creating a new attendance committee to analyze attendance data, determine barriers to attendance, provide solutions for the barriers, and promote daily attendance to all students and families. The DHL and ESP will be a part of the committee and will focus specifically on students experiencing homelessness.
6. The DHL and/or ESP will work directly with school attendance officers on monitoring attendance of homeless students. If homeless students are referred for additional steps in the truancy procedures (parent meetings, School Attendance Review Board meetings, or truancy court), the DHL and/or ESP will participate in those proceedings as well.
7. The DHL and/or ESP will attend the National Association for the Education of Homeless Children and Youth (NAEHCY) annual conference for the first time to receive additional training and more information on the best practices for increasing attendance of homeless students.
8. To reduce barriers to school attendance, the DHL and/or ESP will provide necessary items to students using Title IX, Part A funds such as school supplies, dues and fees to enable full participation in activities, laundromat vouchers, hygiene and personal care items, and appropriate clothing and shoes.
9. Mental health concerns can greatly impact student attendance. For homeless elementary students in need of mental health counseling, they will be referred to a school counselor. For secondary students in need of mental health counseling, they will be referred to a school counselor or to Gaggle Therapy for telehealth counseling sessions. (Gaggle Health is being provided with American Rescue Plan- Homeless Children and Youth funds.)

Area of Focus 3: Support for Academic Achievement of HCY

Homeless Student Promotion Rate (HSPR)

1. **Based on your current homeless student enrollment for 2023-2024, do you anticipate reaching the academic achievement rate for the current year? Why or why not? Identify your data source.**

   a. **Yes or No. Yes**

   b. **Why or why not?**

According to the MVP District Data Profiles, the academic achievement of homeless children and youth increased from the 2021-2022 to the 2022-2023 school year (from 19.5% to 25.7% in ELA and from 27.4% to 32.6% in Math). The district anticipates continued growth in these subject areas for all students, including homeless, as this is the second year of the FAST assessments and the district's focus on improved Tier 1 instruction.

   c. **Identify data source(s).**

According to the MVP District Data Profiles, the academic achievement of homeless children and youth increased from the 2021-2022 to the 2022-2023 school year (from 19.5% to 25.7% in ELA and from 27.4% to 32.6% in Math).

2. **What strategies will be implemented in 2024-2025 to increase the academic achievement rate of homeless students? *Number these strategies starting with 1.***

1. The district will add a new position to the homeless education program, an Educational Support Paraprofessional (ESP), who will closely monitor the academic achievement of homeless students and provide support in that area. The ESP will work directly with students, families, and school staff to determine academic needs and provide support and interventions. 2. Each school campus has a homeless liaison on site. This homeless liaison will assist in monitoring academic achievement of homeless students and will work directly with the ESP, students, and families as needed. 3. The DHL and/or ESP will attend the National Association for the Education of Homeless Children and Youth (NAEHCY) annual conference for the first time to receive additional training and more information on the best practices for increasing the academic achievement rate of homeless students. 4. The district has a robust Multi-Tiered System of Support (MTSS) in place for students in need of additional support. Homeless students who are struggling academically will be referred to the school's MTSS team for a plan to provide needed interventions and support. 5. The DHL and/or ESP will work with students and families to provide resources and online programs that can be accessed outside of the school day to provide additional support and academic practice for homeless students. 6. The district will provide summer academic packs for all homeless elementary students that include a drawstring backpack, fiction and non-fiction books, flashcards appropriate for the grade level, bridge activities from the student's current grade level to the next grade level, and a user guide to help increase family engagement. These summer packs will provide quick, active learning adventures and help prevent the "summer slide" often seen in students when they return to school in the fall.

B. Partnership Identification and Contribution

Consider the current school year when responding.

- **In the table below, select up to five major partners that will support each Area of Focus for each school year of the grant period.**
- **In the first column, click on "Choose an item" to identify a partner from a drop-down menu. After choosing one partner per row, double click below the selection box to show the partner without the dropdown option.**
- **In the second column, identify the partner's expected contribution to the program.**
- **In the third column, identify the Area(s) of Focus in which the partner will assist. Indicate all areas that apply per partner. For 'Other', include the partner.**
- **In the fourth column, identify the method of communication between the partner and the local MVP.**

Identify Partner	Contribution to Program	Contribution to Area of Focus	Method of Collaboration
School McKinney-Vento Contacts	Assists with identification and enrollment; monitors school attendance and academic achievement; assist with service delivery; referrals for mental health counseling and other services; point of contact for homeless students and families and school staff	☒ AOF 1 ☒ AOF 2 ☒ AOF 3	☒ Planning Meetings ☒ Phone Calls ☒ Professional Development ☒ Referrals ☐ Other (Please specify):
LEA Attendance/Truancy Office	Assists with identification; assists with monitoring attendance; provides support and interventions to students and families regarding attendance; attends School Attendance Review Board meetings and truancy court to assist in overcoming barriers to regular school attendance	☒ AOF 1 ☒ AOF 2 ☐ AOF 3	☒ Planning Meetings ☒ Phone Calls ☒ Professional Development ☒ Referrals ☐ Other (Please specify):
School Social Worker	Assists with identification and enrollment; works with students and families to connect them with needed services	☒ AOF 1 ☒ AOF 2 ☐ AOF 3	☐ Planning Meetings ☒ Phone Calls ☐ Professional Development ☒ Referrals ☐ Other (Please specify):

County Health Department	Assists with enrollment requirements (birth certificates, physicals, immunizations, etc.); provides medical and dental care to certified unaccompanied homeless youth	☒ AOF 1 ☒ AOF 2 ☐ AOF 3	☐ Planning Meetings ☒ Phone Calls ☐ Professional Development ☒ Referrals ☐ Other (Please specify):
Other (Please specify.): Local businesses and organizations such as laundromat and Partnership for Strong Families	Assistance with utility bills (Partnership for Strong Families); reduced prices for vouchers (laundromat) and assistance to families when onsite	☐ AOF 1 ☒ AOF 2 ☐ AOF 3	☐ Planning Meetings ☒ Phone Calls ☐ Professional Development ☐ Referrals ☐ Other (Please specify):

Part 5: EVALUATION PLAN

Instructions:

- Indicate if the LEA will utilize either the Standard Evaluation Plan or the Custom Evaluation Plan. The LEA will provide a description of the evaluation plan.

☒ OPTION 1: Standard Evaluation Plan

The LEA will implement the following Standard Evaluation Plan:

- The LEA will collect the following information as each project activity is implemented, document as described in the approved Project Implementation Plan, and report on project activities by need area in Project Progress Reports and Project End-of-Year Reports:
    1. Title of activity
    2. Name of the lead staff for the activity
    3. Number of events
    4. A description of the participants or recipients
    5. The number of participants or recipients
    6. Deliverables completed
    7. Narrative summary

- The LEA will collect the data necessary to calculate the annual progress toward the Project Goals and related annual outcomes for AOF 1, AOF 2 and AOF 3 as described in the approved Project Implementation Plan.
    1. Title of the project outcome
    2. Baseline data (the average of Year 1, Year 2, Year 3)

- Identify who will be responsible for collecting the evaluation data and describe how and when evaluation data will be collected and stored. Optional information: Describe additional evaluation activities that will be conducted.

The district homeless liaison (DHL) will be responsible for collecting the evaluation data. The data will be collected and stored electronically on the district's secure server by the DHL. A hard copy of the data will also be filed in the office of the DHL.

The type of data will determine when it is collected. Monthly, the DHL will collect the number and percentage of students identified as homeless (HSIR) and the number and percentage of "days present" (HSAR) of homeless students. Three times per year, the DHL will collect the identification and enrollment data (from Surveys 2, 3, and 5) and progress monitoring data (from PM1 in the fall, PM2 in the winter, and PM3 in the spring). Four times per year (at the end of each nine-week grading period), the DHL will collect grade reports for each student experiencing homelessness. Annually, the DHL will collect the following data from the MVP District Data Profiles provided by FDOE: Homeless Student Identification Rate (HSIR), Homeless Student Attendance Rate (HSAR), Homeless Student Promotion Rate (HSPR), and percent of homeless students who passed the state assessments in ELA and Math.

☐ OPTION 2: Custom Evaluation Plan

The LEA will:

1. Define the evaluation framework.
2. Describe the evaluation methodology.
3. Identify the process for collecting outcome data, including who, what, when, where and why data are collected.
4. Describe how data will be collected to determine the fidelity of implementation relative to the approved activity schedules for AOF 1, AOF 2 and AOF 3, as described in the approved Project Implementation Plan.
5. Describe the outcomes and related objectives if the evaluation will examine outcomes other than those identified in the Project Design.
6. Describe the process for the selection of an external evaluator, including qualifications (if the LEA selected an external evaluator).

Part 6: STRATEGIC IMPERATIVES, EXECUTIVE ORDER

Support for Strategic Imperatives

Instructions:

- Incorporate one or more of the priorities included in Florida's State Board of Education Strategic Plan for the Public School System and the Florida College System. Enter at least one PreK-12 student priority below, and describe how it is incorporated. See the following link for details: http://www.fldoe.org/core/fileparse.php/7734/urlt/2025ListMeasures.pdf.

Criterion: The applicant has included effective methods for incorporating one or more of the priorities from Florida's State Board of Education Strategic Plan for the Public School System and The Florida College System.

Strategic Plan Goal	Strategic Plan Measure	Description of Incorporation
Goal 1 Highest Student Achievement	Measure 3 (K-12): Student Achievement on Florida Assessments – Percent of students achieving grade-level or above performance in English Language Arts (ELA) and/or Mathematics	The district will regularly monitor the percent of HCY achieving at or above grade level on progress monitoring assessments throughout the school year by closely reviewing the data provided by FDOE. Tiered interventions and additional support will be provided to students, as needed.
Goal 2 Seamless Articulation & Maximum Access		
Goal 3 Skilled Workforce & Economic Development		
Goal 4 Quality Efficient Services		

Executive Order

Instructions:

- Read the statement on Executive Order 11-116, and then select the checkbox to continue.

☒ The employment of unauthorized aliens by any contractor is considered a violation of Section 274A (e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract. In addition, pursuant to Executive Order 11-116, for all contracts providing goods or services to the state in excess of nominal value; (a) the Contractor will utilize the E-Verify system established by the U.S. Department of Homeland Security to verify the employment eligibility of all new employees hired by the contractor during the Contract term, (b) require that Contractors include in such subcontracts the requirement that subcontractors performing work or providing services pursuant to the state contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

AGENDA ITEM NO. 8.6

Item Cover Page

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

DATE: January 21, 2025

SUBMITTED BY: Teri Ambrose - (259-0418)

ITEM TYPE: Finance

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Financial Reports for the Month Ending November 30, 2024.

ATTACHMENTS:
01.21.2025 Approval of the Financial Reports for the Month Ending November 30, 2024_T.Ambrose.pdf

Baker County School Board

Revenue and Expenditure Report - General Fund

For the Month Ending November 30, 2024

Revenues	2024-2025 Budgeted Revenues	Actual Revenues
Federal - R3200 - 3299	300,000.00	(11,310.91)
State - R3300-3399	37,068,214.00	15,658,081.49
Local - R3400-3499	7,271,625.00	1,928,037.90
Other Local Revenue - R3700-3799	-	3,968.22
Transfers In	1,564,246.68	-
Loss Recoveries	-	-
Beginning Fund Balance	6,287,595.00	
	52,491,680.68	17,578,776.70

Expenditures	Current Year Budgeted Expenditures	Current Year Actual Expenditures	Difference	Prior Year 30-Nov-23 Actual Exp.	Difference (Current - Prior)
K-12 Instruction - Function 5000-5900	$ 28,168,150.00	8,677,001.64	19,491,148.36	8,840,177.22	(163,175.58)
Pupil Personnel Services - Function 6100	3,040,175.00	938,019.93	2,102,155.07	890,362.87	47,657.06
Instructional Media Services - Function 6200	597,050.00	193,026.34	404,023.66	156,534.55	36,491.79
Instruction & Curriculum Development Services - Function 6300	833,572.00	312,683.82	520,888.18	275,606.54	37,077.28
Instructional Staff Training Services - Function 6400	260,250.00	72,251.30	187,998.70	71,103.09	1,148.21
Instructional Related Technology - Function 6500	360,525.00	137,602.16	222,922.84	134,946.67	2,655.49
School Board - Function 7100	484,650.00	165,751.32	318,898.68	156,458.51	9,292.81
General Administration - Function 7200	358,750.00	152,670.03	206,079.97	131,472.56	21,197.47
School Administration - Function 7300	2,438,140.00	874,387.16	1,563,752.84	874,430.24	(43.08)
Facilities Acquisition & Construction - Function 7400	88,000.00	-	88,000.00	6,565.48	(6,565.48)
Fiscal Services - Function 7500	935,300.00	349,024.65	586,275.35	328,906.64	20,118.01
School Food Services - Function 7600	35,000.00	1,501.59	33,498.41	-	1,501.59
Central Services - Function 7700	689,900.00	223,031.83	466,868.17	200,617.15	22,414.68
Pupil Transportation Services - Function 7800	2,573,615.00	858,150.88	1,715,464.12	861,024.94	(2,874.06)
Operation of Plant - Function 7900	5,639,365.00	2,917,483.73	2,721,881.27	2,952,322.99	(34,839.26)
Maintenance of Plant - Function 8100	1,224,495.00	517,742.38	706,752.62	479,685.65	38,056.73
Administrative Technology Services - Function 8200	953,410.00	398,835.24	554,574.76	445,758.83	(46,923.59)
Community Services - Function 9100	376,200.00	114,935.60	261,264.40	126,129.36	(11,193.76)
Debt Service - Function 9200	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Ending Fund Balance	3,435,133.68		3,435,133.68		
	52,491,680.68	16,904,099.60	35,587,581.08	16,932,103.29	(28,003.69)

Baker County School Board

Revenue and Expenditure Report - School Food Service

For the Month Ending November 30, 2024

Revenues	2024-2025 Budgeted Revenues	Actual Revenues
Federal - R3200 - 3299	3,260,225.00	921,523.89
State - R3300-3399	42,000.00	17,604.00
Local - R3400-3499	31,000.00	13,003.01
Other Financing Sources	-	-
Beginning Fund Balance	1,745,241.89	
	5,078,466.89	952,130.90

	Current Year			Prior Year	
Expenditures	**Budgeted Expenditures**	**Actual Expenditures**	**Difference**	**30-Nov-23 Actual Exp.**	**Difference (Current - Prior)**
Food Service - Function 7600	4,442,100.00	1,243,815.47	3,198,284.53	1,170,495.98	73,319.49
Other Financing Uses	-	-	-	-	-
Ending Fund Balance	636,366.89		636,366.89		
	5,078,466.89	1,243,815.47	3,834,651.42	1,170,495.98	73,319.49

Baker County School Board

Revenue and Expenditure Report - Federal Programs

For the Month Ending November 30, 2024

Revenues	2024-2025 Budgeted Revenues	Actual Revenues
Federal - R3200 - 3299	4,459,152.00	1,246,239.41
State - R3300-3399	-	-
Local - R3400-3499	-	574.40
Other/Transfers	-	-
	4,459,152.00	1,246,813.81

Expenditures	Current Year Budgeted Expenditures	Current Year Actual Expenditures	Current Year Difference	Prior Year 30-Nov-23 Actual Exp.	Difference (Current - Prior)
K-12 Instruction - Function 5000-5900	$ 2,685,400.00	$ 824,837.12	1,860,562.88	$ 749,456.18	75,380.94
Pupil Personnel Services - Function 6100	346,924.00	124,030.43	222,893.57	89,161.87	34,868.56
Instructional Media Services - Function 6200	-	-	-	-	-
Instruction & Curriculum Development Services - Function 6300	524,078.00	154,792.12	369,285.88	170,130.84	(15,338.72)
Instructional Staff Training Services - Function 6400	551,408.00	110,353.26	441,054.74	97,499.46	12,853.80
Instructional Related Technology - Function 6500	3,300.00	-	3,300.00	408.87	(408.87)
School Board - Function 7100	-	-	-	-	-
General Administration - Function 7200	186,250.00	3,668.44	182,581.56	-	3,668.44
School Administration - Function 7300	13,805.00	3,935.00	9,870.00	5,565.00	(1,630.00)
Facilities Acquisition & Construction - Function 7400	-	-	-	-	-
Fiscal Services - Function 7500	-	-	-	-	-
School Food Services - Function 7600	-	-	-	-	-
Central Services - Function 7700	38,187.00	10,164.09	28,022.91	8,232.00	1,932.09
Pupil Transportation Services - Function 7800	109,800.00	14,409.42	95,390.58	17,352.82	(2,943.40)
Operation of Plant - Function 7900	-	-	-	-	-
Maintenance of Plant - Function 8100	-	-	-	-	-
Administrative Technology Services - Function 8200	-	-	-	-	-
Community Services - Function 9100	-	-	-	-	-
Debt Service - Function 9200					
	$ 4,459,152.00	$ 1,246,189.88	3,212,962.12	$ 1,137,807.04	108,382.84

Baker County School Board

Revenue and Expenditure Report - ESSER III

For the Month Ending November 30, 2024

Revenues	2024-2025 Budgeted Revenues	Actual Revenues
Federal - R3200 - 3299	1,887,672.24	1,865,318.29
State - R3300-3399	-	-
Local - R3400-3499	-	-
Other/Transfers	-	-
	1,887,672.24	1,865,318.29

Expenditures	Current Year Budgeted Expenditures	Current Year Actual Expenditures	Difference	Prior Year 30-Nov-23 Actual Exp.	Difference (Current - Prior)
K-12 Instruction - Function 5000-5900	$ 731,979.87	$ 728,561.26	3,418.61	$ 659,253.67	69,307.59
Pupil Personnel Services - Function 6100	56,764.63	56,764.63	-	131,419.14	(74,654.51)
Instructional Media Services - Function 6200	-	-	-	8,612.00	(8,612.00)
Instruction & Curriculum Development Services - Function 6300	-	-	-	11,303.24	(11,303.24)
Instructional Staff Training Services - Function 6400	12,296.56	11,338.77	957.79	46,370.18	(35,031.41)
Instructional Related Technology - Function 6500	-	-	-	3,229.50	(3,229.50)
School Board - Function 7100	-	-	-	-	-
General Administration - Function 7200	14,111.03	12,981.49	1,129.54	2,153.00	10,828.49
School Administration - Function 7300	4,006.91	4,006.91	-	32,783.85	(28,776.94)
Facilities Acquisition & Construction - Function 7400	395,584.44	378,810.67	16,773.77	1,033,652.97	(654,842.30)
Fiscal Services - Function 7500	-	-	-	36,394.68	(36,394.68)
School Food Services - Function 7600	-	-	-	34,439.17	(34,439.17)
Central Services - Function 7700	-	-	-	3,767.76	(3,767.76)
Pupil Transportation Services - Function 7800	643,054.66	643,054.66	-	723,137.29	(80,082.63)
Operation of Plant - Function 7900	29,874.14	29,799.90	74.24	48,442.50	(18,642.60)
Maintenance of Plant - Function 8100	-	-	-	8,612.00	(8,612.00)
Administrative Technology Services - Function 8200	-	-	-	2,153.00	(2,153.00)
Community Services - Function 9100	-	-	-	-	-
Debt Service - Function 9200	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
	$ 1,887,672.24	$ 1,865,318.29	22,353.95	$ 2,785,723.95	(920,405.66)

Baker County School Board

Revenue and Expenditure Report - ARP - Other Relief

For the Month Ending November 30, 2024

Revenues	2024-2025 Budgeted Revenues	Actual Revenues
Federal - R3200 - 3299	7,967.98	7,029.34
State - R3300-3399	-	-
Local - R3400-3499	-	-
Other/Transfers	-	-
	7,967.98	7,029.34

Expenditures	Current Year Budgeted Expenditures	Current Year Actual Expenditures	Difference	Prior Year 30-Nov-23 Actual Exp.	Difference (Current - Prior)
K-12 Instruction - Function 5000-5900	$ 661.66	$ 610.00	51.66	$ 78,106.54	(77,496.54)
Pupil Personnel Services - Function 6100	600.00	599.46	0.54	1,938.36	(1,338.90)
Instructional Media Services - Function 6200	-	-	-	-	-
Instruction & Curriculum Development Services - Function 6300	-	-	-	24,151.99	(24,151.99)
Instructional Staff Training Services - Function 6400	4,668.29	4,287.55	380.74	2,128.14	2,159.41
Instructional Related Technology - Function 6500	-	-	-	-	-
School Board - Function 7100	-	-	-	-	-
General Administration - Function 7200	840.43	334.73	505.70	-	334.73
School Administration - Function 7300	-	-	-	-	-
Facilities Acquisition & Construction - Function 7400	-	-	-	-	-
Fiscal Services - Function 7500	-	-	-	-	-
School Food Services - Function 7600	-	-	-	-	-
Central Services - Function 7700	1,197.60	1,197.60	-	-	1,197.60
Pupil Transportation Services - Function 7800	-	-	-	-	-
Operation of Plant - Function 7900	-	-	-	-	-
Maintenance of Plant - Function 8100	-	-	-	-	-
Administrative Technology Services - Function 8200	-	-	-	-	-
Community Services - Function 9100	-	-	-	349.95	(349.95)
Debt Service - Function 9200	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
	$ 7,967.98	$ 7,029.34	938.64	$ 106,674.98	(99,645.64)

Baker County School Board

Revenue and Expenditure Report - PECO

For the Month Ending November 30, 2024

	2024-2025 Budgeted Revenues	Actual Revenues
Revenues		
Federal - R3200 - 3299	-	-
State - R3300-3399	-	-
Local - R3400-3499	-	-
Other/Transfers	-	-
Beginning Fund Balance	614,173.68	
	614,173.68	-

	Current Year			Prior Year	
	Budgeted	Actual		30-Nov-23	Difference
Expenditures	Expenditures	Expenditures	Difference	Actual Exp.	(Current - Prior)
Facilities Acquisition & Construction - Function 7400	-	-	-	644,104.44	(644,104.44)
Other Financing Uses	614,173.68	-	614,173.68	-	-
Ending Fund Balance	-		-		
	614,173.68	-	614,173.68	644,104.44	(644,104.44)

Baker County School Board

Revenue and Expenditure Report - CO & DS

For the Month Ending November 30, 2024

Revenues	2024-2025 Budgeted Revenues	Actual Revenues
Federal - R3200 - 3299	-	-
State - R3300-3399	166,000.00	5,511.08
Local - R3400-3499	-	-
Other/Transfers	-	-
Beginning Fund Balance	401,708.62	
	567,708.62	5,511.08

Expenditures	Current Year Budgeted Expenditures	Current Year Actual Expenditures	Difference	Prior Year 30-Nov-23 Actual Exp.	Difference (Current - Prior)
Facilities Acquisition & Construction - Function 7400	567,708.62	-	567,708.62	-	-
Other Financing Uses	-	-	-	-	-
Ending Fund Balance	-		-		
	567,708.62	-	567,708.62	-	-

Baker County School Board

Revenue and Expenditure Report - LCIF (1.5 MIL)

For the Month Ending November 30, 2024

Revenues	2024-2025 Budgeted Revenues	Actual Revenues
Federal - R3200 - 3299	-	-
State - R3300-3399	-	-
Local - R3400-3499	2,505,285.00	561,615.86
Other/Transfers	-	-
Beginning Fund Balance	3,267,998.53	
	5,773,283.53	561,615.86

	Current Year			Prior Year	
Expenditures	**Budgeted Expenditures**	**Actual Expenditures**	**Difference**	**30-Nov-23 Actual Exp.**	**Difference (Current - Prior)**
K-12 Instruction - Function 5000-5900	-	2,251.50	(2,251.50)	-	2,251.50
Facilities Acquisition & Construction - Function 7400	4,823,210.53	74,786.83	4,748,423.70	-	74,786.83
Operation of Plant - Function 7900	-	32,415.35	(32,415.35)	-	
Administrative Technology Services - Function 8200	-	15,974.30	(15,974.30)		
Other Financing Uses	950,073.00	-	950,073.00	-	-
Ending Fund Balance	-		-		
	5,773,283.53	125,427.98	5,647,855.55	-	125,427.98

Baker County School Board

Revenue and Expenditure Report - Impact Fees

For the Month Ending November 30, 2024

Revenues	2024-2025 Budgeted Revenues	Actual Revenues
Federal - R3200 - 3299	114,000.00	-
State - R3300-3399	-	-
Local - R3400-3499	150,000.00	5,080.32
Other/Transfers	-	-
Beginning Fund Balance	492,881.32	
	756,881.32	5,080.32

Expenditures	Current Year Budgeted Expenditures	Actual Expenditures	Difference	Prior Year 30-Nov-23 Actual Exp.	Difference (Current - Prior)
Facilities Acquisition & Construction - Function 7400	756,881.32	-	756,881.32	-	-
Other Financing Uses	-	-	-	-	-
Ending Fund Balance	-		-		
	756,881.32	-	756,881.32	-	-

DISTRICT:
REPORT TITLE:

Baker County School Board
NOVEMBER 2024
A/P CHECK SUMMARY

Check Number	Check Type	Payee Key	Payee Name (as it appeared on check)	Check Date	Check Amount
159171	R	AKEL LOG000	AKEL LOGAN & SHAFER PA	11/01/2024	$ 3,395.64
159172	R	ALLIED I001	ALLIED INSTRUCTIONAL SERVICES, LLC	11/01/2024	$ 1,620.00
159173	R	AMAZON C001	AMAZON CAPITAL SERVICES, INC.	11/01/2024	$ 2,866.08
159174	R	ARTHUR J000	ARTHUR J GALLAGHER RISK MANAGEMENT SERV INC	11/01/2024	$ 672.66
159175	R	BRIM TYL001	BRIM, TYLER S.	11/01/2024	$ 231.00
159176	R	CERTIPOR001	CERTIPORT, INC.	11/01/2024	$ 5,786.00
159177	R	CITY ELE000	CITY ELECTRIC SUPPLY CO	11/01/2024	$ 2,626.83
159178	R	CITY OF 000	CITY OF MACCLENNY	11/01/2024	$ 13,336.39
159179	R	CNTR FOR000	CNTR FOR AG&ENVIR RESEARCH&TRAINING(CAERT)INC	11/01/2024	$ 850.00
159180	R	DEPENDAB000	DEPENDABLE HEAT AND AIR COND	11/01/2024	$ 6,883.00
159181	R	EYECLICK000	EYECLICK, INC.	11/01/2024	$ 20,600.00
159182	R	FIVE STA001	FIVE STAR PRINTING, INC.	11/01/2024	$ 68.00
159183	R	FL SCHOO003	FL SCHOOL BOOK DEPOSITORY	11/01/2024	$ 258,732.59
159184	R	FLORIDA 026	FLORIDA POWER & LIGHT COMPANY	11/01/2024	$ 48,104.58
159185	R	FLORIDA 073	FLORIDA CASE	11/01/2024	$ 300.00
159186	R	FLORIDA 087	FLORIDA DEPARTMENT OF HEALTH (FDOH)	11/01/2024	$ 50.00
159187	R	FREEDOM 001	FREEDOM FRESH, LLC.	11/01/2024	$ 240.10
159188	R	GREENMIC000	GREEN, MICHAEL D. JR	11/01/2024	$ 119.26
159189	R	HOWARD T000	HOWARD TECHNOLOGY SOLUTIONS	11/01/2024	$ 158,382.00
159190	R	KOBURLIS001	KOBURGER, LISA A.	11/01/2024	$ 51.35
159191	R	L V HIER000	L V HIERS INC	11/01/2024	$ 218.76
159192	R	M & B PR000	M & B PRODUCTS, INC	11/01/2024	$ 14,735.10
159193	R	MACCLENN010	MACCLENNY TIRE AND LUBE	11/01/2024	$ 302.21
159194	R	MFB FINA000	MFB FINANCIAL, INC DBA THE BAILEY GROUP	11/01/2024	$ 11,676.00
159195	R	NATIONAL039	NATIONAL COUNCIL FOR MENTAL WELLBEING	11/01/2024	$ 47.90
159196	R	NCCER 000	NCCER	11/01/2024	$ 164.25
159197	R	OFFICE D005	OFFICE DEPOT, INC	11/01/2024	$ 281.60
159198	R	PEARSON 006	PEARSON VUE	11/01/2024	$ 760.00
159199	R	PERMA-BO000	PERMA-BOUND BOOKS	11/01/2024	$ 6,654.35
159200	R	PRE-K KI000	PRE-K KINDERGARTEN CENTER	11/01/2024	$ 954.00
159201	R	PROCARE 001	PROCARE THERAPY	11/01/2024	$ 9,824.24

DISTRICT:
REPORT TITLE:

Baker County School Board
NOVEMBER 2024
A/P CHECK SUMMARY

Check Number	Check Type	Payee Key	Payee Name (as it appeared on check)	Check Date	Check Amount
159202	R	RH DAVIS000	RH DAVIS OIL CO INC	11/01/2024	$ 17,728.74
159203	R	RUMBERGE000	RUMBERGER KIRK & CALDWELL PROFESSIONAL ASSOC	11/01/2024	$ 13,355.72
159204	R	SAFETY-K000	SAFETY-KLEEN SYSTEMS, INC	11/01/2024	$ 361.86
159205	R	SCHOOL N002	SCHOOL NUTRITION ASSOCIATION	11/01/2024	$ 208.00
159206	R	SETEL 000	SETEL	11/01/2024	$ 5,063.45
159207	R	SOURCE 4000	SOURCE 4 SOLUTIONS LLC	11/01/2024	$ 37,397.45
159208	R	SYSCO CE000	SYSCO CENTRAL FLORIDA, INC.	11/01/2024	$ 65,920.09
159209	R	TEACHER 006	TEACHER CREATED MATERIALS, INC.	11/01/2024	$ 131.94
159210	R	THE BAKE001	THE BAKER COUNTY PRESS	11/01/2024	$ 232.32
159211	R	UNIFIRST001	UNIFIRST CORPORATION	11/01/2024	$ 334.58
159212	R	WEBBER T000	WEBBER TIRE CO.	11/01/2024	$ 455.85
159213	R	WEX BANK000	WEX BANK	11/01/2024	$ 46.09
159214	R	WHALEY F000	WHALEY FOODSERVICE LLC	11/01/2024	$ 1,335.47
159215	R	REGIONS 004	REGIONS COMMERCIAL BANKCARD	11/04/2024	$ 2,658.93
159216	R	AMAZON C001	AMAZON CAPITAL SERVICES, INC.	11/08/2024	$ 9,569.76
159217	R	CAPITAL 003	CAPITAL ONE/WALMART	11/08/2024	$ 53.62
159218	R	CAPITAL 005	CAPITAL ONE/WALMART	11/08/2024	$ 76.05
159219	R	CAPITAL 009	CAPITAL ONE/WALMART	11/08/2024	$ 94.49
159220	R	CITY OF 000	CITY OF MACCLENNY	11/08/2024	$ 3,158.86
159221	R	BAKER CO011	BAKER CO EDUCATION FOUNDATION	11/08/2024	$ 742.50
159222	R	BAKER CO040	BAKER COUNTY SCHOOL BOARD	11/08/2024	$ 122.60
159223	R	BAKER CO044	BAKER COUNTY SCHOOL BOARD	11/08/2024	$ 9.79
159224	R	MIDLAND 000	MIDLAND CREDIT MANAGEMENT, INC.	11/08/2024	$ 35.89
159225	R	PRE-PAID000	PRE-PAID LEGAL SERVICES INC	11/08/2024	$ 7.97
159226	R	ALLIED I001	ALLIED INSTRUCTIONAL SERVICES, LLC	11/15/2024	$ 2,592.00
159227	R	AMAZON C001	AMAZON CAPITAL SERVICES, INC.	11/15/2024	$ 7,426.01
159228	R	ASHLEY K000	ASHLEY KAY CONSULTING, LLC	11/15/2024	$ 470.00
159230	R	BAKER DI000	BAKER DISTRIBUTING COMPANY	11/15/2024	$ 3,877.17
159231	R	BAKER EQ000	BAKER EQUIPMENT & REPAIR, LLC.	11/15/2024	$ 510.00
159232	R	CAPITAL 004	CAPITAL ONE/WALMART	11/15/2024	$ 382.71
159233	R	CERTIFIE003	CERTIFIED AIR CONTRACTORS (MSI)	11/15/2024	$ 232,793.70

DISTRICT:
REPORT TITLE:

Baker County School Board
NOVEMBER 2024
A/P CHECK SUMMARY

Check Number	Check Type	Payee Key	Payee Name (as it appeared on check)	Check Date	Check Amount
159234	R	CERTIFIE003	CERTIFIED AIR CONTRACTORS (MSI)	11/15/2024	$ 12,252.30
159235	R	CITY ELE000	CITY ELECTRIC SUPPLY CO	11/15/2024	$ 3,088.19
159236	R	CITY OF 000	CITY OF MACCLENNY	11/15/2024	$ 14,399.84
159237	R	CLASSICA000	CLASSICAL ACADEMIC PRESS, LLC	11/15/2024	$ 6,129.09
159238	R	CONTRACT002	CONTRACT PAPER GROUP INC	11/15/2024	$ 13,371.60
159239	R	CUMBERLA001	CUMBERLAND INTERNATIONAL TRUCKS OF FLORIDA	11/15/2024	$ 3,884.14
159240	R	DAVISBRA001	DAVIS, BRANDY M.	11/15/2024	$ 38.81
159241	R	FDOT 001	FDOT	11/15/2024	$ 8.74
159242	R	FISHER C000	FISHER COMMUNICATIONS GRP INC	11/15/2024	$ 285.75
159243	R	FLORIDA 026	FLORIDA POWER & LIGHT COMPANY	11/15/2024	$ 23,424.94
159244	R	FLORIDA 091	FLORIDA PEST CONTROL	11/15/2024	$ 1,497.96
159245	R	FOUR POI001	FOUR POINTS HOME MAINTENANCE AND REMODELING	11/15/2024	$ 8,000.00
159246	R	FREEDOM 001	FREEDOM FRESH, LLC.	11/15/2024	$ 370.05
159247	R	GLOWFORG001	GLOWFORGE, INC.	11/15/2024	$ 239.00
159248	R	GREAT AM001	GREAT AMERICA FINANCIAL SERVICES	11/15/2024	$ 4,191.25
159249	R	GRIZZLY 000	GRIZZLY INDUSTRIAL INC	11/15/2024	$ 1,049.00
159250	R	HAGAN AC000	HAGAN ACE HARDWARE	11/15/2024	$ 2,063.10
159251	R	HARTLMAR001	HARTLEY, MARCUS R.	11/15/2024	$ 64.01
159252	R	HEALERIC000	HEALEY, RICHARD J. JR	11/15/2024	$ 6,768.00
159253	R	HOWARD T000	HOWARD TECHNOLOGY SOLUTIONS	11/15/2024	$ 10,110.25
159254	R	HYDE AMB000	HYDE, AMBER S.	11/15/2024	$ 56.34
159255	R	KENS FEN000	KENS FENCING LLC	11/15/2024	$ 1,115.00
159256	R	KIGHTCOU000	KIGHT, COURTLAND	11/15/2024	$ 617.22
159257	R	KIMBALL 000	KIMBALL MIDWEST	11/15/2024	$ 31.25
159258	R	L V HIER000	L V HIERS INC	11/15/2024	$ 751.10
159259	R	M & B PR000	M & B PRODUCTS, INC	11/15/2024	$ 14,459.40
159260	R	MACCLENN009	MACCLENNY MOWER & SAW INC	11/15/2024	$ 683.78
159261	R	MACCLENN010	MACCLENNY TIRE AND LUBE	11/15/2024	$ 354.08
159262	R	MCCRABEV001	MCCRAY, BEVERLY D.	11/15/2024	$ 35.07
159263	R	NAPA AUT000	NAPA AUTO PARTS	11/15/2024	$ 597.05
159264	R	NE FL ED000	NE FL EDUCATIONAL CONSORTIUM	11/15/2024	$ 151,629.41

DISTRICT:
REPORT TITLE:

Baker County School Board
NOVEMBER 2024
A/P CHECK SUMMARY

Check Number	Check Type	Payee Key	Payee Name (as it appeared on check)	Check Date	Check Amount
159265	R	NEFEC 000	NEFEC	11/15/2024	$ 1,213.23
159266	R	NEW RIVE000	NEW RIVER SOLID WASTE ASSOC	11/15/2024	$ 172.50
159267	R	O'REILLY000	O'REILLY AUTO PARTS	11/15/2024	$ 478.83
159268	R	OFFICE D005	OFFICE DEPOT, INC	11/15/2024	$ 497.75
159269	R	ORIENTAL000	ORIENTAL TRADING COMPANY	11/15/2024	$ 839.95
159270	R	QUALITY 005	QUALITY THERAPY SOLUTIONS	11/15/2024	$ 26,101.88
159271	R	RAPHAJUD000	RAPHAEL, JUDENIE A.	11/15/2024	$ 5,013.60
159272	R	RENAISSA002	RENAISSANCE LEARNING	11/15/2024	$ 108.25
159273	R	SAFETY-K000	SAFETY-KLEEN SYSTEMS, INC	11/15/2024	$ 180.93
159274	R	SENSKE A000	SENSKE AND SON LLC	11/15/2024	$ 101.80
159275	R	SHARP EL001	SHARP ELECTRONICS CORPORATION	11/15/2024	$ 662.65
159276	R	SMARTPAS000	SMARTPASS INC.	11/15/2024	$ 3,289.00
159277	R	SOURCE 4000	SOURCE 4 SOLUTIONS LLC	11/15/2024	$ 54,087.80
159278	R	SOUTHEAS017	SOUTHEASTERN PAPER GROUP LLC	11/15/2024	$ 14,848.20
159279	R	SPECTRA 001	SPECTRA CONTRACT FLOORING	11/15/2024	$ 9,933.00
159280	R	SPURLKIM000	SPURLOCK, KIMBERLY	11/15/2024	$ 220.54
159281	R	SUBURBAN001	SUBURBAN PROPANE	11/15/2024	$ 2,490.87
159282	R	SUN STAT000	SUN STATE INTERNATIONAL TRUCKS LLC	11/15/2024	$ 1,917.35
159283	R	SUSAN SE000	SUSAN SELLS, LLC	11/15/2024	$ 452.40
159284	R	SYSCO CE000	SYSCO CENTRAL FLORIDA, INC.	11/15/2024	$ 80,820.62
159285	R	TECH SOU000	TECH SOURCED SOLUTIONS	11/15/2024	$ 2,671.00
159286	R	UNIFIRST001	UNIFIRST CORPORATION	11/15/2024	$ 338.88
159287	R	UNITED R000	UNITED RENTALS	11/15/2024	$ 3,117.44
159288	R	VAULT HE000	VAULT HEALTH	11/15/2024	$ 350.00
159289	R	VERIZON 001	VERIZON WIRELESS	11/15/2024	$ 564.35
159290	R	VOLNEBRY001	VOLNER, BRYNNE P.	11/15/2024	$ 79.52
159291	R	WEBB STA000	WEBB, STACI L.	11/15/2024	$ 29.15
159292	R	WEBBER T000	WEBBER TIRE CO.	11/15/2024	$ 233.90
159293	R	WHALEY F000	WHALEY FOODSERVICE LLC	11/15/2024	$ 490.00
159294	R	AFLAC GR000	AFLAC GROUP	11/20/2024	$ 25.40
159295	R	BAKER CO027	BAKER COUNTY SCHOOL BOARD	11/20/2024	$ 38.10

DISTRICT:
REPORT TITLE:

Baker County School Board
NOVEMBER 2024
A/P CHECK SUMMARY

Check Number	Check Type	Payee Key	Payee Name (as it appeared on check)	Check Date	Check Amount
159296	R	COLONIAL002	COLONIAL LIFE & ACCIDENT INSURANCE CO	11/20/2024	$ 55.56
159297	R	FLORIDA 063	FLORIDA BLUE	11/20/2024	$ 408.92
159298	R	FLORIDA 065	FLORIDA BLUE	11/20/2024	$ 14,113.32
159299	R	THE HART000	THE HARTFORD	11/20/2024	$ 588.39
159300	R	VISION S000	VISION SERVICE PLAN (IC)	11/20/2024	$ 1,530.62
159301	R	AFLAC GR000	AFLAC GROUP	11/20/2024	$ 6,971.64
159302	R	AMERICAN003	AMERICAN FAMILY LIFE	11/20/2024	$ 1,078.94
159303	R	AMERICAN004	AMERICAN FIDELITY ASSURANCE	11/20/2024	$ 15,096.24
159304	R	AMERICAN006	AMERICAN HERITAGE LIFE INS	11/20/2024	$ 13.40
159305	R	BAKER CO027	BAKER COUNTY SCHOOL BOARD	11/20/2024	$ 21,526.10
159306	R	COLONIAL002	COLONIAL LIFE & ACCIDENT INSURANCE CO	11/20/2024	$ 10,799.36
159307	R	FLORIDA 063	FLORIDA BLUE	11/20/2024	$ 327,629.72
159308	R	LIBERTY 000	LIBERTY NATIONAL LIFE INS	11/20/2024	$ 1,975.58
159309	R	PET ASSU000	PET ASSURE CORP	11/20/2024	$ 158.92
159310	R	THE HART000	THE HARTFORD	11/20/2024	$ 12,247.04
159311	R	TRUSTMAR000	TRUSTMARK VOLUNTARY BENEFIT	11/20/2024	$ 635.34
159312	R	VISION S000	VISION SERVICE PLAN (IC)	11/20/2024	$ 4,547.68
159313	R	VYSTAR C001	VYSTAR CREDIT UNION	11/20/2024	$ 434.62
159314	R	WESTERN-000	WESTERN-SOUTHERN LIFE	11/20/2024	$ 120.88
159315	R	BAKER CO011	BAKER CO EDUCATION FOUNDATION	11/22/2024	$ 738.50
159316	R	CHARLES 001	CHARLES SCHWAB BANK 401(A)	11/22/2024	$ 11,580.23
159318	R	MIDLAND 000	MIDLAND CREDIT MANAGEMENT, INC.	11/22/2024	$ 35.89
159319	R	PINNACLE000	PINNACLE CREDIT SERVICES, LLC	11/22/2024	$ 3,848.46
159320	R	PRE-PAID000	PRE-PAID LEGAL SERVICES INC	11/22/2024	$ 7.97
159321	R	ACADEMIC005	ACADEMIC TUTORING, LLC	11/22/2024	$ 2,995.00
159322	R	AMAZING 000	AMAZING SUDS LAUNDRY SERVICES	11/22/2024	$ 300.00
159323	R	AMAZON C001	AMAZON CAPITAL SERVICES, INC.	11/22/2024	$ 2,472.35
159324	R	BAKER CO001	BAKER COUNTY HIGH SCHOOL	11/22/2024	$ 1,058.40
159325	R	BAKER CO032	BAKER COUNTY SHERIFFS OFFICE	11/22/2024	$ 49,966.12
159326	R	CITY ELE000	CITY ELECTRIC SUPPLY CO	11/22/2024	$ 1,865.22
159327	R	CITY OF 000	CITY OF MACCLENNY	11/22/2024	$ 2,684.60

DISTRICT:
REPORT TITLE:

Baker County School Board
NOVEMBER 2024
A/P CHECK SUMMARY

Check Number	Check Type	Payee Key	Payee Name (as it appeared on check)	Check Date	Check Amount
159328	R	DARRELL 000	DARRELL CREWS SEPTIC SERVICE LLC	11/22/2024	$ 2,100.00
159329	R	FL SCHOO003	FL SCHOOL BOOK DEPOSITORY	11/22/2024	$ 1,351.83
159330	R	FLORIDA 026	FLORIDA POWER & LIGHT COMPANY	11/22/2024	$ 12,668.28
159331	R	FLORIDA 042	FLORIDA DEPT OF LAW ENFORCEMENT	11/22/2024	$ 482.50
159332	R	FLORIDA 044	FLORIDA GATEWAY COLLEGE	11/22/2024	$ 46,015.61
159333	R	FREEDOM 001	FREEDOM FRESH, LLC.	11/22/2024	$ 441.38
159334	R	GIBSOLAT000	GIBSON, LATRELLE N.	11/22/2024	$ 75.00
159335	R	H2 REHAB000	H2 REHABILITATION SERVICES OF FLORIDA, LLC	11/22/2024	$ 1,669.20
159336	R	HAGAN AC000	HAGAN ACE HARDWARE	11/22/2024	$ 74.65
159337	R	HATCHCAS001	HATCHER, CASSANDRA	11/22/2024	$ 86.73
159338	R	INTERSTA003	INTERSTATE BILLING SERVICES, INC	11/22/2024	$ 235.34
159339	R	INVO HEA002	INVO HEALTHCARE ASSOCIATES	11/22/2024	$ 8,950.50
159340	R	M & B PR000	M & B PRODUCTS, INC	11/22/2024	$ 7,311.96
159341	R	MACCLENN009	MACCLENNY MOWER & SAW INC	11/22/2024	$ 98.32
159342	R	MYFLEETC000	MYFLEETCENTER, SOUND BILLING	11/22/2024	$ 415.06
159343	R	NE FL ED000	NE FL EDUCATIONAL CONSORTIUM	11/22/2024	$ 201.60
159344	R	OFFICE D005	OFFICE DEPOT, INC	11/22/2024	$ 460.07
159345	R	PERMA-BO000	PERMA-BOUND BOOKS	11/22/2024	$ 1,417.63
159346	R	PRE-K KI000	PRE-K KINDERGARTEN CENTER	11/22/2024	$ 275.68
159347	R	PROCARE 001	PROCARE THERAPY	11/22/2024	$ 16,512.36
159348	R	RH DAVIS000	RH DAVIS OIL CO INC	11/22/2024	$ 17,830.24
159349	R	ROBBIE'S001	ROBBIE'S CAR & TRUCK	11/22/2024	$ 310.00
159350	R	SETEL 000	SETEL	11/22/2024	$ 5,063.45
159351	R	SHERWIN-001	SHERWIN-WILLIAMS CO	11/22/2024	$ 112.73
159352	R	SIEMENS 000	SIEMENS BUILDING TECHNOLOGIES INC	11/22/2024	$ 3,455.00
159353	R	SOURCE 4000	SOURCE 4 SOLUTIONS LLC	11/22/2024	$ 30,000.04
159354	R	STAFFORD000	STAFFORDS FIRE EXTINGUISHER	11/22/2024	$ 4,823.00
159355	R	SYSCO CE000	SYSCO CENTRAL FLORIDA, INC.	11/22/2024	$ 38,914.82
159356	R	TEACHER 007	TEACHER SYNERGY LLC	11/22/2024	$ 36.39
159357	R	UNIFIRST001	UNIFIRST CORPORATION	11/22/2024	$ 168.33
159358	R	VOLNEBRY001	VOLNER, BRYNNE P.	11/22/2024	$ 31.77

DISTRICT:
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Baker County School Board
NOVEMBER 2024
A/P CHECK SUMMARY

Check Number	Check Type	Payee Key	Payee Name (as it appeared on check)	Check Date	Check Amount
159359	R	WHALEY F000	WHALEY FOODSERVICE LLC	11/22/2024	$ 574.66
159360	R	WILLIAMS001	WILLIAMS GROUNDWORKS COMPANY LLC	11/22/2024	$ 350.00
159361	R	HAGERMAR001	HAGER, MARY S.	11/22/2024	$ 2,709.48
159362	R	WALLSANN001	WALLSTEDT, ANNETTE	11/22/2024	$ 13.50
159363	R	BAKER CO011	BAKER CO EDUCATION FOUNDATION	11/22/2024	$ 2,878.00
202400260	W	STAPLES 000	STAPLES BUSINESS ADVANTAGE	11/01/2024	$ 71.67
202400265	W	AIRGAS U000	AIRGAS USA, LLC	11/01/2024	$ 269.04
202400266	W	AIRGAS U000	AIRGAS USA, LLC	11/01/2024	$ 274.83
202400267	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	11/01/2024	$ 976.03
202400268	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	11/01/2024	$ 1,383.22
202400269	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	11/01/2024	$ 1,183.81
202400270	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	11/01/2024	$ 688.06
202400271	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	11/01/2024	$ 69.76
202400272	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	11/01/2024	$ 958.61
202400273	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	11/01/2024	$ 354.91
202400274	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	11/01/2024	$ 924.84
202400275	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	11/01/2024	$ 779.37
202400276	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	11/01/2024	$ 954.85
202400277	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	11/01/2024	$ 9.27
202400278	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	11/01/2024	$ 73.68
202400279	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	11/01/2024	$ 6.26
202400280	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	11/01/2024	$ 7.91
202400281	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	11/01/2024	$ 7.15
202400282	W	BAKER BU000	BAKER BUSINESS CENTER, LLC	11/01/2024	$ 30.20
202400283	W	BAKER BU000	BAKER BUSINESS CENTER, LLC	11/01/2024	$ 17.89
202400284	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	11/01/2024	$ 63.00
202400291	W	AIRGAS, 000	AIRGAS, INC.	11/01/2024	$ 161.18
202400292	W	AIRGAS, 000	AIRGAS, INC.	11/01/2024	$ 530.17
202400293	W	AIRGAS, 000	AIRGAS, INC.	11/01/2024	$ 797.12
202400294	W	SPORTS S000	SPORTS SHAK	11/01/2024	$ 873.00
202400295	W	STAPLES 000	STAPLES BUSINESS ADVANTAGE	11/01/2024	$ 35.69

DISTRICT:
REPORT TITLE:

Baker County School Board
NOVEMBER 2024
A/P CHECK SUMMARY

Check Number	Check Type	Payee Key	Payee Name (as it appeared on check)	Check Date	Check Amount
202400296	W	BROOKS B000	BROOKS BUILDING SOLUTIONS, INC.	11/15/2024	$ 17,297.00
202400297	W	PRO-CHEM000	PRO-CHEM, INC	11/15/2024	$ 2,993.60
202400298	W	MATTHEWS000	MATTHEWS BUSES FLORIDA	11/15/2024	$ 173.44
202400299	W	MATTHEWS000	MATTHEWS BUSES FLORIDA	11/15/2024	$ 171.54
202400300	W	MATTHEWS000	MATTHEWS BUSES FLORIDA	11/15/2024	$ 153.86
202400301	W	MATTHEWS000	MATTHEWS BUSES FLORIDA	11/15/2024	$ 447.14
202400302	W	CURRICUL000	CURRICULUM ASSOCIATES LLC	11/15/2024	$ 47.81
202400303	W	JONES SC000	JONES SCHOOL SUPPLY CO., INC	11/15/2024	$ 822.15
202400304	W	QUALITY 000	QUALITY HARDWARE & SPECIALTY COMPANY INC	11/15/2024	$ 8,406.00
202400306	W	PRO-CHEM000	PRO-CHEM, INC	11/15/2024	$ 1,470.80
202400307	W	INTERSTA002	INTERSTATE SUPPLY INC	11/15/2024	$ 90.42
202400308	W	LOUIS WO000	LOUIS WOHL AND SONS	11/15/2024	$ 5,023.87
202400309	W	BCSB FED000	BCSB FEDERAL WITHHOLDING	11/08/2024	$ 86,563.79
202400310	W	BCSB FIC000	BCSB FICA	11/08/2024	$ 184,027.94
202400312	W	BCSB ANN000	BCSB ANNUITIES	11/08/2024	$ 45,459.50
202400313	W	BEST PLU000	BEST PLUMBING SPECIALTIES INC	11/15/2024	$ 2,378.16
202400314	W	IXL LEAR000	IXL LEARNING	11/15/2024	$ 5,514.00
202400316	W	MCKESSON000	MCKESSON MEDICAL SURGICAL INC	11/15/2024	$ 168.51
202400317	W	BCSB FED000	BCSB FEDERAL WITHHOLDING	11/13/2024	$ -
202400318	W	BCSB FIC000	BCSB FICA	11/13/2024	$ 585.98
202400319	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	11/15/2024	$ 90.30
202400320	W	SPORTS S000	SPORTS SHAK	11/15/2024	$ 60.00
202400321	W	CALLAGHA000	CALLAGHAN TIRES	11/15/2024	$ 3,834.00
202400322	W	CARDIO P000	CARDIO PARTNERS INC.	11/15/2024	$ 217.60
202400323	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	11/15/2024	$ 139.98
202400324	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	11/15/2024	$ 19.99
202400325	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	11/15/2024	$ 37.98
202400326	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	11/15/2024	$ 26.99
202400327	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	11/15/2024	$ 18.98
202400328	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	11/15/2024	$ 15.98
202400329	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	11/15/2024	$ 33.58

DISTRICT: Baker County School Board
REPORT TITLE: NOVEMBER 2024
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Check Number	Check Type	Payee Key	Payee Name (as it appeared on check)	Check Date	Check Amount
202400330	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	11/15/2024	$ 32.77
202400331	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	11/15/2024	$ 65.97
202400332	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	11/15/2024	$ 67.96
202400333	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	11/15/2024	$ 6.99
202400334	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	11/15/2024	$ 20.97
202400335	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	11/15/2024	$ 53.98
202400336	W	BOUND TO000	BOUND TO STAY BOUND BOOKS	11/22/2024	$ 1,253.40
202400337	W	BCSB FED000	BCSB FEDERAL WITHHOLDING	11/22/2024	$ 104,270.15
202400338	W	BCSB FIC000	BCSB FICA	11/22/2024	$ 199,492.10
202400339	W	BCSB ANN000	BCSB ANNUNITIES	11/22/2024	$ 43,999.50
			TOTAL		**$ 2,903,278.43**

AGENDA ITEM NO. 8.7

Item Cover Page

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

DATE: January 21, 2025

SUBMITTED BY: Denny Wells - (259-5420)

ITEM TYPE: Property

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the November 2024 District Property Inventory.

ATTACHMENTS:
01.21.2025 Approval of District Property Inventory_D.Wells.pdf

Baker County School District

F.D. (Denny Wells), Director
270 Jonathan Street – Macclenny, Florida 32063
904-259-5420

December 5, 2024

Mr. Wyatt Milton
Superintendent of Schools
Baker County School District
370 South Blvd. East
Macclenny, Florida

Dear Mr. Milton:

I would like to request School Board review and approval of the District Property Inventory for **November, 2024.**

Should you have any questions concerning this request, please feel free to contact me your convenience.

Sincerely yours,

F.D. Wells,
Director of Facilities and Maintenance

NOVEMBER 2024	BEGINNING BALANCE	ACQUISTIONS							ENDING
		ACQUISITIONS	TRANS IN	TRADE INS	TOTALS	TRANS OUT	STOLEN	TOTALS	
	B C H S - 0012								
	$827,582.02	$ 8,954.00	$ -		$ 8,954.00	$ -		$ -	$836,536.02
	M E S - 0013								
	$137,307.02	$ 8,215.00	$ -		$ 8,215.00	$ -		$ -	$145,522.02
	L E S - 0021								
	$329,266.88	$ -	$ -		$ -	$ -		$ -	$329,266.88
	PREK-KDG CTR - 0022								
	$134,014.02	$ 1,583.23	$ -		$ 1,583.23	$ -		$ -	$135,597.25
	K I S - 0031								
	$99,563.36	$ -	$ -		$ -	$ -		$ -	$99,563.36
	B C M S - 0032								
	$782,398.25	$ -	$ -		$ -	$ 573.00		$ 573.00	$781,825.25
	W E S - 0091								
	$298,942.40	$ -	$ -		$ -	$ -		$ -	$298,942.40
	SURPLUS - 0099								
	$0.00	$ -	$ -		$ -	$ -		$ -	$0.00
	IN ACTIVE - 1111								
	$0.00	$ -	$ -		$ -	$ -		$ -	$0.00
	READ CLINIC - 2013								
	$31,813.51	$ -	$ -		$ -	$ -		$ -	$31,813.51
	BUS SHOP/VECH 2222								
	$7,494,820.00	$ -	$ -		$ -	$ -		$ -	$7,494,820.00
	MAINT/VECH 3333								
	$199,468.93	$ -	$ -		$ -	$ -		$ -	$199,468.93
	CHAP 1 - M E S - 4013								
	$20,382.00	$ -	$ -		$ -	$ -		$ -	$20,382.00
	CHAP 1 - KIS - 4031								
	$1,811.70	$ -	$ -		$ -	$ -		$ -	$1,811.70
	CHAP I - BCMS - 4032								
	$0.00	$ -	$ -		$ -	$ -		$ -	$0.00
	CHAP 1 - WES - 4091								
	$32,728.34	$ -	$ -		$ -	$ -		$ -	$32,728.34
	CUST-LAND/VECH 4444								
	$200,549.19	$ -	$ -		$ -	$ -		$ -	$200,549.19
	VO. / ADULT ED - 5012								
	$245,925.97	$ 10,922.00	$ -		$ 10,922.00	$ -		$ -	$256,847.97
	VO. / ADULT ED - 5032								
	$7,854.30	$ -	$ -		$ -	$ -		$ -	$7,854.30
	TECHNOLOGY - 5555								
	$716,404.88	$ -	$ -		$ -	$ -		$ -	$716,404.88
	TECH/VECH 6666								
	$78,248.00	$ -	$ -		$ -	$ -		$ -	$78,248.00
	CURRENT MISSING - 7777								
	$9,079.59		$ -		$ -	$ -		$ -	$9,079.59
	PRIOR MISSING 05 - 8888								
	$322,158.10		$ -		$ -	$ -		$ -	$322,158.10
	SUB TOTAL- PAGE ONE								
	$ 11,970,318.46	$ 29,674.23	$ -	$ -	$29,674.23	$573.00	$ -	$573.00	$11,999,419.69
	CO OFF - 9001								
	$328,787.21	$ -	$ 573.00		$ 573.00	$ -		$ -	$329,360.21
	BUS SHOP - 9002								
	$84,943.88	$ -	$ -		$ -	$ -		$ -	$84,943.88
	MAINT. - 9003								
	$210,723.76	$ -	$ -		$ -	$ -		$ -	$210,723.76
	W-HSE - 9004								
	$26,764.10	$ -	$ -		$ -	$ -		$ -	$26,764.10
	FAMILY SER - 9005								
	$96,173.23	$ -	$ -		$ -	$ -		$ -	$96,173.23
	STUDENT SER - 9006								
	$144,985.62	$ -	$ -		$ -	$ -		$ -	$144,985.62
	ALT SCH - 9007								
	$53,866.70	$ -	$ -		$ -	$ -		$ -	$53,866.70
	VO. / ADULT ED - 9008								
	$106,937.42	$ -	$ -		$ -	$ -		$ -	$106,937.42
	LAND / CUST 9009								
	$432,218.46	$ -	$ -		$ -	$ -		$ -	$432,218.46
	SUPT. OFFICE - 9010								
	$50,651.82	$ -	$ -		$ -	$ -		$ -	$50,651.82
	SOUTHSIDE - 9021								
	$0.00	$ -	$ -		$ -	$ -		$ -	$0.00
	TOTAL								
	$13,506,370.66	$ 29,674.23	$ 573.00	$ -	$30,247.23	$573.00	$ -	$ 573.00	$13,536,044.89
						Final Property Total			**$13,536,044.89**

AGENDA ITEM NO. 8.8

Item Cover Page

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

DATE:	January 21, 2025
SUBMITTED BY:	Bonnie Jones - (259-0405)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of the 2024-2025 Agreement with Leonard's Photography for Baker County Pre-K / Kindergarten Center Student and Class Photographs and Yearbook Services.

ATTACHMENTS:
01.21.2025 Approval of the 25-26 Agreement wirh Leonards's Photography for Baker County Pre-K Kindergarten Center_B.Jones.pdf

Home of the Kinder Kittens

Baker County Pre-k/Kindergarten Center

362 South Boulevard East
Macclenny, Florida 32063
(904) 259-0405 Fax: (904) 259-0379

Bonnie Jones, Principal *Kimber Faulkner, Lead Teacher on Assignment*

December 10, 2024

Dear Superintendent Milton and School Board Members,

I am seeking school board approval for the 2025-2026 Leonard's Photography and Yearbook Contract.

Respectfully,

Bonnie Jones

Leonard's

Photography ♦ Printing ♦ Publishing

A-1-24

MASTER AGREEMENT

☑ **Photography** ☑ **Yearbook** *Separate Paperwork Required

Agreement Year 25-26 **Contract Years** 2025-2026 ☐ New School

School BAKER COUNTY PRE-K/KDG CENTER

Address 362 SOUTH BLVD. EAST

City MACCLENNY **State** FL **Zip** 32063

County Baker - FL **Phone** (904) 259-0405 **School Hours** 9:00am - 3:00pm

Enrollment **Staff** 80 **Seniors** 0 **Underclass** 580 **Grades** PK - KD

Programs Included:

☑ Fall ☑ Spring ☑ Groups ☐ Seniors ☐ Sports ☐ Other

Notes

20% commission

Principal BONNIE JONES **Representative** KRISTI CARVER

Signature **Date**

Principal Email bonnie.jones@bakerk12.org **Principal's Title** Principal

*Yearbooks require a separate agreement which includes individual specifications.

For Internal Use Only

Contract # C

Yes X All will remain the same as the previous school year.
No

30001

Terms and Conditions of the Agreement

General Terms:

Leonard's is the exclusive yearbook portrait photographer of your school and will market and sell all agreed upon photo programs and photo sales. See county requirements for early cancelation policy. Vendor shall be paid for services performed and completed under this Agreement up to the effective date of termination and for expenses (such as non-refundable travel expenses), which would be otherwise reimbursable under this Agreement and which Vendor had incurred prior to the effective date of termination. This contract is not subject to cancellation by either party unless written request and consent of both the school administration and Leonard's management. Each year Leonard's reviews portrait prices and reserves the right to increase prices based upon inflation and market changes. The school will hold Rekcut Photographic, Inc., dba Leonard's and its owners and employees harmless for all editorial content associated with printing of their yearbook and the publication (online or otherwise) of related subject matter by Leonard's.

Incentives:

If this contract is breached or cancelled, any cash incentives, "Unrivaled" branding or product credits, equipment or technology must be returned or paid back to Leonard's. Any incentives that are not requested or utilized during the term of this contract will expire in the ending year of the contract.

School Commissions and Specifics:

School photo commissions will be paid based upon the mutually agreed upon percentage listed on this agreement. Commissions are paid on base packages only and not paid on options, late sessions or orders or retake pictures. Commission is calculated on all of these orders when submitted promptly. All orders after the collection deadline should add shipping and handling to the package price. Special requests, non-conforming data, additional services, products, fees, extra photographers, extra items, reprints and retakes requested by the school will be subject to a charge that will be deducted from school commission or added to selling price. Commission is subject to a minimum sales participation. We reserve the right to add or modify options that may become available or change at a later date. Multi year contracts subject to adjustment in price and commission for changes in Consumer Price Index and operating results for previous year. Commissions are contingent upon Leonard's receiving requested student data including email addresses and that the school promptly sends home marketing and promotes picture day to the school community to properly execute picture day and market photo sales. If applicable, Commissions will be paid through August 31st. Firm shooting dates cannot be given at this time. The exact date will be scheduled approximately 3 to 4 weeks in advance. Additionally, Leonard's reserves the right to cancel a road shoot up to 48 hours prior to the photo day if less than 25 sit sessions are scheduled. Road shoots will not be provided to schools located within 25 miles of a Leonard's studio location, with the exception of "last chance" senior dates on campus.

Family Educational Rights and Privacy Act (FERPA):

As a member of the School Photographers of America, Leonard's is aware and fully compliant with all U.S. Department of Education and current FERPA laws as they pertain to how we handle student data and cybersecurity. Under the FERPA exclusion of school official consent your school is able to share student information with us to execute the photography and yearbook programs in partnership with Leonard's. If Leonard's does not receive the necessary information, some or all applicable duties may not be able to be performed, or there may be a charge for services.

Leonard's

Photography | Printing | Publishing

Leonard's | P.O. Box 1928 | St. Augustine, Florida 32085-1928 | 1-800-962-5798 | www.leonards.com

A-11-23

YEARBOOK PRINTING AGREEMENT

Yearbook Printing Specifications

Copies 350 **Pages** 60 **Paper** ○80# ◉100#

Cover ○ Soft ◉ Hard | **Board** ○100 ◉120 ◉160

Size ○ 8.5x11 ◉ 9x12 | **Binding** ○Standard ◉Smyth

Endsheets ○N/A ◉White ◉Other _____

Per Copy Cost $ 23.95

Other Print Specifications:

Creation Process ○Online ◉InDesign/PDF

Total Printing Cost $ 8,382.50

Actual shipping cost determined by carrier and will be added to total cost after delivery.

Dates

(MM/DD/YY)

School Out Date 05/28/26

Requested Ship Date 05/06/26 Pages Due 03/21/26

Copy Count Due 12/31/25 Cover Art Due 11/30/25

Sales

○Online, Leonard's Collect ◉Online Only

◉Online, School Collect ◉School Collect Only

Online Offers ☑ Yearbooks ☐ Ads ☑ Image Share

☐ Name Stamp ☐ Icons ☐ Name Plate

School's Yearbook Sell Prices

BTS $ 25.00 (Start-9/30) Fall $ 25.00 (10/1-11/30) Winter $ 25.00 (12/1-2/14) Spring $ 25.00 (2/15-End)

School's Yearbook Ad Rates Ad Deadline _____

Full $_____ 1/2 $_____ 1/4 $_____ 1/8 $_____

Ad Type ☐ Student Recognition ☐ Business

Special Instructions

School Baker County Pre-K & Kindergarten Center

Delivery Address 362 South Boulevard East

City Macclenny State FL Zip Code 32063

Does school have a loading dock? ○Yes ◉No

Yearbook Adviser Emily McDonald & Savannah Dunbar

Email emily.mcdonald@bakerk12.org savannah.dunbar@bakerk12.org Phone 904 259-0405

Authorized **School** Representative Signature

Bonnie Jones

Printed Name

Principal

Title Date

Authorized **Leonard's** Representative Signature

Kristi Carver

Printed Name

Sales Rep 09/05/24

Title Date

Contract # C

30001

Terms and Conditions of the Agreement

General Terms: The named school has selected Leonard's to be its exclusive printer for the products and years identified. This contract is not subject to cancellation by either party unless written request and consent of both the school administration and Leonard's management. After this Printing Agreement is signed, Leonard's will invest in and allocate resources to help the named school with the creation and production of the school's printed products. Leonard's is not liable for delayed or lost shipments as a result of Acts of God, shipping carrier responsibilities, strikes, or general accidents out of their control. If such delays occur, it cannot be just reason to breach the contract. All Printing Agreements are subject to Leonard's home office approval.

Incentives: If this contract is breached or canceled, any cash incentives, equipment or technology must be returned or paid back to Leonard's. Any incentives that are not requested or utilized during the term of this contract will expire in the ending year of the contract.

Pricing: Together, Leonard's and the named school will work together to establish printing specifications, price, completion deadlines and ship dates. Prices are based on on-time submission and do not include any extra charge items, late fees and/or rush charges that may apply. Prices will vary with number of copies, number of pages, cover applications and other extra charge items. Prices are also subject to change during the contracted time period due to supply chain and material cost changes, changes to the cost of manufacturing, and/or production and staffing demands. Additionally, Leonard's has the right to charge for any overrun copies provided to the school during delivery. Shipping costs are determined by the carrier. The actual shipping cost will be passed on directly to the named school.

Deadline and Ship Dates: The named school must meet assigned deadlines in order to receive their printed product by the ship date specified on the contract. Deadline dates are also subject to change based on any changes to product choices and enhancements. Any changes to the original contracted product may result in altered deadline and/or requested ship dates.

Copyright and Reproduction: The named school agrees to allowing Leonard's to use the specified year/s' product(s) as reproduced samples or for educational, marketing, or other promotional purposes without compensation to the school or without having to gain permission from the school. Furthermore, by submitting the project for printing by Leonard's, the school agrees that all materials are safe from any violation of copyright or fair use laws. Leonard's will not knowingly print any product that is in violation of copyright, and will not be liable if such material is printed. Leonard's reserves the right to refuse to publish any questionable content. Leonard's will not add additional content into the project without school consent.

Family Educational Rights and Privacy Act (FERPA): As a member of the School Photographers of America, Leonard's is aware and fully compliant with all U.S. Department of Education and current FERPA laws as they pertain to how we handle student data and cybersecurity. Under the FERPA exclusion of school official consent, your school is able to share student information with us to execute the photography and yearbook programs in partnership with Leonard's. If Leonard's does not receive the necessary information, some or all applicable duties may not be able to be performed, or there may be a charge for services.

AGENDA ITEM NO. 8.9

Item Cover Page

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

DATE:	January 21, 2025
SUBMITTED BY:	Carrie Dopson - (259-0408)
ITEM TYPE:	Grant
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of the Grant Proposal for 07/01/2024 - 06/30/2025 Criminal Justice Cap Grant in the Amount of $196,125.00. New / Federal / No Matching

ATTACHMENTS:
01.21.2025 Approval of the Criminal Justice Cap Grant_C.Dopson.pdf

GRANT PROPOSAL SUMMARY
REQUEST FOR BOARD APPROVAL

Board Approval Status

(MUST BE TYPED)

NAME OF GRANT PROPOSAL	*Criminal Justice Cap Grant*

TYPE OF GRANT:
☒ **New** ☐ **Continuation** ☐ **Amendment** ☐ **Entitlement** ☐ **Competitive**

CONTACT PERSON:	*Carrie Dopson*

CONTACT PHONE NUMBER:	*904-259-0408*

AMOUNT REQUESTED:	*$196,125.00*

SOURCE: ☒ **Federal** ☐ **State** ☐ **Other:** _____

LOCAL MATCHING FUNDS REQUESTED:
☒ **No**
☐ **Yes . . . If yes, please specify:** ☐ **Monetary Amount $**_____
☐ **In-Kind Amount $**_____

LIST SPECIFIC IN-KIND CONTRIBUTIONS

PROJECT DESCRIPTION ***(If additional space is needed, attachments may be used)***
Workforce Development Capitalization Incentive Grant (Cap Grant)

HOW WILL FUNDS BE USED ***(If additional space is needed, attachments may be used)***
Funds will be used to relocate and renovate a portable building as well as equipment, supplies, textbooks, test prep materials and training for Students. Instructor will receive specialized training on new equipment and curriculm that will be used in 4 courses with pathways.

SUBMITTED BY: ***Carrie Dopson*** **DATE:** ***01/07/2025***

Florida Department of Education
Project Award Notification

1 PROJECT RECIPIENT Baker County School District	**2 PROJECT NUMBER** 020-92510-5SC01
3 PROJECT/PROGRAM TITLE Workforce Development Capitalization Incentive Grant (Cap Grant) **TAPS 25B178**	**4 AUTHORITY** **1011.801, F.S. 24-25 General Appropriations Act L.I. 120 USDE or Appropriate Agency** **FAIN#:**
5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:	**6 PROJECT PERIODS** Budget Period: 07/01/2024 - 06/30/2025 Program Period:07/01/2024 - 06/30/2025
7 AUTHORIZED FUNDING Current Approved Budget: $196,125.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: $196,125.00	**8 REIMBURSEMENT OPTION** Quarterly Advance to Public Entity

9 TIMELINES

- Last date for incurring expenditures and issuing purchase orders: 06/30/2025
- Date that all obligations are to be liquidated and final disbursement reports submitted: 08/20/2025
- Last date for receipt of proposed budget and program amendments: 05/30/2025
- Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400:
- Date(s) for program reports:
- Federal Award Date :

10 DOE CONTACTS **Program**: Claudia Campagnola Phone: (850) 245-9081 Email: Claudia.Campagnola@fldoe.org **Grants Management**: Unit B (850) 245-0735	**Comptroller Office** **Phone**: (850) 245-0401	**UEI#**: MJG4ULGMPKE7 **FEIN#**: F596000509001

11 TERMS AND SPECIAL CONDITIONS

- This project and any amendments are subject to the procedures outlined in the Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by reference.
- Any unexpended general revenue funds must be returned by check issued to the Florida Department of Education, with the final expenditure report. The check must clearly identify the project number for which funds are being returned.
- In the event that the Governor and Cabinet are required to impose a mandatory reserve on the current year appropriation, this Agreement shall be amended to place in reserve the amount determined by the Department of Education to be necessary because of the mandatory reserve in the appropriation.
- All provisions not in conflict with any amendment(s) are still in full force and effect and are to be performed at the level specified in the project award notification.
- The Department's approval of this contract/grant does not excuse compliance with any law.
- Other:

12 APPROVED:

Charles D. Feehrer — Authorized Official on behalf of the Commissioner of Education

1/06/2025 — Date of Signing

FLORIDA DEPARTMENT OF EDUCATION fldoe.org

DOE-200
Revised 07/15

INSTRUCTIONS
PROJECT AWARD NOTIFICATION

1 Project Recipient: Agency, Institution or Non-Governmental entity to which the project is awarded.

2 Project Number: This is the agency number, grant number, and project code that must be used in all communication. (Projects with multiple project numbers will have a separate DOE-200 for each project number).

3 Project Description: Title of program and/or project. TAPS #: Departmental tracking number.

4 Authority: Federal Grants - Public Law or authority and CFDA number. State Grants - Appropriation Line Item Number and/or applicable statute and state identifier number.

5 Amendment Information: Amendment number (consecutively numbered), type (programmatic, budgeting, time extension or others) in accordance with the Project Application and Amendment Procedures for Federal and State Programs (Green Book), and effective date.

6 Project Periods: The periods for which the project budget and program are in effect.

7 Authorized Funding: Current Approved Project (total dollars available prior to any amendments); Amendment Amount (total amount of increase or decrease in project funding); Estimated Roll Forward (roll forward funds which have been estimated into this project); and Total Project Amount (total dollars awarded for this project).

8 Reimbursement Options:

Federal Cash Advance –On-Line Reporting required monthly to record expenditures.

Advance Payment – Upon receipt of the Project Award Notification, up to 25% of the total award may be advanced for the first payment period. To receive subsequent payments, 90% of previous expenditures must be documented and approved by the Department.

Quarterly Advance to Public Entity – For quarterly advances of non-federal funding to state agencies and LEAs made in accordance within the authority of the General Appropriations Act. Expenditures must be documented and reported to DOE at the end of the project period. If audited, the recipient must have expenditure detail documentation supporting the requested advances.

Reimbursement with Performance - Payment made upon submission of documented allowable expenditures, plus documentation of completion of specified performance objectives.

9 Timelines: Date requirements for financial and program reporting/requests to the Department of Education.

10 DOE Contacts: Program contact for program issues, Grants Management Unit for processing issues, and Comptroller's Office number for payment information.

11 Terms and Special Conditions: Listed items apply to this project. (Additional space provided on Page 2 of 2 if needed.)

12 Approved: Approval signature from the Florida Department of Education and the date signature was affixed.

FLORIDA DEPARTMENT OF EDUCATION

PROJECT APPLICATION

Please return to:	**A) Program Name:**	***DOE USE ONLY***
Florida Department of Education Office of Grants Management ShareFile System Telephone: (850) 245-0496	**Workforce Development Capitalization Incentive Program (CAP Grant)** **Fiscal Year 2023-2024** **TAPS NUMBER: 25B178**	Date Received 11/21/2024
B) Name and Address of Eligible Applicant: **Baker County School District** **418 S. 8th Street** **Macclenny, FL 32063**		**Project Number (DOE Assigned)** 020-92510-5SC01

C) Total Funds Requested:	**D)** Applicant Contact & Business Information	
$196,125	Contact Name: Carrie Dopson Fiscal Contact Name: Mary Ambrose	Telephone Numbers: **(904) 259-0408** **(904) 259-0418**
DOE USE ONLY **Total Approved Project:** $ 196,125.00	Mailing Address: **418 S. 8th Street** **Macclenny, FL 32063**	E-mail Addresses: Carrie.dopson@bakerk12.org
	Physical/Facility Address: **418 S. 8th Street** **Macclenny, FL 32063**	UEI number: 59-6000509 FEIN number: 195771472

CERTIFICATION

I, John Wyatt Milton, as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.

E) J. Wyatt Milton — Signature of Agency Head

Superintendent — Title

11/12/2024 — Date

2024-25 Workforce Development Capitalization Incentive Grant

Executive Summary and Business Case

Provide a brief executive summary of your concept proposal and how funds will be used to expand opportunities for high school students in your region or statewide. (1,000-word limit)
The executive summary must address: • How programs and the needs in your region were identified (e.g., your Perkins CLNA process, consultation with employers, workforce partners) • How external workforce partners contributed to the determination of priorities • Linkages of programs to the targeted industry (if applicable) and total funds requested for each program listed.
This proposal seeks to expand opportunities for high school students at Baker County High School through the enhancement and expansion of the Criminal Justice program. Baker County is surrounded by 8 major correctional institutions and many of our residents are employed at these facilities. Representatives from three of these institutions sit on our advisory board for our criminal justice pathway. Through the Perkins CLNA process and by consultation with employers and workforce partners, we have discovered a growing demand for skilled professionals in law enforcement, corrections, 911 Public Safety Telecommunicators and related fields. Collaborations with local police department, sheriff's office and correctional facilities provided insights into the specific skills and competencies needed. Their feedback demonstrated the need for curriculum enhancements and experiential learning opportunities within our Criminal Justice program. The expanded Criminal Justice program will incorporate several hands-on training equipment and software that directly align with the targeted industry and will prepare students for entry level positions or for entry into college programs in these areas. Incorporating the 911 Public Safety Telecommunication industry certification into the three-year program will provide students with the opportunity to acquire a post-secondary credential that is recognized in this field. Careers in these fields are high skilled/ high wage jobs according to the Region 8 Regional Demand Occupation list.
DO NOT EXCEED TWO PAGES – 1,000 WORDS

2024-25 Workforce Development Capitalization Incentive Grant

Support for Strategic Plan

Describe how the project will incorporate one or more of the Goals included in the State Board of Education's K-20 Strategic Plan, outlined at: http://www.fldoe.org/policy/state-board-of-edu/strategic-plan.stml. . (1,000-word limit)

The expansion of the Criminal Justice program at Baker County High School aligns closely with the strategic goals outlined by the State Board of Education's K-20 Strategic Plan. This plan serves as a framework to enhance educational outcomes and workforce readiness across Florida, emphasizing all four goals. This program would directly contribute to the goal of highest student achievement by rigorous academic preparation, enhanced learning opportunities and measurable outcomes. Our goal would be to engage students in this CTE program in an effort to increase the graduation rate at Baker County High School. The second goal of seamless articulation and maximum access would be addressed by creating clear pathways from high school to postsecondary education or direct entry into the workforce. We currently partner with Florida Gateway College and offer a Dual Enrollment course on our campus. With the equipment, software, training and renovation provided by these funds, our goal would be to increase student participation and success in these fields. This program would be meeting the workforce needs by providing a skilled workforce and offering certifications and dual enrollment relevant to the skills and qualifications needed for this field. The fourth goal is quality efficient services that would be met using effective resource management, continuous improvement and garnering community support.

DO NOT EXCEED TWO PAGES – 1,000 WORDS

2024-25 Workforce Development Capitalization Incentive Grant

Assurances

Applicants must thoroughly read the assurances to determine whether to submit an application for the grant. If awarded funds, the applicant will become a grantee and must agree to all terms and conditions.

- The agency understands that the grant is a one-time, non-recurring grant to be used to create or expand eligible programs.
- Funding sources for this equipment have been evaluated. The amount received from this grant may be combined with other sources, but it must supplement and not supplant.
- The equipment will be purchased, installed and available for use by students by the earlier possible date.
- If fixed capital outlay expenditures are included, the agency confirms that all facilities impacted are owned and operated by the fiscal agent.
- If the agency is responsible for charter schools, these entities have been contacted regarding the availability of these funds and have been permitted to participate in the district's application.
- The agency agrees to comply with all applicable rules for expenditure of state funds as well as any conditions in the Request for Application upon award.

2024-25 Workforce Development Capitalization Incentive Program (CAP Grant)

Concept Proposal Part 2: Workbook for 9-12 CTE Programs

Program Detail

List all new or expanded programs information, school name and location, anticipated date for first student enrollment and planned program capacity.
For use of funds for a 9-12 career preparatory or technology education program, **one** of the conditions must be met:
1. The district currently offers three courses in the program in the school where the expansion is planned
2. The district agrees to offer three courses in the program for new program development in a school

All eligible programs **must** lead to an industry certification on the CAPE Industry Certification Funding List.
Note: Industry Certification **must** be linked to the proposed program.

Instructions: Enter the program information as instructed. Blue headers with shaded cells will be auto-populated with your program information, do not overwrite.

Program Number *Enter the appropriate program number or use the dropdown box*	Program Name (Auto-populate)	Course Number *Enter the appropriate course number or use the dropdown box*	Course Name (Auto-populate)	Course Number *Enter the appropriate course number or use the dropdown box*	Course Name (Auto-populate)	Course Number *Enter the appropriate course number or use the dropdown box*	Course Name (Auto-populate)	Industry Certification Code *Enter the appropriate certification code number as listed in the MCL or use the dropdown box*	Industry Certification Title (Auto-populate)	School Name and Address *Enter the high school name and physical address*	Month and Year for Anticipated New/Expanded Enrollment	Current Capacity *Enter the program current capacity at this location*	New Capacity *Enter the program augmented capacity at this location*	Program Capacity (Auto-populate)
Example: 8115110	Veterinary Assisting	8111510	Veterinary Assisting 1	8111540	Veterinary Assisting 2	8111550	Veterinary Assisting 3	FLVMA002	Certified Veterinary Assistant (CVA)	Gulf HS 305 Atlantic Blvd Fort Lauderdale, FL 33009	August 2025	20	30	50
8918000	Criminal Justice Operations	8918010	Criminal Justice Operations 1	8918020	Criminal Justice Operations 2	8918030	Criminal Justice Operations 3	FDMQA030	911 Public Safety Telecommunicator	Baker County High School 1 Wildcat Drive, Glen St. Mary, FL 32040	August 2025	300	100	400
If needed add rows above this one												300	100	400

Economic Outcome

Evaluation of High Skill, High Wage Program Impact

Complete the following economic outcome table with information on the proposed programs.

For each program listed in the "Program Detail" tab, provide information on occupational linkages and a brief summary of the economic impact of these occupations in Florida's economy for the students who complete these programs.

Resources:

1. Florida Commerce – Current Employment Projections
2. Florida Commerce – Local Targeted Occupations List
3. Labor Market Estimating Conference
4. Master Credentials List (for SOC code linkages to postsecondary programs)

Instructions: Enter the program information, SOC codes, projected employment and expected wages for listed programs. Use multiple rows to include more than one occupation per program. The blue header column with shaded cells has a dropdown menu option, do not overwrite.

Program Name *Use the dropdown arrow to select a program from the list. Note: Program must be listed In the "Program Detail" tab*	**Occupation(s) to which the program is linked** *Insert SOC number here*	**Occupation(s) to which the program is linked** *Insert SOC Title here*	**Annual Growth in your service area** *This may include neighboring counties if applicable*	**Annual Openings in Florida** *(if available)*	**Annual Openings in your service area** *This may include neighboring counties if applicable*	**Is this occupation considered HSHW in your service area?**	**Entry Hourly Wage**	**Mean Hourly Wage**	**High Hourly Wage**	**Data Source**
Example: Animal Science and Services	**31-9096**	**Veterinary Assistants and Laboratory Animal Caretakers**	**3.10%**	**1212**	**90**	**No**	**$ 14.73**	**$ 16.45**	**$ 18.81**	**Career Source Florida**
Criminal Justice Operations	13-1041	Compliance Officers	6.30%	21158	1869	Yes	$ 21.13	$ 36.42	$ 44.06	Floridajobs.org/economic-data
Criminal Justice Operations	23-2011	Paralegals and Legal Assistants	6.10%	34182	2151	No	$ 20.32	$ 28.83	$ 33.08	Floridajobs.org/economic-data
Criminal Justice Operations	43-5031	Public Safety Telecommunicators	5.30%	4770	326	No	$ 18.25	$ 22.24	$ 24.23	Floridajobs.org/economic-data
If needed add rows above this one										

FLORIDA DEPARTMENT OF EDUCATION
BUDGET NARRATIVE FORM 101S

A) Name of Eligible Recipient/Fiscal Agent:	**Baker County School District**
B) DOE Assigned Project Number:	020-92510-5SC01
C) TAPS Number:	**25B178**

(1)	(2)	(3)	(4)	(5)	(6)
FUNCTION	**OBJECT**	**Account Title and Narrative**	**FTE POSITION**	**AMOUNT**	**% Allocated to This Project**
5300	160	Administrative Assistant responsible for researching, ordering, receiving, and completing all paperwork necessary for grant management.	0.1	$ 5,650.00	100%
5300	210	Retirement: for Administrative Assistant @ 13.57%		$ 767.00	100%
5300	220	FICA/ Medicare for Administrative Assistant @ 7.65%		$ 433.00	100%
5300	230	Group Insurance: employer portion for administrative assistant.		$ 650.00	100%
5300	510	Materials and Supplies: Sirchie Traffic template (50 @ $20); Keson Industries 100 ft Fiberglass Measuring Tape (3 @ $50); Galls Mesh Traffic Vests (60 @ $56); Gym mats 4x8 1.5 in (8 @ $200); Crime Scene tape (5 @$25); 6 in Gray Photo Evidence Scales (40 @$20); Shake-N-Cast Impression Kits (3 @ $200); Composition notebooks (300 @$15); 2 " D-ring binders (300 @$15); Glass test tubes (75 @ $3); Plastic Test tube Rack (12 @ $15); Puritan Medical 3 " Cotton Swabs (3-1000pks @$20); Stage Blood (3 gals @ $75); Shoe Covers (3-boxes of 50 @ $40); Fingerprint powder (75 @ $10); fingerprint lifting tape (30 rolls @ $10); Traxtone Footprint Casting Powder (3 @$130); Bill of Rights Poster sets (2 @ $55);Non-Latex gloves (S, M, L, XL) (4 cases @$200 each);Evidence bags & Tape (10 @ $50);Fingerprint cards & Tape (10 @$60); Molding Skulls w/clay (30 @ $20);		$ 22,095.00	100%
5300	520	Textbooks: Florida Statue Books (75 @ $80); Understanding Government (3 @$75); Criminal Investigation 11th Ed (75 @ $50);		$ 9,055.00	100%
5300	641	Capitalized furniture, fixtures and equipment over $750: RedMan 4x4 Package (1 @ $7000);		$ 7,000.00	100%
5300	642	Non-capitalized furniture, fixtures and equipment: Keson Industries Kick Stand Measuring Wheels (3@ $130); Cortina Tool and Mold 28" Reflective Traffic Cone (4 @ $250); Redman Gear Training Bag (3 @$300); Duty Pro Soft Sided Handcuff Cases (20 @ $20); Smith and Wesson Blue Steel Finish Handcuffs (20 @ $75); Blueguns Glock (20 @ $80); Bluguns Training Kinfe (4 @ $30); Black Hawk Serpa Holster (20 RH @ $100 & 2 LH @ $100); Bludguns Taser Training Guns (20 @ $100); Dutypro Adujustable Sam Brown Belts (SM, M, L, XL) (40 @ $40); Professional Folding Magnifier w/ case(40 @$40); Hard-Core Blue Tire and Footprint Casting Kit (3 @ $500); All purpose Evidence Recovery Kit (3 @$400); Fingerprint Lab - Patrol Latent Print Kits (40 @ $50); Booking Print Station (40 @$200); Kemtec Forensic Blood Spatter Kit (3 @ $500); Digital Range Finder (3 @ $300); CNA900 Portable Fuming Chamber Kit (1 @ $500); Mark-N-Doc (3 @ $70); MicroBrite Pocket Microscopes (75 @ $20);5.3 ft Dummy Prop ($80); 14 tables @ $325; 30 chairs @$80)		$ 36,500.00	100%

FLORIDA DEPARTMENT OF EDUCATION
BUDGET NARRATIVE FORM 101S

A) Name of Eligible Recipient/Fiscal Agent:	**Baker County School District**
B) DOE Assigned Project Number:	020-92510-5SC01
C) TAPS Number:	**25B178**

(1)	(2)	(3)	(4)	(5)	(6)
FUNCTION	**OBJECT**	**Account Title and Narrative**	**FTE POSITION**	**AMOUNT**	**% Allocated to This Project**
5300	643	Capitalized computer hardware and technology over $750: VR Forensics virtual hardware (2 @ $11000); 911 administrator server ($14,500); Call taker dispatcher/Role player (2 monitors w/ 2 licenses with freight) ($6000 ea.)		$ 48,500.00	100%
5300	680	Remodeling and Renovations: Renovate a portable classroom to immitate a courtroom and crime scene lab. Install wooden railing and judge stand. Create jury area on an elevated platform; Create a witness box and prosecution and defense tables. 911 telecommunications lab and crime scene lab, fingerprinting lab, blood splatter lab and self defense are and lab for virtual reality software.		$ 50,000.00	100%
5300	691	Capitalized Computer software: FACES 4.0 teacher version (2 @$150); 3D EyeWitness software - crime, fire and traffic scene reconstruction - (2 @ $1000); Laser Ammo use of Force range Intermediate Package ($4000);		$ 6,300.00	100%
5300	730	Dues and Fees: 911 Public Safety Telecommunicator exam vouchers (75 @$75);school certification ($50); instructor training and orientation ($3500)		$ 9,175.00	100%
			D) TOTAL	**$ 196,125.00**	**1200%**

DOE ATTESTATION (Program and Grants Management)

The cost for each line item budget category has been evaluated and determined to be allowable, reasonable and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

April 2022 **DOE 101S**

Florida Department of Education
Division of Career and Adult Education

PROJECTED EQUIPMENT PURCHASES FORM

Equipment projected to be purchased from this grant must be submitted on this form **or** in a format that contains the information appearing on this form.

A) **Baker County School District**
Name of Eligible Recipient

TAPS Number
25B178

B) 020-92510-5SC01
Project Number **(DOE USE ONLY)**

Agencies are accountable for all equipment purchased using grant funds including those below the agencies threshold.

PROJECTED EQUIPMENT PURCHASES

(Cells will expand when text is typed.)

ITEM #	FUNCTION CODE	OBJECT CODE	ACCOUNT TITLE	DESCRIPTION	SCHOOL / PROGRAM	NUMBER OF ITEMS	ITEM COST ($)	TOTAL AMOUNT ($)
	A	B	C	D	E	F	G	H
1	5300	643	Capitalized computer hardware and technology over $750	VR Forensics virtual hardware	8918000	2	11,000	22,000
2	5300	643	Capitalized computer hardware and technology over $750	911 administrator server	891800	1	14,500	14,500
3	5300	641	Capitalized furniture, fixtures and equipment over $750	RedMan 4x4 Package	8918000	1	7,000	7,000
4	5300	643	Capitalized computer hardware and technology over $750	911 Call taker dispatcher/ Role player (2 monitors w 2 license + freight)	8918000	2	6,000	12,000

Inventory Guidelines

The following elements are required on the inventory of all equipment purchased.

2 C.F.R. 200, Uniform Guidance, 200.313 Equipment: Property records must be maintained that include a description of the property, a serial number or other identification number, the source funding for the property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

State Requirements for inventory elements are located in Rule 69I-72.003, Florida Administrative Code, Recording of Property.

Does the agency's inventory system contain all required federal and state elements listed above? YES x NO___

Project Performance Accountability Form

Definitions

- **Scope of Work-** The major tasks that the grantee is required to perform
- **Tasks-** The specific activities performed to complete the Scope of Work
- **Deliverables-** The products and/or services that directly relate to a task specified in the Scope of Work. Deliverables must be quantifiable, measurable, and verifiable
- **Evidence-** The tangible proof
- **Due Date-** Date for completion of tasks
- **Unit Cost-** Dollar value of deliverables

Scope of Work Tasks/Activities	Deliverables (product or service)	Evidence (verification)	Due Date (completion)	Unit Cost
Renovate portable building	Solicit bids from qualified contractors to remodel an existing portable to create spaces for a Court room, fingerprinting lab, 911 dispatch station & virtual reality simulators.	Provide Purchase orders and Invoices for work performed	2/28/2025	$50,000
Assign duties and responsibilities to Grant manager	Assign duties of purchasing and soliciting bids; paperwork; and other duties of grant management to assistant	Payroll coding change form	1/15/2025	$7,500
Equipment acquisition and set up	Order equipment, furniture & supplies, textbooks, and test prep materials	Provide purchase orders and invoices for purchases	5/01/2025	$129,450
Instructor training	Instructor to receive specialized training on new equipment and curriculum that will be used in 4 courses with the pathway	Provide teacher	6/30/2025	$3,500
Student training	Purchase 911orientation and exam vouchers	Invoice of exam vouchers	6/30/2025	$5,675

AGENDA ITEM NO. 8.10

Item Cover Page

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

DATE: January 21, 2025

SUBMITTED BY: Thomas Hill - (259-0429)

ITEM TYPE: Agreement

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Data Sharing Agreement with Bookmarked.

ATTACHMENTS:
01.21.2025 Approval of the DSA Between Baker County School District and Bookmarked_T.Hill.pdf

Baker County Public Schools

Wyatt Milton, Superintendent of Schools

270 South Boulevard East, Macclenny, Florida 32063

Telephone: (904) 259-6251 www.bakerk12.org Fax: (904) 259-1387

January 6, 2025

Mr. Wyatt Milton, Superintendent of Schools
Baker County School Board Members
270 South Boulevard East
Macclenny, FL 32063

Dear Superintendent Milton and School Board Members:

The purpose of this letter is to request School Board approval of the attached "Data Sharing Agreement" between the Baker County School District and Bookmarked.

Please do not hesitate to contact me with any questions that you may have about this contract.

Sincerely,

Thomas Hill
Associate Superintendent of Human Resources
(904) 259-0429

STANDARD STUDENT DATA PRIVACY AGREEMENT

(Florida National Data Privacy Agreement (NDPA) Standard VERSION 2)

Baker County School District

And

Bookmarked Inc.

Version 2

Authored by Members of the Student Data Privacy Consortium (SDPC) &

Mark Williams, Fagen, Friedman & Fulfrost LLP

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This document may only be used by A4L Community members and may not be altered in any substantive manner.

This Student Data Privacy Agreement ("DPA") is entered into on the date of full execution (the "Effective Date") and is entered into by and between:

[Baker County School District],

located at [392 South Blvd, Macclenny, Florida, 32063] (the "LEA")

and

[Bookmarked Inc.],

located at [5301 Alpha Rd Ste 80 PMB 8016, Dallas, Texas, 75240-4393] (the "Provider").

PREAMBLE

WHEREAS, the Provider is providing educational or digital Services, as defined in Exhibit "A", to LEA, which Services may include: (a) cloud-based Services for the digital storage, management, and retrieval of pupil records; and/or (b) digital educational software that authorizes Provider to access, store, and use pupil records; and

WHEREAS, the Provider and LEA have entered into a Service Agreement (as defined herein), to provide certain Services to the LEA as set forth in the Service Agreement, and this DPA (collectively the "Agreement"),

WHEREAS, the Provider and LEA recognize the need to protect personally identifiable student information and other regulated data exchanged between them as required by applicable laws and regulations, such as the Family Educational Rights and Privacy Act ("FERPA") at 20 U.S.C. 1232g (34 C.F.R. Part 99); the Protection of Pupil Rights Amendment ("PPRA") at 20 U.S.C. 1232h; and the Children's Online Privacy Protection Act ("COPPA") at 15 U.S.C. 6501-6506 (16 C.F.R. Part 312),

WHEREAS, the Provider and LEA desire to enter into this DPA for the purpose of establishing their respective obligations and duties in order to comply with applicable laws and regulations.

NOW THEREFORE, for good and valuable consideration, LEA and Provider agree as follows:

General Offer of Privacy Terms.
The Provider has signed Exhibit "E" to the SDPC Standard Clauses, otherwise known as "General Offer of Privacy Terms" enabling other LEAs to enter into the same terms of this DPA with Provider.

Special Provisions. (Check if Required)

☑ If checked, the Supplemental State Terms attached hereto as Exhibit "G" are hereby incorporated by reference into this DPA in their entirety.

If the Parties desire to change any terms, use the 'Vendor-Specific' Agreement or 'District-Modified' Agreement.

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The **designated representative for the LEA** for this DPA is:

Name: Tyler Brim Title: Systems Support Specialist

Address: 392 South Blvd East, Macclenny, Florida, 32063

Phone: 904-259-0361 Email: privacy@bakerk12.org

The **designated representative for the Provider** for this DPA is:

Name: Steve Wandler Title: CEO

Address: 5301 Alpha Rd Ste 80 PMB 8016, Dallas, TX, 75240-4393

Phone: 214-892-1015 Email: steve@bookmarked.com

IN WITNESS WHEREOF, LEA and Provider execute this DPA as of the Effective Date.

LEA: [Baker County School District]

Signed By: Date: 12/19/2024

Printed Name: Tyler S. Brim Title/Position: Systems Support Specialist

PROVIDER: [Bookmarked Inc.]

Signed By: Date: December 19, 2024

Printed Name: Steve Wandler Title/Position: CEO

Each Party is responsible to promptly notify the other Party of changes to the notice information.

Notices to Provider

[Bookmarked Inc.]
[CEO]
[5301 Alpha Rd Ste 80 PMB 8016, Dallas, TX 75240-4393]
[privacy@bookmarked.com]

With a copy to (if provided):

[Scale LLP]
[315 Montgomery Street Floor 10, San Francisco, CA 94104]
[ckraus@scalefirm.com]

Notices to LEA

[Baker County School District]
[LEA Role]
[392 South Blvd, Macclenny, Florida, 32063]
[privacy@bakerk12.org]

With a copy to (if provided):

[LEA Legal Counsel]
[LEA Legal Counsel Postal Address]
[LEA Legal Email Address]

Security Notices to Provider (Required per Section 5.3)

[Steve Wandler]
[CEO]
[5301 Alpha Rd Ste 80 PMB 8016, Dallas, TX 75240-4393]
[steve@bookmarked.com]

Security Notices to LEA (Required per Section 5.3)

[Tyler S. Brim]
[Systems Support Specialist]
[392 South Blvd East, Macclenny, Florida, 32063]
[security@bakerk12.org]

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STANDARD CLAUSES

ARTICLE I: PURPOSE AND SCOPE

1.1 Purpose of DPA.

The purpose of this DPA is to describe the duties and responsibilities to protect Student Data including compliance with all applicable federal and state privacy laws, rules, and regulations, all as may be amended from time to time. In performing the Services, the Provider shall be considered a School Official with a legitimate educational interest, and performing Services otherwise provided by the LEA. With respect to its use and maintenance of Student Data, Provider shall be under the direct control and supervision of the LEA as set forth in this DPA and the Service Agreement.

1.2 Description of Products and Services.

A description of all products and services covered by the Agreement, and information specific to this DPA, are listed in Exhibit "A". If a Provider needs to update any information on Exhibit "A" (such as updating with new provided services), they may do so by completing the Addendum template provided by the A4L Community and sending a copy to the LEA.

Provider may add or delete products or services subject to this DPA under the following circumstances:

1. Deleted products or services: The products or services have been discontinued and are no longer available from the Provider.
2. Added products or services: The added products or services are either:
   a. a direct replacement, or substantially equivalent to the original products or services listed in the DPA, or
   b. the added products or services result in enriched new or enhanced capabilities, new modules, technology advancements and or service categories relating to the listed products or services that Provider did not have at the time the DPA was signed.

If an added product or service requires additional Data Elements, Provider must complete the relevant portion of the Addendum template to update Exhibit "B".

Provider may not make any change to Exhibit "A" via an Addendum, except adding or deleting products or services. LEA is under no obligation to acquire added products or services, and has no ability under the DPA to prevent deletion of products or services. Subject to the limitations in this section, an Addendum is automatically incorporated into this DPA when LEA is notified by Provider, in accordance with the notification provisions of this DPA, of the Addendum's existence and contents.

1.3 Student Data to Be Provided.

In order to perform the services, the Provider shall process Student Data as identified by the Provider in the Schedule of Data, attached hereto as Exhibit "B". Student Data may be provided by the LEA or created by students, as set forth fully in the definition of Student Data in Exhibit "C". If a Provider needs to update any information on Exhibit "B", they may do so by completing the Addendum template provided by the A4L Community and sending a copy to the LEA.

Provider may delete data elements from Exhibit "B" if they are no longer used by the Provider.

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Provider must add data elements to Exhibit "B", when a material change has occurred, regardless of whether the added data elements are either one of the following:

1. used to better deliver the original products or services listed in the DPA, or
2. used to deliver added products or services that result in new or enhanced capabilities, new modules, technology advancements and or service categories relating to the listed products or services that Provider did not have at the time the DPA was signed. Such new products or services must be designated in the Addendum template as changes to Exhibit "A".

The Provider must notify the LEA, in accordance with the notification provisions of this DPA, of the existence and contents of an Addendum modifying Exhibit "B". The LEA will have thirty (30) days from receipt to object to the Addendum. If no written objection is received it will become incorporated into the DPA between the parties.

1.4 DPA Definitions.

Capitalized terms used in this DPA shall have the meanings set forth in Exhibit "C". With respect to the treatment of Student Data, in the event of a conflict, definitions used in this DPA shall prevail over terms used in any other writing, including, but not limited to, the Service Agreement.

ARTICLE II: DATA OWNERSHIP AND AUTHORIZED ACCESS

2.1 Student Data Property of LEA.

As between LEA and Provider, all Student Data processed by the Provider, or created by students (as set forth fully in the definition of Student Data in Exhibit "C"), pursuant to the Agreement is and will continue to be the property of and under the control of the LEA. The Provider further acknowledges and agrees that all copies of such Student Data processed by the Provider, including any modifications or additions or any portion thereof from any source, are also subject to the provisions of this DPA in the same manner as the original Student Data. The Parties agree that as between them, all rights, including all intellectual property rights in and to Student Data contemplated per the Service Agreement, shall remain the exclusive property of the LEA.

2.2 Parent, Legal Guardian and Student Access.

The LEA shall establish reasonable procedures by which a parent, legal guardian, or eligible student (as defined in FERPA) may review Student Data and request deletion or modification, and request delivery of a copy of the Student Data. In support of this, the Provider shall establish reasonable procedures by which the LEA may access, and correct if necessary, Education Records and/or Student Data, and make a copy of the data available to the LEA or (at the LEA's direction) to the parent, legal guardian or eligible student directly. If the LEA is not able to review or update the Student Data itself, Provider shall respond in a reasonably timely manner (and no later than thirty (30) days from the date of the request or pursuant to the time frame required under state law for an LEA to respond to a parent, legal guardian or student, whichever is sooner) to the LEA's request for Student Data held by the Provider to view or correct as necessary.

In the event that a parent or legal guardian of a student or eligible student contacts the Provider to correct, delete, review or request delivery of a copy of any of the Student Data collected by or generated through the Services, the Provider shall refer that person to the LEA, who will follow the necessary and proper procedures regarding

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the requested information. In the event that any person other than those listed contacts the Provider about any Student Data, the Provider shall refer that person to the LEA, except as provided in Section 4.4.

2.2.1 This NDPA does not impede the ability of students to download, export, or otherwise save or maintain their own Student Generated Content directly from Provider or for Provider to provide a mechanism for such download, export, transfer or saving to students, or the student's parent or legal guardian. Nor does it impede the ability of Providers to offer LEAs features to allow such ability.

2.2.2 In the event that Student Generated Content is transferred to the control of the student, parent or legal guardian, the copy of such Student Generated Content that is in the control of such person is no longer considered Student Data.

2.3 Subprocessors.

Provider shall enter into a Subprocessor Agreement with all Subprocessors performing functions for the Provider in order for the Provider to provide the Services pursuant to the Service Agreement, whereby the Subprocessors agree to protect Student Data in a manner no less stringent than the terms of this DPA. Every Subprocessor Agreement must provide that the Subprocessor will not Sell the Student Data. The terms of a Subprocessor Agreement shall not be materially modified by the Subprocessor unless notice is provided to the Provider.

ARTICLE III: DUTIES OF LEA

3.1 Provide Data in Compliance with Applicable Laws.

LEA shall use the Services and provide Student Data in compliance with all applicable federal and state privacy laws, rules, and regulations, all as may be amended from time to time.

3.2 Annual Notification of Rights.

If the LEA has a policy of disclosing Education Records and/or Student Data under FERPA (34 CFR § 99.31(a)(1)), LEA shall include a specification of criteria for determining who constitutes a School Official and what constitutes a legitimate educational interest in its annual notification of rights.

3.3 Reasonable Precautions.

LEA shall employ administrative, physical, and technical safeguards designed to protect usernames, passwords, and any other means of gaining access to the Services and/or hosted Student Data from unauthorized access, disclosure, or acquisition by an unauthorized person.

3.4 Unauthorized Access Notification and Assistance.

LEA shall notify Provider within seventy-two (72) hours of any confirmed Data Breach to the Services, LEA's account or any Student Data that poses a privacy or security risk. If requested by Provider, LEA will provide reasonable assistance to Provider in any efforts by Provider to investigate and respond to such Data Breach.

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ARTICLE IV: DUTIES OF PROVIDER

4.1 Privacy and Security Compliance.

The Provider shall comply with all laws and regulations applicable to Provider's protection of Student Data privacy and security, and at the direction of the LEA shall cooperate with any state or federal government initiated audit of the LEA's use of the Services.

4.2 Authorized Use.

The Student Data processed pursuant to the Services shall be used by the Provider for no purpose other than performing the Services outlined in Exhibit "A", or as instructed by the LEA.

4.3 Provider Employee Obligation.

Provider shall require all of Provider's employees who have access to Student Data to comply with all applicable provisions of this DPA with respect to the Student Data shared under the Service Agreement. Provider agrees to require and maintain an appropriate confidentiality agreement from each employee with access to Student Data pursuant to the Service Agreement.

4.4 No Disclosure.

Provider acknowledges and agrees that it shall not sell or disclose any Student Data or any portion thereof, including without limitation, user content or other non-public information and/or personally identifiable information contained in the Student Data.

4.4.1 Exceptions to No Disclosure.

4.4.1.1 This prohibition against disclosure will not apply to Student Data where disclosure is directed or permitted by the LEA or this DPA.

4.4.1.2 The provision to not sell Student Data shall not apply to a Change of Control.

4.4.1.3 This prohibition against disclosure shall not apply to Student Data disclosed pursuant to a judicial order or lawfully issued subpoena or warrant.

4.4.1.4 This prohibition against disclosure shall not apply to Student Data disclosed to Subprocessors performing Services on behalf of the Provider pursuant to this DPA.

4.4.1.5 Should law enforcement or other government entities ("Requesting Party(ies)") provide a judicial order or lawfully issued subpoena or warrant to the Provider with a request for Student Data held by the Provider pursuant to the Services, the Provider shall notify the LEA in advance of a compelled disclosure to the Requesting Party.

4.4.1.6 Notification under 4.4.1.5 is not required if the judicial order or lawfully issued subpoena or warrant states not to inform the LEA of the request.

4.4.1.7 Should the LEA be presented with a judicial order or lawfully issued subpoena or warrant to disclose Student Generated Content or other Student Data, the Provider shall cooperate with the LEA in delivering such data.

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4.4.1.8 This prohibition against disclosure shall not apply to LEA-authorized users of the Services, which may include parents and legal guardians.

4.4.1.9 This prohibition against disclosure shall not apply to protect the safety of users or others, if and only if, an LEA employee who has specifically been authorized to declare a health or safety emergency has done so and all requirements under 34 CFR §§ 99.31(a)(10) and 99.36 have been fulfilled by the LEA.

4.4.1.10 This prohibition against disclosure shall not apply to protect the integrity or security of the Service, where such disclosure is made to a Subprocessor engaged by Provider for the specific purpose of investigating a potential Data Breach as set forth in 5.4.

4.5 De-Identified Data

Provider agrees not to attempt to re-identify De-Identified Student Data without the written direction of the LEA. De-Identified Student Data may be used by the Provider for those purposes allowed under applicable laws, for the purposes allowed for the processing of Student Data under this DPA, as well as the following purposes: (1) assisting the LEA or other governmental agencies in conducting research and other studies; (2) research, development, and improvement of the Provider's educational sites, Services, or applications, and to demonstrate the effectiveness of the Services; and (3) for adaptive learning purpose and for customized student learning. Provider's use of De-Identified Student Data shall survive termination of this DPA or any request by LEA to return or dispose of Student Data. Except for Subprocessors, Provider agrees not to transfer De-identified Student Data to any third party unless the transfer is expressly directed or permitted by the LEA or this DPA. Such Subprocessors must be subject to equivalent terms of the DPA including this one. Prior to publishing any document that names the LEA, the Provider shall obtain the LEA's written approval of the manner in which De-Identified Student Data is presented. If Provider chooses to create De-Identified Data, its process must comply with either NIST de-identification standards or US Department of Education guidance on de-identification.

4.6 Disposition of Data.

Upon written request from the LEA, Provider shall dispose of or provide a mechanism for the LEA to transfer Student Data obtained under the Service Agreement, within sixty (60) days of the date of said request and according to a schedule and procedure as the Parties may reasonably agree.

If the Provider has a standard retention and destruction schedule, that schedule shall apply to Student Data as long as this DPA is active. The Provider's practice relating to retention and disposition of Student Data shall be provided to the LEA upon request.

At the termination of this DPA, the Provider shall, unless directed otherwise by the LEA, dispose of, or delete Student Data obtained by the Provider under the Agreement within sixty (60) days of termination (unless otherwise required by law). If the Agreement has lapsed or is not terminated, the Student Data shall be deleted when directed or permitted by the LEA, according to Provider's standard destruction schedule, or as otherwise required by law. The LEA may provide the Provider with special instructions for the disposition of the Student Data, by transmitting to Provider Exhibit "D", attached hereto. The duty of the Provider to dispose of or delete Student Data shall not extend to De-Identified Data or to Student-Generated Content that has been transferred or kept pursuant to Section 2.2.2.

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4.7 Advertising Limits.

Provider is prohibited from using, disclosing, or selling Student Data to (a) inform, influence, or enable Targeted Advertising; (b) develop a profile of a student, family member/guardian or group, for any purpose other than providing the Service to LEA; or (c) for any commercial purpose other than to provide the Service to the LEA, or as authorized by the LEA or the parent/guardian. Targeted Advertising is strictly prohibited. However, this section does not prohibit Provider from using Student Data (i) for adaptive learning or customized student learning (including generating personalized learning recommendations); or (ii) to make product recommendations to account holders that are not considered Targeted Advertising (this exception does not apply where the Provider is relying on the LEA to provide consent on behalf of the parent under COPPA); or (iii) to notify account holders about new education product updates, features, or Services that are not considered Targeted Advertising or from otherwise using Student Data as permitted in this DPA and its accompanying exhibits.

Before making product recommendations under section (ii) above, Provider must disclose the existence of those recommendations to LEA in writing, in sufficient detail that LEA can fulfill any obligations under applicable law (e.g. PPRA).

ARTICLE V: DATA SECURITY AND BREACH PROVISIONS

5.1 Data Storage.

If Student Data is stored outside the United States, Provider will provide a list of Countries where data is stored, in Exhibit "B".

5.2 Security Audits.

Provider will conduct a security audit or assessment no less than once per year, and upon a Data Breach. Upon 10 days' notice and execution of confidentiality agreement, Provider will provide the LEA with a copy of the audit report, subject to reasonable and appropriate redaction.

5.3 Data Security.

The Provider agrees to utilize administrative, physical, and technical safeguards designed to protect Student Data from unauthorized access, disclosure, acquisition, destruction, use, or modification. The Provider shall adhere to any applicable law relating to data security of Student Data. The Provider shall implement an adequate Cybersecurity Framework that incorporates one or more of the nationally or internationally recognized standards set forth in Exhibit "F". Additionally, Provider may choose to further detail its security programs and measures in Exhibit "F". Provider shall provide, in the Preamble to the DPA, contact information of an employee who LEA may contact if there are any data security concerns or questions.

5.4 Data Breach.

In the event that Provider confirms a Data Breach, the Provider shall provide notification to LEA within seventy-two (72) hours of confirmation of the Data Breach, unless notification within these time limits would disrupt investigation of the Data Breach by law enforcement. In such an event, notification shall be made within a reasonable time after the Data Breach. Provider shall follow the following process:

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(1) The Data Breach notification described above shall include, at a minimum, the following information to the extent known by the Provider and as it becomes available:

- (a) The name and contact information of the Provider subject to this section,
- (b) the date of the notice,
- (c) the date of the Data Breach, the estimated date of the Data Breach, or the date range within which the Data Breach occurred,
- (d) Whether the notification was delayed as a result of a law enforcement investigation, if legally permissible to share that information,
- (e) A general description of the Data Breach, if that information is possible to determine at the time the notice is provided,
- (f) A description of the Student Data reasonably believed to have been the subject of the Data Breach; and
- (g) Identification of impacted individuals.

(2) Provider agrees to adhere to all applicable federal and state laws with respect to a Data Breach related to the Student Data, including any required responsibilities and procedures for notification and mitigation of any such Data Breach.

(3) Provider further acknowledges and agrees to have a written Data Breach response plan that is consistent with applicable industry standards and federal and state law for responding to a Data Breach, involving Student Data and agrees to provide LEA, upon reasonable written request, with a summary of said written Data Breach response plan.

(4) LEA shall provide notice and facts surrounding the Data Breach to the affected students, parents, or guardians.

(5) In the event of a Data Breach originating from LEA's use of the Service or otherwise a result of LEA's actions or inactions, Provider shall reasonably cooperate with LEA to the extent necessary to expeditiously secure Student Data and may request costs incurred as a result of such Data Breach.

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CONTRACT TERMS

Term and Termination. In the event that either Party seeks to terminate this DPA, they may do so by written notice if the Service Agreement has lapsed or has been terminated. Either party may terminate this DPA and any Service Agreement or contract if the other party breaches any terms of this DPA. This DPA shall stay in effect for as long as the Provider retains the Student Data, as set forth in section Article IV, Section 4.6. In the case of a "Change of Control" the LEA has the authority to terminate the DPA if it reasonably believes that the successor cannot uphold the terms and conditions herein or having a contract with the successor would violate the LEA's policies or state or federal law.

Data Disposition on Service Agreement Termination. If the Service Agreement is terminated, the Provider shall dispose of all of LEA's Student Data pursuant to Article IV, Section 4.6 of the Standard Clauses.

Notices. All notices or other communication required or permitted to be given hereunder must be made in writing and may be given via e-mail transmission, or first-class mail, or mutually agreed upon method sent to the designated representatives documented in the Preamble.

Priority of Agreements. This DPA shall govern the treatment of Student Data in order to comply with the privacy protections, including those found in FERPA and all applicable privacy statutes identified in this DPA. With respect to the treatment of Student Data only, in the event there is conflict between the terms of the DPA and the Service Agreement, Terms of Service, Privacy Policies, or with any other bid/RFP, license agreement, or writing, the terms of this DPA shall apply and take precedence. In the event of a conflict between Exhibit "H", the SDPC Standard Clauses, and/or the Supplemental State Terms in Exhibit "G", Exhibit "H" will control, followed by Exhibit "G". Except as described in this paragraph herein, all other provisions of the Service Agreement shall remain in effect.

Entire Agreement. This DPA and the Service Agreement ("the Agreement") constitute the entire agreement of the Parties relating to the subject matter hereof and supersedes all prior communications, representations, or agreements, oral or written, by the Parties relating thereto. This DPA may be amended and the observance of any provision of this DPA may be waived (either generally or in any particular instance and either retroactively or prospectively) only with the signed written consent of both Parties.

Severability. Any provision of this DPA that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this DPA, and any such prohibition or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction. Notwithstanding the foregoing, if such provision could be more narrowly drawn so as not to be prohibited or unenforceable in such jurisdiction while, at the same time, maintaining the intent of the Parties, it shall, as to such jurisdiction, be so narrowly drawn without invalidating the remaining provisions of this DPA or affecting the validity or enforceability of such provision in any other jurisdiction.

Governing Law; Venue and Jurisdiction. This DPA will be governed by and construed in accordance with the laws of the state of the LEA, without regard to conflicts of law principles. Each party consents and submits to the sole and exclusive jurisdiction to the state and federal courts for the county of the LEA for any dispute arising out of or relating to this DPA or the transactions contemplated hereby.

Successors Bound. This DPA is and shall be binding upon the respective successors in interest to Provider in the event of a Change of Control. In the event of a Change of Control, the Provider shall provide written notice to the LEA no later than sixty (60) days after the closing date of such Change of Control. Such notice shall include

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a written, signed assurance that the successor will assume the obligations of the DPA and any obligations with respect to Student Data within the Service Agreement.

Authority. Each signatory confirms they are authorized to bind their institution to this DPA in its entirety.

Waiver. No delay or omission by either party to exercise any right here under shall be construed as a waiver of any such right and both parties reserve the right to exercise any such right from time to time, as often as may be deemed expedient.

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EXHIBIT A: PRODUCTS AND SERVICES

This DPA covers access to and use of [Bookmarked Inc.]'s existing Services that collect, process, or transmit Student Data, as identified below:

At Bookmarked, we're transforming how schools, parents, and libraries collaborate to enhance literacy. We want to spark that love of reading and continue to feed it through finding that next great book for students.

We provide real-time updates on book challenges across the U.S. and help districts comply with policies like HB 1069, while maximizing access to diverse reading materials. OnShelf empowers parents to monitor and approve their children' s reading materials while respecting diverse family values, ensuring that each child gets access to books that fit their interests, reading and emotional maturity levels.

Parents also get tools to engage with their children's reading journey, and schools receive insights to make informed decisions.

To do this, we require:

- Given Name: student & parent
- Family Name: student & parent
- Student's grade
- Student ID for students
- Source ID for parents (from your SIS)
- Agent Source IDs: Links parents to students.
- Email: Email of the parent or student
- SMS/Phone: Phone number of the student or parent

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EXHIBIT B: SCHEDULE OF STUDENT DATA

All Data Elements identified in this Exhibit are correct at time of signature.

Data Elements Collected by Product (required and optional):

Category of Data / Data Elements	OnShelf	Enter product(s) name	Enter product(s) name	Enter product(s) name	Enter product(s) name	Enter product(s) name	Enter product(s) name
Application Technology MetaData							
IP Addresses of users, use of cookies, etc.	n/a						
Other application technology metadata	n/a						
If 'Other' checked, please specify below checked box:							
Application Use Statistics							
Meta data on user interaction with application	x						
Assessment							
Standardized test scores	n/a						
Observation data	n/a						
Voice recordings	n/a						
Other assessment data	Y						
If 'Other' checked, please specify below checked box:	Books checked out of library						
Attendance							
Student school (daily) attendance data	n/a						

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Category of Data / Data Elements	OnShelf	Enter product(s) name	Enter product(s) name	Enter product(s) name	Enter product(s) name	Enter product(s) name	Enter product(s) name
Student class attendance data	n/a						
Communication							
Online communication captured (emails, blog entries)	n/a						
Conduct							
Conduct or behavioral data	n/a						
Demographics							
Data of birth	yes						
Place of birth	n/a						
Gender	yes						
Ethnicity or race	n/a						
Language information (native, or primary language spoken by student)	yes						
Other demographic information	n/a						
If 'Other' checked, please specify below checked box:							
Enrollment							
Student school enrollment	yes						
Student grade level	yes						
Homeroom	yes						
Guidance counselor	n/a						
Specific curriculum programs	n/a						
Year of graduation	yes						

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Category of Data / Data Elements	OnShelf	Enter product(s) name	Enter product(s) name	Enter product(s) name	Enter product(s) name	Enter product(s) name	Enter product(s) name
Other enrollment information	yes						
If 'Other' checked, please specify below checked box:	teacher (s)						
Parent/Guardian Contact Information							
Address	yes						
Email	yes						
Phone	yes						
Parent/Guardian ID							
Parent ID number (created to link parents to students)	yes						
Parent/Guardian Name							
First and/or last	yes						
Schedule							
Student scheduled courses	n/a						
Teacher names	yes						
Special Indicator							
English language learner information	n/a						
Low-income status	n/a						
Medical alerts/health data	n/a						
Student disability information	n/a						
Specialized education Services (IEP or 504)	n/a						
Living situations (homeless/foster care)	n/a						
Other indicator information	n/a						

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Category of Data / Data Elements	OnShelf	Enter product(s) name	Enter product(s) name	Enter product(s) name	Enter product(s) name	Enter product(s) name	Enter product(s) name
If 'Other' checked, please specify below checked box:							
Student Contact Information							
Address	n/a			n/a	n/a		
Email	yes			yes	yes		
Phone	yes			yes	yes		
Student Identifiers							
Local (school district) ID number	yes						
State ID number	n/a						
Provider/app assigned student ID number	n/a						
Student app username	yes						
Student app passwords	yes						
Student Name							
First and/or last	yes						
Student In App Performance							
Program/application performance (e.g. typing program – student types 60 wpm, reading program – student reads below grade level)	n/a						
Student Program Membership							
Academic or extracurricular activities a student may belong to or participate in	n/a						

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Student Survey Responses							
Student responses to surveys or questionnaires	n/a						
Student Work							
Student generated content; writing, pictures, etc.	n/a						
Other student work data	n/a						
If 'Other' checked, please specify below checked box:							
Transcript							
Student course grades	n/a						
Student course data	n/a						
Student course grades/performance scores	n/a						
Other transcript data	n/a						
If 'Other' checked, please specify below checked box:							
Transportation							
Student bus assignment	n/a						
Student pick up and/or drop off location	n/a						
Student bus card ID number	n/a						
Other transportation data	n/a						

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If 'Other' checked, please specify below checked box:							
Other							
Other data collected	n/a						
If 'Other' checked, please list each additional data element used, stored, or collected by your application below checked box:							
None							
No student data collected at this time. Provider will immediately notify LEA if this designation is no longer applicable.							

If Student Data is stored outside the United States, Provider shall list below the Countries where data is stored:

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EXHIBIT C: DEFINITIONS

Change of Control: Any merger, acquisition, consolidation or other business reorganization or sale of all or substantially all of the assets of Provider or of the portion of Provider that performs the Services in the Service Agreement.

Contextual Advertising: Contextual advertising is the delivery of advertisements based upon a current visit to a Web page or a single search query, without the collection and retention of data about the consumer's online activities over time.

De-Identified Data: Records and information are considered to be De-Identified when all personally identifiable information has been removed or obscured, such that the remaining information does not reasonably identify a specific student, including, but not limited to, any information that, alone or in combination is linkable to a specific student.

Data Breach: An unauthorized release, access to, disclosure or acquisition of Student Data that compromises the security, confidentiality or integrity of the Student Data maintained by the Provider in violation of applicable state or federal law.

Educational Records: Educational Records shall have the meaning set forth under FERPA 20 U.S. C. 12 32 g(a)(5)(A). For additional context see also the 'Student Data' definition.

LEA: For the purpose of this DPA, the LEA is the educational entity that is a Party to this Agreement. An LEA can be a state agency, an educational service agency, a charter school or school system or a private school or school system, in addition to the federal definition of Local Education Agency (LEA).

Metadata: Means information that provides meaning and context to other data being collected including, but not limited to date and time records and purpose of creation. Metadata that have been stripped of all direct and indirect identifiers are not considered Personally Identifiable Information or Student Data.

Originating LEA: An educational entity otherwise meeting the definition of LEA that originally executes the DPA in its entirety (including the marked checkbox enabling Exhibit "E") with the Provider.

School Official: For the purposes of this DPA and pursuant to FERPA 34 CFR § 99.31(b), a School Official is a contractor that: (1) Performs an institutional service or function for which the agency or institution would otherwise use employees; (2) Is under the direct control of the agency or institution with respect to the use and maintenance of Student Data including Educational Records; and (3) Is subject to FERPA 34 CFR § 99.33(a) governing the use and re-disclosure of Personally Identifiable Information from Educational Records.

Service Agreement: Refers to the quote, corresponding contract, purchase order or terms of service and/or terms of use.

Student Data: Student Data includes any data, whether gathered, created or inferred by Provider or provided by LEA or its users, students, or students' parents/guardians, for a school purpose, that is descriptive of the student including, but not limited to, information in the student's Educational Record, persistent unique identifiers, or any other information or identification number that would provide information about a specific student. Student Data includes Metadata that has not been stripped of all direct and indirect identifiers. Student Data further includes "Personally Identifiable Information (PII)," as defined in 34 C.F.R. § 99.3 and as defined under any applicable state law. Student Data shall constitute Education Records for the purposes of this DPA, and for the purposes of federal, state, and local laws and regulations. Student Data as specified in Exhibit "B" is confirmed

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to be collected or processed by the Provider pursuant to the Services. Student Data shall not include properly De- Identified Data or anonymous usage data regarding a student's or LEA's use of Provider's Services.

Student Generated Content: The term "Student Generated Content" means materials or content created by a student in the services including, but not limited to, essays, research reports, portfolios, creative writing, music or other audio files, photographs, videos, and account information that enables ongoing ownership of student content. "Student Generated Content" does not include student responses to a standardized assessment where student possession and control would jeopardize the validity and reliability of that assessment.

Subprocessor: For the purposes of this DPA, the term "Subprocessor" (sometimes referred to as the "Subcontractor") means a party other than LEA or Provider, who Provider uses for data collection, analytics, storage, or other service to operate and/or improve its service, and who has access to or storage of Student Data, including security, storage, analytics, and other processing activities necessary to perform a Provider business purpose.

Subprocessor Agreement: An agreement between Provider and a third party Subprocessor. A Subprocessor Agreement includes either a written agreement or an acceptance of terms and conditions (e.g., click through agreements).

Subscribing LEA: An educational entity otherwise meeting the definition of LEA that was not party to the original Service Agreement and who accepts the Provider's General Offer of Privacy Terms by executing Exhibit "E".

Targeted Advertising: Targeted Advertising means presenting an advertisement to a student where the selection of the advertisement is based on Student Data or inferred over time from the usage of the Provider Internet web site, online service or mobile application by such student or the retention of such student's online activities or requests over time for the purpose of targeting subsequent advertisements. "Targeted Advertising" does not include Contextual Advertising.

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EXHIBIT D: SPECIAL INSTRUCTIONS FOR DISPOSITION OF DATA

After this DPA takes effect, if the LEA has special requirements for the disposition of Student Data that are not expressed in 4.6 Disposition of Data, the LEA may fill in this form and deliver it to the Provider.

The Provider and the LEA must not fill in this form at the initiation of the DPA.

The Provider shall act on Exhibit "D" from the designated representative of the LEA or their designee (Preamble or Exhibit "E" for Subscribing LEA).

Baker County School District ("LEA") instructs Provider to dispose of Student Data obtained by Provider pursuant to the terms of the DPA between LEA and Provider. The terms of the Disposition are set forth below:

1. **Extent of Disposition**
   - ☐ Disposition is partial. The scope of Student Data to be disposed of is set forth below or found in an attachment to this Directive:
     Insert categories of Student Data here
   - ☐ Disposition is complete. Disposition extends to all Student Data.
2. **Nature of Disposition**
   - ☐ Disposition shall be by destruction or deletion of Student Data.
   - ☐ Disposition shall be by a transfer of Student Data. The Student Data shall be transferred to the following site as follows:
     Insert of attach special instructions
3. **Timing of Disposition**
   Student Data shall be disposed of by the following date:
   - ☐ As soon as commercially practicable
   - ☐ On Provider's standard destruction schedule
   - ☐ By Insert Date
4. **De-Identified Data**
   - ☐ The Provider certifies that they have De-Identified the data, as defined elsewhere in this Agreement, and disposed of all copies of Student Data that were not De-Identified in accordance with this Schedule and the DPA. The Provider will notify LEA in accordance with the notification requirements of the DPA using this form.
     As of Enter Date
5. **Other:**

Signature(s) **Notice of Verified Disposition of Data**

Authorized Representative of LEA	Date	Authorized Representative of Provider	Date

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EXHIBIT E: GENERAL OFFERS OF TERMS

Page 1 of 2: OFFER OF TERMS

Provider and the Subscribing LEA (named below) agree by signing this General Offer of Privacy Terms ("General Offer") that they are bound by the same terms as the DPA between Provider and Baker County School District ("**Originating LEA**") dated _____.

Provider and Subscribing LEA agree that the information below will be replaced throughout the DPA with the information specific to the Subscribing LEA filled in below for the Subscribing LEA. This General Offer shall extend only to the terms set forth in this DPA and shall not necessarily bind Provider or Subscribing LEA to any other terms entered into between Provider and Originating LEA. Any commercial terms, such as price, term, or schedule of Services, relating to Subscribing LEA's use of the Provider's Services shall be determined solely between Provider and Subscribing LEA.

If Provider makes changes to Exhibit "A" or Exhibit "B" in accordance with sections 1.2 and 1.3 respectively, Provider must complete the Addendum template provided by the A4L Community and notify the Originating LEA and all Subscribing LEAs in accordance with the notification provisions of this DPA, of the Addendum's existence and contents. With regard to a Subscribing LEA, an Addendum is automatically incorporated into this DPA when Subscribing LEA is notified by Provider. If an Addendum modifies Exhibit "B", the LEA will have thirty (30) days from receipt to object. If no written objection is received it will become incorporated into the DPA between the parties.

The Provider may withdraw the General Offer (for future use or for LEAs that have not already accepted it) in the event of: (1) a material change in the applicable privacy statutes; or (2) a material change in the Services and products listed in the Service Agreement. Notification of a withdrawal shall be submitted to ndpa_requests@A4L.org.

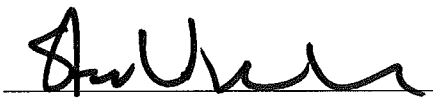
Subscribing LEAs shall send the signed Exhibit "E" to Provider at the following email address: privacy@bookmarked.com

The below signatory confirms they are authorized to bind their institution to this DPA as in its entirety.

RESOURCE NAME(S):

[ ]
[ ]
[ ]
[ ]

PROVIDER: [Bookmarked Inc.]

Signed By:  Date: Dec. 19,2024

Printed Name: Steve Wandler Title/Position: CEO

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Exhibit "E" (continued)

Originating LEA: Baker County School District
Resource Names: _____
Provider Name: Bookmarked Inc.

Page 2 of 2: Insert Name of Subscribing LEA

A Subscribing LEA, by signing a separate Service Agreement with Provider, and by its signature below, accepts the General Offer of Privacy Terms. The Subscribing LEA and the Provider shall therefore be bound by the same terms of this DPA for the term of the DPA between the Originating LEA and the Provider. ****PRIOR TO ITS EFFECTIVENESS, SUBSCRIBING LEA MUST DELIVER NOTICE OF ACCEPTANCE TO PROVIDER.**** Please note, by signing this Exhibit you are also agreeing to any language that may be included in Exhibits to the Originating DPA beyond this Exhibit "E". The below signatory confirms they are authorized to bind their institution to this DPA as in its entirety.

Subscribing LEA: Insert Name of Subscribing LEA

Signed By: _____ Date: _____

Printed Name: _____ Title/Position: _____

School District Name: _____

Designated Representative of LEA:

Name: _____ Title: _____

Address: _____

Telephone: _____ Email: _____

Notices to Subscribing LEA: The Provider and Subscribing LEA are each responsible to promptly notify the other Party of changes to the notice information.

Security Notices to Subscribing LEA

[LEA Security Name]
[LEA Security Role]
[LEA Security Postal Address]
[LEA Security Email Address]

[LEA Name]
[LEA Role]
[392 South Blvd, Macclenny, Florida, 32063]
[LEA Email Address]

With a copy to (if provided):

LEA Legal Counsel]
LEA Legal Counsel Postal Address]
LEA Legal Email Address]

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EXHIBIT F: ADEQUATE CYBERSECURITY FRAMEWORKS

Provider must mark one or more frameworks with which it complies.

The Provider may change which framework it complies with without invalidating or changing the DPA, but must notify the LEA of such change in accordance with the notification requirements of the DPA.

FRAMEWORK(S)	
x	Global Education Security Standard - https://sdpc.a4l.org/gess/
x	NIST Cybersecurity Framework (CSF)
x	NIST SP 800-53 Security and Privacy Controls for Information systems and organizations
X	NIST SP 800-171 Protecting Controlled Unclassified Information in Nonfederal Systems and Organizations
x	ISO 27000 series, Standards for implementing organization security and management practices
x	CIS Center for Internet Security Critical Security Controls
x	Cybersecurity Maturity Model Certification (CMMC, ~FAR/DFAR)

This space is provided for optional security programs and measures as noted in section 5.3:

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EXHIBIT G: Supplemental SDPC State Terms for Florida

Providers/Operators are to comply with the Florida Student Online Personal Information Protection Act, Florida Statute 1006.1494. This Act (effective 7/1/2023 and initiated from SB 662 in 2023) establishes new and different terms than those outlined in the National Student Data Privacy Agreement contained herein. Providers/Operators are subject to all ofthe Act's privacy terms, including, but not limited to the following:

1. **An operator may not knowingly do any of the following:**

a. Engage in targeted advertising on the operator's site, service, or application, or targeted advertising on any other site, service, or application if the targeting of the advertising is based on any information, including covered information and persistent unique identifiers, which the operator has acquired because of the use of that operator's site, service or application for K-12 school purposes.

b. Use covered information, including persistent unique identifiers, created, or gathered by the operator's site service, or application to amass a profile of a student, except in furtherance of k-12 school purposes.

c. Share, sell, or rent a student's information, including covered information

2. An operator shall do all the following:

a. Collect no more covered information that is reasonably necessary to operate an Internet website, online service, online application, or mobile application.

b. Implement and maintain reasonable security procedures and practices appropriate to the nature of the covered information which are designed to protect it from unauthorized access destruction, use, modification, or disclosure.

c. Unless a parent or guardian expressly consents to the operator retaining a student's covered information, delete the covered information at the conclusion of the course, or corresponding program and no later than 90 days after a student is no longer enrolled in a school within the district, upon notice by the school district.

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AGENDA ITEM NO. 9.1

Item Cover Page

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

DATE:	January 21, 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: January 21, 2025

SUBMITTED BY: Teri Ambrose - (259-0418)

ITEM TYPE: Audit

AGENDA SECTION: **APPROVAL OF ITEMS FOR ACTION**

SUBJECT: Approval of the Baker County Education Foundation Audit for the Period Ending June 30, 2024.

ATTACHMENTS:
01.21.2025 Approval of the Baker County Education Foundation Audit for the Period Ending June 30, 2024_T.Ambrose.pdf

Baker County Public Schools
Support Services
Wyatt Milton, Superintendent of Schools
392 South Boulevard East, Macclenny, Florida 32063
Telephone: (904) 259-6251 www.bakerk12.org Fax: (904) 259-2825

DATE: December 12, 2024

TO: Wyatt Milton, SUPERINTENDENT

FROM: Teri Ambrose
EXECUTIVE DIRECTOR FOR SUPPORT SERVICES

RE: Baker County Education Foundation Audit

Please request Board approval of the Baker County Education Foundation Audit for the period ending June 30, 2024.

If you have any questions, please let me know. Thank you for your assistance in this matter.

BAKER COUNTY EDUCATION FOUNDATION, INC.
270 SOUTH BOULEVARD EAST
MACCLENNY, FLORIDA 32063
PHONE 904-259-6251

November 25, 2024

King & Walker, CPAs, PL
2803 W. Busch Blvd. Suite 106
Tampa, FL 33618

We are providing this letter in connection with your audit of the financial statements of the Baker County Education Foundation, Inc. as of June 30, 2024 and the related statement of revenues, expenses, and changes in net assets and cash flows for the year then ended for the purpose of expressing an opinion as to whether the financial statements present fairly, in all material respects, the financial position, changes in net assets, and cash flows of the Baker County Education Foundation, Inc. in conformity with U.S. generally accepted accounting principles. We confirm that we are responsible for the fair presentation in the financial statements, changes in net assets, and cash flows in conformity with generally accepted accounting principles. We are also responsible for adopting sound accounting policies, establishing and maintaining effective internal control, and preventing and detecting fraud.

We confirm, to the best of our knowledge and belief, the following representations made to you during your audit.

1) The financial statements referred to above are fairly presented in conformity with U.S. generally accepted accounting principles and include all assets and liabilities under the organization's control.
2) We have made available to you all—
   a) Financial records and related data.
   b) Minutes of the meetings of the Baker County Education Foundation, Inc. or summaries of actions of recent meetings for which minutes have not yet been prepared.
3) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
4) There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements.
5) We believe the effects of the uncorrected financial statement misstatements summarized in the attached schedule are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.
6) We acknowledge our responsibility for the design and implementation of programs and controls to prevent and detect fraud.
7) We have no knowledge of any fraud or suspected fraud affecting the Organization involving—
   a) Management,
   b) Employees who have significant roles in internal control, or
   c) Others where the fraud could have a material effect on the financial statements.
8) We have no knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others.
9) The Organization has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or net asset balances.
10) The following, if any, have been properly recorded or disclosed in the financial statements:
   a) Related party transactions, including revenues, expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.
   b) Guarantees, whether written or oral, under which the Organization is contingently liable.

c) All accounting estimates that could be material to the financial statements, including the key factors and significant assumptions underlying those estimates, and we believe the estimates are reasonable in the circumstances.

11) There are no estimates that may be subject to a material change in the near term that have not been properly disclosed in the financial statements. We understand that *near term* means the period within one year of the date of the financial statements. In addition, we have no knowledge of concentrations existing at the date of the financial statements that make the organization vulnerable to the risk of severe impact that have not been properly disclosed in the financial statements.

12) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us; and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts.

13) The Baker County Education Foundation, Inc. is an exempt organization under Section 503(c)(3) of the Internal Revenue Code. Any activities of which we are aware that would jeopardize the Organization's tax-exempt status, and all activities subject to tax on unrelated business income or excise or other tax, have been disclosed to you. All required filings with tax authorities are up-to-date.

14) There are no—

a) Violations or possible violations of laws and regulations and provisions of contracts and grant agreements whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency.

b) Unasserted claims or assessments that our lawyer has advised us are probable of assertion and must be disclosed in accordance with *Statement of Financial Accounting Standards No. 5, Accounting for Contingencies.*

c) Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by Statement of Financial Accounting Standards No. 5.

d) Designations of net assets disclosed to you that were not properly authorized and approved, or reclassifications of net assets that have not been properly reflected in the financial statements.

15) The Organization has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged.

16) We have complied with all restrictions on resources (including donor restrictions) and all aspects of contractual and grant agreements that would have a material effect on the financial statements in the event of noncompliance. This includes complying with donor requirements to maintain a specific asset composition necessary to satisfy their restrictions.

No events have occurred subsequent to the statement of financial position date and through the date of this letter that would require adjustment to, or disclosure in, the financial statements.

Thom A. Hill

Executive Director

12/3/24

Date

BAKER COUNTY EDUCATION FOUNDATION, INC.

INDEPENDENT AUDITOR'S REPORT

for the fiscal year ended June 30, 2024

King & Walker, CPAs, PL

Certified Public Accountants

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BAKER COUNTY EDUCATION FOUNDATION, INC.

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CERTIFIED PUBLIC ACCOUNTANTS

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Tampa, FL 33618
office (813) 892-4274 *fax* (813) 932-1913
www.KingandWalker.com

Independent Auditor's Report

Board of Directors
Baker County Education Foundation, Inc.
Macclenny, Florida

Report on the Financial Statements

Opinion

We have audited the accompanying financial statements of the Baker County Education Foundation, Inc. (Foundation), a non-profit Foundation which comprise the statements of financial position as of June 30, 2024, and the related statement of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Foundation as of June 30, 2024, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis For Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Foundation and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibility of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Foundation's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibility for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Foundation's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Foundation's ability to continue as a going concern for a reasonable period of time.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued a report dated November 25, 2024, on our consideration of the Foundation's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, grants, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Foundation's internal control over financial reporting and compliance.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

King & Walker, CPAs

Tampa, Florida
November 25, 2024

BAKER COUNTY EDUCATION FOUNDATION, INC.
STATEMENT OF FINANCIAL POSITION
as of JUNE 30, 2024

ASSETS	
Current Assets:	
Cash and Cash Equivalents	$ 236,825
TOTAL ASSETS	$ 236,825
LIABILITIES AND NET ASSETS	
Liabilities:	
Accounts Payable & Accrued Expenses	$ -
Total Liabilities	-
Net Assets:	
Without Donor Restrictions	86,160
With Donor Restrictions	150,665
Total Net Assets	236,825
TOTAL LIABILITIES AND NET ASSETS	$ 236,825

The accompanying notes to the financial statements are an integral part of this statement.

BAKER COUNTY EDUCATION FOUNDATION, INC.
STATEMENT OF ACTIVITIES
Year Ended JUNE 30, 2024

	Without Donor Restrictions	With Donor Restrictions	Total
Operating Revenue:			
Contributions	$ 45,571	$ 38,634	$ 84,205
Grants	-	246,535	246,535
Fund Raising	17,445	-	17,445
Interest	2,298	1,486	3,784
Assets Released from Restrictions	266,368	(266,368)	-
Total Operating Revenue	331,683	20,286	351,969
Operating Expenses:			
Program Services	292,352	-	292,352
Support Services:			
Management & General	61	-	61
Fundraising	6,492	-	6,492
Total Support Services	6,553	-	6,553
Total Operating Expenses	298,905	-	298,905
Change in Net Assets	32,778	20,286	53,064
Increase/(Decrease) in Net Assets	32,778	20,286	53,064
Net Assets - Beginning	53,383	130,379	183,761
Net Assets - Ending	$ 86,160	$ 150,665	$ 236,825

The accompanying notes to the financial statements are an integral part of this statement.

BAKER COUNTY EDUCATION FOUNDATION, INC.
STATEMENT OF FUNCTIONAL EXPENSES
Year Ended JUNE 30, 2024

		SUPPORT SERVICES		
	Program	Management and General	Fundraising	**TOTAL**
Operating Expenses:				
Program Enhancements	$ 234,915	$ -	$ -	$ 234,915
General Administration	-	61	-	61
Fundraising	-	-	6,492	6,492
Scholarships & Support	57,438	-	-	57,438
Total Expenses	$ 292,352	$ 61	$ 6,492	$ 298,905

The accompanying notes to the financial statements are an integral part of this statement.

BAKER COUNTY EDUCATION FOUNDATION, INC.
STATEMENT OF CASH FLOWS
Year Ended JUNE 30, 2024

Operating Activities:		
Increase in Net Assets	$	53,064
Cash and Cash Equivalents, beginning of year		183,761
Cash and Cash Equivalents, end of year	$	236,825

The accompanying notes to the financial statements are an integral part of this statement.

1. DESCRIPTION OF FOUNDATION AND SIGNIFICANT ACCOUNTING POLICIES

- ***Reporting Entity***

The Baker County Education Foundation, Inc., (Foundation) was incorporated March 31, 1989, and operates as a Florida non-profit corporation in accordance with Section 501(c)(3), of the Internal Revenue Code. The Foundation has been established to support the educational activities of Baker County District Schools.

- ***Basis of Presentation***

The accompanying financial statements have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables, and other liabilities.

The Foundation is required to report information regarding its financial position and activities according to two classes of net assets: with donor restrictions and without donor restrictions.

Net Assets Without Donor Restrictions – Net assets that are not subject to donor-imposed stipulations and may be expended for any purpose in performing the primary objectives of the Foundation. These net assets may be used at the discretion of the Foundation's management and the board of directors.

Net Assets With Donor Restrictions – Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Foundation or by the passage of time.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statements of activities.

- ***Measure of Operations***

The statements of activities reports all changes in net assets, including changes in net assets from operating and nonoperating activities. Operating activities consist of those items attributable to the Foundation's ongoing services and interest and dividends earned on investments. Nonoperating activities are limited to resources that generate return from investments and other activities considered to be of a more unusual or nonrecurring nature.

- ***Donated Services, Goods, and Facilities***

A substantial number of volunteers have donated services to the Foundation's programs and fund-raising campaigns during the year; however, these donated services are not reflected in the financial statements since the services do not require specialized skills. Donated professional services are reflected in the statement of activities at their fair value.

Materials and other assets received as donations are recorded and reflected in the accompanying financial statements at their fair values at the date of receipt.

- ***Cash and Cash Equivalents***

  Cash deposits and certificates of deposit are maintained in local financial institutions at year-end and throughout the year. Accounts at the institution are insured by the Federal Deposit Insurance Corporation (FDIC) up to $250,000. Amounts held in these accounts in excess of insured limits are exposed to custodial risk. Funds held in certificates of deposit are considered cash equivalents.

- ***Contributions***

  Contributions are recognized when the donor makes a promise to give to the Foundation that is, in substance, without restriction. Contributions that are restricted by the donor are reported as increases in net assets without restriction if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets with restrictions are reclassified to net assets without restriction.

- ***Functional Expenses***

  The costs of providing the various programs, fund-raising and other activities have been summarized on a functional basis in the statement of functional expenses. Accordingly, certain costs have been allocated among the programs and fund-raising activities benefited.

- ***Use of Estimates***

  The preparation of the financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results may differ from those estimates.

- ***Income Tax***

  The Foundation has been granted tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and is not considered a private foundation under Section 509(a)(2). Therefore, no provision has been made for income taxes in the accompanying financial statements. Additionally, no uncertain tax positions have been made requiring disclosure in the related note to financial statements. The Foundation's income tax returns for the past three years are subject to examination by tax authorities and may change upon examination.

- ***Subsequent Events***

  Management has evaluated all events subsequent to the balance sheet date and through the report date, which is the date these financial statements were available to be issued. Management determined there are no subsequent events which require disclosure.

2. LIQUIDITY

The Foundation has $236,825 worth of financial assets available consisting of cash of $106,782 and certificates of deposit of $130,043. This includes an amount of $150,665 which is subject to donor restrictions. There are no other contractual restrictions that make them unavailable for general expenditure within one year of the balance sheet date.

3. NET ASSETS WITH DONOR RESTRICTION

Net assets with donor restriction are assets of the Foundation subject to donor-imposed stipulations that may or will be met, either by actions of the Foundation and/or the passage of time. Net assets with donor restriction were as follows:

Scholarship	2024
Kirkland Family Scholarship	$ 83,282
Kim Brannan Memorial Scholarship	27,588
Fox Hunter Scholarship	19,173
Colby Chase Hodges Scholarship	14,758
Berry F. Rhoden Scholarship	1,650
The Taylor School Scholarship	2,214
Dennis Schmitz Memorial Scholarship	2,000
Total Restricted Net Assests	$ 150,665

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Independent Auditor's Report Internal Control Over Financial Reporting and Compliance Based on an Audit of the Financial Statements Performed in Accordance with Government Auditing Standards

Board of Directors
Baker County Education Foundation, Inc.
Macclenny, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Baker County Education Foundation, Inc., (Foundation) as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Foundation's basic financial statements, and have issued our report thereon dated November 25, 2024.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Foundation's internal control over financial reporting ("internal control") to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, we do not express an opinion on the effectiveness of the Foundation's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Foundation's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Foundation's financial statements are free from material misstatement, we performed tests of compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Foundation's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Foundation's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

This report is intended for the information and use of the Board of Directors of the Foundation, its management, and funding agencies, and is not intended to be and should not be used by anyone other than these specific parties.

King & Walker, CPAs

November 25, 2024
Tampa, Florida

AGENDA ITEM NO. 9.3

Item Cover Page

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

DATE: January 21, 2025

SUBMITTED BY: Johnnie Jacobs - (259-6286)

ITEM TYPE: Out of State Travel

AGENDA SECTION: **APPROVAL OF ITEMS FOR ACTION**

SUBJECT: Approval of the Out of State Travel for Baker County High School Baseball Team and Staff to Tifton, GA. To Compete in the Border War on February 28, 2025 through March 1, 2025, by Charter Bus.

ATTACHMENTS:
01.21.2025 Approval of the Out of State Travel for BCHS Baseball Team Travel to Tifton GA for Border War Classic Feb 28 and March 1 2025_J.Jacobs.pdf

Baker County High School

Johnnie Jacobs, *Principal*
Donna Gurganious, *Vice-Principal*
Danyle, Lewis, *Assistant Principal*
Angela Rhoden, *Assistant Principal*
Jared Stafford, Teacher on Special Assignment

November 20, 2024

Wyatt Milton, Superintendent
School Board Members
270 South Boulevard East
Macclenny Fl, 32063

Dear Superintendent Milton and Baker County School Board Members:

The purpose of the letter is to request permission for The Baker County High School baseball team to travel to Tifton, Georgia to compete in the Border War Classic on February 28 & March 1, 2025. The team will depart Baker County High School on February 28th around 10:00 AM and will arrive in Tifton, Georgia at 2:00 PM. The team will play Tift County at 4:00 PM and will then depart for their hotel. On Saturday the team will be playing Mary Persons at 10:00 AM. Once the game is finished, we will head back to Baker County High School. Staff traveling with the team will be as follows: Head Coach, Jarrell Rodgers and Assistant Coaches, Cason Lowery, Brian Thomas, Kyle Cushenbery and Travis Tyson. Charter buses will be used as means of transportation for the team. Thank you for your consideration in this matter.

Sincerely,

Johnnie Jacobs, Principal
Baker County High School

AGENDA ITEM NO. 9.4

Item Cover Page

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

DATE:	January 21, 2025
SUBMITTED BY:	Michael Green - (259-0444)
ITEM TYPE:	Out of State Travel
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval of Out of State Field Trip on June 16, 2025 through June 20, 2025, to Summer Waves Theme Park in Jekyll Island, Georgia, for Camp S.T.Y.L.E. Students and Chaperones. (Traveling by Baker County School Bus)

ATTACHMENTS:
01.21.2025 Approval of the Out of State Travel for Camp S.T.Y.L.E. to Summer Waves to Jekyll Island GA on 6-19-25_M.Green.pdf

Camp S.T.Y.L.E. 2025

Specialized Training in Youth Leadership through Education

Dear Superintendent Milton,

Our summer leadership program, Camp S.T.Y.L.E., would like to ask permission from the Baker County School Board to travel out of state for a field trip during our week of camp activities.

Additional information:

Camp dates	June 16-20, 2025
Date of trip	Thursday, June 19th
Times	8am-6pm
Location	Summer Waves @ Jekyll Island, Georgia
# of attendees	30 campers, 15 staff = 45
Transportation	Baker County School bus
School Board employees attending	Anne Lewis and Danyle Lewis

Thank you for your consideration,

Anne Lewis
Camp Director

AGENDA ITEM NO. 9.5

Item Cover Page

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

DATE: January 21, 2025

SUBMITTED BY: Teri Ambrose - (259-0418)

ITEM TYPE: Bid

AGENDA SECTION: **APPROVAL OF ITEMS FOR ACTION**

SUBJECT: Approval to Piggyback off the St. Johns County Contract (ITB2024-002) to Use JSC Systems to Provide and Install a New CareHawk Intercom System at Macclenny Elementary School. Paid Using Local Capital Improvement Funding, $61,123.55.

ATTACHMENTS:
01.21.2025 Approval to Piggyback off the St Johns Co Contract (ITB2024-002) to use JSC Systems for MES Intercom System_T.Ambrose.pdf

Baker County Public Schools
Support Services

Wyatt Milton, Superintendent of Schools

392 South Boulevard East, Macclenny, Florida 32063

Telephone: (904) 259-6251 www.bakerk12.org Fax: (904) 259-2825

DATE: December 2, 2024

TO: Wyatt Milton, SUPERINTENDENT

FROM: Teri Ambrose
EXECUTIVE DIRECTOR FOR SUPPORT SERVICES

RE: INTERCOM SYSTEM AT MACCLENNY ELEMENTARY

Please request Board approval to piggyback off the St. Johns County Contract (ITB2024-002) to use JSC Systems to provide and install a new CareHawk Intercom system at Macclenny Elementary School. This updated system will be paid using Local Capital Improvement funding. The project total is $61,123.55.

The current intercom system at MES is original to the school, built in 2003, and is failing. The system has been patched several times over the years and has now reached the end of its useful life. The Baker County School District IT department requested pricing for a replacement intercom system at MES to improve the safety and well-being of students and staff throughout the school.

If you have any questions, please let me know. Thank you for your assistance in this matter.

1.800.515.5613
www.jscsystems.net
info@jscsystems.net



Created For: Baker County Schools

MacClenney Elementary School CareHawk

Presented To:

Baker County Schools
1 Wild Kitten Dr
MacClenny, FL 32063
November 1, 2024
P-21527

Prepared By:

Daniel Hunt
d.hunt@jscsystems.net

Proprietary Statement:

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BRANCH LOCATIONS

Corporate Office / Jacksonville Branch
5021 Stepp Avenue
Jacksonville, Florida 32216
Corporate Phone: (904) 737-3512 Fax: (904) 737-8553
Branch Phone: (904) 737-3511 Fax: (904) 737-8553
Established: 1969

Savannah Branch
2219-B Rowland Avenue
Savannah, Georgia 31404
Phone: (912) 303-0310 Fax: (912) 303-0390
Established: 2000

Tallahassee Branch
3644 Hartsfield Road, #D
Tallahassee, Florida 32303
Phone: (850) 656-1705 Fax: (850) 656-2327
Established: 1993

Gainesville Branch
605 N.W. 53rd Avenue, Suite A10
Gainesville, Florida 32609
Phone: (352) 378-9777 Fax: (352) 377-8225
Established: 1994

Orlando Branch
1985 Corporate Square
Longwood, Florida 32750
Phone: (407) 332-1985 Fax: (407) 332-0227
Established: 1974

Columbia Branch
56904 North Main Street, Suite 112
Columbia, South Carolina 29203
Phone: (803) 724-1244 Fax: (803) 708-3110
Established: 2016

Panama City Branch
8406 Panama City Beach Parkway, Suite B
Panama City Beach, Florida 32407
Phone: (850) 640-3049 Fax: (850) 481-8734
Established: 2017

LICENSES AND ASSOCIATIONS

Alabama: A-0479
Florida: EF20000375
Georgia: LVU405422
North Carolina: 29986-SO-FA/LV
South Carolina: BAC.13521, FAC.13409

NFPA (National Fire Protection Association)
NSCA (National Systems Contractors Association)
NEFFPA (Northeast Florida Fire Prevention Association) FFMIA (Florida Fire Marshals & Inspectors Association)
BICSI (Building Industry Consulting Service International)
Fire & Life Safety Educators
AVIXA A/V Standards & Certifications

PROPRIETY STATEMENT

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1.800.515.5613
www.jscsystems.net
info@jscsystems.net

EST. 1969

RESPONSIBILITIES

JSC feels that a successful solution involves close collaboration with our customers and any other contractors or service providers that need involvement. The following defines the typical responsibilities for JSC, and the items our customers typically provide. This list is subject to modifications detailed in this proposal or within service contract documents.

This proposal is based on JSC Systems, Inc.:

1. Obtaining client commitment to this proposal within 30 (thirty) days of proposal date. Acceptance after 30 days is subject to market adjustments due to fluctuating material and labor cost.
2. Furnishing City / County / State permit fees, if applicable. We shall not be responsible for any additional third-party review fees.
3. Furnishing all necessary submittals, shop drawings, as-built drawings, and operations and maintenance manuals as required.
4. If required, Term Maintenance Bonds are also available at an additional cost.

Your firm to:

1. Work with JSC Systems, Inc. to establish a service schedule with appropriate updates for our use in order to schedule manpower, equipment with long lead times, engineered drawings, and permitting.
2. Work with JSC Systems, Inc. to establish inspection dates, completion dates, changes in work, and other client coordination, etc. in a timely manner.
3. Furnish building drawings for our use in developing submittal and permit drawings. If electronic background drawings are not available, an additional fee may be charged to develop electronic background drawings from which we will develop our shop drawings.
4. Furnish surge suppression for their systems. Surge suppression is available for all of our systems at an additional cost unless provided for in this proposal or required by third party specifications.
5. Furnish all patching and painting, etc. as necessary.
6. Any changes to scope after project execution may result in a billable change order.

Terms:

System price is based of acceptance within 30 (thirty) days of the proposal date. If work exceeds 30 (thirty) days, monthly billing are rendered based on work in place on the 25th of the month. Payment of completed work during the month shall be due per agreed terms below. JSC Systems, Inc. shall have the right to stop work without penalty for non- payment within terms upon 10 (ten) days of written notification. JSC Systems, Inc. shall have title to and the right to possession of the equipment as outlined above until receipt of total payment.

1.800.515.5613
www.jscsystems.net
info@jscsystems.net

EST. 1969

CAREHAWK INTERCOM SYSTEM

SCOPE

JSC shall provide and install a complete new CareHawk intercom IP solution on the clients network. POE+ switching is provided by the customer where needed as well as a basic computer to host the Spotlight software (Map Assist).

JSC shall remove the old system and install the new using existing cabling. Any issues with existing cables will be reviewed whether a change order is needed for replacement and presented at that time. Conduit or man lifts not included. Customer has gone through existing wiring and labelled all wires and tested. Customer will provide the legend of labels to JSC for more efficient install.

Adding 2 one-way paging speaker locations. guidance hall and cafeteria.

INTERCOM

QTY	DESCRIPTION	MSRP	DISC	PRICE EXT	LABOR	LABOR EXT
1	CareHawk CH2000IP Server (Computer/Software)	$14,668.50	35%	$9,534.52	$0.00	$0.00
1	CareHawk SPOTLIGHT-CH2000IP Mapping Software only for CH2000IP System, (only one copy per site required) (formerly MAPASSISTIP)	$5,971.00	35%	$3,881.15	$0.00	$0.00
2	CareHawk AT2 25V to 600 Ohm Audio Attenuator	$290.50	35%	$377.64	$0.00	$0.00
2	CareHawk SS32IP/KIT Switching Security Card 32 port (Kit) Includes (2) GW2WIP1 IP Gateways.	$4,688.00	35%	$6,094.40	$0.00	$0.00
1	CareHawk ADMIN7 Administrative Phone for CH2000IP System	$1,387.00	35%	$901.55	$0.00	$0.00
8	CareHawk CH-QH16T Compression Type, Double Re-Entrant Horn Loudspeaker with an Integrated 16W-25/70V Transformer	$158.80	35%	$825.76	$0.00	$0.00
2	CareHawk DAF 100-70 Single Channel Amplifier, 70V, Wall Mount	$1,241.50	35%	$1,613.96	$0.00	$0.00
55	CareHawk CH-SYSTEM 3 Slanted, Square, Wall Mount, 8C5PAX Loudspeaker, TBLU-5W-25/70V Transformer, WHITE Powder Coat Finish	$85.10	35%	$3,042.60	$0.00	$0.00
57	CareHawk CH-SYSTEM 12URS NEW! 2’ x 2’ Tile Replacement Loudspeaker, 8C5PAX Loudspeaker, 4W-25/70V Rotary Select Transformer, Integrated Back Box	$165.40	35%	$6,128.07	$0.00	$0.00
55	CareHawk CS-D30 Call Switch, Dual Button, CALL/EMERGENCY, Single Gang Stainless Steel Plate	$121.50	35%	$4,343.90	$0.00	$0.00
1	CareHawk CLKMSL10 10" LCD Clock, Single Display Unit - Wall Mount. Requires one PoE+ connection	$1,200.00	35%	$780.00	$472.00	$472.00
196	JSC Systems JSC LABOR Project Management, Installation, Programming & Administration			$0.00	$118.00	$23,128.00

CAREHAWK INTERCOM SYSTEM TOTAL	**$37,523.55**

JSC ESSENTIAL SERVICE 1YR

Prioritized 24/7 Support; Unlimited Service Calls for Break/Fix; 1 Preventative Maintenance Visits Per Year.

JSC ESSENTIAL SERVICE 1YR	**$6,723.59**
USE TAX	**$0.00**
TOTAL	**+$6,723.59**

JSC ESSENTIAL SERVICE 3YR

Prioritized 24/7 Support; Unlimited Service Calls for Break/Fix; 2 Preventative Maintenance Visits Per Year.

JSC ESSENTIAL SERVICE 3YR	**$14,058.42**
USE TAX	**$0.00**
TOTAL	**+$14,058.42**

1.800.515.5613
www.jscsystems.net
info@jscsystems.net

OPTIONAL MAINTENANCE PROGRAM FEATURES:

JSC Systems, Inc. provides 3 structured maintenance programs, allowing you the flexibility to choose the protection for your system that best suits your organization's needs. Each program establishes the core components to ensure that your system remains in proper working order, and add-on options to customize your program, providing you the peace of mind that your system is receiving the highest quality care. More information available upon request.

Features	Basic	Essential	Premium
Call Desk / Triage Telephone Support	Yes	Yes	Yes
Help Desk / Remote Troubleshooting	Yes	Yes	Yes
Multi-Channel Support	Yes	Yes	Yes
Remote Access	As Permitted	As Permitted	As Permitted
On-Site Support	Yes	Yes	Yes
Parts Repair / Replacement	Yes	Yes	Yes
Warranty / RMA Support	Yes	Yes	Yes
Preventative Maintenance Visits	No	Annual	Bi-Annual
Call History Report Review and Assessment	0	1	2
On-Site Response Service Level Objective	3 Business Days	2 Business Days	1 Business Day
Third Party Support Agreements	Optional	Optional	Optional
Spare Parts	Optional	Optional	Optional
Recommended Preventative Visits	Optional	Optional	Optional
Video Management	Optional	Optional	Optional
Cloud-Based Storage	Optional	Optional	Optional
Special Equipment Rental	Optional	Optional	Optional

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info@jscsystems.net

EST. 1969

MAINTENENCE TERMS & CONDITIONS

The following terms and conditions are incorporated into the JSC Systems, Inc. (JSC) Maintenance Agreement ("Agreement") made between JSC and the Customer ("Customer"). These Terms and conditions cover only the equipment, users, and resources listed, at the location stated, ("Service Location"), for the period of time stated in the Agreement.

SCOPED OF MAINTENANCE:

Service will be provided as described in the JSC Maintenance Agreement.

I. SERVICE TIMES: Maintenance services will be performed during JSC's standard working hours, 8:00 a.m. to 5:00 p.m., Monday through Friday excluding holidays unless other specified herein. When requested, service may be performed after normal business hours, if service personnel are available, and will be charged at the then current overtime rates.

II. PAYMENT TERMS: Payment is to be made within 30 days of receipt of invoice. If any amount owed under the Agreement is not paid when due, JSC may add a service charge of 1.5% per month on unpaid amounts. Customer agrees to pay all cost of collection, including attorney's fees, made necessary by nonpayment of Customer. JSC reserves the right to refuse service if account is no current.

III. ACCESS AND FACILITY CONDITION: Customer agrees to maintain where required, a full time, dedicated internet and/or dial-up connection and to allow JSC access to the Customer's equipment via that connection. Customer agrees to allow JSC employees or subcontractors access to its facilities to perform under the Agreement. Customer agrees to allow JSC to load any necessary management software on the systems. Customer hall provide a clean operating environment, which does not exceed the manufacture's rated temperature and humidity specifications for the equipment.

IV. EXCUSABLE DELAYS: JSC shall not be liable for delays in performance due to fire, flood, acts of civil or military authority, or delays in obtaining suitable material or facilities required for performance. JSC shall not be liable for temporary unavailability of qualified personnel, or other causes beyond its reasonable control or failure by Customer to provide full and appropriate access to the covered equipment. JSC does not warrant that the operation of any equipment shall be uninterrupted.

V. EXCLUSIONS: This Agreement is subject to the following exclusions: a) This Agreement does not include electrical work, or repair of damage resulting for operator error, accident, vandalism, electrical or environmental problems, or maintenance provided by other than authorized JSC representatives. Charge for the above will be on a Time and Materials basis. b) Service under this Agreement does not cover support due to configuration changes make by customer or anyone other than authorized JSC representatives. Any service call placed for a problem caused by such configuration changes will be charged on a Time and Materials basis. c) Equipment moved from Customer's equipment location specified in the agreement without prior written consent of JSC may be serviced on a Time and Material basis. d) JSC has the right to charge for any diagnostic time which determines that exhibited problems are a result of conditions external to the covered systems including, but not limited to; faulty hardware, electrical problems, operator error, misuse, changes in server configuration by Customer, telephone company line or environmental problems. JSC also reserves the right to charge for any support service requested with is determined not to have needed a support service call. e) Supplies and consumables including but not limited to lamps, and batteries. f) JSC is not responsible for Image Retention and/or Burn In on Displays. g) This agreement excludes all additions, moves, changes or upgrades to the system.

VI. INITIAL EVALUATION / INSPECTION: JSC's responsibilities under the Agreement shall not go into effect until the covered equipment has been examined by JSC and Found to be as listed in the Agreement and in operating condition. JSC has up to thirty (30) days to perform this inspection and, at JSC's option, to amend the price of the Agreement to reflect differenced from the items listed in the Agreement. Customer shall, at its options, agree to the Agreement modifications or terminate the Agreement within 5 days of receipt of any such Agreement modifications from JSC. If Customer terminates the Agreement, Customer agrees to pay to JSC the cost of labor expended for the inspection.

VII. TIME AND MATERIAL BILLING: Rates for service not covered by this Agreement will be billed at the rates as described.

VIII. SOFTWARE, DATA, AND PROGRAMING ERRORS: It is the responsibility of the Customer to ensure that all of its data filed and programs are current and adequately backed up and that all necessary backup materials are available to JSC. This includes recovery media for software, current control system programming code and other software to be reloaded. JSC is not liable for correcting errors introduced into the data, programs, or any other software due to hardware failure, or for any cost of reconstructing software, lost data including control system programming code. Any technical support required to restore data integrity or to make the systems function, such as, but not limited to, rebuilding corrupted records, examining filed, re-indexing databases, or reprogramming control systems will be billed separately on a Time and Materials basis.

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info@jscsystems.net

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MAINTENENCE TERMS & CONDITIONS (continued)

IX. LIMITATION OF LIABILITY: If JSC does not fulfill its obligations under the Agreement after several attempts, Customer's sole and exclusive remedy is to recover an equitable amount not to exceed charges paid to JSC for the services in question. JSC shall in no event have any liability for any special, incidental, or consequential damages including but not limited to, loss of profits or revenue, loss of use of equipment, lost data, cost of substitute equipment, service, down-time, or claims of Customer for such damages, whether the claims be in contract, tort, strict liability, negligence, indemnification or otherwise, even if JSC had been advised of such potential damages, and Customer shall save and hold JSC harmless for any such claims. WARRANTY DISCLAIMER: THERE ARE NO WARRANTIES, ESPRESSED OR IMPLIED, INCLUDING WARRANTIES OR MERCHANTABILITY FOR A PARTICULAR PURPOSE, RESPECTING SERVICES PERFORMED OR EQUPMENT AND MATERIALS FURNISHED UNDER THE AGREEMENT. In all events not provided for this agreement and where permitted by law, JSC liability (regardless of the form of action) will be limited to Customer's direct damages in an amount up to $1,000. JSC entire liability and Customer's exclusive remedies for JSC's liability of any kind (including liability for negligence) for performance, nonperformance or delays in performance by JSC under this Agreement are limited to those contained in the Agreement where permitted by law.

X. APPLICABLE LAW: This Agreement shall be governed by and construed according to the laws of Florida. Parties agree to submit to venue in the courts of Duval County, Florida.

XI. MODIFICATION OR AMENDMENT: No modification or addition to any provision of this Agreement shall be binding on either party unless in writing and signed by a duly authorized representative of each party.

XII. ENTIRE AGREEMENT; SERVERABILTY: If any one or more of the provisions of the Agreement are determined to be unenforceable, in whole provisions of the Agreement are determined to be unenforceable, in whole or in part, for any reason the remaining provisions shall remain fully operative. This Agreement, including the Terms and Conditions, constitutes the entire agreement of JSC and Customer. No representations, inducements, promises, negotiations, or agreements, oral or otherwise, which are not contained herein, shall be of any force or effect. This agreement supersedes all previous and contemporaneous written and oral representations, understanding or agreements related to the subject matter herein and shall prevail notwithstanding any variance with terms and conditions of any order submitted. Acceptance of the Agreement by JSC may be subject, in JSC's absolute discretion, to satisfactory completion of credit check. Use of JSC's maintenance services constitutes acceptance of the Agreement.

XIII. CONTRACT RENEWAL / TERMINATION: Unless canceled in writing by either party at least 30 days prior to the expiration date, this Agreement is automatically renewed for successive one-year terms. All renewal periods shall reflect a 5.5% year-over-year rate increase for the services provided in this agreement. Customer will be in default of the Agreement and JSC may terminate the Agreement if the customers fails to pay any charge when due or fail to perform or observe any material term of condition of the Agreement. Such failure shall be remedied within thirty (30) days after receipt of written notice thereof from JSC. At commencement of service, you may terminate service coverage within thirty (30) days written notice and; (i) payment of a termination charge equal to twenty percent (20%) of the monthly charges for twelve (12) months of twenty percent (20%) of the charges for the period remaining, whichever is less; or (ii) for prepaid agreements, JSC will refund or credit the pro-rated price of the remaining rem less a termination charge of twenty percent (20%) of the price for a twelve (12) month period or twenty percent (20%) of the remaining tem, whichever is less. Spare Parts and Third-Party Maintenance contracts cannot be terminated once purchased, therefore all fees associated with the procurement of these items shall remain nonrefundable.

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www.jscsystems.net
info@jscsystems.net

EST. 1969

ACCEPTANCE

FINANCIAL

PAYMENT SCHEDULE
Priced Per St. Johns County Schools ITB2024-002 Contract

JSC Systems, Inc. shall provide a 90 day warranty unless service contract is selected.
Line Voltage by others. Any changes to scope after acceptance may result in a CO.
Payment Terms listed above. Equipment only sales invoiced upon shipment. Net 30.
We appreciate the opportunity to work with you on this project!

EQUIPMENT TOTAL	$37,523.55
LABOR TOTAL	$23,600.00
PROJECT TOTAL	$61,123.55

OPTIONS Not included in the project total. Initial to the left to add the option to your project.

_____	JSC ESSENTIAL SERVICE 1YR	+$6,723.59 (ANNUALLY)
_____	JSC ESSENTIAL SERVICE 3YR	+$14,058.42 (ANNUALLY)

ACCEPTANCE

BAKER COUNTY SCHOOLS

SIGNED _____ DATE _____

PRINT NAME _____ TITLE _____

JSC JACKSONVILLE

SIGNED _____ DATE _____

PRINT NAME _____ TITLE _____

Equipment prices include any required accessories. Labor prices include design, engineering, installation and programming.

ST. JOHNS COUNTY SCHOOL DISTRICT
Sebastian Administrative Annex
Purchasing Department
3015 Lewis Speedway, Building 5
St. Augustine, Florida 32084
Telephone (904) 547-8941 FAX (904) 547-8945
Patrick Snodgrass, CPSM
Director of Purchasing

March 12, 2024

JSC Systems, Inc.
5021 Stepp Ave
Jacksonville, FL 32216

Re: ITB2024-002 Audiovisual Equipment and Lighting Installatrion, Repairs, and Upgrades

Dear Contractor,

The School Board of St. Johns County, Florida, meeting in official session on March 12, 2024, voted to award the above solicitation to the following companies:

AnuVision Technologies, Inc.
CESMG LLC
JSC Systems, Inc.
Visionworx LLC dba CCS Presentation Systems

Effective Date of Award: March 12, 2024
Award Period: March 12, 2024 through February 13, 2025

This letter is ONLY notification of award of this solicitation. Purchase Orders will be placed as needed.

Please feel free to contact the Purchasing Department at 904-547-8941 with any questions.

Sincerely,

Patrick Snodgrass
Director of Purchasing

Agenda Item Details

Meeting	Mar 12, 2024 - REGULAR SCHOOL BOARD MEETING
Category	Q. Finance - Consent
Subject	15. Request for Approval of ITB2024-002, Audiovisual Equipment and Lighting Installation, Repairs, and Upgrades
Type	Action (Consent)
Goals	GF-4 Maximize Resources

Background Information:
This bid is to establish firm pricing from qualified and manufacturer certified Contractors to furnish, install, integrate, maintain, and repair interior and exterior audiovisual systems and stationary and portable lighting systems on an as needed basis. The bid provides a wide range of manufacturers for schools to choose from based on a percentage discount off manufacturer published list price and an hourly labor rate and percentage markup over cost for installation and repairs. Five responses were received. Steven Cade, Director for Maintenance Services, concurs with the recommendation.

Educational Impact:
This bid helps to provide an appropriate environment that is essential to the education process.

Strategic Plan Impact:
Supports the District's Mission Statement by providing appropriate facilities to help students master all academic standards.

Fiscal Impact:
Funding for work performed under this bid is included in the budget of schools and District Maintenance department.

Recommendation:
Approval of ITB2024-002, Audiovisual Equipment and Lighting Installation, Repairs, and Upgrades, to AnuVision Technologies, Inc., CESMG LLC, JSC Systems, Inc., and Visionworx LLC dba CCS Presentation Systems, for the period of March 12, 2024, through February 13, 2025.

Action Required:
Approval of the Superintendent's recommendation.

Drafted, reviewed and submitted by:
Patrick Snodgrass, CPSM, Director of Purchasing
Gretchen Saunders, Chief Financial Officer
Michael Degutis, Chief of Staff

Sincerely,
Tim Forson
Superintendent of Schools

ITB2024-002 Audiovisual Equipment and Lighting Installation, Repairs, and Upgrades March 2024.pdf (321 KB)

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

§

Tim Forson
Superintendent of Schools

40 Orange Street
St. Augustine, Florida 32084
(904) 547-7500
www.stjohns.k12.fl.us

SCHOOL BOARD

Beverly Slough
District 1

Anthony E. Coleman Sr.
District 2

Jennifer Collins
District 3

Kelly Barrera
District 4

Patrick Canan
District 5

MEMORANDUM

TO: Patrick Snodgrass, Director of Purchasing

FROM: Steven Cade, Director for Maintenance Services SC

DATE: January 28, 2024

SUBJECT: ITB2024-002 Audiovisual Equipment and Lighting Installation, Repairs, and Upgrades

I have reviewed all bid submittals and believe that it would be in the best interest of the School District to accept the bids submitted by AnuVision Technologies, Inc. CESMG LLC, JSC Systems, Inc, and Visionworx LLC dba CCS Presentation Systems, for all items in the amounts listed on the Bid Tabulation Sheet. Selection of multiple vendors will provide the ability to respond to any situation throughout the District.

/ah

	AnuVision Technologies, Inc.	CESMG LLC	JSC Systems, Inc.	Robert J. Young Company LLC dba RJ Young	Visionworx LLC dba CCS Presentation Systems
Stationary and Portable Lighting Labor	$ per Hour	$ per Hour	$ per Hour	$ per Hour	$ per Hour
Standard Hourly Labor Rate for Technician	No Bid	$125.00	$118.00		
Standard Hourly Labor Rate for Helper	No Bid	$75.00	$100.00		
Non-Standard Hourly Labor Rate for Technician	No Bid	$180.00	$190.00		
Non-Standard Hourly Labor Rate for Helper	No Bid	$120.00	$134.00		
Stationary and Portable Lighting Equipment	% Markup Over Cost	% Markup Over Cost	% Markup Over Cost	% Markup Over Cost	% Markup Over Cost
Percentage Markup Over Cost for Equipment	No Bid	40%	40%		
Audio Visual Labor	$ per Hour	$ per Hour	$ per Hour	$ per Hour	$ per Hour
Standard Hourly Labor Rate for Technician	$90.00	$125.00	$118.00	$100.00	$100.00
Standard Hourly Labor Rate for Helper	$90.00	$75.00	$100.00	$100.00	$90.00
Non-Standard Hourly Labor Rate for Technician	$135.00	$180.00	$190.00	$150.00	$150.00
Non-Standard Hourly Labor Rate for Helper	$135.00	$120.00	$134.00	$150.00	$135.00
Audio Visual Equipment Manufacturer	%Discount off MSRP	%Discount off MSRP	%Discount off MSRP	%Discount off MSRP	%Discount off MSRP
AKG Acoustics	15%	21%	30%		10%
Allen & Heath	15%	26%	10%		10%
ALTINEX	15%	12%	5%		10%
American Technical Furniture (MediaTech)	15%		10%		10%
AMK	15%		5%		10%
AMX	15%	11%	35%		15%
Anchor Audio	20%	7%	5%		10%
AnuVision Tech	25%		5%		
Attero Tech	20%		10%		10%
Audio Enhancement	30%	8%	5%		
Audio Technica	15%	7%	5%		10%
Audix	15%	6%	10%		15%
Avermedia	15%		10%		10%
AVFI (VFI)	20%		5%		5%
Avid	15%	5%	5%		
Avocor	15%		5%		10%

Audio Visual Equipment Manufacturer	AnuVision Technologies, Inc. %Discount off MSRP	CESMG LLC %Discount off MSRP	JSC Systems, Inc. %Discount off MSRP	Robert J. Young Company LLC dba RJ Young %Discount off MSRP	Visionworx LLC dba CCS Presentation Systems %Discount off MSRP
Atlona	15%		15%		12%
AVTEQ	15%		5%		10%
AV Rover	No Bid		5%		
Behringer	15%	6%	5%		10%
Belden	15%	8%	15%		10%
Belkin	15%	11%	10%		5%
Beyerdynamic	15%	9%	5%		
Biamp	15%	12%	30%		20%
Blackmagic Design	15%	8%			5%
Blizzard Lighting	No Bid	14%	5%		
Blonder Tongue	15%	9%	5%		10%
Bogen	15%	12%	15%		10%
Bose Corporation	15%	13%	5%	10%	10%
BSS Audio - Soundweb	15%	8%	30%		10%
BTX	15%	7%	10%		10%
Cables To Go	15%	11%	15%		5%
CareHawk	No Bid		35%		
Chief Manufacturing	30%	15%	15%		25%
Clear One	15%	16%	18%		10%
Clear Touch	15%		35%		7.25%
Clockaudio North America	15%		5%		10%
Community Loudspeaker	15%	26%	20%		10%
Comprehensive Video	15%	9%	20%		10%
Connectrac	15%		15%		10%
Contemporary Research	15%		5%		10%
Countryman	15%	12%	10%		10%
Covid	15%		10%		10%
Crestron	45%	7%	35%		25%

Audio Visual Equipment Manufacturer	AnuVision Technologies, Inc. %Discount off MSRP	CESMG LLC %Discount off MSRP	JSC Systems, Inc. %Discount off MSRP	Robert J. Young Company LLC dba RJ Young %Discount off MSRP	Visionworx LLC dba CCS Presentation Systems %Discount off MSRP
Crown	15%	31%	30%		20%
Danley Sound Labs	15%	10%	30%		10%
DBX	15%	14%	30%		10%
Denon Pro/Marantz Pro	15%	5%	10%		10%
Eartec	No Bid	6%	5%		10%
Earthworks	15%	6%	5%		
Electro-Voice	15%	40%	15%		10%
Epiphan	15%		5%		7.25%
Epson	15%	7%	15%		15%
ETC	No Bid	16%	5%		
Extreme Networks	15%		10%		
Extron	15%	6%	15%		15%
Front Row	15%	8%	5%		10%
FSR	15%	7%	10%		10%
Furman	15%	9%	30%		10%
Galaxy Audio	15%	10%	5%		10%
Gefen	15%		10%		10%
Grass Valley	15%	8%	5%		5%
Hall Research	15%		5%		10%
Hamilton-buhl	15%	11%	5%		10%
Harman Professional	15%	21%	30%		10%
Hosa	15%	17%	10%		10%
JBL	20%	23%	30%		20%
Jelco	15%		5%		10%
JVC	15%	11%	5%		10%
Kramer	15%	9%	25%		10%
Labgruppen	15%	10%	15%		10%
LEA Pro Amplifiers	15%	12%	25%		10%

Audio Visual Equipment Manufacturer	AnuVision Technologies, Inc. %Discount off MSRP	CESMG LLC %Discount off MSRP	JSC Systems, Inc. %Discount off MSRP	Robert J. Young Company LLC dba RJ Young %Discount off MSRP	Visionworx LLC dba CCS Presentation Systems %Discount off MSRP
Lectrosonics	15%		5%		10%
LeGrand	15%	13%	15%	10%	15%
LG	15%		5%		10%
Liberty	15%	16%	10%		8%
Listen Technologies	15%	8%	10%		10%
Luxor	No Bid	9%	15%		10%
Mackie	15%	7%	5%		10%
Midas	No Bid	11%	5%		10%
Middle Atlantic Products	20%	12%	15%		20%
Moore Co.	30%		10%		10%
Nady	15%		10%		10%
Newline Interactive	45%		60%		20%
Newtek	15%	10%			5%
Ortronics	15%		5%		10%
OWI	20%	7%	5%		10%
Panasonic	15%	8%	5%		5%
Peerless	15%	11%	10%		10%
Planar	15%	13%	5%		10%
Premier Mounts	15%	9%	25%		10%
QSC Audio	20%	12%	15%		20%
Rane	15%	11%	5%		10%
Rapco Horizon	15%	14%	10%		10%
Rapid Run	20%	7%	5%		
RDL	15%	12%	10%		10%
Revolabs	15%	16%	5%		10%
Roland AV	No Bid	14%	5%		10%
Sennheiser	15%	11%	5%		15%
Shure	15%	18%	22%		15%

	AnuVision Technologies, Inc.	CESMG LLC	JSC Systems, Inc.	Robert J. Young Company LLC dba RJ Young	Visionworx LLC dba CCS Presentation Systems
Audio Visual Equipment Manufacturer	%Discount off MSRP	%Discount off MSRP	%Discount off MSRP	%Discount off MSRP	%Discount off MSRP
Sony	15%	6%	5%		5%
Sound Craft	15%	9%	25%		10%
Sound Tube	15%		10%		10%
SP Controls	15%		10%		10%
Stewart Audio	15%	10%	5%		10%
SVS Lifts	15%		5%		
Symetrix	15%	11%	10%		10%
Tannoy	15%	7%	15%		10%
Tascam	15%	8%	5%		10%
Teach Logic	No Bid		5%		5%
TOA	15%	8%	10%		5%
Tripp Lite	15%	10%	10%		10%
Vaddio	15%		15%		15%
Williams Sound	15%	11%	20%		10%
Winsted	15%		5%		5%
Wiremold	15%	14%	15%		10%
Xilica	15%		5%		10%
Yamaha	15%	6%	5%		10%
Additional Audio Visual Equipment Manufacturer	%Discount off MSRP	%Discount off MSRP	%Discount off MSRP	%Discount off MSRP	%Discount off MSRP
Adaptive Technologies		12%			
American DJ			10%		
ART		10%			
Ashley		12%			
AT5 Acoustics		11%			
Audi Mute		18%			
Balance Box	15%				10%
Barco	15%				
Cameo			15%		

ITB2024-002 Audiovisual Equipment and Lighting Installation, Repairs, and Upgrades
Released: January 4, 2024
Opened: January 25, 2024 @ 2:00 PM Tabulation Sheet

Additional Audio Visual Equipment Manufacturer	AnuVision Technologies, Inc. %Discount off MSRP	CESMG LLC %Discount off MSRP	JSC Systems, Inc. %Discount off MSRP	Robert J. Young Company LLC dba RJ Young %Discount off MSRP	Visionworx LLC dba CCS Presentation Systems %Discount off MSRP
CCS Presentation Catalog					6%
Chavvet		11%			
Cyber Accoustics	15%				
Da Lite	25%		15%		
Draper			15%		
EAW	15%				
Elation			5%		
Elmo					10%
Epson High Lumen			30%		
EZ Led			25%		
Global Truss			15%		
Hovercam	20%				
Huddlecam	15%				
Light Shark			10%		
Logitech	15%			10%	
Lumens					10%
Mersive					10%
Mono Price		16%			
Nec/Sharp	30%				10%
Netgear			10%		
PTZ Optics					5%
Samsung	25%				
Samsung Displays					10%
Specialized Systems		15%			
Spectrum Furniture					10%
Viewsonic				20%	13%

Five (5) responses received. Recommend award to AnuVision Technologies, Inc., CESMG LLC, JSC Systems, Inc., and Visionworx LLC dba CCS Presentation Systems.

ORIGINAL

St. Johns County School District
Sebastian Administrative Annex
Purchasing Department
3015 Lewis Speedway, Building 5
St. Augustine, FL 32084

INVITATION TO BID TITLE: Audiovisual Equipment and Lighting Installation, Repairs, and Upgrades

INVITATION TO BID (ITB)

REQUIRED RESPONSE FORM

BID NO.: 2024-002
RELEASE DATE: January 4, 2024

F.O.B. Destination: **District Wide**

BID DUE DATE AND TIME: January 25, 2024 @ 1:30 pm EST
BID OPENING DATE AND TIME: January 25, 2024 @ 2:00 pm EST

CONTACT: Patrick Snodgrass
Director of Purchasing
(904) 547-8941
patrick.snodgrass@stjohns.k12.fl.us

SUBMIT BID TO: Sebastian Administrative Annex
Purchasing Department
3015 Lewis Speedway, Building 5
St. Augustine, FL 32084

BID OPENING LOCATION: Sebastian Administrative Annex
Purchasing Department
3015 Lewis Speedway, Building 5
St. Augustine, FL 32084

REQUIRED SUBMITTALS CHECKLIST - Each submittal checked below is **required** for Bid to be considered.

- ___ Literature ___ Specifications ___ Catalogs
- ___ Product Samples: See Special Conditions
- X Debarment Form
- ___ Manufacturer's Certificate of Warranty
- X Drug-Free Workplace Certification
- X List of References
- X Certificate of Insurance: See Special Conditions
- X Division of Corporations Registration Requirements
- X Additional submittals specific to this ITB may also be required – See Special Conditions for details

BIDDER MUST FILL IN THE INFORMATION LISTED BELOW AND SIGN WHERE INDICATED FOR BID TO BE CONSIDERED.

Legal Name of Company (as registered in www.sunbiz.org or as registered in your state):

JSC Systems, Inc.

Address: **5021 Stepp Ave.**

City, State, Zip: **Jacksonville, FL 32216**

Federal Employer Identification Number (FEIN): **59-1229041**

Florida Division of Corporation Document Number: **340909**

Signature of Owner or Authorized Officer/Agent _____ Telephone: **904.737.3512**

Typed Name of Above: **Tom Milhon, Executive VP of Operations** FAX: **904.737.8553**

Email: **Gary Lowndes, Jacksonville Service Manager g.lowndes@jscsystems.net**

By my signature, I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, business entity or person submitting an offer for the same materials, supplies, equipment, or services, and is in all respects fair and without collusion or fraud. I further agree to abide by all conditions of this invitation and certify that I am authorized by the offeror to sign this response. In submitting an offer to the School Board of St. Johns County, I, as the Bidder, offer and agree that if the offer is accepted, the offeror will convey, sell, assign, or transfer to the School Board of St. Johns County all right, title, and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodity(s) or service(s) purchased or acquired by the School Board. At the School Board's discretion, such assignment shall be made and become effective at the time the School Board of St. Johns County tenders final payment to the vendor.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

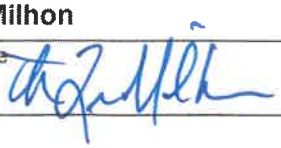
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Instructions for Certification:

1. The prospective lower tier participant certifies, by submission of this proposal that neither it nor its principals are:

   (a) presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
   (b) have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in performing a public (federal, state or local) transaction or contract under a public transaction; or for violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
   (c) are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of the offenses enumerated in this certification; or
   (d) have not within a three-year period preceding this application had one or more public transaction (federal, state or local) terminated for cause or default.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Firm	PR/Award Number and/or Project Name
JSC Systems, Inc.	**ITB #2024-002**
Printed Name	Title of Authorized Representative
Tom Milhon	**Executive Vice President of Operations**
Signature 	Date 1/24/2024

DRUG FREE WORKPLACE CERTIFICATION FORM

In accordance with 287.087, Florida Statutes, preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids, which are equal with respect to price, quality, and service, are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program *shall be given preference* in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free program, a business shall:

1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the action that will be taken against employees for violations of such prohibition.

2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

(Contractor's Signature)

CONTRACTOR'S STATEMENT OF PRINCIPAL PLACE OF BUSINESS

(Must be completed & submitted with each competitive solicitation)

Name of Contractor: **JSC Systems, Inc.**

Identify state in which Contractor has its principal place of business: **Florida**

If your principal place of business is in the state of Florida, you do not need to proceed any further on this form.

If outside of Florida, identify political subdivision (county or municipality) in which Contractor has its principal place of business:

NOTICE: Section 287.084(2), Florida Statute, provides that "a vendor whose principal place of business is outside this state must accompany any written bid, proposal, or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state (or political subdivision thereof) to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts." See also: Section 287.084(1), Florida Statutes.

LEGAL OPINION REGARDING STATE BIDDING PREFERENCES

(To be completed by the Attorney for an Out of State Contractor, please select one)

☐ Contractor's principal place of business is in the State of _____ and it is my legal opinion that the laws of that state **do not grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in that state.

☐ Contractor's principal place of business is in the State of _____ and it is my legal opinion that the laws of that state **grant the following preference(s)** in the letting of any or all public contracts to business entities whose principal places of business are in that state: (Please describe applicable preference(s) and identify applicable preference(s) and identify applicable state law(s)):

_____

_____

LEGAL OPINION REGARDING POLITICAL SUBDIVISION BIDDING PREFERENCES

(To be completed by the Attorney for an Out of State Contractor, please select one)

☐ Contractor's principal place of business is in the political subdivision of _____ and it is my legal opinion that the laws of that political subdivision **do not grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision.

☐ Contractor's principal place of business is in the political subdivision of _____ and the laws of that political subdivision **grant the following preference(s)** in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision: (Please describe applicable preference(s) and identify applicable authority granting the preference(s)):

_____

_____

Signature of out-of-state Contractor's attorney: _____

Printed name of out-of-state Contractor's Attorney: _____

Address of out-of-state Contractor's attorney: _____

Email of out-of-state Contractor's attorney: _____

Attorney's state(s) of bar admission: _____

EDGAR CERTIFICATIONS

All purchases involving the expenditure of federal funds must be compliant with the Education Department General Administrative Regulations ("EDGAR"). The following certifications and provisions are required and apply when the St. Johns County School Board ("School Board") expends federal funds for any purchase resulting from this procurement process. Pursuant to 2 C.F.R. § 200.327, all contracts, including small purchases, awarded by the School Board shall contain the procurement provisions of Appendix II to Part 200, as applicable.

REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS APPENDIX II to C.F.R. PART 200

(A) Contracts for more than the simplified acquisition threshold currently set at $250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Pursuant to Federal Rule (A) above, when School Board expends federal funds, School Board reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

(B) All contracts in excess of $10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

Pursuant to Federal Rule (B) above, for all contracts involving Federal funds in excess of $10,000, School Board reserves the right to terminate the contract (i) for convenience, and/or (ii) for cause by issuing a certified notice to the Contractor.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

Pursuant to Federal Rule (C) above, when School Board expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (D) above, when School Board expends federal funds during the term of an award for all contracts and subgrants for construction or repair, Contractor will be in compliance with all applicable Davis-Bacon Act provisions.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29

EDGAR CERTIFICATIONS (continued)

CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when federal funds are expended by School Board, Contractor certifies that Contractor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award resulting from this procurement process.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by School Board, Contractor certifies that Contractor will be in compliance with all applicable provisions of Federal Rule (F) during the term of an award resulting from this procurement process.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (G) above, when federal funds are expended by School Board, Contractor certifies that Contractor will be in compliance with all applicable provisions of Federal Rule (G) during the term of an award resulting from this procurement process.

(H) Energy Policy and Conservation Act (42 U.S.C. 6201). Contractor agrees to comply with the mandatory standards and policies relating to energy efficiency contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

Pursuant to Federal Rule (H) above, when federal funds are expended by School Board, Contractor certifies that Contractor will be in compliance with all applicable provisions of Federal Rule (H) during the term of an award resulting from this procurement process.

(I) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (I) above, when federal funds are expended by School Board, Contractor certifies that during the term of an award resulting from this procurement process, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

(J) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.

EDGAR CERTIFICATIONS (continued)

Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (J) above, Contractor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The Contractor further certifies that: (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. (2) If any funds other than Federal appropriated funds have been paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

RECORDS RETENTION

Records Retention (2 C.F.R. § 200.334): Financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or passthrough entity in the case of a subrecipient.

RECOVERED MATERIALS

Recovered Materials (2 CFR §200.323): Contractor must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

CERTIFICATION OF APPLICABILITY TO SUBCONTRACTORS

Contractor agrees that all contracts it awards pursuant to this solicitation shall be bound by the foregoing terms and conditions.

Contractor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that Contractor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Contractor's Name: **JSC Systems, Inc.**

Signature of Authorized Representative:

Print Name of Authorized Representative: **Tom Milhon, Executive Vice President of Operations**

E-Verify Requirements

A. Pursuant to Section 448.095, Florida Statutes, Contractor shall register with and use the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all employees hired during the term of this Agreement and must, upon request, provide evidence of compliance with this provision.

B. Subcontractors

1. 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.
2. Subcontractors shall provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as stated in Section 448.095, Florida Statutes.
3. Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement.

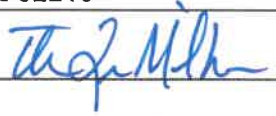
C. Failure to comply with this provision is a material breach of the Agreement, and School Board may choose to terminate the Agreement at its sole discretion. Contractor may be liable for all costs associated with School Board securing the same services, inclusive, but not limited to, higher costs for the same services.

D. It is the responsibility of the vendor/contractor to insure compliance with E-verify requirements (as applicable). To enroll in E-Verify, employers should visit the E-Verify website (http://www.uscis.gov/e-verify) and follow the instructions. The employer must retain the I-9 Forms for inspection. By affixing your signature below you hereby affirm that you will comply with E-Verify requirements.

Federal Employer Identification Number (FEIN): **59-1229041**

Name of Contractor: **JSC Systems, Inc.**

Address: **5021 Stepp Ave., Jacksonville, FL 32216**

Signature of Authorized Representative: 

Print Name of Authorized Representative: **Tom Milhon, Executive Vice President of Operations**

1.800.515.5613
www.jscsystems.net
info@jscsystems.net

References

JSC Systems, Inc. constitutes one of the largest independent low voltage system providers in the Southeastern United States. JSC Systems, Inc. has successfully completed many low voltage projects across all markets, including education. Below is a **partial list of School Districts** that we have and/or currently working projects for using commercial fire alarm, mass notification, professional sound, intercom, CCTV, CATV, audio visual, voice data, nurse call, access control and security systems. These references provided also are specific to the experience that we display in long term service, maintenance, testing and inspections of the above low voltage systems.

Florida

Alachua County Public Schools
620 East University Avenue
Gainesville, FL 32601
Contact: Tom Cowart, Director of Maintenance and Construction
Phone: (352) 955-7400 x1713
Website: www.sbac.edu

Citrus County School District
1007 West Main Street
Inverness, FL 34450
Contact: Eric Stokes, Coordinator of Maintenance
Phone: (352) 726-1931 x2428
Website: www.citrus.k12.fl.us

Columbia County School District
372 West Duval Street
Lake City, FL 32055
Contact: Fred Gaylard, Maintenance
Phone: (386) 755-8066
Website: www.columbia.k12.fl.us

Gilchrist County School District
310 NW 11th Avenue
Trenton, FL 32693
Contact: David Spencer, Director of Operations
Phone: (352) 278-6464
Website: www.gilchristschools.org

Suwannee County School District
1729 Walker Avenue SW, Suite 200
Live Oak, FL 32604
Contact: Mark Carver, Director of Facilities
Phone: (386) 364-2722
Website: www.suwannee.k12.fl.us

Putnam County School District
200 Reid Street
Palatka, FL 32177
Contact: Jeff Fitzgerald, Maintenance
Phone: (386) 329-0551
Website: www.putnamschools.org

Jackson County School Board
2903 Jefferson Street
Marianna, FL 32446
Contact: Al Cherry, Master Technician
Phone: (850) 482-1220
Website: www.jcsb.org

Calhoun County School District
20859 Central Avenue East, RM-G20
Blountstown, FL 32424
Contact: Willy Pitts, Maintenance
Phone: (850) 643-6477
Website: www.calhounflschools.org

South Carolina

Sumter School District
1345 Wilson Hall Road
Sumter, SC 29150
Contact: Brenda Hinson, Coordinator of Maintenance Operations
Phone: (803) 469-6900 x601
Website: www.sumterschools.net

Lexington School District One
100 Tarrar Springs Road
Lexington, SC 29072
Contact: Eddie Wadford, Maintenance
Phone: (803) 821-100
Website: www.lexington1.net

Richland County School District Two
124 Risdon Way
Columbia, SC 29223
Contact: Terry Gatewood, Maintenance
Phone: (803) 736-3774
Website: www.richland2.org

Kershaw County School District
2029 West DeKalb Street
Camden, SC 29020
Contact: Brian Boan, Maintenance
Phone: (803) 432-8416
Website: www.kcsdschools.net

Additional references available upon request.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 1/23/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER GHG Insurance 1000 Riverside Ave., Suite 500 Jacksonville FL 32204	CONTACT NAME: PHONE (A/C, No, Ext): 904-421-8600 FAX (A/C, No): 904-421-8601 E-MAIL ADDRESS: info@ghgins.com
INSURED JSCSYST-02 JSC Systems Inc. dba Jacksonville Sound & Communications dba Savannah Systems; dba Charleston Systems P.O. Box 551629 Jacksonville FL 32255-1629	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : FFVA Mutual Insurance Company — 10385 INSURER B : Atlantic Specialty Insurance — 27154 INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 1046851095 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR X XCU GEN'L AGGREGATE LIMIT APPLIES PER: POLICY [X] PRO-JECT [ ] LOC X OTHER:	Y		7110169910004	1/1/2024	1/1/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG E&O-Claims Made	$ 1,000,000 $ 1,000,000 $ 15,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $ 1,000,000
B	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY / SCHEDULED AUTOS HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY HNO Included			7110169910004	1/1/2024	1/1/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) PIP	$ 1,000,000 $ $ $ $ 10,000
B	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $			7110169910004	1/1/2024	1/1/2025	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000 $
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [N] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WC84000156192024A	1/1/2024	1/1/2025	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
B B	Errors & Omissions Prop other loc/transit Longwood Warehouse			7600107120004 7110169910004	1/1/2024 1/1/2024	1/1/2025 1/1/2025	E&O Limit Prop other loc/transi Longwood Loc BPP	5,000,000 500,000 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

When required by written contract, St. Johns County School Board is included as an additional insured.

CERTIFICATE HOLDER

St. Johns County School District
40 Orange St.
St. Augustine FL 32084

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Detail by Entity Name

Florida Profit Corporation
JSC SYSTEMS, INC.

Filing Information

Document Number	340909
FEI/EIN Number	59-1229041
Date Filed	01/31/1969
State	FL
Status	ACTIVE
Last Event	AMENDMENT AND NAME CHANGE
Event Date Filed	02/19/2014
Event Effective Date	03/01/2014

Principal Address

5021 STEPP AVE
JACKSONVILLE, FL 32216

Changed: 05/19/1997

Mailing Address

P. O. BOX 551629
JACKSONVILLE, FL 32255-1629

Changed: 03/24/2009

Bid Sheet

Stationary and Portable Lighting Labor	$ per Hour
Standard Hourly Labor Rate for Technician	$118
Standard Hourly Labor Rate for Helper	$100
Non-Standard Hourly Labor Rate for Technician	$190
Non-Standard Hourly Labor Rate for Helper	$134
Stationary and Portable Lighting Equipment	**% Markup Over Cost**
Percentage Markup Over Cost for Equipment	40%
Audio Visual Labor	**$ per Hour**
Standard Hourly Labor Rate for Technician	$118
Standard Hourly Labor Rate for Helper	$100
Non-Standard Hourly Labor Rate for Technician	$190
Non-Standard Hourly Labor Rate for Helper	$134

Audio Visual Equipment

Manufacturer	%Discount off MSRP	Manufacturer	%Discount off MSRP
AKG Acoustics	30	Atlas Sound	25
Allen & Heath	10	Attero Tech	10
ALTINEX	5	Audio Enhancement	5
American Technical Furniture (MediaTech)	10	Audio Technica	5
AMK	5	Audix	10
AMX	35	Avermedia	10
Anchor Audio	5	AVFI (VFI)	5
AnuVision Tech	5	Avid	5
APC	10	Avocor	5
Ationa Atlona	15	AV Rover	5

Bid Sheet

Audio Visual Equipment			
Manufacturer	**%Discount off MSRP**	**Manufacturer**	**%Discount off MSRP**
AVTEQ	5	Contemporary Research	5
Behringer	5	Countryman	10
Belden	15	Covid	10
Belkin	10	Crestron	35
Beyerdynamic	5	Crown	30
Biamp	30	Danley Sound Labs	30
Blackmagic Design		DBX	30
Blizzard Lighting	5	Denon Pro/Marantz Pro	10
Blonder Tongue	5	Eartec	5
Bogen	15	Earthworks	5
Bose Corporation	5	Electro-Voice	15
BSS Audio - Soundweb	30	Epiphan	5
BTX	10	Epson	15
Cables To Go	15	ETC	5
CareHawk	35	Extreme Networks	10
Chief Manufacturing	15	Extron	15
Clear One	18	Front Row	5
Clear Touch	35	FSR	10
Clockaudio North America	5	Furman	30
Community Loudspeaker	20	Galaxy Audio	5
Comprehensive Video	20	Gefen	10
Connectrac	15	Grass Valley	5

Bid Sheet

Audio Visual Equipment			
Manufacturer	**%Discount off MSRP**	**Manufacturer**	**%Discount off MSRP**
Hall Research	5	Newtek	
Hamilton-buhl	5	Ortronics	5
Harman Professional	30	OWI	5
Hosa	10	Panasonic	5
JBL	30	Peerless	10
Jelco	5	Planar	5
JVC	5	Premier Mounts	25
Kramer	25	QSC Audio	15
Labgruppen	15	Rane	5
LEA Pro Amplifiers	25	Rapco Horizon	10
Lectrosonics	5	Rapid Run	5
LeGrand	15	RDL	10
LG	5	Revolabs	5
Liberty	10	Roland AV	5
Listen Technologies	10	Sennheiser	5
Luxor	15	Shure	22
Mackie	5	SNAP AV	10
Midas	5	Sonance	10
Middle Atlantic Products	15	Sony	5
Moore Co.	10	Sound Craft	25
Nady	10	Sound Tube	10
Newline Interactive	60	SP Controls	10

Bid Sheet

Audio Visual Equipment			
Manufacturer	**%Discount off MSRP**	**Manufacturer**	**%Discount off MSRP**
Stewart Audio	5	Tripp Lite	10
SVS Lifts	5	Vaddio	15
Symetrix	10	Williams Sound	20
Tannoy	15	Winsted	5
Tascam	5	Wiremold	15
Teach Logic	5	Xilica	5
TOA	10	Yamaha	5
BIDDERS MAY SUBMIT UP TO 10 ADDITIONAL MANUFACUCTURERS Audio Visual Equipment			
Manufacturer	**%Discount off MSRP**	**Manufacturer**	**%Discount off MSRP**
Dalite	15	Elation	5
Draper	15	Global Truss	15
Light Shark	10	Netgear	10
Cameo	15	EZ LED (DvLED Displays)	25
American DJ	10	Epson High Lumen	30

Contractor Acknowledgement and Approval

I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies, equipment or services, and in all respects fair and without collusion or fraud. The following information, including an authorized representative signature, is required to be submitted with your bid in order to be considered for evaluation and award. The person signing below acknowledges and agrees with all proposed information as submitted and has the authorization of the said company to enter into a contractual agreement with the St. Johns County School District for the purposes as proposed and described herein.

Company Name: **JSC Systems, Inc.**

Authorized Signature: Thomas Milhon

Print Name: **Tom Milhon, Executive Vice President of Operations**

Date: 1/24/2024

GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION

Bidder: To ensure acceptance of the bid follow these instructions:

1. **DEFINITIONS:** For purpose of these General Conditions "ITB" refers to the Invitation to Bid. "Bid" refers to the completed ITB Required Response Form above, together with all supporting documentations and submittals. "Bidder" or "Contractor" or "Respondent" or "Vendor" refers to the entity or person that submits the Bid. "District" refers to the St. Johns County School District, and "School Board" to the St. Johns County School Board. "Purchasing Department Representative" refers to the Purchasing Department staff member named as its contact on the first page of the ITB. "Conditions" refers to both the General Conditions and the Special Conditions of this ITB.

2. **EXECUTION OF BID:** The ITB Required Response Form must be completed, signed, and returned in a sealed envelope to the Purchasing Department, together with the Bid and all required submittals. All Bids must be completed in ink or typewritten. If a correction is necessary, draw a single line through the entered figure and enter the corrected figure or use an opaque correction fluid. All corrections should be initialed by the person signing the Bid even when using opaque correction fluid. Any illegible entries will not be considered for award. The ITB General Conditions, Special Conditions and specifications **cannot** be changed or altered in any way by the Bid or otherwise by the Bidder. In the event of any conflict between the Conditions and specifications of the ITB and the terms and conditions of the Bid, the Conditions and specifications of the ITB take precedence. Any failure to comply with the ITB Conditions or specifications or attempt to alter them by the Bidder shall be grounds for rejection of the Bid.

3. **SUBMISSION OF BID:** The completed Bid must be submitted in a sealed envelope with the ITB title and bid number on the outside. Bids must be time stamped by the Purchasing Department prior to the ITB due time on date due. No Bid will be considered if not time stamped by the Purchasing Department prior to the stated submission deadline. Bids submitted by telegraphic or facsimile transmission will not be accepted unless authorized by the Special Conditions of this ITB.

4. **SPECIAL CONDITIONS:** The Purchasing Department has the authority to issue Special Conditions as required for a particular ITB. Any Special Conditions that vary from these General Conditions shall take precedence over the General Conditions.

5. **PRICES QUOTED:** Deduct trade discounts and quote a firm net price. Give both unit price and aggregate total. Prices must be stated in units to quantity specified in the ITB. In case of discrepancy in computing the amount of the Bid, the **Unit Price** quoted will govern. All prices quoted shall be F.O.B. destination, freight prepaid. Bidder is responsible for freight charges. Bidder owns goods in transit and files any claims, unless otherwise stated in Special Conditions. Each item must be proposed separately and no attempt is to be made to tie any item or items in with any other item or items. If a Bidder offers a discount or offers terms less than Net 30, it is understood that a minimum of thirty (30) days will be required for payment. If a payment discount is offered, the discount time will be computed from the date of satisfactory delivery at place of acceptance and receipt of correct invoice at the office specified.

   a) Taxes: The School Board does not pay Federal excise and State taxes on direct purchase of tangible personal property. The applicable tax exemption number is shown on the purchase order. This exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the improvement of School Board-owned real property as defined in Chapter 192 of the Florida Statutes.

   b) Mistakes: Bidders are expected to examine the General and Special Conditions, specifications, delivery schedules, Bid prices and extensions, and all instructions pertaining to supplies and services. Failure to do so will be at Bidder's risk.

   c) Conditions and Packaging: It is understood and agreed that any item offered or shipped as a result of this ITB shall be new (current production model at the time of this ITB) unless otherwise stated. All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.

   d) Underwriters' Laboratories: Unless otherwise stipulated in the ITB, all manufactured items and fabricated assemblies shall be U.L. listed where such has been established by U.L. for the item(s) offered and furnished. In lieu of the U.L. listing, Bidder may substitute a listing by an independent testing laboratory recognized by OSHA under the Nationally Recognized Testing Laboratories (NRTL) Recognition Program.

   e) Preference for St. Johns County Bidders: For all purchases made by the School Board, prices and quality being equal, preference may be given to St. Johns County Bidders, subject to certification as a drug-free workplace (Florida Statutes 287.087 and 287.084).

6. **BRAND NAMES:** The District reserves the right to invite Bids for a particular product or specific equipment by manufacturer, make, model or other identifying information. However, a Bidder may propose a substitute product of equal quality and functionality unless the Conditions or specifications state that substitute products or equipment may not be proposed and will not be considered. If a substitute product is proposed, it is the Bidder's responsibility to submit

with the Bid brochures, samples and/or detailed specifications on the substitute product. The District shall be the sole judge in the exercise of its discretion for determining whether the substitute product is equal and acceptable.

7. **QUALITY:** The items proposed must be new and equal to or exceed specifications. The manufacturer's standard warranty shall apply. During the warranty period, the successful Bidder must repair and/or replace the unit without cost to the District with the understanding that all replacements shall carry the same warranty as the original equipment. The successful Bidder shall make any such repairs and/or replacements immediately upon receiving notice from the District.

8. **SAMPLES:** Samples of items, when required, must be furnished free of expense by the ITB due date unless otherwise stated. If not destroyed, upon request, samples will be returned at the Bidder's expense. Bidders will be responsible for the removal of all samples furnished within thirty (30) days after ITB opening. All samples will be disposed of after thirty (30) days. Each individual sample must be labeled with Bidder's name, ITB number, and item number. Failure of Bidder to either deliver required samples or to clearly identify samples as indicated may be reason for rejection of the ITB. Unless otherwise indicated, samples should be delivered to the office of the Purchasing Department of the St. Johns County School Board, Sebastian Administrative Annex, 3015 Lewis Speedway Building 5, St. Augustine, FL 32084.

9. **TESTING:** Items proposed may be tested for compliance with ITB Conditions and specifications.

10. **NON-CONFORMITY:** Items delivered that do not conform to ITB Conditions or specifications may be rejected and returned at Bidder's expense. Goods or services not delivered as per delivery date in ITB and/or purchase order may be purchased on the open market. The Bidder shall be responsible for any additional cost. Any violation of these stipulations may also result in Bidder being disqualified from participating in future competitive solicitations or otherwise doing business with the District.

11. **DELIVERY:** Unless actual date of delivery is specified (or if specified delivery cannot be met), the Bid must show the number of days required to make delivery after receipt of purchase order in space provided. Delivery time may become a basis for recommending an award (see Special Conditions).

12. **REQUESTS FOR CLARIFICATION:** No correction or clarification of any ambiguity, inconsistency or error in the ITB Conditions and specifications will be made to any Bidder orally. Any request for such interpretation or correction should be by email addressed to the Purchasing Department Representative prior to the deadline specified in the Special Conditions for submitting questions. All such interpretations and supplemental instructions will be in the form of written addenda to the ITB. Only the interpretation or correction so given by the Purchasing Department Representative, by email or in writing, shall be binding and prospective Bidders are advised that no other source is authorized to give information concerning, or to explain or interpret the ITB Conditions and specifications.

13. **DISPUTE:** Any dispute concerning the Conditions or specifications of this ITB or the contract resulting from this ITB shall be decided by the Purchasing Department and that decision shall be final.

14. **AWARDS:** Bids shall be reviewed in accordance with the ITB Conditions and specifications and the best interest of the School District. To that end, the Board reserves the right to reject any and all Bids; to waive any irregularities or informalities; to accept any item or group of items; to request additional information or clarification from any Bid; to acquire additional quantities at prices quoted in the Bid unless additional quantities are not acceptable, in which case the Bid must be conspicuously labelled "BID IS FOR SPECIFIED QUANTITY ONLY", and to purchase the product or service at the price and terms of any contract with a governmental entity procured by competitive solicitation, in accordance with Florida law. The decision to award a contract or take other action in regard to the ITB shall be made in the best interest of the School District.

15. **OTHER GOVERNMENTAL AGENCIES:** Successful bidder(s) may permit any school board, community college, state university, municipality, or other governmental entity, to include public charter schools, to purchase goods or services based on the contract awarded as a result of this ITB. Such purchases shall be governed by the same terms and conditions as stated herein.

16. **MARKING:** A packing list must be included in each shipment and shall show the School Board purchase order number, ITB number, school name or department name, contents and shipper's name and address; mark packing list and invoice covering final shipment "Order Completed". If no packing list accompanies the shipment, the buyer's count will be accepted. Mark each package clearly with (A) shipper's name and address, (B) contents, (C) the School Board of St. Johns County purchase order number, and (D) ITB number.

17. **INSPECTION, ACCEPTANCE & TITLE:** Inspection and acceptance will be at destination shown on purchase order unless otherwise provided. Title to/or risk of loss or damage to all items shall be the responsibility of the successful Bidder until acceptance by the District. If the materials or services supplied to the District are found to be defective or do not conform to specifications, the Board reserves the right to cancel the order upon written notice to the Bidder and return product at Bidder's expense.

18. **BILLING AND PAYMENT:** Invoices, unless otherwise indicated, must show purchase order numbers and shall be submitted to St. Johns County School District, Accounts Payable Department, 40 Orange Street, St. Augustine, FL 32084. Payment will be made as prescribed in the Special Conditions and properly invoiced.

19. **COPYRIGHT AND PATENT RIGHTS:** The Bidder, without exception, shall indemnify and hold harmless the School Board and its employees from liability of any nature or kind, including legal fees and other costs and expenses, for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the School Board. If the Bidder uses any design, device, or materials covered by letters, patent, or copyright, it is mutually understood and agreed without exception that the Bid prices shall include all royalties or cost arising from the use of such design, device or materials in any way involved in the work.

20. **OSHA:** The Bidder warrants that the product supplied to the School Board shall conform in all respects to the standards set forth in the Occupational Safety and Health Act of 1970, as amended, and the failure to comply with this condition will constitute a breach of contract.

21. **LEGAL REQUIREMENTS**: The Bidder shall comply with Federal, State, County, and local laws, ordinances, rules, and regulations that in any manner affect the items covered herein. Lack of knowledge by the Bidder will in no way be a cause for relief from responsibility.

22. **CONFLICT OF INTEREST:** The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All Bidders must disclose with their Bid the name of any officer, director, or agent who is also an employee of the School Board. Further, all Bidders must disclose the name of any Board employee who owns directly or indirectly, an interest of five percent (5%) or more of the total assets of capital stock in the Bidder's firm.

23. **ANTI-DISCRIMINATION:** The Bidder certifies that Bidder is in compliance with the requirements of law regarding equal employment opportunity for all persons without regard to age, race, color, religion, sex, national origin, or disability.

24. **LICENSES AND PERMITS:** The Bidder shall be responsible for obtaining, at its expense, all licenses and permits required for performance of the work or services resulting from the ITB award.

25. **BID BONDS, PERFORMANCE BONDS, CERTIFICATES OF INSURANCE:** Bid bonds, when required, shall be submitted with the Bid in the amount specified in Special Conditions. Bid bonds will be returned to unsuccessful Bidders. After acceptance of Bid, the Board will notify the successful Bidder to submit a performance bond and certificate of insurance in the amount specified in Special Conditions. St. Johns County School District shall be named as additional insured on policies required by detailed specifications. Upon receipt of the performance bond, the Bid bond will be returned to the successful Bidder.

26. **DEFAULT AND REMEDIES:** The following remedies for default shall apply.

    a) **Failure to Timely Deliver.** The parties acknowledge and agree that the damages for the failure of the successful Bidder to timely deliver the products or services contracted for may be difficult to determine. Moreover, both parties wish to avoid lengthy delay and expensive litigation relating to the failure of the successful Bidder to deliver on time. Therefore, in the event the successful Bidder fails to timely deliver the products or services contracted for, the School Board may exercise the remedy of liquidated damages against the successful Bidder in an amount equal to 25% of the unit price Bid, times the quantity. The successful Bidder shall pay that sum to the School Board not as a penalty, but as liquidated damages intended to compensate for unknown and unascertainable damages.

    b) **Other Default.** In the event of default for any reason other than the failure of the successful Bidder to timely deliver the products or services contracted for, the School Board may exercise any and all remedies in contract or tort available to it, including, but not limited to, the recovery of actual and consequential damages.

27. **TERMINATION:** In the event any of the provisions of this ITB are violated by the Bidder, the Purchasing Department reserves the right to reject its Bid. Furthermore, the School Board reserves the right to terminate any contract resulting from this ITB for financial or administrative convenience, as determined in its sole business judgment, upon giving thirty (30) days prior written notice to the other party.

28. **FACILITIES:** The Board reserves the right to inspect the Bidder's facilities at any time with prior notice.

29. **ASBESTOS STATEMENT:** All material supplied to the School Board must be 100% asbestos free. Bidder by virtue of proposing, certifies by signing Bid, that if awarded any portion of this Bid, will supply only material or equipment that is 100% asbestos free.

30. **INDEMNITY AND HOLD HARMLESS AGREEMENT:** During the term of this Bid and any contract awarded to Bidder as a result of this ITB, the Bidder shall indemnify, hold harmless, and defend the School Board, its agents, and employees from any and all costs and expenses, including but not limited to, attorney's fees, reasonable investigative and recovery costs, court costs and all other sums which the Board, its agents, servants and employees, may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or actions founded, thereon, arising or alleged to have arisen out of the products, goods or services furnished by the Bidder, its agents, or employees, or any of its equipment, including, without limitation, claims for damages, injury to person or property, including the Board's property, or death.

31. **CRIMINAL BACKGROUND SCREENING:** Pursuant to Florida Statute 1012.467and School Board Rule 7.142, the District will issue and recognize statewide background badges to non-instructional contractor employees who meet the clearance requirements of Florida Statute 1012.467(2)(g) when it is not anticipated that they will come into direct contact with students. However, pursuant to Florida Statute 1012.467 and School Board Rule 7.142, if the District is unable to

rule out that Bidder's employees or subcontractors may come into contact with students, then, in the paramount interest of student safety, the employees will be required to undergo and pass background screening in accordance with School Board Rule 7.142, unless another statutory exemption applies.

For this ITB:

A. ☐ Student contact not anticipated
B. ☒ Student contact anticipated

If Box A is checked, statewide badge will be recognized or issued, if requested and the contractor meets clearance requirements.

If Box B is checked, background screening pursuant to School Board Rule 7.142(4) will be required.

The Bidder acknowledges and agrees to comply with the requirements of School Board Rule 7.142. Bidder shall be responsible for the expense of the background screening of its employees.

32. **VENUE:** Any suit, action, or other legal proceedings arising out of or relating to any contract awarded based upon this ITB shall be brought in a court of competent jurisdiction in St. Johns County, Florida. The parties waive any right to require that a suit, action, or proceeding arising out of this Agreement be brought in any other jurisdiciton or venue.

33. **WAIVER OF JURY TRIAL:** The parties knowingly, voluntarily, and intentionally waive their right to trial by jury with respect to any litigation arising out of, under, or in connection with this ITB or any contract awarded upon this ITB. This provision is a material inducement for the School Board to enter into a contract with the successful Bidder.

34. **LOBBYING:** Lobbying is not permitted with any District personnel or School Board members in connection with any ITB or competitive solicitation. All oral or written inquires must be directed through the Purchasing Department. Lobbying is defined as any action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation, and all other groups who seek to influence the governmental decision of a board member or district personnel on the award of this contract. Any Bidder or any individuals that lobby on behalf of Bidder will result in rejection/disqualification of said Bid.

35. **ASSIGNMENTS:** The successful bidder may not sell, assign or transfer any of its rights, duties or obligations under Bid contract without the prior written consent of the School Board.

36. **PROTEST:** Failure to give notice or file a protest within the time prescribed in Section 120.57 (3), Florida Statutes, shall constitute a waiver of any protest.

37. **COMPLIANCE WITH FEDERAL REGULATIONS:** All contracts involving Federal funds will contain certain provisions required by applicable sections of Title 34, Section 80.36(I) and 85.510, Code of Federal Regulations and are included by reference herein.

38. **PUBLIC ENTITY CRIME:** Pursuant to Florida Statute 287.133, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Bid on a contract to provide any goods or services to a public entity, may not submit a Bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit Bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of Florida Statute, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

39. **COLLECTION, USE OR RELEASE OF SOCIAL SECURITY NUMBERS:** The St. Johns County School District is authorized to collect, use or release social security numbers (SSN) of vendors, contractors and their employees for the following purposes, which are noted as either required or authorized by law to be collected. The collection of social security numbers is either specifically authorized by law or imperative for the performance of the District's duties and responsibilities as prescribed by law (Sections 119.07(5)(a)2 and 3, Florida Statutes):

    a) **Criminal history and criminal background checks/Identifiers for processing fingerprints by Department of Law Enforcement, if SSN is available** [Required by Fla. Admin. Code 11 C-6.003 and Fla. Stat. § 119.07(5)(a)6]

    b) **Vendors/Consultants that District reasonably believes would receive a 1099 form if a tax identification number is not provided including for IRS form W-9** [Required by 26 C.F.R. § 31.3406-0, 26 C.F.R. § 301.6109-1, and Fla. Stat. § 119.07(5)(a)2 and 6]

40. **PURCHASING AGREEMENTS AND STATE TERM CONTRACTS:** The Purchasing agreements and state term contracts available under s. 287.056 have been reviewed.

41. **DISCRIMINATORY VENDOR LIST:** Pursuant to Florida Statute 287.134, an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity;

may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.

42. **PROHIBITION AGAINST CONTRACTING WITH SCRUTINIZED COMPANIES:** Pursuant to Florida Statute 287.135, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with an agency or local government entity for goods or services of any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List created pursuant to s. 215.4725 or is engaged in a boycott of Israel; or for $1 million or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing a contract, is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List created pursuant to 215.473 or is engaged in business operations in Cuba or Syria.

    The company/vendor certifies by submission and signature of this bid that: it is not on the Scrutinized Companies with Activities in Sudan List; the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; the Scrutinized Companies that Boycott Israel list, engaged in a boycott of Israel or that it is not engaged in business operations in Cuba or Syria. Any contract for goods or services of any amount may be terminated at the option of the awarding body if the company is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel. A contract for goods and services of $1 million or more may be terminated at the option of the awarding body if the company is found to have submitted false certification, has been placed on any of the other lists in this section or has been engaged in business operations in Cuba or Syria.

43. **BIDDER DETERMINATION.** Bidder is hereby notified that Section 287.05701, Florida Statutes, requires that the District may not request documentation of or consider a bidder's social, political, or ideological interests when determining if the bidder is a responsible bidder.

44. **PUBLIC RECORDS AND CONFIDENTIALITY:** Subject to the limited confidentiality afforded pending competitive solicitation by Florida Statute 119.071, the ITB and all Bids are public records subject to disclosure pursuant to the Florida Public Records Law. Requests for tabulations and other records pertinent to the competitive solicitation shall be processed in accordance with the Florida Public Records Law. By submitting a Bid, Bidders will be deemed to have waived any claim of confidentiality based on trade secrets, proprietary rights, or otherwise.

    Florida Statute 119.0701 requires the Contractor to comply with Florida's public records laws with respect to services performed on behalf of the School District. Specifically, the Statute requires that the Contractor:

    a) Keep and maintain public records required by the School District to perform the service.

    b) Upon request from the School District's custodian of public records, provide the School District 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 in Chapter 119 of the Florida Statues or as otherwise provided by law.

    c) 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 School District.

    d) Upon completion of the contract, transfer, at no cost, to the School District all public records in possession of the Contractor or keep and maintain public records required by the School District to perform the service. If the Contractor transfers all public records to the School District upon completion of the contract, 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 the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School District, upon request from the School District's custodian of public records, in a format that is compatible with the information technology systems of the School District.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 904-547-7637; sjpubrec@stjohns.k12.fl.us ; OR ST. JOHNS COUNTY SCHOOL BOARD, ATTN: COMMUNITY RELATIONS, 40 ORANGE STREET, ST. AUGUSTINE, FL 32084

ST. JOHNS COUNTY SCHOOL DISTRICT

INVITATION TO BID

SPECIAL CONDITIONS

1.0 INTRODUCTION

1.1 The St. Johns County School District (hereinafter referred to as SJCSD) is requesting bid pricing from qualified and manufacturer certified Contractors (hereinafter referred to as Contractor) to furnish, install, integrate, maintain, and repair interior and exterior audiovisual systems in areas including but not limited to gymnasiums, auditoriums, stadiums, and fields and to furnish, install, maintain, and repair stationary and portable lighting in areas including but not limited to gymnasiums and auditoriums at various schools and facilities located throughout St. Johns County on an as needed basis. SJCSD makes no guarantee of a specific volume of work to be performed under this bid.

1.2 All solicitations and supporting documents are posted on DemandStar, SJCSD's third party notification service, and this link is available on the Purchasing department's website at: https://www.stjohns.k12.fl.us/purchasing/active/

Bidders are responsible for monitoring DemandStar for solicitation opportunities and updates. All solicitations and supporting documents, such as Addenda, Notice of Intent, and Notice of Award, will be posted on DemandStar.

2.0 INSTRUCTIONS FOR BID SUBMITTAL

2.1 All bids must be received no later than, January 25, 2024 @ 1:30 PM EST and must be delivered to:

St. Johns County School District
Sebastian Administrative Annex
Purchasing Department
3015 Lewis Speedway, Building 5
St. Augustine, FL 32084

If a bid is transmitted by US mail or other delivery medium, the bidder will be responsible for its timely delivery to the address indicated.

2.2 Any bid received after the stated date and time **WILL NOT** be considered.

2.3 One (1) manually signed original bid and one (1) photocopy of the bid must be sealed in one package and clearly labeled "ITB2024-002 Audiovisual Equipment and Lighting Installation, Repairs, and Upgrades" on the outside of the package. The legal name, address, bidder's contact person and telephone number must also be clearly noted on the outside of the package.

The manually signed original shall be clearly marked as "ORIGINAL". Once accepted, all original bids and any copies of bids become the sole property of SJCSD and may be retained by SJCSD or disposed of in any manner SJCSD deems appropriate.

2.4 Failure to submit one original bid with a manual signature may result in rejection of the bid.

2.5 All bids must be signed by an officer or employee having the authority to legally bind the bidder.

2.6 Any corrections must be initialed. This includes corrections made using correction fluid (white out) or any other method of correction.

2.7 Bidders should become familiar with any local conditions that may, in any manner, affect the services required. The bidder(s) are required to carefully examine the bid terms and to become thoroughly familiar with any and all conditions and requirements that may in any manner affect the work to be performed under the contract. No additional allowance will be made due to lack of knowledge of these conditions.

2.8 Bids not conforming to the instructions provided herein will be subject to disqualification at the sole discretion of SJCSD.

2.9 Any bid may be withdrawn prior to the date and time the bids are due. Any bid not withdrawn will constitute an irrevocable offer for a period of 90 days, to provide SJCSD with the services specified in the bid.

2.10 Pursuant to Florida Statute, it is the practice of SJCSD to make available for public inspection and copying any information received in response to an Invitation to Bid or Request for Proposal (RFP). No action on the part of the respondent to a Bid or RFP will create an obligation of confidentiality on the part of SJCSD, including but not limited to, making a reference in the response to the trade secret statutes. It is recommended that potential suppliers exclude from their response any information that, in their judgment, may be considered a trade secret.

2.11 When SJCSD is required to make purchases of personal property through competitive solicitation and the lowest responsible and responsive bid, proposal or reply is by a vendor whose principal place of business is in a state or political subdivision which grants a preference by that state or political subdivision, then SJCSD shall award an equal preference to the lowest responsible and responsive vendor having a principal place of business within Florida. In a competitive solicitation in which the lowest bid is submitted by a vendor whose principal place of business is located outside the state, and that state does not grant a preference in competitive solicitation to vendors having a principal place of business in that state, the preference to the lowest responsible and responsive vendor having a principal place of business in the State of Florida shall be five (5) percent. F.S. 287.084(1)(a).

A vendor whose principal place of business is outside this state must accompany any written bid, proposal or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of

that state to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts. F.S. 287.084(2).

3.0 AWARD

3.1 SJCSD reserves the right to waive any irregularities and technicalities and may, at its sole discretion, request a re-submittal or other information to evaluate any or all bids.

3.2 SJCSD reserves the right to require bidder(s) to submit evidence of qualifications or any other information the Board may deem necessary, including audited and unaudited financial statements.

3.3 SJCSD reserves the right, prior to Board approval, to withdraw the bid or portions thereof, without penalty.

3.4 SJCSD reserves the right to: (1) accept the bid of any firm to be in the best interest of the school district and (2) to reject any and/or all bids.

3.5 SJCSD reserves the right to conduct interviews with any of the bidders and to require a formal presentation by any of the bidders.

3.6 It is the intent of SJCSD to award this bid to one or more sources, as determined to be in the best interest of SJCSD.

3.7 The bid award will be made based on funds availability and will be at the sole discretion of the St. Johns County School Board.

4.0 CONTRACT/RENEWAL

4.1 The term of this contract shall be from February 14, 2024 to February 13, 2025 and may by mutual agreement between SJCSD and the awarded contractor be renewable for up to three (3) additional one (1) year periods.

4.2 All terms and conditions of this bid, any addenda, and negotiated terms are incorporated into the contract by reference as set forth herein.

5.0 BID INQUIRIES/NOTICES

5.1 Any questions and inquiries concerning the Bid must be submitted via email to Patrick Snodgrass of the SJCSD Purchasing Department no later than January 11, 2024, @ 12:00 PM EST to:

Patrick Snodgrass
Director of Purchasing
patrick.snodgrass@stjohns.k12.fl.us

Questions and inquiries received after the said date and time will not be considered. Questions

and inquiries must reference the Bid number.

5.2 Those interpretations or responses to all questions and inquiries which may affect the eventual outcome of this solicitation will be posted to the DemandStar website www.demandstar.com for all prospective Bidders to view no later than 5:00 PM EST, January 12, 2024.

Only the interpretation or response given by the SJCSD Purchasing Department representative, in writing, shall be binding and prospective Bidders are advised that no other source is authorized to give information concerning, or to explain or interpret the Invitation to Bid. All such interpretations and supplemental instructions will be in the form of written Addenda to the Invitation to Bid.

5.3 Copies of addendum will also be made available for inspection at SJCSD's Purchasing Department where bid documents will be kept on file.

5.4 No Addendum will be issued later than January 12, 2024, except an addendum withdrawing the Invitation to Bid or one which includes postponement of the date for receipt of bids or one containing the questions and answers.

5.5 School board members, and school board personnel (except the Purchasing Department representative referenced above) are ***not to be contacted*** prior to the School Board's decision to approve or reject the final recommendation presented to it by the Superintendent. At the discretion of SJCSD, failure to comply with this requirement will be grounds for disqualification.

Specifically, this **NO-CONTACT PERIOD** shall commence on the initial date of the advertisement for the Invitation to Bid and continue through and include the date the St. Johns County School Board makes its determination to approve or reject the final recommendations.

Failure to meet any of these requirements may disqualify a bidder from consideration.

6.0 SCOPE OF SERVICES

6.1 The bid is to establish firm fixed pricing from Contractors to furnish, install, integrate, maintain, and repair interior and exterior audiovisual systems and stationary and portable lighting systems on an as needed basis. Systems may be supplied and installed in areas including but not limited to gymnasiums, auditoriums, and stadiums, however, Contractor may be asked to perform other repairs or services to already existing audiovisual or stationary and portable lighting systems throughout St. Johns County. Quantities may vary from single items to large system installation/repair projects for which turnkey, fully operational, and completed installation of systems is required under this bid. SJCSD makes no guarantee of a specific volume of work to be performed under this bid.

6.2 The awarded Contractor is responsible for supplying, at its own expense, all supervision, labor, equipment, machines, tools, materials, transportation, incidentals, and related items necessary to complete the work in accordance with this Bid. SJCSD will not purchase,

lease, or otherwise acquire any equipment for us by the Contractor in performance of work under this bid.

In some cases, work may require the rental of lift equipment by the awarded Contractor. When approved by an authorized SJCSD representative, SJCSD may incur rental costs for lift equipment. No mark up over cost shall be charged to SJCSD for rental of equipment.

6.3 All work performed under this bid must comply with all local, state, and federal codes relative to the type of work being performed. The Contractor must also be aware of and comply with School Board Rules. Contractor shall perform the work under this Bid in accordance with acknowledged industry and professional standards and practices, and the procedures specified herein. Failure to comply with these requirements may be cause for Bid rejection or award cancellation.

Responsibilities of Contractor shall include, but not be limited to:

A. Furnish and installation of conductors and cables.

B. Furnish and installation of audiovisual system cabinets and enclosures.

C. Furnish and installation of all materials, devices, components, and equipment for complete operational systems.

D. When a project calls for the removal and replacement of existing equipment, Contractor will be required to remove equipment with care and place in an area requested by an authorized SJCSD representative.

E. All electrical items provided/utilized must meet the following requirements:

- National Electrical Code.
- Standard Rules of the American Institute of Electrical Engineering.
- National Electrical Management Association.
- State Requirements for Educational Facilities.
- O.S.H.A.

F. Locate all apparatus requiring adjustments, cleaning, or similar attention so that it shall be accessible for such attention. Equipment racks, equipment cables, terminals, etc. shall be positioned to permit full access for operation and service.

G. Provide an audiovisual system that operates free from hum, distortion, oscillations, radio frequency interference, etc. The Contractor shall provide corrective measure to audible problems at no additional cost to SJCSD.

H. Provide complete shop drawings for all systems and assemblies. Each drawing shall have a descriptive title and all subparts of each drawing shall be labeled.

I. Coordinate location of installed equipment with an authorized SJCSD representative.

J. Contractor may be required to provide demonstrations with authorized SJCSD representative(s). Demonstration may be required prior to installation being

accepted as complete. Contractor should be prepared to demonstrate each feature of the audiovisual system.

K. Test integrity of mounted equipment in accordance with manufacturer's specifications prior to demonstration.

L. Provide a written certification that mounted equipment such as cabinets, speakers, and lights are installed in accordance with Manufacturer's recommendation by trained/certified installers/riggers and that it passed the integrity test. Note the date, Manufacturer/model number, accessories, safety devices, and location in school.

M. Contractor shall prepare and submit one (1) hard copy and one (1) USB flash drive copy of Owner's Operational Manual, before acceptance testing. Manual should include but not be limited to:

- Basic power on/off operational procedures.
- Manufacturer's service literature for each major system component.
- System block diagram with input/output terminations identified including wiring diagrams.
- Software and data files used to configure equipment included in the system.

N. Provide software required to program and configure equipment.

6.4 Contractor will be required to provide a written job quote for each job performed under this bid. Contractor's base line pricing will be used as the basis for each job quote. Each job quote must contain a detailed listing of hours and hourly cost required to complete the job, plus a detailed listing of equipment, parts, and materials required to complete the job. The listing of equipment must include the list price and price to SJCSD based on the discount percentage (%) off MSRP bid by the Contractor for audiovisual and/or the listing of equipment, parts, and materials for stationary and portable lighting must include the percentage (%) markup to SJCSD based on the bid by the Contractor.

By requesting a site visit and/or quote, SJCSD does not commit to commencement or completion of any purchase or project. SJCSD will incur no administrative fees or other expenses in requesting a site visit and/or quote. Failure to attend multiple site visits and/or provide a quote may result in termination of award resulting from this bid.

6.5 Contractor shall provide the name, address, phone, and cell number(s) of the contact person for the placement of an order and the coordination of service. A contact for both regular work hours and after-hours, weekends, and holidays must be identified.

6.6 Contractor is required to maintain a valid letter/certification from all manufacturers presented in their Bid response for award and must be maintained throughout the term of this Bid. SJCSD may request copies at any time.

6.7 Contractor shall not engage any subcontractors or other parties to perform services unless first approved in writing by SJCSD. SJCSD acceptance of subcontractors or other parties

shall not relieve, release, or affect in any manner any of Contractor's duties, liabilities, or obligations hereunder, and Contractor shall at all times be and remain fully liable hereunder.

6.8 Contractor shall provide itemized invoices for the hours worked and goods/materials received. Invoices are to reflect the prices submitted on the bid sheet. SJCSD may only be billed for hours worked and goods/materials received. SJCSD reserves the right to require the Contractor to provide documentation to substantiate their labor and material cost.

6.9 SJCSD reserves the right to inspect all work prior to payment. Final project approval is contingent on the final inspection by an authorized SJCSD representative. Contractor shall promptly correct all work rejected by an authorized SJCSD representative. Contractor shall bear all costs correcting such rejected work.

6.10 Contractor shall keep the premises free from accumulation of waste material and rubbish daily. Work area must be left free of hazards that may cause injury to occupants. At completion of each project, the Contractor shall remove from the premises all equipment and debris and leave the project in ready to use condition. Debris shall not be deposited into SJCSD refuse containers. It shall be the sole responsibility of the Contractor to safeguard their own materials, tools, and equipment. SJCSD shall not assume any responsibility for vandalism and/or theft of materials, tools and/or equipment.

6.11 Contractor shall be responsible for any damage to SJCSD property, personnel property, or visitor property due to negligence on the part of the Contractor, its employees, its agents, or subcontractors. Contractor agrees to repair, at own expense, any damage that was caused by Contractor, its employees, its agents, or subcontractors.

6.12 All of the Contractor's employees and agents must sign in at the school's main office and report to the school Maintenance Manager or authorized SJCSD representative prior to commencing any work and must sign out at the school's main office prior to leaving.

6.13 Delivery, storage and handling of equipment shall include but not be limited to:

A. Unless otherwise authorized by SJCSD, all items shall be delivered to Contractor place of business and will bring to SJCSD site when ready to perform installation services.

B. Contractor shall furnish, at its own expense, all supervision, labor, equipment, machines, tools, materials, labor, transportation, and anything necessary for the inside delivery, offloading, uncrating and placement of items at delivery locations without assistance of SJCSD. Delivery location will be stated on each purchase order issued by SJCSD.

C. Contractor shall store and handle equipment to prevent moisture, dirt, debris intrusion, theft, breakage, denting or marring of finishes.

D. Contractor shall store equipment in a clean dry space, in original cartons and protect from dirt, physical damage and weather.

E. Title to and/or risk of loss or damage to items shall be the responsibility of the Contractor. The Contractor is required to file all claims for damages and/or shortages.

F. Contractor shall not install damaged equipment. In the event an item is delivered and received, and it is later determined there is concealed damage, the item must be replaced by the Contractor at no additional cost to SJCSD.

7.0 TRAINING

The Contractor shall provide on-site training for the proper functioning of the device(s) at each unit location for individuals and work groups. Contractor will supply operator's manuals to authorized SJCSD representative. Contractor shall provide a completed survey to ensure that satisfactory levels of skill, knowledge and training were received. Contractor shall provide additional training, as needed. This cost shall be included with the bid price.

8.0 WARRANTY

8.1 Contractor warrants that the commodities and contractual services provided hereunder will be of good workmanship and of proper materials, free from defects, and in accordance with specifications. The contractor warrants that the commodities and contractual services are suitable for the intended use.

- The warranty on materials shall be a minimum of one (1) year from the date of acceptance.
- The contractor shall warrant contractual services for a period of one (1) year from the date of acceptance and will be obligated to repair or replace any and all defects at the contractor's expense.
- Rework for incomplete, insufficient, or failed work under a current warranty shall be at no cost to SJCSD. A "No Charge" invoice shall be submitted on all warranty repairs detailing all the products replaced including dimensions and quantity in writing.
- Effective date on all warranties shall begin at the time of complete installation and acceptance by SJCSD.
- Contractor shall respond within twelve (12) hours after notification by SJCSD, and provide service within twenty four (24) hours after notification Monday through Friday.
- Access to all software or firmware updates installed or bundled with the product for the term of the full warranty.

9.0 BID PRICING

9.1 Contractors may submit bids on any or all of the Bid Sheet Sections and any or all of the manufacturers.

9.2 Stationary and Portable Lighting Labor: Bidders may indicate pricing for hourly labor rates for installation, and/or repair and/or additional work on an as needed basis for the positions of

Technician and Helper. The billable hourly rate shall start upon arrival at the job site and end upon departure from the job site.

The standard hourly rate shall apply for services from 7:00 AM to 5:00 PM, Monday through Friday.

The non-standard hourly rate shall apply for services from 5:01 PM to 6:59 AM, Monday through Friday. The non-standard hourly rate shall also apply to Saturdays, Sundays, and Holidays recognized by SJCSD.

9.3 Stationary and Portable Lighting Equipment: Bidders may indicate a percentage (%) markup over cost for stationary and portable lighting equipment. The percentage (%) mark up shall remain firm for the term of the contract.

9.4 Audiovisual Labor: Bidders may indicate pricing for hourly labor rates for installation, and/or repair and/or additional work on an as needed basis for the positions of Technician and Helper. The billable hourly rate shall start upon arrival at the job site and end upon departure from the job site.

The standard hourly rate shall apply for services from 7:00 AM to 5:00 PM, Monday through Friday.

The non-standard hourly rate shall apply for services from 5:01 PM to 6:59 AM, Monday through Friday. The non-standard hourly rate shall also apply to Saturdays, Sundays, and Holidays recognized by SJCSD.

9.5 Audiovisual Equipment: Bidders may indicate a percentage (%) discount off MSRP for audiovisual equipment. The percentage (%) discount shall remain firm for the term of the contract. Bidders may submit up to ten (10) additional manufacturers.

This bid will be awarded by the line item (manufacturer) to the responsive, responsible bidder offering the greatest fixed percentage (%) discount off each manufacturer's suggested retail price (MSRP) as the primary awardee. Bidded percentage (%) discount shall include inside delivery and set in place.

9.6 The bid sheet must be signed by an individual of the bidding firm that has the authority to bind the firm.

10.0 QUALIFICATIONS

10.1 Bidder(s) must have sufficient number of personnel and equipment to perform the work as stated in this ITB. Additionally, the Bidder(s) must have sufficient financial support and organization to ensure that they can satisfactorily execute the service if awarded the contract under the terms and conditions stated herein.

10.2 If a Florida Corporation, a screen shot of "ACTIVE" status through www.sunbiz.org must be included in the bid submittal.

If a Non-Florida Corporation, a screen shot of "ACTIVE" status from the state in which the business was formed must be included in the bid submittal.

11.0 INSURANCE REQUIREMENTS

It is mandatory that the person/firm submitting the bid have minimum Liability limits of $1,000,000.00 for both Comprehensive General Liability, including Product Liability Coverage. The person/firm submitting the bid must also have a minimum Liability Limit of $1,000,000.00 for Motor Vehicle Liability and at least the statutory limit of Worker's Compensation. All coverage must be included on the certificate(s). Bidder's insurance provider must be rated A- or better by AM Best. If the bidder's current certificate of insurance does not meet the amount required, a statement must be included with the bid document from their insurance carrier indicating that if a bid award was made to the firm, that the carrier would write the necessary insurance coverage. The successful bidder must then have the required insurance placed in force with written notification provided to the Director of Purchasing, prior to issuance of a purchase order that authorizes the work performance to begin. Failure to do so may invalidate the award and result in an award to the next lowest responsible bidder. **Successful contractor must list St. Johns County School Board as an additional insured.**

12.0 CONTRACTOR PAYMENT

The St. Johns County School District requires all contractors responding to this bid to accept payment from SJCSD on a Visa credit card. No other payment options will be made available. St. Johns County School District will issue a unique "ghost" credit card number to each contractor. This information must be held on file for all future payments. The card has a zero balance until payments have been authorized by SJCSD.

After goods are delivered or services rendered contractors submit invoices to the Accounts Payable Department according to the current process. The payment terms are set as IMMEDIATE (next accounts payable run). When payments are authorized, an email notification is sent to an email address provided by the contractor. The email notification includes the invoice number, invoice date, and amount of payment. Once the contractor receives the email the credit card has been authorized to charge for the amount listed in the email. When the contractor charges the full amount authorized in the email the card will return to a zero balance until the next payment is authorized.

13.0 PURCHASE ORDERS

A Purchase Order issued by the Purchasing Department or from School Internal Accounts is the only legal authorization for contractors to perform services or provide commodities to SJCSD. A commitment, either written or verbal, from SJCSD employees without a Purchase Order issued by the Purchasing Department or from School Internal Accounts does not constitute an obligation by SJCSD to a contractor. Contractors that perform services or provide commodities without a Purchase Order issued by the Purchasing Department or from School Internal Accounts do so at their own risk and at risk of non-payment.

Additional information regarding doing business with SJCSD can be found on the SJCSD web site, www.stjohns.k12.fl.us under the Purchasing Department.

14.0 PREPARATION AND SUBMISSION OF BID

14.1 Bidders are requested to organize their bids in the following sequence.

14.2 **Invitation to Bid:** Required response form (page 1 of Bid) with all required information completed and all signatures as specified.

14.3 **Debarment Form**

14.4 **Drug Free Workplace Certification**

14.5 **Principal Place of Business**

14.6 **EDGAR Certifications**

14.7 **E-Verify Requirements**

14.8 **References:** Bidders must complete and include the attached Reference Form with their submittal.

14.9 **Insurance Coverage:** Insurance certificates evidencing coverage as specified in section 11.0 or a signed statement indicating that coverage meeting the required coverage will be obtained prior to the commencement of any work under this bid.

14.10 **Florida Department of State, Division of Corporations Registration Requirements**
If a Florida Corporation, a screen shot of "ACTIVE" status through www.sunbiz.org .

If a Non-Florida Corporation, a screen shot of "ACTIVE" status from the state in which the business was formed.

14.11 **Bid Sheet**

AGENDA ITEM NO. 9.6

Item Cover Page

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

DATE: January 21, 2025

SUBMITTED BY: Johnnie Jacobs - (259-6286)

ITEM TYPE: Out of State Travel

AGENDA SECTION: **APPROVAL OF ITEMS FOR ACTION**

SUBJECT: Approval of the Out of State Travel for Baker County High School History Club Students and Employee Chaperones to Warm Springs, GA on February 7, 2025 through February 8, 2025. Funding Source: History Club

ATTACHMENTS:
01.21.2025 Approval of the Out of State Travel for BCHS History Club Rooselvelt's Little White House Warm Springs GA_J.Jacobs.pdf

November 21, 2024

Mr. Jacobs
Principal
Baker County High School
One Wildcat Drive
Glen St. Mary Florida 32040

Dear Mr. Jacobs,

We are writing you this letter to request permission to take members of the History Club from Baker County High School on an out-of-state trip. We plan to go to the historical town of Warm Springs, Georgia; then tour Roosevelt's Little White House. We will then travel to Andersonville National Historic Site, and President Jimmy Carter Boyhood Farm.

We expect to take approximately 85 students and chaperones including: myself Mark Hartley, Hunter Burnsed, Shelli Rhoden, Vanessa Roberts, and Haley Cushenbery. We plan to leave school at 4:00am on February 7, 2025, and we will return to school around 11:00 pm on February 8, 2025. We will be traveling by charter bus. The students participating and the History Club funds will incur all expenses.

Concurrence with this request would be greatly appreciated. We look forward to hearing from you.

Sincerely,

Mark Hartley
History Club Sponsor

AGENDA ITEM NO. 9.7

Item Cover Page

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

DATE: January 21, 2025

SUBMITTED BY: Tonya Tarte - (259-4330)

ITEM TYPE: Agreement

AGENDA SECTION: **APPROVAL OF ITEMS FOR ACTION**

SUBJECT: Approval to Lease 3 Copiers for Baker County Pre-K / Kindergarten Center, State of Florida Contract 44000000-NASPO-19-ACS, Beginning January 1, 2025 - January 1, 2029, for a Total Lease Cost of $31,227.623.

ATTACHMENTS:
01.21.2025 Approval of the Lease of 3 Copiers for PreK Kindergarten Center Fla Contract 44000000-NASPO-19-ACS January 1, 2025 through January 1, 2029_T.Tarte.pdf

392 South Boulevard, East • Macclenny, Florida 32063
Tonya L Tarte
Director of Nutrition Services, Purchasing and Warehousing
"Where Children Are First!"

Phone: (904) 259-4330 www.baker.k12.fl.us Fax: (904) 259-2825

TO: Wyatt Milton, Superintendent of Schools

FROM: Tonya L. Tarte, Director of Nutrition Services, Purchasing and Warehousing

RE: Approval for a 48 Month Lease on 3 Copiers, PreK/Kindergarten Center

DATE: December 10, 2024

I am requesting approval to lease 3 copiers for PreK/Kindergarten Center , State of Florida Contract 44000000-NASPO-19-ACS, beginning January 1, 2025 and ending January 1, 2029 with SHARP Electronics Corporation total lease cost is $31.227.63.

McCrimmon's Office Systems is recommended for Maintenance with Sharp Corporation holding the lease for the machine.

Thank you for your time and consideration of this copier lease, SHARP Electronics Corporation, State contract 44000000-NASPO-19-ACS.

cc Melanie Watson

AGENDA ITEM NO. 9.8

Item Cover Page

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

DATE:	January 21, 2025
SUBMITTED BY:	Thomas Hill - (259-0429)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval of the Settlement Agreement between Baker County School District, Jason Walker, and Associated Student.

ATTACHMENTS:
01.21.2025 Approval of Settlement Agreement Between Baker County School District, Jason Walker, and Associated Student_T.Hill.pdf

Baker County Public Schools
Wyatt Milton, Superintendent of Schools
270 South Boulevard East, Macclenny, Florida 32063
Telephone: (904) 259-6251 www.bakerk12.org Fax: (904) 259-1387

January 8, 2025

Mr. Wyatt Milton, Superintendent of Schools
Baker County School Board Members
270 South Boulevard East
Macclenny, FL 32063

Dear Superintendent Milton and School Board Members:

The purpose of this letter is to request School Board approval of the attached settlement agreement between the Baker County School District, Jason Walker, and associated student.

Please do not hesitate to contact me with any questions that you may have about this settlement.

Sincerely,

Thomas Hill
Associate Superintendent of Human Resources
(904) 259-0429

SETTLEMENT AGREEMENT AND RELEASE OF ALL CLAIMS

This Settlement Agreement and Release of All Claims ("AGREEMENT") is made and entered into freely and voluntarily by and between JASON WALKER and JAXON WALKER ("COMPLAINANTS"), and the BAKER BOARD SCHOOL BOARD ("BOARD"). For purposes of this AGREEMENT, COMPLAINANTS and BOARD are collectively referred to as the "PARTIES."

RECITALS

WHEREAS, COMPLAINANTS filed a complaint on or about May 29, 2024, against the BOARD with the United States Department of Education, Office for Civil Rights Discrimination, Complaint No. 04-25-1558 ("COMPLAINT"); and

WHEREAS, the BOARD has denied, and continues to deny, the validity of the claims and allegations asserted by COMPLAINANTS in the COMPLAINT and denies that it is subject to any liability; and,

WHEREAS, the PARTIES voluntarily mediated this matter with the Office for Civil Rights on December 10, 2024, and have determined that a compromise, settlement, and release of the claims asserted or that could have been asserted in the COMPLAINT, with prejudice, will best serve the interests of all concerned; and,

WHEREAS, the PARTIES have also concluded that the terms of this AGREEMENT are fair, reasonable, adequate and in the PARTIES' mutual best interests; and,

WHEREAS, the BOARD is willing to provide COMPLAINANTS with certain considerations described below, which it is not ordinarily required to provide, provided the claims asserted or that could have been asserted in the COMPLAINT are forever barred, and COMPLAINANTS release the BOARD from any claims they have made or might make arising

out of the claims made, arising out of the COMPLAINT, and agree to comply with the other promises and conditions set forth in this AGREEMENT; and,

WHEREAS, the U.S. Department of Education, Office for Civil Rights will not monitor or enforce the AGREEMENT and the PARTIES understand that the Office for Civil Rights has made no findings with regard to the allegations in the COMPLAINT; and,

WHEREAS, as a result of the AGREEMENT reached between the PARTIES, COMPLAINANTS agree to indemnify, protect, and hold the BOARD harmless from any further action, complaint, cause of action, or otherwise arising from Jaxon Walker's status as a dual enrollment student at Florida Gateway College during the Fall 2023 semester, including any alleged failure by the BOARD to provide accommodations and associated with the grades received as a result of work performed during the Fall 2023 semester.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the PARTIES, the PARTIES agree to be legally bound by the following terms and conditions, which constitute full settlement of any and all disputes between them:

1. **Recitals:** The PARTIES acknowledge that the "WHEREAS" clauses in this AGREEMENT are true and correct, and are incorporated herein as material parts to this AGREEMENT.

2. **Definitions:** Throughout this AGREEMENT, the term "BOARD" shall include the following:

(i) BAKER COUNTY SCHOOL BOARD, and all other departments, agencies, subdivisions, boards, councils, partnerships, organizations, businesses, or other entities affiliated, associated, related, owned or operated by or with the same, as well as their heirs, executors, administrators, suppliers, distributors, successors, privies, insurers,

insureds, associations, partnerships, representatives, attorneys, employees, former employees, volunteers, officers, directors, shareholders, agents, and assigns, past and present, of the aforesaid entity.

3. **Settlement Terms:** As consideration for COMPLAINANTS signing this AGREEMENT and compliance with the promises made herein, the BOARD agrees to a withdrawal of all grades for Jaxon Walker received from Florida Gateway College for the Fall 2023 semester, to enter a "WD" on Jaxon Walker's transcript, and that no grade will be given for those classes. Upon approval of this AGREEMENT by the PARTIES, the PARTIES agree to submit this to the Office of Civil Rights for dismissal of the COMPLAINT with prejudice, within fourteen (14) days of approval of the AGREEMENT by the PARTIES.

4. **Consideration:** COMPLAINANTS understand and agree that they would not receive the terms and benefits specified in this AGREEMENT but for his execution of this AGREEMENT, and the fulfillment of the promises contained herein.

5. **Release of Claim by COMPLAINANTS**: In exchange for, and in consideration of, the benefits and/or other commitments described above, COMPLAINANTS, agree to release of the claims set forth or that could have been set forth in the COMPLAINT (and any other claims or assertions of liability that may exist). In addition, COMPLAINANTS, for themselves and for each of their heirs, executors, administrators, and assigns, hereby fully releases, acquits, and forever discharges the BOARD and any of its present or former officers, directors, subsidiaries, parents, affiliates, partners, employees, agents, attorneys, accountants, executors, administrators, personal representatives, departments, directors, insurers, current and former employees, heirs, successors, and assigns, expressly including, but not limited to, and all persons acting by, through, under, or in concert with any of them, and from any and all claims, liabilities, causes of action, demands to any rights, damages, costs, attorneys' fees, expenses, and compensation whatsoever,

of whatever kind or nature, in law, equity or otherwise, whether known or unknown, vested or contingent, suspected or unsuspected, that COMPLAINANTS, may now have, has ever had, or hereafter may have relating directly or indirectly to the allegations in the COMPLAINT, including, but not limited to, any and all claims he may have that arose prior to the Effective Date of this AGREEMENT, and hereby specifically waives and releases all claims, including, but not limited to, those arising under the Florida Whistleblower's Act, Sections 112.3187- 112.31895, Florida Statutes; Title VII of the Civil Rights Act of 1964, as amended; the Civil Rights Act of 1991; the Equal Pay Act; the Americans With Disabilities Act of 1990; the Rehabilitation Act of 1973, as amended; the Age Discrimination in Employment Act of 1967, as amended, and superseded by Final Rule: Disparate Impact and Reasonable Factors Other Than Age Under the Age Discrimination in Employment Act; the Older Workers Benefit Protection Act; Section 115 of the Civil Rights Act of 1991; Sections 1981 through 1988 of Title 42 of the United States Code, as amended; the Family and Medical Leave Act, 29 U.S.C. § 2601 et seq.; the Florida Civil Rights Act; Florida's Public Employees Relations Act; any and all federal, state, or local statutes, ordinances, or regulations, as well as all claims arising under federal, state, or local law involving any tort, contract (express or implied), public policy, retaliation, workers' compensation or any other claim, including, but not limited to, claims for assault and battery, invasion of privacy, and negligent or wanton hiring, retention or training; the Fair Labor Standards Act ("FLSA"), 29 U.S.C. §201, et. seq.; any state or local law regulating hours of work, wages, the payment of wages, and/or the payment of overtime compensation, and/or retaliation; and, the Employment Retirement Income Security Act of 1974 ("ERISA"). COMPLAINANTS, also forgo any and all rights to participate in a class or collective action against the BOARD alleging violations of any of the above laws which arose prior to the Effective Date of this Agreement, and COMPLAINANTS further covenant and agree not to accept, recover, or receive any back pay, liquidated damages,

other damages or any form of relief, compensatory, equitable, or otherwise, based upon any claims asserted or settled in the COMPLAINT that may arise out of, or in connection with, any other individual, class, or administrative remedies pursued by any state or local governmental agency against the BOARD.

6. **Reliance:** COMPLAINANTS hereby acknowledge that in executing this AGREEMENT, they do not rely and have not relied upon any representation or statement made by the BOARD or by any agents, representatives, or attorneys of the BOARD with regard to the subject matter, basis, or effect of this AGREEMENT. COMPLAINANTS acknowledge and agree that they have read and understand the meaning of this AGREEMENT and voluntarily enter into this AGREEMENT.

7. **Warranty and Indemnification**: COMPLAINANTS agree to indemnify and hold the BOARD harmless from any losses or expenses, claims, or liability of any type or character arising out of any attempt by any party to sue and collect on the claims being released by this AGREEMENT, including payment of reasonable attorney's fees and costs incurred to defend such actions.

8. **No Effect on Public Records Law**: COMPLAINANTS understand that nothing in this AGREEMENT is intended to affect or does affect the BOARD's obligations under Florida's Public Records laws, and that this AGREEMENT and all other records regarding COMPLAINANTS may be subject to view by the public.

9. **Affirmations:** COMPLAINANTS represent and affirm that, other than the COMPLAINT referenced herein, they have no suits, claims, charges, complaints, or demands of any kind whatsoever currently pending against the BOARD with any local, state, or federal court or any governmental, administrative, investigative, civil rights, or other agency or board. COMPLAINANTS further represent and affirm as a material term of this AGREEMENT that,

upon receipt of the consideration identified in this AGREEMENT above, they have received all consideration and/or benefits to which they may be entitled from the BOARD or due to services he performed for the BOARD and that no consideration and/or benefits from the BOARD or due to services he performed for the BOARD are due them, except as provided for in this AGREEMENT.

10. **No Assignment:** The PARTIES represent and warrant that no person other than the signatories hereto had or has any interest in the matters referred to in this AGREEMENT, that the PARTIES have the sole right and exclusive authority to execute this AGREEMENT, and that the PARTIES have not sold, assigned, transferred, conveyed, or otherwise disposed of any claim, demand, or legal right that is the subject of this AGREEMENT.

15. **Governing Law and Jurisdiction:** This AGREEMENT shall be governed and conformed in accordance with the laws of the state of Florida. Venue for any disputes regarding the AGREEMENT shall exclusively lie in the state and federal courts for Baker County, Florida.

16. **No Admission of Liability:** The PARTIES agree that neither this AGREEMENT nor the furnishing of the consideration for this AGREEMENT shall be deemed or construed at any time for any purpose as an admission by the BOARD of any liability or unlawful conduct of any kind. The BOARD expressly denies any liability or wrongful or unlawful conduct of any kind.

17. **Headings:** The headings of the provisions herein are intended for convenience reference only, and the same shall not be, nor be deemed to be, interpretative of the contents of such provision.

18. **Modification of Agreement:** This AGREEMENT may not be amended, revoked, changed, or modified in any way, except in writing executed by all PARTIES. COMPLAINANTS agree not to make any claim at any time that this AGREEMENT has been verbally modified in

any respect whatsoever. No waiver of any provision of this AGREEMENT will be valid unless it is in writing and signed by the party against whom such waiver is charged.

19. **Interpretation:** The language of all parts of this AGREEMENT shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any of the PARTIES. This AGREEMENT has been negotiated by and between the PARTIES and shall not be construed against the "drafter" of the AGREEMENT. If any portion or provision of this AGREEMENT (including, without implication of limitation, any portion or provision of any section of this AGREEMENT) is determined to be illegal, invalid, or unenforceable by any court of competent jurisdiction and cannot be modified to be legal, valid, or enforceable, the remainder of this AGREEMENT shall not be affected by such determination and shall be valid and enforceable to the fullest extent permitted by law, and said illegal, invalid, or unenforceable portion or provision shall be deemed not to be a part of this AGREEMENT. To the extent that any general release or dismissal in this AGREEMENT is deemed to be illegal, invalid, or unenforceable, COMPLAINANTS agree to execute a valid full and final release of equal scope, covering any and all claims in favor of the BOARD in exchange for the payment set forth in this AGREEMENT in the event such payments have not already been made, to effectuate a full release of the claims made or that could have been made in the COMPLAINT.

20. **Binding Nature of Agreement:** This AGREEMENT shall be binding upon each of the PARTIES and upon their respective heirs, administrators, representatives, executors, successors, and assigns, and shall inure to the benefit of each party and to their respective heirs, administrators, representatives, executors, successors, and assigns.

21. **Enforcement**: If any party to this AGREEMENT is required to engage in litigation against any other party to this AGREEMENT, either as plaintiff or defendant, in order to enforce or defend any of the rights under this AGREEMENT, and such litigation results in a final judgment

in favor or such party ("Prevailing Party"), then the party against whom said final judgment is obtained shall reimburse the Prevailing Party for all expenses incurred, including, but not limited to, all attorney's fees (including paralegal fees), court costs and other expenses incurred throughout all negotiations, trials or appeals undertaking in order to enforce the Prevailing Party's rights hereunder.

22. **Entire Agreement:** This AGREEMENT sets forth the entire AGREEMENT between the PARTIES hereto, and fully supersedes any prior obligation of the BOARD to COMPLAINANTS.

23. **Notice Requirements:** Each notice ("Notice") provided for under this AGREEMENT, must comply with the requirements as set forth in this Paragraph. Each Notice shall be in writing and sent by email or depositing it with a courier service that obtains receipts (such as Federal Express or UPS), addressed to the appropriate party (and marked to a particular individual's attention, if so indicated) as hereinafter provided. Each Notice shall be effective upon being so deposited, but the time period in which a response to any notice must be given or any action taken with respect thereto shall commence to run from the date of receipt of the Notice by the addressee thereof, as evidenced by the return receipt. Rejection or other refusal by the addressee to accept or the inability to deliver because of a changed address of which no Notice was given shall be deemed to be the receipt of the Notice sent. Any party shall have the right from time to time to change the address or individual's attention to which notices to it shall be sent by giving to the other party reasonable Notice thereof.

24. **Selective Enforcement:** The PARTIES agree that the failure of any party to enforce or exercise any right, condition, term, or provision of this AGREEMENT shall not be construed as or deemed a relinquishment or waiver thereof, and the same shall continue in full force and effect.

HAVING ELECTED TO EXECUTE THIS AGREEMENT, TO FULFILL THE PROMISES AND TO RECEIVE THE SUMS AND BENEFITS IN THIS AGREEMENT, COMPLAINANTS FREELY AND KNOWINGLY, AND AFTER DUE CONSIDERATION, ENTER INTO THIS AGREEMENT INTENDING TO WAIVE, SETTLE, AND RELEASE ALL CLAIMS THEY HAVE OR MIGHT HAVE AGAINST THE BOARD.

THE BOARD KNOWINGLY AND VOLUNTARILY ENTERS INTO THIS AGREEMENT. THE PERSON EXECUTING THIS AGREEMENT FOR THE BOARD HEREBY WARRANTS THAT HE OR SHE IS AUTHORIZED TO ACT ON ITS BEHALF OF THE BOARD AND BIND IT TO THE TERMS OF THIS AGREEMENT.

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IN WITNESS WHEREOF, the PARTIES hereto knowingly and voluntarily executed this AGREEMENT as of the date set forth below:

DATED this ___ day of January, 2025. _____
JASON WALKER

DATED this ___ day of January, 2025. _____
JAXON WALKER

DATED this ___ day of January, 2025. _____
BAKER COUNTY SCHOOL BOARD, FLORIDA

By: _____

Its: _____

AGENDA ITEM NO. 9.9

Item Cover Page

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

DATE:	January 21, 2025
SUBMITTED BY:	Denny Wells - (259-5420)
ITEM TYPE:	Bid
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval of Various District Projects to 8 Koi, Inc. in the Amount of $293,707.00. (Itemized Project List and Totals Attached)

ATTACHMENTS:
01.21.2025 Approval of Various District Projects for 8 Koi, Inc_D.Wells.pdf

Baker County School District

F.D. (Denny Wells), Director
270 Jonathan Street – Macclenny, Florida 32063
904-259-5420

December 19, 2024

Mr. Wyatt Milton
Superintendent of Schools
Baker County School District
370 South Blvd. East
Macclenny, Florida

Dear Mr. Milton

I would like to request School Board review and approval of the bid(s) from **8 Koi, Inc.** of Melbourne, Florida for the following items:

Baker County High School Vocational Building (Ag) Roll-up Doors
Baker County Middle School Interior Security Door for gym
Macclenny Elementary School Cafeteria Door Canopies (2)
Westside Elementary School Canopy Extension (with electrical service) to Outside Covered Play Area
Family Service Center Door Canopy replacement (KIS)

Their bid for these projects totaled **$293,707.00.** (Attachment) Funds for these projects will be from the Capital Outlay Funds.

Should you have any questions concerning this request, please feel free to contact me your convenience.

Sincerely yours,

F.D. Wells,
Director of Facilities and Maintenance

BID TABULATION AND NOTICE OF AWARD RECOMMENDATION

DATE OF POSTING: August 14, 2024 TIME OF POSTING: _____

PROJECT NO.: **2404F**
BID OPENING DATE: **December 18, 2024**
PROJECT TITLE: **Miscellaneouss Improvements at Several Schools**
BID OPENING TIME: **10:00 AM**
BID OPENING PLACE: **Baker County School Board Conference Room, 392 South Boulevard East, Macclenny, Florida 32063**

CONTRACTORS	BID SECURITY RECEIVED	SUBCONTR. LIST RECEIVED	ADDENDA NUMBER RECEIVED				BASE BID	ALTERNATE 1	ALTERNATE 2
8 Koi	✓	✓	✓				176,702	69,950	47,055
Little and Williams, Inc.	✓	✓	✓				277,533	72,728	42,662

Bids Opened By: _____ Date: 12-18-24

Bids Tabulated By: _____ Date: 12-18-24

Bids Verified By: _____ Date: 12-18-24

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